

# Public Document Pack



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To: Cllr Aaron Shotton (Leader)

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

15 June 2016

Dear Councillor

You are invited to attend a meeting of the Cabinet which will be held at 9.30 am on Tuesday, 21st June, 2016 in the Clwyd Committee Room, County Hall, Mold CH7 6NA to consider the following items

## **A G E N D A**

### **1 APOLOGIES**

**Purpose:** To receive any apologies.

### **2 DECLARATIONS OF INTEREST**

**Purpose:** To receive any Declarations and advise Members accordingly.

### **3 MINUTES (Pages 5 - 16)**

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

TO CONSIDER THE FOLLOWING REPORTS

### **STRATEGIC REPORTS**

### **4 PERFORMANCE REPORT 2015/16 (Pages 17 - 40)**

Report of Chief Executive - Cabinet Member for Corporate Management

**Purpose:** To receive the 2015/16 Year End Improvement Plan monitoring reports for the period 1 April 2014 to 31 March 2016.

**5 FOOD SERVICE PLAN FOR FLINTSHIRE COUNTY COUNCIL 2016-17**  
(Pages 41 - 106)

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

**Purpose:** To seek approval for the Food Service Plan 2016-17.

**6 PROJECT CLOSURE ON REVIEW OF CORPORATE ADMINISTRATION**  
(Pages 107 - 110)

Report of Chief Officer (Governance) - Cabinet Member for Corporate Management

**Purpose:** To receive a closure report on the corporate administrative review project.

**OPERATIONAL REPORTS**

**7 REVENUE BUDGET MONITORING 2015/16 (MONTH 12)** (Pages 111 - 142)

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

**Purpose:** To provide the latest revenue budget monitoring information for 2015/16 for the Council Fund and Housing Revenue Account based on actual income and expenditure as at month 12 and projected forward to year-end based on the most up to date information available.

**8 BUSINESS RATES - WRITE OFF ABOVE £25,000** (Pages 143 - 146)

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

**Purpose:** Approve the write off of a single business rate debt above £25,000.

**9 RECOMMENDATIONS OF THE SCHOOL TRANSPORT TASK & FINISH GROUP** (Pages 147 - 150)

Report of Chief Officer (Education and Youth) - Cabinet Member for Education

**Purpose:** To consider the recommendations of the School Transport Task & Finish Group.

10 **PUBLIC RIGHTS OF WAY MAINTENANCE STANDARDS** (Pages 151 - 154)

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

**Purpose:** To endorse the approach to the maintenance of Flintshire's public footpaths and public bridleways.

11 **PUBLIC RIGHTS OF WAY PRIORITIES** (Pages 155 - 162)

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

**Purpose:** To endorse a hierarchical approach to: processing definitive map modification and public path orders; public rights of way maintenance; and responding to complaints.

12 **EXERCISE OF DELEGATED POWERS** (Pages 163 - 164)

Report of the Chief Executive enclosed.

**Purpose:** To provide details of actions taken under delegated powers.

**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) 15 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended).

It is not good employment practice or in the public interest for matters the subject of consultation with employees effected and other unions to be discussed in public at this stage of the process.

13 **REVIEW OF CORPORATE ADMINISTRATIVE FUNCTIONS** (Pages 195 - 200)

Report of Chief Officer (Governance) - Cabinet Member for Corporate Management

**Purpose:** To provide details of the review of corporate administrative function and the savings released so far.

The following item is considered to be exempt by virtue of Paragraph(s) 15 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended).

It is not good employment practice or in the public interest for matters the subject of consultation with employees effected and other unions to be discussed in public at this stage of the process.

14 **ESTABLISHMENT STRUCTURE IN GOVERNANCE** (Pages 201 - 210)

Report of Chief Officer (Governance) - Cabinet Member for Corporate Management

**Purpose:** To approve changes to the establishment structure in the Governance portfolio.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Peter Evans', with a long horizontal flourish extending to the right.

Peter Evans  
Democracy & Governance Manager

**CABINET**  
**17<sup>th</sup> MAY 2016**

Minutes of the meeting of the Cabinet of Flintshire County Council held in the Clwyd Committee Room, County Hall, Mold on Tuesday, 17<sup>th</sup> May 2016

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

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

**APOLOGIES:**

Councillors: Helen Brown and Billy Mullin

**IN ATTENDANCE:**

Chief Executive, Chief Officer (Community and Enterprise), Chief Officer (Education and Youth), Chief Officer (Streetscene & Transportation), Chief Officer (Organisational Change), Chief Officer (Organisational Change), Chief Officer (Social Services), Corporate Finance Manager, Deputy Monitoring Officer and Team Manager - Committee Services

**OTHER MEMBERS IN ATTENDANCE:**

Councillor Dave Mackie

**1. DECLARATIONS OF INTEREST**

On agenda item number 11 – Report back from the Education and Youth Overview and Scrutiny Call In Meeting – Ysgol Maes Edwin, Flint Mountain, and agenda item number 12 – Report back from the Education and Youth Overview and Scrutiny Call In Meeting – Ysgol Llanfynydd, the Deputy Monitoring Officer explained that any Members who were School Governors in the County had a personal interest only as long as the matter did not relate directly to schools where they were Governors. Councillors Butler, Christine Jones, Kevin Jones and Shotton declared personal interests accordingly.

Councillor Attridge declared a personal and prejudicial interest in agenda item number 6 – Strategic Housing and Regeneration Programme (SHARP), The Walks, Flint – Affordable Housing Development and agenda item number 7 – Strategic Housing and Regeneration Programme (SHARP), The Walks, Flint – Council Housing Development as he was Chair of NEW Homes Board.

Councillor Shotton declared a personal and prejudicial interest in agenda item number 15 – Establishment Structure in Governance as he had a family member who was employed in that section.

**2. MINUTES**

The minutes of the meeting held on 19<sup>th</sup> April 2016 had been circulated with the agenda. Councillor Bithell explained that he was not a School Governor and did not declare an interest in agenda item numbers 8 and 9.

## **RESOLVED:**

That, subject to the above, the minutes be approved as a correct record.

### **3. ALTERNATIVE DELIVERY MODELS – LEISURE AND LIBRARIES**

Councillor Shotton welcomed workforce representatives and service managers to the meeting who were in attendance to present their views on the Leisure and Libraries Business Plan.

The workforce representatives Paula Jones, Dafydd Young and Jay Davies presented their views which covered the following:

- As a workforce they were supportive of the proposed Alternative Delivery Model (ADM)
- They had confidence in the ADM
- They believed they had the skills to enhance the services
- The workforce was positive and enthusiastic about the future
- They wanted to provide a stronger service for the future
- They would work in collaboration with senior managers on opportunities
- Desire to develop themselves as individuals and break down any barriers
- Intended to lead by example and safeguard services for the public
- They recognised the challenges ahead and were ready to embrace the changes

The management representatives Paul Jones, Sian Williams and Kate Leonard presented their views which covered the following:

- There was an increased sense of ownership by the workforce
- It made financial sense in the coming years to meet the aims of the Medium Term Financial Strategy (MTFS)
- Based on assets, the ADM would be eligible for up to 80% business rate relief which would make huge inroads into identifying the required efficiencies. Efficiencies would be met and a trade surplus would be generated by making changes on how the service operated
- A good and enthusiastic workforce who were placed in a strong position for ADM
- Employee engagement had taken place with approximately 200 staff who generated good ideas for the service. Managers had been heartened by the number of employees who had approached them with ideas of how the service could be shaped
- Employees took great pride in the service and were looking forward to the future
- Opportunities to build on the co-located library at Deeside Leisure Centre which was a good showcase of what could be offered

Councillor Kevin Jones said he had met with the staff on a number of occasions and welcomed the way in which they had embraced the challenge.

Councillor Shotton explained that Cabinet Members had wanted to be confident and assured that the services could be protected in the current financial climate which

had been demonstrated by those present. The purpose in inviting the workforce and management representatives to address Cabinet was to hear their views on something that was unique and he welcomed all of the comments made.

Councillor Attridge expressed his thanks to those present saying he was heartened by what he had heard.

Councillor Bithell said he was pleased by the enthusiasm showed by the staff which would help to secure jobs and valuable services.

Councillor Butler commented on other local authorities who had closed leisure facilities because of austerity and praised this as a way forward.

The Chief Executive thanked the workforce group and service managers for their attendance. There was still a considerable amount of work to be done including the establishment of a Transition Board which would receive a high degree of support from himself, Councillor Shotton and other senior officers.

#### **RESOLVED:**

That the presentations be received.

#### **4. CARE SECTOR**

Councillor Christine Jones introduced the report on the care sector which examined the changes taking place in Wales and England, and the challenges being faced in Flintshire.

The care sector across Wales and England was fragile with both domiciliary and residential care experiencing difficulties sustaining their business models.

There were significant pressures on local authority budgets which was acute in Flintshire. The Council had agreed to an additional investment to meet the increases in independent provider care fees as part of setting the annual budget. As a temporary solution the shortfall for 2016/17 of £646k had been funded from reserves for this financial year only. The budget pressure remained unresolved for 2017/18 onwards and had been built into the Medium Term Financial Strategy (MTFS) as a recurring pressure. This was due to the introduction of the National Living Wage (NLW) on 1<sup>st</sup> April 2016 which required all employees over the age of 25 to be paid a minimum of £7.20 per hour.

The pressures on the system were causing businesses to fail across the UK resulting in insufficient available bed and domiciliary care packages to meet the needs of residents.

Flintshire's older population was predicted to rise by 23% over the next four years with the number of older people with significant health and social care needs predicted to rise by 22% during the same period. During that period there was a clear and ever present risk that the care sector would be unable to sustain itself if no action was taken.

The Chief Officer (Social Services) said the Council recognised the need to adopt a comprehensive strategy to address the significant threat with the aims of the strategy being outlined in the report. There was also a need for national reform to the funding of the social care sector in Wales through open urgent discussion with WG. By expressing the concerns for the sector and offering workable solutions, such as the removal of the £60 weekly maximum charge for non-residential services, it was hoped some spare resource capacity would be created. Flintshire was also seeking to ensure that Health colleagues appreciated the importance of the role they played in sustaining the care sector and hoped to work collaboratively with Betsi Cadwaladr University Health Board (BCUHB) to bridge the 'gap' through shaped resources.

Councillor Shotton commented on the views expressed at the Social and Health Care Overview and Scrutiny Committee meeting on what was becoming a crisis in social care. It was important to note the outcomes of the Independent Care Review that a reduction in provision was not an option, concluding that lobbying of WG would continue, which was supported by other Cabinet Members.

The Chief Executive stressed that social care was the biggest single service funding pressure for the Council. A discussion was ongoing on charging caps which would be discussed at the North Wales Regional Leadership Board later that week with the topic being a substantive item on future agendas.

**RESOLVED:**

- (a) That the report be accepted and the immediate and longer-term challenges faced in Flintshire be recognised;
- (b) That the need for national reform in the funding of the social care sector in Wales be supported, and the position to engage with a new Welsh Government to develop solutions as a matter of urgency be endorsed;
- (c) That the Residential Care Review be accepted and the recommendations within the report be endorsed; and
- (d) That Flintshire's intention to engage with the Welsh Government to share real concerns about the sustainability of the care sector be endorsed and that a case for additional funding for the sector be presented.

**5. APPROVAL OF LENDING TO NEW HOMES TO FUND A DEVELOPMENT OF 62 AFFORDABLE NEW HOMES IN FLINT**

The Chief Officer (Community and Enterprise) introduced the report on the approval of lending to NEW Homes to fund a development of 62 affordable new homes in Flint.

The proposed re-development of The Walks would bring to the town a significantly improved housing offer, utilising traditional construction methodology which would provide thermally efficient, well planned and secure properties for the current and future residents of Flint.

The overall vision for marketing The Walks would be to create a united marketing strategy that reinforced the partnership between the Council and NEW Homes. The marketing of The Walks would encompass developing a single brand that was easily recognised by local people.

Flintshire County Council had commissioned an independent valuation for The Walks from the District Valuer. The open market value of the proportion of the site to be developed by NEW Homes was £771k. There were projected abnormal site costs of £584k and when deducted from the valuation, left a net sale price to NEW Homes of c£187k. This was the same process which was utilised for land disposed of recently to Pennaf Housing Group and Betsi Cadwaladr University Health Board for the development sites in Flint. An application for consent to transfer the land to NEW Homes had been made to Welsh Government (WG) with a formal response expected.

A number of funding solutions had been identified to finance the development. The NEW Homes Board met on 26<sup>th</sup> April 2016 and agreed in principle to proceed with The Walks development with the preferred funding provider being Flintshire County Council. Details of the options available, including an appraisal of each, were outlined in the report.

The Local Government Act 2003 provided the Council with the powers to lend finance to NEW Homes and if agreed, could provide the Council with a new revenue stream alongside enabling NEW Homes to help the Council meet the identified need for more affordable properties in the County.

It was recommended that delegated authority be given to the Council's Section 151 Officer in conjunction with the Monitoring Officer to agree the terms of a loan and the rate of interest to be charged to NEW Homes, following receipt of external specialist advice.

In response to a question from Councillor Kevin Jones, the Chief Officer explained that the Council could either lend at commercial interest rates, and therefore provide no State Aid to NEW Homes, or it could consider lending at interest rates lower than commercial rates which would constitute State Aid. Lending at lower than commercial rates was lawful provided that the purpose of the loan qualified for a State Aid exemption and certain criteria were not breached. The Council had received legal advice indicating that the provision of homes for rent qualified for a lawful State Aid exemption.

Members welcomed the report on an enterprising scheme to meet the housing demand in the County.

Councillor Kevin Jones asked for an update on the application to suspend Right to Buy properties. The Chief Officer explained that the application had been submitted ahead of the WG elections and she expected it to be signed off following the appointment of the relevant Minister.

## **RESOLVED:**

- (a) That it be noted that NEW Homes wishes to develop 62 affordable properties on The Walks at Flint at a build cost of £7.397M following the board agreeing to seek approval from the Council to provide capital finance to fund the development;
- (b) That responsibility be delegated to the Section 151 Officer and the Monitoring Officer for a:-
  - approval of the terms of the loan as described in paragraph 1.50 of the report
  - and approval of the terms of the loan agreement and any associated documents following satisfactory due diligence
- (c) That the inclusion of the NEW Homes Walks development costs in its Council's Fund capital programme in 2016/17 to be funded by prudential borrowing be approved;
- (d) That the changes to necessary strategies and policies including: Treasury Management Strategy, Prudential Indicators, Minimum Revenue Provision Policy and Accounting Policies be recommended to Council;
- (e) That the HRA land at The Walks be disposed to NEW Homes (subject to Welsh Government consent) for c£187k, subject to final valuation of abnormal costs; and
- (f) That it be noted that NEW Homes will develop a joint Marketing and Estate Management Strategy (including a Local Lettings Policy) with the Council for The Walks.

Councillor Attridge left the meeting during consideration of the item.

## **6. SHARP – THE WALKS, FLINT COUNCIL HOUSING DEVELOPMENT**

The Chief Officer (Community and Enterprise) introduced the report on SHARP – The Walks, Flint Council Housing Development which sought agreement to develop The Walks, Flint as part of the Council's Strategic Housing and Regeneration Programme (SHARP).

Following approval of the previous item for 62 affordable homes in Flint, this report sought approval for 30 council houses on the same development which would provide an overall development of 92 residential properties.

The 30 Council properties would be managed within the Housing Revenue Account (HRA), whilst the 62 affordable properties would be managed by NEW Homes. A joint Local Lettings Plan would be developed to ensure good management of the stock for the sensitive allocation of properties to local Flint residents. Joint working arrangements would also be developed around tenancy management and

repairs services to all residents living on the scheme moving forward, regardless of who their landlord would be.

Alongside completion of the Welsh Housing Quality Standard (WHQS) for its existing stock, the Council had been successful in securing an additional allocation of borrowing headroom for a Housing Revenue Account (HRA) new build programme (£14,757m) and the HRA was likely to generate further revenue and borrowing headroom during the life of the programme. It was recommended to utilise prudential borrowing to fund the development.

Members also welcomed the report on an enterprising scheme to meet the housing demand in the County.

**RESOLVED:**

- (a) That the development of 30 new Council homes on The Walks, Flint House School for a total cost of £3.95M be approved; and
- (b) That the development of joint Marketing and Estate Management Strategies (including Local Lettings Policy) with NEW Homes for The Walks be approved.

Councillor Attridge left the meeting during consideration of the item.

**7. PHASE 3 OF THE COUNCIL'S VEHICLE FLEET PROVISION AND MANAGEMENT REVIEW**

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Councillor Attridge introduced the report on phase 3 of the Council's vehicle fleet provision and management review. The report provided details of the outcome of the tender exercise that had been undertaken to source a partner organisation to provide and manage the County's fleet of vehicles.

The Chief Officer (Streetscene and Transportation) outlined the financial and service benefits of the tender submission, full details of which were contained in the report, emphasising the request of the workforce to remain in the employment of the Council with them carrying out the maintenance activities on behalf of the contractor. He added that the contract price included all of the costs associated with bringing Flintshire County Council's fleet to Euro 6 standard.

Councillor Attridge asked that an additional recommendation be added "That regular reports be brought back to Cabinet over the life of the contract to keep Cabinet informed, with the frequency to be decided" which was agreed.

The Chief Executive thanked all of those involved for their work on this review which Flintshire was a leading performer in this field.

Councillor Kevin Jones said bringing the fleet to Euro 6 standard was an excellent example of obtaining value for money for the authority.

**RESOLVED:**

- (a) That the implementation of Phase 3 of the Fleet Review and the award of a 7 year contract with a single external supplier for the supply, management and maintenance of all the Council's fleet, whilst retaining the in-house workshop staff who will carry out the maintenance activities on behalf of the contractor be approved; and
- (b) That regular reports be brought back to Cabinet over the life of the contract to keep Cabinet informed, with the frequency to be decided.

**8. ENVIRONMENTAL ENFORCEMENT ARRANGEMENTS**

Councillor Attridge introduced the report on environment enforcement arrangements with the report seeking agreement, with a private partner, to undertake environmental enforcement duties in the County on a 12 month pilot trial basis.

In order to provide additional resources to deliver the zero tolerance approach introduced by the Council to littering and dog fouling enforcement, it was proposed to enter into an agreement with a private partner with a proven track record in the enforcement of environmental crime. The arrangement would initially be for a 12 month pilot trial which would allow a full evaluation of the success of the arrangement, before a longer term contract and commitment could be organised.

The Chief Officer (Streetscene and Transportation) explained that, whilst on duty, the Enforcement Officers from the partnering organisation would wear the same uniform as the Councils Enforcement Officers and each would carry a shoulder mounted CCTV camera to record all public contact.

Members welcomed the report which would address the continuing problems with littering and dog fouling.

**RESOLVED:**

That approval be granted to enter into a formal agreement with a private partner to undertake environmental enforcement duties in the County on a 12 month pilot trial basis.

**9. REVENUE BUDGET MONITORING 2015/16 (MONTH 11)**

The Corporate Finance Manager introduced the Revenue Budget Monitoring 2015/16 (Month 11) report which provided details on the latest revenue budget monitoring position for 2015/16 for the Council Fund and the Housing Revenue Account and reported that no specific issues had been raised when considered at the recent Corporate Resources Overview and Scrutiny Committee meeting. The position was based on actual income and expenditure as at Month 11 and projected to the year-end. The projected year-end position was as follows:

## **Council Fund**

- Net in year expenditure forecast to be £1.574m lower than budget
- Projected contingency reserve balance at 31 March 2016 of £5.210m

## **Housing Revenue Account**

- Net in year expenditure forecast to be £0.093m lower than budget
- Projected closing balance as at 31 March 2016 of £1.330m

The previous allocation for investment in organisational change was now fully committed therefore it was recommended that £0.750 was set aside to meet future investment costs for future organisational change. If approved this would reduce the balance on the contingency reserve to £4.460m.

The report provided details on the programme of efficiencies, inflation, un-earmarked reserves and earmarked reserves.

The report also outlined details on a number of risk areas as follows:

- Municipal Mutual Insurance (MMI)
- Recycling
- Out of County Placements

Various requests to carry forward funding into 2016/17 had been made, details of which were contained in appendix 3 to the report.

### **RESOLVED:**

- (a) That the overall report and the projected Council Fund Contingency Sum as at 31<sup>st</sup> March 2016 be noted;
- (b) That the projected final level of balances on the Housing Revenue Account be noted; and
- (c) That the carry forward requests be agreed.

## **10. REPORT BACK FROM THE EDUCATION AND YOUTH OVERVIEW AND SCRUTINY CALL IN MEETING – YSGOL MAES EDWIN, FLINT MOUNTAIN**

The Member Engagement Manager introduced the report which provided details of the call in meeting that was arranged for School Modernisation – School Standards and Reorganisation Act 2013 – Ysgol Maes Edwin, Flint Mountain.

Having considered the decision, the Committee chose Option 4, to refer the issue to Council. The Council considered the issue at a special meeting on Tuesday 10<sup>th</sup> May 2016 and recommended that the original Cabinet decision should stand.

**RESOLVED:**

- (a) That the decision of the Education and Youth Overview and Scrutiny Committee call in meeting with regard to Record No 3255 School Modernisation – School Standards and Reorganisation Act 2013 – Ysgol Maes Edwin, Flint Mountain, be noted;
- (b) That the decision of the Council at the special meeting held on 10<sup>th</sup> May 2016 be noted; and
- (c) That Cabinet notes that the decision has been implemented.

**11. REPORT BACK FROM THE EDUCATION AND YOUTH OVERVIEW AND SCRUTINY COMMITTEE CALL IN MEETING – YSGOL LLANFYNYDD**

The Member Engagement Manager introduced the report which provided details of the call in meeting that was arranged for School Modernisation – School Standards and Reorganisation Act 2013 – Ysgol Llanfynydd.

Having considered the decision, the Committee chose Option 1, that it was satisfied with the explanation which it had received. Therefore the original Cabinet decision could be implemented immediately.

**RESOLVED:**

- (a) That the decision of the Education and Youth Overview and Scrutiny Committee call in meeting with regard to Record No 3254 School Modernisation – School Standards and Reorganisation Act 2013 – Ysgol Llanfynydd be noted; and
- (b) That it be noted that the decision makers had been informed that the original Cabinet decision could be implemented with immediate effect.

**12. EXERCISE OF DELEGATED POWERS**

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

Organisational Change

- **Land at Flint Retail Park**  
The extinguishment of an easement in the Councils' favour has been negotiated in return for the payment of a premium by the land owner.
- **Land to the Rear of the Civic Amenity Site, Prince William Avenue, Sandycroft**  
The subject land comprises a rectangular parcel of land and waste material to the rear of the new Civic Amenity site extending to approximately 3,600 square metres. A location plan is attached to the delegated powers report.

- **Community Asset Transfer of Bagillt War Memorial**  
The transfer of Bagillt War Memorial including the land shown edged red on the plan attached to the delegated powers report.
- **Community Asset Transfer of Connah's Quay Allotments, South Site**  
The transfer of the community allotments on the south site in Connah's Quay as shown on the plan attached to the delegated powers report.
- **Community Asset Transfer of Gwernymynydd Village Centre**  
The transfer of Gwernymynydd Village Centre community building including the land shown edged red on the plan attached to the delegated powers report.
- **Community Asset Transfer of Gwespyr Play Area**  
The transfer of Gwespyr Play Area as detailed on the plan attached to the delegated powers report shown edged red on the plan attached to the delegated powers report to Gwespyr Village Hall Committee.
- **Community Asset Transfer of Trelogan Community Centre**  
The transfer of Trelogan Community Centre building including the land shown edged red on the plan attached to the delegated powers report to the Trelogan Community Association.
- **Sale of Land at the Willows Hawarden Road, Hope for the Construction of a Pharmacy**  
The subject comprises a small parcel of land extending to 477 square metres approximately to facilitate the construction of a new Pharmacy building.
- **Sale of Land at Evans Way, Rowleys Park, Shotton**  
The subject comprises a cleared site extending to approximately 0.9 acres.

**RESOLVED:**

That the actions taken under delegated powers be noted.

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

**RESOLVED:**

That the press and public be excluded for the remainder of the meeting for the following items by virtue of exempt information under paragraph 15 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended).

**14. ALTERNATIVE DELIVERY MODELS – LEISURE AND LIBRARIES**

The Chief Officer (Organisational Change) introduced the report on Alternative Delivery Models, Leisure and Libraries which provided final proposals including service business and transition plans for an ADM for Leisure and Libraries through the formation of an Employee Led Mutual.

Members thanked Ian Bancroft and Neal Cockerton for their work on the flagship scheme which was a unique model in Wales for Libraries and Leisure.

**RESOLVED:**

- (a) That it be agreed that Leisure and Libraries establish an Employee Led Mutual and that this be subject to a number of conditions as follows:
  - That final implementation plans are developed prior to full establishment of the organisation and which are assessed as being able to deliver the objectives and savings as outlined in the proposal;
  - That a workforce vote is held and that this demonstrates support for the proposal;
  - That the target date for full establishment of this organisation is 1<sup>st</sup> April 2017;
  - That a senior management structure is put in place for the new organisation that has the necessary leadership skills and abilities and that this is in place at least 6 months prior to the full establishment date;
  - That prior to full establishment a plan on the full extent of potential integration and links between leisure, libraries and connects services is developed and agreed; and
  - That the Council establishes a transitional board to manage the period up to full establishment and that this board should have as a minimum membership from the Council the Leader, Chief Executive, the Cabinet Portfolio Holders, the Chief Officer (Organisational Change) and Finance and Human Resources representatives
  
- (b) That full Implementation Plans be brought back to Cabinet prior to authority being provided to enter into legal agreements for completion of the Alternative Delivery Model.

**15. ESTABLISHMENT STRUCTURE IN GOVERNANCE**

The Chief Executive introduced the report which proposed changes in Legal and Democratic Services.

**RESOLVED:**

That the report be deferred to Cabinet in June 2016.

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

There was one member of the press in attendance.

(The meeting commenced at 9.30am and ended at 11.35am)

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**Chair**



## CABINET

<b>Date of Meeting</b>	Tuesday 21 June 2016
<b>Report Subject</b>	Performance Report 2015/16
<b>Cabinet Member</b>	Cabinet Member for Corporate Management
<b>Report Author</b>	Chief Executive
<b>Type of Report</b>	Strategic

### EXECUTIVE SUMMARY

This is the first of two reports relating to the Council's performance during 2015/16. This first report provides an analysis of our progress towards the national indicators that are set for us by Welsh Government. The second report to follow in July will provide a detailed analysis of our performance, risks and actions against the priority commitments in last year's Improvement Plan 2015/16.

Improvements against last year's trends and achievement of targets is visible for most service areas represented by national data sets. Data has yet to be externally validated; however, initial indications are positive.

The Annual Performance Report will be produced in September for Cabinet and County Council approval. All national data will have been validated by this time and the Council's comparative performance position in Wales will be known.

### RECOMMENDATIONS

1	To note the interim progress and achievements against the national performance indicators.
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## REPORT DETAILS

<b>1.00</b>	<b>Analysis of National Indicator trends and achievement of targets.</b>
1.01	The two groups of national performance indicators set nationally are collected and reported upon by each local authority; these include the National Strategic Indicators (set by Welsh Ministers) and the Public Accountability Measures. Data against these is submitted in May to the Local Government Data Unit for validation and a final set is published in September alongside comparative positions of other councils.
1.02	<p>The appendix attached provides trend analysis from last year and progress against target for the majority of the indicators. Where a trend analysis is not shown indicates that the indicator may have changed over time and is not comparable. Similarly, where a target RAG status is not shown it is because it is not appropriate to set a target, but trends are monitored instead.</p> <p>Analysis of trend performance (2015/16 against previous years) is shown with an arrow: to indicate upward trend </p> <p style="padding-left: 100px;">: to indicate downward trend </p> <p style="padding-left: 100px;">: to indicate stability / no change </p> <p>Analysis of progress of performance against target is shown using the RAG (Red, Amber Green) status. This is defined as follows: -</p> <ul style="list-style-type: none"> <li>• RED equates to a position of under-performance against target.</li> <li>• AMBER equates to a mid-position where targets have been missed by a set variable amount.</li> <li>• GREEN equates to a position of positive performance against target.</li> </ul>
1.03	<p>Our own internal analysis of these two sets of data show that (in rounded percentages):</p> <ul style="list-style-type: none"> <li>• 55.9% (24) of indicators show improved performance</li> <li>• 11.6% (5) of indicators have stayed the same – already at 100%</li> <li>• 32.5% (14) of indicators have worsened performance – most by only a small margin.</li> <li>• 51% (21) of indicators met or exceeded target (Green)</li> <li>• 44% (18) of indicators missed target by a marginable amount (Amber)</li> <li>• 5% (2) of indicators under-performed against target</li> </ul>
1.04	<p>Good performance has been noted in the following areas where both trend has improved and target met or exceeded:</p> <ul style="list-style-type: none"> <li>• Display Energy Certificates within local authority buildings</li> </ul>

- Empty private sector dwellings returned to occupation
- Food establishments compliant with food hygiene standards
- Pupils leaving education, training or work based learning with an approved qualification
- Pupils receiving a Teacher Assessment in Welsh
- Learners achieving Core Subject Indicator at Levels 2 and 3
- Roads in overall good condition
- Fly tipping incidents cleared within 5 days
- Municipal waste sent to landfill
- Physical activity participants in local authority sport and leisure centres
- Older people helped to live at home
- Adult referrals where risk was managed (100%)
- People aged 65+ supported in care homes
- Initial assessments by qualified social workers
- Young carers assessments (100%)
- Young people formerly looked after (i) in contact with the authority (100%) (ii) in suitable accommodation
- Children with pathway plans in place (100%)
- Children's timeliness of reviews

Indicators where trend has not shown an improvement and/or targets have been missed significantly (i.e. RED) include the following.

- Average point score for pupils aged 15 (trend)
- GCSE grade A\* - C in English or Welsh first language and mathematics (trend and target)
- Special Educational Needs final statements issued (trend)
- Primary school attendance (trend)
- Adults with care plan reviews (trend)
- Rate of delayed transfers of care (trend)
- Carers offered assessments (trend)
- Stability in school of children looked after (trend)
- Looked after children, external qualifications point score (trend and target)
- Affordable housing units provided as % of all housing units provided (trend)
- Days to deliver Disabled Facilities Grants (target)
- Library visits (trend)
- Highway cleanliness (trend)
- Adults over 60 holding concessionary bus pass (trend)

As can be seen, the majority of the above indicators are showing a reduction in trend performance (most marginal), whereas only a few (3) have

	<p>significantly missed their targets.</p> <p>Narrative is provided in the appendix against each indicator to explain the performance over the year.</p>
1.05	<p>Consistently good performance has been recognised in the draft Annual Improvement Report for 2014/15 produced by the Auditor General for Wales. The current draft refers to:</p> <p><i>“The Council’s performance relative to other councils in Wales improved significantly. The proportion of indicators where performance was better than the national average improved from 51 per cent in 2013-14 to 62 per cent in 2014-15 and a higher proportion of national indicators were in the top half – 60 per cent in 2014-15 compared to 54 per cent in 2013-14. Data from the National Survey for Wales reinforces this view of relative performance. The Council was one of only three councils in Wales where public perceptions about the quality of services did not deteriorate between 2013-14 and 2014-15. This moved the Council up from seventh out of 22 to second in 2014-15, for that specific aspect of the survey.”</i></p> <p>The final Annual Improvement Report will be reported to Cabinet and other relevant Committees in July.</p>
1.04	<p>A review of the set of National Strategic Indicators (NSIs) and Public Accountability Measures (PAMs) during 2016/17 is being co-ordinated by the Welsh Local Government Association (WLGA). This is to explore options for a new performance framework for the new municipal term set within the context of the new National Wellbeing indicators.</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	<p>Resources to produce the progress and trend analysis reports has reduced significantly through the use of the CAMMS system.</p>

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	<p>Overview and Scrutiny Committees have been involved in quarterly performance progress reports.</p> <p>The Audit Committee receives twice yearly Improvement Plan risk reports.</p>

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	<p>Risks are one of the key elements in the Improvement plan and are reported upon quarterly.</p> <p>Other performance or project risks aligned to service and business plan priorities are also captured.</p>

4.02	Consistency of approach for data validation continues to be a risk when comparing across other authorities. Our trend performance however can be strongly relied on showing year on year progress using our consistent approaches for data collection and validation.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1: Performance Progress Report 2015/16 Part 1: National Strategic Indicators and Public Accountability Measures.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	None.  <b>Contact Officer:</b> Karen Armstrong, Corporate Business and Communications Executive Officer <b>Telephone:</b> 01352 702740 <b>E-mail:</b> <a href="mailto:Karen.armstrong@flintshire.gov.uk">Karen.armstrong@flintshire.gov.uk</a>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<b><u>National Strategic Indicators (NSIs):</u></b> statutory indicators set by Welsh Ministers
7.02	<b><u>Public Accountability Measures:</u></b> local authority owned measures designed to contribute to public accountability
7.03	<b><u>Welsh Local Government Association (WLGA):</u></b> represents the interests of local government and promotes local democracy in Wales. It represents the 22 local authorities in Wales and the 3 fire and rescue authorities; 3 national park authorities are associate members.  The WLGA's primary purposes are to promote better local government and its reputation and to support authorities in the development of policies and priorities which will improve public services and democracy.

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# Performance Progress Report 2015/16

## Part 1: National Strategic Indicators (NSI) and Public Accountability Measures (PAM)

Flintshire County Council

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*Print Date: 15-Jun-2016*

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
CAM/037 The percentage change in the average Display Energy Certificate (DEC) score within local authority public buildings over 1,000 square metres	2	2.7	↑	2	 GREEN
<p><b>Lead Officer:</b> Will Pierce - Energy Manager  <b>Reporting Officer:</b> -  <b>Aspirational Target:</b> 3.00  <b>Progress Comment:</b> This data is reported a year in arrears; this year's data will be available December 2016. The most current data shows an increase on the previous year's position. It should be noted that this is an estimate yet to be confirmed by Local Government Data Unit.</p> <p>Last Updated:</p>					
KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
EDU/002i The percentage of all pupils (including those in local authority care), in any local authority maintained school, aged 15 as at the preceding 31 August that leave compulsory education, training or work based learning without an approved external qualification.	0.12	0	↑	0	 GREEN
<p><b>Lead Officer:</b> Claire Homard - Principal Education Officer Primary  <b>Reporting Officer:</b> Liz Barron - Business Planning &amp; Project Co-ordinator  <b>Aspirational Target:</b> 0.00  <b>Progress Comment:</b> The LA aims to have no young people leaving full time education, training or work based learning without an approved external qualification. However, there were 2 pupils last year (incl those in LA care) who left without approved external qualification.</p> <p>Last Updated: 14-Jun-2016</p>					
KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
EDU/002ii The percentage of all pupils, in any local authority maintained school, aged 15 as at the preceding 31 August that leave compulsory education, training or work based learning without an approved external qualification	0	0	↔	0	 GREEN
<p><b>Lead Officer:</b> Jeanette Rock - Principal Education Officer Inclusion</p>					

**Reporting Officer:** Liz Barron - Business Planning & Project Co-ordinator

**Aspirational Target:** 0.00

**Progress Comment:** The LA aims to have no young people in Local Authority Care leaving full time education, training or work based learning without an approved external qualification.

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
EDU/006(ii) The percentage of pupils assessed, in schools maintained by the local authority, receiving a Teacher Assessment in Welsh (first language) at the end of Key Stage 3	4.61	5.48	↑	N/A	 GREEN

**Lead Officer:** Claire Homard - Principal Education Officer Primary

**Reporting Officer:** Liz Barron - Business Planning & Project Co-ordinator

**Aspirational Target:**

**Progress Comment:** These are statistically small cohorts which will vary year on year and why there is no target set; however improvements have been made since the previous year.

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
EDU/011 The average point score for pupils aged 15 at the preceding 31 August, in schools maintained by the local authority	547.52	541.86	↓	558.6	 AMBER

**Lead Officer:** Claire Homard - Principal Education Officer Primary

**Reporting Officer:** Liz Barron - Business Planning & Project Co-ordinator

**Aspirational Target:** 557.50

**Progress Comment:** GwE (the Regional School Improvement Unit) has introduced a different target setting methodology with a focus on targets being 'more realistic'. The trend position shows a slight downturn compared to the previous year.

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
EDU/015(a) The percentage of final statements of special education need issued	87.67	89.74	↓	90	 AMBER

within 26 weeks, including exceptions

**Lead Officer:** Claire Homard - Principal Education Officer Primary  
**Reporting Officer:** Liz Barron - Business Planning & Project Co-ordinator  
**Aspirational Target:** 90.00  
**Progress Comment:** Exceptions from other agencies are beyond the control of the LA which explains why the target has not been met. The Service consistently chases any outstanding reports and where possible prioritizes the most urgent statements.

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
EDU/015(b) The percentage of final statements of special education need issued within 26 weeks, excluding exceptions	100	98.59	↑	100	 GREEN

**Lead Officer:** Jeanette Rock - Principal Education Officer Inclusion  
**Reporting Officer:** Liz Barron - Business Planning & Project Co-ordinator  
**Aspirational Target:** 100.00  
**Progress Comment:** Staffing absence resulted in 1 late report that could not have an approved exception applied to it.

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
EDU/016a Percentage of pupil attendance in primary schools	94.80	94.72	↓	94.9	 AMBER

**Lead Officer:** Claire Homard - Principal Education Officer Primary  
**Reporting Officer:** Liz Barron - Business Planning & Project Co-ordinator  
**Aspirational Target:** 95.00  
**Progress Comment:**

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
EDU/016b Percentage of pupil attendance in secondary schools.	93.86	94.24	↑	94.3	 AMBER

**Lead Officer:** Claire Homard - Principal Education Officer Primary

**Reporting Officer:** Liz Barron - Business Planning & Project Co-ordinator  
**Aspirational Target:** 95.00  
**Progress Comment:**

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
IP2.1.2M10 (SCA/001) – The rate of delayed transfers of care for social care reasons.	2.13	3.4	↓	2	 AMBER

**Lead Officer:** Janet Bellis - Localities Manager  
**Reporting Officer:** Jacque Slee - Performance Lead – Social Services  
**Aspirational Target:** 2.00  
**Progress Comment:** All delays are notified by Health to Locality Services monthly or more frequently, so that steps can be taken to ensure timely discharge. A significant number of delays this year were due to people waiting for mental health placements.  
 Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
IP2.2.1M11 (SCA/019) The percentage of adult protection referrals where the risk was managed.	98	100	↑	98	 GREEN

**Lead Officer:** Jane M Davies - Senior Manager, Safeguarding & Commissioning  
**Reporting Officer:** Jacque Slee - Performance Lead – Social Services  
**Aspirational Target:** 100.00  
**Progress Comment:** In all cases the level of risk was managed.  
 Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
IP4.1.2M23 (EDU/003) The percentage of learners achieving the Core Subject Indicator at Key Stage 2.	86.12	87.91	↑	87	 GREEN

**Lead Officer:** Claire Homard - Principal Education Officer Primary  
**Reporting Officer:** Liz Barron - Business Planning & Project Co-ordinator  
**Aspirational Target:** 89.10

**Progress Comment:** GwE has introduced a different target setting methodology with a focus on targets being 'more realistic'. Improvements on previous year can be seen.

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
IP4.1.2M24 (EDU/004) The percentage of learners achieving the Core Subject Indicator at Key Stage 3.	84.28	87.11	↑	86.5	 GREEN

**Lead Officer:** Claire Homard - Principal Education Officer Primary

**Reporting Officer:** Liz Barron - Business Planning & Project Co-ordinator

**Aspirational Target:** 89.30

**Progress Comment:** GwE has introduced a different target setting methodology with a focus on targets being 'more realistic'.

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
IP4.1.2M26 (EDU/017) The percentage of pupils aged 15 at the preceding 31 August, in schools maintained by the local authority who achieved the Level 2 threshold including a GCSE grade A*-C in English or Welsh first language and mathematics	61.87	60.61	↓	69.9	 RED

**Lead Officer:** Claire Homard - Principal Education Officer Primary

**Reporting Officer:** Liz Barron - Business Planning & Project Co-ordinator

**Aspirational Target:** 65.10

**Progress Comment:** GwE has introduced a different target setting methodology with a focus on targets being 'more realistic'. A slight downturn in performance shows from the previous year.

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
IP7.1.1M02 (THS/012) - The percentage of principal (A) roads, non-principal (B) roads and non-principal (C) roads that are in overall poor condition	4.48	4.02	↑	7	 GREEN

**Lead Officer:** Barry Wilkinson - Highways Networks Manager

**Reporting Officer:** Ian Bushell - Technical and Performance Manager

**Aspirational Target:** 8.00

**Progress Comment:** Scanner Surveys of the Road Condition took place between Oct 2015 and Feb 2016 and the data was made available to the Authority in April 2016. These results show a slight improvement overall on the previous years figures.

Last Updated: 09-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
IP7.2.1M08 (WMT/009(b)) The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated bio wastes that are composted or treated biologically in another way	55	58.49	↑	59	 AMBER

**Lead Officer:** Harvey Mitchell - Waste and Ancillary Services Manager

**Reporting Officer:** Danielle Richards - Area Recycling Officer

**Aspirational Target:** 60.00

**Progress Comment:** In Q4, we saw an increase in the overall tonnage of waste being sent for recycling/reuse. However, the tonnage is lower than previously predicted.

This is due to the Incinerator Bottom Ash (IBA) recovered from the residual treatment process not being recycled as anticipated. The performance for the year has improved from last year thus a reduction to landfill is achieved.

Last Updated:

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
IP8.2.1M13 CHR/002 The number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence	10.6	10.4	↑	9.6	 AMBER

**Lead Officer:** Andrew Adams - Business Information and Compliance Adviser

**Reporting Officer:** -

**Aspirational Target:** 8.30

**Progress Comment:** There has been a reduction in sickness absence during 2015/16. The Council's adherence to procedures and support to return to work have assisted this improvement.

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
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LCL/001: the number of visits to Public Libraries during the year, per 1,000 population	4990.64	4535.31	↓	5000	 AMBER
<p><b>Lead Officer:</b> Pennie Corbett - Principal Librarian  <b>Reporting Officer:</b> Paula Jones - Business Operations Officer  <b>Aspirational Target:</b> 5000.00  <b>Progress Comment:</b> The number of library visits per 1000 population has decreased from 4867 in 2014-15 to 4535 in 2015-16. Libraries opening hours decreased by 18% . Visitor numbers decreased by 6.6%. Physical visits decreased by 8% and attendance at events by 13% reflecting the reduced hours of opening however, virtual visits increased by 10%.</p> <p>The relocation of library services at Hawarden, Mancot and Queensferry from unsustainable buildings to the new Deeside Library facility within Deeside Leisure Centre will see an increase in Opening hours so trend should be to increase physical visits. Deeside Library opened on 29 February and has welcomed 14,416 visitors in total over the last three months (March, April and May) into the library.</p> <p>Last Updated: 14-Jun-2016</p>					

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
PLS/002: the number of visits to Local Authority Sport & Leisure Centres during the year where the visitor will be participating in physical activity, per 1,000 population	2434.69	2436.08	↑	2434.75	 GREEN
<p><b>Lead Officer:</b> Ian Bancroft - Chief Officer - Organisational Change 1  <b>Reporting Officer:</b> Paul Jones - Leisure Manager Business Improvement  <b>Aspirational Target:</b> 9739.00  <b>Progress Comment:</b> The number of visits to Flintshire County Councils Sport &amp; Leisure Centres during 2015/16 where the visitor was participating in physical activity increased from the previous year. The counties learn to swim programme proved to be particularly popular resulting in a high increase of participants</p> <p>Last Updated: 14-Jun-2016</p>					

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
PLA/006(b) The number of additional affordable housing units provided during the year as a percentage of all additional housing units provided during the year	39.09	20.65	↓	N/A	
<p><b>Lead Officer:</b> Andy Roberts - Planning Strategy Manager  <b>Reporting Officer:</b> Andy Roberts - Planning Strategy Manager  <b>Aspirational Target:</b>  <b>Progress Comment:</b> Reflects a more focused approach to affordable provision and also the fluctuations in supply dependant on where housing developments are in terms of completion and when the affordable come on stream.</p>					

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
PPN/009 The percentage of food establishments which are 'broadly compliant' with food hygiene standards	95.61	96.54	↑	93	 GREEN

**Lead Officer:** Sylvia Portbury - Health Protection Manager

**Reporting Officer:** Anne Inskip - Environmental Health Officer

**Aspirational Target:** 93.00

**Progress Comment:** Target exceeded. The improvement is a demonstration of the positive impact of the mandatory display of Food Hygiene ratings.

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
PSR/002 The average number of calendar days taken to deliver a Disabled Facilities Grant	328.24	307.74	↑	247	 RED

**Lead Officer:** Niall Waller - Enterprise and Regeneration Manager

**Reporting Officer:** Gavin Griffith - Housing Regeneration & Strategy Manager

**Aspirational Target:**

**Progress Comment:** This performance indicator has not met target this year at 307 days however, has shown improvement on 2014/15. There are a number of reasons why this is the case including problems around recruitment and retention of building surveyors and associated professionals. Overall satisfaction levels with the service provided is high, however it is acknowledged that timeliness of adaptations requires improvement. A small number of highly complex adaptations have also had a detrimental impact on the annual average and new procurement methods are being explored to try and speed up the process. Delivery timescales remain a challenge nationally and have recently been the subject of a further review by Welsh Government and additional resource is being made available by WG in 2016/17 in an attempt to speed up adaptations across Wales. Additional staffing will be required to meet this aim.

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
PSR/004 The percentage of private sector dwellings that had been vacant for more than 6 months at 1 April that were returned to occupation during the year	3.88	8.76	↑	6	 GREEN

through direct action by the local authority

**Lead Officer:** Niall Waller - Enterprise and Regeneration Manager  
**Reporting Officer:** Gavin Griffith - Housing Regeneration & Strategy Manager  
**Aspirational Target:**  
**Progress Comment:** This figure comprises the total number of properties brought back in to use through direct advice and support including financial assistance via the Houses into Homes and Living Over the Shops Schemes

Last Updated:

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
SCA/002a The rate of older people aged 65 and over helped to live at home per 1000 population aged 65+	51.36	51.44	↑	N/A	

**Lead Officer:** Janet Bellis - Localities Manager  
**Reporting Officer:** Jacque Slee - Performance Lead – Social Services  
**Aspirational Target:**  
**Progress Comment:** The reablement programme is helping to keep the rate of people receiving services on a day low. We report this as management information and do not set a target for this measure.

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
SCA/002b The rate of people aged 65 and over whom the authority supports in care homes per 1000 population aged 65+	16.02	13.2	↑	17	

**Lead Officer:** Janet Bellis - Localities Manager  
**Reporting Officer:** Jacque Slee - Performance Lead – Social Services  
**Aspirational Target:** 17.00  
**Progress Comment:** Use of Integrated Care Fund (ICF) monies to fund the provision of short term beds has helped to keep the number of people in residential care low.

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
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SCA/007 The percentage of adults with a care plan at 31st March whose care plans should have been reviewed that were reviewed during the year. (rolling year)	98.21	97.52	↓	98	 AMBER
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**Lead Officer:** Janet Bellis - Localities Manager  
**Reporting Officer:** Jacque Slee - Performance Lead – Social Services  
**Aspirational Target:** 98.00  
**Progress Comment:** Slight dip in performance but impacted by a reduction in the number of reviews counted, due to difficulties with receiving monitoring information from Health.  
 Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
SCA/018a The percentage of identified carers of adult service users who were offered an assessment in their own right during the year.	92.27	89.88	↓	94	 AMBER

**Lead Officer:** Lin Hawtin - Commissioning Manager  
**Reporting Officer:** Jacque Slee - Performance Lead – Social Services  
**Aspirational Target:** 96.00  
**Progress Comment:** Because of the paper pilot in line with the implementation of the integrated assessment framework we have been unable to collect reliable data for carers' assessments / services for Quarter 4. New data collection processes are being implemented to ensure that we can capture all relevant data going forward.  
 Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
SCC/002 The percentage of children looked after at 31 March who have experienced one or more changes of school, during a period or periods of being looked after, which were not due to transitional arrangements, in the 12 months to 31 March	0	13.38	↓	10	 AMBER

**Lead Officer:** Liz Barron - Business Planning & Project Co-ordinator  
**Reporting Officer:** Liz Barron - Business Planning & Project Co-ordinator  
**Aspirational Target:** 10.00  
**Progress Comment:** Professionals work to retain placement stability where possible. Only extreme personal circumstances would dictate a move.

KPI Title	Previous Year Actual	Actual	Performance Indicator	Target	Performance RAG
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			Trend		
SCC/004 The percentage of children Looked After on the last day of the period who have had three or more placements during the year – SNAPSHOT on last day of period.	7.24	7.04	↑	6.5	 AMBER

**Lead Officer:** Craig Macleod - Senior Manager, Children's Services & Workforce  
**Reporting Officer:** Jacque Slee - Performance Lead – Social Services  
**Aspirational Target:** 5.60  
**Progress Comment:** Performance has improved since last year; most placement moves are planned and reasons for placement breakdown are monitored.

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
SCC/011a The percentage of initial assessments that took place during the year where there is evidence that the child has been seen by a qualified Social Worker.	77	85.3	↑	80	 GREEN

**Lead Officer:** Craig Macleod - Senior Manager, Children's Services & Workforce  
**Reporting Officer:** Jacque Slee - Performance Lead – Social Services  
**Aspirational Target:** 85.00  
**Progress Comment:** Annual performance was above target and a significant improvement on the previous year.

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
SCC/011b The percentage of initial assessments that took place during the year where there is evidence that the child has been seen alone by a qualified Social Worker.	57	52.6	↓	59	 AMBER

**Lead Officer:** Craig Macleod - Senior Manager, Children's Services & Workforce  
**Reporting Officer:** Jacque Slee - Performance Lead – Social Services  
**Aspirational Target:** 62.00  
**Progress Comment:** There may be a number of reasons why children are not seen alone; this information is collected and verified with managers.

Last Updated: 14-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
SCC/025 The percentage of statutory visits to looked after children due in the year that took place in accordance with regulations.	85.37	91.67	↑	93	 AMBER
<p><b>Lead Officer:</b> Craig Macleod - Senior Manager, Children's Services &amp; Workforce  <b>Reporting Officer:</b> Jacque Slee - Performance Lead – Social Services  <b>Aspirational Target:</b> 95.00  <b>Progress Comment:</b> Teams have been working to improve the timeliness of statutory visits to looked after children. In Q4, 91.7% of visits were carried out within timescales; however performance throughout the year has been impacted by capacity within the teams. The new structure in Children's Services should result in better performance going forward.</p> <p>Last Updated: 14-Jun-2016</p>					

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
SCC/030a The percentage of young carers known to Social Services who were assessed in the period	100	100	↔	100	 GREEN
<p><b>Lead Officer:</b> Craig Macleod - Senior Manager, Children's Services &amp; Workforce  <b>Reporting Officer:</b> Jacque Slee - Performance Lead – Social Services  <b>Aspirational Target:</b>  <b>Progress Comment:</b> The Service Level Agreement with Barnardos has been revised; they have increased their capacity to provide assessments and services.</p> <p>Last Updated: 14-Jun-2016</p>					

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
SCC/033d The percentage of young people formerly looked after with whom the authority is in contact at the age of 19,	88.89	100	↑	90	 GREEN
<p><b>Lead Officer:</b> Craig Macleod - Senior Manager, Children's Services &amp; Workforce  <b>Reporting Officer:</b> Jacque Slee - Performance Lead – Social Services  <b>Aspirational Target:</b> 100.00  <b>Progress Comment:</b> All 19 year old care leavers were in contact with the authority.</p> <p>Last Updated: 14-Jun-2016</p>					

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
SCC/033e The percentage of young people formerly looked after with whom the authority is in contact at the age of 19, and known to be in suitable accommodation,	87.5	100	↑	90	 GREEN
<p><b>Lead Officer:</b> Craig Macleod - Senior Manager, Children's Services &amp; Workforce  <b>Reporting Officer:</b> Jacque Slee - Performance Lead – Social Services  <b>Aspirational Target:</b> 100.00  <b>Progress Comment:</b> All 19 year old care leavers were in suitable accommodation.</p> <p>Last Updated: 14-Jun-2016</p>					

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
SCC/033f The percentage of young people formerly looked after with whom the authority is in contact at the age of 19, and known to be engaged in education, training or employment	87.5	87.5	↔	75	 GREEN
<p><b>Lead Officer:</b> Craig Macleod - Senior Manager, Children's Services &amp; Workforce  <b>Reporting Officer:</b> Jacque Slee - Performance Lead – Social Services  <b>Aspirational Target:</b> 87.00  <b>Progress Comment:</b> Two 19 year old care leavers were not in education, training or employment in quarter 1. This cohort included two young women who had recently given birth.</p> <p>Last Updated: 14-Jun-2016</p>					

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
SCC/037 The average external qualifications point score for 16 year old looked after children in any local authority maintained learning setting	358	248.22	↓	270	 AMBER
<p><b>Lead Officer:</b> Liz Barron - Business Planning &amp; Project Co-ordinator  <b>Reporting Officer:</b> Liz Barron - Business Planning &amp; Project Co-ordinator  <b>Aspirational Target:</b> 423.00  <b>Progress Comment:</b> New LAC Co-ordinator in post to monitor progression through more effective individual data analysis.</p>					

KPI Title	Previous Year	Actual	Performance	Target	Performance
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	Actual		Indicator Trend		RAG
SCC/041a The percentage of eligible, relevant and former relevant children that have pathway plans as required. SNAPSHOT on last day of period	100	100	↔	100	 GREEN
<b>Lead Officer:</b> Craig Macleod - Senior Manager, Children's Services & Workforce <b>Reporting Officer:</b> Jacque Slee - Performance Lead – Social Services <b>Aspirational Target:</b> 100.00 <b>Progress Comment:</b> All care leavers had pathway plans as required on the last day of the period.  Last Updated: 14-Jun-2016					

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
SCC/045 Timeliness of reviews for children (incl. CP/LAC and CIN)	86.32	97.18	↑	90	 GREEN
<b>Lead Officer:</b> Craig Macleod - Senior Manager, Children's Services & Workforce <b>Reporting Officer:</b> Jacque Slee - Performance Lead – Social Services <b>Aspirational Target:</b> 95.00 <b>Progress Comment:</b> Teams have been working on improving the timeliness of child in need reviews, which has resulted in improved performance for reviews across the board. In quarter 4, performance for all reviews was 97.2%.  Last Updated: 14-Jun-2016					

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
STS/005b The percentage of highways inspected of a high or acceptable standard of cleanliness	94.43	93.19	↓	95	 AMBER
<b>Lead Officer:</b> Barry Wilkinson - Highways Networks Manager <b>Reporting Officer:</b> Nic Houston - Technical Officer <b>Aspirational Target:</b> 95.00 <b>Progress Comment:</b> Due to the subjective nature of investigation at random site specific locations within the county, it is difficult to ensure targets are met and maintained. However, the last few years have shown significant improvement since 2012/13 when performance was 76%.  Last Updated:					

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
STS/006 The percentage of reported fly tipping incidents cleared within 5 working days	97.7	97.79	↑	95	 GREEN

**Lead Officer:** Barry Wilkinson - Highways Networks Manager  
**Reporting Officer:** Mark Middleton - Streetscene Operations Manager South & Structures  
**Aspirational Target:** 100.00  
**Progress Comment:** The target has been exceeded and improvement demonstrated since last year.

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
THS/007 - The percentage of adults aged 60 or over who hold a concessionary bus pass	79.47	78.8	↓	79	 AMBER

**Lead Officer:** Katie Wilby - Transportation and Logistics Manager  
**Reporting Officer:** -  
**Aspirational Target:** 80.00  
**Progress Comment:** Excludes disabled pass holders and companion pass holders. The number of live passes in circulation has reduced following completion of the National Fraud Initiative (NFI) data matching exercise to identify deceased pass holders and hotlist their passes on the card management system.

Last Updated: 15-Jun-2016

KPI Title	Previous Year Actual	Actual	Performance Indicator Trend	Target	Performance RAG
WMT/004(b) The percentage of municipal waste collected by local authorities sent to landfill	42.28	24.24	↑	20	 GREEN

**Lead Officer:** Harvey Mitchell - Waste and Ancillary Services Manager  
**Reporting Officer:** Danielle Richards - Area Recycling Officer  
**Aspirational Target:** 30.00  
**Progress Comment:** 2015/16 has seen a further significant reduction in the total tonnage of MSW to landfill due to the implementation of a residual waste treatment contract.

Last Updated: 14-Jun-2016







## CABINET

<b>Date of Meeting</b>	Tuesday, 21 June 2016
<b>Report Subject</b>	Food Service Plan for Flintshire County Council 2016-17
<b>Cabinet Member</b>	Cabinet Member for Waste Strategy, Public Protection and Leisure
<b>Report Author</b>	Chief Officer (Planning and Environment)
<b>Type of Report</b>	Strategic

### EXECUTIVE SUMMARY

The Food Service Plan 2016-17 provides an overview of the Food Service. It sets out the aims and objectives for the forthcoming year and how these are to be achieved. The Plan also contains a review of performance of the service against the Food Service Plan 2015-16.

### RECOMMENDATIONS

1	That members approve the Food Service Plan for 2016-17.
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## **REPORT DETAILS**

<b>1.00</b>	<b>EXPLAINING THE FOOD PLAN FOR FLINTSHIRE COUNTY COUNCIL 2016-17</b>
1.01	Local Authorities throughout the U.K. have been directed by the Food Standards Agency (FSA) to take the necessary action to implement the Framework Agreement on the Local Authority Food Law Enforcement. This Framework Agreement became operational from 1st April 2001. The Framework has been developed to ensure consistent food law enforcement service throughout the country.
1.02	The Service Plan has been produced by officers of the Food Safety and Standards Team within the Planning and Environment portfolio in line with the model format contained within the Framework Agreement. It outlines the proposals for service delivery for the period 1st April 2016 to 31st March 2017. It also contains a review of the Service Plan for 2015-16 with overall performance for 2015-16 detailed in Appendix 3 within the Service Plan.
1.03	The elements of the Food Service, namely Food Safety, Food Standards and Animal Feed sit under two Team Leaders. The Team Leader – Food Safety and Food Standards reports to the Public Protection Service Manager - Business. The Team Leader for Trading Standards Compliance and Animal Feed reports in to the Public Protection Service Manager - Community.
<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The cost of implementing the plan will be met within the existing Planning and Environment portfolio budget.
<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	None required.
<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	The Plan follows the 'farm to fork' principle to ensure food is safe for consumption by all.
<b>5.00</b>	<b>APPENDICES</b>
5.01	Food Service Plan 2016-17.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p><b>Contact Officer:</b> Helen O’Loughlin  <b>Telephone:</b> 01352 703390  <b>E-mail:</b> helen.o’loughlin@flintshire.gov.uk</p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<p><b>Food Standards Agency Wales</b> - is a non-ministerial government department supported by seven agencies and public bodies. It is the central competent authority for the UK in relation to European Union food legislation. In Wales, it is responsible for Food Safety and Hygiene and Food Labelling Policy. It works with local authorities to enforce Food Safety, Standards and Feed regulations.</p> <p><b>Food Law Code of Practice (Wales) 2014</b> - the Food Law Code of Practice is issued under section 40 of the Food Safety Act 1990 (the Act), regulation 24 of the Food Hygiene (Wales) Regulations 2006,1 and regulation 6 of the Official Feed and Food Controls (Wales) Regulations 2007, and sets out the execution and enforcement of that legislation by Food Authorities. It relates to Wales only.</p> <p><b>EU Regulation 853/2004</b> – is one of a set of three regulations that relate to Food Hygiene. This specific set of regulations supports the general hygiene requirements set out in EU Regulation 852/2004 and lays down specific regulations for products of animal origin.</p> <p><b>Natural Resources Wales (NRW)</b> – is the largest Welsh Government sponsored body. It was formed in 2013 and took on the functions of the Environment Agency, Countryside Council for Wales, and Forestry Commission Wales in addition to other Welsh Government functions. It is the principal advisor to Welsh Government on issues relating to the environment and its natural resources as well as being a regulator of these areas.</p> <p><b>Centre for Environment, Fisheries and Aquaculture Science (CEFAS)</b> – is an executive agency sponsored by the Department for Environment, Food, Fisheries and Rural Affairs which collects, manages and interprets data on the aquatic environment, biodiversity and fisheries.</p> <p><b>North Western Inshore Fisheries and Conservation Authority (NW IFCA)</b> - the North Western Inshore Fisheries and Conservation Authority was established under the Marine and Coastal Access Act 2009 and the North Western Eastern Fisheries and Conservation Order 2010. NWIFCA is one of 10 IFCA managing and regulating English coastal waters. The statutory duties of the IFCA are set out in the Act</p> <p><b>Ship Sanitation Certificate</b> - A Ship Sanitation Certificate is a document that corroborates a ship's compliance with maritime sanitation and quarantine rules specified in article 39 of the International Health</p>

Regulations (2005) issued by the World Health Organization.

**Food Hygiene Rating (Wales) Act 2013** – this Act introduces a national food hygiene rating scheme in Wales.

**North Wales Feed Law Enforcement Delivery Plan (NWFLEDP)** - is the FSA Wales funded plan that was introduced in April 2015 following a review by FSA Wales in 2014 of the delivery of feed law enforcement across Wales. The plan is delivered regionally through the collaboration of the six North Wales local authorities with Wrexham CBC acting as the project lead authority to deliver against priorities that are reviewed and set annual by FSA Wales.

**The Feed Law Code of Practice (Wales) 2014 (FLCP)** - sets out instructions and criteria to which local authorities 'the feed authorities' should have regard when engaged in the enforcement of animal feed law. Feed authorities must follow and implement the provisions of the Code that apply to them. It relates to Wales only. There is separate provision in England.

**Enforcement Concordat** - the Government introduced the Enforcement Concordat in 1998 in collaboration with business and local and national regulators. The aim was to promote good enforcement that brings benefits to business, enforcers and consumers. The Enforcement Concordat encourages partnership working between enforcers and businesses, and sets out the Principles of Good Enforcement which enforcers should apply in order to achieve higher levels of voluntary compliance.

**Regulators' Compliance Code** - this Code was laid before Parliament in accordance with section 23 of the Legislative and Regulatory Reform Act 2006 ("the Act"). Regulators whose functions are specified by order under section 24(2) of the Act must have regard to the Code when developing policies and operational procedures that guide their regulatory activities. Regulators must equally have regard to the Code when setting standards or giving guidance which will guide the regulatory activities of other regulators.

**Local Government Performance Improvement Framework** – The framework under which local government collects, compares and publishes its own set of performance indicators alongside the Welsh Government's national set of performance indicators. The Performance Improvement Framework focuses on three distinct areas:

- National Strategic Indicators (NSIs): statutory indicators set by Welsh Ministers
- Public Accountability Measures (PAMs)– local authority owned measures designed to contribute to public accountability; and
- Service Improvement Data (SIDs)- meaningful datasets for use by services and their regulators to support service improvement.

**Local Authority Enforcement Monitoring Systems (LAEMS)** - LAEMS is a web-based system used to report local authority food law enforcement

activities to the Food Standards Agency.

**Alternative Enforcement Strategy** – every Competent Authority must devise an Alternative Enforcement Strategy to determine how they will conduct official controls duties at premises rated as low risk (i.e. rated Category E for food hygiene and Category C for food standards)

**Better Regulation Delivery Office** – the Better Regulation Delivery office oversees the Primary Authority Scheme. They are part of Regulatory Delivery which combines policy expertise and practical experience to ensure that regulation is effectively delivered in ways that reduce burdens on business, save public money and properly protect citizens and communities.

**Primary Authority** - the principles of Primary Authority are set out in the Regulatory Enforcement and Sanctions Act 2008 (as amended), and is overseen by the Better Regulation Delivery Office (BRDO) on behalf of the Secretary of State for the Department for Business, Innovation and Skills (BIS). The FSA works closely with BRDO in its work to support the delivery of Primary Authority for food regulators.

The scheme gives businesses the right to form a statutory partnership with one Competent Authority, which then provides robust and reliable advice for other Competent Authorities to take into account when carrying out inspections or dealing with non-compliance.

**Home Authority Principle** – is the principle which operates in situations when a business does not have a Primary Authority partnership in place (e.g. if a business chooses not to enter into a partnership or is legally unable to have one), but where there remains a clear need for regulatory activity in relation to that business to be co-ordinated. For example, instances of non-compliance that could be geographically widespread, potentially leading to similar but unconnected regulatory interventions by several Competent Authorities. . It is governed by a Joint Statement of Commitment (JSoC) signed in June 2011 by BRDO, the Trading Standards Institute (TSI) and the Chartered Institute of Environmental Health (CIEH).

**Local Government Regulation** - Local Government Regulation is one of the six bodies that form the Local Government Group overseen by the Local Government Association (LGA). It provides advice and guidance to a number of regulatory services in the United Kingdom. The organisation provides guidance notes at its website and appoints some Local Authority experts as 'Lead Officers', contacts who will advise other officers.

**UK Food Surveillance System (UKFSS)** - the UK Food Surveillance System (UKFSS) is a national database for central storage of analytical results from feed and food samples taken by enforcement authorities (local authorities and port health authorities) as part of their official controls.

**Food Alert** – a “Food Alert for Action” (FAFA) is a communication from the FSA to a Competent Authority concerning a food hazard or other food incident, and a “Food Alert Update” must be read accordingly. Where the FSA requires any actions/responses by the Competent Authority, these will

be clearly specified.

**Food Incident** - a “food incident” is defined as any event where, based on the information available, there are concerns about actual or suspected threats to the safety or quality of food and that might require intervention to protect consumers' interests.

**Veterinary Medicines Directorate (VMD)** - protects animal health, public health and the environment. It promotes animal health and welfare by assuring the safety, quality and efficacy of veterinary medicines. As an executive agency of the Department of Environment, Food and Rural Affairs (Defra) it contributes to Defra's objectives to protect public health and meet high standards of animal welfare. Its work also helps the Food Standards Agency to protect and improve the safety of food people eat.

**The Animal and Plant Health Agency (APHA)** - was launched on 1 October 2014. It merged the former Animal Health and Veterinary Laboratories Agency (AHVLA) with parts of the Food and Environment Research Agency (FERA) responsible for plant and bee health to create a single agency responsible for animal, plant and bee health.

**Chartered Trading Standards Institute (CTSI)** – is a professional membership association formed in 1881. It represents trading standards professionals working in the UK and overseas in local authorities, the business and consumer sectors and in central government. It exists to promote and protect the success of a modern vibrant economy, and to safeguard the health, safety and wellbeing of citizens by enhancing the professionalism of its members.

**National Trading Standards (NTS)** - was set up in 2012 by UK Government as part of changes to the consumer protection landscape. Its role is to provide leadership, influence, support and resources to help combat consumer and business detriment nationally, regionally and locally. Bringing together trading standards representatives from England and Wales to prioritise, fund and coordinate national and regional enforcement cases.

**Wales Heads of Trading Standards (WHoTS)** - represents the 22 Trading Standards Services in Wales. The aim of WHoTS is to work in partnership to provide a coordinated, consistent and improved service to Welsh Businesses and Welsh Consumers. WHoTS was formed in response to the demand for continuous service improvement in Wales. The organisation acts under the auspices of the Directors of Public Protection Wales and provides a strategic leadership role for the Welsh Service.

**Critical Control Points (CCPs)** - animal health and welfare CCPs are set by Welsh Government and are defined as being the agreed businesses, premises or locations at which controls can be applied resulting in the reduction in risk of the introduction or spread of notifiable disease in England and Wales.

**Continuing Professional Development** - Continuing Professional Development (CPD) is the means by which professionals maintain and

enhance their knowledge and skills.

**Food Information Regulations Improvement Notices (FIRINs)** - is an enforcement power available to local authorities whereby they may issue an improvement notice where there has been a failure by a food business operator to comply with any of the provisions of the EU Food Information for Consumers Regulations listed in Schedule 3 to the Food Information Regulations 2013 SI.

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# FOOD SERVICE

## SERVICE PLAN

2016-2017



# FLINTSHIRE COUNTY COUNCIL FOOD SERVICE PLAN 2016-17

## INTRODUCTION

The Service Plan relates to the year commencing 1st April 2016 and ending 31st March 2017.

It covers the service provision for the Food Safety, Food Standards and Feed functions of Flintshire County Council.

The purpose of this Plan is to provide:

- Information about the scope of the Service.
- Information about the services provided.
- Information about the means of Service provision.
- Information about performance of the Food Service against Performance Targets set out in Plan as well as against national or locally defined Performance Indicators.
- Information relating to reviewing performance in order to address any variance from meeting the requirements of the Service Plan.

Service Plans will be produced annually to allow for meaningful review and progression, in accordance not only with the requirements of the Food Standards Agency “Framework Agreement on Local Authority Food Law Enforcement” but also with the principles of the “Wales Programme for Improvement”.

This Service Plan also forms part of the Authority’s commitment to delivering the aspirations of the Local Service Board to provide citizen centred services and to work in collaboration and co-operation.

**FLINTSHIRE COUNTY COUNCIL  
FOOD SERVICE PLAN 2016-17**

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## 1.0 SERVICE AIMS AND OBJECTIVES

### 1.1 Aims and Objectives

The aims of the Food Service are to:

1. Promote, through education and enforcement, the sale and/or production of food which is fit and without risk to health.
2. Prevent and control the spread of food borne illness through education and enforcement.

These will be achieved by:

- (a) Providing a complete and holistic food law enforcement service covering the areas of food hygiene and safety, food standards and animal feed in accordance with relevant food legislation and Codes of Practice, thereby fulfilling statutory obligations.
- (b) Providing a responsive service to demand driven elements such as food safety incidents, outbreaks of food related infectious disease, complaints and request for advice from both businesses and members of the public, in accordance with the National and locally defined performance indicators, relevant Codes of Practice, plans and protocols.
- (c) Assisting businesses to comply with all relevant legislation by using a balance of techniques and approaches in order to ensure the safety and well being of the Public and of the environment in line with the Public Protection Enforcement Policy 2010.
- (d) Maintaining an up-to-date database of all food establishments in the County so that resources can be effectively defined and utilised to meet statutory, national and locally defined targets of inspection, sampling, specific initiatives and tasks set by Food Standards Agency Wales (FSA), other agencies, or based on local need.
- (e) Providing an open and transparent Food Service with clear lines of communication for all service users.

## 1.2 Links to Corporate Objectives and Plans

The Food Service links to the Single Integrated Plan and the Improvement Plan for the Council. There are five key priorities contained in the Single Integrated Plan, these are:

1. Economic Prosperity
2. Health Improvement
3. Learning and Skills for Life
4. Living Sustainably
5. Safe and Supportive Communities

The Food Service Plan has direct links with the County Improvement Priorities and Improvement Plan 2012 – 2017. The improvement Plan sets out the full list of the Council's eight priorities for the period 2012- 2017. Each year, sub-priorities are chosen which will receive significant attention over a particular year and where we will make a bigger impact.

The Food Service sits within the Public Protection Service of the Planning and Environment Portfolio. Each Service area within Public Protection writes annual Operational Action Plans, which have been informed by a range of external and internal drivers and through a greater focus on robust risk assessment, intelligence led intervention, targeting and performance management. All team members contribute to devising the Operational Action Plans for each Service Area.

Food Safety is a statutory duty of the Council. Targets to be achieved are set in relation to both National Performance Accountability Measures and Service Improvement Data. A Corporate Performance Management System termed CAMMS, monitors performance of all services within the Council and these are reported quarterly. The areas reported on are the Performance Accountability Measure, “the percentage of premises Broadly Compliant with Food Hygiene Legislation” and the following Service Improvement Data:

- (a) The percentage of High Risk Food Safety inspections carried out.
- (b) The percentage of High Risk Food Standards inspections carried out. This is reported in the Trading Standards figure, as are (d) and (e).
- (c) The percentage of new businesses inspected for Food Safety.

- (d) The percentage of new businesses inspected for Food Standards.
- (e) The percentage of significant breaches resolved in relation to Food Standards.
- (f) The percentage of High Risk Feed inspections carried out.
- (g) The percentage of new businesses inspected for Feed.

The Food Service will continue to implement performance management systems to improve the efficiency and effectiveness of service delivery in a meaningful way to the citizens of Flintshire.

## 2.0 BACKGROUND

### 2.1 Authority Profile

Flintshire is a Unitary Authority. The County has an area of 43,464 hectares and a population of approximately 152,700 as per the 2011 Census. The County is made up of a mixture of small towns and conurbations, particularly to the south and predominately rural and agricultural land located in the north. The population is subjected to small seasonal fluctuations due to influx of tourists to the area. It has a number of industrial estates on which many manufacturers including food manufacturers are located, as well as headquarters for several food manufacturers including one large national food retailer. The coastal edge of Flintshire County Council abuts the Dee Estuary upon which cockle and mussel beds are situated and there is a small port located at Mostyn.

### 2.2 Organisational Structure

The Food Service is part of the Public Protection Service within the Planning and Environment portfolio area. The Food Safety and Food Standards functions both fall under the responsibility of the Team Leader – Food Safety and Food Standards. Feed is managed by Team Leader - Trading Standards Compliance and Animal Health. The Team Leader – Food Safety and Food Standards reports in to the Public Protection Service Manager – Business and the Team Leader – Trading Standards Compliance and Animal Health reports in to the Public Protection Service Manager – Community. The organisation structure of the Food Service is illustrated on the chart detailed in Appendix 1. Appendix 1 also includes the Management and Cabinet structure of the Council.

Specialist services are provided by Public Health England, Public Health Wales and Public Analyst Scientific Services as the Public Analyst (See Section 3.5).

## 2.3 Scope of the Food Service

The scope of the respective component parts of the service are detailed below:

### Food Safety

The Food Safety component of the service has the following responsibilities and service provision:

- Enforcement of relevant food safety and food hygiene legislation, in all food establishments in Flintshire.
- Registration of food businesses and approval of premises subject to compliance with product specific legislation (meat products, fish, shellfish, fishery products and dairy products).
- Implementation of the National Food Hygiene Rating Act.
- Investigation of food complaints that relate to fitness of food for human consumption as well as food complaints that relate to the nature, substance or microbiological quality of the food, taking appropriate action as necessary. In addition, investigation of all complaints which relate to hygiene matters (premises, practices, personnel) in food businesses.
- Investigation of sporadic cases of food (including water) related notifiable diseases and suspected cases of food poisoning.
- Investigation and control of outbreaks of food poisoning and food related notifiable diseases.
- Response to Food Alerts and food related incidents taking appropriate action as necessary.
- Advice to new and existing business, responses to plans, licensing and land charges referrals.
- Providing Export Certificates to allow movement of food from the UK to countries outside the EU.
- Act as Primary Authority for Iceland Food Retail Stores and act as Home and/or Originating Authority for other companies where necessary.
- Undertake food sampling in accordance with the Sampling Programme.
- Educational and promotional initiatives

### Food Standards

The Food Standards component of the service has the following responsibilities and service provision:

- Respond to requests for consumer advice in

matters regarding food standards, labelling and composition.

- Undertake a pre-planned programme of visits to food premises within Flintshire.
- Investigation of complaints relating to the nature, quality or substance of food and complaints relating to mislabelling of food taking appropriate action as necessary.
- Provide advice, information and assistance to food businesses including promotion of the use of the Flintshire Trading Standards Information Pack.
- Undertake food sampling in accordance with the Sampling Programme and in response to incidents.
- Undertake promotional and educational initiatives.
- Undertake duties and responsibilities as Primary Authority for Iceland Food Retail Stores and act as Home Authority and Originating Authority for other food businesses within Flintshire where necessary.

#### Feed

The Feed component of the service has the following responsibilities and service provision:

- Undertake a pre-planned programme of visits to feed premises within Flintshire.
- Provide advice, information and support to feed businesses.
- Investigation of complaints relating to feedstuffs and sampling of feed as when required.

The Service Delivery Point for the Food Safety, Food Standards and Feed Service is County Hall, Mold. For all of the above, the Service Delivery Points are open during normal office hours of 8.30 a.m. – 5.00 p.m. There is no official “out of hours” provision. However, there are systems in place to contact relevant staff should an emergency situation arise via the Care Connect Service.

#### 2.4 Demands of the Food Service

There are 1326 food premises in Flintshire. Of the total number of food premises in Flintshire approximately 944 are caterers, with the remainder being made up predominantly by 335 retailers. The catering establishments cover a wide range of premises varying from restaurants, schools, hotels, pubs, residential care homes, hospitals to mobile food vehicles.

There are currently 44 food manufacturing and packing businesses within Flintshire, 10 of which are approved under EU Regulation 853/2004 as they handle products of animal origin. These regulations place additional control measures on these types of premises and on the Local Authority. The number of premises which fall into this category is due to increase this year due to the change in interpretation of a particular clause of the legislation by the Food Standards Agency. They have therefore directed local authorities to implement this new interpretation by the end of June 2016. This will raise this number to 16 premises approved under EU Regulation 853/2004.

The types of food manufacturers within Flintshire vary greatly in the types of processes they use to produce food. These range from cooked meat and ready meal manufacturers with national distribution, through to an on-farm milk pasteuriser supplying milk locally. The diversity in the types of manufacturers operating within the County places a significant demand on the breadth and depth of knowledge required by officers within the Team.

#### Dee Estuary

The Dee Estuary has three cockle beds falling within Flintshire's jurisdiction. There are also 2 mussel beds. However neither of these are open for harvesting at present. The shellfish beds can place significant demands on the Team, particularly during the six month cockle opening season. The management of the Dee accounts for a large portion of the Sampling Budget due to the statutory sampling of the water and shellfish. Enforcement on the Dee involves a cross-agency partnership working with National Resources Wales, Wirral Council, the Centre for Environment, Fisheries and Aquaculture Science (CEFAS), other neighbouring Local Authorities, the North Western Inshore Fisheries and Conservation Authorities and the Food Standards Agency Wales.

#### Port Health

There is a small port at Mostyn for which the Food Team has responsibility in relation to the ships coming into port requiring a Ship Sanitation Certificate or a food hygiene inspection.

## National Food Hygiene Rating Act

The Council implemented the National Food Hygiene Rating Scheme in December 2010. Since 28th November 2013, the Food Hygiene Rating (Wales) Act 2013 came in to force. The administration of this Act accounts for a considerable volume of work for the Team. As of 28<sup>th</sup> November 2014, the Act also applied to businesses that operate trade to trade.

## Premises Profile

The premises profile, as defined in the Food Law Code of Practice (Wales) April 2014, is detailed in Table 1:

**Table 1: Breakdown of premises profile by risk band for Food Safety and Food Standards.**

FOOD STANDARDS			FOOD SAFETY			
Risk	Min.	No. of		Risk	Min.	No. of
High	12 months	13	High	A	6 months	2
				B	12 months	31
Medium	2 years	400		C	18 months	453
Low	5 years	723	Low	D	2 years	253
				E	3 years	543
OUTSIDE		15		OUTSIDE		24
UNRATED		175		UNRATED		20
<b>TOTAL</b>		<b>1326</b>		<b>TOTAL</b>		<b>1326</b>

Please note: there are 5 bands of risk for Food Safety, with A to C being deemed to be High Risk and only 3 bands of risk in Food Standards, with only A being deemed High Risk.

## Feed

Under the EU Feed Hygiene Regulation (183/2005) feed activities are clearly defined and are broken down in to 'Approved' and 'Registered' feed activities. Activities requiring Approval include any activity involving the manufacture and/or placing on the market of feed additives including zootechnical products (the technology of animal husbandry), with all such activities being classed as high risk. There are currently no businesses

in Flintshire that have an approval under the Regulation. 'Registered' feed activities are all other feed activities that are undertaken of which there are 14 registerable feed activities defined and coded by the FSA.

In Flintshire there are a total of 404 registered feed premises which are currently registered for a total of 509 registerable feed activities. These activities are made up as follows: 340 are registered as farms (Livestock or arable), 18 as feed manufacturing and packing businesses, 92 as on farm feed mixers, and 42 businesses registered for the supply of surplus food or co-products of manufacture. The remainder of the registered premises are engaged in storage 7, transportation and distribution of feed 10.

The diversity in the types of feed businesses operating and activities being undertaken within the County places a significant demand on the breadth and depth of knowledge required by officers within the Team.

Following a review by Food Standards Agency Wales in 2014 of the delivery of Animal Feeding Stuffs Enforcement across Wales, with effect from 01<sup>st</sup> April 2015 the system for risk assessing feed activities was simplified with all registerable feed activities across Wales being broken down in to one of two categories based on risk. These two categories are referred to as '*Above the Line*' and '*Below the Line*'.

Above the line activities are the high risk activities and those premises include all businesses undertaking any 'Approved' feed activity and those engaged in 'Registered' feed activities involving production, processing, storage, transportation, sale of feed. These activities require a 'qualified' and competent officer to inspect them.

Below the line activities are the low risk activities that include premises that are feeding animal feed stuffs to livestock or growing straight feed crops that are to be consumed in their natural state such as silage. This applies to all of Flintshire's farms.

The frequency of inspection of feed premises has since 1<sup>st</sup> April 2015 been determined by FSA Wales with the launch of the FSA Wales sponsored North Wales Feed Enforcement Delivery Plan. The plan for 2015/16 required Flintshire to inspect premises across the county for a total of 76 registered feed activities, 54 of these were above

the line with the remaining 22 being below the line. The figures for 2016/17 are 52 above the line inspections, and 26 below the line inspections giving a total of 78 for the year. The breakdown of the Feed premises profile is detailed below by risk band:

**Table 2: Breakdown of the premises profile by risk band for Feed.**

<b>FEEDINGSTUFFS</b>		
<b>Risk</b>	<b>Frequency of Inspection</b>	<b>No. of registered activities subject to inspection</b>
High	Every 3 years.* * 31.5% of high risk inspections are currently being conducted per annum as per 2015/2017 FSA Wales plan.	169
Low/Medium	Every 14 years.* *7% of low risk inspections are currently being conducted per annum as per FSA Wales plan.	340
<b>TOTAL inspectable registered activities</b>		<b>509</b>

The vast majority of food business owners are English speaking with a minor requirement for written reports in Welsh. All advisory literature is produced bilingually in accordance with the Welsh Language Standards of the Council which came in to force on 30 March 2016. Approximately 14% of residents in Flintshire are recorded as Welsh speaking.

Approximately 4% of food businesses are of ethnic origin (Asian, Chinese, Turkish and Greek) and once again advisory literature is available in a range of ethnic languages to assist in understanding.

## 2.5 Enforcement Policy

The Food Service undertakes enforcement in accordance with the Public Protection Enforcement Policy which has been updated and approved by Members in 2010. This policy has been based upon the principles of the Enforcement Concordat adopted by Members in September 2000 and the Regulators Compliance Code.

There is also an Enforcement Policy for residents entitled “Regulation and Enforcement – Involving Local Residents”, which was approved by Council in September 2011.

### 3.0 SERVICE DELIVERY

#### 3.1. Food Premises Inspections

Flintshire County Council has one Performance Accountability Measure detailed in the Local Government Performance Improvement Framework 2016-17 and a number of Service Improvement Data relating to all 3 areas of the Service for 2016/2017 which are detailed in 1.2.

The Food Service will carry out inspections in relation to the Performance Indicator, in accordance with pre-planned programmes drawn up annually and commencing on 1st April each year, to coincide with the reporting requirements for the Service to the Food Standards Agency Wales, as part of the Local Authority Enforcement Monitoring System (LAEMS). These inspection programmes are based on the risk rating of the premises/trader so that there is a targeting of resources to ensure that those premises/traders with a high or medium risk are prioritised for inspection.

#### Food Safety and Food Standards

The performance of the Food Safety and Food Standards Team in 2015/2016 was excellent with the Team achieving 100% of High Risk inspections for both Food Safety and Food Standards. The target of 87% of new businesses to be inspected for Food Hygiene was exceeded with 87.7% actually being achieved. The Food Standards New Business target of 75% was also exceeded by achieving 87.4%. This was enabled by the majority of new business inspections being undertaken by the officers who are authorised to carry out both Food Standards and Food Safety inspections thereby facilitating the inspections being completed by one visit. This also ties in with the Reducing the Burden on Business agenda by combining the 2 types of inspection.

There is a Public Accountability Measure in place, namely the percentage of businesses which are Broadly Compliant with Food Hygiene legislation. For 2015-16, this figure has improved from 95.6% to 96.4% of food businesses within Flintshire falling into this category.

For D risk band Food Hygiene inspections, a figure of 100% of inspections was achieved and a total of 91.3% of E risk band premises interventions achieved. For the E risk band premises, this was by a combination of both inspections and alternative enforcement questionnaires as permitted by the Food Law Code of Practice (Wales) 2014.

The key objectives for the coming year in relation to programmed inspection and enforcement work are as follows:

#### Food Safety

- Inspect 100% of High Risk (A-C risk bands) food premises for Food Safety.
- Inspect all D risk band premises for Food Hygiene.
- Undertake a physical inspection all E risk band premises for Food Hygiene that fall within the scope of the Food Hygiene Rating (Wales) Act 2013 but have not had a physical inspection since the introduction of the legislation.
- To revisit all premises receiving a Food Hygiene Rating of 2 or lower, in line with the All Wales Revisit Policy written by the All Wales Food Safety Expert Group.

#### Food Standards

- Inspect 100% of all High Risk (A) risk band food premises for Food Standards.
- Inspect all overdue Medium Risk (B) risk band premises for Food Standards.
- To use the Alternative Enforcement Strategy on all eligible C risk band premises for Food Standards.
- Inspect all C risk band premises for Food Standards that fall out of the scope of being included in the Alternative Enforcement Strategy.
- Undertake a physical inspection of all premises that have not yet been inspected for Food Standards.
- 

A full breakdown of premises programmed for inspection 2016-2017 in relation to their risk band is given in Appendix 2. For Food Hygiene this gives a total of 648 inspections due and for Food Standards a total of 499 inspections due.

## Feed

Following a major review of feed service delivery across Wales conducted by FSA Wales in 2014 all feed work across Wales since 01<sup>st</sup> April 2015 has been delivered as part of collaborative working based on regional delivery plans. These plans have been developed in conjunction with FSA Wales and are based on priorities set by FSA Wales.

Currently the FSA are specifying the level of inspection each year as part of their plan. This has seen during 2015/16 an inspection level of 31% for high risk and 6.5% of low/medium risk. This was met in full by Flintshire. For 2016/17 the targets set by FSA are 32% and 7.6% respectively.

### 3.1.1 Additional Targeted Inspection/ Enforcement Activity

Additional targeted inspection and enforcement activity due to be undertaken is as follows:

- Proactive sampling work on Food Standards Authenticity. This is detailed in Section 3.5.
- Effective and professional liaison, communication and co-operation with Iceland Frozen Foods, other LA's and Better Regulation Delivery Office relating to Primary Authority (PA) matters.
- Investigation of notified food safety related fraud incidents, such as illegal slaughter of meat, including referrals made anonymously.
- Issue of Sanitary Certificates as appropriate for incoming vessels to the Port of Mostyn.
- Appropriate response and liaison with other agencies as necessary for Civil Contingency matters.
- Assessing non-compliance with the Food Hygiene Rating (Wales) Act 2013, in regard to mandatory display of food hygiene ratings stickers and taking any enforcement action, as necessary.
- Additional proactive inspection at the Urdd Eisteddfod being held in Flint at the end of May 2016.

### 3.1.2 Resources for Inspections and Additional Enforcement Activity

#### Food Safety and Food Standards

The programmed food hygiene inspections will be undertaken by Environmental Health Officers (EHO) and Food Safety Officers (FSO). A full breakdown of resources is given in 4.2 – Staffing Allocation.

Food Standards work will be carried by our Trading Standards Officer, EHOs and FSOs who have completed their Food Standards module.

One of our Food Safety Officers returned to their post as of 1<sup>st</sup> October 2015. This officer will not be undertaking Food Standards work until they have achieved the additional qualification required. Unfortunately this will not be actioned until 2018 due to the course being fully booked until this date. The Food Standards Agency have been asked to look at this as many local authorities are needing their Food Safety Officers to obtain this additional qualification.

Other areas of Trading Standards work within food premises such as Weights and Measures will be carried out by the Trading Standards Officer within the Food Team. This places an absolute requirement for a fully competent Trading Standards Officer to be within the Team.

#### Feed

All aspects of feed work will be carried out by 0.2 FTE fully qualified Trading Standards Officer and 0.2 FTE Trading Standards Enforcement Officer.

### 3.2 Food/Feed Complaints

Food complaints cover the full range relating to fitness for human consumption, presence of extraneous matter in foods, microbial contamination and Food Standards issues such as: food labelling, chemical adulteration and spoilage of food.

It is the policy of the Food Service to investigate all food complaints reported including those made anonymously.

#### Food Safety and Food Standards

All food complaints are dealt with in accordance with the Food Law Code of Practice (Wales) April 2014, having regard to the documented Public Protection Enforcement Policy 2010.

Based on statistics for previous years, the estimated number of Food Safety and Food Standards complaints is between 100 and 120 excluding Primary Authority referrals.

Please note the above figures do not indicate dealing with food complaints referred by other Local Authorities when acting as Home, Originating or Primary Authority.

The Food Standards Agency have developed a new Food Problem Reporting System, which has only recently been introduced. Early indications are that the number of complaints will increase due to this system being introduced.

### Feed

All feed complaints will be dealt with in accordance with the Feed Law Code of Practice of (Wales) 2014, having regard to the documented Public Protection Enforcement Policy 2010.

The number of feed related complaints received by the service is low, typically no more than 3 a year. This is because the majority of transactions involving the buying and selling of feed are business to business contracts that are based on written specifications agreed as part of contracts between manufacturer/seller and the buyer.

Buyers and producers/sellers of animal feed for the agriculture industry work very closely together, feed formulations are often made on a bespoke nature to include ingredients for a specific purpose for use by specific animals or groups of animals. Adverse effects of feed on livestock are often due to how the feed has been used rather than how it has been made, examples investigated by officers include the wrong type of feed being given to the wrong type of animal (poisoning), over feeding, and incorrect or unsafe storage (inadvertent cross contamination) by the purchaser.

Complaints received when investigated are generally down to the user rather than the producer and the effects are therefore limited to one premises or business. This makes this area quite a complex one to deal with a heavy reliance on the honesty of the buyer to be open with officers with regard to their own acts or omissions that may have caused illness or injury to their livestock.

Complaints are largely dealt with between the industries themselves (feed producers and livestock producers) and the intervention of Trading Standards Officers is treated as a last resort to act as arbiters where the usual protocols have failed.

### 3.3 Primary Authority Principle

#### Food Safety and Food Standards

Flintshire County Council subscribes to both the Primary and the Home Authority Principle. The Food Service acts as both Home Authority and/or Originating Authority for approximately 50 food businesses and has entered into a Primary Authority relationship with Iceland Foods Ltd, the National Supermarket chain based in Deeside.

The maintenance of the Primary Authority relationship with Iceland Foods Ltd places a pressure on maintaining a level of expertise in Food Safety, Food Standards, Labelling and Composition.

Flintshire is also committed to improving relationships with business and will continue to develop relationships with business by further promotion of Primary Authority, where applicable, and effective business engagement at all times.

#### Feed

There is currently no Primary Authority relationship between FCC and any Flintshire based Feed Business Operator.

### 3.4 Advice to Business

The policy of the Food Service is to provide a balanced approach between the provision of advice and enforcement activity. The Service is committed to providing an effective and responsive advice and assistance service, both during inspections or upon request, for all Flintshire businesses, including a service in accordance with the BRDO Primary Authority Principle and the Local Government Regulation (previously LACORS) Home Authority Principle.

In addition, the Service provides advisory literature, (either produced nationally or in-house) free of charge to businesses to assist them with compliance with relevant legislation. Training courses/seminars will be run subject to demand, for which there is usually a fee, to also assist businesses in compliance.

#### Food Safety and Food Standards

In order to maximise the use of limited resources, advice is targeted as follows:

- During inspections and as part of follow up

documentation.

- Start-up advice on request.
- Through guidance information available on the Food Safety Teams fully revised website pages.
- Distribution of relevant food safety and food standards material to food businesses.
- Advice and information is given to businesses requesting guidance either by telephone, email or post.

Based on last year's trends, the estimated number of requests for advice, including those proposing to start up a food business for the forthcoming year, is anticipated to be approximately 170 in relation to Food Safety. Advice to businesses is provided by all members of the Team.

For Food Standards, it was anticipated the resource required for Advice to Business was going to remain high due to the new legislation governing Food Labelling and Food Standards which came in to force as of December 2014, namely EU Regulation 1169/2011. However, it was found that the majority of this advice was able to be provided during programmed inspections rather than as additional requests for service.

### Feed

Flintshire is committed to supporting feed businesses and working with them to enable compliance with all regulatory and best practice standards. In order to maximise the use of limited resources, advice is targeted as follows:

- During inspections and as part of follow up documentation.
- Start-up advice on request.
- Through sign posting to guidance information available on the Trading Standards Wales and FSA Wales websites.
- Distribution of relevant feed hygiene and standards material to feed businesses.
- Advice and information is given to businesses requesting guidance either by telephone, e-mail or post.

The launch of the North Wales Feed Service Delivery Plan in April 2015 that has now entered its second year has led to an increased demand for business advice and support.

### 3.5 Food Inspection and Sampling

#### Food Safety and Food Standards

Sampling will be carried out in accordance with the documented Sampling Policy for the Food Service which was referred for Member Approval in July 2001. The sampling programme is devised so that the procurement of samples will follow a risk based approach. Flintshire belongs to the North West Food Liaison Group which devises a programme of Quarterly Sampling Surveys. The programme will also take in to account statutory requirements as well as the requirements of the Food Standards Agency, the Welsh Food Microbiological Forum and local need.

Samples taken for Food Standards issues are submitted for analysis by the formally appointed and NAMAS accredited Public Analyst for the Council:

PUBLIC ANALYST SCIENTIFIC SERVICES  
WOODTHORNE  
WERGS ROAD  
WOLVERHAMPTON  
WV68TQ

Samples taken as part of the Sampling Programme for Food Safety issues are submitted for microbiological examination by the designated and NAMAS accredited laboratory of:

Public Health England, Food Water and Environmental Microbiology Network (Preston Laboratory),  
Royal Preston Hospital,  
Sharoe Green Lane,  
Preston. PR2 9HT

Each Local Authority is allocated sampling accreditation by the Public Health England in order to undertake Food Safety sampling. Public Health Wales also allocates a limited resource to Flintshire for Food Safety Sampling. This is sent to Ysbyty Gwynedd.

Food Safety samples may need to be submitted to the Public Analyst, Public Health England or Public Health Wales, dependent on the type of examination or analysis required.

The Food Sampling Programme does not preclude the need to undertake reactive sampling i.e. as a result of a food complaint or during food poisoning investigations. Sampling undertaken as part of an Infectious Disease Notification or Outbreak are sent to the laboratory at

Ysbyty Gwynedd, Penrhosgarnedd, Bangor.

The Service took part in several successful bids for funding for Food Standards sampling from FSA Wales in 2015-2016. These were undertaken in collaboration with the North Wales Region. The regional grant amounted to £25,314 in total across the region, of which approximately one sixth was awarded to Flintshire Food Safety and Standards Team.

The Team Leader Food Safety and Food Standards is Chair of the Welsh Food Microbiological Forum (WFMF) which is responsible for devising Food Safety Sampling Surveys across Wales, based on risk assessment and intelligence to better target resources at particular foods or food poisoning organisms of concern within the UK.

All samples are submitted using the UK-Food Surveillance System (UK-FSS) to better target resources in respect of the Food Sampling for Food Standards and by using the latest Internet-based version of the database. This will continue to be used for Food Safety and Food Standards sample submission during 2016-17.

Sampling Projects undertaken during 2015-2016 included:

- Acrylamide in ready to eat chips from fish and chip takeaways
- Meat species substitution in takeaways
- 'Free from' allergen claims
- Allergens in non pre-packed foods
- Additives – colours in sauces and seasonings
- Microbiological Examination of Hot Pies and Pastry products in hot holding cabinets

Samples were also taken as part of programmed inspections at manufacturers and premises where product specific legislation applies.

Proposed Sampling Projects for 2016-17 are predominantly as part of the North Wales Trading Standards Collaboration Plus Project. These include:

- Meat labelling for Country of Origin
- Gluten Free/Allergens
- Meat speciation in meat products and meat preparations
- Food Supplements

- Additives – food colours

Samples will be taken as part of programmed inspections at manufacturers, approved premises and premises where product specific legislation applies.

For Food Safety, there will be statutory sampling at approved premises and taking part in regional WFMF and Public Health England Surveys to include:

- Microbiological Examination of pre-packed sandwiches
- Microbiological Examination of ready to eat foods dispensed from nozzles

#### Feed

Sampling of Feeding stuffs during 2016/17 will be undertaken as part of the FSA funded North Wales Feed Service Delivery Plan (part of the North Wales Trading Standards Collaboration). Flintshire are currently not aware of the FSA Wales requirements for sampling of feed during 2016/17 but have committed to participate in any FSA Wales funded sampling projects that occur during the year. Other than sampling directly funded by FSA Wales Flintshire will not be in a position to take any feed samples other than in response to complaints received or feed safety incidents.

### 3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease

Investigation and control of outbreaks of food related infectious disease will be carried out in accordance with the Communicable Disease Outbreak Plan for Wales was approved by Members in 2011. It has been developed from the amalgamation of several Plans relating to water borne incidents, food poisoning and communicable disease outbreaks.

Investigations of sporadic notifications of food related infections disease shall follow the existing documented procedure within the Section. Based on previous year's trends, it is estimated that there will be approximately between 190 and 230 cases of sporadic notifications and between 0 and 10 outbreaks.

*Campylobacter* was the highest incidence of food-borne illness for 2015-2016 in Flintshire, which follows a National Trend. The reduction of the incidence of *Campylobacter* is identified as a priority within the Food Standard Agency's Strategy 2015-2020.

Outbreaks are characteristically resource intensive but do not follow an annual trend, therefore the anticipated burden on staffing cannot be predicted. However, should they occur the impact on resources cannot be over-estimated and would require rapid contingency planning for maintaining the delivery of the rest of the Service. They also involve close liaison and cross-agency working between Public Health Wales and other Local Authorities.

### 3.7 Food/Feed Safety Incidents

#### Food Safety and Food Standards

Food Alerts will be initiated and responded to in accordance the Food Law Code of Practice (Wales) April 2014.

Responses to Food Alerts will be kept in a centralised documented format and the contact details for the Team and relevant Agencies (including out of hour's contacts) will be kept up to date. It is difficult to quantify the resource implication of this function as it depends upon the category of Food Alert and the extent of food or businesses affected within Flintshire.

There were several incidents within 2015-16 which required considerable investigation work and enforcement action by the Team. These ranged from serious foreign body and microbiological contamination of food, mislabelling and undeclared allergen through to an incident relating to stowaways found in a food transport vehicle.

#### Feed

Alerts will be initiated and responded to in accordance with the Feed Law Code of Practice (Wales) 2014.

Responses to Feed Alerts will be kept in a centralised documented format and the contact details for the Team and relevant Agencies (including out of hour's contacts) will be kept up to date. It is difficult to quantify the resource implication of this function as it depends upon the nature of the Feed Alert and the extent of feed or businesses that are affected.

### 3.8 Liaison with Other Organisations

The Food Service as a whole is committed to ensuring effective liaison with other relevant organisations to enforce consistency of approach. This includes liaison with:

- Food Standards Agency Wales (FSA Wales).
- Better Regulation Delivery Office (BRDO).
- Professional bodies such as the Chartered Institute of Environmental Health and Chartered Trading Standards Institute.
- Local Government Regulation, Public Health England, Public Health Wales, National Resources Wales, CEFAS, Animal Health and Veterinary Laboratories Agency and other relevant advisory/liason bodies.
- Other Local Authorities in Wales as a whole. Additionally, representatives from the Team attend and actively participate on the All Wales Food Safety Expert Group and the All Wales Communicable Disease Technical Panel. These Panels act as a means of optimizing regional and countrywide consistency in enforcement and guidance given.
- Neighbouring LA's. The Team Leader sits on the North Wales Regional Food and Communicable Disease Task Group. There is also close liaison with the North Wales Trading Standards Collaboration Project.
- Liaison with other relevant local bodies, e.g. Magistrates Courts, the Licensing Committee as well as liaison with local fishermen by way of the North Wales and Deeside Shellfish Liaison Group.
- Liaison with other Departments within Flintshire County Council, such as the Planning Department. A system of formal consultation with relevant sections of the Public Protection Service has been set up, so that prompt, appropriate advice may be given to ensure compliance with relevant legislation.

In addition to all of the above, liaison is also maintained between members of the Food Team by monthly Team Meetings and weekly Team Briefings. There is also a weekly Team Leader meeting for Team Leaders within the Public Protection Business Sector to keep up to date with any pertinent matters.

The Feed element of the service is committed to ensuring effective liaison with partners and other relevant organisations to ensure and enforce consistency of

approach. This includes liaison with:

- Food Standards Agency Wales (FSA Wales)
- Veterinary Medicines Directorate (VMD)
- Animal and Plant Health Agency (APHA)
- Professional bodies such as the Chartered Trading Standards Institute (CTSI), National Trading Standards (NTS) and the Association of Chief Trading Standards Officers (ACTSO).
- Other Local Authorities across Wales and the UK
- Partner Local Authorities in the North Wales Feed Enforcement Delivery Plan (Wrexham, Denbighshire, Gwynedd, Ynys-Mon, and Conwy).
- Liaison with regional and national panels and expert interest groups including the joint WHoTS/FSA Feed Working Group, WHoTS and UK Animal Health and Welfare Panels etc.

In addition to the above, liaison is maintained within the Feed element of the Trading Standards Compliance and Animal Health Team through monthly team meetings, and 1:1's. There is also a weekly Team Leader meeting for Team Leaders within the area of Community Protection and Trading Standards to keep up to date with any pertinent matters.

### 3.9 Food Safety/ Food Standards and Feed Promotion

Educational and promotional activities are important components of a comprehensive Food Service.

#### Food Safety and Food Standards

Last year, these were achieved in the following ways:

We delivered a very successful North Wales regional project on implementation of Food Safety Management Systems in Poorer Performing premises with a focus on Cleaning. This was grant funded by Food Standards Agency Wales. We took on the role of Project Lead as part of the North Wales Environmental Health and Licensing Collaboration project.

We delivered 2 presentations on updates in Food Safety legislation and guidance and on Allergen Information Compliance at the Food and Hospitality Conference held at Coleg Cambria in October 2015. This was a full day event and was attended and very well received by approximately 200 food businesses from across the North Wales region. It

We delivered a presentation at the Clwydian Range Food Trail's Annual General Meeting in June 2015 to advise the businesses within the organisation on how to improve their Food Hygiene Rating. The Clwydian Range Food Trail is a consortium of local producers and hospitality business who have come together to encourage the use of local produce in their sector, and promote the area locally and nationally.

We delivered Allergen Information training to Ysgol Bryn Coch akin to that delivered to all other Flintshire schools in 2014-15.

Promotional work programmed for this year includes:

- One of the Food Safety Officers is carrying out Healthy Pre-school Hygiene Assessments as part of the Healthy and Sustainable Pre-school Scheme.
- This year's Food Safety Week theme is Food Waste and is running week commencing 3<sup>rd</sup> July. The core message for this year is to educate consumers on the different between Use By and Best Before dates and to advise and encourage the use of leftovers to reduce on food waste.
- Taking part in Allergy Awareness Week which runs for a week commencing 25<sup>th</sup> April by use of Facebook and Twitter.
- Deliver a regional collaborative project on the implementation of Food Safety Management Systems in butchers handling both raw meat and ready to eat foods.
- Advising businesses of the change in legislation in relation to nutritional declaration on labels.
- Advising takeaways of the introduction of new legislation in relation to the promotion of food hygiene ratings on promotional material. This is a new set of regulations which will require takeaways to provide a bilingual statement on any promotional material that includes both a method of ordering and a price for food to be ordered e.g. a takeaway menu.

#### Feed

Officers of the service work with the trade offering advice and guidance on compliance with legal and best practice standards during routine inspection work conducted on farms, in shops, and in factories on behalf of FSA Wales and during our work at Critical Control Points (CCP's)

including Mold livestock auction when carrying out routine animal health and welfare and disease control work. Promotion work is done as part of routine inspection or in response to enquiries made by business to the service.

## 4.0 RESOURCES

### 4.1 Financial Allocation

The financial allocation for the Food Service is split between budgets provided for the Animal Health and budgets provided for the Food Safety and Food Standards Service.

The overall level of expenditure providing the Food Safety and Food Standards Service for 2016/2017 is detailed below in Table 3.

**Table 3: Budget for the Food Safety and Food Standards Team**

COST ITEM	FINANCIAL ALLOCATION
(a) Staffing (total staff costs)	£461,073
(b) Travel (lump sum and mileage) and Subsistence	£21,955
(c) Equipment (including investment in I.T.*)	£1,300
(d) Sampling	£3,539
(e) Shellfish Sampling	£9000
(f) Training	£907

The allocation for Food Sampling work covers both Food Safety and Food Standards. This is in addition to the allocations provided by Public Health England and Public Health Wales. Additional funding can and will be made available should there be an incident which requires it.

Table 4 shows the overall level of expenditure for Feed Service delivery:

**Table 4: Budget for the Feed Service Delivery 2016/17**

<b>COST ITEM</b>	<b>FINANCIAL ALLOCATION</b>
(a) Staffing (total staff costs )	£10805.79
(b) Travel (lump sum and mileage) and Subsistence	£2000.00
(c) Equipment (including investment in I.T.*)	£500.00
(d) Sampling	No current budget but funding may be available from FSA Wales later in 2016/17 for targeted project work.
(e) Training	£300.00
(f) Total	£13605.78

\* There are no separate costs for I.T. as I.T. requirements are provided centrally by Central Support I.T. Services. The exception to this is for the cost of RSA Tags for Mobile and Agile Working which are borne by the Food Safety and Food Standards Budget and the Trading Standards Compliance and Animal Health Budget.

#### 4.2 Staffing Allocation

##### Food Safety and Food Standards

The Food Safety and Food Standards team is made up of the Team Leader – Food Safety and Food Standards 1.0 FTE, 5.5 FTE EHOs, 3.0 FTE Food Safety Officers and 1.0 FTE Trading Standards Officer. All members of the team are permanent positions.

Administrative support is currently provided by 1.0 FTE Administration Officer, pending the Corporate-wide Admin Review. This administration role is managed by the Directorate Support Manager.

In accordance with the Food Law Code of Practice (Wales) April 2014, all Environmental Health Officers in post are qualified Environmental Health Officers, registered with the Environmental Health Registration Board (E.H.R.B.). Food Safety Officers are qualified to the Higher Certificate in Food Premises Inspection and all officers are qualified in HACCP Principles (Hazard Analysis Critical Control Points). 2 of the Food Safety Officers also hold the Higher Certificate in Food Control.

All staff are authorised appropriately for the duties they perform. All EHOs meet the post 2 year qualified competency requirement to use all enforcement powers required by the Code of Practice. In addition to the above, the Team Leader for Food Safety and Food Standards is also a qualified Lead Assessor having successfully completed the five-day Lead Auditor Training Course.

The Trading Standards Officer holds the Diploma in Trading Standards and has also successfully completed the five day QMS Auditor/Lead Auditor training course.

The Food Standards Agency Wales require the service plan to include an estimate of the number of Full Time Equivalents we would require to deliver the Food Law Code of Practice in its entirety. Due to the considerable amount of work that was put in to addressing the Food Safety inspection back log during 2015-16, the Food Safety component of the service is being delivered in accordance with the frequencies determined by the Food Law Code of Practice.

For Food Standards, there has been significant work in reducing the back log of inspections and we are on track to reduce this back log in accordance with the action plan from our Food Service Audit by the Food Standards Agency Wales by the end of March 2017.

To best achieve this we would require all our Food Safety Officers to be Food Standards competent.

The full breakdown of resources required to deliver the Food Safety and Food Standards service is given below:

**Table 5: Full Breakdown of Resources to Deliver the Food Safety and Food Standards Service**

<b>Intervention Type</b>	<b>Food Safety</b>	<b>Food Standards</b>
Inspections	5.0	2.5
Revisits	0.3	
Complaints	0.4	
Primary Authority	0.1	
Food Incidents	0.2	
Food Business advice/promotion and other Non-Official Controls Interventions	0.4	
Communicable Disease	0.5	N/A
Sampling	0.1	0.1

Please note – this breakdown of resources includes the 0.2 FTE operational aspect of the Team Leader. The remainder of the Team Leader 0.8 FTE is not taken account of above as this includes the operational management functions of this role including Corporate matters which are not easily broken down in to the headings provided. A further 0.1 FTE of the Trading Standards Officer role is spent regulating other Trading Standards legislation in food businesses such as Weights and Measures legislation.

We are able to fulfil the inspection resource requirement by completing the majority of inspections as joint inspections i.e. the officer does both a Food Safety and Food Standards audit during the same visit. This flexibility is key to ensuring we can deliver the service level expected based on current resources.

#### Feed

All aspects of Feed work will be carried out by two officers of the service. These are currently 0.2 FTE Team Leader –Trading Standards Compliance and Animal Health (subject to review following recent organisational change) and 0.2 FTE Trading Standards Enforcement Officer.

The Team Leader is currently the only officer within the team that satisfies all criteria as a qualified and competent officer, this includes holding the Diploma in Trading Standards (DTS), successful completion of the

five day QMS Auditor/Lead Auditor Training Course, completion of CIEH accredited HACCP training, and participation in an FSA Wales programme of feed training in conjunction with their training provider Campden BRI. Such qualification means that the Team Leader is suitably qualified and will therefore undertake all aspects of feed work, while the Trading Standards Enforcement Officer satisfies the competency criteria based on experience and training that enables them to perform limited feed work on farms. Both officers satisfy the requirements to ensure a minimum of 10 hours relevant CPD is maintained annually.

#### 4.3 Staff Development Plan

During the forthcoming year the following training is planned:

- (i) Support of national and regional seminars on relevant subject matters.
- (ii) In-house training sessions on relevant subject matters.

Each individual's training requirements are going to be set out in the Planning and Environment Learning and Development Plan 2016-2017.

Each member of the Team will receive the required ten hours Continuing Professional Development as required by the Food Law Code of Practice (Wales) April 2014.

Staff will be subject to annual individual Staff Appraisals in line with the Corporate H.R. Policy with a mid-year review which identifies and tracks training and development needs. All staff also have monthly One to Ones with the Team Leader to identify and monitor areas requiring development.

Some of the specific Food Training Courses attended by staff during 2015-2016 include:

- Food Information Regulations Improvement Notices
- Approved Premises
- North Wales Consistency Training
- Enforcement Sanctions
- Investigative Interviewing
- Annual Food Safety Conference
- Food Identification Module for the Higher Certificate in Food Control for Food Safety Officers

- Dairy Processing

Attendance at the Lead Officer for Communicable Disease Training included:

- Zoonoses Update
- Reflective Practice in Public Health
- Understanding Core and Wider Legislative Controls

Training planned for 2016-2017 includes:

- Regional Consistency Training
- E. coli O157 Refresher Training
- HACCP Refresher Training
- Micro criteria and Listeria Training

A full list of training required has been submitted to the All Wales Food Technical Panel as they provide the FSA with guidance on training programmes to be delivered on an All Wales basis. This includes:

- Enforcement Sanctions
- Vacuum packing and Sous Vide processing
- Food Standards Inspections for Food Safety Officers
- Food Standards Auditing of Manufacturers refresher
- Nutritional Declaration
- Intelligence Gathering

#### Feed

Both the Team Leader – Trading Standards Compliance and Animal Health and the nominated Trading Standards Enforcement Officer have attended specialist training on Feedstuffs during the period 2015-2016, and will continue to undertake ongoing training as part of CPD for feed during 2016/17.

## 5.0 QUALITY ASSESSMENT

### 5.1 Quality Assessment Food Safety and Food Standards

Within the Food Service, quality systems are in place to ensure that work is completed and checked by a competent person in line with the fully documented Quality Monitoring Procedures. Documented procedures and work instructions exist to ensure consistency of approach with various computer report mechanisms to

check accuracy on the APP Database. Work Instruction is provided on Key Areas of work retained within Formal Procedure Manuals.

The Team Leader attends the North Wales Food Technical Panel, the All Wales Food Safety Expert Group and the All Wales Communicable Disease Expert Group. These forums offer the opportunity to discuss in detail a wide range of quality and consistency issues relevant to Food Law Enforcement.

The Service is required to submit via Local Authority Enforcement Monitoring System (LAEMS) an Annual Return to the FSA Wales. This details the inspections achieved, enforcement and educational activities undertaken.

#### Feed

Quality systems are also in place to ensure that work is completed and checked by a competent person in line with the fully documented Quality Monitoring Procedures. Documented procedures and work instructions exist to ensure consistency of approach with various computer report mechanisms to check accuracy on the APP Database. Work Instruction is provided on Key Areas of work retained within Formal Procedure Manuals.

In addition, for the whole service external audits including focused audits, are undertaken by the Food Standards Agency Wales on a periodical basis (every 3 years for full external audit). The Service received a full audit by the Food Standards Agency Wales in October/November 2013. The revisit to this audit was carried out by 3 auditors in November 2015. The revised action plan based on this revisit is contained within Appendix 4.

## **6.0 REVIEW PROCESS**

### **6.1 Review against Service Plan**

The Service Plan shall be subject to annual review. Performance against this Service Plan is monitored by several means:

- (a) Quarterly Performance Reports to the Overview and Scrutiny Committee detailing performance against the Improvement Priorities and six monthly reports on other performance data and any key issues arising. A final yearly Performance Review Report is also submitted.

- (b) Monthly minuted Team Meetings with actions and relevant timescales detailed.
- (c) Monthly One to Ones with individual Team Members.
- (d) Weekly informal Team Briefings which set the focus and priorities for that coming week.

6.2 Review of Performance Against 2015-2016 Service Plan

As detailed in 3.0 the Food Service Team have performed to an excellent standard achieving the target for all Service Improvement Data. They are also in line with the Audit Action Plan for the Food Standards Agency Wales.

Appendix 3 provides full quantitative analysis of service delivery during 2015/16.

Food Safety and Food Standards

General achievements of note are listed below:

- Achieved 100% of High Risk Food Safety and Food Standards inspections.
- Achieved 100% of D risk band Food Safety Inspections and 91.3% of E risk band Food Safety Interventions. (At the time of writing only 1 of the E risk band food business that was due a Food Safety inspection in 2015-16 is still overdue. This is due to issues with access as several attempts to inspect the premises have been made.)
- Considerable progress has been made on reducing the back log of Food Standards inspection. This is in line with the Audit Action Plan with the Food Standards Agency Wales.
- The advisory approach taken in the Poorer performing premises project yielded good results in improving the level of compliance in the business and in improving the relationship between the business and the officer carrying out the intervention. This same effect was seen across the North Wales region.

- The percentage of premises with a Food Hygiene rating of 5 has increased from 68.6% to 71.9%. 95.7% of businesses have a rating of 3 or higher compared to 95.2% in the previous year.

### Feed

Achievements for 2015/16:

- FCC continued to work with FSA Wales and in collaboration with the five other North Wales Local Authorities to develop and implement the FSA Wales funded North Wales Feed Service Delivery Plan. The plan is to enable a uniform and consistent approach to feed service delivery across Wales making best use of limited financial and officer resource in improving and maintaining feed hygiene and standards across the industry.
- All inspection targets for inspection of registered feed activities for 2015/16 as set by FSA Wales were met. This was 32% of high risk and 6.6% of low risk activities with the full available funding allocation being claimed from FSA Wales.
- The two feed officers attended a number of feed training events organised by both FSA Wales and the North Wales collaboration. These included sampling and inspection training/refresher events and update training on legislation. Both officers have maintained their CPD and met the minimum requirements set for CPD by FSA Wales.

### 6.3 Areas of Improvement 2016-2017

Areas requiring focus for the forthcoming year are as follows:

- Continue the work already put in last year to get up to date with all overdue inspections for Food Standards by the end of March 2017.
- Continue work on full implementation of the FSA audit action plan in line with the stated completion dates. These are detailed in Appendix 4.
- Follow up work was done on the non-display of Food Hygiene Ratings and no Fixed Penalty Notices had to be issued due to the high level of compliance in previously non-compliant businesses. However a further exercise will need to be carried out this year to assess whether this high level of compliance is being maintained.

- Prioritising E risk band premises that had been subjected to a Food Safety Alternative Enforcement Questionnaire for physical inspections so that all premises within the scope of the Food Hygiene Rating (Wales) Act 2013 have a rating sticker.

#### Feed

- Continue as part of the North Wales Feed Enforcement Delivery Plan Flintshire will increase the level of feed interventions as per the requirements of the Feed Law Enforcement Code of Practice (FLECP) in all aspects of feed related business conducted at premises across Flintshire from manufacturing to storage and haulage and through to final on-farm consumption of feed by livestock.
- Continue to improve and further develop feed premises records systems and to improve recording of all feed enforcement and advice work including improved use and provision of written inspection reports to business.
- Continue to develop and implement a documented Alternative Enforcement Strategy (AES) for use with low risk premises and premises that have 'earned recognition'.
- Continue the further development of documented procedures for Feed in line with the documents that have been produced by WHoTS/FSA Working Group for use by all Welsh Local Authorities.
- Continued review and updating of the feed premises database to be undertaken to ensure accuracy and compliance with the requirements of the FLECP.
- The qualified officer role within the team is to be reviewed based on the recent reorganisation of what is now the Trading Standards Compliance and Animal Health Team, to make best use of available resources within the revised team which will allow greater flexibility to achieving feed inspections and feed work.

#### 6.4 Forthcoming Considerations

There are several considerations which may influence or impact on Service Delivery for 2016/17. These are detailed below:

##### Food Safety and Food Standards

The Service Plan relies on the current level of staffing to be maintained. These posts will need to remain filled for the whole of 2016/17 for the commitments made for Service Delivery to be met.

Further to the Food Standards Agency Wales report for the Welsh Government titled 'Review of the operation and implementation of the Statutory Food Hygiene Rating Scheme in Wales and the Operation of the Appeals System' in February 2015, a second report was published in February 2016. This was titled 'The Statutory Food Hygiene Rating Scheme in Wales. Review of the Operation of the Appeals System. The report made three recommendations detailed below:

- That the system currently in place for businesses to appeal their food hygiene ratings in Wales is maintained and reviewed in 12 months in accordance with the Act.
- Local authorities should ensure that all officers who rate food businesses under the Food Hygiene Rating Scheme continue to engage in activities that promote consistency, including the determination of appeals.
- Local authorities and the FSA should work collaboratively to more effectively signpost food business operators to relevant information on the safeguards available to them should they not be satisfied with the food hygiene ratings issued to their businesses. This should include details of the appeals process.

The Food Law Code of Practice Wales has been consulted on and it was anticipated that it would have been introduced by April 2016. However, this is not the case and at the time of writing, we are unclear as to the intended date for introduction. The draft document which was consulted on contains significant changes to the qualifications assessment for officers undertaking food law enforcement duties.

The Food Standards Agency has launched a consultation early in 2016 regarding changing the delivery model for Food and Feed Controls called Regulating the Future. The objective of the programme is to 'define and then deliver a new regulatory blueprint for a food industry unrecognizable from the one that existed when the current system was designed'. The proposal is to radically alter the blueprint of the delivery model to best support compliance and protecting consumers' interests in line with the FSA's 2015-20 Strategy of 'food we can trust'. The FSA are anticipating this high level vision will take several years to fully design and deliver but have identified that where immediate incremental improvements can be made to consumer protection, these will be made as part of on-going activities.

The outcome of the EU Referendum may affect the service as the legislation enforced is predominantly EU-based.

#### Feed

The new delivery model for feed service delivery on a regional basis is now entering its second year of operation, with targets being set by FSA Wales and all work being paid for on completion against a fixed price menu dependent on feed activity and inspectable risk. Although the new delivery model appears to be working well the FSA's intentions are not known beyond the end of 2016/17 with regard to expectations from Local Authorities or any funding to Local Authorities for feed service delivery.

#### **Point of Special Note**

Following the FSA audit in 2013, the Food Safety and Food Standards elements of the Food Service received a follow up audit to assess progress with the audit action plan. This took 2 days with 3 auditors and involved an element of re-auditing elements looked at during the initial 5 day audit. As previously stated, this amended action plan is attached in Appendix 4. Of the original 18 recommendations, 7 have been signed off as completed. The remaining 11 are assigned as Good Progress made. The auditors verbally described the progress made by the Authority as 'exemplary'.

Chart 1

# FLINTSHIRE COUNTY COUNCIL - ORGANISATIONAL STRUCTURE

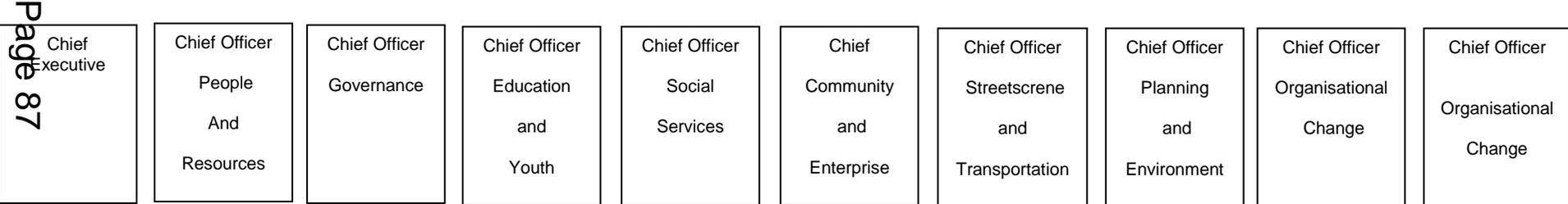
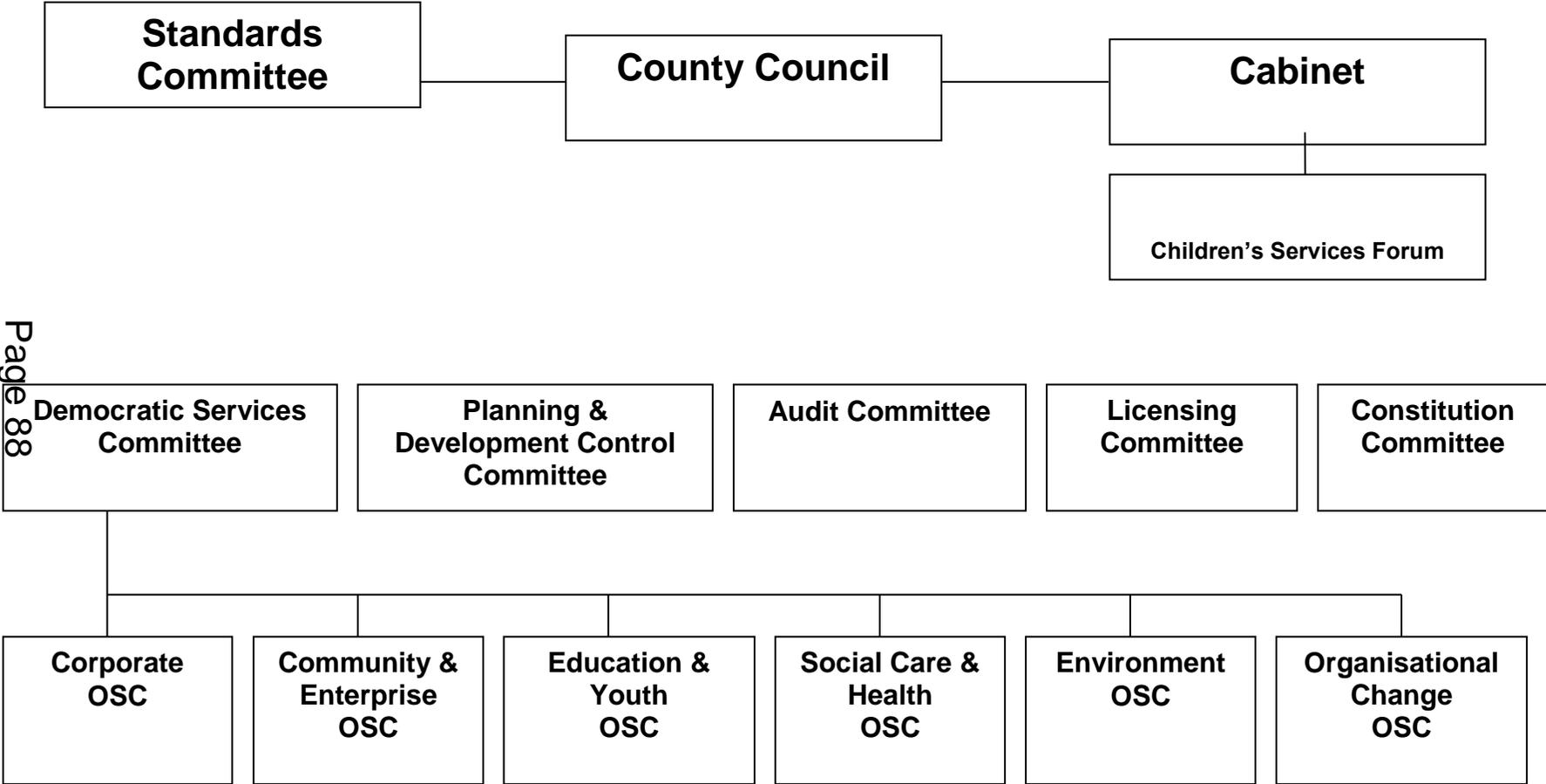


Chart 2

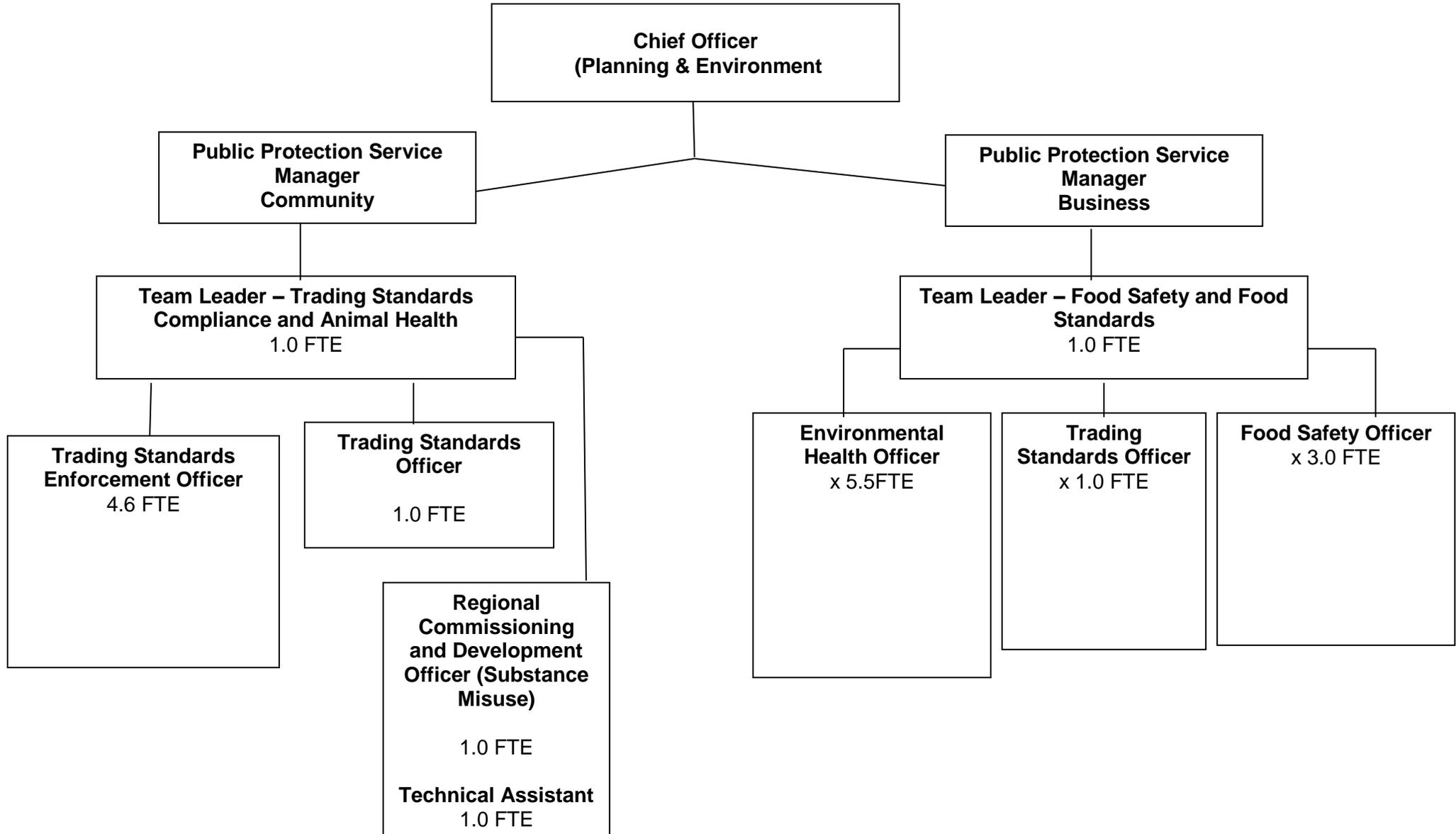
# FLINTSHIRE COUNTY COUNCIL – POLITICAL STRUCTURE



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Chart 3

# PUBLIC PROTECTION - FOOD SERVICE



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## APPENDIX 2

Please find below a breakdown of the profile of programmed Food Safety and Food Standards inspections for 2016/2017 by Risk Rating:

Table A

PROGRAMMED INSPECTIONS - FOOD SAFETY	
Risk	Number Due
A	2
B	31
C	262
D	124
E	199
Unrated	30
<b>TOTAL</b>	<b>648</b>

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Table B

PROGRAMMED INSPECTIONS - FOOD STANDARDS	
Risk	Number Due
A	13
B	187
C	154
Unrated	145
<b>TOTAL</b>	<b>499</b>

The Risk Rating is determined in accordance with the Food Law Code of Practice. It dictates the frequency of which the food premises must receive a full food hygiene or food standards inspection.

For Food Safety High Risk premises are those with a Risk Rating of A, B and C. For Food Standards High Risk premises are those with a Risk Rating of A.

Please find below a breakdown of the profile of programmed Feed inspections for 2016/2017 by Feed Business Activity:

**Table C**

<b>PROGRAMMED INSPECTIONS - FEED</b>	
<b>Registered/Approved Feed Business Activity</b>	<b>Number Due</b>
Manufacturer of Feed	7
Co Product Producers	2
Feed Stores	1
Feed Distributor	2
Feed Transporter	1
On Farm Feed Mixers	33
Supplier of Surplus Food	6
Livestock Farms	26
Arable Farms	Yet to be confirmed by FSA (08/05/2016)
<b>Total</b>	<b>78</b>

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The type (by feed activity) and number of feed inspections to be conducted during 2016/17 by Flintshire has been determined by FSA Wales. This is as part of year two of the recently launched FSA Wales funded North Wales Feed Enforcement Delivery Plan.

## APPENDIX 3 – PERFORMANCE 2015-16

### Food Safety

Risk	Programmed	Achieved
A ) High Risk	2	100%
B ) High Risk	34	100%
C ) High Risk	268	100%
D Low Risk	146	100%
E Low Risk	195	91.3%
<b>TOTAL</b>	<b>645</b>	

<b>TOTAL</b> Number of Interventions Undertaken (including Revisits)	<b>919</b>
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### Food Standards

Risk	Programmed	Achieved
High	17	100%
Medium	245	80%
Low	120	77.5%
Unrated	100	100%*
<b>TOTAL</b>	<b>482</b>	

<b>TOTAL</b> Number of Interventions Undertaken (including Revisits)	<b>564</b>
--	------------

- At the beginning of the year we had 301 food premises that had not received a Food Standards inspection. We had programmed to do a third of the overdue unrated inspections in 2015-16. However, we inspected more than originally programmed. The actual number of unrated premises that received an inspection for Food Standards was 134 with a further 48 premises having ceased trading.

Feed Inspections (as per requirements of FSA/WHoTS Regional FLEDP 2015/16)

<b>Risk</b>	<b>Programmed</b>	<b>Achieved</b>
High	54	100%
Medium/Low	22	100%
<b>TOTAL</b>	<b>76</b>	<b>100%</b>

**Food Hygiene Ratings**

Profile of Ratings within Flintshire: April 2015

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
Page 93 % of Premises	Very Good	Good	Generally Satisfactory	Improvement Necessary	Major Improvement Necessary	Urgent Improvement Necessary
	71.9	19.3	4.5	2.1	2.1	0.1

- Number of Requests for Rescore Visit to be undertaken - 24
- Number of Appeals on Rating - 2 (rating was subsequently increased on appeal)

**Other data in relation to Demands on Food Service**

- Food and Feeding Stuffs Complaints
- Food Safety number of complaints - 90
- Food Standards number of complaints - 15
- Feeding Stuffs number of complaints - 0 (Nil)

## Advice to Business

- Food Safety - 160 requests for advice  
99.4% responded to within 10 working days  
96.3% within 5 working days
- Food Standards - 13 requests for advice  
100% responded to within 10 working days  
100% responded to within 5 working days
- Feeding Stuffs - 15 requests for advice – primarily regarding new registrations were received, all were responded to within 5 working days.

## Food and Feeding Stuffs Inspection and Sampling

- Food Safety - 34 samples – statutory and monitoring
- Food Standards - 56 samples – monitoring of which 12 were Unsatisfactory
- Feeding Stuffs - No complaints regarding animal feeding stuffs were received during the period 2015/16 and therefore no complaint samples were taken. Sampling was undertaken across North Wales as part of project work carried out at the request of FSA Wales as part of the North Wales Feed Law Enforcement Delivery Plan. However, this did not require samples to be taken by Flintshire.

## Control and Investigation of Outbreaks and Food Related Infectious Disease (Food Safety only)

- Sporadic Notifications - 202 of which 136 were Campylobacter
- Outbreaks - 1 found not to be food-related

## Other Types of Service Requests (Food Safety only)

- Water Disconnections - 16
- Shellfish Requests for Registration Documents - these are now administered by Natural Resources Wales on our behalf
- Ship Sanitation - 0
- Export Certificates - 4

Updated Action Plan for Flintshire County Council (Excluding Feed Service\*)

Audit Date: 28 October - 1 November 2013

Follow-Up Visit Date: 26 November 2015

	Completed
	Good Progress
	Limited Progress
	No Action Taken

(\* ) Actions arising from the audit in relation to animal feedingstuffs have not been included. A new regional feed delivery model was introduced in Wales from April 2015.

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TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING ACTIONS
3.18(i) Ensure future Food Service Plans are developed in accordance with the Service Planning Guidance in the Framework Agreement. More comprehensive information on the authority's service should be provided together with a robust analysis of the resources required to deliver the food services against those available. [The Standard – 3.1]		<p><u>Food Hygiene / Food Standards</u></p> <p>This recommendation relates to:-</p> <p>a.) Lack of inclusion of the number of approved premises in the County.</p> <p>b.) Lack of inclusion of the resource requirements to deliver the Food Service in accordance with the Food Law Code of Practice in its entirety.</p> <p>c.) Lack of inclusion of an estimate of the resources required to revisit all 0, 1 and 2 rated premises and for the inspection of new businesses.</p> <p>Future service plans will ensure that all of the above are included and will include an analysis of the</p>	<p>The majority of the planned improvements agreed have been implemented in the 2015/16 Service Plan.</p> <p>Additional improvements required in relation to resource planning have been recognised by the authority and are due to be drafted into the 2016 / 17 Service Plan, prior to the document being agreed by Cabinet.</p>	<p>Ensure that the required resources laid out in the service plan are accurate for inspections and related activity and is also specified for advice to businesses, sampling and promotional work.</p> <p>Revised date for completion: 27/05/16</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING ACTIONS
		resources required to fully deliver the food service against those available.		
5.12(i) Review and update all officer authorisations to ensure they are appropriately authorised under current relevant legislation in accordance with their level of qualifications, training, experience and the relevant Code of Practice. [The Standard – 5.3]		<u>Food Hygiene/Food Standards</u>  All authorisations will be reviewed and updated where necessary. This will be maintained in line with changes in legislation.	This has already been implemented. Many authorisations updated.	Ensure that all authorisations are updated and further amendments are made to address more recent legislation.  Revised date for completion: 27/05/16
5.12(ii) Maintain records of relevant qualifications, training and experience of authorised officers and appropriate support staff in accordance with the relevant Codes of Practice. [The Standard – 5.5]		<u>Food Hygiene /Food Standards</u>  Training records already held will be supplemented by copies of CPD certificates which will be held electronically in a central shared drive.	All officers have been asked to provide copies of their CPD For future courses, there is a direct instruction that all CPD is scanned on to the shared drive in addition to being written in the register.	Completed
6.11(i) Review, amend and implement the documented procedure for maintenance and calibration. [The Standard - 6.2]		<u>Food Hygiene</u> The procedure on calibration of thermometers needs to be amended to accommodate the observation that the written procedure did not make specific mention of the tolerance for the	The procedure has been reviewed and has been amended to include specific reference to the tolerance of 0.5°C in the written	Completed

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING ACTIONS
		calibration of temperature probes. Although this was cited on the record forms it was not included in the written procedure.	procedure	
<u>Food Hygiene</u> 7.19(i) Ensure that all food premises hygiene interventions/inspections are carried out at the minimum frequency specified by the Food Law Code of Practice. [The Standard -7.1]		This relates to the recommendation that all inspections should be carried out within 28 days of being due. Whilst FCC has consistently achieved 100% of the High Risk inspections due each financial year, some High Risk inspections have not been carried out within 28 days of being due, although they have been done within the annual programme in which they were due. Planned Improvements:- All High Risk inspections due this year are to be completed within 28 days of becoming due. This will be monitored by the Team Leader at monthly one to ones. Any deviations from this 28 day are to be documented on the electronic database.	The authority has instructed all officers to ensure that interventions are completed in date order and improvements have been made in the intervention lists to enable officers to prioritise their workload.  Improvement in rate of inspections of all risk categories done at correct frequency.	Ensure more timely food hygiene inspections to meet the 28 day requirement.  Revised date for completion: 27/05/16
7.19 (ii) Carry out hygiene interventions/inspections of lower risk premises in accordance with the Food Law Code of Practice and centrally issued guidance.		a.) All overdue D rated inspections and D rated premises due this year are to be completed this financial year. This equates to 175 inspections.	FCC has implemented an Alternative Enforcement Strategy since the	Completed

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING ACTIONS
[The Standard -7.2]		<p>b.) D rated inspections due this year are to be done within 28 days of being due.</p> <p>c.) An Alternative Enforcement Strategy (AES) is to be devised and implemented to pull in all overdue E rated premises within a 2 year period.</p>	<p>audit was undertaken.</p> <p>Improvements to process of approvals, risk rating &amp; revisits.</p>	
7.19 (iii) Ensure that observations made and/or data obtained in the course of an inspection is recorded in a timely manner. [The Standard – 7.5]		<p>This recommendation relates to the auditors view that insufficient information was being provided by officers in some instances on the aide memoir that is used to assist officers during their inspections.</p> <p>Planned Improvements:- Officers are to complete the aide memoir to sufficient detail to enable other officers to make the necessary assessment to inform risk-based, graduated action.</p>	<p>Officers have been directed to complete as much of the aide memoir they need to, to ensure the next inspecting officer can ascertain the level of practices in place at the time and the assessment of whether those practices etc were adequate. The Internal Monitoring procedure already included an assessment of this form being filled in comprehensively, prior to the FSA audit.</p> <p>Some improvements</p>	<p>Ensure further improvements to capture of officer observations during food hygiene interventions including assessments of HACCP, cross contamination and training compliance and checking of ID marks for incoming food.</p> <p>Revised date for completion: 27/05/16</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING ACTIONS
<p><u>Food Standards</u> 7.34 (i) Ensure that food standards interventions are carried out at a frequency not less than that determined under the intervention rating scheme set out in by the Food Law Code of Practice and assess the compliance of establishments and systems to the legally prescribed standards. [The Standard -7.1 &amp; 7.3]</p>		<p>This relates to the recommendation that all inspections should be carried out within 28 days of being due. Whilst FCC has consistently achieved 100% of the High Risk inspections due each financial year, some High Risk inspections have not been carried out within 28 days of being due.</p> <p><u>Low and Medium Risk Premises</u> There is a back log of premises that are overdue their food standards inspection.</p>	<p>made.</p> <p>The authority has instructed all officers to ensure that interventions are completed in date order and improvements have been made in the intervention lists to enable officers to prioritise their workload. The Team Leader had already identified this was an issue in the 2013/14 Service Plan prior to the audit and had devised an Action Plan.</p> <p>All EHOs have been allocated Food Standards inspections to do at the same time as they carry out Food Hygiene Inspections as of March 2014.</p>	<p>Ensure food standards interventions are carried out at the required frequency.</p> <p>Original date for completion: March 2017.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING ACTIONS
			<p>Since the audit, 2 Food Safety Officers are completing the Food Standards module to enable them to be competent to carry out food Standards work.</p> <p>The Team has all been brought together in to the same office which is assisting in communication, monitoring of work being undertaken and aligning work culture and processes.</p>	
7.34(ii) Carry out interventions/inspections and register establishments in accordance with the relevant legislation, Codes of Practice, and centrally issued guidance. [The Standard -7.2]		<p><u>Food Standards</u></p> <p>This recommendation relates to announced Food Standards inspections taking place but the reason for the visit being announced, (rather than unannounced) not being recorded.</p>	<p>Inspections are to be unannounced, unless there is valid, documented reason for the visit to be announced.</p> <p>Improvements in inspection coding.</p>	<p>Ensure further improvements to food standards intervention and intervention records to capture information on announcement and ensure consistent risk rating.</p> <p>Revised date</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING ACTIONS
				for completion: 27/05/16
7.34 (iii) Set up, maintain and implement a documented food standards revisit procedure. [The Standard 7.4]		This recommendation relates to the Revisit Procedure not mentioning Food Standards revisits in it.  Planned Improvement:- A Revisit Procedure / Policy for Food Standards will be written.	A revisit policy / procedure has been written for Food Standards.	Completed
7.34 (iv) Record observations made and/or data obtained in the course of an inspection/intervention in a timely manner to prevent loss of relevant information. [The Standard 7.5]		An aide memoir is to be produced for Food Standards inspections that is used by all officers undertaking Food Standards inspections.	EHOs undertaking Food Standards work have been recording findings on their aide memoir in the relevant Food Standards section. This has not been done by the TSO and TSEO. A draft form has just been produced and has been sent to the team for comment.	Completed
8.12 (ii) Investigate complaints received in accordance with the Food Law Code of Practice, centrally issued guidance and its own policy and procedures. [The Standard – 8.2]		In light of the auditors view that the Complaint procedure for Food Hygiene and Food Standards had not been followed in all instances, this procedure will be amended to allow deviation from it in circumstances when it is not appropriate to investigate a complaint. A clear policy on when a	The procedure has been amended to include reference to an investigating officer being able to deviate from the procedure as long as they record the reason for this	Ensure that food hygiene and standards complaints are processed without significant delays.  Revised date for completion: 27/05/16

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING ACTIONS
		complaint should not be investigated will be set out.	deviation on the complaint file and this deviation can be justified on public health grounds.  Some improvements in complaint investigations.	
12.12(ii) Review, update where necessary, maintain and implement the documented sampling procedures in respect of the procurement and preservation of samples (food), in accordance with the relevant Codes of Practice and centrally issued guidance. [The Standard - 12.5]		<u>Food</u> The Food Hygiene Sampling Procedure will be amended to cover specific instructions on the storage of food samples following sampling. This was already in place at the time of audit for the Food Standards Sampling Procedure. The Food Sampling Policy already sets out the information on procurement of samples.	The Food Hygiene Sampling Procedure has been amended to include this additional safeguard.  Food procedures amended.	Ensure unsatisfactory food standards samples are followed up appropriately  Revised date for completion: 27/05/16.
14.8 (i) Ensure the feed incidents procedure includes out-of-hours contact arrangements and guidance for officers on responding to feed alerts notified by the FSA and the procedure for responding to food safety incidents is suitably amended to include the back-up		Procedure to be reviewed in line with FSA's comments. There are no formal out of hours arrangement in place. However, details of current out of hours arrangements (as per animal health/disease incidents dealt with by AH&HP Team) through Call-Connect to be shared with FSA.	Recommendation completed in relation to Food Safety	Completed

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING ACTIONS
arrangements.. [The Standard – 14.1 and 14.4]				
15.14 (i) Ensure that food hygiene law enforcement is carried out in accordance with the Food Law Code of Practice, centrally issued guidance and the authority's own documented procedures. [The Standard -15.2 & 15.3]		a) The team are to attend Enforcement Sanctions training in May 2014. b) Explanations to always be recorded on premises file when procedure has been deviated from.	Review has been undertaken of detailed points raised by the FSA audit and corrective measures put in place where necessary.	Ensure Hygiene Improvement Notice is appropriate course of action and that compliance is confirmed in writing in all cases.  Ensure the service of Remedial Action notices is on the correct food business operator in all cases.
15.14(ii) Ensure all enforcement decisions are made following consideration of the authority's enforcement policy and the reasons for departure from the policy are documented. [The Standard -15.4]		This recommendation relates to there not being explicit explanation as to why a food business operator had not been prosecuted instead of being served with a hygiene improvement notice.	The aide memoir form had already been amended prior to the audit to include a section on enforcement action and rationale.	Ensure decisions on enforcement actions are escalated in accordance with the enforcement policy or reasons given for departure from the policy.
<u>Food Hygiene</u> 16.7(i) Record, with reasons any deviations from set procedures. [The Standard – 16.1]		This recommendation relates to instances of audit reports being sent out after 14 days to the food business operator but there being no explanation for the delay in it being sent recorded on file. In future deviations on the reports	The Team Leader had already introduced a system for identifying when reports are being sent out to ensure that reports were	Completed

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING ACTIONS
		being sent out later will be recorded on file.	being sent out within 14 days in compliance with the Food Hygiene Rating Scheme. Any deviation on reports going out is recorded on the database.	
<p><u>Food Standards</u> 16.15(i) Maintain up to date and accurate records in retrievable form on all food establishments in its area in accordance with the Food Law Code of Practice and centrally issued guidance. These records shall include reports of all interventions/inspections, the determination of compliance with legal requirements made by the authorised officer, details of action taken where noncompliance was identified, details of any enforcement action taken, and relevant food registration information. [The Standard -16.1]</p>		<p>This recommendation relates to:</p> <ul style="list-style-type: none"> <li>a.) Paper-based premises files not being available for all premises in relation to Food Standards.</li> <li>b.) The database records not being comprehensive.</li> <li>c.) Inspection report forms not giving a breakdown of legal contraventions and what was only recommendation.</li> <li>d.) The report of inspection form did not have all the information on it that it is supposed to have.</li> </ul> <p>Improvements:-</p> <ul style="list-style-type: none"> <li>a.) Merge premises files between Food Hygiene and Food Standards.</li> <li>b.) Database records to be comprehensive by scanning</li> </ul>	<p>All team members are now in the same office. This has allowed the merging of premises files to start. Food Safety already had a file for each premises and so Food Standards information is being put on to these same files. All documents are being scanned on to the database as part of the new Mobile and Agile working practice. Prior to the audit, documented instruction had been given to ensure</p>	<p>Ensure food standards reports / records distinguish clearly between contraventions and recommendations and clearly specify the legislation.</p> <p>Revised date for completion: 27/05/16</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING ACTIONS
		<p>on all documents as of February 2014.</p> <p>c.) Provide a clear distinction between legal contravention and recommendation.</p> <p>d.) Devise a new report of inspection form for Food Standards and set up a template letter for use, similar to Food Hygiene templates.</p>	<p>there was a clear distinction between legal contravention and recommendation. This is also being monitored by the Team Leader.</p> <p>Quotes have been requested for the alterations to be made to the Food Standards Inspection Form.</p>	

**Pass**  
**Summary (excluding feed)**

<b>Total Recommendations</b>	<b>18</b>
<b>Completed</b>	<b>7</b>
<b>Good Progress</b>	<b>11</b>
<b>Limited Progress</b>	<b>0</b>
<b>No action</b>	<b>0</b>
<b>Total Outstanding</b>	<b>11</b>

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## CABINET

<b>Date of Meeting</b>	Tuesday, 21 June 2016
<b>Report Subject</b>	Project Closure on Review of Corporate Administration
<b>Cabinet Member</b>	Cabinet Member for Corporate Management
<b>Report Author</b>	Chief Officer (Governance)
<b>Type of Report</b>	Strategic

### EXECUTIVE SUMMARY

The review of Corporate Administrative functions began in October 2013. Job Evaluation Questionnaires (JEQ's) produced for single status were analysed to identify the profile of posts that could be classes as "administrative". At that time there were 278 across the council as a whole. Work then began to identify the tasks undertaken by those posts. Where these tasks duplicated corporate council systems they were stopped. If the tasks were overly complex or bureaucratic then the processes were streamlined. In addition the project has produced a generic JEQ for the administrative team members and team leaders. This promotes flexibility, increases equity across the organisation and reduces the risk of employees seeking salary regrading based on comparison with other posts undertaking similar functions.

At the same time the posts, which were often widely dispersed, were brought into teams that served each portfolio (with a single team serving the whole of corporate services). The final stage (which is the subject of a separate agenda item) is to bring the remaining portfolio teams into a combined service that serves the County Hall and Flint offices with an additional central team at the Alltami depot.

Overall the number of administrative posts has reduced to 66 as at June 2016. This has saved a total of £1.133m.

### RECOMMENDATIONS

1	That Cabinet notes the savings and benefits delivered by the project.
2	That Cabinet endorses the steps to close the project.

## **REPORT DETAILS**

<b>1.00</b>	<b>EXPLANING THE PROJECT</b>
1.01	<p>In October 2013 there were approximately 278 administrative posts with in the council based on analysis of single status JEQ's (it must be stressed this figure had not been verified). Over the course of the project some posts have been taken out of scope for the following reasons:</p> <ul style="list-style-type: none"> <li>• single status appeals meant they were no longer defined as administrative;</li> <li>• the Street scene employees formed a separate project; and</li> <li>• grant and HRA funded posts because they would not generate any savings</li> <li>• posts that were so specialised or technical that it would not make sense to separate them from the team they support</li> </ul>
1.02	<p>In order to reduce the need for administrative support there was a parallel review of processes. Where tasks duplicated corporate processes they were simply stopped. Also, a number of key corporate processes were streamlined and automated as follows:</p> <ol style="list-style-type: none"> <li>1. staff with an IT account input their own mileage claims directly onto Trent rather than paper forms being manually input by admin staff;</li> <li>2. Absence forms can be completed electronically and emailed to managers rather than completing paper forms;</li> <li>3. Staff that use Etarmis to record their time can now use it to monitor their leave rather than admin staff having to keep team records; and</li> <li>4. EDM has been introduced in a number of service areas such as Human Resources, Licensing, Neighbourhood Housing in order to streamline the way we hold information.</li> </ol>
1.03	<p>Within each portfolio generic administrative posts were brought into a single team enabling an overall reduction in posts and increasing overall resilience. All these posts have already been put on to a generic Business Support Assistant JEQ so that they have the same duties and also the same salary, thereby increasing equity and removing some inequality in grading.</p>
1.04	<p>The final stage of the project is to bring the portfolio teams together under a single manager and this is the subject of a separate report on the agenda. If the proposals in that report are agreed then there are a number of key actions to close the project as set out below:</p> <ul style="list-style-type: none"> <li>• HR related tasks associated with bringing together a single team under a single manager</li> <li>• Budgetary realignment so that the necessary funding follows the employees</li> </ul>

	<ul style="list-style-type: none"> <li>• Capturing savings and ensuring that they are not double counted</li> <li>• A programme of training and experience sharing is required to ensure that the combined team is able to provide a more resilient service</li> </ul>
1.05	There is a project team which contains both HR and finance representatives. The project team has drawn up an action plan for the completion of the tasks outlined above. Project management support and chief officer oversight are available to resolve problems and ensure that the action plan keeps to timetable.
1.06	Although this particular project will be closed, the service will not, of course, remain static. The review of customer service that is currently underway might have an impact on the reception duties of the administrative team. Likewise, the creation of the Integrated Transport Unit could lead to travel booking being centralised. Lastly, there is also a commitment in the Council's organisational change policy to review all restructures after 12 months to ensure that they are functioning as intended.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>					
2.01	The project has generated the following permanent savings, which are net of project management costs.					
	<b>Financial Saving (£)</b>					
	<b>TOTAL</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18*</b>
	1,133,342	193,875	584,492	301,000	43,610	10,365
	*The 2017/18 savings relate to the full year effect of the positions identified in 2016/17.					

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	All affected employees and their unions have been consulted.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	The project has a risk register that is routinely updated. A larger centralised administrative team is more resilient and so is able to provide greater guarantee of service continuity in case of absence. The risk of skill loss can also be mitigated through a programme of sharing skills and experience with team members.

<b>5.00</b>	<b>APPENDICES</b>
5.01	None

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	None  <b>Contact Officer:</b> Gareth Owens, Chief Officer (Governance) <b>Telephone:</b> 01352 702344 <b>E-mail:</b> <a href="mailto:gareth.legal@flintshire.gov.uk">gareth.legal@flintshire.gov.uk</a>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	Job Evaluation Questionnaire (JEQ) – the document used to draw up a profile of each post as part of job evaluation analysing the skills, knowledge, experience necessary for and the demands placed on the post holder by the role.



## CABINET MEETING

<b>Date of Meeting</b>	Tuesday, 21 June 2016
<b>Report Subject</b>	Revenue Budget Monitoring 2015/16 (Month 12)
<b>Portfolio Holder</b>	Leader of the Council and Cabinet Member for Finance
<b>Report Author</b>	Corporate Finance Manager
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

This regular monthly report provides the latest revenue budget monitoring position for 2015/16 for the Council Fund and Housing Revenue Account. The position is based on actual income and expenditure as at Month 12, and projects forward to year-end. Work is underway to close the 2015/16 accounts and the Final Outturn will be reported to Cabinet on 19 July 2016.

The projected year end position is as follows:

#### **Council Fund**

- Net in year expenditure forecast to be £1.372m lower than budget
- Projected contingency reserve balance at 31 March 2016 of £4.258m

#### **Housing Revenue Account (HRA)**

- Net in year expenditure forecast to be £0.093m lower than budget
- Projected closing balance as at 31 March 2016 of £1.330m

### RECOMMENDATIONS

1	Note the overall report and the projected Council Fund contingency sum as at 31 <sup>st</sup> March 2016.
2	Note the projected final level of balances on the Housing Revenue Account.
3	To agree the carry forward requests as stated in Appendix 6.

## REPORT DETAILS

<b>1.00</b>	<b>THE REVENUE BUDGET MONITORING POSITION FOR MONTH 12 - 2015/16</b>																																																																											
<b>1.01</b>	<p><b><u>Council Fund Latest In Year Forecast</u></b></p> <p>The table below shows the projected position by portfolio.</p> <table border="1"> <thead> <tr> <th><b>TOTAL EXPENDITURE AND INCOME</b></th> <th><b>Original Budget</b></th> <th><b>Revised Budget</b></th> <th><b>Projected Outturn</b></th> <th><b>In-Year Over/ (Under) spend</b></th> </tr> <tr> <td></td> <th><b>£m</b></th> <th><b>£m</b></th> <th><b>£m</b></th> <th><b>£m</b></th> </tr> </thead> <tbody> <tr> <td>Social Services</td> <td>59.696</td> <td>59.113</td> <td>59.171</td> <td>0.058</td> </tr> <tr> <td>Community &amp; Enterprise</td> <td>12.598</td> <td>12.917</td> <td>11.818</td> <td>(1.099)</td> </tr> <tr> <td>Streetscene &amp; Transportation</td> <td>27.782</td> <td>28.478</td> <td>29.368</td> <td>0.890</td> </tr> <tr> <td>Planning &amp; Environment</td> <td>4.887</td> <td>5.420</td> <td>5.498</td> <td>0.078</td> </tr> <tr> <td>Education &amp; Youth</td> <td>13.760</td> <td>12.069</td> <td>12.242</td> <td>0.173</td> </tr> <tr> <td>Schools</td> <td>82.670</td> <td>84.331</td> <td>84.331</td> <td>0.000</td> </tr> <tr> <td>People &amp; Resources</td> <td>4.595</td> <td>4.624</td> <td>4.495</td> <td>(0.129)</td> </tr> <tr> <td>Governance</td> <td>8.689</td> <td>8.711</td> <td>8.785</td> <td>0.074</td> </tr> <tr> <td>Organisational Change</td> <td>9.569</td> <td>9.613</td> <td>9.424</td> <td>(0.189)</td> </tr> <tr> <td>Chief Executive</td> <td>3.296</td> <td>3.087</td> <td>2.965</td> <td>(0.122)</td> </tr> <tr> <td>Central &amp; Corporate Finance</td> <td>23.915</td> <td>23.094</td> <td>21.988</td> <td>(1.106)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>251.457</b></td> <td><b>251.457</b></td> <td><b>250.085</b></td> <td><b>(1.372)</b></td> </tr> </tbody> </table>	<b>TOTAL EXPENDITURE AND INCOME</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Projected Outturn</b>	<b>In-Year Over/ (Under) spend</b>		<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	Social Services	59.696	59.113	59.171	0.058	Community & Enterprise	12.598	12.917	11.818	(1.099)	Streetscene & Transportation	27.782	28.478	29.368	0.890	Planning & Environment	4.887	5.420	5.498	0.078	Education & Youth	13.760	12.069	12.242	0.173	Schools	82.670	84.331	84.331	0.000	People & Resources	4.595	4.624	4.495	(0.129)	Governance	8.689	8.711	8.785	0.074	Organisational Change	9.569	9.613	9.424	(0.189)	Chief Executive	3.296	3.087	2.965	(0.122)	Central & Corporate Finance	23.915	23.094	21.988	(1.106)						<b>Total</b>	<b>251.457</b>	<b>251.457</b>	<b>250.085</b>	<b>(1.372)</b>
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1.02	The reasons for the projected variances occurring to date are summarised within appendix 2 with movements between periods summarised in appendix 1.																																																																											
1.03	<p><b>Significant budget movements between original and revised budget</b></p> <p>There have been no significant budget movements in month 12.</p>																																																																											
1.04	<p><b>Streetscene and Transportation</b></p> <p>The overall overspend within Streetscene &amp; Transportation has increased slightly from a projected £0.880m overspend at Month 11 to £0.890m as at Month 12. The projected overspend within the service is due in part to the delay in the implementation of a number of efficiencies. In addition fluctuations in recycle sales due to a volatile market has led to an increased pressure on income projections which have resulted in a shortfall of £0.375m. Full details of movements are explained in Appendix 2.</p>																																																																											

1.05	<p><b>Programme of Efficiencies</b></p> <p>The 2015/16 budget contains £12.874m of specific efficiencies which are being tracked.</p>
1.06	Appendix 3 provides detail on the latest position where there is a variation to the level of efficiency achievable compared to the budget.
1.07	This shows that it is currently projected that £10.612m (82%) will be achieved resulting in a net underachievement of £2.262m. The underachieved efficiencies are included within the projected outturn figure.
1.08	<p><b>Inflation</b></p> <p>Included within the 2015/16 budget are provisions for pay (£1.304m), targeted price inflation (£0.421m), non-standard inflation (£0.102m) and income (£0.254m).</p>
1.09	For 2015/16 the amounts for non-standard inflation (NSI) include an allocation for food (£0.064m) and an allocation for Non Domestic Rates (£0.038m).
1.10	There is an amount of £0.240m remaining from 2014/15 which is also being held centrally. Areas subject to NSI increases will be monitored throughout the year and allocations made to portfolio areas only where a critical funding need is evidenced.
1.11	It is anticipated that the £0.064m for food inflation will not be required. In addition to this there is a surplus of £0.061m remaining from inflation set aside for pay. Therefore £0.125m is now projected to underspend. The balance of the 2014/15 inflation and £0.110m from the in-year inflation have been included as an efficiency within the 2016/17 budget.
	<p><b>Reserves and Balances</b></p>
1.12	<p><b>Unearmarked Reserves</b></p> <p>The 2014/15 outturn reported to Cabinet on 14<sup>th</sup> July 2015 showed unearmarked reserves at 31 March 2015 (above the base level of £5.769m) of £4.746m.</p>
1.13	Taking into account previous allocations and the current underspend at Month 12 the balance on the contingency reserve at 31 <sup>st</sup> March 2016 is projected to be £4.258m.

1.14	<p><b>Earmarked Reserves</b></p> <p>The Council has adopted a reserves protocol which was considered by Audit Committee and approved by County Council on 24<sup>th</sup> September 2015. This sets out the principles around how the council will determine, manage and review the level of its reserves and includes reference to regular reporting of the latest position to Cabinet and Corporate Resources Overview and Scrutiny Committee.</p> <p>The next updated position on earmarked reserves will be included in the outturn monitoring report.</p>
1.15	<p><b>Housing Revenue Account</b></p> <p>On 17 February 2015 the Council approved a Housing Revenue Account (HRA) budget for 2015/16 of £30.776m. The budget provided for a closing balance of £1.396m.</p>
1.16	<p>The 2014/15 Outturn Report to Cabinet on 14 July 2015 showed a closing balance at the end of 2014/15 of £1.510m.</p>
1.17	<p>The Month 12 monitoring report for the HRA is projecting in year expenditure to be £0.093m lower than budget and a projected closing balance as at 31 March 2016 of £1.330m, which at 4.3% of total expenditure satisfies the prudent approach of ensuring a minimum level of 3%.</p>
1.18	<p><b>Carry Forward Requests</b></p> <p>Various requests to carry forward funding into 2016/17 have been identified. Details of all carry forward requests are shown in appendix 6 and are recommended for approval.</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The Budget Monitoring Report reflects the planned use of the financial resources of the Council for the current financial year and details the variations occurring to date.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	None Required.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	As we are nearing the closure of the 2015/16 accounts it is not anticipated that there are any significant risks to the Final Outturn which will be reported to Cabinet on 19 July 2016. The summary of in-year risks are not included as in previous month's reports as they have now been projected

through to year end.
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<b>5.00</b>	<b>APPENDICES</b>
5.01	<p>Council Fund – Movement in Variances from Month 11 – Appendix 1</p> <p>Council Fund – Budget Variances – Appendix 2</p> <p>Council Fund – Programme of Efficiencies – Appendix 3</p> <p>Council Fund – Movement on unearmarked reserves – Appendix 4</p> <p>Housing Revenue Account Variances – Appendix 5</p> <p>Council Fund – Carry Forward Requests – Appendix 6</p>

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>None required</p> <p><b>Contact Officer:</b> Sara Dulson Finance Manager</p> <p><b>Telephone:</b> 01352 702287</p> <p><b>E-mail:</b> <a href="mailto:sara.dulson@flintshire.gov.uk">sara.dulson@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<b>Budget:</b> a statement expressing the Council’s policies and service levels in financial terms for a particular financial year. In its broadest sense it includes both the revenue budget and capital programme and any authorised amendments to them.
7.02	<b>Council Fund:</b> the fund to which all the Council’s revenue expenditure is charged.
7.03	<b>Financial Year:</b> the period of twelve months commencing on 1 April.
7.04	<b>Housing Revenue Account:</b> the Housing Revenue Account (HRA) is a local authority account showing current income and expenditure on housing services related to its own housing stock. The account is separate from the Council Fund and trading accounts and is funded primarily from rents and government subsidy.
7.05	<b>Projected Outturn:</b> projection of the expenditure to the end of the financial year, made on the basis of actual expenditure incurred to date.
7.06	<b>Reserves:</b> these are balances in hand that have accumulated over previous years and are held for defined (earmarked reserves) and general (general reserves) purposes. Councils are required to regularly review the level and purpose of their reserves and to take account of the advice of the Chief Finance Officer.

7.07	<b>Revenue:</b> a term used to describe the day-to-day costs of running Council services and income deriving from those services. It also includes charges for the repayment of debt, including interest, and may include direct financing of capital expenditure.
7.08	<b>Underspend:</b> when referring to expenditure the actual expenditure incurred is less than budget. Shown as a –ve. When referring to income the actual income achieved exceeds the budget. Shown as a –ve.
7.09	<b>Variance:</b> difference between latest budget and actual income or expenditure. Can be to date if reflecting the current or most up to date position or projected, for example projected to the end of the month or financial year.
7.10	<b>Virement:</b> the transfer of budget provision from one budget head to another. Virement decisions apply to both revenue and capital expenditure heads, and between expenditure and income, and may include transfers from contingency provisions. Virements may not however be approved between capital and revenue budget heads.



COUNCIL FUND - REVENUE BUDGET 2015/16  
FLINTSHIRE COUNTY COUNCIL

**Budget Monitoring (Month 12)**  
**Summary of Movement from Month 11**

	£m	£m
<b>Month 11</b>		
Portfolios	(0.486)	
Central and Corporate Finance	(1.088)	
<b>Variance as per Cabinet Report</b>		<b>(1.574)</b>
<b>Month 12</b>		
Portfolios	(0.266)	
Central and Corporate Finance	(1.106)	
<b>Variance as per Directorate Returns</b>		<b>(1.372)</b>
<b>Change Requiring Explanation</b>		<b>0.202</b>
<b><u>Social Services</u></b>		
<b>Services For Adults</b>		
• Resources & Regulated Services - Disability Services - over payment to a care provider and also an under accrual of the debtor for outstanding joint funding income	(0.137)	
<b>Minor variances of less than £0.025m</b>		
• Learning Disabilities / PDSI	0.004	
• Older People (Provider Services)	0.005	
• Older People (Purchasing)	0.005	
• Mental Health Services	0.023	
<b>Subtotal: Services for Adults</b>		<b>(0.100)</b>
<b>Other minor changes of less than £0.025m.</b>		
• Good Health team	0.007	
• Deputyship team	0.001	
• Management & Support	0.014	
• Commissioning	0.000	
<b>Subtotal: Development &amp; Resources</b>		<b>0.022</b>
<b>Children's Services</b>		
• Professional Support - contribution to cost of Emergency duty team £0.029m plus other minor movements £0.002m	0.031	
• Out of County Placements - additional placement costs	0.272	
<b>Other minor variances -of less than £0.025m</b>		
• Flying Start	0.002	
<b>Subtotal: Children's Services</b>		<b>0.305</b>
<b>Total: Social Services</b>		<b>0.227</b>

**Community & Enterprise**

<b>Revenues &amp; Benefits</b>	
• Further underspend on the Council Tax Reduction Scheme provision	(0.060)
• Increased surplus on Council Tax Collection Fund due to bad debts being less than anticipated	(0.213)
• Housing Benefit subsidy pressure lower than expected	(0.100)
<b>Subtotal: Revenues &amp; Benefits</b>	<b>(0.373)</b>
<b>Minor changes of less than £0.025m.</b>	
• Council Fund Housing	0.013
• Regeneration	(0.004)
• Revenues & Benefits	0.024
• Housing Programmes	0.002
<b>Total minor variances of less than £0.025m</b>	<b>0.035</b>
<b>Total: Community &amp; Enterprise</b>	<b>(0.338)</b>

**Streetscene & Transportation Portfolio**

<b>Highway Network</b>	
• Movement in area teams due to additional patching works	0.023
<b>Subtotal: Highway Network</b>	<b>0.023</b>
<b>Transport &amp; Logistics</b>	
• Reduced cost of school transport commitment	(0.018)
<b>Subtotal: Transport &amp; Logistics</b>	<b>(0.018)</b>
<b>Minor variances of less than £0.025m</b>	
• Ancillary Services & Performance	0.008
• Highway Network	0.010
• Transport & Logistics	(0.013)
<b>Total minor variances of less than £0.025m</b>	<b>0.005</b>
<b>Total: Streetscene &amp; Transportation</b>	<b>0.010</b>

**Planning & Environment Portfolio**

<b>Minor variances of less than £0.025m</b>	
• Business	0.025
• Community	(0.007)
• Access	(0.008)
• Shared Service	(0.013)
• Strategy	0.014
• Administration	(0.008)
• Vacant Posts	(0.003)
<b>Total minor variances of less than £0.025m</b>	<b>0.000</b>
<b>Total: Planning &amp; Environment</b>	<b>0.000</b>

**Education & Youth**

<b>Inclusion Services</b>	
• Out of County Placements - additional placement costs	0.193
<b>Subtotal: Inclusion Services</b>	<b>0.193</b>

<b>Access - School Planning &amp; Provision</b>	
• Access School Provision -Variance change due to higher personal injury claims than predicted. Other minor variances also effect this.	0.033
<b>Subtotal: Access - School Planning &amp; Provision</b>	<b>0.033</b>

<b>Minor variances of less than £0.025m</b>	
• Primary School Services	0.003
• Secondary School Services	0.010
• Regional Services	0.004
• Adult & Community Education	(0.004)
• Community Centres	0.001
• Youth Justice Service	0.001
• Youth & Community Service	0.003
• Commissioning & Performance - Business Support	0.023
• School Management Information	(0.018)
• Regional Capita One	0.005
<b>Total minor variances of less than £0.025m</b>	<b>0.028</b>
<b>Total: Education &amp; Youth</b>	<b>0.254</b>

**People & Resources**

<b>Minor variances of less than £0.025m</b>	
• HR & OD	(0.007)
• Corporate Finance	(0.014)
<b>Total minor variances of less than £0.025m</b>	<u>(0.021)</u>
<b>Total: People &amp; Resources</b>	<u>(0.021)</u>

**Governance**

<b>Business Support</b>	
• A carry forward request for £0.038m was agreed in the month 11 report to fund work for the creation of an electronic mail room. This is now reflected in the month 12 outturn figure. Minor variances account for the balance.	0.028
<b>Subtotal: Business Support</b>	<u>0.028</u>
<b>ICT</b>	
• A realignment of software renewal dates has resulted in a reduction in expected outturn by £0.040m. There were minor variances resulting in reduced outturn of £0.012m.	(0.052)
<b>Subtotal: ICT</b>	<u>(0.052)</u>
<b>Minor variances of less than £0.025m</b>	
• Legal Services	(0.014)
• Democratic Services	(0.004)
<b>Total minor variances of less than £0.025m</b>	<u>(0.018)</u>
<b>Total: Governance</b>	<u>(0.042)</u>

**Organisational Change**

<b>Valuation &amp; Estates</b>	
• Unachieved income from industrial unit rent.	(0.004)
<b>Subtotal: Valuation &amp; Estates</b>	<u>(0.004)</u>
<b>Facilities</b>	
• A carry forward for £0.100m was approved in the month 11 report. £0.021m is due to minor variances.	0.121
<b>Subtotal: Facilities</b>	<u>0.121</u>
<b>Minor variances of less than £0.025m</b>	
• Public Libraries & Arts, Culture & Events	(0.008)
• Museums Service	(0.002)
• County Archives	0.001
• Leisure Services	0.003
• Property Design & Consultancy	(0.017)
<b>Total minor variances of less than £0.025m</b>	<u>(0.023)</u>
<b>Total: Organisational Change</b>	<u>0.094</u>

**Chief Executive**

<b>Minor variances of less than £0.025m</b>	
• A carry forward request was agreed in the month 11 report for promotion and advertising of the URDD Eisteddford for £0.025m. This amount was not reflected in the outturn until month 12. There were minor variances of £0.011m.	0.036
<b>Total: Chief Executive</b>	<u>0.036</u>

**Central & Corporate Finance**

• Pension Deficit Portfolio Recharges	0.014
• Carbon Reduction Commitment lower as a result of reduced emissions	(0.035)
• Minor variances	0.003
<b>Total: Central &amp; Corporate Finance</b>	<u>(0.018)</u>

**Total Changes**

<u>0.202</u>
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MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 11 (£m)	Cause of Major Variance	Action Required
Social Services Locality Teams (Localities)	14.665	14.147	(0.518)	(0.518)	<p><b>Domiciliary Care</b> There are some significant compensating variances in this area. The main area of pressure is Domiciliary Care, which is still being influenced by clients returning to the service following successful past rehabilitation, the changing demographic profile, increased complexity of need and increasing numbers of people with dementia. The current level of projected overspend is £0.559m which has significantly reduced from the 2014/15 outturn position of £0.837m, which has been partly influenced by the cessation of one complex package.</p> <p><b>Residential Care</b> The significant projected overspend on Domiciliary care is being more than offset by a projected underspend of (£0.766m) on residential care, which includes, an underspend of (£0.340m) on payments to care home providers, an underspend of (£0.371m) due to an increase in the level of property related income, plus further increases in income above budget including (£0.035m) for free nursing.</p> <p><b>Professional Support</b> A further area of significant underspend is the professional support within the area Localities teams. There is a total projected underspend of (£0.244m) which relates to staffing due to Social Worker vacancies, which includes a total of (£0.119m), relating to the Hospital Social Work team which has transferred into Localities from Intake &amp; Reablement (Resources and Regulated Services).</p> <p><b>Other</b> Other minor variances amount to a net (£0.067m) within Day care and other services.</p>	<p>Recommend budget realignment adjustments to use underspends elsewhere in service to address pressures.</p>

## MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 11 (£m)	Cause of Major Variance	Action Required
Reablement Services (Intake and Reablement)	0.429	0.200	(0.229)	(0.229)	The projected under spend is mainly due to the reallocation of an officer to another service promoting Continuing Health Care independence, and additional CHC funding being utilised.	Keep under review.
Community Equipment contribution	0.476	0.392	(0.084)	(0.084)	Reduction in requirement for funding of the Council's contribution to the partnership following review of the financial arrangements within the Section 33 partnership agreement.	
Resources & Regulated Services (Disability Services)	15.239	15.841	0.602	0.733	This service is now reflecting the transfer of budget in relation to the Independent Living fund (ILF) to Central and Corporate as a one off efficiency. The remaining element is in relation to the additional administration capacity needed to manage the payments to service users and for obligations to fund employer liability insurance payments for service users who employ carers. recent increases in the projected overspend relate to additional costs of domiciliary care within externally provided Supported Living, including new service users and the impact of a new block contract.	Recommend budget realignment adjustments to use underspends elsewhere in service to address pressures.
Vulnerable Adults and Disability Service (Disability Services)	2.299	1.997	(0.302)	(0.302)	Reflects current care packages for 2015/16. The projection now includes a revised commitment for new/additional transition clients. Previous commitments in terms of expected costs for service users have now been significantly reduced following service review and revised outcomes.	Keep under review.
Residential and Domiciliary Service (Mental Health & Substance Misuse Service)	0.813	1.183	0.370	0.370	Increases in Residential and Domiciliary packages alongside additional new package costs.	Keep under review.
Forensic Budget (Mental Health & Substance Misuse Service)	0.317	0.202	(0.115)	(0.115)	Reflects current care packages for 2015/16.	Keep under review - potential volatility due to changes in client numbers and demands at short notice from prison or courts.

## MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 11 (£m)	Cause of Major Variance	Action Required
Other Services for Adults variances (aggregate)	10.898	10.789	(0.109)	(0.140)	Various minor variances. Since period 10, the potential available funding from Supporting People is not required to be drawn down from reserves based on the current projected outturn position for Older People.	Continue to review but not expected to be recurrent.
Business Services - Charging Policy Income	(1.673)	(1.877)	(0.204)	(0.204)	Impact of an increase by Welsh Government in the level of the maximum charge cap from £55 per week to £60 per week.	Recommend budget realignment adjustments to use underspends elsewhere in service to address pressures.
Training	0.132	0.164	0.032	0.032	The base budget for this service had reduced as a consequence of the combined impact of Single Status outcomes and EVR/VR determinations. As a consequence the match funding element of the budget had fallen below the level required to meet the grant conditions for the Social Care Workforce Development Programme Grant (SCWDP). In month 11 a budget from realignment within Social Services was undertaken to top up to the level required.	Continue to review but not expected to be recurrent.
Other Development & Resources variances (aggregate)	2.418	2.431	0.013	(0.009)	Various minor variances.	Continue to review but not expected to be recurrent.
Family Placement (Children's Services)	2.227	2.474	0.247	0.247	The £0.247m overspend is a result of an increase in the number of foster care placements within the service. Part of this is also due to the increasing number of court orders for Residence and Special Guardianship orders which invariably attract an ongoing allowance for the carers.	A review of the Family Placement Team has been undertaken, the outcome of which is being considered and will inform future planning and possible efficiencies.

## MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 11 (£m)	Cause of Major Variance	Action Required
Professional Support	5.037	5.229	0.192	0.161	There is a projected overspend of £0.198m on agency pay costs within the Duty & Assessment team, which is due to the need to deploy staff to address key risks within this area of the service. This overspend has been partly mitigated by way of an allocation of £0.100m from the contingency reserve as approved by Cabinet when considering the Month 7 budget monitoring report. There is a further pressure of £0.113m which relates to the Children's and Young Adults Support team (CYAST). This is due to pressures within payments to external providers of £0.119m and Transport £0.047m, with some offsetting underspends against pay budgets due to vacancies. There is a contribution of £0.029m to the cost of the Emergency Duty team. There are offsetting net underspends of (£0.148m) elsewhere within Children's Services Professional Support, including a significant underspend on staffing within the Family Intervention team.	Recommend budget realignment adjustments to use underspends elsewhere in service to address pressures.
Out of County Placements	3.416	3.480	0.064	(0.208)	Reflects current care packages for 2015/16.	Keep under review.
Other Services for Children variances (aggregate)	2.420	2.519	0.099	0.097	Various minor variances.	Continue to review but not expected to be recurrent.
<b>Total Social Services</b>	<b>59.113</b>	<b>59.171</b>	<b>0.058</b>	<b>(0.169)</b>		

## MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 11 (£m)	Cause of Major Variance	Action Required
Community & Enterprise						
Customer & Housing Services	1.665	1.439	(0.226)	(0.226)	Additional in-year efficiency identified in respect of Homeless Accommodation (£0.092m). Recharge in respect of Community Support Services lower than anticipated £0.029m. Community Centres additional efficiency (£0.049m). Underspend on the Flintshire Connects service provision (£0.098m). Switchboard in-year underspend (£0.027m). Other minor variances £0.0011m.	
Council Fund Housing	(0.033)	(0.125)	(0.092)	(0.105)	Telecare income lower than anticipated £0.061m. Procurement of telecare equipment £0.062m. Additional Savings in respect of the Community Based Accommodation Support Service (£0.230m). Other minor variances £0.015m.	
Regeneration	0.582	0.568	(0.014)	(0.010)	Estimated shortfall of £0.038m in markets due to income targets increasing in line with inflation each year, where charges have not increased at the same rate. Further capitalisation of costs and maximisation of Grant Income (£0.041m). Other minor variances (£0.011m).	
Revenues & Benefits	10.631	9.790	(0.841)	(0.492)	Anticipated surplus on the Council Tax Collection Fund currently stands at (£0.504m) higher than initially estimated. Staffing savings (£0.058m). Projected underspend on the budgeted provision for the Council Tax Reduction Scheme (£0.406m). Housing Benefit Subsidy budgeted shortfall of £0.270m. Additional New Burdens funding from DWP (£0.128m). Other minor variances of (£0.015m).	
Housing Programmes	0.072	0.146	0.074	0.072	Expenditure of £0.106m to enable the Strategic Housing and Renewal Programme (SHARP) to move forward with the development of the Over Arching Legal Agreement with Wales Living Space. This expenditure has supported the expedient development of schemes on The Walks, Flint and Custom House School, Connah's Quay which will both be on site by March 2016. Staff recharges and maximisation of grant income (£0.032m).	
<b>Total Community &amp; Enterprise</b>	<b>12.917</b>	<b>11.818</b>	<b>(1.099)</b>	<b>(0.761)</b>		

MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 11 (£m)	Cause of Major Variance	Action Required
Streetscene & Transportation Ancillary Services & Performance - Waste Disposal & Waste Collection	6.592	7.519	0.927	0.909	<p>Reduced electricity sales from gas engines following equipment breakdown and fluctuating levels of gas extraction is now estimated at £0.160m.</p> <p>Further options are being considered and consultation undertaken in relation to the proposed closure of Hope recycling centre. In addition, changes to the later than expected introduction of new operating times at Connaught Quay and Flint sites will result in a total projected shortfall on the budgeted efficiency of £0.160m.</p> <p>Delayed implementation of delivery service for waste containers £0.050m and introduction of charge for second waste bin £0.025m.</p> <p>Under achievement in the recycling market due to a volatile period with fluctuating re-cycle sale values £0.375m. No compost income has been received from Denbighshire CC (£0.060m budget) as they will not be using the composting facilities at Greenfield until the 2016/17 financial year.</p> <p>Additional costs of £0.040m for hire of loading shovels at Greenfield HRC Site, protective clothing costs and equipment purchase and increase in estimated waste treatment tonnages of £0.043m through to the 31st March.</p> <p>£0.010m of increase relating to NE Hub Food Waste. The food waste contractor requesting additional funds due to a change in law due to the withdrawal of the Levy Exemption Certificates which ceased from 31/07/15.</p>	<p>Potential for investment to upgrade/install new extraction wells and new management arrangement.</p> <p>Reported through Programme Board Efficiency Tracker.</p> <p>Reported through Programme Board Efficiency Tracker.</p> <p>Monitor recycling market closely and amend projections accordingly</p> <p>Monitor Supplies &amp; services and implement commitment challenge.</p> <p>Continue to monitor and review.</p>

## MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 11 (£m)	Cause of Major Variance	Action Required
Ancillary Services & Performance - Parking & Enforcement	0.114	0.193	0.079	0.084	Shortfall from Business Planning proposals following delays in the implementation of car parking charges and Penalty Charge Notice (PCN) enforcement across the County.	Monitor Car Parking Income closely and amend projections accordingly.
Bereavement Services	0.280	0.240	(0.040)	(0.036)	Increased income in burial fees for the last quarter of the year.	Continue to monitor and review.
Ancillary Services & Performance - Other Variances	0.519	0.516	(0.003)	(0.002)	Minor Variances.	Reported through Programme Board Efficiency Tracker.
Logistics & Resource Services - Fleet	4.807	4.737	(0.070)	(0.080)	Projected reduction in annual fuel costs, due to reducing fuel prices and more efficient usage of vehicles.	Continue to review.
Transportation & Logistics - other Variances	8.569	8.449	(0.120)	(0.079)	Reduced cost of school transport commitment £18k.	Reported through Programme Board Efficiency Tracker.
Highways Strategy & Network	7.406	7.523	0.117	0.084	Delay in the full externalisation of grass cutting service offset by some additional income for hedge cutting £0.030m. Delay in the implementation of the reduced cleansing standards and zero tolerance on littering £0.090m.  Reduced Ground Work operations following transition into winter related work and additional staff recharges (£0.040m). Additional patching works of £63k following flood damage are reported at Period 12.  Due to the below average winter up to the end of March 2016, it is anticipate there will be an underspend of (£0.050m) within winter maintenance.	Reported through Programme Board Efficiency Tracker. Reported through Programme Board Efficiency Tracker.  Monitor Employee Costs. Continue to review.  Variance reported at Period 11.
Highway Network - other Variances	0.191	0.191	0.000	0.000	No Variance.	Continue to review.
<b>Total Streetscene &amp; Transportation</b>	<b>28.478</b>	<b>29.368</b>	<b>0.890</b>	<b>0.880</b>		

## MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 11 (£m)	Cause of Major Variance	Action Required
Planning & Environment						
Pest Control Dog Warden	0.043	0.056	0.013	0.012	Potential Shortfall in the self financing position.	Monitor level of services provided and adjust income projections as appropriate.
Licensing	0.002	0.008	0.006	0.007	3 year and 5 year licence income carried forward as a PIA into 2016/17	Monitor level of services provided and adjust income projections as appropriate.
Community - Aggregate of other Variances	0.691	0.724	0.033	0.040	Commitment challenge successful in reducing the level/value of future projected expenditure.	Continue to monitor committed expenditure and reduce/remove where possible.
Animal Health & Defra	0.126	0.155	0.029	0.029	Reduced DEFRA Grant Funding, resulting in the partnership with Wrexham CBC ending in December 2015 and the income target remaining within the service. Offset by the receipt of the Animal Feed Service Grant of £0.017m from the Food Standards Agency.	Investigate ways to reduce Grant Income target through potential budget realignment as total funding will cease from 2016/17.
Business - Aggregate of other Variances	1.485	1.475	(0.010)	(0.035)	Food controls budget funding reduction from 2015/16 was not provided as anticipated	Continue to monitor committed expenditure and reduce/remove where possible.
Planning Control & Enforcement	(0.133)	(0.030)	0.103	0.104	Shortfall from Planning Application fees not being increased by 15% until October, 2015 under the Planning (Wales) Bill. This was originally proposed for April, 2015 and reflected in Business Planning efficiencies. This was offset with the level of Pre Planning Application Fee Income being higher than expected.	Planning Fee Income levels will be closely monitored.
Development - Aggregate of other Variances	0.133	0.108	(0.025)	(0.025)	Commitment challenge successful in reducing the level/value of future projected expenditure.	Continue to monitor committed expenditure and reduce/remove where possible
Portfolio Aggregate of other Variances	3.073	3.002	(0.071)	(0.054)	Commitment challenge successful in reducing the level/value of future projected expenditure.	Continue to monitor committed expenditure and reduce/remove where possible.
<b>Total Planning &amp; Environment</b>	<b>5.420</b>	<b>5.498</b>	<b>0.078</b>	<b>0.078</b>		

MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 11 (£m)	Cause of Major Variance	Action Required
Education & Youth						
Primary & Early Years Education	0.868	0.864	(0.004)	(0.007)	Minor Variances.	Continue to review.
Secondary, 14-19 & Continuing Education	1.067	1.072	0.005	(0.009)	Minor Variances.	Continue to review.
Inclusion Services	7.456	7.745	0.289	0.096	Out of County placements are an area of risk to the authority due to the volatile nature of the service and the potential for high cost placements and unpredictability of demand. A number of queries which require resolution regarding the liability of the Authority to pay for high cost placements - there are ongoing discussions with the Health Service.	Continue to review.
Access (School Planning & Provision)	0.508	0.486	(0.022)	(0.055)	Variance change due to higher personal injury claims than predicted. Other minor variances also effect this.	Continue to review.
21st Century Schools	0.196	0.196	0.000	0.000	No Variance.	Continue to review.
Youth Services	1.437	1.424	(0.013)	(0.014)	Minor Variances.	Continue to review.
Commissioning & Performance	0.345	0.329	(0.016)	(0.039)	Vacancy savings following a Senior Management Restructure with Education and Youth Portfolio.	Continue to review.
School Management & Information Team	0.192	0.126	(0.066)	(0.053)	Vacancy savings following a Senior Management Restructure with Education and Youth Portfolio. Shared salary costs have now been agreed with Transportation.	Continue to review.
<b>Total Education &amp; Youth</b>	<b>12.069</b>	<b>12.242</b>	<b>0.173</b>	<b>(0.081)</b>		

MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 11 (£m)	Cause of Major Variance	Action Required
<b>Schools</b>						
Primary & Early Years Education	44.517	44.517	0.000	0.000	No Variance.	Continue to review.
Secondary, 14-19 & Continuing Education	35.883	35.883	0.000	0.000	No Variance.	Continue to review.
Inclusion Services	3.931	3.931	0.000	0.000	No Variance.	Continue to review.
<b>Total Schools</b>	<b>84.331</b>	<b>84.331</b>	<b>0.000</b>	<b>0.000</b>		
<b>People &amp; Resources</b>						
HR&OD	2.263	2.230	(0.033)	(0.026)	A 2015/16 budget efficiency of £0.105m is being reported as not achievable, in addition to this there is an overspend on the Disclosure & Disbarring Service of £0.009m and Software of £0.020m. These overspends are being partially offset by workforce underspends of (£0.155m). There are minor underspend variances of (£0.012m).	The efficiencies are expected to be achieved in full next year. Workforce underspends are in-year only.
Corporate Finance	2.361	2.265	(0.096)	(0.082)	A 2015/16 budget efficiency is being reported as being partially achieved with a shortfall of £0.019m. This is being offset by temporary workforce underspends of (£0.123m). There are minor overspend variances of £0.008m.	The efficiencies are expected to be achieved in full next year. Workforce underspends are in-year only.
<b>Total People &amp; Resources</b>	<b>4.624</b>	<b>4.495</b>	<b>(0.129)</b>	<b>(0.108)</b>		

## MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 11 (£m)	Cause of Major Variance	Action Required
<b>Governance</b>						
Legal Services	0.610	0.549	(0.061)	(0.047)	A grant from Welsh Government has been awarded for (£0.092m) as a contribution to costs incurred in dealing with claims from personal search companies for refunds of Local Land Charges Register (LLCR) search fees charges. There are minor variances of £0.031m.	Underspend is not expected to be recurrent.
Democratic Services	1.907	1.985	0.078	0.082	The overspend is due a delay in achieving an efficiency of £0.110m which was agreed within the 2014/15 budget. An underspend of (£0.032m) is due to minor variances.	The efficiency is expected to be achieved in full next year.
Internal Audit	0.416	0.410	(0.006)	(0.006)	Minor Variances.	Underspend is not expected to be recurrent.
Procurement	0.138	0.253	0.115	0.115	This overspend is due to the non-achievement of an efficiency of £0.116m within 2015/16 and a minor underspend of (£0.001m).	Overspend is not expected to be recurrent. The efficiency is expected to be achieved in full next year.
Business Support	0.739	0.711	(0.028)	(0.056)	Minor Variances	Underspend is not expected to be recurrent.
Records Management	0.175	0.185	0.010	0.010	Minor Variances.	Overspend is not expected to be recurrent.
ICT	4.726	4.692	(0.034)	0.018	Minor Variances.	Overspend is not expected to be recurrent.
<b>Total Governance</b>	<b>8.711</b>	<b>8.785</b>	<b>0.074</b>	<b>0.116</b>		

## MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 11 (£m)	Cause of Major Variance	Action Required
Organisational Change						
Public Libraries & Arts, Culture & Events	1.773	1.766	(0.007)	0.001	Minor Variances.	Continue to review. Request to carry forward £0.043m in respect of one-off costs associated with CAT transfers which will be implemented during 2016/17.
Museums Service	0.064	0.064	0.000	0.002	No Variance.	Continue to review.
County Archives	0.266	0.266	0.000	(0.001)	No Variance.	Continue to review.
Leisure Services	4.022	4.017	(0.005)	(0.008)	£0.070m Deeside Ice rink income pressure offset by premises & supplies cost savings of (£0.075m).	Continue to review.
Community Assets	0.018	0.023	0.005	0.005	Minor Variances.	Continue to review.
Valuation & Estates	(0.813)	(0.783)	0.030	0.034	£.030m shortfall in industrial estate rental income.	Continue to review.
Property Design & Consultancy	2.629	2.512	(0.117)	(0.100)	(£0.045m) of additional Design and Maintenance fees over the budgeted income target have been identified. (£0.072m) of Projected costs relating to the demolition of Connahs Quay office has been met through alternative funding .	This financial year Maintenance and Design have exceeded income expectation, however next year there will potentially be a shortfall as more feasibility works have been commissioned which are non chargeable. Also the service is subject to a restructure, resulting in a new method of fee charging. The service has given up £0.120k of Design fees in reserves in the current financial year.
Engineering Services	0.000	0.000	0.000	0.000	No Variance.	Continue to review.
Facilities Services	1.654	1.559	(0.095)	(0.216)	Careful monitoring of provisions and additional income anticipated over and above income target from increased uptake in school meals of (£0.095m).	Continue to review.
<b>Total Organisational Change</b>	<b>9.613</b>	<b>9.424</b>	<b>(0.189)</b>	<b>(0.283)</b>		

MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 11 (£m)	Cause of Major Variance	Action Required
Chief Executives	3.087	2.965	(0.122)	(0.158)	The underspend is due to workforce savings of (£0.092m) and also a reduction in Core Funding Agreements of (£0.028m). There is an underspend of (£0.042m) relating to the budget required for performance related increments. There are minor overspend variances of £0.040m.	The employee savings of (£0.092m) are expected to be in-year only.
<b>Total Chief Executives</b>	<b>3.087</b>	<b>2.965</b>	<b>(0.122)</b>	<b>(0.158)</b>		

## MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 11 (£m)	Cause of Major Variance	Action Required
Central & Corporate Finance						
Central & Corporate Finance	23.094	21.988	(1.106)	(1.088)	HRA Financing - The settlement amount changed after the budget was set. Based on all original assumptions this equates to a reduction in efficiencies of approximately £0.600m. However, there is no need to borrow this financial year, as capital expenditure is later than planned, resulting in short term savings from interest costs built into the budget.  Balance of unused Non Standard Inflation from previous year (£0.240m) and current year (£0.125m). Pension Actuarial Review (£0.912m) due to lower than anticipated costs of additional contributions.  Projected under-recovery of contribution to pension fund £0.159m.  Coroners projected 2015/16 overspend of £0.028m.  Estimated Workforce Efficiency of £0.300m considered unachievable in year.  One off identified efficiencies (£0.300m) in relation to the Independent Living Fund (ILF).  Higher than projected income as a result of Rent Review for Unilever (£0.191m).  External Audit Fees are anticipated to be lower than budget (£0.099m) - this is under review with Wales Audit Office. Received no charge on three quarters of the year in relation to corporate Bank Charges (£0.047m).  Reduced Carbon Allowances as a result of reduced emissions in 15/16 of (£0.047m).  One off / time limited, Unbudgeted costs of £0.356m in relation to former Euticals Ltd - Sandycroft site.  Minor Variances of £0.012m.	Review of CLIA has mitigated this position.  Reviewed as part of Medium Term Finance Strategy, Corporate Financing Options.  Keep under review.  Continue to review.  Addressed as part of 2016/17 budget process.  Addressed as part of 2016/17 budget process.  This income is non-recurring.  Keep under review.  Continue to review.  Keep under review.  Keep under review.
<b>Total Central &amp; Corporate Finance</b>	<b>23.094</b>	<b>21.988</b>	<b>(1.106)</b>	<b>(1.088)</b>		
<b>TOTAL</b>	<b>251.457</b>	<b>250.085</b>	<b>(1.372)</b>	<b>(1.574)</b>		

## 2015/16 Efficiencies Month 12 - Under or Over Achieved

Portfolio	Original Efficiency	Revised Efficiency	(Under)/Over Achievement
	2015/16 £(m)	2015/16 £(m)	2015/16 £(m)
<b>People &amp; Resources</b>			
Review of specialist finance functions to identify efficiencies in process	0.170	0.166	(0.004)
Ensure continuation of grant maximisation opportunities identified in 2014/15	0.100	0.081	(0.019)
Review of specialist human resources functions to identify efficiencies in process	0.105	0.000	(0.105)
<b>Total People &amp; Resources</b>	<b>0.375</b>	<b>0.247</b>	<b>(0.128)</b>
<b>Governance</b>			
Procurement Supplier Charging	0.116	0.000	(0.116)
	<b>0.116</b>	<b>0.000</b>	<b>(0.116)</b>
<b>Central and Corporate Finance</b>			
Workforce efficiency proposal	0.300	0.000	(0.300)
Central Loans and Investment Review	1.830	1.230	(0.600)
<b>Total Central &amp; Corporate Finance</b>	<b>2.130</b>	<b>1.230</b>	<b>(0.900)</b>
<b>Social Services</b>			
Develop means testing approach for minor adaptations	0.100	0.000	(0.100)
Review model/costs contracts for catering	0.050	0.000	(0.050)
Rationalise the number of sites where In-House short term care is provided	0.075	0.110	0.035
Develop a 'progression' model for Supported Living	0.250	0.145	(0.105)
Review commissioning with Action for Children	0.075	0.015	(0.060)
Regional approach to advocacy	0.053	0.000	(0.053)
Review and realign funding to voluntary sector	0.203	0.065	(0.138)
<b>Total Social Services</b>	<b>0.806</b>	<b>0.335</b>	<b>(0.471)</b>
<b>Community &amp; Enterprise</b>			
Close the personal answering service for main switchboard telephone	0.099	0.125	0.026
Welfare Rights Team Review	0.020	0.035	0.015
Community Centres	0.048	0.096	0.048
Community Based Accommodation Support Service	0.030	0.090	0.060
Telecare Charging	0.200	0.139	(0.061)
Stopping sending remittance advices to Landlords	0.054	0.013	(0.041)
In-house bailiff service	0.100	0.070	(0.030)
Removal of Post Office as payment option	0.028	0.017	(0.011)
Review Single Person Discount	0.150	0.270	0.120
Senior Management Restructure	0.100	0.074	(0.026)
<b>Total Community &amp; Enterprise</b>	<b>0.829</b>	<b>0.929</b>	<b>0.100</b>
<b>Streetscene &amp; Transportation</b>			
Introduce non-generic Streetscene roles (3 year plan)	0.080	0.115	0.035
Rationalise HRC Sites	0.400	0.240	(0.160)
Removing the Waste Containers delivery service	0.150	0.100	(0.050)
Introduce Charge for 2nd Garden Waste Bin	0.050	0.025	(0.025)
Develop Energy Production at Landfill	0.050	0.000	(0.050)
Cease real time information system at bus stops	0.020	0.025	0.005
Charge Maintenance of Bus Shelters to Community & Town Councils	0.005	0.000	(0.005)
Remove Demand Responsive Transport & review all other subsidised routes	0.075	0.050	(0.025)
Externalise grass cutting service	0.075	0.025	(0.050)
Reduced Street Lighting resource	0.050	0.038	(0.013)
Remove second grass cut for highway verges	0.030	0.025	(0.005)
Car Parking Charges	0.400	0.290	(0.110)
Part night street lighting in residential areas	0.020	0.030	0.010
Winter Maintenance (Car Parks and standard)	0.150	0.170	0.020
Reduce Cleansing standards zero tolerance litter	0.150	0.060	(0.090)
<b>Total Streetscene &amp; Transportation</b>	<b>1.705</b>	<b>1.193</b>	<b>(0.513)</b>
<b>Planning &amp; Environment</b>			
Staffing & Management Restructure (incl. all vacancies)	0.295	0.207	(0.088)
Staffing & Collaboration	0.024	0.040	0.016
Animal & Pest Control	0.030	0.007	(0.023)
Increased Planning Fees (15% WG increase)	0.135	0.050	(0.085)
Increase in number of Planning Applications	0.060	0.030	(0.030)
Additional elements of charging (discharge of conditions)	0.050	0.025	(0.025)
<b>Total Planning &amp; Environment</b>	<b>0.594</b>	<b>0.359</b>	<b>(0.235)</b>
		%	£
<b>Total 2015/16 Budget Efficiencies</b>		<b>100</b>	<b>12.874</b>
<b>Total Projected 2015/16 Budget Efficiencies Underachieved</b>		<b>18</b>	<b>2.262</b>
<b>Total Projected 2015/16 Budget Efficiencies Achieved</b>		<b>82</b>	<b>10.612</b>



**APPENDIX 4**

**Movements on Council Fund Unearmarked Reserves**

	<b>£m</b>	<b>£m</b>
Total Reserves as at 1 April 2015	10.515	
Less - Base Level	(5.769)	
Total Reserves above base level available for delegation to Cabinet		<b>4.746</b>
Less - Allocation from the Contingency Reserve for the costs of the speed limit review		(0.210)
Less - Allocation from the Contingency Reserve for the contribution to meet the estimated increase in levy required to meet past and future claim liabilities in relation to the former Municipal Mutual Insurance company		(0.800)
Less - Allocation from the Contingency Reserve to meet the resource requirements for specialist social work for child protection		(0.100)
Less - Allocation from the Contingency Reserve to renew invest to save finds to support organisational change		(0.750)
Plus projected underspend as at Month 12		1.372
<b>Total projected Contingency Reserve as at 31<sup>st</sup> March 2016</b>		<b>4.258</b>



## HRA Major Variance Report - Period 12

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Estate Management	1,634	1,521	(0.113)	(0.105)	(£0.067m) relates to an underspend on salary costs. (£0.012m) relates to an underspend on printing costs. Court costs and Giro Charges have contributed an underspend of (£0.055m). Rechargeable works create a pressure of £0.019m due to non payment of invoices. Tenants Incentive scheme has contributed a saving of (£0.017m). The remaining £0.019m relates to other minor variances.	
Rent Income	(29,377)	(29,600)	(0.223)	(0.220)	(£0.259m) relates to an adjustment in the expected bad debt provision for Rent income based on the final outturn of aged debt as at year end compared to an earlier projection in quarter 3. The costs associated with the water surplus are expected to rise by £0.018m based on what has been recovered vs actual spend. £0.030m relates to additional expenditure on Garden Services. The remaining (£0.012m) relates to other minor efficiencies.	
Repairs & Maintenance	8,394	8,118	(0.276)	(0.315)	(£0.324m) of the projected underspend relates to salaries as a result of in-year vacancies and budgeting at the top of scale. (£0.087m) of the projected underspend relates to materials. £0.029m profit share relating to last year and careful monitoring has contributed to this underspend. £0.042m relates to a pressure on transport and fleet costs. £0.074m relates to unachieved income recharges. The remaining £0.019m relates to minor variances.	
Finance & Support	2,427	2,181	(0.246)	(0.214)	Removal of the projection for delivering the Handyman Service releases a (£0.038m) underspend. (£0.029m) of the projected underspend relates to consultancy and conferences. Redistribution of salaries across departments and services has realised a (£0.124m) underspend. Agile working equipment for HRA is projected to cost £0.027m. Insurance Reserve has increased by £0.065m. Recharges are set to underspend by (£0.117m) in line with previous years. The remaining (£0.030m) relates to other minor efficiencies.	A 2015/16 budget allocation of £0.244m will be carried forward to 2016/17 to fund the implementation of Job Scheduling. This is one of the priorities in the HRA Business Plan.

HRA Major Variance Report - Period 12

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Landlord Services	0.882	1.001	0.119	0.119	Cleaning charges and utility costs for the community centres brought into the HRA from Council Fund have received a charge in the amount of £0.096m which was an unexpected cost. Garden Charges have underspent by (£0.064m) due to staff vacancies and lower contractor costs. A review of communal area costs has resulted in an in-year pressure of £0.090m through contractor work. Vehicle hire has reduced by (£0.003m) on receipt of full year costs.	
HRA Subsidy	0.000	0.122	0.122	0.122	£0.122m relates to a post audit adjustment relating to Housing Subsidy.	
Other variances (aggregate)	16.274	16.798	0.524	0.520	£0.711m relates to the additional balance contributed towards capital expenditure. This will contribute towards demolition costs for the Walks and Leas sites in Flint. Funding costs this way delays borrowing for 12 months and avoids unnecessary interests charges. (£0.187m) relates to the reduced Capital Financing recharges expected at year end. This balance may change once funding arrangements are finalised.	
<b>Total :</b>	<b>0.234</b>	<b>0.141</b>	<b>(0.093)</b>	<b>(0.093)</b>		

**CARRY FORWARD REQUESTS 2015/16****GOVERNANCE**

**ICT – Education ICT** - to contribute to the funding of enhanced communication links commitment given to schools (£0.003m) (in addition to the amount agreed in the month 10 report)

**ICT – Public Sector Broadband Aggregation** – To safeguard against the risk of historic infrastructure costs (£0.220m)

**ICT - Investment Costs** - Balance remaining from Business Plan investment requirements to fund organisational change in 2016/17 (£0.227m)

**Democratic Services** – to fund the final instalment for the translation of the Council’s Constitution (£0.008m)

**Democratic Services** –in relation to improvements to Members ICT systems (£0.032m)

**ICT – Capita One** – this is a regionally funded service whereby any balance (which forms part of the regional service delivery) is required to be retained by the project (£0.090m)

**ICT – Digital Print** – to fund specialist IT technical expertise to implement additional self-service modules and migration form design (£0.003m)

**ICT – Communication lines** – for new lines to be installed to reduce the cost of calls (£0.010m)

**ICT - Public Sector Broadband Aggregation** – due to implementation delays linked with the introduction of Learning in Digital Wales (LiDW) project (£0.310m)

**COMMUNITY & ENTERPRISE**

**Council Fund Housing** – delays caused by negotiation of costs will mean the purchase of alarms will be made in 2016/17 (£0.025m)

**Housing Programmes** - in respect of ongoing works at Travellers sites which will continue into 2016/17 (£0.027m)

**ORGANISATIONAL CHANGE**

**Public Libraries & Arts, Culture & Events** – to contribute to one off costs associated with Community Asset Transfers (CAT) which will be implemented during 2016/17 (£0.043m)

**STREETSCENE & TRANSPORTATION**

**School Transport** - in addition to the £0.040m approved in the month 10 report (£0.090m)

**Local Transport Grant** - for carriageway improvement works which have taken place in April 2016 (£0.020m)

**Street works** – to fund any further expenses the Authority may incur relating to a historic claim (£0.010m)

**SOCIAL SERVICES**

**Social Services** – to support the provision for Social Enterprise initiatives across the portfolio (£0.069m)



## CABINET

<b>Date of Meeting</b>	Tuesday, 21 June 2016
<b>Report Subject</b>	Business Rates - Write Off above £25,000
<b>Cabinet Member</b>	Cabinet Member for Corporate Management
<b>Report Author</b>	Chief Officer (Community & Enterprise)
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

Financial Procedure Rules (section 5.2) requires debts in excess of £25,000 considered for write off are referred to Cabinet for approval.

In the case of a commercial organisation known as White Self Storage Ltd, there is a requirement for Cabinet to approve the write off of a business rate debt amounting to £38,146 on the basis that the company is no longer trading, has no assets and has been struck off the register at Companies House.

### RECOMMENDATIONS

1	Approve the write off of the business rate debt, amounting to £38,146.39
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## REPORT DETAILS

1.00	<b>EXPLAINING THE BUSINESS RATES – WRITE OFF ABOVE £25,000</b>
1.01	White Self Storage Ltd owned and managed a number of commercial storage units at Glendale Avenue, Sandycroft from 2012 to 2015, although the business rates assessment was designated as a single rating assessment, encompassing all individual storage units, and based on a rateable value of £36,250. Their business model centred on the commercial letting of steel storage containers to individuals and companies for storage/lock-up purposes.
1.02	The company had a track record of not engaging with the business rates section and the Council needed to take action through the Magistrates Court on two occasions in an attempt to secure payment of unpaid business rates.
1.03	The Directors of White Storage failed to make any attempts to pay and external debt enforcement agents/bailiffs were engaged to enforce payment of the court orders
1.04	All attempts to secure payment proved unsuccessful and there were no assets or goods to take control of belonging to White Self Storage, since the business operating model was only providing storage facilities to third parties.
1.05	White Self Storage also operated across other local authority areas, and in view of ongoing difficulties in securing payment, officers also co-ordinated efforts on a regional basis to explore options, including 'winding up' the company in an final bid to secure full payment.
1.06	In 2015, the Directors of White Storage Ltd, made a proposal to remove the company from the register at Companies House, although the Council objected to the proposals until such time as the business rates were paid in full.
1.07	Measures to 'wind-up' the company were considered throughout the recovery process, but in view of the costs involved in applying to 'wind up' the company, together with the minimal prospect of successfully recovering business rates, it was not considered to be a realistic way forward.
1.08	The Council continued to follow up enquiries with the Investigations Team at Companies House but on the 9 <sup>th</sup> February 2016, despite the Councils previous objections, the company was finally wound up and ceased trading.
1.09	There is now no prospect of recovering the £38,146.39 unpaid business rates since the company has already been removed from the Companies House Register and is no longer operating from the Glendale Avenue premises under the name of White Self Storage Ltd.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	There are no direct financial implications for the Council or local taxpayers as business rates which are collected (or not collected) are borne by the National Collection Pool for Wales. As the Collection Pool is supported by Welsh Government, non-payment of rates does though have a wider impact on the Welsh taxpayer.
2.02	Writing off this debt, amounting to losses of £38,146.39 is being recommended as a last resort and only on the basis that there is no prospect of successfully recovering this debt.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	All Write offs must be approved by the Corporate Finance Manager, but in the case of write offs over £25,000, Cabinet must be consulted before a decision is taken to write off debts.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	For those that fail to pay, recovery action is always taken to secure payment. Measures include the use of enforcement agents/bailiffs to take control of goods, and on occasion, steps are taken to 'wind-up' companies who fail to pay.
4.02	On some occasions, the cost of taking action such as 'winding-up' a company in the High Court is not appropriate on the grounds of the cost to the public purse, especially when there is little prospect of recovering the outstanding debt.

<b>5.00</b>	<b>APPENDICES</b>
5.01	None.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	Financial Procedure Rules (section 5.2)  <b>Contact Officer:</b> David Barnes, Revenues Manager <b>Telephone:</b> 01352 703652 <b>E-mail:</b> <a href="mailto:david.barnes@flintshire.gov.uk">david.barnes@flintshire.gov.uk</a>

7.00	GLOSSARY OF TERMS
7.01	<p><b>Business Rates:</b> is a property based local tax on businesses calculated on the rateable value of the property. Although the rate of tax is set by Welsh Government, rates are administered and collected locally and paid into a national collection pool.</p> <p><b>National Collection pool for Wales:</b> All Business Rates are collected and paid into the Welsh Government's Non-Domestic Rates Pool. They are then redistributed to local authorities as part of the local government revenue settlement grant each year.</p> <p><b>Companies House:</b> is the United Kingdom registrar of companies and is an executive agency and trading fund of Her Majesty's Government. It falls under the remit of the Department for Business, Innovation and Skills (BIS).</p> <p><b>Debt Enforcement Agents/Bailiffs:</b> are sometimes used as a further debt enforcement option in order to collect outstanding Business Rates by either collecting payment in full or taking control of goods to be offset against the debt.</p> <p><b>Company "winding up"</b> is a legal process taken submitted by the party or parties to liquidate a company. This may be done by the directors of the company or a third party such as a creditor who is owed money by the company.</p>



**CABINET**

<b>Date of Meeting</b>	Tuesday, 21 <sup>st</sup> June, 2016
<b>Report Subject</b>	Recommendations from the School Transport Task & Finish Group
<b>Cabinet Member</b>	Cabinet Member for Education
<b>Report Author</b>	Member Engagement Manager
<b>Type of Report</b>	Operational

**EXECUTIVE SUMMARY**

A decision was made by the Education & Youth Overview & Scrutiny Committee on the 17<sup>th</sup> September, 2015 to establish a School Transport Task & Finish Group.

The Group has met on three separate occasions to consider the outcome of the diagnostic work carried out to identify savings within the Integrated Transport Unit (ITU).

This report sets out the recommendations of the Group, for consideration by Cabinet if approval is given for areas of discretionary transport provision to be considered for further policy development work in the future.

**RECOMMENDATIONS**

1	That if approval is given for areas of discretionary transport provision to be considered for further policy change in the future, Cabinet agrees to support the recommendations of the School Transport Task & Finish Group.
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## REPORT DETAILS

1.00	EXPLAINING THE WORK OF THE TASK & FINISH GROUP
1.01	<p>The School Transport Task &amp; Finish Group was established in September 2015. The Membership of the group is as follows:-</p> <ul style="list-style-type: none"><li>• Cllr Paul Cunningham</li><li>• Cllr Peter Curtis</li><li>• Cllr Andy Dunbobbin</li><li>• Cllr Nancy Matthews</li><li>• Cllr Carolyn Thomas</li><li>• Mr David Hytch</li><li>• Mrs Rebecca Stark</li><li>• Mr Bernard Stuart</li></ul>
1.02	<p>Meetings of the Task &amp; Finish Group were also attended by Ian Budd, Chief Officer (Education &amp; Youth), Katie Wilby, Transportation &amp; Logistics Manager and Gill Yates, Pupil Support Service Manager who provided specialist advice.</p>
1.03	<p>Following Cabinet approval in May 2015, it was agreed that an ITU should be established for the Authority to ensure an integrated approach to service delivery and operational management. Budget management and eligibility assessment for mainstream home to school transport has also transferred to the ITU within the Streetscene and Transportation portfolio. Policy setting for school transport has remained within the Education &amp; Youth portfolio.</p>
1.04	<p>In May, 2015, Cabinet also approved the engagement of a suitably qualified business partner (JMP Consultants) to assist with the assessment and delivery of the financial benefit that will be derived from the ITU. This has resulted in a diagnostic review of all transport operations across the Authority in order to identify any savings opportunities and efficiencies within the current operating arrangements.</p>
1.05	<p>JMP consultants have identified the following areas of discretionary education transport policies as ones that could be considered for further policy development work and consideration by the Local Authority:</p> <ul style="list-style-type: none"><li>• <b>Denominational School Transport</b><ul style="list-style-type: none"><li>- Removal of free transport</li><li>- Charge a nominal fee</li></ul></li><li>• <b>Concessionary Spare Seats</b><ul style="list-style-type: none"><li>- Increase the fee for spare seats</li><li>- Withdraw concessionary spare seats</li></ul></li><li>• <b>Post-16 Transport</b><ul style="list-style-type: none"><li>- Removal of free transport</li><li>- Charge a nominal fee</li></ul></li><li>• <b>Remove Benefits Entitlement</b></li><li>• <b>Investigate aligning school times</b><ul style="list-style-type: none"><li>- (cost-benefit analysis required)</li></ul></li></ul>

1.07	At its meeting held on the 14 <sup>th</sup> March, 2016, the Task & Finish Group considered the breakdown of information for each policy change option as identified as part of the Integrated Transport Unit Diagnostic review.
1.08	<p>Following a detailed presentation, the Task &amp; Finish Group recommended that in considering any policy changes, Cabinet should:-</p> <ul style="list-style-type: none"> <li>• Carefully consider the business cases and implementation plans for any change;</li> <li>• Undertake equality impact assessment in relation to any proposed policy change at an early point in the process;</li> <li>• Consider/mitigate the impact of any charges on families with more than one child;</li> <li>• Consider the impact of any changes on low income families; and</li> <li>• Promote independence for learners (travel training) and alternatives (where appropriate) to individualised transport provision.</li> </ul>
1.09	<p>The Education &amp; Youth Overview &amp; Scrutiny Committee at its meeting on 28<sup>th</sup> April, 2016 considered the recommendations of the Task &amp; Finish Group. The Committee resolved to support that the recommendations of the Group be presented to Cabinet with the addition of the following two recommendations:-</p> <ul style="list-style-type: none"> <li>• That Cabinet consider the impact any policy changes would have on the existing school network; and</li> <li>• That if Cabinet agree to take forward any of the proposed policy changes, the Committee be consulted on the changes with all necessary information.</li> </ul>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The savings identified within the diagnostic review could only be made through policy change. The Cabinet has no current plans to authorise consultation and implementation of changes to entitlement policies.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	Statutory consultations and notifications would need to be undertaken prior to adoption of any changes in policy entitlements. Statutory consultations on policy change options would have to be considered and authorised by the Council's Cabinet. The Council's Cabinet has no current plans to authorise consultation.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	An equalities impact assessment will be required for any approved policy changes.

<b>5.00</b>	<b>APPENDICES</b>
5.01	None.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	None.  <b>Contact Officer:</b> Ceri Shotton Overview & Scrutiny Facilitator <b>Telephone:</b> 01352 702305 <b>E-mail:</b> <a href="mailto:ceri.shotton@flintshire.gov.uk">ceri.shotton@flintshire.gov.uk</a>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<b>Denominational School Transport</b> – is transport where a child attends a specific school for denominational reasons.
7.02	<b>Concessionary Spare Seats</b> – where spare seats are available on a school bus, these can be sold to pupils who are not entitled to free transport.
7.03	<b>Post-16 Transport</b> – transport for post-16 students to a place of education or training.
7.04	<b>Benefits Entitlement</b> – free transport for people who are in receipt of benefits who reside in Flintshire.



## CABINET

<b>Date of Meeting</b>	Tuesday, 21 June 2016
<b>Report Subject</b>	Public Rights of Way Maintenance Standards
<b>Cabinet Member</b>	Deputy Leader and Cabinet Member for Environment
<b>Report Author</b>	Chief Officer (Planning and Environment)
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

This report sets out the standards of maintenance that Flintshire County Council should apply to public footpaths and bridleways throughout the Council in accordance with its statutory duties under the Highways Act 1980 and relevant case law.

### RECOMMENDATIONS

1	For the Cabinet to endorse the County Council's approach to the maintenance of Flintshire's public footpaths and public bridleways (public paths).
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## REPORT DETAILS

1.00	EXPLAINING THE ISSUES
1.01	All public paths are highways, nearly all of which are maintainable at the public expense (the only exception being ones that have come into existence since 1959 from long usage and there appears to be only one example in Flintshire).
1.02	Under section 41 of the Highways Act 1980 (the 1980 Act), it is the duty of the County Council, as Highway Authority, to maintain all highways that are maintainable at the public expense. There is no further guidance in the 1980 Act as to what constitutes maintenance, though the 19 <sup>th</sup> century case of <u>R v High Halden</u> provides some clarification. It held that the state of repair must ensure that the highway is 'reasonably passable for the ordinary traffic of the neighbourhood at all seasons of the year.'
1.03	In circular 5/93 concerning public rights of way, the Government confirms that is impractical to recommend standards of maintenance, but advises that the main consideration in determining the level of maintenance for public rights of way is that '[paths or ways] should serve the purpose for which they are primarily used...'
1.04	The level of maintenance will therefore depend on the circumstances, one relevant factor being the type of traffic that uses the particular path. A public footpath, for example, is maintainable to a standard suitable for pedestrians, whereas a public bridleway is maintainable to a standard suitable for pedestrians and equestrians.
1.05	Many public paths throughout the County are also used by motorised vehicles, usually by those exercising private rights to gain access to properties along such paths.
1.06	In recent years the County Council has received a growing number of complaints about the condition of public paths from residents using them in a vehicle. When they have been subsequently inspected they were almost invariably considered to be in a suitable condition for members of the public who would be exercising a public right over them. In other words, the County Council had fulfilled its statutory requirements in relation to them.
1.07	Remedies are available to anyone who alleges that a way that is maintainable at the public expense is out of repair through the service of a notice on the Highway Authority, under the provisions of section 56 of the 1980 Act. This could be determined by the Magistrates' Court, which may require the Highway Authority to put the way into proper repair.
1.08	However, the Court would have to be satisfied that the way was out of repair for the public who were entitled to exercise rights over it. If it was a public footpath it would be not considered to be out of repair if it was passable by pedestrians even if vehicles might have difficulty in using it.

1.09	Whilst the level of maintenance of public paths might not be sufficient to satisfy residents exercising private rights over such ways, those residents might be liable themselves to maintain them to a standard suitable for vehicles. Indeed, there are examples of footpaths and bridleways throughout the County that have been surfaced by residents so that they can be used as a vehicular access to their properties.
1.10	Although the County Council might have maintained some public paths to standards suitable for vehicles in the past, there has never been a legal requirement to do so. A clear and consistent approach would leave the public in no doubt as to the standards of maintenance they should expect.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	This approach will ensure that resources are deployed more effectively in that the Council will carry out maintenance to a standard that it is statutorily obliged to do.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	The Local Access Forum has been consulted and has endorsed this approach.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	No identifiable risk.

<b>5.00</b>	<b>APPENDICES</b>
5.01	None.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<b>Contact Officer:</b> Stephen Bartley Senior Rights of Way Officer <b>Telephone:</b> 01352 704622 <b>E-mail:</b> <a href="mailto:steve.bartley@flintshire.gov.uk">steve.bartley@flintshire.gov.uk</a>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<b>Public footpath</b> - a highway over which the public have a right of way on foot.  <b>Public bridleway</b> - a highway over which the public have a right of way on

foot and on horseback. Cyclists also have the right to use bridleways.

**Public path** – a highway which is either a public footpath or a public bridleway.



## CABINET

<b>Date of Meeting</b>	Tuesday, 21 June 2016
<b>Report Subject</b>	Public Rights of Way Priorities
<b>Cabinet Member</b>	Deputy Leader and Cabinet Member for Environment
<b>Report Author</b>	Chief Officer (Planning and Environment)
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

This report makes recommendations for the introduction of a hierarchical approach to rights of way maintenance; responding to complaints; and the review of the definitive map, which should ensure that resources are deployed more cost-effectively.

### RECOMMENDATIONS

1	<p>For Cabinet to endorse a hierarchical approach to:</p> <ul style="list-style-type: none"> <li>• processing definitive map modification and public path orders;</li> <li>• public rights of way maintenance; and</li> <li>• responding to complaints.</li> </ul>
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## **REPORT DETAILS**

<b>1.00</b>	<b>EXPLAINING THE PUBLIC RIGHTS OF WAY PRIORITIES</b>
1.01	Welsh Office Circular 5/93 on public rights of way recommends that the County Council periodically publish a statement setting out how it will bring and keep up to date the definitive map and statement. There is no further guidance on what information this statement should contain.
1.02	Although no such statement has yet been prepared by this Council or its predecessor surveying authority, Clwyd County Council, there is a wealth of information on progress with the review of the definitive map contained in the Rights of Way Improvement Plan (ROWIP) published by Flintshire County Council in October 2008.
1.03	The review of the definitive map is effected incrementally through the making of Definitive Map Modification Orders (DMMOs). The County Council also has important powers to divert, create, or stop up public footpaths and bridleways.
1.04	The ROWIP identified a large backlog in many aspects of this work and recommended that additional staff be recruited to address this, over and above the two additional staff who were appointed in 2002 to assist in the implementation of the Countryside & Rights of Way Act 2000. The ROWIP also identified similar backlogs in relation to the County Council's responsibilities for public rights of way maintenance and the removal of obstructions.
1.05	As one means of addressing the backlog, the ROWIP confirmed that the County Council would conduct a review into how the various elements involved in the management of public rights of way would operate. This review was concluded in January 2012, and new structures are now in place in which there is an integrated approach to public rights of way management.
1.06	Progress with the implementation of the ROWIP is monitored by a group comprising County Council officers and members of organisations such as the Ramblers and the British Horse Society, which meets quarterly. The ROWIP is due to be formally reviewed next year, but is updated on an annual basis.
1.07	In addition to the measures outlined in paragraph Nos. 1.05 and 1.06 above, it is imperative that the Council manage its public rights of way work in the most effective way within its existing resources, so that when the public apply to divert a path on their land, or make a complaint about an obstructed right of way or one that is out of repair, they are aware of how the County Council will prioritise this work.
1.08	The hierarchy recommending the relative importance the Council should accord each aspect of this work is set out in Appendices 1, 2 and 3 to this report.

1.09	There is a sound basis for a hierarchical approach to public rights of way management, particularly at a time of limited resources.
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<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
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2.01	The rights of way service has a revenue and capital budget to deal with work on the public rights of way network and this report will assist in the prioritisation and delivery of activity on Flintshire's rights of way network.
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<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
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3.01	The Local Access Forum has been consulted and has proposed amendments to the order and wording of some of the priorities, which have been incorporated into the appendices to this report.
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<b>4.00</b>	<b>RISK MANAGEMENT</b>
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4.01	None.
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<b>5.00</b>	<b>APPENDICES</b>
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5.01	Appendix 1 - Definitive map modification and public path order priorities Appendix 2 - Public Rights of Way maintenance priorities Appendix 3 - Public Rights of Way complaints priorities
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<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
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6.01	<b>Contact Officer:</b> Stephen Bartley Senior Rights of Way Officer <b>Telephone:</b> 01352 704622 <b>Email:</b> <a href="mailto:steve.bartley@flintshire.gov.uk">steve.bartley@flintshire.gov.uk</a>
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<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
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7.01	<p><b>(1) Definitive map and statement of public rights of way</b> – the official record of public rights of way held and kept up to date by the County Council, as surveying authority.</p> <p><b>(2) Definitive map modification order</b> – an order made by the County Council to amend the definitive map and/or the statement.</p> <p><b>(3) Public path order</b> – an order to create, divert or to extinguish (permanently close) a public footpath or a public bridleway.</p> <p><b>(4) Rights of Way Improvement Plan (ROWIP)</b> - a statutory document</p>
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	prepared by the County Council, setting out how it intends to deliver improvements to the rights of way network.
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## Appendix 1

### Definitive map modification and public path order priorities

#### Introduction

The hierarchy setting out the relative importance the Council will attach to public path and definitive map orders falls into seven categories, with number one the highest priority, No. 2 the second highest and so on. It was devised to rank highly those issues that were likely to be most urgent: hence, the highest priority given to paths that are in imminent danger of being 'lost' through development and schemes that have been targeted for grant-aid. Also ranking highly are those paths that have been obstructed by long-term residential development. The footpaths may have not been open to the public for many years, but they still legally exist and can act as a blight on any potential property sale.

More consideration will be given to ways that, once opened, will lead to wider improvements to the rights of way by, for example, making a greater length of PROW available to the public or by increasing accessibility for other classes of users, such as horse-riders and cyclists and those with mobility problems.

<b>Priority No.</b>	<b>Response/Action</b>
1.	Ways that are in danger of being lost through imminent development (i.e. at the planning application stage).
2.	Orders affecting ways that are targeted for external funds, whose expenditure is time-limited and where the proposals are achievable within that time frame.
3.	Path(s) that are obstructed by housing, which require an order or orders to resolve the situation.
4.	Applications for modification orders.
5.	Mapping anomalies.
6.	Public path orders that are wholly or primarily in the public's interest.
7.	Public path orders that are wholly or predominantly for the benefit of private individuals.

## Appendix 2

### Public Rights of Way maintenance priorities

#### Introduction

The hierarchy sets out the relative importance that the Council will accord this work, falling into 10 broad categories. It was devised to rank highly those issues that were likely to be most urgent: hence, the highest priority given to paths where a serious injury has occurred or is likely to occur. Also ranking highly are those paths that are well used by the public, including Offa's Dyke National Trail and other well-promoted routes such as those featured in the publication *Rural Walks in Flintshire*.

<b>Priority No.</b>	<b>Issue</b>
1.	Health and Safety Issues.
2.	Volume and degree of usage and potential usage, especially National Trails, national and promoted footpaths and published trails, eg Clwydian Way and the Wales Coastal Path.
3.	Ways that are suitable for those who are less agile, wheelchair users and the visually impaired.
4.	Multi-use and bridleway circular routes and those identified in liaison with the British Horse Society.
5.	Walks, rides and other activities for health.
6.	Link Paths off the National Trail and promoted trails.
7.	Paths published by community councils, including accesses to school.
8.	Circular and other routes published by Flintshire CC, including accesses to school.

## Appendix 3

### Public Rights of Way complaints priorities

#### Introduction

The hierarchy falls into six broad categories. It was devised to rank highly those issues that were likely to be most urgent: hence, the highest priority given to paths where there are health and safety implications. Also ranking highly are those paths that are multi-purpose routes and those that have been the subject of a large volume of complaints from a variety of different sources. Health and safety complaints will typically be investigated on the day of the complaint and measures put in place to mitigate the problem, which might involve an emergency closure. Ploughing and cropping complaints will be investigated within five working days of the report to ensure compliance with the timetable set out in the Highways Act 1980.

<b>Priority No.</b>	<b>Issue</b>
1.	Health and Safety implications
2.	Time-dependent problems such as ploughing and cropping, hedge trimming and tree pruning.
3.	Wilful, unnecessary and determined obstructions.
4.	Obstructions on routes that have been the subject of a high volume and wide variety of complaints, including bridleway and multi user routes, the Offa's Dyke National Trail and other promoted routes.
5.	Obstructions and problems on routes that would lead to obstruction-free, access to all ways.
6.	Obstructions whose removal would lead to a significant improvement to the rights of way network

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## EXERCISE OF DELEGATED POWERS – DECISIONS TAKEN

### Organisational Change

- **Bare Land Auction of Various Sites – The disposal of parcels of vacant pasture at:**
  - Land at Stryt Isa, Hope  
A rectangular parcel of pasture extending to approximately 3.28 acres
  - Land adjacent to “Bryn Isa”, Wrexham Road, Hope  
An irregular parcel of pasture with an access gate of Wrexham Road extending to approximately 1.09 acres
  - Land adjoining Cornist Hall, Flint  
An irregular parcel of pasture extending to approximately 0.9 acres
  - Land adjoining Bryn Garth School, Penyffordd  
A gently undulating parcel of pasture extending to approximately 13.72 acres
  - Land at Berth y Mean, Trelogan  
An undulating parcel of pasture extending to approximately 9.41 acres
  
- **Community Asset Transfer of Mancot Library**  
The transfer of Mancot Library including land to Mancot Community Library group.

### Education and Youth

- **Gronant Youth Centre**  
To request that the Gronant Youth Centre be declared surplus to requirements of the Education and Youth Service.

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  
JUNE 2016 TO NOVEMBER 2016**

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
June					
Community and Enterprise Overview & Scrutiny Committee Page 165	8 June 2016	Community and Enterprise	<p><b>Approval of lending to NEW Homes to fund a development of 62 Affordable New Homes on The Walks, Flint</b></p> <p>To seek support to develop affordable housing on The Walks, Flint as part of the Council's Strategic Housing and Regeneration Programme (SHARP)</p>	Strategic	Cabinet Member for Housing
Community and Enterprise Overview & Scrutiny Committee	8 June 2016	Community and Enterprise	<p><b>Welfare Reform – Including Universal Credit</b></p> <p>To update Members on the impact and risks of Welfare Reform and the cost to the Council.</p>	Operational	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)
Community and Enterprise Overview & Scrutiny Committee	8 June 2016	Overview and Scrutiny	<b>Forward Work Programme</b> To consider the Forward Work Programme of the Community & Enterprise Overview & Scrutiny Committee.		
Social & Health Care Overview & Scrutiny Committee Page 166	9 June 2016	Overview and Scrutiny	<b>Betsi Cadwaladr University Health Board and Welsh Ambulance Service.(Presentation)</b> For the Committee to receive a presentation from Betsi Cadwaladr University Health Board and Welsh Ambulance Service		Cabinet Member for Social Services
Education and Youth Overview & Scrutiny Committee	9 June 2016	Education and Youth	<b>Learner Outcomes</b> To provide Members with a summary of learner outcomes across primary and secondary schools	Operational	Cabinet Member for Education

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 & Scrutiny Committee	9 June 2016	Overview and Scrutiny	<b>Forward Work Programme (Education &amp; Youth)</b> To consider the Forward Work Programme of the Education & Youth Overview & Scrutiny Committee.	Operational	
Education and Youth Overview & Scrutiny Committee	9 June 2016	Education and Youth	<b>Skills Shortage</b> To enable the Committee to review what measures schools have in place to reduce the skills shortage	Operational	Cabinet Member for Education
Organisational Change Overview & Scrutiny Committee	13 June 2016	Overview and Scrutiny	<b>2015/16 Year End Reporting and Data Submission, Improvement Plan Monitoring &amp; Chief Officer Performance Reports (Organisational Change)</b> To enable Members to fulfil their scrutiny role in relation to performance monitoring.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Organisational Change Overview & Scrutiny Committee	13 June 2016	Overview and Scrutiny	<b>Forward Work Programme (Organisational Change)</b> To consider the Forward Work Programme of the Organisational Change Overview & Scrutiny Committee.		
Cabinet	14 June 2016	Chief Executive's	<b>Improvement Plan 2016/17</b> To approve the draft plan prior to endorsement by County Council.	Strategic	Cabinet Member for Corporate Management
Flintshire Council	14 June 2016	Chief Executive's	<b>Improvement Plan 2016/17</b> To endorse the Improvement Plan 2016/17 prior to publication at the end of June.		
Flintshire Council	14 June 2016	Chief Executive's	<b>LG Finance Commission</b> To present the final report of the Commission, and its recommendations, and invite a Council response to be submitted to both the Commission and Welsh Government.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire County Council	14 June 2016	Community and Enterprise	<p><b>Policy Amendments - Minimum Revenue Provision &amp; Prudential Indicators</b> Amendments to policies associated with lending to NEW Homes to fund the building of affordable homes in Flint.</p>		
Environment Overview & Scrutiny Committee	15 June 2016	Streetscene and Transportation	<p><b>Update on North Wales Waste Project</b> To receive a progress update every 6 months</p>	Strategic	Leader of the Council and Cabinet Member for Finance
Environment Overview & Scrutiny Committee	15 June 2016	Planning and Environment	<p><b>Progress Report on the Clwydian Range and Dee Valley Area of Outstanding Natural Beauty</b> To receive a report on the recent work of the Clwydian AONB.</p>	Operational	Deputy Leader of the Council and Cabinet Member for Environment
Environment Overview & Scrutiny Committee	15 June 2016	Streetscene and Transportation	<p><b>12 Month Review of the Council's Car Parking Strategy</b> To review the car parking strategy agreed by Cabinet in April 2015</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)
Environment Overview & Scrutiny Committee	15 June 2016	Overview and Scrutiny	<b>Forward Work Programme</b> To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee.		
Corporate Resources Overview & Scrutiny Committee Page 170	16 June 2016	Finance	<b>Revenue Budget Monitoring 2015/16 (Month 12)</b> To provide Members with the latest revenue budget monitoring information for 2015/16 for the Council Fund and Housing Revenue Account based on actual income and expenditure as at month (insert month no.) and projected forward to year-end based on the most up to date information available		Leader of the Council and Cabinet Member for Finance
Corporate Resources Overview & Scrutiny Committee	16 June 2016	Governance	<b>Establishment Structure in Governance</b> To comment on changes to the establishment structure in the Governance portfolio.	Operational	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)
Corporate Resources Overview & Scrutiny Committee	16 June 2016	Governance	<p><b>Project Closure on Review of Corporate Administration</b> That Committee provides comments on savings and benefits delivered by the project and the proposed steps to close the project.</p>	Operational	Cabinet Member for Corporate Management
Corporate Resources Overview & Scrutiny Committee	16 June 2016	Governance	<p><b>Review of Corporate Administrative Functions</b> To comment on the proposed functions and structure to Cabinet for consideration at its meeting on 21 June 2016.</p>	Operational	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)
Corporate Resources Overview & Scrutiny Committee  Page 172	16 June 2016	Finance	<b>Council Fund Revenue Budget 2017/18</b> To update the Committee on the financial forecast for the 2017/18 financial year and presents (1) the budget pressures and proposed efficiencies for corporate financial stewardship and (2) the budget pressures and proposed efficiencies corporate services for 2017/18 as the third and final year of the current portfolio business planning cycle.	Strategic	Leader of the Council and Cabinet Member for Finance
Corporate Resources Overview & Scrutiny Committee	16 June 2016	Overview and Scrutiny	<b>Forward Work Programme</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)
Cabinet	21 June 2016	Chief Executive's	<b>Performance Report 2015/16</b> To receive the 2015/16 Year End Improvement Plan monitoring reports for the period 1 April 2014 to 31 March 2016.	Strategic	Cabinet Member for Corporate Management
Cabinet	21 June 2016	Finance	<b>Revenue Budget Monitoring 2015/16 (Month 12)</b> To provide the latest revenue budget monitoring information for 2015/16 for the Council Fund and Housing Revenue Account based on actual income and expenditure as at month 12 and projected forward to year-end based on the most up to date information available	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	21 June 2016	Community and Enterprise	<b>Business Rates - Write Off above £25,000</b> Approve the write off of a single business rate debt above £25,000	Operational	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	21 June 2016	Streetscene and Transportation	<p><b>Highways and Car Park Inspection Policy</b> To review the Council's Policy on highway safety inspections, intervention criteria and response times.</p>	Operational	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	21 June 2016	Planning and Environment	<p><b>Food Service Plan for Flintshire County Council 2016-17</b> To seek approval for the Food Service Plan 2016-17.</p>	Operational	Cabinet Member for Waste Strategy, Public Protection and Leisure
Cabinet	21 June 2016	Planning and Environment	<p><b>Public Rights of Way Maintenance Standards</b> To endorse the approach to the maintenance of Flintshire's public footpaths and public bridleways</p>	Operational	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	21 June 2016	Planning and Environment	<p><b>Public Rights of Way Priorities</b> To endorse a hierarchical approach to: processing definitive map modification and public path orders; public rights of way maintenance; and responding to complaints.</p>	Operational	Deputy Leader of the Council and Cabinet Member for Environment

<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>
Cabinet	21 June 2016	Overview and Scrutiny	<p><b>Recommendations of the School Transport Task &amp; Finish Group</b></p> <p>To consider the recommendations of the School Transport Task &amp; Finish Group</p>	Operational	Cabinet Member for Education
Cabinet	21 June 2016	Governance	<p><b>Corporate Administrative Review Project - Closure Report</b></p> <p>To receive a closure report on the corporate administrative review project.</p>	Operational	Cabinet Member for Corporate Management
Cabinet	21 June 2016	Governance	<p><b>Review of Corporate Administrative Functions</b></p> <p>To provide details of the review of corporate administrative function and the savings released so far.</p>	Operational	Cabinet Member for Corporate Management
Cabinet	21 June 2016	Governance	<p><b>Establishment Structure in Governance</b></p> <p>To approve changes to the establishment structure in the Governance portfolio</p>	Operational	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)
Social & Health Care Overview & Scrutiny Committee	27 June 2016	Overview and Scrutiny	<p><b>2015/16 Year End Reporting and Data Submission, Improvement Plan Monitoring &amp; Chief Officer Performance Reports (Social &amp; Health Care)</b></p> <p>To enable Members to fulfil their scrutiny role in relation to performance monitoring.</p>		
Social & Health Care Overview & Scrutiny Committee	27 June 2016	Social Services	<p><b>Progress report on the development of the North Wales Safeguarding Boards April 2016</b></p> <p>To enable the Committee to fulfil their scrutiny role in relation to performance and Assurance governance of collaborative services.</p>	Operational	Cabinet Member for Social Services
Social & Health Care Overview & Scrutiny Committee	27 June 2016	Social Services	<p><b>Mental Health Services</b></p> <p>To receive an update on Mental Health Services</p>	Operational	Cabinet Member for Social Services
Social & Health Care Overview & Scrutiny Committee	27 June 2016	Social Services	<p><b>Annual Council Reporting Framework</b></p> <p>To consider the draft report</p>	Operational	Cabinet Member for Social Services

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	27 June 2016	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.		
July					
Education and Youth Overview & Scrutiny Committee Page 177	7 July 2016	Education and Youth	<b>Regional School Effectiveness and Improvement Service (GwE)</b> To receive an update on progress with the development of the regional school effectiveness and improvement service, to include a presentation from the Chief Officer of GwE.	Strategic	Cabinet Member for Education

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 & Scrutiny Committee	7 July 2016	Education and Youth	<p><b>2015/16 Year End Reporting and Data Submission, Improvement Plan Monitoring &amp; Chief Officer Performance Reports (Education &amp; Youth)</b></p> <p>To enable Members to fulfil their scrutiny role in relation to performance monitoring.</p>		
Education and Youth Overview & Scrutiny Committee	7 July 2016	Overview and Scrutiny	<p><b>Forward Work Programme (Education &amp; Youth)</b></p> <p>To consider the Forward Work Programme of the Education &amp; Youth Overview &amp; Scrutiny Committee.</p>		
Organisational Change Overview & Scrutiny Committee	11 July 2016	Overview and Scrutiny	<p><b>Forward Work Programme (Organisational Change)</b></p> <p>To consider the Forward Work Programme of the Organisational Change 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)
Community and Enterprise Overview & Scrutiny Committee	13 July 2016	Community and Enterprise	<b>Deeside Plan</b> To enable the Committee to consider the Deeside Plan	Operational	Cabinet Member for Economic Development
Community and Enterprise Overview & Scrutiny Committee	13 July 2016	Overview and Scrutiny	<b>2015/16 Year End Reporting and Data Submission, Improvement Plan Monitoring &amp; Chief Officer Performance Reports (Community &amp; Enterprise)</b> To enable Members to fulfil their scrutiny role in relation to performance monitoring.		
Community and Enterprise Overview & Scrutiny Committee	13 July 2016	Community and Enterprise	<b>Discretionary Rate Relief</b> To consult with the Committee on the proposed new policy for 2017-18 and future years following the review of the affordability of the current policy of rate relief for charities, voluntary groups and not for profits organisations.	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)
Community and Enterprise Overview & Scrutiny Committee	13 July 2016	Community and Enterprise	<p><b>Hardship Rate Relief Policy</b> To consult with the Committee on the proposed Hardship Rate Relief Policy for 2016 - 17 and future years</p>	Strategic	Cabinet Member for Corporate Management
Community and Enterprise Overview & Scrutiny Committee	13 July 2016	Overview and Scrutiny	<p><b>Forward Work Programme (Community &amp; Enterprise)</b> To consider the Forward Work Programme of the Community &amp; Enterprise Overview &amp; Scrutiny Committee.</p>		
Audit Committee	13 July 2016	Governance	<p><b>Consultancy Follow Up</b> To inform members of the results of the audit into the new system for managing the use of consultants.</p>		
Audit Committee	13 July 2016	Governance	<p><b>Annual Governance Statement</b> For the committee to consider and approve the draft Annual Governance Statement (AGS) for 2015/16.</p>		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	13 July 2016	Governance	<b>Internal Audit Annual Report</b> To inform members of the outcome of all audit work carried out during 2015/16 and to give the annual Internal Audit opinion on the standard of internal control, risk management and governance within the Council.		
Audit Committee	13 July 2016	Governance	<b>Internal Audit Progress Report</b>		
Audit Committee	13 July 2016	Governance	<b>Action Tracking</b>		
Audit Committee	13 July 2016	Governance	<b>Forward Work Programme</b>		
Corporate Resources Overview & Scrutiny Committee	14 July 2016	Chief Executive's	<b>Welsh Language Standards</b> Advise members of the proposed new Welsh Language Standards for Flintshire and seek endorsement of the Council's approach.		Cabinet Member for Corporate Management

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Corporate Resources Overview & Scrutiny Committee	14 July 2016	Finance	<b>Revenue Budget Monitoring 2015/16 (Outturn)</b> To provide Members with the latest revenue budget monitoring information for 2014/15 for the Council Fund and Housing Revenue Account based on actual income and expenditure (subject to Audit)		
Corporate Resources Overview & Scrutiny Committee	14 July 2016	Overview and Scrutiny	<b>2015/16 Year End Reporting and Data Submission, Improvement Plan Monitoring &amp; Chief Officer Performance Reports (Corporate Resources)</b> To enable Members to fulfil their scrutiny role in relation to performance monitoring		
Corporate Resources Overview & Scrutiny Committee	14 July 2016	Chief Executive's	<b>LSB and Strategic Partnerships Performance – End of Year Report</b> To provide a summary of performance for 2015/16 and an overview of priorities for the Public Service Board.	Operational	Leader of the Council and Cabinet Member for Finance

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Corporate Resources Overview & Scrutiny Committee	14 July 2016	Overview and Scrutiny	<p><b>Forward Work Programme (Corporate Resources)</b> To consider the Forward Work Programme of the Corporate Resources Overview &amp; Scrutiny Committee.</p>		
Cabinet	19 July 2016	Chief Executive's	<p><b>Welsh language</b> To agree the Welsh language annual monitoring report for the period 2015/16 prior to publication on the Council's website.</p> <p>To provide and update on progress to implementing the Welsh Language Standards</p>	Strategic	Cabinet Member for Corporate Management
Cabinet	19 July 2016	Community and Enterprise	<p><b>Hardship Rate Relief Policy</b> The report sets out the Hardship Rate Relief policy to be adopted for 2016 - 17 and future years.</p>	Strategic	Cabinet Member for Corporate Management

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Cabinet	19 July 2016	Chief Executive's	<b>Strategic Equality Plan 2016/2020</b> To agree the Council's equality objectives and Strategic Equality Plan (SEP) 2016/2020.	Strategic	Cabinet Member for Corporate Management
Cabinet	19 July 2016	Community and Enterprise	<b>Discretionary Rate Relief Policy</b> To implement a new policy for 2017-18 and future years following the review of the affordability of the current policy of rate relief for charities, voluntary groups and not for profits organisations	Strategic	Cabinet Member for Corporate Management
Cabinet	19 July 2016	Social Services	<b>ACRF (Annual Council Reporting Framework) for Social Services</b> Cabinet to accept the Annual Council Reporting Framework and approve publication	Strategic	Cabinet Member for Social Services
Cabinet	19 July 2016	Finance	<b>Capital Programme 2015/16 (Outturn)</b> To provide Members with the outturn capital programme information for 2015/16.		

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Cabinet	19 July 2016	Finance	<b>Revenue Budget Monitoring 2015/16 (Outturn)</b> To provide Members with the latest revenue budget monitoring information for 2014/15 for the Council Fund and Housing Revenue Account based on actual income and expenditure (subject to Audit)	Operational	Leader of the Council and Cabinet Member for Finance
Environment Overview & Scrutiny Committee Page 9 of 185	19 July 2016	Streetscene and Transportation	<b>Review of Highway Inspection Policy and Highway Structures Inspection Policy</b> To review the Council's policy on highway safety inspections, intervention criteria and response times.	Operational	Leader of the Council and Cabinet Member for Finance
Environment Overview & Scrutiny Committee	19 July 2016	Planning and Environment	<b>Rogue Traders App</b> To inform members of the rogue traders app available to members of the public in Flintshire	Operational	Cabinet Member for Waste Strategy, Public Protection and Leisure

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	19 July 2016	Planning and Environment	<b>Renewable Energy</b> To receive a report outlining the developments to include the responses received following consultation.	Operational	Deputy Leader of the Council and Cabinet Member for Environment
Environment Overview & Scrutiny Committee	19 July 2016	Overview and Scrutiny	<b>2015/16 Year End Reporting and Data Submission, Improvement Plan Monitoring &amp; Chief Officer Performance Reports (Environment)</b> To enable Members to fulfil their scrutiny role in relation to performance monitoring.		
Environment Overview & Scrutiny Committee	19 July 2016	Overview and Scrutiny	<b>Forward Work Programme (Environment)</b> To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee.		

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	21 July 2016	Social Services	<b>Comments, Compliments and Complaints</b> To receive a report on the compliments, representations and complaints received by Social Services for the year April 2015 – March	Operational	
Social & Health Care Overview & Scrutiny Committee	21 July 2016	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.		
August					
September					
Education and Youth Overview & Scrutiny Committee	8 September 2016	Overview and Scrutiny	<b>Forward Work Programme (Education &amp; Youth)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Education & Youth Overview & Scrutiny Committee.	Operational	

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Organisational Change Overview & Scrutiny Committee	12 September 2016	Overview and Scrutiny	<p><b>Forward Work Programme (Organisational Change)</b>            The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Organisational Change Overview &amp; Scrutiny Committee.</p>	Operational	
Community and Enterprise Overview & Scrutiny Committee	14 September 2016	Community and Enterprise	<p><b>Strategic Housing and Regeneration Project (SHARP)</b>            To review progress on the Strategic Housing and Regeneration Project (SHARP)</p>	Strategic	Cabinet Member for Housing
Community and Enterprise Overview & Scrutiny Committee	14 September 2016	Community and Enterprise	<p><b>Housing Regeneration Programmes</b>            To update the Committee on the Housing Regeneration Programmes</p>	Operational	Cabinet Member for Housing
Community and Enterprise Overview & Scrutiny Committee	14 September 2016	Community and Enterprise	<p><b>Purchase of Ex Council Stock</b>            To consider proposals and criteria for the repurchase of ex council properties</p>	Strategic	Cabinet Member for Housing

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Community and Enterprise Overview & Scrutiny Committee	14 September 2016	Overview and Scrutiny	<b>Forward Work Programme (Community &amp; Enterprise)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Community & Enterprise Overview & Scrutiny Committee.	Strategic	
Environment Overview & Scrutiny Committee Page 189	14 September 2016	Overview and Scrutiny	<b>Forward Work Programme (Environment)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Environment Overview & Scrutiny Committee.	Operational	
Corporate Resources Overview & Scrutiny Committee	15 September 2016	Overview and Scrutiny	<b>Forward Work Programme (Corporate Resources)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Corporate Resources Overview & Scrutiny Committee.	Operational	

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Social & Health Care Overview & Scrutiny Committee	15 September 2016	Overview and Scrutiny	<b>Forward Work Programme (Social &amp; Health Care)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Social & Health Care Overview & Scrutiny Committee.	Operational	
Cabinet	20 September 2016	Community and Enterprise	<b>Purchase of Ex Council Stock</b> To consider proposals and criteria for the repurchase of ex council property.	Strategic	Cabinet Member for Housing
Flintshire County Council	26 September 2016		<b>Establishment Structure in Democratic Services</b> To consider the proposed changes to the Democratic Services structure.		
October					

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	13 October 2016	Overview and Scrutiny	<b>Forward Work Programme (Corporate Resources)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Corporate Resources Overview & Scrutiny Committee.	Operational	
Education and Youth Overview & Scrutiny Committee	13 October 2016	Overview and Scrutiny	<b>Forward Work Programme (Education &amp; Youth)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Education	Operational	
Organisational Change Overview & Scrutiny Committee	17 October 2016	Overview and Scrutiny	<b>Forward Work Programme (Organisational Change)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Organisational Change Overview & Scrutiny Committee.	Operational	

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Community and Enterprise Overview & Scrutiny Committee	19 October 2016	Overview and Scrutiny	<b>Forward Work Programme (Community &amp; Enterprise)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Community & Enterprise Overview & Scrutiny Committee.	Strategic	
Social & Health Care Overview & Scrutiny Committee	20 October 2016	Overview and Scrutiny	<b>Forward Work Programme (Social &amp; Health Care)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Social & Health Care Overview & Scrutiny Committee.	Operational	
November					
Environment Overview & Scrutiny Committee	2 November 2016	Overview and Scrutiny	<b>Forward Work Programme (Environment)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Environment Overview & Scrutiny Committee.	Operational	

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Corporate Resources Overview & Scrutiny Committee	10 November 2016	Overview and Scrutiny	<p><b>Forward Work Programme (Corporate Resources)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Corporate Resources Overview &amp; Scrutiny Committee.</p>	Operational	
Education and Youth Overview & Scrutiny Committee	17 November 2016	Overview and Scrutiny	<p><b>Forward Work Programme (Education &amp; Youth)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Education &amp; Youth Overview &amp; Scrutiny Committee.</p>	Operational	
Organisational Change Overview & Scrutiny Committee	21 November 2016	Overview and Scrutiny	<p><b>Forward Work Programme (Organisational Change)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Organisational Change Overview &amp; Scrutiny Committee.</p>	Operational	

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 & Scrutiny Committee	23 November 2016	Overview and Scrutiny	<b>Forward Work Programme (Community &amp; Enterprise)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Community & Enterprise Overview & Scrutiny Committee.	Operational	
Social & Health Care Overview & Scrutiny Committee	24 November 2016	Overview and Scrutiny	<b>Forward Work Programme (Social &amp; Health Care)</b> The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Social & Health Care Overview & Scrutiny Committee.	Operational	

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