

# Public Document Pack



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To: Cllr Clive Carver (Chairman)

Councillors: Marion Bateman, Paul Cunningham, Peter Curtis, Andy Dunbobbin, Robin Guest, Ron Hampson, Ray Hughes, Richard Jones, Brian Lloyd, Vicky Perfect, Paul Shotton, Ian Smith, Nigel Steele-Mortimer and Arnold Woolley

3 February 2017

Dear Councillor

You are invited to attend a meeting of the Corporate Resources Overview & Scrutiny Committee which will be held at 10.00 am on Thursday, 9th February, 2017 in the Delyn 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 (INCLUDING WHIPPING DECLARATIONS)**

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

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

**Purpose:** To confirm as a correct record the minutes of the meetings held on 8 December 2016 and 12 January 2017.

### **4 CORPORATE SAFEGUARDING (Pages 17 - 54)**

Report of Chief Executive - Cabinet Member for Corporate Management

**Purpose:** To consider and discuss the Corporate Safeguarding Policy.

5 **WORKFORCE INFORMATION REPORT – QUARTER 3 2016/17** (Pages 55 - 88)

Report of Senior Manager, Human Resources & Organisational Development  
- Cabinet Member for Corporate Management

**Purpose:** To receive the Workforce Information Report for Quarter 3 of 2016/17.

6 **WELSH LANGUAGE STANDARDS** (Pages 89 - 134)

Report of Chief Executive - Cabinet Member for Corporate Management

**Purpose:** To present the Council's Welsh in the Workplace Policy.

7 **REVENUE BUDGET MONITORING (MONTH 9) AND CAPITAL PROGRAMME MONITORING (MONTH 9)** (Pages 135 - 194)

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

**Purpose:** This regular monthly report provides the latest revenue budget monitoring position for 2016/17 for the Council Fund and Housing Revenue Account. The position is based on actual income and expenditure as at Month 9, and projects forward to Year-End.

8 **FORWARD WORK PROGRAMME** (Pages 195 - 200)

Report of Democratic Services Manager -

**Purpose:** The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Corporate Resources Overview & Scrutiny Committee.

Yours sincerely



Robert Robins  
Democratic Services Manager

## **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE** **8 DECEMBER 2016**

Minutes of the meeting of the Corporate Resources Overview & Scrutiny Committee of Flintshire County Council held in the Delyn Committee Room, County Hall, Mold on Thursday, 8 December 2016

### **PRESENT: Councillor Clive Carver (Chairman)**

Councillors: Paul Cunningham, Peter Curtis, Robin Guest, Brian Lloyd, Vicky Perfect, Ian Smith, Nigel Steele-Mortimer, and Arnold Woolley

**SUBSTITUTIONS:** Councillor Haydn Bateman (for Marion Bateman), Joe Johnson (for Andy Dunbobbin) and Dave Healey (for Paul Shotton)

**ALSO PRESENT:** Councillor Dave Mackie. Chief Officer (Organisational Change 2).

**CONTRIBUTORS:** Councillor Billy Mullin, Cabinet Member for Corporate Management; Chief Executive, Chief Officer (Governance), Corporate Finance Manager and Community Public Protection Manager

(For minute No.52) Arfon Jones, Police and Crime Commissioner for North Wales, and Mr. Stephen Hughes, Chief Executive of the Office of the Police & Crime Commissioner

**IN ATTENDANCE:** Democratic Services Manager and Committee Officer

### **64. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **65. MINUTES**

The minutes of the meeting of the Committee held on 10 November 2016 had been circulated with the agenda.

#### **Matters Arising**

Page 9, last paragraph: The Chairman referred to his request for details on the funding and costs of the installation of an average speed camera system along the A548 Sealand Road and said the response he received had not answered his question. He asked whether the data collected from 'average' speed cameras could be sold to government departments to generate income.

### **RESOLVED:**

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

**66. POLICE AND CRIME COMMISSIONER FOR NORTH WALES**

The Chief Executive welcomed and introduced Mr. Arfon Jones, Police & Crime Commissioner for North Wales, and Mr. Stephen Hughes, Chief Executive of the Office of the Police & Crime Commissioner, to the Committee. He invited the Police and Crime Commissioner to give a short presentation on the role, impact and operation of the Police and Crime Commissioner and how his office and the Police and Crime Plan work in partnership for Flintshire. The Chief Executive explained that the answers to the questions which had been submitted in advance of the meeting to the Commissioner had been circulated to Members prior to the meeting.

The Police and Crime Commissioner thanked Members for their invitation and gave an overview of his role, powers, and responsibilities as Commissioner for North Wales. He outlined his priorities and key tasks and commented on the need to work closely with partners to secure long term solutions to crime and disorder. The Commissioner referred to the many different types of organisations he worked with to ensure improved services to the people of North Wales. He advised that his role specifically involved working in partnership with the four Public Service Boards to deliver an effective response to crime and disorder. His primary concern was to ensure that the community safety outcomes the Public Service Boards aimed to achieve supported the priorities of the police and crime plan. The Commissioner also explained that he attended the Safer Communities Board, Regional Leadership Board and the Local Criminal Justice Board.

The Commissioner reported on his vision for the future and the outcomes he sought to achieve which were ensuring that public priorities were acted upon, victims were consulted and the most vulnerable individuals were not overlooked. He cited modern-day slavery and cyber-crime as examples of some of the main challenges facing the North Wales Police Service in the future

The Chairman thanked the Commissioner for his presentation and invited Members to raise additional questions.

During discussion the Commissioner responded to the questions and concerns raised around the work being undertaken to engage and work with young people to reduce anti-social behaviour, the diminishing presence of police offices on local streets, unlawful encampment in local areas, and passport control in North Wales as a result of Britain leaving the European Union

In response to the question concerning the number of police offices employed per head of population in each Council area, the Commissioner explained that in addition to a formula, a professional view on the number of police officers employed in an area was taken. He said that whilst there was less crime reported in rural areas a minimum level of policing had to be maintained. The Chief Executive commented on centralised operations which were not reported in the data. Mr. Hughes explained that more police officers were based within central operations than locally and referred to the



investigation work undertaken into cyber-crime as an example. Responding to the further concerns raised by Councillor Robin Guest on fraud and cyber-crime the Commissioner suggested that the North Wales Police cyber-crime specialist be invited to attend a future meeting of the Committee.

In conclusion the Commissioner referred to the opportunity presented through his online consultation survey on the Police and Crime Plan, for Flintshire residents to have their say about keeping North Wales a safe place to work, live and visit. He said the views/responses to the survey would be used to assist him in reviewing the Police and Crime Plan for next year and agreeing the policing priorities for North Wales.

The Chairman thanked the Commissioner and the Chief Executive of the Office of the Police & Crime Commissioner for their attendance and contribution to the meeting.

**RESOLVED:**

- (a) That the presentation be received;
- (b) That the Police & Crime Commissioner, and the Chief Executive of the Office of the Police & Crime Commissioner, be thanked for their attendance and contribution to the meeting; and
- (c) That the Commissioner's offer for the North Wales Police cyber-crime specialist to attend a future meeting be accepted.

**67. QUARTER 2/MID-YEAR IMPROVEMENT PLAN MONITORING REPORT 2016/17**

The Chief Executive introduced the report to present the monitoring of progress for the second quarter of the Improvement Plan 2016/17 priorities 'Modern and Efficient Council' and 'Safe Communities' relevant to the Committee. He advised that good progress had been achieved in the second quarter and the risks were being successfully managed with one major risk identified, as detailed in the report.

Councillor Robin Guest referred to the performance indicator on page 35 concerning achieving a waiting time of less than 20 days from referral to treatment, and sought clarification on the figures provided. Officers provided and explanation and it was agreed that the Community Public Protection Manager be asked to provide further detail to Councillor Guest following the meeting.

**RESOLVED:**

That the Quarter 2 Performance report be received and approved.

**68. REVENUE BUDGET MONITORING 2016/17 (MONTH 7)**

The Chief Executive invited the Corporate Finance Manager to present the report. The Corporate Finance Manager explained the purpose of the report being to provide the latest revenue budget monitoring position for 2016/17 for the Council Fund and Housing Revenue Account. The position was based on actual income and expenditure as at Month 7, and projected forward to year-end. He advised that the Revenue Budget Monitoring 2016/17 (Month 7) report would be presented to the next meeting of Cabinet to be held on 13 December 2016 and was appended to the report.

The Corporate Finance Manager reported on the projected year end position for the Council Fund and Housing Revenue Account as detailed in appendices 1 and 2 to the report. The Chief Executive reported on the areas of risk. Referring to the Minimum Revenue Provision (MRP) the Chief Executive advised that the Council was currently reviewing its policy of accounting for MRP in conjunction with its Treasury Management Advisors which could result in a change to the amount in-year which may have a positive effect on the outturn position. He also commented on Out of County Placements and the risk due to volatility in demand and the impacts on service costs which could not be predicted with any certainty.

Councillor Robin Guest expressed his appreciation for the timely way that budget reports and information was being regularly provided to the Committee. He referred to the Council's liabilities concerning historic child abuse settlements and asked if information on the cost of the settlements and the impact on the Council budget could be provided. It was agreed that the Chief Officer (Governance) would provide details on the cost liabilities to the Committee. In response to a concern expressed by Councillor Guest that not all efficiencies were being achieved across the Council, the Chief Executive explained that most targets had been met and work was currently being carried out to identify if any further efficiencies could be made in-year to assist in managing the operating deficit.

**RESOLVED:**

- (a) That the Committee receives the revenue budget Monitoring 2016/17 (Month 7) monitoring report; and
- (b) That the Committee confirms that on this occasion there is nothing which it wishes to bring to the attention of the Cabinet.

**69. FORWARD WORK PROGRAMME**

The Democratic Services Manager advised that the next meeting of the Committee would be held on 12 January 2017.

The Forward Work Programme was considered and the following actions agreed:

- That the meetings of the Committee to consider the budget which were scheduled to be held on 19 December 2016 and 27 January 2017 be cancelled; and
- That all Members be invited to attend the meeting of the Committee to be held on 20 January 2017 to consider the Capital Budget.

**RESOLVED:**

- (a) That the Forward Work Programme as submitted be approved with amendments; and
- (b) That the Democratic Services Manager in consultation with the Chair be authorised to vary the Forward Work Programme between meetings should this be necessary.

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

There was one member of the press in attendance.

(The meeting started at 10.00am and ended at 11.38am)

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**Chairman**

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**CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE**  
**12 JANUARY 2017**

Minutes of the meeting of the Corporate Resources Overview & Scrutiny Committee of Flintshire County Council held in the Delyn Committee Room, County Hall, Mold on Thursday, 12 January 2017

**PRESENT: Councillor Clive Carver (Chairman)**

Councillors: Marion Bateman, Paul Cunningham, Andy Dunbobbin, Robin Guest, Ray Hughes, Richard Jones, Brian Lloyd, Vicky Perfect, Paul Shotton, Ian Smith, Nigel Steele-Mortimer and Arnold Woolley

**ALSO PRESENT:** Councillors Bernie Attridge and Dennis Hutchinson

**CONTRIBUTORS:** Councillor Aaron Shotton, Leader of the Council & Cabinet Member for Finance; Councillor Billy Mullin, Cabinet Member for Corporate Management and Chief Executive

Senior Manager, Human Resources and Organisational Development - for minute numbers 66 & 68

Chief Officer (Governance), Service Manager (Customer Support) and Customer Service & Registration Manager - for minute 67

Corporate Finance Manager - for minute number 69

**IN ATTENDANCE:** Democratic Services Manager and Committee Officer

**71. DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)**

There were no declarations of interest.

**72. PEOPLE STRATEGY 2016-2019**

The Senior Manager, Human Resources and Organisational Development presented the draft People Strategy 2016-2019 which built on the foundations of previous work and incorporated the findings of an independent assessment of corporate services.

Work on the Strategy had involved a wider stakeholder group and set out roles and responsibilities across the workforce. The Strategy was intended for more wider use and the Council's approach was viewed as good practice by other authorities. A clear vision was set out to manage future changes with key outcomes aimed at supporting the achievement of the Council's Improvement Priorities. The development of a detailed action plan would enable the delivery of each of the five key strategic objectives.

The Chief Executive thanked the Committee for its past role in helping develop the Strategy and spoke about the need for a wide level of ownership. Of the five themes, 'Developing Workforce and Leadership Capacity' and 'Managing Performance' were considered the most stable whilst 'Planning the Workforce of

the Future' and 'Recognition and Reward' were viewed as more challenging due to the difficulties of recruitment and retention in a competitive job market.

Councillor Robin Guest paid tribute to the work of the late, former Chief Officer (People & Resources) and said that pressures on the workforce should not be underestimated. Following a query, it was stated that national Key Performance Indicators (KPIs) were under review and that only one on attendance management/absence applied in this case. The Senior Manager spoke about the aim to increase participation on the management development programme which would impact positively on all areas.

Councillor Billy Mullin thanked the Senior Manager and her team for their work and highlighted the importance of individual responsibility across the workforce on appraisal completion.

In response to a question from Councillor Richard Jones on the reported number of leavers in Social Services, it was explained that this was due to the way in which seasonal workers had historically been categorised on the system and that there would be consistency in future reporting.

The Chief Executive highlighted the recruitment of experienced Social Workers as a risk area whilst the difficulties in recruiting to social care was recognised regionally and nationally.

On the theme of leadership capacity, Councillor Paul Shotton asked about engagement with Coleg Cambria on management programmes. The Senior Manager reported a significant increase in the cohort for the programme with additional programmes now being sought. The Chief Executive spoke about the mentoring of individual managers following structural reviews and reappointments, and remained concerned about resilience and succession planning within a leaner workforce.

Councillor Arnold Woolley asked about the Council's ability to cope with any potential mental stresses on the workforce as a result of increasing pressures. The Senior Manager explained the proactive approach involving management training programmes to help identify stress and easy access to the Occupational Health Unit to enable targeted interventions.

**RESOLVED:**

- (a) That the Committee endorses the revised People Strategy 2016-2019 including the vision, outcomes and priorities and the specific roles and responsibilities of Human Resources and Development, Chief Officers, Managers/Supervisors and employees, in implementing this strategy;
- (b) That the Committee supports the development of a detailed action plan which will be shared in draft for comment before being taken to Cabinet; and
- (c) That the Committee invites period performance reports against key success measures (twice per annum).

### 73. DIGITAL STRATEGY

The Chief Officer (Governance) introduced the proposed Digital Strategy 2017-22 which replaced the existing IT Strategy and incorporated all of the Council's strategic aims for the IT service.

The six themes of the Strategy comprised four relating to front-line services and two directly linked to IT services which had been developed to support the Council's Improvement Priorities. The proposed delivery of 'digital first' services would maximise opportunities to access a range of Council services electronically to meet customer expectations - an approach already demonstrated by some other councils and across the private sector. The Strategy also reflected feedback from the recent Member workshop. A detailed action plan would monitor progress of the delivery of high-level actions and it was suggested that this be reported through the Organisational Change Overview & Scrutiny Committee as the most appropriate forum.

In response to comments from Councillor Ian Smith on 'digital first', the Chief Officer said that 89% of the adult population in the UK were able to access the internet with the majority doing so on a daily basis. By delivering services in this way, other councils had been able to free up resources to provide alternative support to individuals who were unable to access the internet. The Service Manager (Customer Support) and Customer Service & Registration Manager explained that dealing with digital exclusion formed part of the Strategy and they highlighted the range of support available to customers at Flintshire Connects offices and libraries to access online services. The Chief Executive acknowledged that some individuals may opt to use traditional methods of communication such as telephone, face-to-face or post, which would continue to remain available. However, the shift in recent years to maximise online opportunities meant that more options needed to be explored.

Councillor Aaron Shotton clarified the aim to extend online services for all residents who chose to use this method whilst ensuring that others were not disadvantaged. He went on to refer to the Council's role in the Universal Credit rollout pilot and the need to move forward and meet customer expectations whilst generating efficiencies.

The Chief Officer said that whilst the 'Digital business and community' theme comprised a number of supportive actions, the wider Strategy sought to ensure that no-one was excluded with additional help available and savings used to deliver alternative means of accessing services.

Councillor Paul Shotton acknowledged the assistance available at Flintshire Connects and stressed the importance of customer feedback in moving forward.

Councillor Robin Guest spoke in support of the report on the basis that customers were made aware of all options available to them. On the suggestion for the topic to be under the remit of the Organisational Change Overview & Scrutiny Committee, he asked whether officer responsibility for the Strategy would transfer accordingly. It was confirmed that the Chief Officer (Governance) would remain the lead officer for the Strategy which included a range of actions to

be taken forward across a number of portfolio areas. Councillor Aaron Shotton referred to the development of the Strategy, with involvement by all Chief Officers, and to include wider ICT opportunities to support economic development and lobbying for improved broadband services.

The Chairman and Councillor Richard Jones both spoke in support of the Committee retaining responsibility for monitoring progress of the Strategy. Members agreed with the suggestion by officers that this decision be left until the new Terms of Reference were agreed at the start of the new Council term.

Councillor Jones pointed out that the remaining 11% of adults who did not use the internet included the most vulnerable residents, for whom face-to-face contact with the Council may be vital. Councillor Nigel Steele-Mortimer also raised concerns if services were to become fully digital. The Customer Service & Registration Manager spoke about the sensitive approach to services such as registration and blue badges, and the gathering of feedback from Members and customers on priority areas. The Chief Officer highlighted the importance of links between the Digital Strategy and Customer Service Strategy to deliver services in accessible ways to the customer using a collective approach across the Council.

On the action to seek to improved broadband speeds in the county, Councillor Marion Bateman asked whether areas of poor coverage would be prioritised. The Chief Officer said that progress in working with BT and Welsh Government to make improvements across the county would be tracked in the action plan. The Chief Executive said that whilst progress had been made on prioritising urban and business areas, some other areas remained a challenge. He suggested that the new regional Director of BT, Alwen Williams, be invited to a future meeting of the Committee to provide an update on the broadband programme.

Councillor Andy Dunbobbin spoke in support of the report and asked about the use of outdated iPads and the potential for enhancing young people's access to the internet to improve education. The Chief Officer provided explanation on the programme for the replacement of IT infrastructure and investment in schools, whilst the Strategy included investment in skills to support digital use. He also advised on the process in place for dealing with Council iPads reaching the end of their life.

Concerns were raised by Councillor Arnold Woolley on IT security, in particular for online payments, and the importance of safeguarding both the customer and the Council. The Chief Officer explained that rigorous checks were undertaken on security levels through the 'Public Sector Network'. He gave assurance that stringent policies were in place to provide security on emails and payment transactions.

In response to comments from the Chairman, the Customer Service & Registration Manager explained about the acknowledgement of enquiries made on the website and progress monitoring of actions available on the mobile app.

The Chief Executive advised that the comments made by the Committee would be reflected when the report was presented to Cabinet.



**RESOLVED:**

- (a) That the Committee supports the proposed digital strategy before its adoption by Cabinet; and
- (b) That the Committee will retain Overview & Scrutiny responsibility for the Digital Strategy, pending a decision after the Election about the most appropriate committee.

**74. WORKFORCE INFORMATION REPORT - QUARTER 2 2016/17**

The Senior Manager, Human Resources and Organisational Development (HR & OD) presented the quarterly update report on workforce information which focussed on organisational performance and trends.

A continued decrease in headcount figures was reported and there was an improvement in employee attendance compared with the same period in 2015/16 with progress on track to meet the target. There were also improvements in the completion of appraisals where outcomes were being reviewed to inform training and development. Agency worker spend was significantly above target during the period mainly due to long-term vacancies in Streetscene & Transportation and spend outside the Matrix contract in Social Services. Since compilation of the report, the number of active agency placements had reduced considerably from 168 to 88. The recruitment of former agency workers to 55 permanent posts in Streetscene would be reflected in the figures and spend level for Quarter 3.

The Chief Executive referred to the changes in the Streetscene service which had impacted on the length of time taken to fill vacancies. He said that context was needed on recent press coverage of the agency worker figures and that an improved position expected in next period would be maintained. The Senior Manager shared up-to-date information showing 19 agency workers were currently engaged in the service, having reduced from 119 reported in September 2016.

Councillor Paul Shotton welcomed the improved attendance figures, pointing out that agency worker figures had not been a concern as there had been widespread recognition about the recruitment situation.

The Chairman asked whether the aspirational target of £1.25m spend on agency workers was considered realistic. The Senior Manager said that this target was achievable and that the long-term vacancies in Streetscene could not have been predicted. She went on to explain that whilst the permanent appointments had been made in September 2016, commencement dates depended upon clearance times which impacted on the figures reported.

Councillor Robin Guest pointed out that the overspend on Streetscene agency workers was offset by salary savings from the vacancies. In Social Services, it was explained that spend had been affected by vacancies that were difficult to fill or required specialist agencies outside the Matrix system. The Chief Executive spoke about the challenges in recruiting experienced professionals and that interim appointments were only made as a last resort. Work was being done

on agency workers in social care and off-contract appointments, and would be reflected in the next quarterly report.

In response to questions from Councillor Richard Jones, the difference between headcount figures and full-time equivalents was explained by dual positions held by a number of individuals. The Senior Manager agreed to seek clarification on the reason for the difference in reported statistics between teacher age profiles of 35-44 and 45-49. On the recruitment of long-term agency workers, she explained that support was available for those wishing to apply for permanent positions and that reasons were established for those who did not apply or were unsuccessful.

On equality and diversity, it was noted that the pie chart did not accurately reflect the figures for sexual orientation and that the category for 'other' should be included in 'prefer not to say'.

**RESOLVED:**

That the Committee accepts the Workforce Information Report for Q2 2016-17.

**75. REVENUE BUDGET MONITORING (MONTH 8)**

The Corporate Finance Manager introduced a report on the revenue budget monitoring position for 2016/17 as at Month 8 for the Council Fund and Housing Revenue Account (HRA) prior to its consideration by Cabinet on 17 January 2017.

On the Council Fund, the overall projected in-year position had improved by £2.886m due to the inclusion of previously approved accounting changes for Minimum Revenue Provision (MRP) which more than offset an operating deficit of £1.810m, and meant that net spend at the end of the financial year was now projected to be £1.076m lower than the budget.

Reference was made to two significant in-year pressure areas for Out of County Placements and Professional Support within Children's Services and the mitigating actions being taken to reduce costs.

It was also reported that 89% of planned efficiencies included in the budget were expected to be achieved.

On the HRA, an overspend of £0.037m was reported, with reserves projected to be within recommended guidelines.

Councillor Paul Shotton praised the change in MRP accounting policy which had reflected positively on the outturn. He expressed appreciation for the team in working to provide bus services to schools following the demise of GHA Coaches and asked for clarity on the distribution of the Welsh Government grant for replacement services. The Chief Executive advised that the grant would not cover the full cost of continuing with all of the services and that this remained an ongoing risk area. Whilst Flintshire would receive the majority share of this income, it was likely that 50% of the cost would need to be met by the Council.

On bus services, Councillor Richard Jones commented on the use of smaller companies and deposit requests from larger companies as ways of reducing risk and protecting the Council. The Chief Executive spoke about the increased costs involved in re-procuring services and the limited competition in the market.

Following a question from Councillor Robin Guest on unearmarked reserves, the Corporate Finance Manager confirmed that the £0.076m allocated for play schemes was for the current financial year and that the additional sum quoted for 2017/18 would need to be taken from the remaining amount.

**RESOLVED:**

- (a) That the Revenue Budget monitoring Report for Month 8, 2016/17 be accepted; and
- (b) That having regard to the extent of the detail provided in the report, the Committee confirms that there are no specific issues which it wishes to bring to the attention of the Cabinet.

**76. FORWARD WORK PROGRAMME**

The Forward Work Programme was considered and the following actions agreed:

- The Budget Part 3 closing strategy would be considered along with the Capital Programme at the all-Member budget meeting on 20 January 2017.
- An additional item on cyber-crime was scheduled for the meeting on 9 March 2017 with Sergeant Peter Jones of North Wales Police in attendance. Members were asked to forward any questions/issues to the Democratic Services Manager in advance of the meeting.
- Following earlier discussion, Alwen Williams of BT would be invited to a meeting to discuss the broadband programme, in the current municipal year if possible.

On the Welsh Language Policy to be considered at the meeting in February 2017, the Chief Executive was pleased to report that all queries had been resolved satisfactorily with the Welsh Language Commissioner to achieve a reasonable set of Standards for the Council.

**RESOLVED:**

- (a) That the Forward Work Programme, as submitted, be approved with amendments; and
- (b) That the Democratic Services Manager, in consultation with the Chair, be authorised to vary the Forward Work Programme between meetings, should this be necessary.

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

There were no members of the press or public in attendance.

(The meeting started at 10.00 am and ended at 12.15 pm)

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**Chairman**



## CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

<b>Date of Meeting</b>	Thursday, 9 February 2017
<b>Report Subject</b>	Corporate Safeguarding
<b>Cabinet Member</b>	Cabinet Member for Corporate Management
<b>Report Author</b>	Chief Executive
<b>Type of Report</b>	Strategic

### EXECUTIVE SUMMARY

The Wales Audit Office (WAO) published a report in July 2015: 'Review of Corporate Safeguarding Arrangements in Welsh Councils'. They reported that corporate safeguarding responsibilities within local authorities across Wales were not always well understood and identified that corporate safeguarding responsibilities needed to be fully integrated with the work of other services.

Safeguarding is a wider concept than the protection of children and adults and deals with the promotion of:

- Physical, emotional and mental health;
- Protection from harm and neglect;
- Education, training and leisure;
- Contribution to society

Safeguarding is a shared responsibility. Whilst Social Services is the lead Service within the Council for dealing with enquiries and allegations / concerns that children and adults may be suffering significant harm, everyone, whatever their role, has a responsibility to safeguard the well-being of children, young people and adults.

The purpose of this report is to set out the work being undertaken to ensure that the Council fulfils its safeguarding responsibilities and to present the draft Corporate Safeguarding policy for consideration prior to wider consultation.

## RECOMMENDATIONS

1	To be assured that work is being undertaken to improve corporate arrangements for safeguarding children and adults.
2	To consider and review the draft Corporate Safeguarding policy.
3	To receive annual reports on work carried out to improve corporate safeguarding arrangements and the effectiveness of relevant policies.

## REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING CORPORATE SAFEGUARDING</b>
1.01	Safeguarding is the responsibility of all services across the Council, not just those that work directly with children and vulnerable people. It is everybody's responsibility. The Council's responsibilities for safeguarding is set out in legislation including the Social Services and Well-being (Wales) Act 2014. This Act was implemented in April 2016 and created a duty on all local authority employees, elected members and relevant partners to report any actual or suspected incidents of abuse or harm.
1.02	In 2015, the WAO examined the corporate assurance arrangements within councils and the extent to which they are operating, effective management and assurance processes and controls for safeguarding children. The WAO found that many of the corporate safeguarding responsibilities within local authorities across Wales were underdeveloped and not well understood. The report by the WAO identified eight recommendations for councils, including ensuring there is "a corporate county wide policy on safeguarding covering all council services": The WAO report is attached as Appendix 1.
1.03	An internal Corporate Safeguarding Panel was established in December 2015 to ensure that there are robust arrangements for protecting children, young people and adults. The Panel will ensure that the Council fulfils its safeguarding duties corporately and in partnership with other statutory agencies. It is jointly chaired by the Chief Officer, Social Services and Chief Officer, Education and Youth and comprises a designated Safeguarding Lead from every Portfolio. The Cabinet Member, Social Services and Cabinet Member, Corporate Management are also members of this Panel.
1.04	The Terms of Reference of the Corporate Safeguarding Panel are attached as Appendix 2. This Panel does not replace the existing arrangements that are already in place in Social Services and schools; this Panel supports the Council, across all of its functions, to deliver its safeguarding duties.
1.05	The Corporate Safeguarding Panel undertook a self-assessment against the checklist set out in the WAO report and has developed a work programme to address the findings. Actions in the work programme include:

	<ul style="list-style-type: none"> <li>• the development of a full Corporate Safeguarding policy. The policy will set out how Flintshire County Council will meet its obligations towards the safeguarding of children and adults;</li> <li>• developing and implementing a corporate safeguarding training programme aimed at all employees and elected members within the Council (there will be different levels of training according to role and function); and producing an annual safeguarding report to Cabinet and Scrutiny Committees.</li> </ul>
1.06	<p>The draft Corporate Safeguarding policy is attached as Appendix 3 and provides a framework to safeguard and protect children and adults. The policy describes the roles and responsibilities expected of every employee, as well as the role of elected members, volunteers and contractors. It includes information on the types of abuse, recognising abuse and how to report any concerns. The policy does not replace existing arrangements within Social Services to safeguard children and adults; it has been produced to set out the duty of the Council as a whole organisation, making clear the responsibilities at all levels, regardless of their area of work. Social Services will remain responsible for co-ordinating investigations into any concerns.</p>
1.07	<p>The implementation of the policy will be measured through the following performance indicators:</p> <ul style="list-style-type: none"> <li>• % of employees receiving safeguarding training as they receive induction</li> <li>• % of relevant employees attending safeguarding training</li> <li>• % of councillors attending safeguarding training</li> <li>• Referral rates from services other than Social Services</li> <li>• % of adult protection Referrals completed where the risk has been managed</li> <li>• % of reviews of children on the Child Protection register due in the year that were carried out within the statutory timescales</li> <li>• % of initial child protection conferences that were due in the year and were held within 15 working days of the strategy discussion</li> <li>• Number of referrals from non- specialist teams.</li> </ul>
1.08	<p>The Corporate Safeguarding Panel will report to Cabinet on an annual basis. The Corporate Safeguarding Panel Annual Report will draw attention to the Council's performance in complying with the Corporate Policy and Guidelines. The Annual Report will be reviewed by Chief Officer Team, the Cabinet and the Corporate Resources Overview and Scrutiny Committee. In addition, on behalf of the Council as a whole, the Safeguarding Panel will report to the Regional Safeguarding Board.</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	There are financial implications for rolling out a training programme to ensure employees have the skills and knowledge for the Council to identify potential safeguarding issues and know how to make a referral. This training is embedded within Social Services but will need to be cascaded to employees in other Portfolios.
2.02	Employees need to understand that safeguarding is everybody's responsibility and any concerns should be reported to Social Services for them to co-ordinate investigations.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	This draft policy has been circulated to the Corporate Safeguarding Panel for their comments. It will need to be circulated internally for wider consultation.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	An equality and Welsh language impact assessment is being undertaken on the Corporate Safeguarding policy. It is anticipated that this will have a positive impact on all protected groups.
4.02	The work programme of the Corporate Safeguarding Panel supports the Council to meet its statutory obligations in the safeguarding of all children, young people and adults. Not having appropriate, clear policies and procedures in place, and lack of awareness and knowledge of safeguarding within the organisation, could put children, young people and adults at risk.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1: Wales Audit Office "Review of Corporate Safeguarding Arrangements in Welsh Councils". <a href="http://www.audit.wales/system/files/publications/365A2015_safeguarding_english_final.pdf">http://www.audit.wales/system/files/publications/365A2015_safeguarding_english_final.pdf</a>
5.02	Appendix 2: Corporate Safeguarding Panel Terms of Reference
5.03	Appendix 3: Draft Corporate Safeguarding policy



<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>None.</p> <p><b>Contact Officer:</b> Fiona Mocko, Policy Advisor, Equality and Cohesion  <b>Telephone:</b> 01352 702122  <b>E-mail:</b> <a href="mailto:fiona.mocko@flintshire.gov.uk">fiona.mocko@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<p><b>Safeguarding:</b> is about protecting children and adults from abuse or neglect and educating those around them to recognise the signs and dangers.</p>

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**FLINTSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING PANEL**  
**TERMS OF REFERENCE**

**1. Purpose**

1.1 To ensure that “Safeguarding” is everybody’s business in every Service within the Council working on the premise that “Safeguarding” is a wider concept than the protection of children and adults and deals with the promotion of:

- Physical, emotional and mental health;
- Protection from harm and neglect;
- Education, training and leisure;
- Contribution to society
- Social and economic well-being.

1.2 To ensure that the Council has in place, and is operating, effective management and assurance processes and controls for safeguarding children and vulnerable adults and fulfils its duties corporately and in partnership with other statutory agencies.

1.3 To consider matters referred to the Panel within its terms of reference and to drive forward improvements in safeguarding.

**2. Responsibilities of the Panel**

2.1 To take an overview of the Council’s (and partner agencies) responsibilities towards safeguarding and examine ways in which the Council as a whole and partner agencies can secure the safeguarding and wellbeing of children and vulnerable adults in the area.

2.2 To ensure that the Council and its departments are fully compliant with legislation and policy pertaining to safeguarding.

2.3 To ensure there are good joint working arrangements between Council departments and partner agencies, including working arrangements with the North Wales Safeguarding Boards

2.4 To monitor and scrutinise the performance of safeguarding activities across the Council supporting good practice and challenging and holding to account poor practice

2.5 To ensure that positive practices are maintained, lessons are learnt and changes made in the areas that require improvements.

2.6 To develop and oversee implementation of a Council wide safeguarding policy.

2.7 To develop and oversee implementation of a corporate Safeguarding Workforce Development Strategy and Training Plan

2.8 To develop and oversee implementation of an annual work programme for the Panel

2.9 To maintain a strategic overview of all developments, plans, policies and strategies for safeguarding and to make appropriate recommendations for action.

2.10 To produce an annual safeguarding report (that will link with the requirements for an annual report through the North Wales Safeguarding Board)

2.11 To ensure safe recruitment processes are implemented and adhered to across the Council

2.12 To ensure that thematic safeguarding issues are actively addressed across the Council e.g. human trafficking/ modern slavery/ child sexual exploitation.

2.13 To ensure Members are regularly updated on issues relating to safeguarding practice

### **3. Membership**

3.1 Membership of the group will include:

- Chief Officer Social Services (Chair)
- Chief Officer Education and Youth (Vice Chair)
- Senior Manager for Safeguarding in Social Services
- Designated Safeguarding Leads from each Council portfolio (see Appendix 1)
- Human Resources Service representative
- Corporate Services
- Elected member

3.2 In exceptional circumstances a portfolio representative must be identified to attend a meeting if the named representative is unable to attend.

3.3 Additional members can be co-opted onto the Panel with the approval of the Chair.

3.4 According to the agenda individuals that are not part of the Panel may be invited to attend meetings to discuss and/or present key items.

### **4. Governance Arrangements**

4.1 The group will meet on a quarterly basis (or more frequently if required)

4.2 Business support will be provided through Corporate Services

4.3 Designated Safeguarding Leads will be responsible for disseminating and obtaining information back into their service areas and will be accountable for the completion of actions and tasks attributed to their service area.

4.4 The corporate safeguarding group will report key risks, issues and performance to the Chief Officer Team on a quarterly basis and will act as the corporate conduit to the North Wales Safeguarding Boards for adults and children's.

4.5 Reporting to Scrutiny Committees and Cabinet

- Corporate Resources and Overview Scrutiny AND Cabinet will receive information regarding the work of the Corporate Safeguarding Panel through an Annual Safeguarding report. This will provide an opportunity for Members to scrutinise and challenge
- Reports detailing the specific work within individual portfolios will be reported through the relevant Scrutiny Committee in accordance with the agreed forward work programme.
- Members of the Scrutiny Committee and Cabinet will receive information regarding the work programme of the Corporate Safeguarding Group, the progress against this work programme and the main messages stemming from the performance management and quality assurance arrangements;
- The observations of the Scrutiny Committee and Cabinet will be considered when determining the priorities of the Panel's future work programmes.

Version Control Number	Status
Version 1.0	DRAFT
Version 1.1	FINAL (14/12/15)

## Appendix 1

Designated Managers (leads) for dealing with safeguarding children and adult's issues within every service have now been identified as detailed in the table below. Appendix 1 includes a draft role profile but this would need to be refined and agreed with the individuals listed.

The Designated leads for each Council portfolio are detailed below

<b>Portfolio</b>	<b>Named Lead</b>
Corporate Services	Fiona Mocko
Transportation and Streetscene	Katie Wilby
Organisational Change (IB)	Kate Leonard
Organisational Change (NC)	Gill Chapman
Planning and Environment	Sian Jones
Education and Youth	Dave Messum
Housing	Katie Clubb
Social Services	Jayne Belton Jane Davies Ruth Hale
Governance	Sharon Carney



# Flintshire County Council

## Corporate Safeguarding Policy

Approved at				
Date Approved				
<b>Version</b>	<b>Description of Reason for Change</b>	<b>Author</b>	<b>Authorisation</b>	<b>Date Issued</b>
	<i>Original Issue</i>			
	<i>Annual Review</i>			
	<i>Additional Section</i>			

# Flintshire County Council Corporate Safeguarding Policy

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## **1.0 Introduction**

1.1 Safeguarding adults, young people and children is a priority for the Council; the Council take seriously its responsibilities to keep people safe. The Corporate Safeguarding Policy provides a framework for all Council services to safeguard and protect children and adults. This document outlines Flintshire County Council's policy on identifying and responding to concerns regarding the safeguarding and protection of children and adults.

1.2 "Safeguarding" is a wider concept than the protection of children and adults and deals with the promoting of:-

- Physical, emotional and mental health
- Protection from harm and neglect
- Education, training and leisure
- Contribution to society
- Social and economic well-being

It includes everything a Council can do to keep people safe, including minimising the risk of harm and accidents, taking action to tackle safety concerns and ensuring people grow up and live in safe circumstances.

1.3 Keeping children and adults safe is everyone's business, we all share a responsibility both corporately and individually to safeguard and promote the welfare of children and adults and protect them from others who may abuse them. Whilst Social Services is the lead Service for dealing with enquiries regarding allegations /concerns that children and adults may be suffering significant harm, everyone has a responsibility to safeguard the welfare of children, young people and adults whatever the role of the individual.

1.4 All Council employees, elected members, contractors and volunteers who come into contact with children or vulnerable adults in the course of their work have a duty of care to safeguard and promote their welfare and to work to prevent, detect and report neglect and abuse. This policy applies to Flintshire County Council employees, councillors, volunteers and organisations commissioned to provide services on behalf of the Council. It also applies to organisations who receive grants from the Council.

1.5 Schools are required to develop their own Safeguarding policies to include their own employees, contractors and volunteers.

## **2.0 Legislative Context**

2.1 The Council's responsibilities to keep adults and children safe is set out in a variety of legislation and Codes of practice, these are set out in Appendix 1. The policy is supported by the following internal policies and procedures:

[Customer Service Policy](#)

[Diversity and Equality Policy](#)

[Disclosure and Barring Service \(DBS\) policy](#)

[Internet Usage Policy](#)

[Recruitment and Selection Policy](#)

[Social media Policy](#)

[Whistle blowing Policy](#)

### **3.0 Objectives and Principles of this policy**

3.1 The following are the objectives of the Safeguarding Policy and Guidelines:-

- To provide a framework to prevent, detect and report neglect and abuse.
- Ensure that appropriate steps are implemented to deal with any allegation or concern.
- To ensure Services are planned or delivered in a way which safeguards children and adults.
- Employees are able to conduct themselves safely.
- To highlight how Flintshire County Council undertakes its legal commitments in the field of safeguarding children and adults.
- To give assurance to members of the public, service users, councillors, employees and people working on behalf of the Council that there are clear arrangements in place to safeguard and protect children and adults.
- To provide Council employees and councillors with clear guidelines to identify when a child or adult may be at risk of harm.

3.2 The principles underpinning this policy and its application are:

- We believe that every child and adult (whatever their background, culture, age, disability, sex, ethnicity, religious belief, marital status, sexual orientation and transgender status) has a right to participate in a safe society without any violence, fear, abuse, bullying, exploitation and discrimination.
- We believe every child and adult has the right to be protected from harm, exploitation and abuse.
- We will put the welfare of children and adults at the heart of our policies and procedures.
- We will work closely in partnership with children, their parents, carers and adults and other agencies to safeguard and promote the welfare of children and adults.
- We will respect the rights, wishes, feelings and privacy of children and adults by listening to them and minimising any risks that may affect them.
- We will invest in preventative work and early intervention and try to avoid situation where abuse or allegations of abuse or harm may occur.
- We want to ensure a working environment where our employees feel confident to raise any concerns about any perceived malpractice within the Council.

### 3.3 Outcomes

We will measure the effect regularly and achieve the following high level outcomes:

- There is a clear understanding amongst employees, councillors, partner agencies and others working on behalf of the Council of the policies and guidelines for safeguarding children and adults.
- Robust corporate and service procedures are in place to ensure compliance with the policy.
- There will be consistency between this policy and the all-Wales procedures associated local protocols for safeguarding children and adults.
- Employees and councillors attend training
- Children and adults are safeguarded

### 4.0 Roles and Responsibilities

4.1 Every councillor, every employee, every volunteer and every contracted service provider has a responsibility to adhere to the procedures and guidance set out in this policy. By following the correct procedures and guidance, it is possible to ensure that the appropriate steps are implemented to deal with any allegation or concern, services are planned and delivered in a way which safeguards children and adults and employees are able to conduct themselves safely.

4.2 Every Portfolio within the Council has a key role to play and has to take full ownership of safeguarding. Every Portfolio needs to understand where safeguarding issues are most likely to arise in their particular service and ensure that employees receive appropriate training and are aware of this policy.

4.3 The Chief Executive has the general responsibility for ensuring that there is an effective safeguarding policy and procedures for children and adults in place and that they are implemented. However, there are some key officers who have specific responsibilities for safeguarding.

#### 4.4 Chief Officer Social Services, Statutory Director (Social Services)

In line with the Code of Practice on the Role of Directors of Social Services under Part 8 (Social Services Functions) of the Social Services and Well-being (Wales) Act 2014, the Chief Officer Social Services is responsible for the following:

- Safeguarding children and adults at risk of abuse or neglect is everyone's responsibility. However, the director of social services must show leadership to ensure effective safeguarding arrangements are in place both within the local authority and by relevant partners.
- The director of social services must oversee and report to councillors, on a consistent basis, regarding the operation, monitoring and improvement of child and adult safeguarding systems within the local authority.
- Defined arrangements with other officers within the local authority, particularly the head of adult services and head of children services, must be clear in relation to delegation and reporting arrangements related to safeguarding issues.

- Both Safeguarding Children Boards and Safeguarding Adult Boards must include a representative with a sufficient level of seniority from each local authority within the Board's area. This includes, but is not limited to, the director of social services. In the absence of the director, another officer who is acceptable to the director and of sufficient seniority may attend in their place.
- Each partner has equal responsibility for the exercise of functions of Safeguarding Boards, rather than being a specific local authority function. The director of social services must support effective partnership working and ensure safeguarding duties are effectively discharged collaboratively by Safeguarding Boards. These include in relation to:
  - Contributing to the review and development of policies and procedures to safeguard children and adults at risk;
  - Raising awareness of abuse, neglect and harm in a Board's area;
  - Regularly reviewing the effectiveness of local safeguarding measures;
  - Undertaking and ensuring lessons are learnt from Child Practice Reviews and Adult Practice Reviews;
  - Disseminating information about safeguarding best practice and learning;
  - Ensure practitioners across all safeguarding partners are receiving or have access to appropriate safeguarding training; and
  - Ensuring there are effective, understood and publicised arrangements for the reporting of children and adults suspected of being at risk of abuse or neglect.

Whilst every employee has a responsibility to safeguard and promote the welfare of children and adults, the Chief Officer, Social Services, is the Senior Officer in the Council with the final and indivisible accountability for this.

#### **4.5 Chief Officer, Education and Youth**

The Chief Officer, Education and Youth, is jointly responsible for chairing the Corporate Safeguarding Panel alongside the Chief Officer, Social Services.

Key tasks of the Chief Officer- Education and Youth include working to:

- improve the well-being of children and young people in the area;
- safeguard and promote the welfare of children and young people;
- ensure effective working between Public Service Board partners;
- promote strategic change for children and young people in the area;
- create a collaborative culture for decision making and improving performance; and
- promote the values of the United Nations Convention on the Rights of the Child.

#### **4.6 Designated Safeguarding Lead within each Portfolio**

Every Portfolio within the Council will be required to nominate a "Designated Safeguarding Lead" who will be responsible for:

- being familiar with national safeguarding legislation (such as Safeguarding Children: Working Together under the Children Act 2004); the Council's Corporate Safeguarding Policy; the All Wales Child Protection Procedures and the Policy and Procedure for the Protection of Vulnerable Adults.

- representing their Service on the Council’s Corporate Safeguarding Panel and contributing to the business of the Panel as required.
- attending the relevant training and development activities for “Designated Safeguarding Leads”.
- ensuring all staff within their area have had the relevant information / training;
- ensuring that safeguarding remains a ‘live’ issue within the service.
- co-ordinating a service wide assessment and audit of safeguarding practice and processes.
- keeping abreast with key developments within national, regional and local fora that have a safeguarding element e.g. North Wales Safeguarding Board activities and developments.
- raising relevant issues at the Corporate Safeguarding Panel.

The Designated Safeguarding Lead for each Portfolio are as follows:

Portfolio	Contact
Community and Enterprise	Katie Clubb
Corporate Services	Fiona Mocko/Karen Armstrong
Education and Youth	Ian Budd/Claire Sinnott/Claire Homard
Organisational Change 1	Kate Leonard
Organisational Change 2	Gill Chapman
People and Resources	Sharon Carney
Planning and Environment	Sián Jones
Social Services	Neil Ayling/Ruth Hale/Jane Davies/Jayne Belton
Streetscene	Kate Wilby

#### 4.7. Chief Officers

4.7.1 All Chief Officers, through their Management Teams, will be jointly responsible for ensuring that all the statutory requirements in terms of safeguarding and promoting the welfare of children and adults receive due consideration. This includes the quality, content and frequency of training provided and maintaining sufficient employee training records.

4.7.2 All Chief Officers must ensure that their employees are appropriately checked through the Disclosure and Barring Service (DBS) procedures and that employees conform to the DBS policy and guidelines for Safeguarding Children and Adults. All Chief Officers must ensure that records are kept of every check that is made by the Disclosure and Barring Service.

4.7.3. All Chief Officers are will ensure that employees are aware of this policy and receive appropriate training.

## **4.8 Line Managers**

Every Line Manager is responsible for ensuring that the employees for which they are responsible receive the training which they need, proportionate to their responsibilities. A Training Strategy will be prepared setting out which employees should receive safeguarding training and to what level. A priority will be the training of Designated Safeguarding Lead in each Portfolio.

## **4.9 Employees and Volunteers**

All employees and volunteers are responsible for undertaking their duties in a manner which safeguards and promotes the welfare of children and adults. They must also act in a way which protects them against false allegations of abuse as far as possible and in accordance with this policy. They must bring issues of concern regarding the safety and welfare of children and adults to their manager who will notify Social Services. It is not an individual's responsibility to decide whether a person has been abused or not- it is the responsibility of Social Services to co-ordinate investigations.

## **4.10 Contractors, Sub-contractors or other Organisations funded by or on behalf of Flintshire County Council**

Contractors, sub-contractors or other organisations funded by or on behalf of the Council are responsible for arranging checks through the Disclosure and Barring Service and the Independent Safeguarding Authority. They are also responsible for ensuring that their employees comply with regulatory and contractual arrangements relating to safeguarding children and adults. Some organisations are also required to undertake an annual self-assessment of safeguarding arrangements, and to report outcomes, as part of contract monitoring arrangements. It is expected that this will apply to more organisations over time. Contractors are also responsible for informing relevant managers of the Council about any concerns they may have and to refer protection issues.

4.11 A copy of "Signs of Abuse and Modern Slavery" is attached in Appendix 2 and the "Code of Conduct and Safe Working Practices" at Appendix 3.

## **5.0. ROLE OF ELECTED MEMBERS**

5.1 It is a requirement that every councillor attends training on safeguarding children and adults. A register will be kept of those attending and this will be reported as part of the performance monitoring arrangements co-ordinated by the Corporate Safeguarding Panel. The training will raise awareness amongst Flintshire councillors of this policy and guidelines and increase their understanding of the safeguarding procedures which exist within the Council and ensure that they recognise signs of abuse and know how to refer concerns to Social Services.

5.2 The Cabinet Member for Social Service and the Cabinet Member for Corporate Management will be standing members of the Corporate Safeguarding Panel.

5.3 Members of the Corporate Resources and Overview Scrutiny Committee will receive information regarding the work of the Corporate Safeguarding Panel through the Annual Report. This will provide an opportunity for Members to scrutinise and challenge the Corporate Safeguarding Panel. Members of the Scrutiny Committee will receive information regarding the work programme of the Corporate Panel, the progress against this work programme and the main messages stemming from the performance management arrangements. The observations of the Scrutiny Committee will steer and influence the priorities of the Corporate Safeguarding Panel's work programme.

5.4 A copy of the "Good Practice Guidelines for Councillors- Safe Contact with Children and Vulnerable Adults" is in Appendix 4.

## **6.0. THE REFERRAL PROCESS**

### **6.1. Recognition and Referral**

Suspicion about abuse may take the form of 'concerns' rather than 'known facts'. Safeguarding concerns can arise in many different contexts, including when they are already known to Social Services. While concerns will not necessarily trigger an investigation, they help to build up a picture, along with concerns from other sources, which may indicate that they may be suffering harm.

6.2 Allegations of potential abuse against a colleague, carer, volunteer, agency or any other individual must be reported to Social Services. Employees/councillors with concerns regarding the safety of an individual, or the behaviour of a colleague towards children or an adult or who receive allegations of potential abuse against a colleague, carer, volunteer, agency should inform their manager who will notify Social Services. Councillors should report concerns direct to Social Services.

6.3 Concerns should be shared with Social Services as soon as a problem, suspicion or concern about a child or adult becomes apparent, and certainly within 24 hours. This will ensure the risks are managed and appropriate action is considered. It is not an option to 'wait and see' or to dismiss the concern as not relevant. Failure to report suspicions / allegations of harm or abuse in a timely or appropriate manner will be treated seriously and may be investigated in accordance with the Council's disciplinary policy. Sharing the right information, at the right time, with the right people, is fundamental to good practice in safeguarding children and adults.

6.4 Social Services contact details:

**Children-** During office hours contact Social Services on 01352 701000  
Outside of office hours, please telephone the Duty Social Worker on: 0845 0533116

**Adults** - During office hours contact Social Services on 01352 803444  
or contact the Police directly if it is believed that a crime has been committed.

Outside of office hours contact the Police on 101.

Contact the police directly if it is believed that a crime has been committed.

6.5 Social Services will follow their own internal procedures on receipt of a referral to ensure that the right agencies and people investigate the abuse and that the adult or child is safe.

6.6 Employees must **not**

- investigate or ask leading questions
- agree to keep it a secret or promise confidentiality- but should give assurances that information will be shared on a need to know basis only so that the matter can be investigated in order to keep others children/adults safe
- touch or clear away evidence
- make assumptions or offer alternative explanations
- contact the alleged abuser
- talk to other employees, councillors, friends or service users about the information that has been shared with you.

**The Police must be contacted immediately if the child or adult is in danger.**

#### Flow chart

Alert



Report concerns of abuse or neglect immediately to manager  
(unless you suspect they are implicated, in this case report to their senior manager).



Manager should report to Social Services  
**(If an adult or child is in danger the police should be contacted)**



Social Services will co-ordinate investigations and ensure adult or child is safe



Social Services will feedback the outcome of the investigation to the manager and initial alerter



## **7.0. COMMUNICATION**

7.1 The Corporate Safeguarding Panel will develop an annual communication plan to raise awareness and understanding of safeguarding both internally and externally to ensure employees recognise the signs and know how to report concerns. Key safeguarding messages will be disseminated to the workforce following meetings of the Corporate Safeguarding Panel.

7.2 This policy will be cascaded widely to all employees and relevant partners.

## **8.0 CORPORATE GOVERNANCE ARRANGEMENTS**

### **8.1 Corporate Safeguarding Panel**

The purpose of the Safeguarding Panel is to

- ensure that “Safeguarding” is everybody’s business in every Service within the Council working on the premise that “Safeguarding” is a wider concept than the protection of children and adults and deals with the promotion of:
  - Physical, emotional and mental health;
  - Protection from harm and neglect;
  - Education, training and leisure;
  - Contribution to society
  - Social and economic well-being.
- ensure that the Council has in place, and is operating, effective management and assurance processes and controls for safeguarding children and vulnerable adults and fulfils its duties corporately and in partnership with other statutory agencies.
- consider matters referred to the Panel within its terms of reference and to drive forward improvements in safeguarding.

The full Terms of Reference for the Corporate Safeguarding Panel is in Appendix 5.

8.2 This Panel will receive information regarding the working practices and procedures of every Service in the Council, providing assurance that the Services are meeting their duties in accordance with the Corporate Safeguarding Policy and Guidelines. In addition, the Panel will receive information regarding the performance management arrangements of every Service, to show that they are discharging their duties in a manner which safeguards children and adults.

8.3 The Corporate Safeguarding Panel will report to Cabinet on an annual basis. Every Cabinet Member will receive assurance from the Panel, that a clear work programme is in place and that the Council’s policies and procedures are robust in the safeguarding field. In the Annual Report, there will also be an opportunity for the Corporate Safeguarding Panel to highlight any obstacles or concerns they may have in terms of the response or performance of any Portfolio in the Council. Any lessons from Adults/ Child Practice Reviews will also be identified to Cabinet as part of the

Annual Report. Safeguarding will also be included within quarterly Improvement Plan reports.

8.4 The Chief Officer Team will also receive the annual report, with more frequent reporting as and when required. This provides assurance to the Chief Executive that safeguarding is receiving its due attention within the Council.

8.5 The Panel complements the role of the Regional Adult/ Children Safeguarding Children Board. These focus on ensuring that robust multi-agency arrangements are in place to safeguard children and vulnerable adults and that key partners have appropriate safeguarding systems in place. The role of the Flintshire Corporate Safeguarding Panel is to ensure effective oversight of safeguarding across the wide range of services which the Council provides and commissions.

## **9.0. REPORTING, MONITORING AND REVIEWING**

9.1. The Corporate Safeguarding Panel Annual Report will draw attention to the Council's performance in complying with the Corporate Policy and Guidelines. The Annual Report will be submitted to the Chief Officer Team, the Cabinet and to the Corporate Resources Overview and Scrutiny Committee. In addition, on behalf of the Council as a whole, the Safeguarding Panel will report to the Regional Safeguarding Board as part of requirements under section 28 of the Children Act 2004.

9.2. It is proposed to submit the Annual Report every June. Specific attention will be given initially to the following Performance Indicators. It is anticipated that this dataset will evolve over time to better capture the breadth of safeguarding activity:

- % of employees receiving safeguarding training as they receive induction
- % of councillors attending safeguarding training
- Referral rates from services other than Social Services
- The percentage of adult protection Referrals completed where the risk has been managed – 16/17 Target = 98-100%
- % of reviews of children on the Child Protection register due in the year that were carried out within the statutory timescales – 16/17 Target = 98%
- % of initial child protection conferences that were due in the year and were held within 15 working days of the strategy discussion – 16/17 target = not set
- Number of referrals from non- specialist teams

9.3. The Corporate Safeguarding Panel will undertake half yearly monitoring and review of relevant performance indicators. The Regional Safeguarding Children Board already receives core data on a regular basis. Any concerns regarding underperformance/slippage will be a potential "line of enquiry" in service challenges and will require a clear action plan to respond to the concerns.

This Safeguarding Policy will be reviewed every three years or if any amendments occur in legislation or in consideration of changes in working practices which may stem from incidents or allegations.

DRAFT

## APPENDIX 1

**Children Act 1989 and 2004** - places a statutory duty on a range of organisations to make arrangements to ensure that their functions, and services provided on their behalf, are discharged having regard to the need to safeguard and promote the welfare of children.

### [Working Together under the Children Act 2004](#)

The Welsh Assembly Government's "Safeguarding Children: Working Together under the Children Act 2004" provides a framework for Education and Youth Services' safeguarding work and a basis for inter-agency and multi-disciplinary co-operation in referral, assessment, care planning, intervention and review processes. Education and Youth Services must also be compliant with:

- Safeguarding Vulnerable Groups Act 2006: Controlled Activities
- All Wales Child Protection Procedures 2008;
- National Assembly for Wales Circular 34/02 Child Protection: preventing unsuitable people from working with children and young people in the education service; and
- Safeguarding Children in Education: WAG circular 05/08.

**All Wales Child Protection Procedures 2008** - help safeguard children and promote their welfare

**Counter Terrorism and Security Act 2015** - identifies that children and adults may be vulnerable to ideologies that place them, their families and the general public in danger should they be enticed to act upon extremist beliefs. Identifying individuals at risk and determining what action is necessary to support them is complemented by the 'Channel' multi-agency intervention process which deters continued involvement.

**Crime and Disorder Act 1998** –this Act places a duty on the Council to ensure that every reasonable step is taken to protect adults and prevent crime and disorder when it undertakes its functions.

**Education Act 2002**- Statutory Guidance Keeping People Safe in Schools, sets out the legal duties that must be followed to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges.

**Equality Act 2010**- Protects people from discrimination in employment and wider society. The Act places a duty on public bodies to:

- eliminate discrimination
- advance equality of opportunity
- foster good relations between different people when carrying out their activities

**European Convention Rights of the Child**- is an international treaty to meet the needs of children, the rights in the treaty include protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation

**Human Rights Act 1998-** sets out the fundamental rights and freedoms that everyone in the UK is entitled they include Freedom from torture and inhuman or degrading treatment and Freedom from slavery and forced labour. The Act places legal duties on public authorities to respect human rights in their decisions and actions, they include right not to be tortured or treated in an inhuman way.

**Licensing Act 2003** - The Act sets out four licensing objectives which must be taken into account when a local authority carries out its functions. They are:

1. the prevention of crime and disorder,
2. public safety,
3. prevention of public nuisance, and
4. the protection of children from harm

**Modern Slavery Act 2015** aims to eradicate modern slavery, which encompasses human trafficking, slavery, forced labour and servitude.

**Social Services and Well Being Act 2014** introduces a strengthened, robust and effective partnership approach to safeguarding. It requires local authorities to arrange preventative services, including in relation to contributing towards preventing people from suffering abuse or neglect. Each professional and organisation must do everything they can, to ensure that children and adults at risk are protected from abuse. The Act includes Statutory Guidance [Working together to Safeguard people](#)

**Violence Against Women and Sexual Violence (Wales) Act 2015** aims to improve

- (a) arrangements for the prevention of gender-based violence, domestic abuse and sexual violence;
- (b) arrangements for the protection of victims of gender-based violence, domestic abuse and sexual violence;
- (c) support for people affected by gender-based violence, domestic abuse and sexual violence.

## APPENDIX 2

### Signs of Abuse and Modern Slavery

#### Children in Need

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child either directly by inflicting harm, or indirectly, by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them; or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

There are four types of child abuse. They are defined in the All Wales Child Protection Procedures and Welsh Government guidance *Safeguarding Children: Working Together Under the Children Act 2004* as follows:

#### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### The physical signs of abuse may include:

- unexplained bruising, marks or injuries on any part of the body
- multiple bruises- in clusters, often on the upper arm, outside of the thigh
- cigarette burns
- human bite marks
- broken bones
- scalds, with upward splash marks
- multiple burns with a clearly demarcated edge.

N.B. Most children will collect cuts and bruises as part of the rough-and-tumble of daily life. Injuries should always be interpreted in light of the child's medical and social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees, shins, and are often on the front of the body. Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given, or visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks.

#### Changes in behaviour that can also indicate physical abuse:

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example in hot weather
- depression or withdrawn behaviour
- running away from home.

## **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Changes in behaviour which can indicate emotional abuse include:**

- neurotic behaviour e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self-harm
- fear of parent being approached regarding their behaviour
- developmental delay in terms of emotional progress

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

### **The physical signs of sexual abuse may include:**

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains discomfort when walking or sitting down
- Pregnancy

### **Changes in behaviour which can also indicate sexual abuse include:**

- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge which is beyond their age, or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia

- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- substance or drug abuse
- suddenly having unexplained sources of money not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **The physical signs of neglect may include:**

- constant hunger, sometimes stealing food from other children
- constantly dirty or 'smelly'
- loss of weight, or being constantly underweight
- inappropriate clothing for the conditions.

### **Changes in behaviour which can also indicate neglect may include:**

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised

These definitions and indicators are not meant to be definitive, but only serve as a guide to assist you. It is important too, to remember that many children may exhibit some of these indicators at some time, and that the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death or the birth of a new baby in the family or relationship problems between parents/carers. In assessing whether indicators are related to abuse or not, Social Services will always want to understand them in relation to the child's development and context.

### **Adults in Need of Protection**

#### **Categories of Abuse**

There are many ways in which a vulnerable person may be abused. It is not unusual for an abused adult to suffer more than one kind of abuse. Accordingly, the impact of abuse and its seriousness for the individual must be evaluated in every case.

*In safe Hands* identifies five main categories of abuse:

Physical  
Sexual  
Financial  
Emotional or Physiological  
Neglect



## **Physical Abuse**

Physical abuse is the unnecessary infliction of any physical pain, suffering or injury by a person who has responsibility, charge, care or custody of, or who stands in a position of or expectation of trust to, a vulnerable person. Physical abuse may also be perpetrated by on vulnerable adult upon another.

## **Sexual Abuse**

Adult sexual abuse refers to the direct or indirect involvement of a vulnerable adult in sexual activity to which they are unwilling or unable to give informed consent, or which they do not fully comprehend, or which violates the social taboos of family roles, such as incest. Sexual abuse may also be perpetrated by one vulnerable adult upon another.

Any sexual activity that is not freely consenting is criminal. Where there is an abuse of trust, sexual activity may appear to be with consent, but is unacceptable because of the differences in power and influence between the people involved. Sexual abuse includes the involvement in prostitution or 'sex trafficking' of adults at risk.

## **Emotional or Psychological Abuse**

Emotional or psychological abuse is the infliction of mental suffering by a person in a position or expectation of trust upon a vulnerable person. Emotional / psychological abuse may also be perpetrated by one vulnerable adult upon another.

Emotional and psychological abuse includes bullying, which is typically deliberate, hurtful behaviour repeated over time, which can include physical abuse but often is verbal (name-calling and threats). It can undermine self-confidence, may cause the victim to become more isolated and sometimes leads to self-harm.

Emotional and psychological abuse, including **bullying and harassment**, can be very subtle, for example taking the form of ignoring or excluding the victim. Such abuse may be direct, such as by not responding to the person, or indirect, such as by giving unfair preference to another person.

Emotional and psychological abuse may be cumulative, possibly building up over months or even years. It may involve one or more person and may be part of the culture within any institution, organisation or service.

Another example of psychological abuse is when a vulnerable adult is incited, induced or exploited to commit a crime or abuse. Examples of this include inciting to steal, to perform acts of violence and commit sexual crimes. There have also been examples of vulnerable adults being exploited to commit acts of radical extremism. In determining whether emotional and psychological abuse has taken place, it is the impact on the vulnerable adult that counts. Individual actions may not seem significant and may even be a one-off, but if they are part of a wider pattern of abuse experienced by the vulnerable adult the impact on them may be significant. Therefore, the wider context in which action is experienced by the vulnerable adult must always be considered in determining whether or not abuse has occurred.

### **Financial or Material Abuse**

Financial or material abuse is any theft or misuse of a person's money, property or resources by a person in a position of, or expectation of, trust to a vulnerable person. Common forms of financial abuse are misuse by others of a vulnerable adult's state benefits or undue pressure to change wills. Financial / material abuse may also be perpetrated by one vulnerable adult upon another.

### **Neglect**

Neglect is the failure of any person for whom there is an expectation of trust and /or the responsibility, charge, care or custody of a vulnerable person to provide that degree of care which a reasonable person in a like position would provide.

Neglect may be criminal or non-criminal. It may also be as a result of intentional or non-intentional acts or omissions.

### **Modern Slavery**

Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking. Traffickers and slave drivers coerce, deceive and force individuals against their will into a life of abuse, servitude and inhumane treatment. Victims may be sexually exploited, forced to work for little or no pay or forced to commit criminal activities against their will. Victims are often pressured into debt-bondage and are likely to be fearful of those who exploit them, who will often threaten and abuse victims and their families. All of these factors make it very difficult for victims to escape. There is no typical victim of slavery – victims can be men, women or children of all ages and nationalities. Many victims are foreign nationals who are brought to the UK specifically so they can be abused and exploited for the benefit of others. Some are tricked into believing they are simply paying others to facilitate their journey to the UK, or that they are being smuggled here. Many often do not find out that they are destined for a life of abuse and servitude until after they arrive.

Not all victims of modern slavery are trafficked across the border. We know that the internal trafficking of victims to other parts of the country takes place, and other forms of modern slavery take place that involve no movement of the victim at all

Types of slavery include:

**Child trafficking** Young people (under 18) are moved either internationally or domestically so they can be exploited.

**Forced labour/debt bondage** Victims are forced to work to pay off debts that realistically they never will be able to. Low wages and increased debts mean not only that they cannot ever hope to pay off the loan, but the debt may be passed down to their children.

**Forced Labour** Victims are forced to work against their will, often working very long hours for little or no pay in dire conditions under verbal or physical threats of violence to them or their families. It can happen in many sectors of our economy, from mining to tarmacking, hospitality and food packaging.

**Sexual exploitation** Victims are forced to perform non-consensual or abusive sexual acts against their will, such as prostitution, escort work and pornography.

Whilst women and children make up the majority of victims, men can also be affected. Adults are coerced often under the threat of force, or another penalty.

**Criminal exploitation** Often controlled and maltreated, victims are forced into crimes such as cannabis cultivation or pick pocketing against their will.

**Domestic servitude** Victims are forced to carry out housework and domestic chores in private households with little or no pay, restricted movement, very limited or no free time and minimal privacy often sleeping where they work. As it takes place in private households it is a deeply hidden form of exploitation.

### **Signs and symptoms**

- Victims may show signs of physical or psychological abuse, look malnourished or unkempt, or appear withdrawn.
- Victims may rarely be allowed to travel on their own, seem under the control, influence of others, rarely interact or appear unfamiliar with their neighbourhood or where they work.
- Victims may be living in dirty, cramped or overcrowded accommodation, and / or living and working at the same address.
- Victims may have no identification documents, have few personal possessions and always wear the same clothes day in day out. What clothes they do wear may not be suitable for their work.
- Victims have little opportunity to move freely and may have had their travel documents retained, e.g. passports.
- They may be dropped off / collected for work on a regular basis either very early or late at night.
- Victims may avoid eye contact, appear frightened or hesitant to talk to strangers and fear law enforcers for many reasons, such as not knowing who to trust or where to get help, fear of deportation, fear of violence to them or their family.

## **APPENDIX 3**

### **CODE OF CONDUCT AND SAFE WORKING PRACTICES**

1. This code of conduct is a statement and is a description of the professional standards of practice that are required from all Council employees when undertaking their day-to-day duties.

2. The code of conduct reflects current practice and it is expected that employees can identify the following standards as those which they aim to emulate daily.

3. It is anticipated that this code of conduct provides a better understanding for members of the public using Council services of what is expected of the Council's staff and the manner in which the employer supports its employees to undertake work effectively and in a manner respectful of the needs of individuals.

4. Every employee should give a good example in terms of behaviour to ensure that children and adults are protected and safeguarded. The following guidelines provide details of examples of good practice which must be used, along with specific codes of conduct (e.g. Flintshire County Council codes of conduct), which could be relevant to roles, activities or specific events.

- You should always be open for the public to scrutinise you when working with children and adults and you should avoid situations where a councillor, employee, volunteer or service provider is with a child or children or vulnerable adult alone without anyone else to observe him or her.
- You should follow the required process for reporting incidents, e.g. an incident of health and safety importance.
- Children and adults have a right to privacy, equality, respect and dignity and a safe and positive environment.
- councillors, employees, volunteers and contracted service providers must give priority to the welfare and safety of the child or adult before concerns for performance.
- If a child or adult arrives at an activity or service exhibiting signs or symptoms which cause you concern, you must act appropriately and follow the procedures outlined in the policy.
- Be aware of the need to ensure safe practices when meeting children and adults.

#### **YOU SHOULD**

- Work in accordance with this safeguarding policy. If in doubt, contact the Designated Safeguarding Lead in your Portfolio.
- Work in an open environment (e.g. you should avoid private situations or those which cannot be observed and encourage an open environment, i.e. no secrets); Treat every child and adult fairly with respect and dignity.
- Put the welfare of each child and adult first.
- Ensure a safe and appropriate distance with participants (e.g. it is not appropriate to have a close relationship with a child or an adult).
- Create an equal relationship based on trust which empowers children and adults to share in the decision making process.
- Get the most current information about training and safeguarding issues.

- Be an excellent example – this includes not smoking, drinking alcohol or swearing in the company of children and adults.
- Make sure that photographic or filming equipment is used appropriately and a parent or carer of the participants has given their permission.
- Keep a record in writing of any injury which is sustained, along with any treatment administered in accordance with Council policy.
- Report any concerns immediately to your manager or to their manager if allegations have been made against him/her.

### **YOU SHOULD NOT**

- Touch or allow inappropriate touching in any way, use force or inappropriate language or make suggestive sexual comments.
- Make a child cry as a means of controlling him / her, or use any behaviour control techniques not authorised by the Council's policy and procedures.
- Ignore allegations made by a child or adult. All allegations or disclosures of abuse by a child or vulnerable adult should be reported immediately to Social Services or the Police.
- Undertake tasks of a personal nature for children or adults which they could do for themselves.
- Invite or permit children or an adult to come to your home where they will be alone with you.
- Enter areas that have been specifically set-aside for the other sex.
- Use the internet, an electronic device or a telephone to access child pornography sites.
- Investigate reports of abuse.
- Promise to keep secrets or confidentiality.
- Make assumptions or offer alternative explanations.
- Contact alleged abusers.
- Spread confidential information concerning individual cases to anyone unless through recognised reporting procedures.

5. An employee who breaches any condition of the above code of conduct will face an investigation and could face disciplinary steps which could lead to dismissal and the possibility of a criminal investigation if there is evidence of illegal activity.

6. Volunteer services that breach the code of conduct will be suspended immediately. If there is evidence of illegal activity, the name of the volunteer will be drawn to the attention of the relevant authorities and he /she could face a criminal investigation.

## **APPENDIX 4 Good Practice Guidelines for Councillors – Safe Contact with Children and Vulnerable Adults**

1. These guidelines are a statement and description of the standards of conduct expected from all members of the Council when having contact with children or vulnerable adults \*in their office as a councillor.
2. The guidelines are supplementary to, and do not replace, the Members' Code of Conduct. The Members' Code of Conduct remains relevant whenever a member acts in his / her role as elected member, and also at any time in relation to not bringing the office or the Council into disrepute.
3. Some of the requirements of the Code are:-
  - To show respect to others and be mindful of them
  - To address equal opportunity for everyone, regardless of their gender, race, disability, sexual orientation, age or religion
  - Not to disclose confidential information without consent
  - Not to behave in a manner which would bring your office or the Council into disrepute
  - To report any behaviour likely to be criminal by another member or employee to the appropriate authority
  - Not to use your position inappropriately to cause someone advantage or disadvantage.
4. Members may come into contact with children and vulnerable adults through their position on a committee or working group, or through their role as local member. They may also come into contact with them when representing the Council on external bodies or taking part in events arranged by the Council. Every member of the Council has a corporate parent responsibility for looked after children, and every member also has a responsibility to follow good practice for safeguarding children and vulnerable adults.
5. The aim of these guidelines is to reflect current practice and it is expected that members identify the following standards as those which they aim to reach daily.
6. It is expected that these guidelines give a better understanding to members of the public of what is expected by councillors when they come into contact with them.
7. Every councillor should give a good example in terms of behaviour to ensure that children and vulnerable adults are protected and safeguarded. The guidelines below give details of examples of good practice that must be used

### **YOU SHOULD**

- Become familiar with the Council's safeguarding policies and guidelines and the current procedures for reporting incidents etc.
- Attend training on safeguarding children and vulnerable adults.
- Reporting concerns or allegations immediately to Social Services.
- Be open to public scrutiny at all times when working with children and young people, and try and avoid situations where you are alone with a child or children or vulnerable adult, with nobody to observe you.

- Respect children and adults' right to privacy, equality, respect and dignity and a safe and positive environment.
- Place the child or adult's welfare and safety above other considerations.
- Create an equal relationship based on trust which empowers children and adults to share in the decision-making process.
- Be an excellent example for children and vulnerable adults.

#### **YOU SHOULD NOT**

- Touch or allow inappropriate touching in any way, use force or inappropriate language or make suggestive sexual comments.
- Ignore allegations made by a child or adult; all allegations or disclosures of abuse by a child or adult should be reported immediately to Social Services of the Police.
- Invite or allow children or a vulnerable adult to come to your home where they will be alone with you.
- Enter areas in the Council's buildings that have been specifically allocated for the opposite sex.
- Use the internet, electronic device or telephone to access child pornography sites.
- Spread confidential information concerning individual cases to anyone unless through recognised reporting procedures.
- Investigate allegations of abuse.
- Contact the alleged abuser.

## APPENDIX 5

### FLINTSHIRE COUNTY COUNCIL CORPORATE SAFEGUARDING PANEL TERMS OF REFERENCE

#### **1. Purpose**

1.1 To ensure that “Safeguarding” is everybody’s business in every Service within the Council working on the premise that “Safeguarding” is a wider concept than the protection of children and adults and deals with the promotion of:

- Physical, emotional and mental health;
- Protection from harm and neglect;
- Education, training and leisure;
- Contribution to society
- Social and economic well-being.

1.2 To ensure that the Council has in place, and is operating, effective management and assurance processes and controls for safeguarding children and vulnerable adults and fulfils its duties corporately and in partnership with other statutory agencies.

1.3 To consider matters referred to the Panel within its terms of reference and to drive forward improvements in safeguarding.

#### **2. Responsibilities of the Panel**

2.1 To take an overview of the Council’s (and partner agencies) responsibilities towards safeguarding and examine ways in which the Council as a whole and partner agencies can secure the safeguarding and wellbeing of children and vulnerable adults in the area.

2.2 To ensure that the Council and its departments are fully compliant with legislation and policy pertaining to safeguarding.

2.3 To ensure there are good joint working arrangements between Council departments and partner agencies, including working arrangements with the North Wales Safeguarding Boards

2.4 To monitor and scrutinise the performance of safeguarding activities across the Council supporting good practice and challenging and holding to account poor practice

2.5 To ensure that positive practices are maintained, lessons are learnt and changes made in the areas that require improvements.



- 2.6 To develop and oversee implementation of a Council wide safeguarding policy.
- 2.7 To develop and oversee implementation of a corporate Safeguarding Workforce Development Strategy and Training Plan
- 2.8 To develop and oversee implementation of an annual work programme for the Panel
- 2.9 To maintain a strategic overview of all developments, plans, policies and strategies for safeguarding and to make appropriate recommendations for action.
- 2.10 To produce an annual safeguarding report (that will link with the requirements for an annual report through the North Wales Safeguarding Board)
- 2.11 To ensure safe recruitment processes are implemented and adhered to across the Council
- 2.12 To ensure that thematic safeguarding issues are actively addressed across the Council e.g. human trafficking/ modern slavery/ child sexual exploitation.
- 2.13 To ensure Members are regularly updated on issues relating to safeguarding practice

### **3. Membership**

3.1 Membership of the group will include:

- Chief Officer Social Services (Chair)
- Chief Officer Education and Youth (Vice Chair)
- Senior Manager for Safeguarding in Social Services
- Designated Safeguarding Leads from each Council Portfolio (see Appendix 1)
- Human Resources Service representative
- Corporate Services
- Elected member

3.2 In exceptional circumstances a Portfolio representative must be identified to attend a meeting if the named representative is unable to attend.

3.3 Additional members can be co-opted onto the Panel with the approval of the Chair.

3.4 According to the agenda individuals that are not part of the Panel may be invited to attend meetings to discuss and/or present key items.

### **4. Governance Arrangements**

4.1 The group will meet on a quarterly basis (or more frequently if required)

4.2 Business support will be provided through Corporate Services

4.3 Designated Safeguarding Leads will be responsible for disseminating and obtaining information back into their service areas and will be accountable for the completion of actions and tasks attributed to their service area.

4.4 The corporate safeguarding group will report key risks, issues and performance to the Chief Officer Team on a quarterly basis and will act as the corporate conduit to the North Wales Safeguarding Boards for adults and children's.

4.5 Reporting to Scrutiny Committees and Cabinet

- Corporate Resources and Overview Scrutiny AND Cabinet will receive information regarding the work of the Corporate Safeguarding Panel through an Annual Safeguarding report. This will provide an opportunity for Members to scrutinise and challenge
- Reports detailing the specific work within individual Portfolios will be reported through the relevant Scrutiny Committee in accordance with the agreed forward work programme.
- Members of the Scrutiny Committee and Cabinet will receive information regarding the work programme of the Corporate Safeguarding Group, the progress against this work programme and the main messages stemming from the performance management and quality assurance arrangements;
- The observations of the Scrutiny Committee and Cabinet will be considered when determining the priorities of the Panel's future work programmes.



## CORPORATE RESOURCES OVERVIEW AND SCRUTINY

<b>Date of Meeting</b>	Thursday 9 <sup>th</sup> February 2017
<b>Report Subject</b>	Workforce Information Report – Quarter 3 2016/17
<b>Portfolio Holder</b>	Cabinet Member for Corporate Management
<b>Report Author</b>	Senior Manager, Human Resources and Organisational Development
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

To provide Members with an update for the third quarter for 2016/17. This report provides details of the following:

- Headcount and Full Time Equivalent (FTE)
- Organisational Age Profile
- Employee Turnover and Stability (Including Redundancies and Early Retirements)
- Attendance
- Performance Appraisals and Development
- Resource Management (Agency Workers)
- Equality and Diversity

The format of this report and the accompanying Workforce Information is intended to focus on organisational performance and trends, with the information being presented in a dashboard format. The dashboards are a visual presentation of data, showing the current status and historical trends of the Council's performance against key performance indicators.

The report provides a brief narrative on the overall performance. A more detailed explanation is provided on an exceptional basis where performance is falling below organisational performance indicators or where there has been a significant movement, either upwards or downwards, in the reported trends. The narrative will include an explanation for the movement in trend and details of the actions that are planned to improve or maintain performance.

The performance information for the whole organisation is split to show Schools and Non-Schools data separately. The Schools data is further broken down into Teaching and Non-Teaching.

## RECOMMENDATIONS

1	Members comment on Workforce Information Report for quarter three 2016/17 to 31 December 2016.
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## REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE WORKFORCE INFORMATION REPORT</b>
1.01	<b>Headcount and Full Time Equivalent (FTE)</b>  The headcount and FTE figures show an overall decrease of 10 FTE across the Council since April, Non-schools show a decrease of 18 FTE, and Schools show an overall increase of 8 FTE. Within Schools, teaching staff show a decrease of 9 FTE whereas non-teaching staff have increased 17 FTE.  The headcount for Non-Schools is 3,479 and the headcount for Schools is to 3,286 equating to 6,765. However, the overall Flintshire County Council headcount is 6,656. The anomaly of 109 is in relation to employees who are employed in both Schools and Non-Schools positions.
1.02	<b>Age Profiling</b>  Age profiling the organisation, departments and teams is an important part of understanding the age demographics of our workforce and where we may need to focus attention. Why do we use age profiling? <ul style="list-style-type: none"><li>• to identify work areas with a high average age</li><li>• to help plan for retirements and how we will recruit or retain staff</li><li>• to highlight patterns and trends across our workforce</li><li>• to assist workforce planning.</li></ul> Understanding our age profile supports good workforce planning, enables the Council to provide a guide to the future number of potential retirements and succession plan by identifying any skill gaps that may arise. Without an analysis of age profile, no workable long term planning can be made.
1.03	<b>Employee Turnover and Stability (Including Redundancies and Early Retirements)</b>  The turnover percentage for the Council as a whole as at quarter three is 2.27% which equates to a cumulative figure of 10.80% for 2016/17.
1.04	<b>Attendance</b>  The cumulative FTE days lost for the whole organisation as at quarter three is 7.22. This is improvement when compared to the same period in 2015/16 which recorded 7.34 FTE days lost.

	<p>A number of Portfolios are projecting to exceed the target based on the out-turn as at Q3, for example, Education and Youth (8.6) Governance (7.79) People and Resources (7.06) and Organisational Change 1 (6.13).</p>
1.05	<p><b>Performance Appraisals and Development</b></p> <p>Performance Appraisals remain a high priority within the Council. The undertaking of appraisals have been carried out in a more consistent and frequent basis and recorded on iTrent which shows significant improvement.</p>
1.06	<p><b>Resource Management (Agency Workers)</b></p> <p>As expected, the level of agency spend during the quarter has reduced significantly. The highest agency spend is within Social Services (£328,000). The second largest spend was within Streetscene and Transportation (£281,000). However, this reduced significantly when compared with previous quarters (£540,000 in quarter 1, £590,000 in quarter 2). As previously reported, the reduction in agency spend is as a result of filling long-term vacancies. A total of 55 agency workers commenced employment with us during October and November 2016 after successfully being appointed into full time, permanent Streetscene Operative roles. It is important to note that the cost of employees and agency staff combined will not exceed the annual budget so there will be no overspend.</p> <p>Overall, there were 84 active agency placements on 31<sup>st</sup> December 2016 compared to 168 at 30 September 2016.</p> <p>At the time of running the report 61 placements exceeded the 12 week Agency Worker Regulations threshold, the majority of placements, twenty eight were within Streetscene and Transportation, fourteen in Community and Enterprise, twelve in Social Services, four in Governance, two in Education and Youth, and one in Planning and Environment.</p> <p>During the meeting of committee held on 11 January 2017, committee were advised, by way of a given a verbal update that Streetscene had 19 placements. The reason for the disparity in the latest figures, is due to a number of retrospective extensions to placements.</p>
1.07	<p><b>Equality and Diversity Workforce Monitoring</b></p> <p>Workforce diversity monitoring is an important means of demonstrating, implementing and promoting equality of opportunity.</p> <p>The first step is to gather information on the diversity of our workforce including potential recruits as well as existing employees. The Council collects diversity information based on current UK equality legislation which aims to prevent discrimination on grounds of age, disability, gender, race, sexual orientation, religion and other protected characteristics. Information gathered can if analysed regularly, help us to identify barriers that prevent access to employment and career development for certain groups of people, and to develop solutions, such as positive action plans</p>

	or alternative policies and practices.
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<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	None arising directly from this report.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	None as the dashboard report appended to this report details existing actual out-turns in the various measures.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	None arising directly from this report.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix One: Dashboard – Workforce Information Report Q3 2016/17

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p><b>Contact Officer:</b> Sharon Carney, Senior Manager, Human Resources and Organisational Development.</p> <p><b>Telephone:</b> 01352 702139  <b>E-mail:</b> <a href="mailto:sharon_carney@flintshire.gov.uk">sharon_carney@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<p><b><u>Headcount and FTE</u></b>  This will provide information on the current levels of the Council's workforce.</p> <p><b><u>Age Profiling</u></b>  The purpose of providing the Organisational Age Profile is to enable the Council to provide a guide to the future number of potential retirements and succession plan by identifying any skill gaps that may arise. Without an analysis of age profile, no workable long term planning can be made.</p> <p><b><u>Employee Turnover and Stability (Including Redundancies and Early Retirements)</u></b>  This information will provide the awareness of trends in turnover rates</p>

within the Council for potential measure to be put in place for high turnover rates, if applicable.

**Attendance**

Attendance remains a high priority in the Council and will provide detailed information on the areas for improvement for absence/attendance. Stage 1 and Stage 2 capability hearings are the formal stages of the Attendance Management policy where sanctions including dismissal take place.

**Performance Appraisals and Development**

Reporting on performance appraisals and development will enable more effective monitoring of potential training needs for future planning.

**Resource Management**

This information will include the usage of agency workers within the Council.

**Equality and Diversity Workforce Monitoring**

Information will be provided to inform what measures, if any, need to be implemented to prevent inequalities within the Council.

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**CORPORATE DASHBOARD  
REPORTS  
(FLINTSHIRE COUNTY COUNCIL)  
2016/17 - QUARTER 3  
(OCTOBER - DECEMBER)**

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# 2016/17 DASHBOARD

## FLINTSHIRE COUNTY COUNCIL CUMULATIVE TOTALS

### TOTAL HEADCOUNT

6,656

TOTAL FTE

5,093

### LEAVERS / TURNOVER

720 / 10.80%

### AGENCY SPEND 2016/17

3.15m

TARGET 2016/17 AT Q3

1.88m

### DAYS LOST PER FTE 2016/17

7.22

TARGET 2016/17 AT Q3

6.98

# QUARTER 3 2016/17 DASHBOARD

## HEADCOUNT AND FULL TIME EQUIVALENT (FTE) - NON SCHOOLS

### TOTAL HEADCOUNT

**3,479**

### TOTAL FULL TIME EQUIVALENT

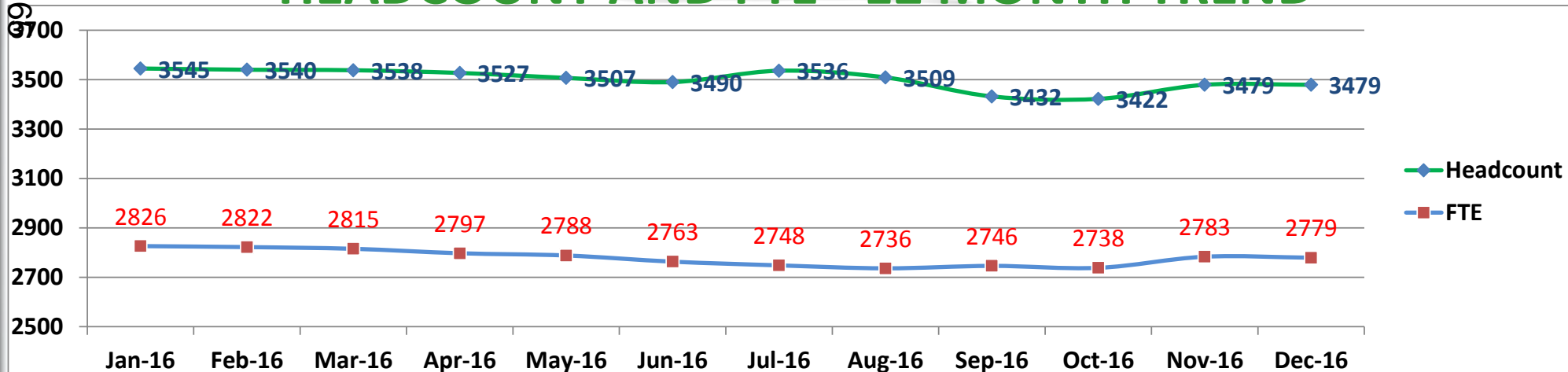
**2,779**

01/04/2016 **3,527** Decrease of 48 people (-1.38%) 31/12/2016 **3,479**

01/04/2016 **2,797** Decrease of 18 FTE (-0.65%) 31/12/2016 **2,779**

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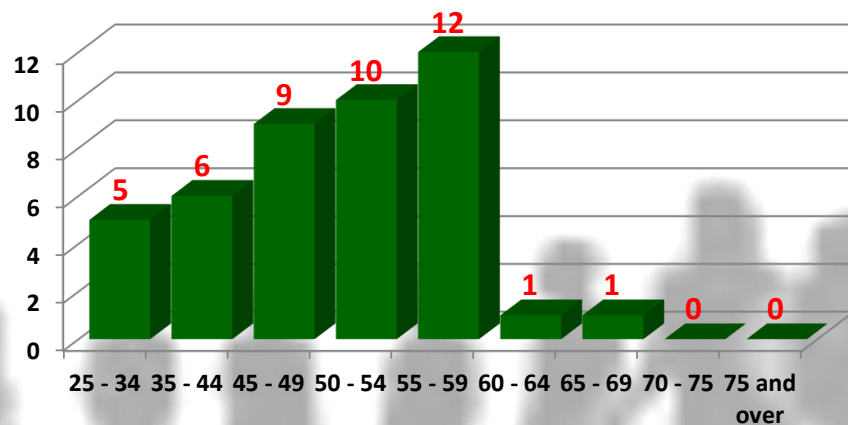
### HEADCOUNT AND FTE - 12 MONTH TREND



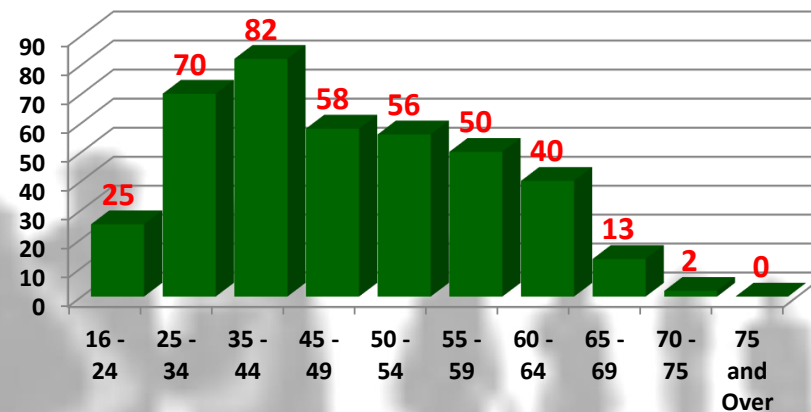
# QUARTER 3 2016-17 DASHBOARD

## AGE PROFILE - NON-SCHOOLS

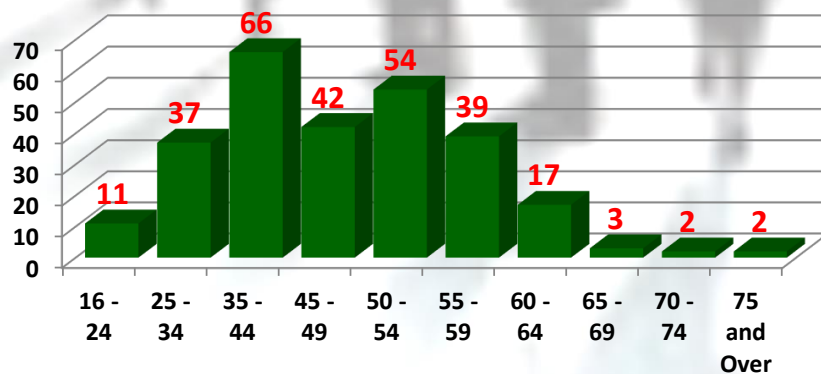
### Chief Executives



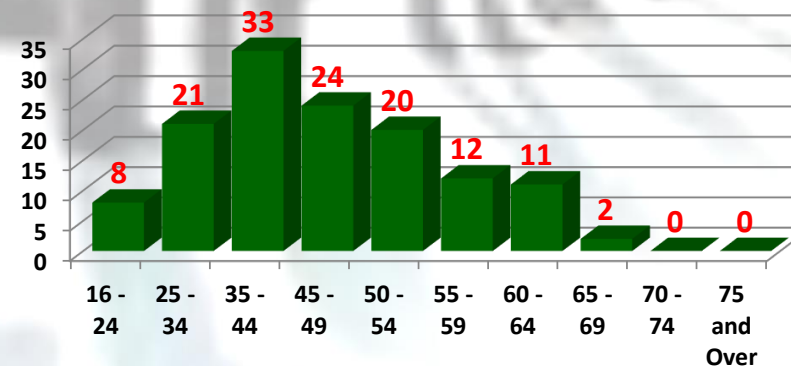
### Community and Enterprise



### Education and Youth



### Governance

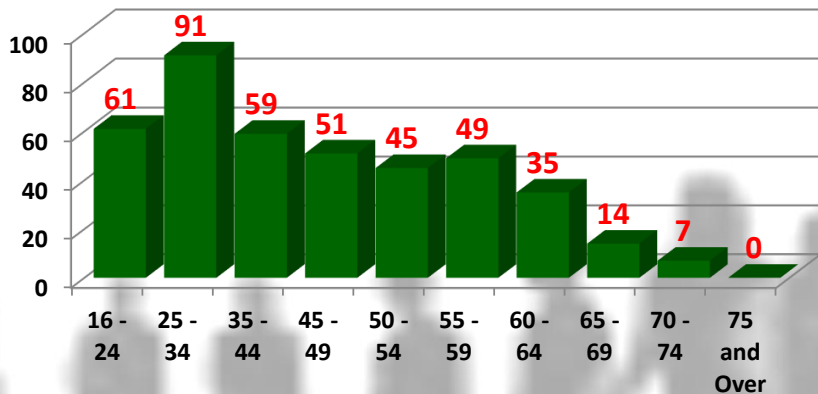




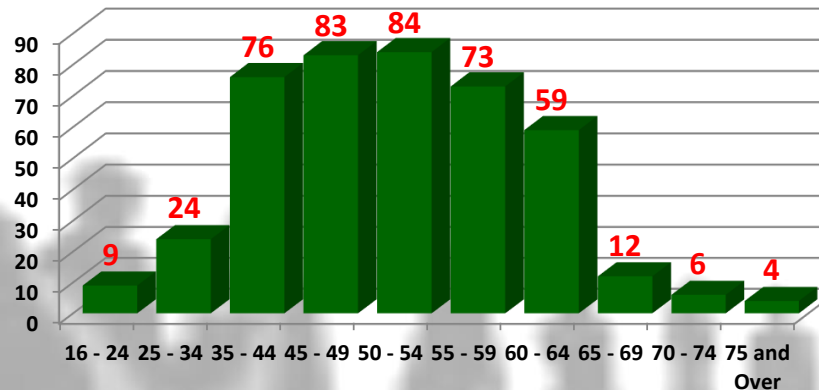
# QUARTER 3 2016-17 DASHBOARD

## AGE PROFILE - NON-SCHOOLS

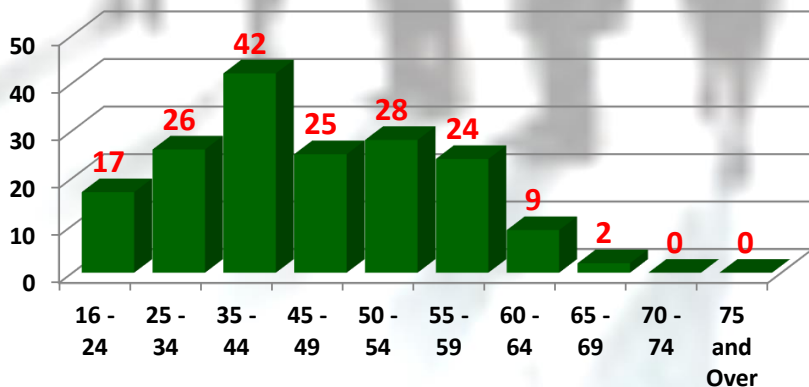
### Organisational Change 1



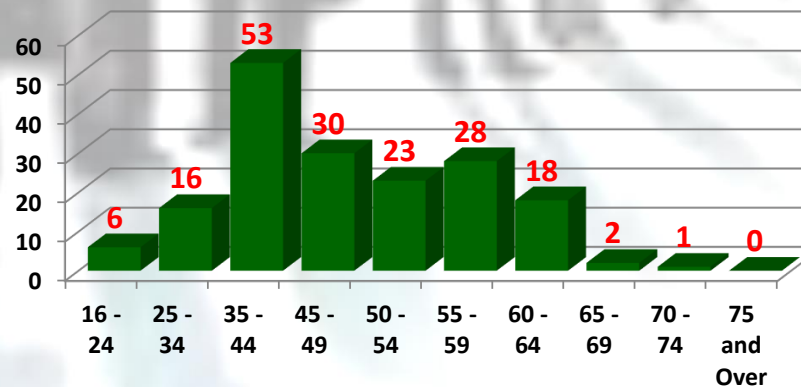
### Organisational Change 2



### People and Resources



### Planning and Environment

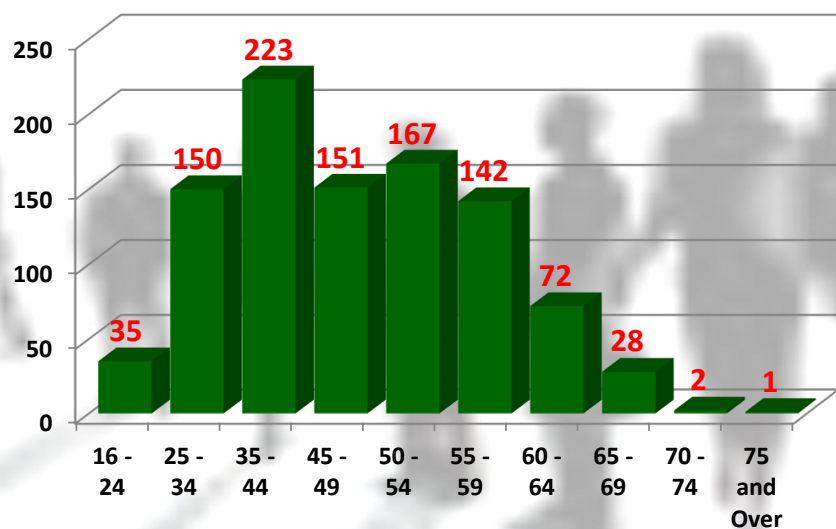


# QUARTER 3 2016-17 DASHBOARD

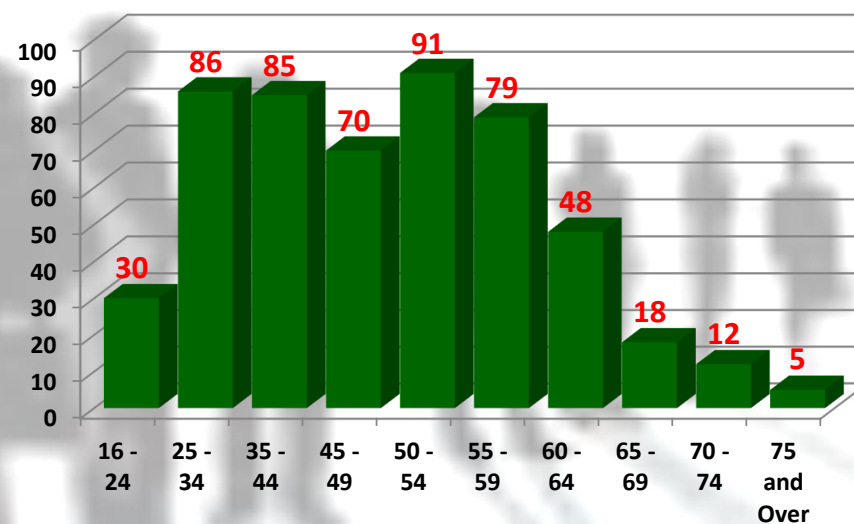
## AGE PROFILE - NON-SCHOOLS

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### Social Services



### Streetscene and Transportation

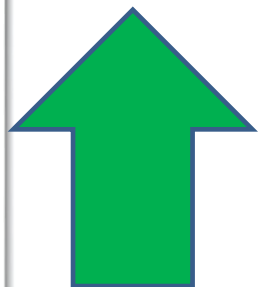




# QUARTER 3 2016/17 DASHBOARD

## ATTENDANCE - NON-SCHOOLS

### DAYS LOST PER FTE AT 31/12/2016



31/12/2015  
3.42

**3.37**

31/12/2016  
3.37



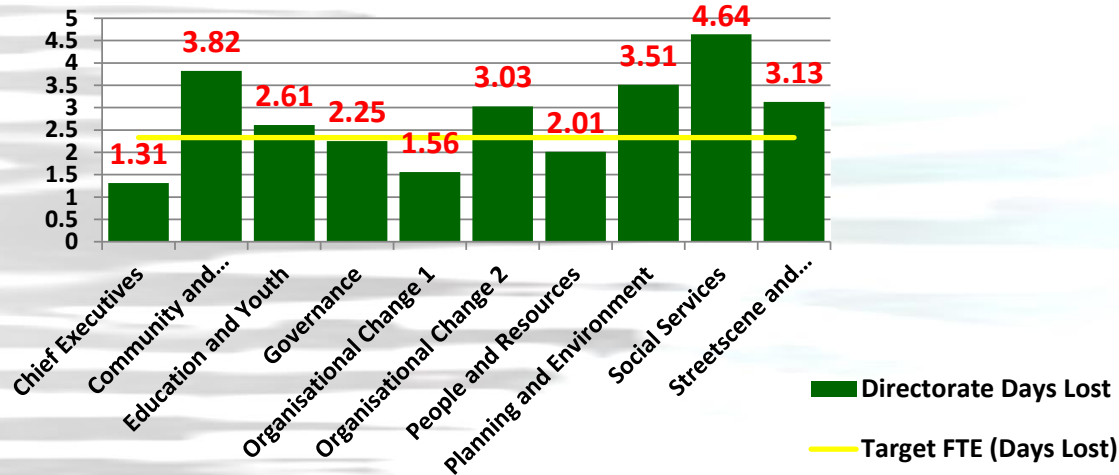
Improvement of 0.05

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### TOP 4 REASONS

1. MUSCOLOSKELETAL
2. STRESS DEPRESSION; ANXIETY
3. STOMACH, LIVER; VOMITING
4. INFECTIONS

### FTE DAYS LOST BY PORTFOLIO



# QUARTER 3 2016/17 DASHBOARD

## TURNOVER AND STABILITY - NON SCHOOLS

### LEAVERS - Q3

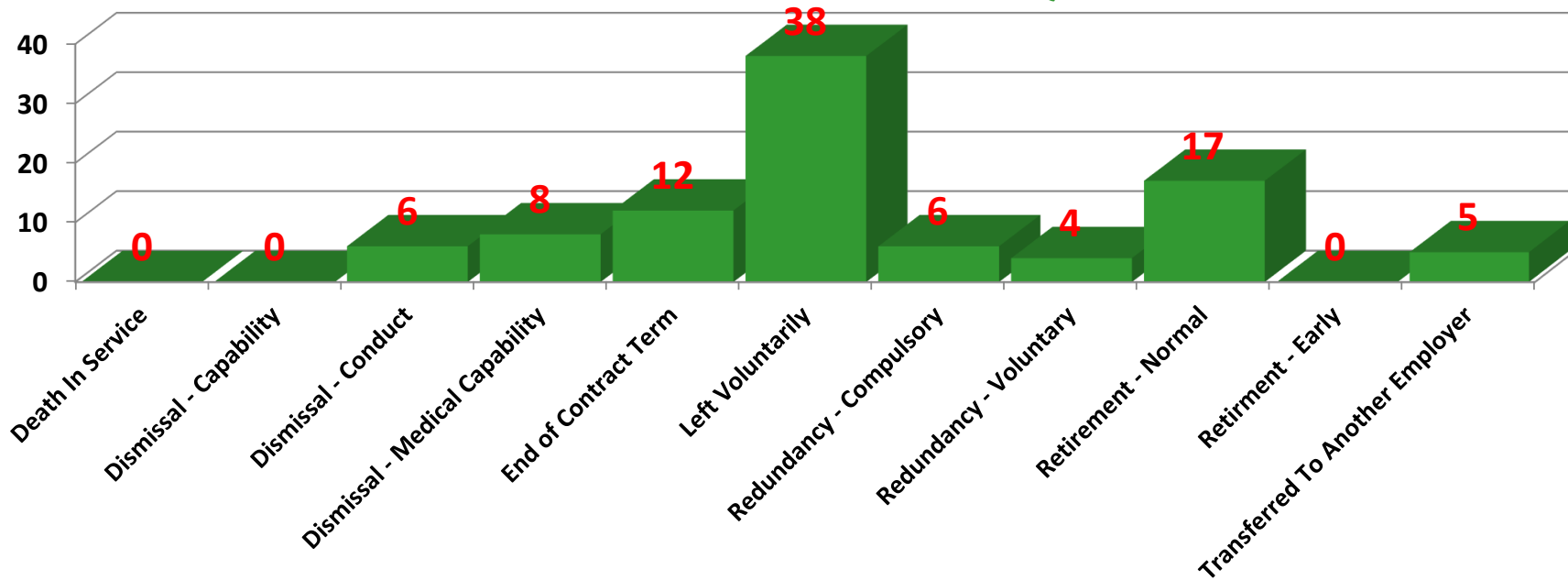
96

### LEAVERS - 2016/17

430

### LEAVER REASON - Q3

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# QUARTER 3 2016/17 DASHBOARD

## EQUALITY AND DIVERSITY - NON-SCHOOLS

### GENDER BREAKDOWN

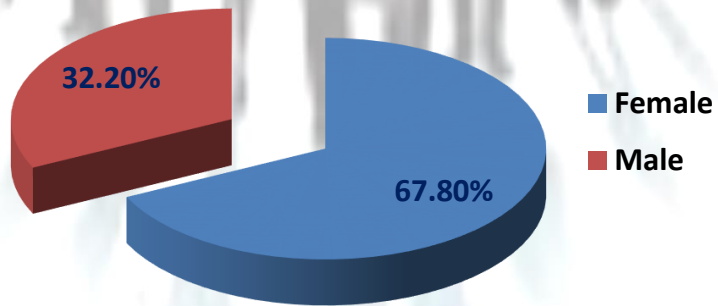
**MALE**

**1,102**  
(32.20%)

**FEMALE**

**2,320**  
(67.80%)

### GENDER BREAKDOWN (%)



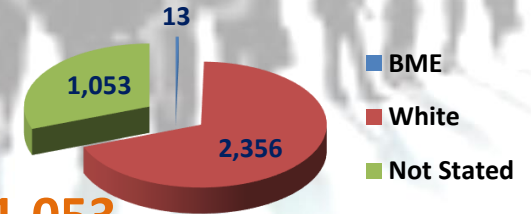
### ETHNICITY

**BME - 13**

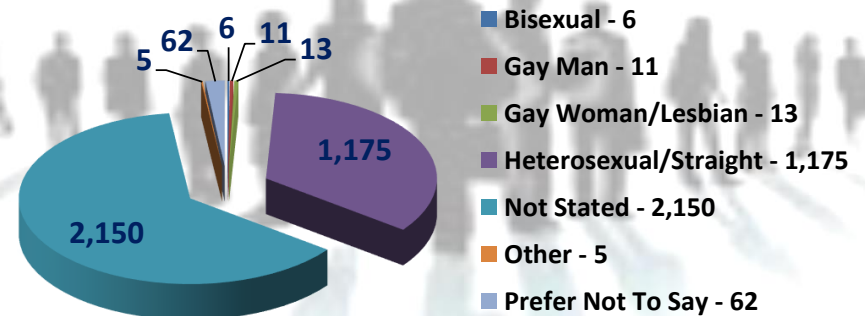
**WHITE - 2,356**

**NOT STATED - 1,053**

### ETHNICITY BREAKDOWN



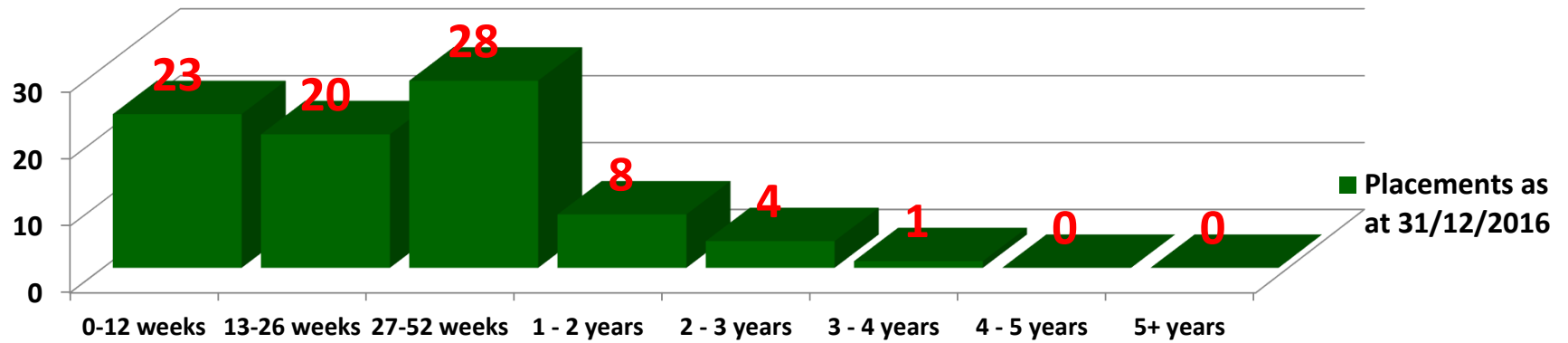
### SEXUAL ORIENTATION



# QUARTER 3 2016/17 DASHBOARD

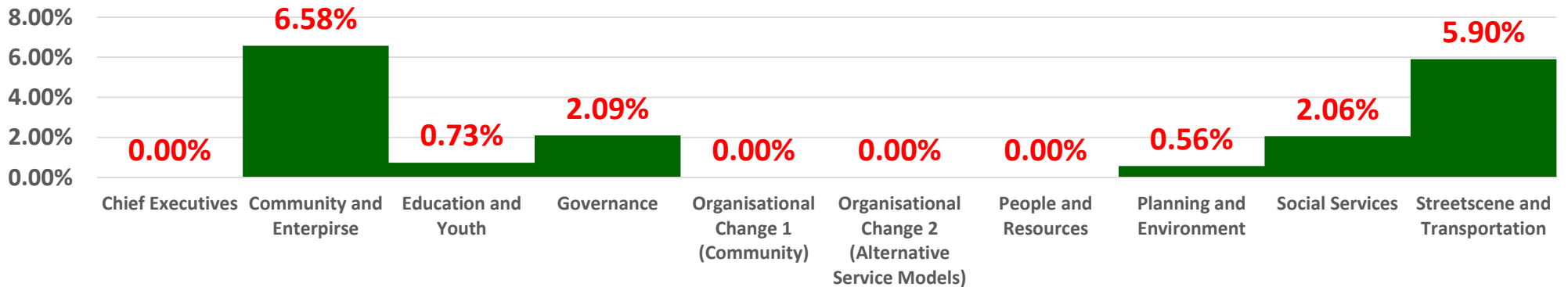
## RESOURCE MANAGEMENT - AGENCY

### Agency Tenure Management Q3



Page 72

### Agency/Headcount Percentage by Portfolio Q3



# QUARTER 3 2016/17 DASHBOARD

## HEADCOUNT AND FULL TIME EQUIVALENT (FTE) - SCHOOLS

### TOTAL HEADCOUNT

3,286

### TOTAL FULL TIME EQUIVALENT

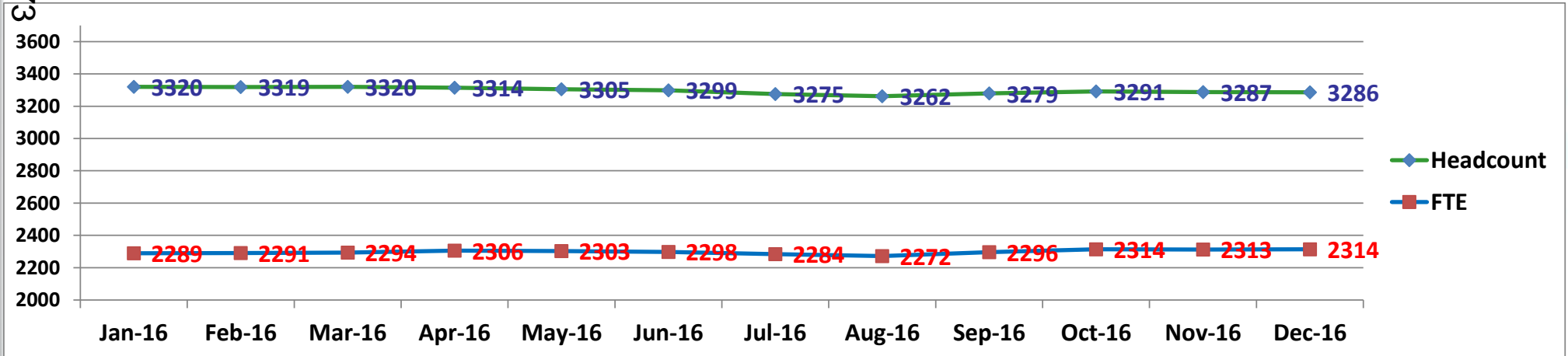
2,314

01/04/2016 Decrease of 28 people (-0.85%) 31/12/2016  
 3,314 3,286

01/04/2016 Increase of 8 FTE (-0.35%) 31/12/2016  
 2,306 2,314

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### HEADCOUNT AND FTE - 12 MONTH TREND



# QUARTER 3 2016/17 DASHBOARD

## HEADCOUNT AND FULL TIME EQUIVALENT (FTE) - SCHOOLS (TEACHING)

### TOTAL HEADCOUNT

**1,387**

### TOTAL FULL TIME EQUIVALENT

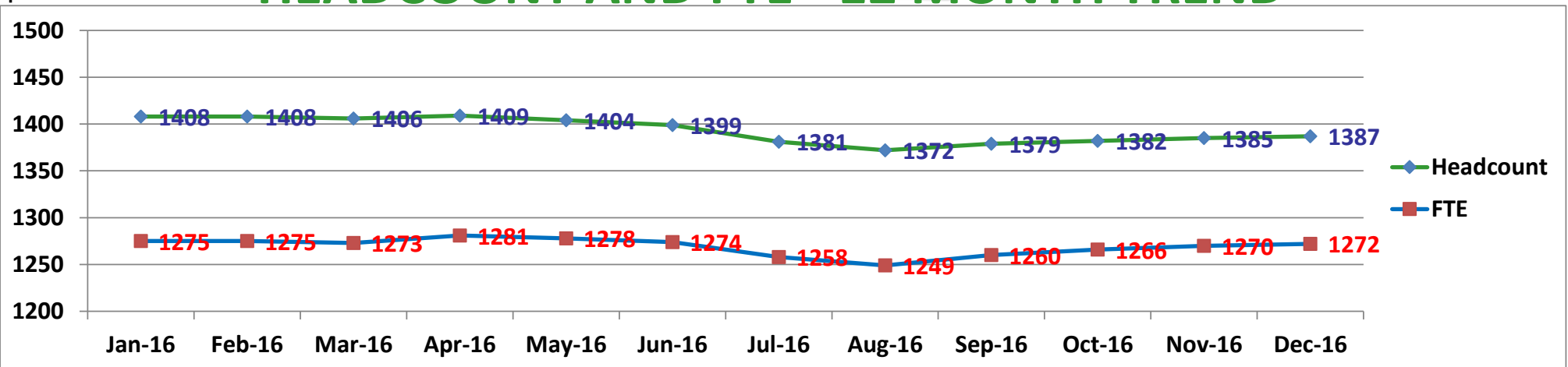
**1,272**

01/04/2016 **1,409**    Decrease of 22 people (-1.59%)    31/12/2016 **1,387**

01/04/2016 **1,281**    Decrease of 9 FTE (-0.71%)    31/12/2016 **1,272**

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### HEADCOUNT AND FTE - 12 MONTH TREND



# QUARTER 3 2016/17 DASHBOARD

## HEADCOUNT AND FULL TIME EQUIVALENT (FTE) - SCHOOLS (NON-TEACHING)

### TOTAL HEADCOUNT

**1,899**

### TOTAL FULL TIME EQUIVALENT

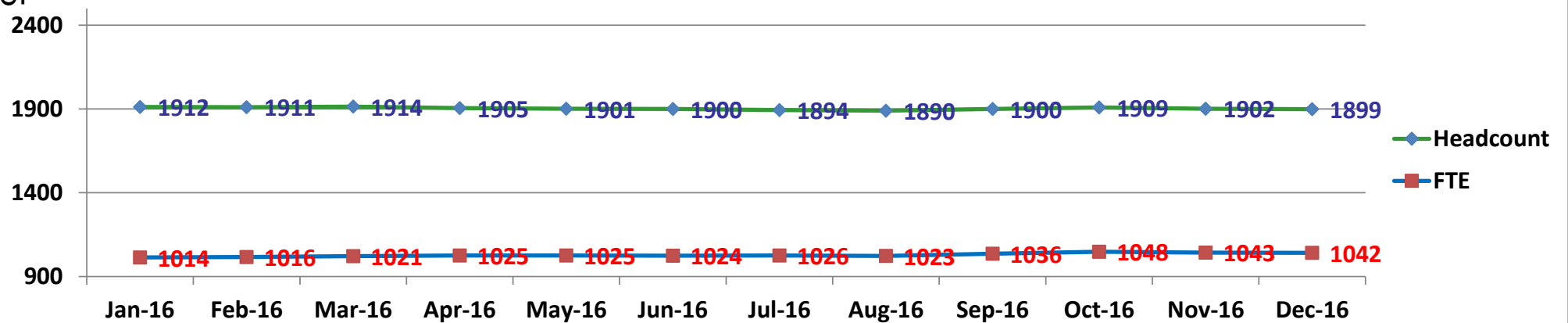
**1,042**

01/04/2016 **1905**    Decrease of **6 people**    31/12/2016 **1,899**  
 (-0.32%)

01/04/2016 **1,025**    Increase of **17 FTE**    31/12/2016 **1,042**  
 (+1.63%)

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### HEADCOUNT AND FTE - 12 MONTH TREND

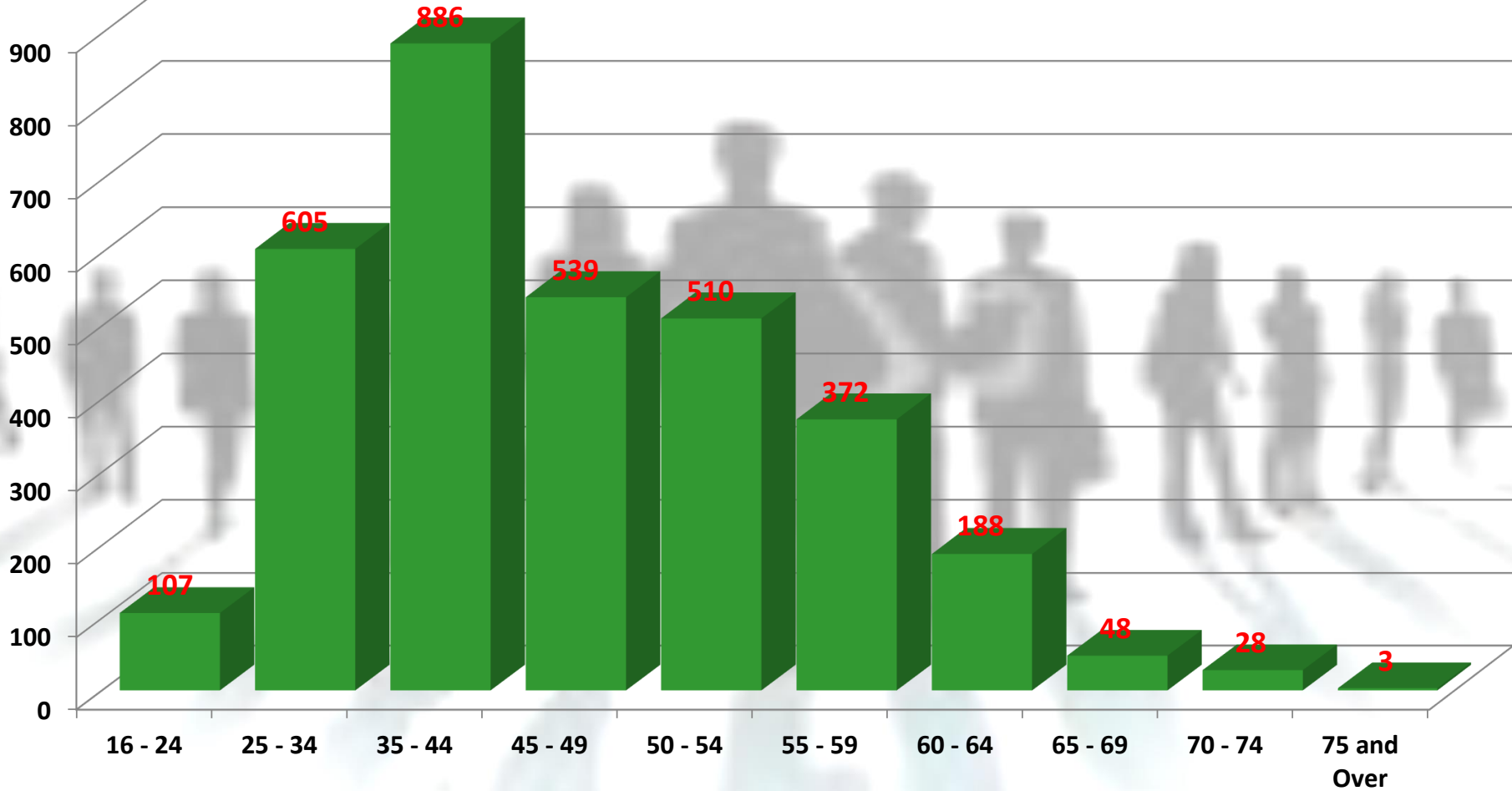




# QUARTER 3 2016/17 DASHBOARD

## AGE PROFILE - SCHOOLS

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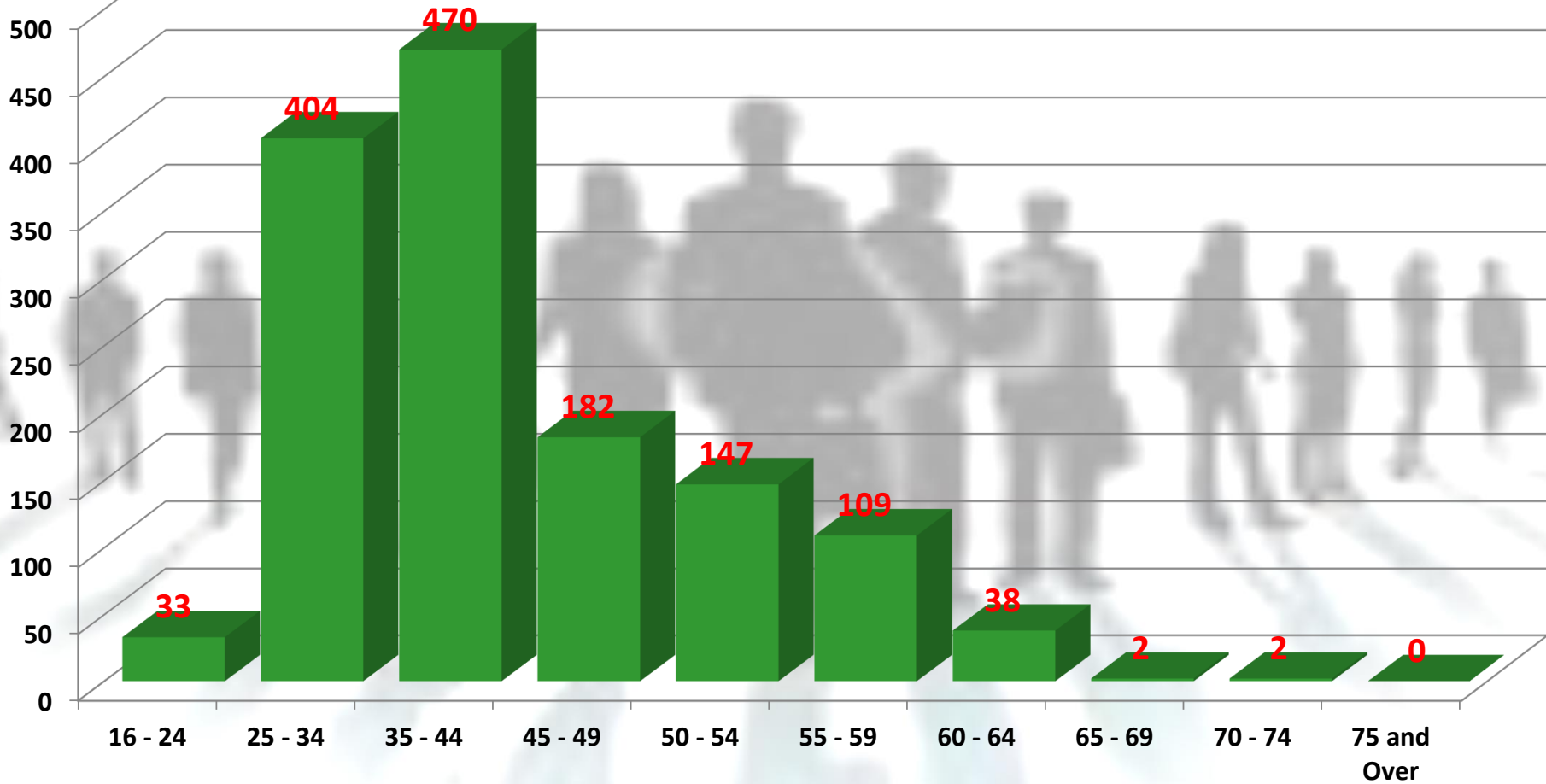




# QUARTER 3 2016/17 DASHBOARD

## AGE PROFILE - SCHOOLS (TEACHING)

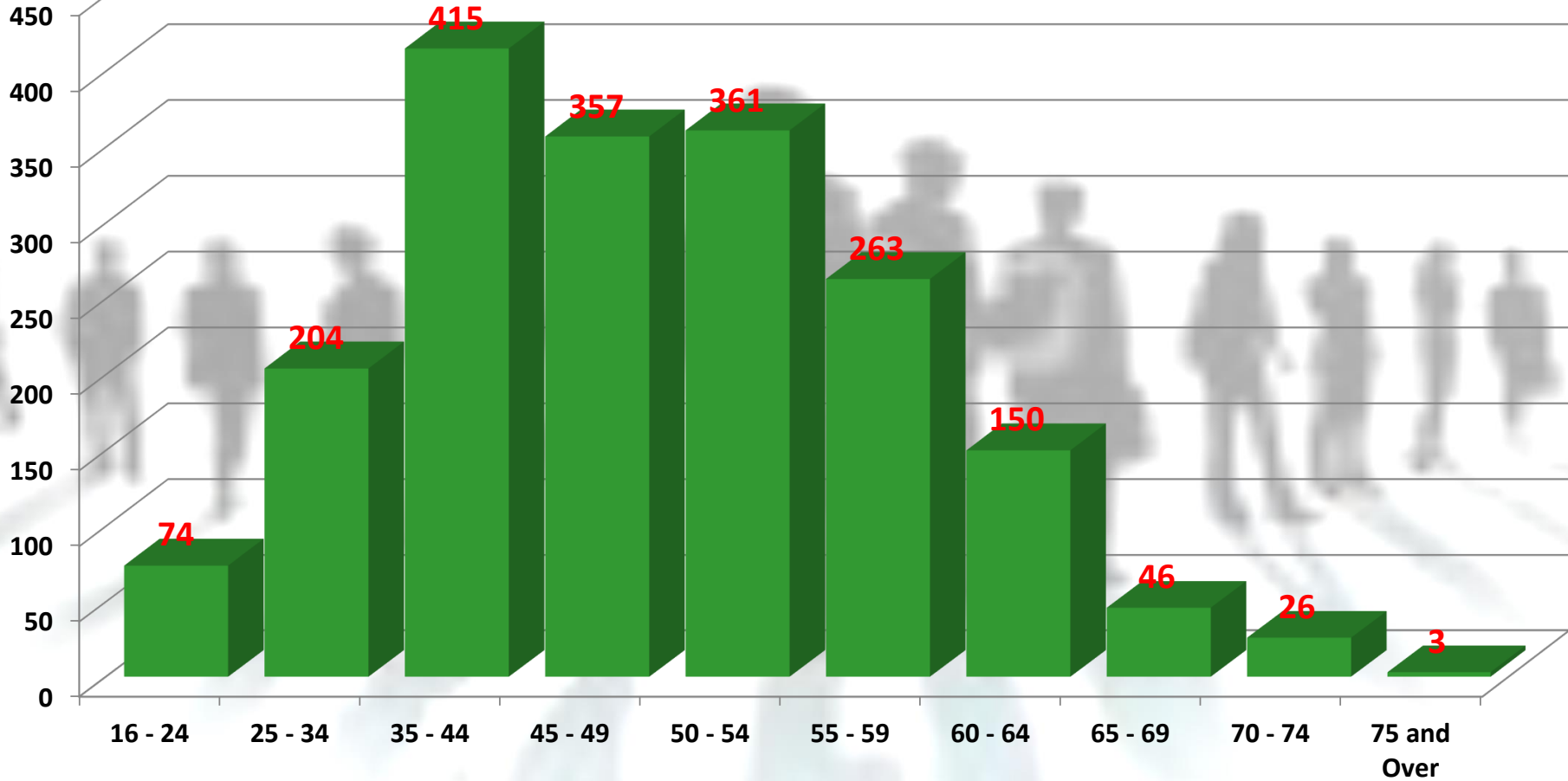
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# QUARTER 3 2016/17 DASHBOARD

## AGE PROFILE - SCHOOLS (NON-TEACHING)

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# QUARTER 3 2016/17 DASHBOARD

## ATTENDANCE - SCHOOLS

### DAYS LOST PER FTE AT 31/12/16



31/12/2015  
2.18

**2.08**

31/12/2016  
2.08



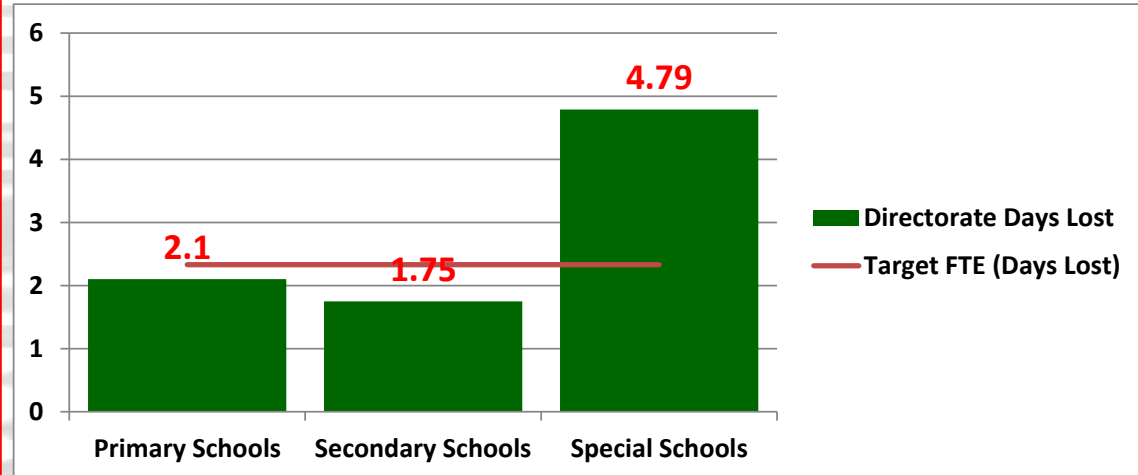
**Improvement of 0.10**

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### TOP 4 REASONS

1. MUSCULOSKELETAL
2. STRESS;DEPRESSION;ANXIETY
3. INFECTIONS
4. STOMACH;LIVER;DIGESTION & VOMITING

### FTE DAYS LOST BY DIRECTORATE



# QUARTER 3 2016/17 DASHBOARD

## ATTENDANCE - SCHOOLS (TEACHING)

### DAYS LOST PER FTE AT 31/12/16

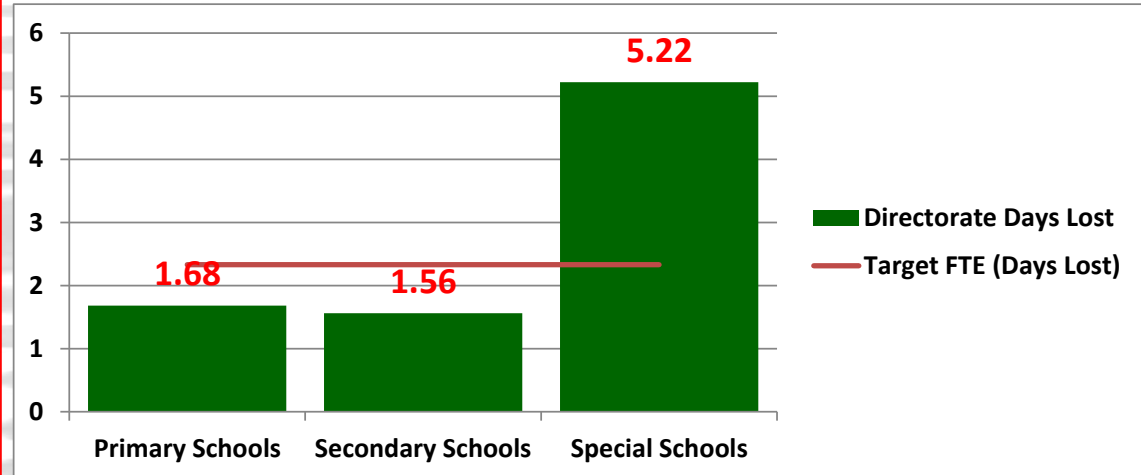


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### TOP 4 REASONS

1. INFECTIONS
2. STRESS;ANXIETY;DEPRESSION
3. STOMACH;LIVER;DIGESTION & VOMITING
4. MUSCULOSKELETAL

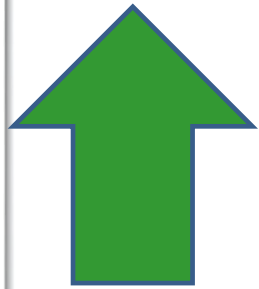
### FTE DAYS LOST BY DIRECTORATE



# QUARTER 3 2016/17 DASHBOARD

## ATTENDANCE - SCHOOLS (NON-TEACHING)

### DAYS LOST PER FTE AT 31/12/16



31/12/2015  
2.76

**2.53**

31/12/2016  
2.53



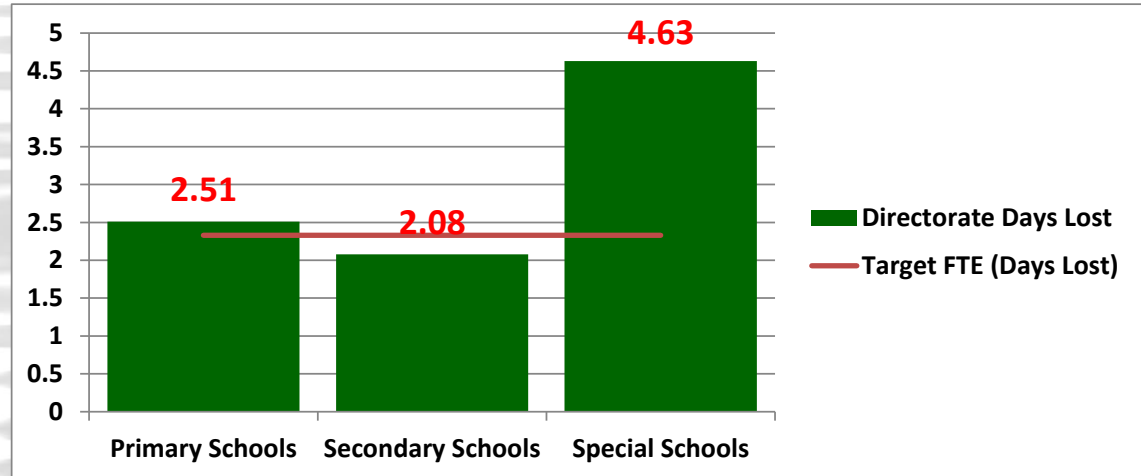
**Improvement of 0.23**

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### TOP 4 REASONS

1. INFECTIONS
2. MUSCULOSKELETAL
3. STOMACH;LIVER;DISGESTION & VOMITING
4. STRESS;DEPRESSION;ANXIETY

### FTE DAYS LOST BY DIRECTORATE



# QUARTER 3 2016/17 DASHBOARD

## TURNOVER AND STABILITY - SCHOOLS

### LEAVERS - Q3

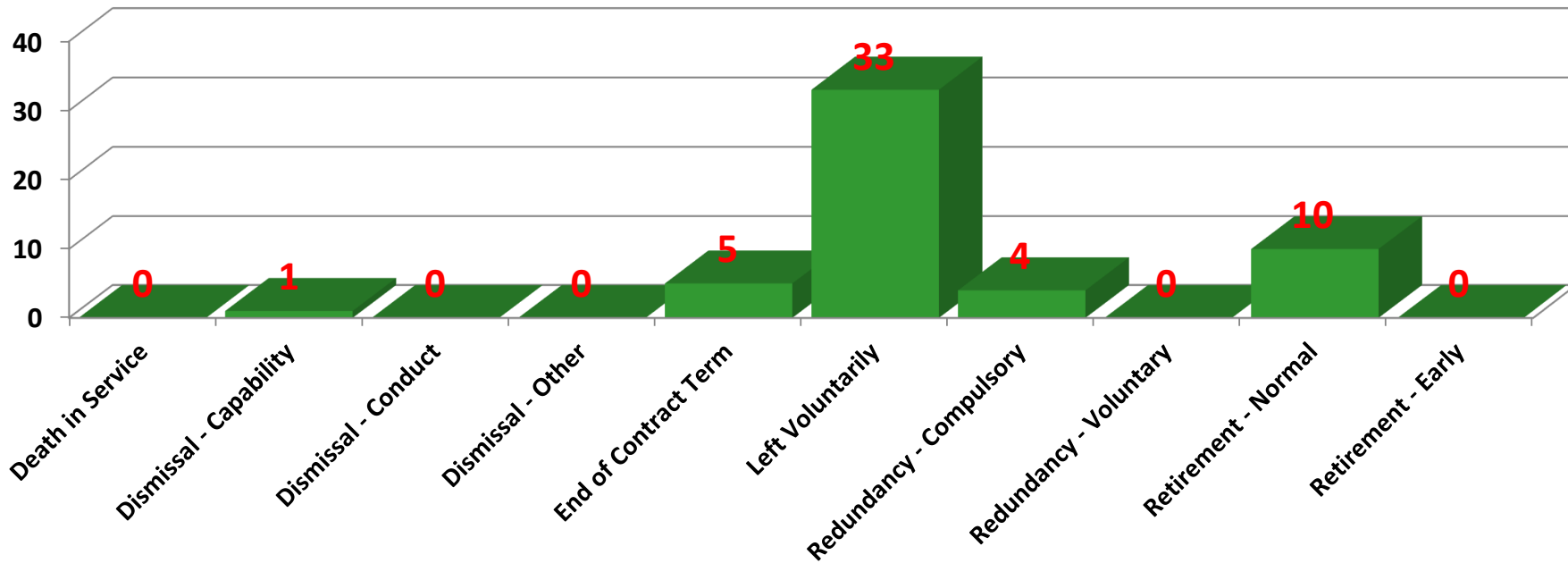
53

### LEAVERS - 2016/17

290

### LEAVER REASON - Q3

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# QUARTER 3 2016/17 DASHBOARD

## TURNOVER AND STABILITY - SCHOOLS (TEACHING)

### LEAVERS - Q3

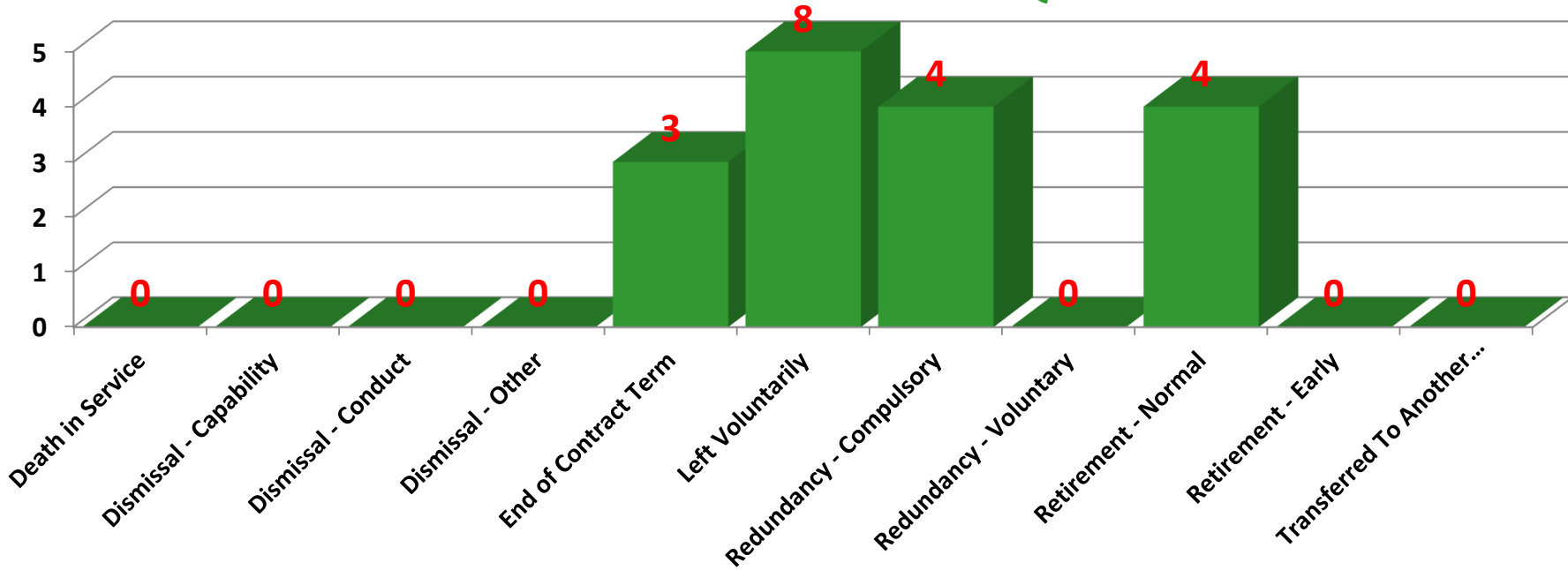
19

### LEAVERS - 2016/17

134

### LEAVER REASON - Q3

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# QUARTER 3 2016/17 DASHBOARD

## TURNOVER AND STABILITY - SCHOOLS (NON-TEACHING)

### LEAVERS - Q3

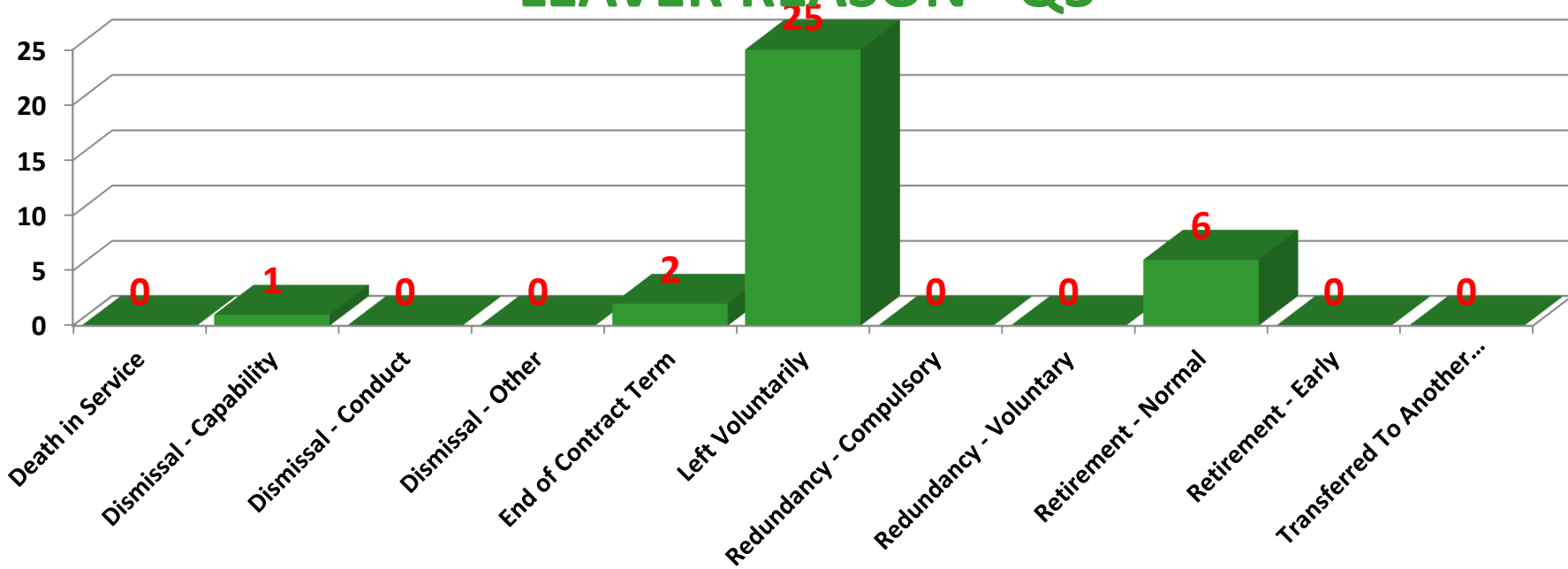
34

### LEAVERS - 2016/17

156

### LEAVER REASON - Q3

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# QUARTER 3 2016/17 DASHBOARD

## EQUALITY AND DIVERSITY - SCHOOLS

### GENDER BREAKDOWN

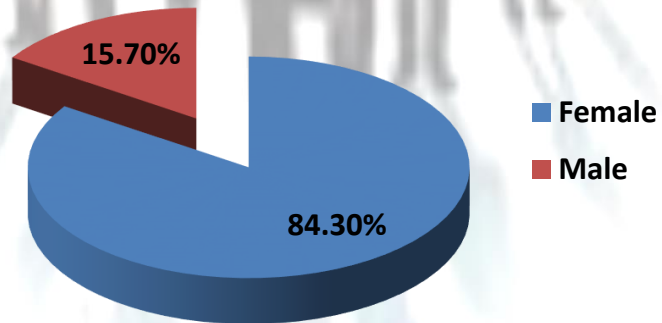
**MALE**

**516**  
(15.70%)

**FEMALE**

**2,770**  
(84.30%)

### GENDER BREAKDOWN (%)



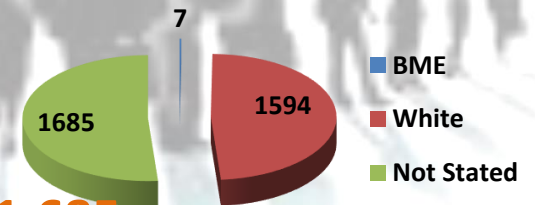
### ETHNICITY

**BME - 7**

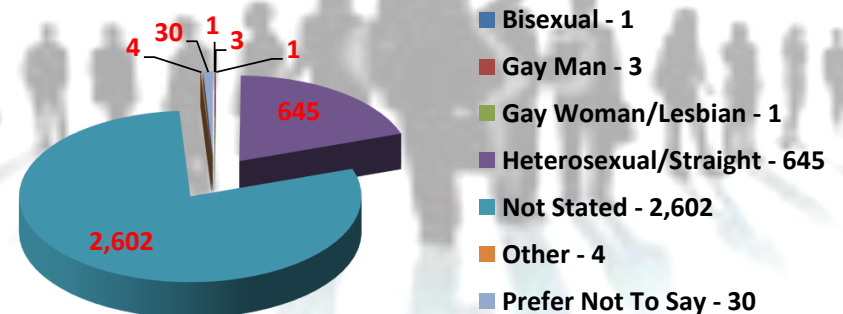
**WHITE - 1,594**

**NOT STATED - 1,685**

### ETHNICITY BREAKDOWN (%)



### SEXUAL ORIENTATION



# QUARTER 3 2016/17 DASHBOARD

## EQUALITY AND DIVERSITY - SCHOOLS (TEACHING)

### GENDER BREAKDOWN

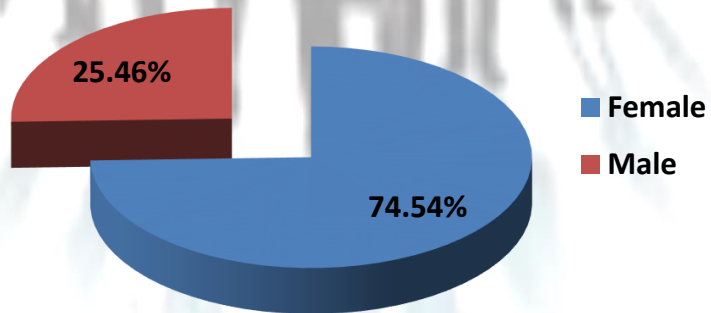
**MALE**

**353**  
(25.46%)

**FEMALE**

**1,034**  
(74.54%)

### GENDER BREAKDOWN (%)



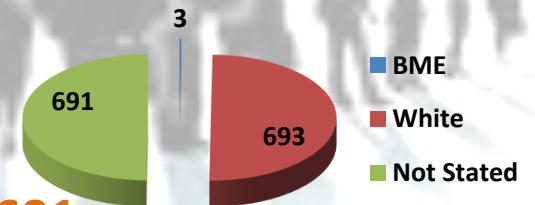
### ETHNICITY

**BME - 3**

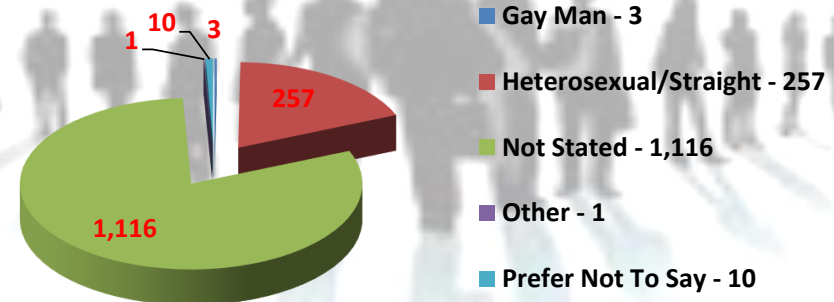
**WHITE - 693**

**NOT STATED - 691**

### ETHNICITY BREAKDOWN (%)



### SEXUAL ORIENTATION



# QUARTER 3 2016/17 DASHBOARD

## EQUALITY AND DIVERSITY - SCHOOLS (NON-TEACHING)

### GENDER BREAKDOWN

**MALE**

**163**

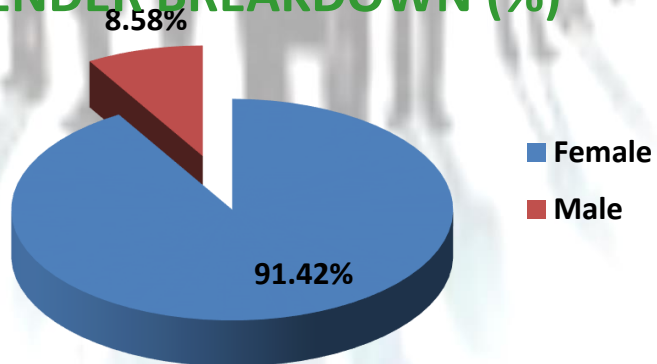
(8.58%)

**FEMALE**

**1,736**

(91.42%)

### GENDER BREAKDOWN (%)



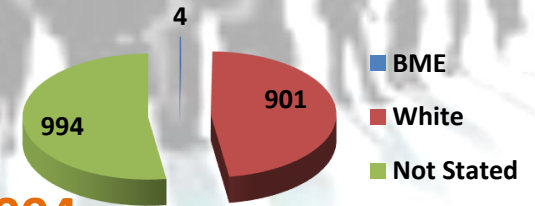
### ETHNICITY

**BME - 4**

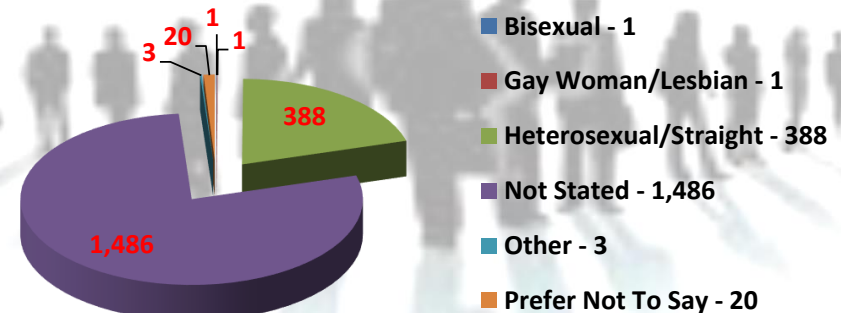
**WHITE - 901**

**NOT STATED - 994**

### ETHNICITY BREAKDOWN (%)



### SEXUAL ORIENTATION



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## CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

<b>Date of Meeting</b>	Thursday, 9 February 2017
<b>Report Subject</b>	Welsh Language Standards
<b>Cabinet Member</b>	Cabinet Member for Corporate Management
<b>Report Author</b>	Chief Executive
<b>Type of Report</b>	Strategic

### EXECUTIVE SUMMARY

The purpose of this report is to advise members of the outcome of negotiating a new set of Welsh Language Standards for the Council with the Welsh Language Commissioner.

Following a series of consultations, County Councils received Notices on 30 September 2015 from the Welsh Language Commissioner (WLC) on compliance with the new Welsh Language Standards. The Standards will replace the Council's Welsh Language Scheme.

The Notices are unique to each organisation and specify what the organisations are expected to do and deliver in Welsh and by when they are required to comply. The WLC has the powers to investigate and take action against those designated organisations who fail to comply with the Standards. This includes imposing financial penalties for non-compliance. The Compliance Notice for Flintshire County Council is attached in Appendix 1. The majority of the Standards are consistent with the commitments set out in the Council's Welsh Language Scheme and should not pose any significant problems for services. Some of the Standards were considered to be more challenging – being disproportionate and unreasonable. The Council has had positive and constructive discussions with the WLC which have resulted in amendments, exemptions and deferred implementation dates to the Standards we considered to be problematic.

## RECOMMENDATIONS

1	Note and endorse the successful outcome for Flintshire County Council on negotiated Standards within the final Compliance Notice.
2	To fully support the Welsh Language Standards.
3	To invite a further report on the Welsh Language Promotion Strategy, which is a requirement of the Standards and will raise the profile and strengthen the Welsh language in Flintshire.

## REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE WELSH LANGUAGE STANDARDS</b>
1.01	<p>The Welsh Language Measure (Wales) Measure 2011 enables the Welsh Ministers to specify Standards relating to the Welsh language. These Standards replace Welsh Language Schemes. The Council set out its commitment to treat English and Welsh on the basis of equality in the delivery of services. The aim of the Standards is to continue and develop the work of Welsh Language Schemes:</p> <ul style="list-style-type: none"><li>• improving the services Welsh-speakers can expect to receive from organisations in Welsh</li><li>• increasing the use people make of Welsh-language services</li><li>• making it clear to organisations what they need to do in terms of the Welsh language</li><li>• ensuring that there is an appropriate degree of consistency in terms of the duties placed on bodies in the same sectors.</li></ul>
1.02	<p>In September 2015 the WLC served Compliance Notices on each of the 22 local authorities in Wales identifying the Welsh Language Standards to which they must comply and the time frame for compliance for each Standard. The Notices are unique to each organisation and reflect local demography and organisational capacity. The Standards for each local authority across North Wales differ, with authorities in North West Wales being required to comply with more stringent standards than those set for Flintshire County Council.</p>
1.03	<p>The Compliance Notice for Flintshire County Council sets out 171 Standards: (i) 146 to be achieved by 30 March 2016; and (ii) 25 to be achieved by 30 September 2016. The majority of the Standards are consistent with the commitments set out in the Council's Welsh Language Scheme and should not pose any significant issues for services. They also support the progress being made by Social Services who have been recognised by the First Minister for their work in promoting Welsh language services as part of the Welsh Government's "More Than Words" framework.</p>
1.04	<p>The Standards cover the following areas:</p>

	<p><b>Service Delivery Standards</b> Set out the standards that must be met when providing services to the public in Welsh.</p> <p><b>Policy Making Standards</b> Assessment of the impact of policies and decisions, and grants, on opportunities to use the Welsh language and treating the Welsh language no less favourably than English.</p> <p><b>Operational Standards</b> Cover the use of Welsh at work and in employment procedures.</p> <p><b>Promotion Standards</b> Require the Council to produce and publish a five year strategy outlining how the Council will promote the Welsh language and facilitate its use more widely in the county.</p> <p><b>Record Keeping Standards</b> Specify the records that must be kept by the Council.</p>
1.05	<p>The Council is committed to the Welsh language and meeting the Standards set out in the Compliance Notice. There were a small number of individual Standards we considered to be unreasonable or disproportionate.</p> <p>The main themes of these Standards included:</p> <ul style="list-style-type: none"> <li>• Infonet</li> <li>• public address system messages (Welsh first)</li> <li>• service-specific meetings with the public</li> <li>• Cabinet and Scrutiny meetings (agendas and minutes)</li> <li>• Signage</li> </ul>
1.06	<p>The Council has taken a partnership approach to successfully resolving concerns about implementing specific Standards and met with officers of the WLC in December 2016 to discuss these. This was a constructive and positive dialogue, with the WLC agreeing to the Council's request to defer implementation or make amendments to specific Standards. The full list of amendments agreed with the WLC are attached as Appendix 2.</p>
1.07	<p>To ensure employees and managers comply with the Standards a series of workforce news items have been circulated during the past 12 months through the intranet and Change Exchange. Further workforce news items will be shared throughout the next 12 months as a reminder. Supporting documentation and guidance is also available on the intranet. In addition, each portfolio has nominated a delegated lead who is responsible for sharing information about the Standards across their areas.</p>
1.08	<p>Standard 145 of the Compliance Notice requires the Council to produce and publish a five year strategy which sets out how the Council will promote the use of the Welsh language more widely in the county and to set a target to maintain or increase the number of Welsh speakers. This work is in progress and will build upon the legacy of the Urdd's Eisteddfod held in Flint in 2016. It will also support the commitments in the Council's</p>

	Welsh in Education Strategic Plan (WESP) and Social Services' action plan for the "More than Words" framework. We will work with our partners, Coleg Cambria, Menter Iaith and the Urdd to maximise the impact of this strategy.
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<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	There are potentially significant financial implications in delivering the Standards as there will be an increased use of interpretation and translation services. The full cost is not yet known. This will depend upon the demand from Welsh speaking customers and employees who wish to exercise their rights to receive Welsh language services as set out in the Standards. The actual costs of implementing these Standards will be known following implementation. Funding has been set aside to pay for the translation of agendas and minutes of committee meetings.
2.02	There are training implications for employees. Both Welsh language skills training and Welsh language awareness training is currently provided. The numbers accessing this training will need to be increased and monitored. All employees will need to be aware of the Standards and what this means for their role. Similarly, our suppliers and partners may need to comply with certain Standards.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	The Council has responded to a number of WLC and Welsh Government consultations on the Standards.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	The Performance Management System, CAMMS, will help us to monitor compliance where appropriate.
4.02	Implementation of the Standards will enhance the profile of Welsh language within the Council and within the county and strengthen the commitments which were set out in the Welsh Language Scheme.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1 Flintshire County Council Compliance Notice.
5.02	Appendix 2 Standards where variations have been agreed by the WLC.



<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>None.</p> <p><b>Contact Officer:</b> Fiona Mocko, Policy Advisor Equality and Cohesion  <b>Telephone:</b> 01352 702122  <b>E-mail:</b> <a href="mailto:fiona.mocko@flintshire.gov.uk">fiona.mocko@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<p><b>Compliance Notice:</b> specifies the exact standards with which each organisation should comply and also the date by which they are required to comply with a standard.</p> <p><b>More Than Words Framework:</b> A Welsh Government strategic framework to strengthen Welsh language services in health, social services and social care. It includes the principle of the “Active Offer” where customers are offered services in Welsh as opposed to having to request them.</p> <p><b>Welsh Language Measure:</b> Welsh Language (Wales) Measure 2011 confirms the official status of Welsh, creates a new system of placing duties on bodies to provide services through the medium of Welsh and creating the post of Language Commissioner with enforcement powers.</p> <p><b>Welsh Language Standards:</b> specify standards of conduct in relation to the Welsh language.</p>

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## COMPLIANCE NOTICE – SECTION 44 WELSH LANGUAGE (WALES) MEASURE 2011

Flintshire County Council – Issue Date: 30/09/2015

Standard Number	Class of Standard	Standard	Imposition Day
1	Service Delivery	If you receive correspondence from a person in Welsh you must reply in Welsh (if an answer is required), unless the person has indicated that there is no need to reply in Welsh.	30/03/2016
2	Service Delivery	When you correspond with an individual ("A") for the first time, you must ask A whether A wishes to receive correspondence from you in Welsh, and if A responds to say that A wishes to receive correspondence in Welsh you must - (a) keep a record of A's wish, (b) correspond with A in Welsh when corresponding with A from then onwards, and (c) send any forms you send to A from then onwards in Welsh.	30/09/2016
3	Service Delivery	When you send correspondence addressed to two individuals who are members of the same household (for example, the parents of a child) for the first time, you must ask them whether they wish to receive correspondence from you in Welsh; and if - (a) both individuals respond to say that they wish to receive correspondence in Welsh, you must keep a record of that wish and correspond in Welsh from then onwards when sending	30/09/2016

		correspondence addressed to both of those individuals; (b) one (but not both) of the individuals responds to say that he or she wishes to receive correspondence in Welsh, you must keep a record of that wish and provide a Welsh language version of correspondence from then onwards when sending correspondence addressed to both of those individuals.	
4	Service Delivery	When you send the same correspondence to several persons, you must send a Welsh language version of the correspondence at the same time as you send any English language version.	30/03/2016
5	Service Delivery	If you don't know whether a person wishes to receive correspondence from you in Welsh, when you correspond with that person you must provide a Welsh language version of the correspondence.	30/03/2016
6	Service Delivery	If you produce a Welsh language version and a corresponding English language version of correspondence, you must not treat the Welsh language version less favourably than the English language version (for example, if the English version is signed, or if contact details are provided on the English version, then the Welsh version must be treated in the same way).	30/03/2016
7	Service Delivery	You must state - (a) in correspondence, and (b) in publications and official notices that invite persons to respond to you or to correspond with you, that you welcome receiving correspondence in Welsh, that you will respond to any correspondence in Welsh, and that corresponding in Welsh will not lead to delay.	30/03/2016
8	Service Delivery	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you	30/03/2016

		must greet the person in Welsh.	
9	Service Delivery	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must inform the person that a Welsh language service is available.	30/03/2016
11	Service Delivery	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must deal with the call in Welsh if that is the person's wish until such point as - (a) it is necessary to transfer the call to a member of staff who does not speak Welsh who can provide a service on a specific matter; and (b) no Welsh speaking member of staff is available to provide a service on that specific subject matter.	30/03/2016
12	Service Delivery	When you advertise telephone numbers, helpline numbers or call centre services, you must not treat the Welsh language less favourably than the English language.	30/03/2016
13	Service Delivery	If you offer a Welsh language service on your main telephone number (or numbers), on any helpline numbers or call centre numbers, the telephone number for the Welsh language service must be the same as for the corresponding English language service.	30/03/2016
14	Service Delivery	When you publish your main telephone number, or any helpline numbers or call centre service numbers, you must state (in Welsh) that you welcome calls in Welsh.	30/03/2016
15	Service Delivery	If you have performance indicators for dealing with telephone calls, you must ensure that those performance indicators do not treat telephone calls made in Welsh any less favourably than calls made in English.	30/03/2016
16	Service Delivery	Your main telephone call answering service (or services) must inform persons calling, in Welsh, that they can leave a message in	30/03/2016

		Welsh.	
17	Service Delivery	When there is no Welsh language service available on your main telephone number ( or numbers), or any helpline numbers or call centre numbers, you must inform persons calling, in Welsh (by way of an automated message or otherwise), when a Welsh language service will be available.	30/03/2016
19	Service Delivery	If a person contacts one of your departments on a direct line telephone number (including on staff members' direct line numbers), and that person wishes to receive a service in Welsh, you must deal with the call in Welsh until such point as - (a) it is necessary to transfer the call to a member of staff who does not speak Welsh who can provide a service on a specific subject matter; and (b) no Welsh speaking member of staff is available to provide a service on that specific subject matter.	30/03/2016
20	Service Delivery	When a person contacts you on a direct line number (whether on a department's direct line number or on the direct line number of a member of staff), you must ensure that, when greeting the person, the Welsh language is not treated less favourably than the English language.	30/03/2016
21	Service Delivery	When you telephone an individual ("A") for the first time you must ask A whether A wishes to receive telephone calls from you in Welsh, and if A responds to say that A wishes to receive telephone calls in Welsh you must keep a record of that wish, and conduct telephone calls made to A from then onwards in Welsh.  <b>You must comply with standard 21 whilst providing (a) services regarding the below:</b>	01/05/2017

		<ul style="list-style-type: none"> <li>• <b>Housing</b></li> <li>• <b>Social Services</b></li> <li>• <b>Benefits</b></li> <li>• <b>Streetscene</b></li> </ul> <p><b>(b) any service provided by your Contact Centres</b></p>	
22	Service Delivery	Any automated telephone systems that you have must provide the complete automated service in Welsh.	30/03/2016
24	Service Delivery	If you invite one person only ("P") to a meeting you must ask P whether P wishes to use the Welsh language at the meeting, and inform P that you will, if necessary, provide a translation service from Welsh to English for that purpose.	30/03/2016
24A	Service Delivery	If you have invited one person only ("P") to a meeting and P has informed you that P wishes to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting (unless you conduct the meeting in Welsh without the assistance of a translation service).	30/03/2016
26	Service Delivery	If you invite an individual ("A") to a meeting, and the meeting relates to the well-being of A, you must ask A whether A wishes to use the Welsh language at the meeting, and inform A that you will, if necessary, provide a translation service from Welsh to English and from English to Welsh for that purpose.	30/03/2016
26A	Service Delivery	You must arrange for a simultaneous translation service from Welsh to English and from English to Welsh to be available at a meeting - (a) if the meeting relates to the well-being of an invited individual ("A"), and (b) if A has informed you that A wishes to use the Welsh language at the meeting; unless you conduct the meeting in Welsh without the	30/03/2016

		assistance of a translation service.	
27	Service Delivery	If you invite more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), you must ask each person whether they wish to use the Welsh language at the meeting.	01/05/2017
27A	Service Delivery	If you have invited more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), and at least 10% (but less than 100%) of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting.	01/05/2017
27D	Service Delivery	If you have invited more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), and all of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting (unless you conduct the meeting in Welsh without the assistance of a translation service).	01/05/2017
29	Service Delivery	If you invite more than one person to a meeting, and that meeting relates to the well-being of one or more of the individuals invited, you must - (a) ask that individual or each of those individuals whether he or she wishes to use the Welsh language at the meeting, and (b) inform that individual (or those individuals) that, if necessary, you will provide a translation service from Welsh to English and from English to Welsh for that purpose.	30/03/2016
29A	Service Delivery	You must provide a simultaneous translation service from Welsh to English and from English to Welsh at a meeting -	30/03/2016



		(a) if you have invited more than one person to the meeting, (b) if the meeting relates to the well-being of one or more of the individuals invited, and (c) if at least one of those individuals has informed you that he or she wishes to use the Welsh language at the meeting; unless you conduct the meeting in Welsh without the assistance of a translation service.	
30	Service Delivery	If you arrange a meeting that is open to the public you must state on any material advertising it, and on any invitation to it, that anyone attending is welcome to use the Welsh language at the meeting.	30/03/2016
31	Service Delivery	When you send invitations to a meeting that you arrange which is open to the public, you must send the invitations in Welsh.	30/03/2016
32	Service Delivery	If you invite persons to speak at a meeting that you arrange which is open to the public you must - (a) ask each person invited to speak whether he or she wishes to use the Welsh language, and (b) if that person (or at least one of those persons) has informed you that he or she wishes to use the Welsh language at the meeting, provide a simultaneous translation service from Welsh to English for that purpose (unless you conduct the meeting in Welsh without a translation service).	30/03/2016
33	Service Delivery	If you arrange a meeting that is open to the public, you must ensure that a simultaneous translation service from Welsh to English is available at the meeting, and you must orally inform those present in Welsh - (a) that they are welcome to use the Welsh language, and (b) that a simultaneous translation service is available.	30/03/2016

		<p><b>You must comply with standard 33 in every circumstance, except:</b></p> <ul style="list-style-type: none"> <li>• <b>where an invitation or material advertising the meeting has asked persons to inform you whether they wish to use the Welsh language, and that no person has informed you that he or she wishes to use the Welsh language at the meeting.</b></li> </ul>	
34	Service Delivery	If you display any written material at a meeting that you arrange which is open to the public, you must ensure that that material is displayed in Welsh, and you must not treat any Welsh language text less favourably than the English language text.	30/03/2016
35	Service Delivery	If you organise a public event, or fund at least 50% of a public event, you must ensure that, in promoting the event, the Welsh language is treated no less favourably than the English language (for example, in the way the event is advertised or publicised).	30/03/2016
36	Service Delivery	If you organise a public event, or fund at least 50% of a public event, you must ensure that the Welsh language is treated no less favourably than the English language at the event (for example, in relation to services offered to persons attending the event, in relation to signs displayed at the event and in relation to audio announcements made at the event).	30/09/2016
37	Service Delivery	Any publicity or advertising material that you produce must be produced in Welsh, and if you produce the advertising material in Welsh and in English, you must not treat the Welsh language version less favourably than you treat the English language version.	30/03/2016
38	Service Delivery	Any material that you display in public must be displayed in Welsh, and you must not treat any Welsh language version of the material	30/03/2016

		less favourably than the English language version.	
41	Service Delivery	If you produce the following documents you must produce them in Welsh - (a) agendas, minutes and other papers that are available to the public, which relate to management board or cabinet meetings; (b) agendas, minutes and other papers for meetings, conferences or seminars that are open to the public.	01/05/2017
42	Service Delivery	Any licence or certificate you produce must be produced in Welsh.	30/03/2016
43	Service Delivery	Any brochure, leaflet, pamphlet or card that you produce in order to provide information to the public must be produced in Welsh.	30/03/2016
44	Service Delivery	If you produce the following documents, and they are available to the public, you must produce them in Welsh - (a) policies, strategies, annual reports and corporate plans; (b) guidelines and codes of practice; (c) consultation papers.	30/03/2016
45	Service Delivery	Any rules that you publish that apply to the public must be published in Welsh.	30/03/2016
46	Service Delivery	When you issue any statement to the press you must issue it in Welsh and, if there is a Welsh language version and an English language version of a statement, you must issue both versions at the same time.	30/03/2016
47	Service Delivery	If you produce a document for public use, and no other standard has required you to produce the document in Welsh, you must produce it in Welsh - (a) if the subject matter of the document suggests that it should be produced in Welsh, or (b) if the anticipated audience, and their expectations, suggests that the document should be produced in Welsh.	30/03/2016

48	Service Delivery	If you produce a document in Welsh and in English (whether separate versions or not), you must not treat any Welsh language version less favourably than you treat the English language version.	30/03/2016
49	Service Delivery	If you produce a Welsh language version and a separate English language version of a document, you must ensure that the English language version clearly states that the document is also available in Welsh.	30/03/2016
50	Service Delivery	Any form that you produce for public use must be produced in Welsh.	30/03/2016
50A	Service Delivery	If you produce a Welsh language version and a separate English language version of a form, you must ensure that the English language version clearly states that the form is also available in Welsh.	30/03/2016
50B	Service Delivery	If you produce a form in Welsh and in English (whether separate versions or not), you must ensure that the Welsh language version is treated no less favourably than the English language version, and you must not differentiate between the Welsh and English versions in relation to any requirements that are relevant to the form (for example in relation to any deadline for submitting the form, or in relation to the time allowed to respond to the content of the form).	30/03/2016
51	Service Delivery	If you pre-enter information on a Welsh language version of a form (for example, before sending it to a member of the public in order for him or her to check the content or to fill in the remainder of the form), you must ensure that the information that you pre-enter is in Welsh.	30/03/2016
52	Service Delivery	You must ensure that - (a) the text of each page of your website is available in Welsh, (b) every Welsh language page on your website is fully functional, and (c) the Welsh language is not treated less favourably than the English	30/03/2016

		language on your website.	
55	Service Delivery	If you have a Welsh language web page that corresponds to an English language web page, you must state clearly on the English language web page that the page is also available in Welsh, and you must provide a direct link to the Welsh page on the corresponding English page.	30/03/2016
56	Service Delivery	You must provide the interface and menus on every page of your website in Welsh.	30/03/2016
57	Service Delivery	All apps that you publish must function fully in Welsh, and the Welsh language must be treated no less favourably than the English language in relation to that app.	30/03/2016
58	Service Delivery	When you use social media you must not treat the Welsh language less favourably than the English language.	30/03/2016
59	Service Delivery	If a person contacts you by social media in Welsh, you must reply in Welsh (if an answer is required).	30/03/2016
60	Service Delivery	You must ensure that any self service machines that you have function fully in Welsh, and the Welsh language must be treated no less favourably than the English language in relation to that machine.	30/03/2016
61	Service Delivery	When you erect a new sign or renew a sign (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as you display corresponding English language text or on a separate sign); and if the same text is displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.	30/03/2016
62	Service Delivery	When you erect a new sign or renew a sign (including temporary signs) which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be	01/04/2017

		<p>read first.</p> <p><b>You must comply with Standard 62 in every circumstance, except:</b></p> <ul style="list-style-type: none"> <li><b>temporary signs in an emergency</b></li> </ul> <p><b>(“Emergency” has the same meaning given to it in section 1 of the Civil Contingencies Act 2004)</b></p>	
63	Service Delivery	You must ensure that the Welsh language text on signs is accurate in terms of meaning and expression.	30/03/2016
64	Service Delivery	<p>Any reception service you make available in English must also be available in Welsh, and any person who requires a Welsh language reception service must not be treated less favourably than a person who requires an English language reception service.</p> <p><b>You must comply with standard 64 in relation to the following by 30 March 2016:</b></p> <ul style="list-style-type: none"> <li><b>The body’s main reception service</b></li> </ul> <p><b>You must comply with standard 64 in relation to the following by 30 September 2016:</b></p> <ul style="list-style-type: none"> <li><b>Every other reception service</b></li> </ul>	30/03/2016
67	Service Delivery	You must display a sign in your reception which states (in Welsh) that persons are welcome to use the Welsh language at the reception.	30/03/2016
68	Service Delivery	You must ensure that staff at the reception who are able to provide a Welsh language reception service wear a badge to convey that.	30/03/2016
69	Service Delivery	Any official notice that you publish or display must be published or displayed in Welsh, and you must not treat any Welsh language version of a notice less favourably than an English language version.	30/03/2016

70	Service Delivery	<p>When you publish or display an official notice that contains Welsh language text as well as English language text, the Welsh language text must be positioned so that it is likely to be read first.</p> <p><b>You must comply with standard 70 in the following circumstances:</b></p> <ul style="list-style-type: none"> <li><b>when publishing and/or displaying an official notice following renewal of third party contracts or determination of a new contract.</b></li> </ul>	01/05/2017
71	Service Delivery	Any documents that you publish which relate to applications for a grant, must be published in Welsh, and you must not treat a Welsh language version of such documents less favourably than an English language version.	30/03/2016
72	Service Delivery	When you invite applications for a grant, you must state in the invitation that applications may be submitted in Welsh and that any application submitted in Welsh will be treated no less favourably than an application submitted in English.	30/03/2016
72A	Service Delivery	You must not treat applications for a grant submitted in Welsh less favourably than applications submitted in English (including, amongst other matters, in relation to the closing date for receiving applications and in relation to the time-scale for informing applicants of decisions).	30/03/2016
74	Service Delivery	<p>If you receive an application for a grant in Welsh and it is necessary to interview the applicant as part of your assessment of the application you must -</p> <p>(a) offer to provide a translation service from Welsh to English to enable the applicant to use the Welsh language at the interview, and</p> <p>(b) if the applicant wishes to use the Welsh language at the interview, provide a simultaneous translation service for that purpose (unless</p>	30/03/2016

		you conduct the interview in Welsh without a translation service).	
75	Service Delivery	When you inform an applicant of your decision in relation to an application for a grant, you must do so in Welsh if the application was submitted in Welsh.	30/03/2016
76	Service Delivery	<p>Any invitations to tender for a contract that you publish must be published in Welsh, and you must not treat a Welsh language version of any invitation less favourably than an English language version.</p> <p><b>You must comply with standard 76 in the following circumstances:</b></p> <p><b>(a) If the subject matter of the tender for a contract suggests that it should be produced in Welsh, or</b></p> <p><b>(b) If the anticipated audience, and their expectations, suggests that the document should be produced in Welsh.</b></p>	30/03/2016
77	Service Delivery	When you publish invitations to tender for a contract, you must state in the invitation that tenders may be submitted in Welsh, and that a tender submitted in Welsh will be treated no less favourably than a tender submitted in English.	30/03/2016
77A	Service Delivery	You must not treat a tender for a contract submitted in Welsh less favourably than a tender submitted in English (including, amongst other matters, in relation to the closing date for receiving tenders, and in relation to the time-scale for informing tenderers of decisions).	30/03/2016
79	Service Delivery	<p>If you receive a tender in Welsh and it is necessary to interview the tenderer as part of your assessment of the tender you must -</p> <p>(a) offer to provide a translation service from Welsh to English to enable the tenderer to use the Welsh language at the interview, and</p> <p>(b) if the tenderer wishes to use the Welsh language at the interview,</p>	30/03/2016



		provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).	
80	Service Delivery	When you inform a tenderer of your decision in relation to a tender, you must do so in Welsh if the tender was submitted in Welsh.	30/03/2016
81	Service Delivery	You must promote any Welsh language service that you provide, and advertise that service in Welsh.	30/03/2016
82	Service Delivery	If you provide a service in Welsh that corresponds to a service you provide in English, any publicity or document that you produce, or website that you publish, which refers to the English service must also state that a corresponding service is available in Welsh.	30/03/2016
83	Service Delivery	When you form, revise or present your corporate identity, you must not treat the Welsh language less favourably than the English language.	30/03/2016
84	Service Delivery	<p>If you offer an education course that is open to the public, you must offer it in Welsh.</p> <p><b>You must comply with standard 84 in every circumstance, except:</b></p> <ul style="list-style-type: none"> <li><b>when an assessment carried out in accordance with standard 86 comes to the conclusion that there is no need for that course to be offered in Welsh.</b></li> </ul>	30/03/2016
86	Service Delivery	If you develop an education course that is to be offered to the public, you must assess the need for that course to be offered in Welsh; and you must ensure that the assessment is published on your website.	30/03/2016
87	Service Delivery	When you announce a message over a public address system, you must make that announcement in Welsh and, if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	30/03/2016

88	Policy Making	When you formulate a new policy, or review or revise an existing policy, you must consider what effects, if any (whether positive or adverse), the policy decision would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/03/2016
89	Policy Making	When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would have positive effects, or increased positive effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/03/2016
90	Policy Making	When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/03/2016
91	Policy Making	When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, the effects (whether positive or adverse) that the policy decision under consideration would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/03/2016

92	Policy Making	When you publish a consultation document which relates to a policy decision the document must consider, and seek views on, how the policy under consideration could be formulated or revised so that it would have positive effects, or increased positive effects, on (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/03/2016
93	Policy Making	When you publish a consultation document which relates to a policy decision the document must consider, and seek views on, how the policy under consideration could be formulated or revised so that it would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/03/2016
94	Policy Making	You must produce and publish a policy on awarding grants (or, where appropriate, amend an existing policy) which requires you to take the following matters into account when you make decisions in relation to the awarding of a grant - (a) what effects, if any (and whether positive or negative), the awarding of a grant would have on - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language; (b) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would have positive effects, or increased positive effects, on - (i) opportunities for persons to use the Welsh language, and	30/09/2016

		<p>(ii) treating the Welsh language no less favourably than the English language;</p> <p>(c) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would not have adverse effects, or so that it would have decreased adverse effects on -</p> <p>(i) opportunities for persons to use the Welsh language, and</p> <p>(ii) treating the Welsh language no less favourably than the English language;</p> <p>(ch) whether you need to ask the applicant for any additional information in order to assist you in assessing the effects of awarding a grant on -</p> <p>(i) opportunities for persons to use the Welsh language, and</p> <p>(ii) treating the Welsh language no less favourably than the English language.</p>	
95	Policy Making	<p>When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers what effects, if any (and whether positive or adverse), the policy decision under consideration would have on -</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	30/03/2016
96	Policy Making	<p>When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would have a positive effects, or so that it would have increased positive effects, on -</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English</p>	30/03/2016

		language.	
97	Policy Making	When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/03/2016
98	Operational	You must develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language, and you must publish that policy on your intranet.	30/09/2016
99	Operational	When you offer a new post to an individual, you must ask that individual whether he or she wishes for the contract of employment or contract for services to be provided in Welsh; and if that is the individual's wish you must provide the contract in Welsh.	30/03/2016
100	Operational	You must - (a) ask each employee whether he or she wishes to receive any paper correspondence that relates to his or her employment, and which is addressed to him or her personally, in Welsh, and (b) if an employee so wishes, provide any such correspondence to that employee in Welsh.	30/03/2016
101	Operational	You must ask each employee whether he or she wishes to receive any documents that outline his or her training needs or requirements in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	30/09/2016
102	Operational	You must ask each employee whether he or she wishes to receive any documents that outline his or her performance objectives in	30/09/2016

		Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	
103	Operational	You must ask each employee whether he or she wishes to receive any documents that outline or record his or her career plan in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	30/09/2016
104	Operational	You must ask each employee whether he or she wishes to receive any forms that record and authorise - (a) annual leave, (b) absences from work, and (c) flexible working hours, in Welsh; and if that is an employee's wish, you must provide any such forms to him or to her in Welsh.	30/09/2016
105	Operational	If you publish a policy relating to behaviour in the workplace, you must publish it in Welsh.	30/09/2016
106	Operational	If you publish a policy relating to health and well-being at work, you must publish it in Welsh.	30/09/2016
107	Operational	If you publish a policy relating to salaries or workplace benefits, you must publish it in Welsh.	30/09/2016
108	Operational	If you publish a policy relating to performance management, you must publish it in Welsh.	30/09/2016
109	Operational	If you publish a policy about absence from work, you must publish it in Welsh.	30/09/2016
110	Operational	If you publish a policy relating to working conditions, you must publish it in Welsh.	30/09/2016
111	Operational	If you publish a policy regarding work patterns, you must publish it in Welsh.	30/09/2016

112	Operational	You must allow each member of staff - (a) to make complaints to you in Welsh, and (b) to respond in Welsh to any complaint made about him or about her.	30/03/2016
112A	Operational	You must state in any document that you have that sets out your procedures for making complaints that each member of staff may - (a) make a complaint to you in Welsh, and (b) respond to a complaint made about him or about her in Welsh; and you must also inform each member of staff of that right.	30/03/2016
114	Operational	If you receive a complaint from a member of staff or a complaint about a member of staff, and a meeting is required with that member of staff, you must - (a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting; (b) explain that you will provide a translation service from Welsh to English for that purpose if it is required; and if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without translation services).	30/03/2016
115	Operational	When you inform a member of staff of a decision you have reached in relation to a complaint made by him or by her, or in relation to a complaint made about him or about her, you must do so in Welsh if that member of staff - (a) made the complaint in Welsh, (b) responded in Welsh to a complaint about him or about her, (c) asked for a meeting about the complaint to be conducted in Welsh, or (ch) asked to use the Welsh language at a meeting about the	30/03/2016

		complaint.	
116	Operational	You must allow all members of staff to respond in Welsh to allegations made against them in any internal disciplinary process.	30/03/2016
116A	Operational	You must - (a) state in any document that you have which sets out your arrangements for disciplining staff that any member of staff may respond in Welsh to any allegations made against him or against her, and (b) if you commence a disciplinary procedure in relation to a member of staff, inform that member of staff of that right.	30/03/2016
118	Operational	If you organise a meeting with a member of staff regarding a disciplinary matter that relates to his or her conduct you must - (a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting, and (b) explain that you will provide a translation service for that purpose if it is required; and, if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without a translation service).	30/03/2016
119	Operational	When you inform a member of staff of a decision you have reached following a disciplinary process, you must do so in Welsh if that member of staff - (a) responded to allegations made against him or her in Welsh, (b) asked for a meeting regarding the disciplinary process to be conducted in Welsh, or (c) asked to use the Welsh language at a meeting regarding the disciplinary process.	30/03/2016
120	Operational	You must provide staff with computer software for checking spelling	30/03/2016



		and grammar in Welsh, and provide Welsh language interfaces for software (where an interface exists).	
122	Operational	You must ensure that - (a) the text of the homepage of your intranet is available in Welsh, (b) any Welsh language text on your intranet's homepage (or, where relevant, your Welsh language intranet homepage) is fully functional, and (c) the Welsh language is treated no less favourably than the English language in relation to the homepage of your intranet.	01/04/2017
124	Operational	If you have a Welsh language page on your intranet that corresponds to an English language page, you must state clearly on the English language page that the page is also available in Welsh, and must provide a direct link to the Welsh language page on the corresponding English language page.	01/04/2017
125	Operational	You must designate and maintain a page (or pages) on your intranet which provides services and support material to promote the Welsh language and to assist your staff to use the Welsh language.	30/03/2016
126	Operational	You must provide the interface and menus on your intranet pages in Welsh.	01/04/2017
127	Operational	You must assess the Welsh languages skills of your employees.	30/03/2016
128	Operational	You must provide training in Welsh in the following areas, if you provide such training in English - (a) recruitment and interviewing; (b) performance management; (c) complaints and disciplinary procedures; (ch) induction; (d) dealing with the public; and (dd) health and safety.	30/09/2016

129	Operational	You must provide training (in Welsh) on using Welsh effectively in - (a) meetings; (b) interviews; and (c) complaints and disciplinary procedures.	30/09/2016
130	Operational	You must provide opportunities during working hours - (a) for your employees to receive basic Welsh language lessons, and (b) for employees who manage others to receive training on using the Welsh language in their role as managers.	30/03/2016
131	Operational	You must provide opportunities for employees who have completed basic Welsh language training to receive further training free of charge, to develop their language skills.	30/03/2016
132	Operational	You must provide training courses so that your employees can develop - (a) awareness of the Welsh language (including awareness of its history and its role in Welsh culture); (b) an understanding of the duty to operate in accordance with the Welsh language standards; (c) an understanding of how the Welsh language can be used in the workplace.	30/03/2016
133	Operational	When you provide information to new employees (for example by means of an induction process), you must provide information for the purpose of raising their awareness of the Welsh language.	30/03/2016
134	Operational	You must provide text or a logo for your staff to include in e-mail signatures which will enable them to indicate whether they speak Welsh fluently or whether they are learning the language.	30/03/2016
135	Operational	You must provide wording for your employees which will enable them to include a Welsh language version of their contact details in e-mail messages, and to provide a Welsh language version of any message	30/03/2016

		which informs others that they are unavailable to respond to e-mail messages.	
136	Operational	When you assess the requirements for a new or vacant post, you must assess the need for Welsh language skills, and categorise it as a post where one or more of the following apply - (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary.	30/03/2016
136A	Operational	If you have categorised a post as one where Welsh language skills are essential, desirable or need to be learnt you must - (a) specify that when advertising the post, and (b) advertise the post in Welsh.	30/03/2016
137	Operational	When you advertise a post, you must state that applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.	30/03/2016
137A	Operational	If you publish - (a) application forms for posts; (b) material that explains your procedure for applying for posts; (c) information about your interview process, or about other assessment methods when applying for posts; (ch) job descriptions; you must publish them in Welsh; and you must ensure that the Welsh language versions of the documents are treated no less favourably than any English language versions of those documents.	30/03/2016
137B	Operational	You must not treat an application for a post made in Welsh less	30/03/2016

		favourably than you treat an application made in English (including, amongst other matters, in relation to the closing date you set for receiving applications and in relation to any time-scale for informing individuals of decisions).	
139	Operational	You must ensure that your application forms for posts - (a) provide a space for individuals to indicate that they wish to use the Welsh language at an interview or at any other method of assessment, and (b) explain that you will provide a translation service from Welsh to English for that purpose if it is required; and, if the individual wishes to use the Welsh language at the interview or assessment, you must provide a simultaneous translation service at the interview or assessment (unless you conduct the interview or assessment in Welsh without that translation service).	30/03/2016
140	Operational	When you inform an individual of your decision in relation to an application for a post, you must do so in Welsh if the application was made in Welsh.	30/03/2016
141	Operational	When you erect a new sign or renew a sign in your workplace (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as the corresponding English language text or on a separate sign), and if the same text is displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.	30/03/2016
142	Operational	When you erect a new sign or renew a sign in your workplace (including temporary signs) which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.	01/04/2017

		<p><b>You must comply with standard 142 in every circumstance, except:</b></p> <ul style="list-style-type: none"> <li><b>temporary signs in an emergency</b></li> </ul> <p><b>(“Emergency” has the same meaning given to it in section 1 of the Civil Contingencies Act 2004)</b></p>	
143	Operational	You must ensure that the Welsh language text on signs displayed in your workplace is accurate in terms of meaning and expression.	30/03/2016
144	Operational	<p>When you make announcements in the workplace using audio equipment, that announcement must be made in Welsh, and if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.</p> <p><b>Standard 144 must be complied with in all circumstances, except:</b></p> <ul style="list-style-type: none"> <li><b>making the announcement in Welsh during an emergency or emergency exercise.</b></li> </ul> <p><b>(“Emergency” has the same meaning given to it in section 1 of the Civil Contingencies Act 2004)</b></p>	01/04/2017
145	Promotion	<p>You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) -</p> <p>(a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and</p> <p>(b) a statement setting out how you intend to reach that target;</p>	01/06/2017

		and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).	
146	Promotion	Five years after publishing a strategy in accordance with standard 145 you must - (a) assess to what extent you have followed that strategy and have reached the target set by it, and (b) publish that assessment on your website, ensuring that it contains the following information - (i) the number of Welsh speakers in your area, and the age of those speakers; (ii) a list of the activities that you have arranged or funded during the previous 5 years in order to promote the use of the Welsh language.	30/09/2016
147	Record Keeping	You must keep a record, in relation to each financial year, of the number of complaints you receive relating to your compliance with standards.	30/03/2016
148	Record Keeping	You must keep a copy of any written complaint that you receive that relates to your compliance with the standards with which you are under a duty to comply.	30/03/2016
149	Record Keeping	You must keep a copy of any written complaint that you receive that relates to the Welsh language (whether or not that complaint relates to the standards with which you are under a duty to comply).	30/03/2016
150	Record Keeping	You must keep a record of the steps that you have taken in order to ensure compliance with the policy making standards with which you are under a duty to comply.	30/03/2016
151	Record Keeping	You must keep a record (following assessments of your employees' Welsh language skills made in accordance with standard 127), of the number of employees who have Welsh language skills at the end of	30/03/2016

		each financial year and, where you have that information, you must keep a record of the skill level of those employees.	
152	Record Keeping	You must keep a record, for each financial year of - (a) the number of members of staff who attended training courses offered by you in Welsh (in accordance with standard 128), and (b) if a Welsh version of a course was offered by you in accordance with standard 128, the percentage of the total number of staff attending the course who attended that version.	30/09/2016
153	Record Keeping	You must keep a copy of every assessment that you carry out (in accordance with standard 136) in respect of the Welsh language skills that may be needed in relation to a new or vacant post.	30/03/2016
154	Record Keeping	You must keep a record, in relation to each financial year of the number of new and vacant posts which were categorised (in accordance with standard 136) as posts where - (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary.	30/03/2016
155	Supplementary - Service Delivery	You must ensure that a document which records the service delivery standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	30/03/2016
156	Supplementary - Service Delivery	You must - (a) ensure that you have a complaints procedure that deals with the following matters -	30/03/2016

		<p>(i) how you intend to deal with complaints relating to your compliance with the service delivery standards with which you are under a duty to comply, and</p> <p>(ii) how you will provide training for your staff in relation to dealing with those complaints,</p> <p>(b) publish a document that records that procedure on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	
157	Supplementary - Service Delivery	<p>You must -</p> <p>(a) ensure that you have arrangements for</p> <p>(i) overseeing the way you comply with the service delivery standards with which you are under a duty to comply,</p> <p>(ii) promoting the services that you offer in accordance with those standards, and</p> <p>(iii) facilitating the use of those services,</p> <p>(b) publish a document that records those arrangements on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	30/03/2016
158	Supplementary - Service Delivery	<p>(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the service delivery standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the number of complaints that you received during that year which related to your compliance with the service delivery standards with which you were under a duty to comply.</p>	30/03/2016



		<p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p> <p>(4) You must publicise the fact that you have published an annual report.</p> <p>(5) You must ensure that a current copy of your annual report is available -</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	
159	Supplementary - Service Delivery	You must publish a document on your website which explains how you intend to comply with the service delivery standards with which you are under a duty to comply.	30/03/2016
160	Supplementary - Service Delivery	You must provide any information requested by the Welsh Language Commissioner which relates to your compliance with the service delivery standards with which you are under a duty to comply.	30/03/2016
161	Supplementary - Policy Making	<p>You must ensure that a document which records the policy making standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available -</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	30/03/2016
162	Supplementary - Policy Making	<p>You must -</p> <p>(a) ensure that you have a complaints procedure that deals with the following matters -</p> <p>(i) how you intend to deal with complaints relating to your compliance with the policy making standards with which you are under a duty to comply, and</p> <p>(ii) how you will provide training for your staff in relation to dealing with those complaints,</p>	30/03/2016

		(b) publish a document that records that procedure on your website, and (c) ensure that a copy of that document is available in each of your offices that are open to the public.	
163	Supplementary - Policy Making	You must - (a) ensure that you have arrangements for overseeing the way you comply with the policy making standards with which you are under a duty to comply, (b) publish a document that records those arrangements on your website, and (c) ensure that a copy of that document is available in each of your offices that are open to the public.	30/03/2016
164	Supplementary - Policy Making	(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the policy making standards with which you were under a duty to comply during that year. (2) The annual report must include the number of complaints you received during the year which related to your compliance with the policy making standards with which you were under a duty to comply. (3) You must publish the annual report no later than 30 June following the financial year to which the report relates. (4) You must publicise the fact that you have published an annual report. (5) You must ensure that a current copy of your annual report is available - (a) on your website, and (b) in each of your offices that are open to the public.	30/03/2016
165	Supplementary - Policy	You must publish a document on your website which explains how	30/03/2016

	Making	you intend to comply with the policy making standards with which you are under a duty to comply.	
166	Supplementary - Policy Making	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with the policy making standards with which you are under a duty to comply.	30/03/2016
167	Supplementary - Operational	You must ensure that a document which records the operational standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	30/03/2016
168	Supplementary - Operational	You must - (a) ensure that you have a complaints procedure that deals with the following matters - (i) how you intend to deal with complaints relating to your compliance with the operational standards with which you are under a duty to comply, and (ii) how you will provide training for your staff in relation to dealing with those complaints, and (b) publish a document that records that procedure on your intranet.	30/03/2016
169	Supplementary - Operational	You must - (a) ensure that you have arrangements for (i) overseeing the way you comply with the operational standards with which you are under a duty to comply, (ii) promoting the services that you offer in accordance with those standards, and (iii) facilitate the use of those services, and (b) publish document that records that procedure on your intranet.	30/03/2016

170	Supplementary - Operational	<p>(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the operational standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the following information (where relevant, to the extent you are under a duty to comply with the standards referred to) -</p> <p>(a) the number of employees who have Welsh language skills at the end of the year in question (on the basis of the records you kept in accordance with standard 151);</p> <p>(b) the number of members of staff who attended training courses you offered in Welsh during the year (on the basis of the records you kept in accordance with standard 152);</p> <p>(c) if a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version (on the basis of the records you kept in accordance with standard 152);</p> <p>(ch) the number of new and vacant posts that you advertised during the year which were categorised as posts where -</p> <p>(i) Welsh language skills were essential,</p> <p>(ii) Welsh language skills needed to be learnt when appointed to the post,</p> <p>(iii) Welsh language skills were desirable, or</p> <p>(iv) Welsh language skills were not necessary, (on the basis of the records you kept in accordance with standard 154);</p> <p>(d) the number of complaints that you received during that year which related to your compliance with the operational standards with which you were under a duty to comply.</p>	30/03/2016
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		<p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p> <p>(4) You must publicise the fact that you have published an annual report.</p> <p>(5) You must ensure that a current copy of your annual report is available -</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	
171	Supplementary - Operational	You must publish a document on your website which explains how you intend to comply with the operational standards with which you are under a duty to comply.	30/03/2016
172	Supplementary - Operational	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with which you are under a duty to comply.	30/03/2016
173	Supplementary - Promotion	<p>You must ensure that a document which records the promotion standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available -</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	30/09/2016
174	Supplementary - Promotion	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with the promotion standards with which you are under a duty to comply.	30/09/2016
175	Supplementary - Record Keeping	<p>You must ensure that a document which records the record keeping standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available -</p> <p>(a) on your website, and</p>	30/03/2016

		(b) in each of your offices that are open to the public.	
176	Supplementary - Record Keeping	You must provide any records you kept in accordance with the record keeping standards with which you are under a duty to comply to the Welsh Language Commissioner, if the Commissioner asks for those records.	30/03/2016

*Meri Huws*

**Meri Huws**  
Welsh Language Commissioner

Date: 30/09/2015

## Appendix 2

### Variations to Standards agreed with Welsh Language Commissioner

Standard number	Standard	Variation agreed
21	When you telephone an individual ("A") for the first time you must ask A whether A wishes to receive telephone calls from you in Welsh, and if A responds to say that A wishes to receive telephone calls in Welsh you must keep a record of that wish, and conduct telephone calls made to A from then onwards in Welsh.	This Standard only applies to Housing Social Services Benefits Streetscene Contact Centres  Implementation date deferred until 01.05.2017
27	If you invite more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), you must ask each person whether they wish to use the Welsh language at the meeting.	Implementation date deferred until 01.05.2017
27A	If you have invited more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), and at least 10% (but less than 100%) of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting.	Implementation date deferred until 1.05.2017
27D	If you have invited more than one person to a meeting (which does not relate to	Implementation date

	the well-being of one or more of the individuals invited), and all of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting (unless you conduct the meeting in Welsh without the assistance of a translation service).	deferred until 01.05.2017
<b>41</b>	If you produce the following documents you must produce them in Welsh - (a) agendas, minutes and other papers that are available to the public, which relate to management board or cabinet meetings; (b) agendas, minutes and other papers for meetings, conferences or seminars that are open to the public.	Implementation date deferred.  Agreed that agendas and minutes for Committee meetings need to be translated
<b>62</b>	When you erect a new sign or renew a sign (including temporary signs) which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.	Implementation date deferred. Agreed does not apply to signs in an emergency
<b>122</b>	You must ensure that - (a) the text of the homepage of your intranet is available in Welsh, (b) any Welsh language text on your intranet's homepage (or, where relevant, your Welsh language intranet homepage) is fully functional, and (c) the Welsh language is treated no less favourably than the English language in relation to the homepage of your intranet	Implementation date deferred until 01.04.2017
<b>124</b>	If you have a Welsh language page on your intranet that corresponds to an English language page, you must state clearly on the English language page that the page is also available in Welsh, and must provide a direct link to the Welsh language page on the	Implementation date deferred until 01.04.2017
<b>126</b>	You must provide the interface and menus on your intranet pages in Welsh.	Implementation date deferred until 01.04.2017
<b>142</b>	When you erect a new sign or renew a sign in your workplace (including	Agreed deferred



	temporary signs) which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first	implementation date and does not apply in the case of an emergency
<b>144</b>	When you make announcements in the workplace using audio equipment, that announcement must be made in Welsh, and if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	Agreed deferred implementation date and English to be announced first in the case of an emergency.
<b>145</b>	You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) - (a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).	Agreed to defer implementation date

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## CORPORATE RESOURCES OVERVIEW AND SCRUTINY

<b>Date of Meeting</b>	Thursday 9 Feb 2017
<b>Report Subject</b>	Revenue Budget Monitoring (Month 9) and Capital Programme Monitoring (Month 9)
<b>Cabinet Member</b>	Leader of the Cabinet and Cabinet Member for Finance
<b>Report Author</b>	Corporate Finance Manager
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

The purpose of this report is to provide Members with the Revenue Budget Monitoring 2016/17 (Month 9) Report and the Capital Programme 2016/17 (Month 9) Report.

### RECOMMENDATIONS

1	That the committee considers and comments on the Revenue Budget Monitoring 2016/17 (Month 9) report. Any specific matters for attention will be noted and reported verbally to the Cabinet when it considers the report.
2	That the committee considers and comments on the Capital Programme 2016/17 (Month 9) report. Any specific matters for attention will be noted and reported verbally to the Cabinet when it considers the report.

### REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE REVENUE BUDGET MONITORING POSITION 2016/17 (MONTH 9) AND CAPITAL PROGRAMME 2016/17 (MONTH 9)</b>
1.01	The Revenue Budget Monitoring 2016/17 (Month 9) report will be presented to Cabinet on Tuesday 14 February 2017. A copy of the report

	is attached as Appendix A to this report.
1.02	The Capital Programme 2016/17 (Month 9) report will be presented to Cabinet on Tuesday 14 February 2017. A copy of the report is attached as Appendix B to this report.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	As set out in Appendix A; Revenue Budget Monitoring 2016/17 (Month 9) and in Appendix B; Capital Programme 2016/17 (Month 9).

<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 set out in Appendix A; Revenue Budget Monitoring 2016/17 (Month 9) and in Appendix B; Capital Programme 2016/17 (Month 9).

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix A; Revenue Budget Monitoring 2016/17 (Month 9) Appendix B; Capital Programme 2016/17 (Month 9)

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

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	(1) <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.
7.02	(2) <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.
7.03	(3) <b>Capital Programme:</b> The Council's financial plan covering capital schemes and expenditure proposals for the current year and a number of future years. It also includes estimates of the capital resources available to finance the programme.

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<b>CABINET MEETING</b>
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<b>Date of Meeting</b>	Tuesday, 14 February 2017
<b>Report Subject</b>	Revenue Budget Monitoring 2016/17 (month 9)
<b>Cabinet Member</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 monthly report provides the latest revenue budget monitoring position for 2016/17 for both the Council Fund and Housing Revenue Account.

The report is based on actual income and expenditure as at Month 9 of the financial year. The report also projects how the budget would stand at the close of the financial year if all things remained equal.

The projected year end position, without any further action to reduce cost pressures or to identify new efficiencies would be as follows:-

#### **Council Fund**

- The net in year position comprises of an operating deficit of £0.799m; a decrease in the deficit of £1.011m from the position reported last month which is due to a number of factors the most significant being the cost recovery of joint funded care packages within Social Services.
- The overall projected in-year position includes £2.886m due to the change in accounting policy for MRP as agreed by County Council. This has the effect of eliminating the operating deficit and net spend is projected to be £2.087m lower the budget.
- Projected contingency reserve balance of £5.279m

#### **Housing Revenue Account**

- Net in year expenditure forecast to be £0.037m higher than budget
- Projected closing balance as at 31 March 2017 of £1.061m

## RECOMMENDATIONS

1	To note the overall report and the projected Council Fund contingency sum as at 31 <sup>st</sup> March 2017 and continue to support the work on actions and options for mitigating action.
2	To note the projected final level of balances on the Housing Revenue Account.
3	To approve a budget virement within Social Services as detailed in paragraph 1.10.

## REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE MONTH 9 POSITION</b>
1.01	The operating deficit reported is £0.799m above budget which is a decrease of £1.011m from the deficit reported last month, reasons for variance to month 8 are include in appendix 1. As resolved by Cabinet work is still ongoing to identify actions and options to further reduce the operating deficit through further detailed analysis of overspending areas.
1.02	The operating deficit in-year is in effect 'written-off' by the change in the Council's policy for accounting for Minimum Revenue Provision (MRP) which was reviewed and approved by Council on 6 December 2016 as part of the 2017/18 budget proposals. This has resulted in a positive impact of £2.886m on the 2016/17 budget as part of providing a major efficiency for 2017/18, and means that the projected spend is now £2.087m less than the budget.
1.03	<p><b>Transport Costs</b></p> <p>Previous reports have referenced the issues encountered due to the liquidation of a major transport provider affecting school and public transport subsidised routes within the County with an additional cost of £0.410m within this financial year. A one off grant from Welsh Government has been agreed at a regional level and we expect to recoup up to £0.200m of the costs incurred though negotiations are continuing.</p>



1.04	<p>Council Fund Latest in Year Forecast</p> <p>The table below shows the projected position by portfolio.</p> <table border="1" data-bbox="284 320 1378 1346"> <thead> <tr> <th data-bbox="284 320 679 544">TOTAL EXPENDITURE AND INCOME</th> <th data-bbox="679 320 852 544">Original Budget</th> <th data-bbox="852 320 1024 544">Revised Budget</th> <th data-bbox="1024 320 1197 544">Projected Outturn</th> <th data-bbox="1197 320 1378 544">In-Year Over / (Under) spend</th> </tr> <tr> <td></td> <th data-bbox="679 510 852 544">£m</th> <th data-bbox="852 510 1024 544">£m</th> <th data-bbox="1024 510 1197 544">£m</th> <th data-bbox="1197 510 1378 544">£m</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 544 679 600">Social Services</td> <td data-bbox="679 544 852 600">58.534</td> <td data-bbox="852 544 1024 600">60.829</td> <td data-bbox="1024 544 1197 600">60.742</td> <td data-bbox="1197 544 1378 600">(0.087)</td> </tr> <tr> <td data-bbox="284 600 679 656">Community &amp; Enterprise</td> <td data-bbox="679 600 852 656">12.035</td> <td data-bbox="852 600 1024 656">12.437</td> <td data-bbox="1024 600 1197 656">11.879</td> <td data-bbox="1197 600 1378 656">(0.558)</td> </tr> <tr> <td data-bbox="284 656 679 734">Streetscene &amp; Transportation</td> <td data-bbox="679 656 852 734">27.011</td> <td data-bbox="852 656 1024 734">28.527</td> <td data-bbox="1024 656 1197 734">29.169</td> <td data-bbox="1197 656 1378 734">0.642</td> </tr> <tr> <td data-bbox="284 734 679 790">Planning &amp; Environment</td> <td data-bbox="679 734 852 790">4.978</td> <td data-bbox="852 734 1024 790">5.130</td> <td data-bbox="1024 734 1197 790">5.407</td> <td data-bbox="1197 734 1378 790">0.277</td> </tr> <tr> <td data-bbox="284 790 679 846">Education &amp; Youth</td> <td data-bbox="679 790 852 846">11.225</td> <td data-bbox="852 790 1024 846">11.424</td> <td data-bbox="1024 790 1197 846">11.371</td> <td data-bbox="1197 790 1378 846">(0.053)</td> </tr> <tr> <td data-bbox="284 846 679 902">Schools</td> <td data-bbox="679 846 852 902">86.162</td> <td data-bbox="852 846 1024 902">87.742</td> <td data-bbox="1024 846 1197 902">87.742</td> <td data-bbox="1197 846 1378 902">0.000</td> </tr> <tr> <td data-bbox="284 902 679 958">People &amp; Resources</td> <td data-bbox="679 902 852 958">4.319</td> <td data-bbox="852 902 1024 958">4.668</td> <td data-bbox="1024 902 1197 958">4.640</td> <td data-bbox="1197 902 1378 958">(0.027)</td> </tr> <tr> <td data-bbox="284 958 679 1014">Governance</td> <td data-bbox="679 958 852 1014">8.159</td> <td data-bbox="852 958 1024 1014">7.716</td> <td data-bbox="1024 958 1197 1014">7.791</td> <td data-bbox="1197 958 1378 1014">0.075</td> </tr> <tr> <td data-bbox="284 1014 679 1070">Organisational Change 1</td> <td data-bbox="679 1014 852 1070">5.560</td> <td data-bbox="852 1014 1024 1070">5.972</td> <td data-bbox="1024 1014 1197 1070">6.062</td> <td data-bbox="1197 1014 1378 1070">0.091</td> </tr> <tr> <td data-bbox="284 1070 679 1126">Organisational Change 2</td> <td data-bbox="679 1070 852 1126">2.244</td> <td data-bbox="852 1070 1024 1126">2.572</td> <td data-bbox="1024 1070 1197 1126">2.160</td> <td data-bbox="1197 1070 1378 1126">(0.412)</td> </tr> <tr> <td data-bbox="284 1126 679 1182">Chief Executive</td> <td data-bbox="679 1126 852 1182">3.204</td> <td data-bbox="852 1126 1024 1182">3.154</td> <td data-bbox="1024 1126 1197 1182">3.116</td> <td data-bbox="1197 1126 1378 1182">(0.038)</td> </tr> <tr> <td data-bbox="284 1182 679 1261">Central &amp; Corporate Finance</td> <td data-bbox="679 1182 852 1261">28.552</td> <td data-bbox="852 1182 1024 1261">21.814</td> <td data-bbox="1024 1182 1197 1261">19.817</td> <td data-bbox="1197 1182 1378 1261">(1.996)</td> </tr> <tr> <td data-bbox="284 1261 679 1317"></td> <td data-bbox="679 1261 852 1317"></td> <td data-bbox="852 1261 1024 1317"></td> <td data-bbox="1024 1261 1197 1317"></td> <td data-bbox="1197 1261 1378 1317"></td> </tr> <tr> <td data-bbox="284 1317 679 1346"><b>Total</b></td> <td data-bbox="679 1317 852 1346"><b>251.984</b></td> <td data-bbox="852 1317 1024 1346"><b>251.984</b></td> <td data-bbox="1024 1317 1197 1346"><b>249.897</b></td> <td data-bbox="1197 1317 1378 1346"><b>(2.087)</b></td> </tr> </tbody> </table>	TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	Projected Outturn	In-Year Over / (Under) spend		£m	£m	£m	£m	Social Services	58.534	60.829	60.742	(0.087)	Community & Enterprise	12.035	12.437	11.879	(0.558)	Streetscene & Transportation	27.011	28.527	29.169	0.642	Planning & Environment	4.978	5.130	5.407	0.277	Education & Youth	11.225	11.424	11.371	(0.053)	Schools	86.162	87.742	87.742	0.000	People & Resources	4.319	4.668	4.640	(0.027)	Governance	8.159	7.716	7.791	0.075	Organisational Change 1	5.560	5.972	6.062	0.091	Organisational Change 2	2.244	2.572	2.160	(0.412)	Chief Executive	3.204	3.154	3.116	(0.038)	Central & Corporate Finance	28.552	21.814	19.817	(1.996)						<b>Total</b>	<b>251.984</b>	<b>251.984</b>	<b>249.897</b>	<b>(2.087)</b>
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1.05	The reasons for the projected variances are summarised within Appendix 2 with key significant portfolio variances explained in paragraphs 1.07 to 1.08.																																																																																
1.06	<p><b>Significant Budget Movements between Original and Revised Budget</b></p> <p>There were no significant budget movements between portfolios this month.</p>																																																																																
1.07	<p><b>Streetscene and Transportation</b></p> <p>There is a significant variance within the portfolio of £0.642m which is a decrease of £0.137m from month 8. As referenced in 1.03 grant funding has been offered by Welsh Government to offset some of the costs incurred in securing the school and public transport subsidised routes. Negotiations are ongoing between the neighbouring authorities over the distribution of the grant, however an estimate has been included in the Streetscene &amp; Transportation outturn in month 9 for Flintshire County Council's proportion of this grant. Full details of all other variances are given in Appendix 2.</p>																																																																																

1.08	<p><b>Social Services</b></p> <p>As a result of ongoing negotiations with Betsi Cadwaladr University Health Board as the funding partner in the joint use of the Continuing Health Care (CHC) Fund, agreement has been reached that the Health Board will increase the funding for a number of our high cost Learning Disability care packages which has led to a positive movement on the overall position for Social Services of £0.452m. This is broken down as £0.225m for 2015/16 and £0.227m for 2016/17. A similar amount to the 2016/17 amount can be expected for 2017/18 and subsequent years providing care packages remain stable.</p>																																																															
1.09	<p>As previously reported a review of existing budgets has been undertaken with a view to realigning to closer match client actuals and recommended that the following areas to be vired.</p>																																																															
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	implementation ahead of completion of the Month 10 budget monitoring report.																																																																											
1.11	<p><b>Programme of Efficiencies</b></p> <p>The 2016/17 budget contains £11.282m of specific efficiencies which are being tracked and monitored. An amount of £0.761m was approved from the contingency reserve in the month 4 report to meet the impact of conscious decisions to change proposals for household recycling centres, community asset transfers, town centre car parking charging and workforce essential car user allowances resulting in a revised efficiency target of £10.521m.</p>																																																																											
1.12	Appendix 3 provides detail on the latest position where there is a variation to the level of efficiency achievable compared to the budget.																																																																											
1.13	<p>This shows that it is currently projected that £9.384m (89%) will be achieved resulting in a net underachievement of £1.137m - a decrease of £0.014m. The changes in efficiency assumptions since month 8 are summarised below:</p> <table border="1"> <thead> <tr> <th></th> <th>Original Efficiency</th> <th>Previous Month Revised Efficiency</th> <th>Current Month Revised Efficiency</th> <th>Increase/ (Decrease) between months</th> </tr> <tr> <th>Portfolio</th> <th>2016/17 £(m)</th> <th>2016/17 £(m)</th> <th>2016/17 £(m)</th> <th>2016/17 £(m)</th> </tr> </thead> <tbody> <tr> <td><b><u>Central &amp; Corporate Finance</u></b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Workforce Efficiency</td> <td>0.500</td> <td>0.222</td> <td>0.224</td> <td>0.002</td> </tr> <tr> <td><b><u>Chief Executive</u></b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Voluntary Sector Grants review</td> <td>0.070</td> <td>0.090</td> <td>0.080</td> <td>(0.010)</td> </tr> <tr> <td><b><u>People &amp; Resources</u></b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Finance Modernisation</td> <td>0.135</td> <td>0.092</td> <td>0.108</td> <td>0.016</td> </tr> <tr> <td><b><u>Community &amp; Enterprise</u></b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Telephone Contact Centre Savings</td> <td>0.100</td> <td>0.025</td> <td>0.000</td> <td>(0.025)</td> </tr> <tr> <td>Energy Efficiency Framework</td> <td>0.050</td> <td>0.050</td> <td>0.030</td> <td>(0.020)</td> </tr> <tr> <td>SHARP Framework</td> <td>0.020</td> <td>0.020</td> <td>0.000</td> <td>(0.020)</td> </tr> <tr> <td>Council Tax Reduction Scheme</td> <td>0.329</td> <td>0.591</td> <td>0.619</td> <td>0.028</td> </tr> <tr> <td><b><u>Streetscene &amp; Transportation</u></b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Car Parking Charges</td> <td>0.200</td> <td>0.165</td> <td>0.180</td> <td>0.015</td> </tr> </tbody> </table>		Original Efficiency	Previous Month Revised Efficiency	Current Month Revised Efficiency	Increase/ (Decrease) between months	Portfolio	2016/17 £(m)	2016/17 £(m)	2016/17 £(m)	2016/17 £(m)	<b><u>Central &amp; Corporate Finance</u></b>					Workforce Efficiency	0.500	0.222	0.224	0.002	<b><u>Chief Executive</u></b>					Voluntary Sector Grants review	0.070	0.090	0.080	(0.010)	<b><u>People &amp; Resources</u></b>					Finance Modernisation	0.135	0.092	0.108	0.016	<b><u>Community &amp; Enterprise</u></b>					Telephone Contact Centre Savings	0.100	0.025	0.000	(0.025)	Energy Efficiency Framework	0.050	0.050	0.030	(0.020)	SHARP Framework	0.020	0.020	0.000	(0.020)	Council Tax Reduction Scheme	0.329	0.591	0.619	0.028	<b><u>Streetscene &amp; Transportation</u></b>					Car Parking Charges	0.200	0.165	0.180	0.015
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	price inflation (£0.573m) and income (£0.185m).																																																		
1.15	Following the allocation to portfolios of the provisions described in paragraph 1.14 there is a remaining balance of £0.070m which is included within the overall outturn figure.																																																		
1.16	No provision has been made for non-standard inflation (NSI) in 2016/17. Areas that may be subject to NSI increases will be monitored throughout the year and any emerging pressures will be considered in future reports.																																																		
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1.17	<b>Un-earmarked Reserves</b>  The 2015/16 outturn reported to Cabinet on 19 July 2016 showed un-earmarked reserves at 31 March 2016 (above the base level of £5.769m) of £4.375m.																																																		
1.18	Taking into account the current projected overspend at Month 9 and previously agreed allocations the balance on the Contingency Reserve at 31 March 2017 is projected to be £5.279m as detailed in appendix 4.																																																		
1.19	<b>Earmarked Reserves</b>  The Council adopted a reserves protocol in September 2015 which set out the principles around how the Council determines, manages and reviews its level of reserves. Within the protocol is reference to regular reporting of the latest position to Cabinet and Corporate Resources Overview and Scrutiny Committee.																																																		
1.20	The table below gives a summary of earmarked reserves as at 1 April 2016 and provides an estimate of projected balances as at the end of the current financial year.																																																		
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	Design Fees	200,000	200,000
	Winter Maintenance	250,000	250,000
	Car Parking	86,284	0
	Insurance Funds	1,221,558	1,405,000
	Cash Receipting Review	241,295	0
	Grants & Contributions	2,737,077	1,040,470
	<b>Total</b>	<b>27,745,323</b>	<b>15,588,601</b>
1.22	<b>Housing Revenue Account</b>		
	The 2015/16 Outturn Report to Cabinet on 19 July 2016 showed an un-earmarked closing balance at the end of 2015/16 of £1.178m.		
1.23	The 2016/17 budget for the HRA is £31.979m which includes a movement of £0.080m from reserves.		
1.24	The Month 9 monitoring for the HRA is projecting in year expenditure to be £0.037m higher than budget and a closing balance as at 31 March 2017 of £1.061m, which at 3.3% of total expenditure satisfies the prudent approach of ensuring a minimum level of 3%.		

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The Revenue Budget Monitoring Report reflects the planned use of the financial resources of the Council for the current financial year and details the variations in the first eight months and the risks as known.

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

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	<p><b>Achievement of Planned In-Year Efficiencies</b></p> <p>The Council sets a challenging level of specified efficiencies to be achieved in-year as part of its approach to annual budget planning. These efficiencies are generated from the three year service portfolio business plans and from corporate financial planning. In recent years the level of efficiency achievement has averaged at around 85%. The current assessment of the efficiency profile for 2016/17 shows that 89% of the efficiencies would be achieved. There is an ongoing risk that the shortfall cannot be mitigated other than by drawing on temporary funding from the Contingency Reserve. There is a further risk that any ongoing under-achievement of efficiencies will have a recurring and negative impact on the 2017/18 budget as an efficiency target deficit would in effect be carried</p>

	forward. Risk status: stable/green risk for 2016/17 only.
4.02	<p><b>Historic Child Abuse Settlements</b></p> <p>A number of historic child abuse cases, which predate the existence of Flintshire County Council, have been settled this financial year. There are still a number of outstanding cases to be settled and it is not possible to estimate the full financial impact of these at this stage. The financial provision set aside may not prove to be sufficient to meet the total liabilities of all cases when closed. Within the month 3 report a contribution from the contingency reserve was agreed to meet the settlement costs paid along with any future costs. The settlement costs incurred to date total £0.146m. Risk status: stable/green risk for 2016/17.</p>
4.03	<p><b>Orphaned Industrial Site at Sandycroft</b></p> <p>The contract for the removal of all Isosorbide Dinitrate (ISDN) chemical deposits, site cleansing and site close-down has come to a conclusion. Additional contracted work to remove deposits of contaminated waste discovered in the sump and tank systems on site will be completed by the end of February. Negotiations for the immediate disposal of the site, following completion of the additional contracted work, are well advanced Risk status: stable/amber risk.</p>
4.04	<p><b>Procurement of Transport Services</b></p> <p>As explained in 1.03 there is an in-year budget risk of additional procurement costs for local transport services. The Welsh Government has offered a provisional one off grant award to the three North East Wales local authorities for 2016/17 only. An allocation of up to £0.200m from this grant has been assumed however negotiations are ongoing with the neighbouring authorities on grant distribution. Risk status: stable/green for 2016/17. Unstable/red risk for future years.</p>
4.05	<p><b>Out of County Placements</b></p> <p>The risk is the volatility in demand and the impacts on service costs which cannot be predicted with any certainty. There is always a risk of significant variances occurring although this area continues to be closely monitored. The main influence on this increase is the new Social Services and Wellbeing Act which has led to a higher number of court outcomes and placements has increased the financial pressure on this service area. Legal and Social Service Managers are working together to make a compelling case for alternative care arrangements to placements at forthcoming court cases, and so reduce the level of Out of County placement being made. Risk status: unstable/red risk.</p>
4.06	<p><b>Children's Services</b></p> <p>Children's Services are experiencing high levels a demand including child protection work and the need for intensive support for older children with</p>

	<p>complex needs. Capacity has been increased to help respond to increasing service demand and to provide a greater range of targeted community support, the month 9 report contains a recommended realignment of budget from within Social Services as potential mitigation of this risk.</p> <p>Risk status: unstable/amber risk.</p>
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<b>5.00</b>	<b>APPENDICES</b>
5.01	<p>Appendix 1: Council Fund – Movement in Variances from Month 8</p> <p>Appendix 2: Council Fund – Budget Variances</p> <p>Appendix 3: Council Fund – Programme of Efficiencies</p> <p>Appendix 4: Council Fund – Movement on Un-earmarked Reserves</p> <p>Appendix 5: Housing Revenue Account Variances</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  <b>Telephone:</b> 01352 702287  <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.
7.11	<b>Medium Term Financial Strategy:</b> a written strategy which gives a forecast of the financial resources which will be available to a Council for a given period, and sets out plans for how best to deploy those resources to meet its priorities, duties and obligations.
7.12	<b>Minimum Revenue Provision (MRP):</b> A charge made to the Council Fund to repay borrowing taken out for capital expenditure. Authorities must determine their own prudent MRP charge each year, taking into consideration statutory guidance issued by the Government.



**Budget Monitoring Report**  
**Council Fund Variances**

**MONTH 9 - SUMMARY**

<b>Service</b>	<b>Movement between Periods (£m)</b>	<b>Narrative for Movement between Periods greater than £25k</b>
<b>Social Services</b>		
<b>Older People</b>		
Other Minor Variances	(0.032)	This variance comprises of a number of variances less than £0.025m. The most significant being (£0.024m) on the Localities service.
<b>Disability Services</b>		
Resources & Regulated Services	(0.155)	Additional allocation of £0.146m from the budget strategy reserve to meet shortfall against costs of inflationary uplifts paid to external care providers from April 2016.
Disability Services	0.071	Movement of staffing budgets to Administrative Support as part of review of service structures
Administrative Support	(0.542)	Additional joint funding income from BCUHB plus movement of staffing budgets as part of review of service structures.
Other Minor Variances	0.024	This variance comprises of a number of variances less than £0.025m. The most significant being £0.017m on the Transition & Disability service.
<b>Mental Health Services</b>		
Social Links	(0.031)	Movement of staff across other areas of Mental Health services
Residential Placements	(0.052)	Additional joint funding income from BCUHB for 2 service users
Other Minor Variances	0.034	This variance comprises of a number of variances less than £0.025m. The most significant being £0.019m on the Community Living service and £0.020m on the Employment and Occupation service.
<b>Children's Services</b>		
Family Placement	0.062	Additional demand for special guardianship payments and adoption orders
Professional Support	(0.058)	Reduced use of agency staff within Prevention and Support and Special Placements teams.
Other Minor Variances	0.042	This variance comprises of a number of variances less than £0.025m. The most significant being £0.024m on the Provention & Support service.

<b>Development &amp; Resources</b>		
Business Systems & Financial Assessments	(0.051)	Additional savings in staffing due to vacant posts
Good Health	0.029	Transfer of Voluntary Organisation payments from Mental Health services
Other Minor Variances	(0.022)	This variance comprises of a number of variances less than £0.025m. The most significant being (£0.016m) on Charging Policy Income and (£0.014m) on the Commissioning service.
<b>Total Social Services</b>	<b>(0.683)</b>	
<b>Community &amp; Enterprise</b>		
Customer And Housing Services	0.003	Contact centre review shortfall £0.025m. Other minor variances £0.022m.
Council Fund Housing	(0.004)	Minor variances.
Regeneration	(0.033)	Additional roundabout sponsorship income of £0.026m. Other minor variances £0.007m.
Revenues & Benefits	(0.075)	Further underspend on the Council Tax Reduction Scheme provision (£0.010m). Increased surplus on the Council Tax Collection Fund (£0.014m). In-year vacancy savings in the revenues service (£0.056m). Other minor variances £0.005m.
Housing Programmes	0.047	SHARP framework delay £0.020m. Other minor variances £0.027m.
<b>Total Community &amp; Enterprise</b>	<b>(0.062)</b>	
<b>Streetscene &amp; Transportation</b>		
<b>Ancillary Services &amp; Performance</b>		
Waste Collection	0.045	Adverse movement on gas engine income and cumulative minor variances within waste services
Other Minor Variances	(0.030)	This variance comprises of a number of variances less than £0.025m. The most significant being (£0.012m) on Business Strategy.
<b>Highways Network</b>		
Highways Network	0.030	Cumulative minor variances within highways services
<b>Transportation &amp; Logistics</b>		
Transportation	(0.175)	Movement mostly relates to additional funding from Welsh Government in relation to provision of transport.
Other Minor Variances	(0.007)	
<b>Total Streetscene &amp; Transportation</b>	<b>(0.137)</b>	

<b>Planning &amp; Environment</b>		
<b>Business</b>		
Minor Variances	(0.005)	
<b>Community</b>		
Minor Variances	(0.006)	
<b>Development</b>		
Development Management	0.048	Reduced projection for Planning Fee Income based on latest position.
Minor Variances	(0.004)	
<b>Access</b>		
Public Rights Of Way	(0.023)	In-year savings on Grass cutting due to weather restrictions
Minor Variances	(0.005)	
<b>Strategy</b>		
Planning Policy	(0.038)	Reduced commitment to LDP planned spend due to delay in commissioning the Urban Capacity Study.
Minor Variances	0.002	
<b>Management Strategy</b>		
Other Minor Variances	(0.013)	
<b>Total Planning &amp; Environment</b>	<b>(0.044)</b>	
<b>Education &amp; Youth</b>		
Inclusion & Progression	(0.046)	Variance largely relates to a favourable movement on Out of County placements projected expenditure, includes other minor variances.
Other Minor Variances	(0.007)	
<b>Total Education &amp; Youth</b>	<b>(0.053)</b>	
<b>Schools</b>	0.000	
<b>People &amp; Resources</b>		
HR & OD	(0.001)	Minor variances.
Corporate Finance	(0.026)	Additional Grant income (£0.010m) and reduction in employee costs (£0.012m). Minor variances (£0.004m).
<b>Total People &amp; Resources</b>	<b>(0.028)</b>	

<b>Governance</b>		
Legal Services	0.002	Minor variances.
Democratic Services	(0.009)	Minor variances.
Internal Audit	(0.000)	No variance.
Procurement	0.075	Variance is due to the loss of income from supplier charging.
Business Support	0.000	No variance.
ICT	(0.057)	Variance is due to delayed recruitment to vacancies within the service.
<b>Total Governance</b>	<b>0.011</b>	
<b>Organisational Change 1</b>		
Museums	0.005	Minor variances.
County Archives	0.004	Minor variances.
Leisure	0.006	Minor variances.
Community Assets	0.002	Minor variances.
<b>Total Organisational Change 1</b>	<b>0.017</b>	
<b>Organisational Change 2</b>		
Administrative Buildings	(0.002)	Minor variances.
Agricultural Estates	(0.005)	Minor variances.
Property Asset And Development	(0.005)	Minor variances.
CPM & Design Services	(0.022)	Additional maintenance and design fees.
Industrial Units	0.013	Minor variances.
Catering	(0.003)	Minor variances.
Cleaning	(0.008)	Minor variances.
Minor Variances	(0.003)	
<b>Total Organisational Change 2</b>	<b>(0.036)</b>	
<b>Chief Executive</b>	<b>0.004</b>	Minor variance.
<b>Central and Corporate Finance</b>	<b>(0.001)</b>	
<b>Grand Total</b>	<b>(1.011)</b>	

**Budget Monitoring Report**  
**Council Fund Variances**

**MONTH 9 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
<b>Social Services</b>						
<b>Older People</b>						
Localities	15.722	15.036	(0.687)	(0.662)	Domiciliary Care reflects a projected underspend of (£0.235m) based on existing service users and is influenced by recruitment and retention factors affecting external providers. Other significant influences on this projected underspend include Minor Adaptations (£0.099m) for which local demand is currently being met by the Intermediate Care Fund (ICF). Additional one off income has also been received from the ICF to contribute to external provider fee increases. Other underspends are as a result of full year vacancy savings from within the Single Point of Access team (£0.135m). Residential Care has a projected underspend of (£0.141m), including property income of (£0.023m) and service user contributions of (£0.091m). Locality teams staffing reflects a projected underspend of (£0.061m) due to short term vacancy savings. Overall net minor variances amount to (£0.016m).	These areas have been reviewed within the budget realignment exercise and some areas of recurring saving are proposed as realignment options as part of the recommendation included within this report.
Reablement Services	0.444	0.393	(0.050)	(0.053)	The projected underspend is due to unbudgeted additional Continuing Health Care (CHC) funding from Betsi Cadwalader University Health Board (BCUHB) which is one off.	
Community Equipment Contribution	0.477	0.323	(0.154)	(0.154)	Following review of and implementation of an updated Section 33 partnership agreement for the North East Wales Community Equipment Store (NEWCES), the contribution levels of partners have been updated resulting in a reduced level of contribution from FCC going forward.	Maintain underspend in current financial year, pending realignment from 2017/18 to meet revenue costs of the new Flint Extra Care scheme.

**Budget Monitoring Report**  
**Council Fund Variances**

**MONTH 9 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Resources & Regulated Services	6.035	5.773	(0.262)	(0.250)	Short term vacancy savings within provider day care services and extra care schemes plus reduced projections for internal catering recharges at Residential Care homes.	These areas have been reviewed within the budget realignment exercise and some areas of recurring saving are proposed as realignment options as part of the recommendation included within this report.
Minor Variances	0.195	0.196	0.001	0.000		
<b>Disability Services</b>	<b>19.589</b>	<b>19.696</b>	<b>0.107</b>	<b>0.710</b>		
Resources & Regulated Services	17.560	18.237	0.676	0.831	Service user demand level is in excess of current budget provision. A number of budget areas have been reviewed and realigned and projections revised. There is a reduction in the level of pressure as a result of the allocation of £0.146m for external providers fee increase from the budget strategy reserve to meet a shortfall against the increases made to external providers from April 2016.	Ongoing budget review and realignment work is taking place.
Forensic budget	0.529	0.326	(0.203)	(0.211)	There is a significant projected underspend of (£0.203m) based on current projected costs and increased income from joint funded packages.	Keep under review
Administrative Support	0.036	(0.260)	(0.296)	0.247	This projected underspend is influenced by additional joint funding income from Betsi Cadwaladr University Health Board (BCUHB). The income relates to 4 service users from April 2015 and is the outcome of a lengthy disputes process for such cases.	This is being considered as part of the ongoing realignment within Disability Services.
Minor Variances	1.463	1.393	(0.071)	(0.157)		
<b>Mental Health Services</b>						
Substance Misuse	0.274	0.343	0.069	0.066	Pay cost pressures in a number of areas together with a reduced income commitment for the Substance Misuse Action Fund (SMAF) grant.	Under review.
Minor Variances	3.334	3.286	(0.048)	0.005		

**Budget Monitoring Report**  
**Council Fund Variances**

**MONTH 9 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
<b>Children's Services</b>						
Family Placement	2.394	2.503	0.110	0.047	Demand influenced pressures in respect of special guardianship payments and adoption orders.	A recommendation is made within this report to partly address this pressure by way of budget realignment.
Residential Placements	0.398	0.472	0.074	0.073	The level of projected overspend reflects the current projected costs of residential placements.	All placements are made through a robust panel process which ensures that placements are only made when no alternative method of support can be optimised - continue monitoring of current placement costs.
Professional Support	4.638	5.266	0.628	0.686	Demand influenced staffing pressures within a number of teams including Children's Integrated Disability Service (CIDS), prevention and support.	These areas have been reviewed as part of the budget realignment exercise and this report recommends that some recurring savings from other areas of service are realigned into this service to alleviate some of the budget pressure.
Out of County Placements	3.434	4.060	0.626	0.626	Demand influenced transport pressures within Family Intervention and Leaving Care and pressure on direct payments within the CIDS.	Keep under review.
Minor Variances	1.273	1.201	(0.072)	(0.113)	There has been an unprecedented increase in the number of Child and Parent placements, being 8 placements of which 7 have been the subject of court/legal determinations.	

**Budget Monitoring Report**  
**Council Fund Variances**

**MONTH 9 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
<b>Development &amp; Resources</b>						
Business Systems & Financial Assessments	0.832	0.740	(0.092)	(0.041)	Savings arising from a number of vacant posts and other savings on equipment rental and IT software and hardware.	These areas have been reviewed as part of the budget realignment exercise and this report recommends that some recurring savings are realigned to address budget pressures in other service areas.
Charging Policy income	(1.929)	(2.075)	(0.146)	(0.130)	The increase in income is due to changes in the treatment of certain disregards within service user financial assessments.	Some of this underspend is recommended to be realigned to address budget pressures in other areas of the service. The remainder is committed as part of the funding strategy for the new extra care facilities.
Business Support Service	1.224	1.109	(0.114)	(0.118)	This is a new service bringing together generic administration capacity from a number of portfolios following the cross organisation review of Administration. The savings arise mainly from vacancies plus an element of non staff savings such as stationery.	Some of this underspend is recommended to be realigned to address budget pressures in other areas of the service.
Safeguarding Unit	0.821	0.917	0.096	0.093	The projected overspend is a combination of additional legal and medical costs associated with the Deprivation of Liberty Safeguarding (DOLS) assessments and a contribution to the North Wales Safeguarding Board.	Continue to monitor and review
Good Health	0.915	0.808	(0.107)	(0.136)	The projected underspend is mainly due to short term vacancy savings and reductions in payments to voluntary organisations.	Continue to monitor and review
Minor Variances	0.761	0.693	(0.067)	(0.054)		
<b>Total Social Services</b>	<b>60.829</b>	<b>60.742</b>	<b>(0.087)</b>	<b>0.595</b>		



**Budget Monitoring Report**  
**Council Fund Variances**

**MONTH 9 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
<b>Community &amp; Enterprise</b> Customer And Housing Services	1.320	1.314	(0.005)	(0.009)	Implementation of the Contact Centre Review is expected to begin towards the end of the 2016/17 financial year resulting in a shortfall of £0.100m. Flintshire Connects efficiency (£0.037m). Customer Services efficiencies due to reduced running costs and additional Welsh Translation income of (£0.024m). Other Customer and Housing Services efficiencies identified resulting from vacancy and other service savings of (£0.044m).	Continue to monitor and review.
<b>Council Fund Housing</b>	(0.324)	(0.335)	(0.012)	(0.008)	Accommodation Support vacancy savings of (£0.113m) identified to offset the pressures on Telecare resulting from increased call monitoring charges of £0.020m, equipment purchase and repairs of £0.030m and reduced Telecare income of £0.054m. Other minor variances of (£0.003m).	Continue to monitor and review.
<b>Regeneration</b>	0.377	0.374	(0.003)	0.031	Estimated shortfall of £0.049m in markets due to income targets increasing in line with inflation each year, whereas charges have not increased at the same rate. Regeneration efficiency due to the reallocation of officer time to specific grants (£0.030m). Additional income in respect of Roundabout Sponsorship in year (£0.026m). Other minor variances £0.004m.	Continue to monitor and review.
<b>Revenues &amp; Benefits</b>	10.886	10.266	(0.620)	(0.545)	Projected underspend on the budgeted provision for the Council Tax Reduction Scheme of (£0.290m). Projections indicate an anticipated surplus on the Council Tax Collection Fund of (£0.314m). In-year vacancy savings in the revenues service (£0.056m). Other minor variances £0.040m.	Continue to monitor closely as these areas are highly volatile and projections are likely to change.

**Budget Monitoring Report**  
**Council Fund Variances**

**MONTH 9 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Housing Programmes	0.178	0.260	0.081	0.035	Pressure of £0.055m on the SHARP programme relating to feasibility works at the Flint Police Station site. If the scheme is approved prior to year end, this cost will be capitalised. A delay in the progression of the SHARP framework has resulted in a variance of £0.020m. Other minor variances £0.006m.	Continue to monitor and review.
Minor Variances	0.000	0.000	0.000	(0.000)		
<b>Total Community &amp; Enterprise</b>	<b>12.437</b>	<b>11.879</b>	<b>(0.558)</b>	<b>(0.496)</b>		
<b>Streetscene &amp; Transportation</b>						
<b>Ancillary Services &amp; Performance</b>						
Waste Collection	7.425	7.717	0.292	0.247	Solar Energy Production at Landfill commenced from October, resulting in an in-year shortfall of £0.070m. Adverse variance of £0.290m relating to reduced electricity sales from reducing levels of gas extraction at the Standard and Brookhill landfill sites. Final part-year reduced payment of prudential borrowing for black bins (£0.100m), improved position from recycling income of (£0.170m). Additional costs for disposal of hazardous waste from HRC sites £0.050m. Increased cost for the collection of bulky items £0.040m. Additional plant hire costs across the service of £0.045m and cumulative minor variances within waste services of £0.067m.	Gas engine income levels are being monitored monthly and contracts being prepared for the service to be outsourced. Reported in Programme Tracker. Budget Pressure in 2017/18 relating to the ESD grant. WG have confirmed a 6.7% reduction in the grant.
<b>Other Minor Variances</b>	<b>0.653</b>	<b>0.618</b>	<b>(0.036)</b>	<b>(0.006)</b>		

**Budget Monitoring Report**  
**Council Fund Variances**

**MONTH 9 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
<b>Highways Network</b>						
Highways Network	7.461	7.571	0.110	0.081	Due to ongoing discussions on Community Asset Transfers (CATs), the maintenance liability being transferred for Cemeteries to Town/Community Councils totalling £0.050m has not yet been implemented. Probation Service Litter Collection will be implemented later than anticipated, totalling £0.050m. £0.061m of improvement works on the Bagillt flooding event has been capitalised in the land drainage programme. Additional costs and staff time still being picked up by the area teams for ongoing maintenance works. Cumulative minor variances within highways services of £0.010m.	Keep under review as part of MTFS. Reported in Programme Tracker.
<b>Transportation &amp; Logistics</b>						
Logistics & Resource Services	4.524	4.602	0.078	0.078	Neighbouring Authorities not willing to share specialist plant, £0.050m. Further overspends relate to minor variances across the service area.	Keep under review as part of MTFS. Reported in Programme Tracker.
School Transport	4.972	5.105	0.133	0.128	Estimated additional subsidy costs following re-procurement for covering former GHA services for school transport following the company going into liquidation of £0.125m.	WG have been consulted upon with regard to funding the additional costs. Funding highly unlikely due to Statutory provision requirements. Therefore, consideration will be required in the MTFS 2017/18 taking account of full year effect.

**Budget Monitoring Report**  
**Council Fund Variances**

**MONTH 9 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Transportation	1.928	2.030	0.102	0.277	Estimated additional subsidy costs following re-procurement for covering former GHA services following the company going into liquidation of £0.285m. This includes the costs of former commercial services routes. Additional bus revenue funding of £0.300m has been awarded in 2016-17 for the North Wales Authorities, of which at this stage it has been assumed that FCC will receive up to £0.200m pending further discussions with the Authorities concerned.	Consideration in MTF5 2017/18 if no WG funding is forthcoming after 2016/17, taking account of full year effect.
Other Minor Variances	1.563	1.525	(0.038)	(0.026)		
<b>Total Streetscene &amp; Transportation</b>	<b>28.527</b>	<b>29.169</b>	<b>0.642</b>	<b>0.779</b>		

**Budget Monitoring Report**  
**Council Fund Variances**

**MONTH 9 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
<b>Planning &amp; Environment</b>						
<b>Business</b>						
Pollution Control	0.474	0.539	0.065	0.063	Additional costs for 2x temporary EHO posts (funding due from Corporate) plus 1 EHO post funded by SLA with Community & Enterprise.	Continue to monitor committed expenditure and reduce/remove commitments where possible.
Minor Variances	1.158	1.131	(0.027)	(0.021)		
<b>Community</b>						
Licensing	(0.017)	(0.072)	(0.055)	(0.047)	Higher than expected levels of Licensing income .	
Minor Variances	0.932	0.869	(0.063)	(0.065)		Continue to monitor committed expenditure and reduce/remove commitments where possible.
<b>Development</b>						
Development Management	(0.339)	(0.003)	0.336	0.288	Shortfall from Planning Application Fee income, at period 09 the shortfall has increased to £275k as the economy has not continued to recover to the extent which the 3 year Business Plan forecast. This has resulted in a lesser volume of applications being submitted than previously predicted.	Continue to monitor application numbers and fee income received.
Minor Variances	0.190	0.188	(0.002)	0.002		Continue to monitor committed expenditure and reduce/remove commitments where possible.
<b>Access</b>						
Minor Variances	1.322	1.266	(0.056)	(0.028)	This variance is due to a number of small variances (each less than £0.050m) within the Access service.	Continue to monitor committed expenditure and reduce/remove commitments where possible.
<b>Shared Services</b>						
Shared Services	0.165	0.165	(0.000)	0.000	No variance.	Continue to monitor committed expenditure and reduce/remove commitments where possible.

**Budget Monitoring Report**  
**Council Fund Variances**

**MONTH 9 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
<b>Strategy</b>						
Strategy	0.832	0.840	0.008	0.044	Minor variances.	Continue to monitor committed expenditure and reduce/remove commitments where possible.
<b>Management Strategy</b>						
Management Strategy	0.412	0.484	0.072	0.085	Unachieved business efficiencies	Continue to monitor committed expenditure and reduce/remove commitments where possible.
<b>Total Planning &amp; Environment</b>	<b>5.130</b>	<b>5.407</b>	<b>0.277</b>	<b>0.321</b>		
<b>Education &amp; Youth</b>						
Inclusion & Progression	7.075	7.095	0.020	0.066	Favourable variance movement on Out of County placements. Includes other minor variances.	A Task and Finish group is operational. An Invest to Save post has been identified to support a reduction in the overspend. Improved monitoring systems are being developed and implemented. Detailed review of all placements is ongoing.
Minor Variances	4.349	4.277	(0.073)	(0.065)	This variance is due to a number of small variances (each less than £0.050m) within the Education & Youth portfolio.	
<b>Total Education &amp; Youth</b>	<b>11.424</b>	<b>11.371</b>	<b>(0.053)</b>	<b>0.000</b>		
<b>Schools</b>	<b>87.742</b>	<b>87.742</b>	<b>(0.000)</b>	<b>(0.000)</b>		

**Budget Monitoring Report  
Council Fund Variances**

**MONTH 9 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
<b>People &amp; Resources</b>						
HR & OD	2.280	2.204	(0.076)	(0.074)	The projected underspend is mostly due to current workforce vacancies.	Continue to monitor and review.
Corporate Finance	2.388	2.436	0.048	0.075	Minor variances.	Continue to monitor and review.
Minor Variances		0.000	0.000	0.000		
<b>Total People &amp; Resources</b>	<b>4.668</b>	<b>4.640</b>	<b>(0.027)</b>	<b>0.000</b>		
<b>Governance</b>						
Legal Services	0.642	0.680	0.038	0.036	Minor variances.	Continue to monitor and review.
Democratic Services	1.872	1.885	0.013	0.022	Minor variances.	Continue to monitor and review.
Internal Audit	0.434	0.365	(0.068)	(0.068)	The projected underspend is due to workforce vacancies.	Current vacancies are expected to remain vacant until the end of the financial year while the level of service is being assessed with this reduced capacity.
Procurement	0.166	0.272	0.106	0.031	No income is projected for supplier charging.	The impact of no longer charging suppliers £50 for access to Flintshire County Councils software purchasing portal will result in an ongoing pressure which will need to be considered as part of the MTFs.
Business Support	0.001	0.001	0.000	0.000	No variance.	
ICT	4.602	4.588	(0.014)	0.043	Minor variance.	Continue to monitor and review.
Minor Variances	0.000	0.000	0.000	0.000	No variance.	
<b>Total Governance</b>	<b>7.716</b>	<b>7.791</b>	<b>0.075</b>	<b>0.064</b>		

**Budget Monitoring Report  
Council Fund Variances**

**MONTH 9 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
<b>Organisational Change 1</b>						
Public Libraries & Arts, Culture & Events	1.602	1.586	(0.016)	(0.016)	Minor variances.	Continue to monitor and review.
Museums	0.064	0.070	0.005	0.000	Minor variances.	Continue to monitor and review.
County Archives	0.281	0.281	0.000	(0.004)	Minor variances.	Continue to monitor and review.
Leisure	4.000	4.099	0.099	0.093	The CAT transfer at Holywell Leisure Centre is now expected to be phased between the end of December 2016 and 1st March 2017. This results in a pressure of £0.070m this year which is associated with continuing to operate the centre as a Council prior to full handover to the community to ensure continuity of operation. Other minor variances of £0.029m.	As reported at Cabinet on 17th January, used to deliver the Play Areas and Play Scheme programme. We request to carry forward £0.105m for the play area match funding schemes as, although the schemes are agreed in 2016/17, all expenditure will take place in 2017/18.
Community Assets	0.024	0.026	0.002	0.000	Minor variances.	Continue to monitor and review.
Minor Variances	0.000	0.000	0.000	0.000	No variance.	
<b>Total Organisational Change 1</b>	<b>5.972</b>	<b>6.062</b>	<b>0.091</b>	<b>0.073</b>		
<b>Organisational Change 2</b>						
Property Asset And Development	0.590	0.305	(0.286)	(0.280)	(£0.260m) salary savings as a result of the proposed staffing restructure. (£0.026m) minor variances.	Keep under review.
CPM & Design Services	0.703	0.550	(0.152)	(0.130)	(£0.152m) additional income projected as a result of an increase in maintenance and design fees.	Keep under review.
Industrial Units	(1.239)	(1.045)	0.194	0.181	£0.194m shortfall in industrial rent which is being met from in-year salary savings.	Keep under review.
Catering	0.792	0.692	(0.100)	(0.097)	(£0.100m) additional income from increased school meal uptake and increased uptake in the Bistro.	Keep under review.
Minor Variances	1.726	1.659	(0.067)	(0.049)		
<b>Total Organisational Change 2</b>	<b>2.572</b>	<b>2.160</b>	<b>(0.412)</b>	<b>(0.376)</b>		



**Budget Monitoring Report  
Council Fund Variances**

**MONTH 9 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Chief Executive	3.154	3.116	(0.038)	(0.042)	Minor variance.	Continue to monitor and review.
Central and Corporate Finance	21.814	19.817	(1.996)	(1.995)	An underspend of (£2.998m) within the Central Loans and Investment Account, (£0.111m) is due to reduced level of borrowing, and higher than projected income from investments, (£2.887m) is due changes to the Minimum Revenue Provision (MRP) policy as agreed by Cabinet on 6th December 2016.  Additional Matrix Rebate income of (£0.135m).  Workforce Efficiencies showing an underachievement of £0.278m.  Additional Income Generating Activities, an in-year underachievement of £0.300m, though work is continuing to identify areas of opportunity.  In year pressure £0.193m due to non domestic rates liability on a Commercial Property.  In year underspend on Audit Fees of (£0.088m).  Windfall Income, in year pressure £0.125m.	Central Loans and Investment Account, keep under review.  Keep under review.  Pressure included in 2017/18 Budget.  Continue to review additional income generation opportunities as part of Deloitte's review.  Pressure included in 2017/18 budget.  Keep under review.  Keep under review.

**Budget Monitoring Report**  
**Council Fund Variances**

**MONTH 9 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
					Pension Deficit Recovery pressure of £0.245m, due to opt out rates.	Keep under review and consider impact alongside actuarial review.
					There is an underspend of (£0.070m) on centrally held inflation.	Keep under review in case of any emerging in-year issues.
					Support Service areas have decreased, impacting on the recharge by £0.140m.	Support Services, work is ongoing to review the impact.
					Minor variances of £0.014m.	
<b>Grand Total</b>	<b>251.984</b>	<b>249.897</b>	<b>(2.087)</b>	<b>(1.076)</b>		

**2016/17 Efficiencies Outturn - Under or Over Achieved**

Portfolio	Original Efficiency	Revised Efficiency	(Under)/Over Achievement
	2016/17 £(m)	2016/17 £(m)	2016/17 £(m)
<b>Central &amp; Corporate Finance</b>			
Additional Income Generating Activities.	0.500	0.200	(0.300)
Workforce Efficiency.	0.500	0.224	(0.276)
<b>Total Central &amp; Corporate Finance</b>	<b>1.000</b>	<b>0.424</b>	<b>(0.576)</b>
<b>Chief Executive's</b>			
Voluntary Sector Grants review.	0.070	0.080	0.010
<b>Total Chief Executive's</b>	<b>0.070</b>	<b>0.080</b>	<b>0.010</b>
<b>People &amp; Resources</b>			
Finance Modernisation	0.135	0.108	(0.027)
<b>Total People &amp; Resources</b>	<b>0.135</b>	<b>0.108</b>	<b>(0.027)</b>
<b>Education &amp; Youth</b>			
School Modernisation.	0.187	0.123	(0.064)
<b>Total Education &amp; Youth</b>	<b>0.187</b>	<b>0.123</b>	<b>(0.064)</b>
<b>Organisational Change 1</b>			
Community Asset Transfers.	0.544	0.474	(0.070)
<b>Total Organisational Change 1</b>	<b>0.544</b>	<b>0.474</b>	<b>(0.070)</b>
<b>Organisational Change 2</b>			
CCTV - Staff reductions.	0.040	0.020	(0.020)
Other - Campus Management.	0.030	0.015	(0.015)
Other - Maintenance.	0.005	0.015	0.010
<b>Total Organisational Change 2</b>	<b>0.075</b>	<b>0.050</b>	<b>(0.025)</b>
<b>Community &amp; Enterprise</b>			
Telephone Contact Centre savings.	0.100	0.000	(0.100)
Energy Efficiency Framework.	0.050	0.030	(0.020)
SHARP Framework.	0.020	0.000	(0.020)
Galw Gofal Contract Fees.	0.030	0.015	(0.015)
Council Tax Reduction Scheme.	0.329	0.619	0.290
<b>Total Community &amp; Enterprise</b>	<b>0.529</b>	<b>0.664</b>	<b>0.135</b>
<b>Streetscene &amp; Transportation</b>			
Shared Specialist Plant with neighbouring authority.	0.050	0.000	(0.050)
Introduce non-generic streetscene roles (3 year plan).	0.115	0.085	(0.030)
Develop energy production at landfill.	0.100	0.035	(0.065)
Remove the existing policy of returning for missed bin waste collections.	0.075	0.035	(0.040)
Construction of a waste handling and biomass production facility at Greenfield.	0.100	0.080	(0.020)
Car Parking Charges.	0.200	0.180	(0.020)
Charge maintenance of Bus Shelters to Community & Town Councils.	0.020	0.000	(0.020)
Remove the subsidy for the Community Rail Officer.	0.010	0.005	(0.005)
Externalise the Stores Managed Service.	0.050	0.020	(0.030)
Pass Maintenance Liability and Cleanliness of Cemeteries to Town & Community Councils.	0.050	0.000	(0.050)
Probation Service to take on Litter Collections in some areas.	0.100	0.050	(0.050)
<b>Total Streetscene &amp; Transportation</b>	<b>0.870</b>	<b>0.490</b>	<b>(0.380)</b>
<b>Planning &amp; Environment</b>			
Staffing - service review.	0.127	0.088	(0.039)
Various Planning Efficiencies.	0.101	0.000	(0.101)
<b>Total Planning &amp; Environment</b>	<b>0.228</b>	<b>0.088</b>	<b>(0.140)</b>
<b>Total 2016/17 Budget Efficiencies Met from Contingency Reserve</b>		<b>%</b>	<b>£</b>
<b>Revised Efficiency Target</b>		<b>100</b>	<b>11.282</b>
<b>Total Projected 2016/17 Budget Efficiencies Underachieved</b>		<b>11</b>	<b>1.137</b>
<b>Total Projected 2016/17 Budget Efficiencies Achieved</b>		<b>89</b>	<b>9.384</b>



**APPENDIX 4**

**Movements on Council Fund Unearmarked Reserves**

	£m	£m
Total Reserves as at 1 April 2016	10.144	
Less - Base Level	(5.769)	
Total Reserves above base level available for delegation to Cabinet		<b>4.375</b>
Less - allocation from contingency reserve to meet historic child claims		(0.146)
Less - allocation from contingency reserve to meet costs of summer play schemes		(0.076)
Less - allocation from contingency reserve to meet shortfall in the essential car user allowance efficiency		(0.211)
Less - allocation from contingency reserve to meet shortfall in the community asset transfers efficiency		(0.200)
Less - allocation from contingency reserve to meet shortfall in the rationalisation of household recycling centres efficiency		(0.250)
Less - allocation from contingency reserve to meet shortfall in the Flint car park income efficiency		(0.100)
Less - allocation from contingency reserve to meet shortfall in the County Hall car park income efficiency		(0.100)
Less - allocation from contingency reserve to meet the resource requirements for specialist social work for child protection		(0.100)
Plus - projected underspend as at Month 9		2.087
<b>Total projected Contingency Reserve as at 31<sup>st</sup> March 2017</b>		<b>5.279</b>



**Budget Monitoring Report**  
**Housing Revenue Account Variances**

**MONTH 9 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
<b>Housing Revenue Account</b>						
Income	(31.796)	(31.946)	(0.150)	(0.110)	The projected underspend is £0.150m. £0.029m of this figure relates to additional rent income. This is partly because tenants have moved into Custom House properties earlier than expected and also because void rent loss is less than budgeted. £0.077m relates to savings on void properties such as council tax and costs of respite. £0.050m relates to the provision for bad debts on rent. The remaining £0.006m relates to minor pressures.	
Capital Financing - Loan Charges	7.285	7.098	(0.187)	(0.187)	The projected underspend of £0.187m relates to a reduction in the anticipated borrowing costs apportioned to the HRA. This is due to the reduction in Flintshires total borrowing requirement and the reduction in interest rates following the BREXIT referendum	
Estate Management	1.530	1.499	(0.031)	(0.031)	Minor variance	
Landlord Service Costs	1.207	1.202	(0.005)	(0.001)	Minor variance	
Repairs & Maintenance	9.546	9.043	(0.503)	(0.127)	The projected underspend of £0.503m consists of £0.092m savings on staff costs because of vacant positions. £0.065m relates to anticipated savings on fleet recharges. This is because some of the expenditure relating to work on disabled adaptations can be capitalised. £0.051m relates to reduced expenditure on materials. £0.090m relates to a reduction in recharges to other departments. £0.373m relates to savings on subcontractor budgets (see appendix 1 for narrative). The remaining £0.012m relates to minor variances.	
Management & Support Services	2.232	2.247	0.015	0.040	Minor variance	
Capital Expenditure From Revenue (CERA)	10.077	10.975	0.898	0.453	£0.898m relates to an increase in CERA which will contribute towards capital WHQS expenditure on void properties. This is a re-classification of expenditure from revenue to capital.	
Contribution To / (From) Reserves	(0.080)	(0.118)	(0.037)	(0.037)	Minor variance	
<b>Total Housing Revenue Account</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.000)</b>		







<b>CABINET MEETING</b>
------------------------

<b>Date of Meeting</b>	Tuesday 14 <sup>th</sup> February 2017
<b>Report Subject</b>	Capital Programme Monitoring 2016/17 (Month 9)
<b>Cabinet Member</b>	Leader of the Council and Cabinet Member for Finance
<b>Report By</b>	Corporate Finance Manager
<b>Type of Report</b>	Operational

### **EXECUTIVE SUMMARY**

The report summarises changes made to the Capital Programme 2016/17 since Month 6 to the end of Month 9 (December 2016), along with expenditure to date and projected outturn.

The Capital Programme has increased by £0.573 in the period, due to:-

- Introduction of additional Welsh Government grant funding for Private Sector Renewal (£0.175m)
- Vibrant & Viable Places (VVP) additional grant funding from Welsh Government (£0.100m)
- Introduction of Section 106 Funding Play Area Equipment (£0.120m)
- Other Aggregate Increases (£0.178m)

Actual expenditure to Month 9 is £43.277m.

The projected outturn is £60.224m, an underspend of £0.896m.

Resources available for funding future capital expenditure are currently £3.873m, all of which has been allocated to fund capital schemes in 2017/18 onwards as part of setting next year's capital programme.

## RECOMMENDATIONS

(1)	Cabinet are requested to approve the overall report.
(2)	Cabinet are requested to approve the rollover adjustments set out at 1.12.

## REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE CAPITAL PROGRAMME MONITORING POSITION FOR MONTH 9 - 2016/17</b>																																																																																																																						
	<b>Background</b>																																																																																																																						
1.01	The Council approved a Housing Revenue Account (HRA) capital programme for 2016/17 of £25.933m and a Council Fund (CF) capital programme of £21.143m at its meeting of 16 <sup>th</sup> February, 2016.																																																																																																																						
1.02	For presentational purposes the capital programme is shown as a whole, with sub-totals for the Council Fund and HRA. In reality the HRA programme is ring fenced and can only be used for HRA purposes.																																																																																																																						
	<b>Changes since Budget approval</b>																																																																																																																						
1.03	Table 1 below sets out how the programme has changed during 2016/17. More detailed cumulative information relating to each Portfolio is provided in Appendix A:-																																																																																																																						
	<p><b>Table 1</b></p> <table border="1"> <thead> <tr> <th rowspan="3">REVISED PROGRAMME</th> <th rowspan="3">Original Budget 2016/17 £m</th> <th rowspan="3">Rollover from 2015/16 £m</th> <th colspan="3">2016/17 Previously Reported</th> <th rowspan="3">Changes - This Period £m</th> <th rowspan="3">Revised Budget 2016/17 £m</th> </tr> <tr> <th>Changes</th> <th>Rollover to 2017/18</th> <th>Savings</th> </tr> <tr> <th>£m</th> <th>£m</th> <th>£m</th> </tr> </thead> <tbody> <tr> <td>Chief Executives</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.000</td> </tr> <tr> <td>People &amp; Resources</td> <td>0.250</td> <td>0.143</td> <td>(0)</td> <td>0</td> <td>0</td> <td>(0.195)</td> <td>0.153</td> </tr> <tr> <td>Governance</td> <td>0</td> <td>0.249</td> <td>0.590</td> <td>0</td> <td>0</td> <td>0</td> <td>0.839</td> </tr> <tr> <td>Education &amp; Youth</td> <td>13.887</td> <td>1.044</td> <td>0</td> <td>(0.016)</td> <td>0</td> <td>0.053</td> <td>14.992</td> </tr> <tr> <td>Social Care</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.000</td> </tr> <tr> <td>Community &amp; Enterprise</td> <td>3.681</td> <td>0.634</td> <td>1.170</td> <td>0</td> <td>0</td> <td>0.285</td> <td>5.770</td> </tr> <tr> <td>Planning &amp; Environment</td> <td>0.175</td> <td>0.905</td> <td>0.325</td> <td>0</td> <td>0</td> <td>0.012</td> <td>1.417</td> </tr> <tr> <td>Transport &amp; Streetscene</td> <td>2.050</td> <td>0.738</td> <td>2.869</td> <td>(0.055)</td> <td>0</td> <td>0.233</td> <td>5.835</td> </tr> <tr> <td>Organisational Change 1</td> <td>0</td> <td>0.026</td> <td>0</td> <td>0</td> <td>0</td> <td>0.120</td> <td>0.256</td> </tr> <tr> <td>Organisational Change 2</td> <td>1.100</td> <td>0.953</td> <td>0.129</td> <td>0</td> <td>0</td> <td>0.065</td> <td>2.247</td> </tr> <tr> <td><b>Council Fund Total</b></td> <td><b>21.143</b></td> <td><b>4.692</b></td> <td><b>5.172</b></td> <td><b>(0.071)</b></td> <td><b>0.000</b></td> <td><b>0.573</b></td> <td><b>31.509</b></td> </tr> <tr> <td><b>Housing Revenue Account Total</b></td> <td><b>25.933</b></td> <td><b>1.500</b></td> <td><b>2.178</b></td> <td><b>0</b></td> <td><b>0</b></td> <td><b>0.000</b></td> <td><b>29.611</b></td> </tr> <tr> <td><b>Programme Total</b></td> <td><b>47.076</b></td> <td><b>6.192</b></td> <td><b>7.350</b></td> <td><b>(0.071)</b></td> <td><b>0.000</b></td> <td><b>0.573</b></td> <td><b>61.120</b></td> </tr> </tbody> </table>	REVISED PROGRAMME	Original Budget 2016/17 £m	Rollover from 2015/16 £m	2016/17 Previously Reported			Changes - This Period £m	Revised Budget 2016/17 £m	Changes	Rollover to 2017/18	Savings	£m	£m	£m	Chief Executives	0	0	0	0	0	0	0.000	People & Resources	0.250	0.143	(0)	0	0	(0.195)	0.153	Governance	0	0.249	0.590	0	0	0	0.839	Education & Youth	13.887	1.044	0	(0.016)	0	0.053	14.992	Social Care	0	0	0	0	0	0	0.000	Community & Enterprise	3.681	0.634	1.170	0	0	0.285	5.770	Planning & Environment	0.175	0.905	0.325	0	0	0.012	1.417	Transport & Streetscene	2.050	0.738	2.869	(0.055)	0	0.233	5.835	Organisational Change 1	0	0.026	0	0	0	0.120	0.256	Organisational Change 2	1.100	0.953	0.129	0	0	0.065	2.247	<b>Council Fund Total</b>	<b>21.143</b>	<b>4.692</b>	<b>5.172</b>	<b>(0.071)</b>	<b>0.000</b>	<b>0.573</b>	<b>31.509</b>	<b>Housing Revenue Account Total</b>	<b>25.933</b>	<b>1.500</b>	<b>2.178</b>	<b>0</b>	<b>0</b>	<b>0.000</b>	<b>29.611</b>	<b>Programme Total</b>	<b>47.076</b>	<b>6.192</b>	<b>7.350</b>	<b>(0.071)</b>	<b>0.000</b>	<b>0.573</b>	<b>61.120</b>
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1.04	<p><b>Rollover from 2015/16</b></p> <p>Rollover sums from 2015/16 to 2016/17, totalling £6.192m (CF £4.692m, HRA £1.500m), were approved by Cabinet.</p>																																																												
1.05	<p><b>Changes during this period</b></p> <p>Changes during this period have resulted in a net increase in the programme total of £0.573m (CF £0.573m, HRA £0m). A summary of the changes, showing major items, is shown in Table 2 below:-</p> <p><b>Table 2</b></p> <table border="1" data-bbox="367 627 1276 1590"> <thead> <tr> <th colspan="2" data-bbox="367 627 1133 716"><b>CHANGES DURING THIS PERIOD</b></th> <th data-bbox="1133 627 1276 716"><b>£m</b></th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="367 716 1133 784"><b><u>COUNCIL FUND</u></b></td> <td data-bbox="1133 716 1276 784"></td> </tr> <tr> <td colspan="2" data-bbox="367 784 1133 828"><b>Increases</b></td> <td data-bbox="1133 784 1276 828"></td> </tr> <tr> <td data-bbox="367 828 1133 873">Private Sector Housing Renewal - Enabled Living</td> <td data-bbox="1133 828 1276 873"></td> <td data-bbox="1133 828 1276 873">0.175</td> </tr> <tr> <td data-bbox="367 873 1133 918">Vibrant &amp; Viable Places - Additional WG Funding</td> <td data-bbox="1133 873 1276 918"></td> <td data-bbox="1133 873 1276 918">0.100</td> </tr> <tr> <td data-bbox="367 918 1133 963">Playareas - Section 106 Funding</td> <td data-bbox="1133 918 1276 963"></td> <td data-bbox="1133 918 1276 963">0.120</td> </tr> <tr> <td data-bbox="367 963 1133 1008">Other Aggregate Increases</td> <td data-bbox="1133 963 1276 1008"></td> <td data-bbox="1133 963 1276 1008">0.178</td> </tr> <tr> <td data-bbox="367 1008 1133 1052"></td> <td data-bbox="1133 1008 1276 1052"></td> <td data-bbox="1133 1008 1276 1052">0.573</td> </tr> <tr> <td colspan="2" data-bbox="367 1052 1133 1097"><b>Decreases</b></td> <td data-bbox="1133 1052 1276 1097"></td> </tr> <tr> <td data-bbox="367 1097 1133 1142">Other Aggregate Decreases</td> <td data-bbox="1133 1097 1276 1142"></td> <td data-bbox="1133 1097 1276 1142">0</td> </tr> <tr> <td data-bbox="367 1142 1133 1187"></td> <td data-bbox="1133 1142 1276 1187"></td> <td data-bbox="1133 1142 1276 1187">0</td> </tr> <tr> <td data-bbox="367 1187 1133 1232"><b>Total</b></td> <td data-bbox="1133 1187 1276 1232"></td> <td data-bbox="1133 1187 1276 1232"><b>0.573</b></td> </tr> <tr> <td colspan="2" data-bbox="367 1232 1133 1276"><b><u>HRA</u></b></td> <td data-bbox="1133 1232 1276 1276"></td> </tr> <tr> <td colspan="2" data-bbox="367 1276 1133 1321"><b>Increases</b></td> <td data-bbox="1133 1276 1276 1321"></td> </tr> <tr> <td data-bbox="367 1321 1133 1366">Other Aggregate Increases</td> <td data-bbox="1133 1321 1276 1366"></td> <td data-bbox="1133 1321 1276 1366">0</td> </tr> <tr> <td data-bbox="367 1366 1133 1411"></td> <td data-bbox="1133 1366 1276 1411"></td> <td data-bbox="1133 1366 1276 1411">0</td> </tr> <tr> <td colspan="2" data-bbox="367 1411 1133 1456"><b>Decreases</b></td> <td data-bbox="1133 1411 1276 1456"></td> </tr> <tr> <td data-bbox="367 1456 1133 1500">Other Aggregate Decreases</td> <td data-bbox="1133 1456 1276 1500"></td> <td data-bbox="1133 1456 1276 1500">0</td> </tr> <tr> <td data-bbox="367 1500 1133 1545"></td> <td data-bbox="1133 1500 1276 1545"></td> <td data-bbox="1133 1500 1276 1545">0</td> </tr> <tr> <td data-bbox="367 1545 1133 1590"><b>Total</b></td> <td data-bbox="1133 1545 1276 1590"></td> <td data-bbox="1133 1545 1276 1590"><b>0.000</b></td> </tr> </tbody> </table>	<b>CHANGES DURING THIS PERIOD</b>		<b>£m</b>	<b><u>COUNCIL FUND</u></b>			<b>Increases</b>			Private Sector Housing Renewal - Enabled Living		0.175	Vibrant & Viable Places - Additional WG Funding		0.100	Playareas - Section 106 Funding		0.120	Other Aggregate Increases		0.178			0.573	<b>Decreases</b>			Other Aggregate Decreases		0			0	<b>Total</b>		<b>0.573</b>	<b><u>HRA</u></b>			<b>Increases</b>			Other Aggregate Increases		0			0	<b>Decreases</b>			Other Aggregate Decreases		0			0	<b>Total</b>		<b>0.000</b>
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1.06	Introduction of additional WG funding for support in the delivery of adaptations in relation to Independent Living and the Deeside Vibrant and Viable Places projects.																																																												
1.07	Section 106 Funding for Play Areas is being introduced to ensure the budget is aligned to actual expenditure.																																																												

### Capital Expenditure compared to Budget

1.08 Actual expenditure as at Month 9 (end of December 2016) across the whole of the capital programme is £43.277m. The breakdown of expenditure is analysed in Table 3, along with the percentage spend against budget. This shows that 70.81% of the budget has been spent (CF 70.08%, HRA 71.57 %). Corresponding figures for Month 9 2015/16 were 63.51% (CF 64.12%, HRA 62.30 %).

1.09 The table also shows the current projected outturn of £60.224m. This indicates a projected underspend (pending rollover adjustments) of (£1.046m) on the Council Fund and a projected overspend of £0.150m on the HRA which will be met by increasing the contribution made by the HRA revenue account.

**Table 3**

EXPENDITURE	Revised Budget	Cumulative Expenditure Month 9	Percentage Spend v Budget	Projected Outturn	Variance Budget v Outturn (Under)/Over
	£m	£m	%	£m	£m
Chief Executives	0	(0.004)	0	0	0
People & Resources	0.153	0	0	0.153	0
Governance	0.839	0.638	76.04	0.839	0
Education & Youth	14.992	12.969	86.51	14.987	(0.005)
Social Care	0	0	0	0	0
Community & Enterprise	5.770	4.419	76.59	5.788	0.018
Planning & Environment	1.417	0.221	15.60	0.683	(0.734)
Transport & Streetscene	5.835	2.771	47.49	5.510	(0.325)
Organisational Change 1	0.256	0.251	98.05	0.256	0
Organisational Change 2	2.247	0.818	36.40	2.247	0
<b>Council Fund Total</b>	<b>31.509</b>	<b>22.083</b>	<b>70.08</b>	<b>30.463</b>	<b>(1.046)</b>
Disabled Adaptations	1.030	0.671	65.15	1.030	0
Energy Schemes	1.693	1.513	89.37	1.693	0
Major Works	1.750	1.883	107.60	1.900	0.150
Accelerated Programmes	0.600	0.636	106.00	0.700	0.100
WHQS Improvements	17.680	11.324	64.05	17.580	(0.100)
SHARP Programme	6.858	5.167	75.34	6.858	0
<b>Housing Revenue Account Total</b>	<b>29.611</b>	<b>21.194</b>	<b>71.57</b>	<b>29.761</b>	<b>0.150</b>
<b>Programme Total</b>	<b>61.120</b>	<b>43.277</b>	<b>70.81</b>	<b>60.224</b>	<b>(0.896)</b>

1.10 Details of the variances for individual programme areas are listed in Appendix B, which includes the reasons, and remedial actions which may be required, where those variances exceed +/- 10% of the revised budget. In addition, where Early Identified Rollover (EIR) into 2017/18 has been identified, this is also included in the narrative.

1.11	<p><b>Rollover into 2017/18</b></p> <p>During the quarter additional EIR of £1.063m (all CF) has been identified which reflects reviewed spending plans across all programme areas; these committed amounts have been identified as now required to meet the cost of programme works and/or retention payments in 2017/18.</p>																																			
1.12	<p>Information relating to each programme area is contained in Appendix B and summarised in Table 4 below:-</p> <p><b>Table 4</b></p> <table border="1" data-bbox="325 600 1321 909"> <thead> <tr> <th data-bbox="325 600 735 658"><b>ROLLOVER INTO 2017/18</b></th> <th data-bbox="735 600 874 658"><b>Month 4 £m</b></th> <th data-bbox="874 600 1013 658"><b>Month 6 £m</b></th> <th data-bbox="1013 600 1152 658"><b>Month 9 £m</b></th> <th data-bbox="1152 600 1321 658"><b>Total £m</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="325 658 735 696">Education &amp; Youth</td> <td data-bbox="735 658 874 696">0.012</td> <td data-bbox="874 658 1013 696">0.004</td> <td data-bbox="1013 658 1152 696">0.005</td> <td data-bbox="1152 658 1321 696">0.021</td> </tr> <tr> <td data-bbox="325 696 735 734">Planning &amp; Environment</td> <td data-bbox="735 696 874 734">0</td> <td data-bbox="874 696 1013 734">0</td> <td data-bbox="1013 696 1152 734">0.733</td> <td data-bbox="1152 696 1321 734">0.733</td> </tr> <tr> <td data-bbox="325 734 735 772">Transport &amp; Streetscene</td> <td data-bbox="735 734 874 772">0.055</td> <td data-bbox="874 734 1013 772">0</td> <td data-bbox="1013 734 1152 772">0.325</td> <td data-bbox="1152 734 1321 772">0.380</td> </tr> <tr> <td data-bbox="325 772 735 810"><b>Council Fund</b></td> <td data-bbox="735 772 874 810"><b>0.067</b></td> <td data-bbox="874 772 1013 810"><b>0.004</b></td> <td data-bbox="1013 772 1152 810"><b>1.063</b></td> <td data-bbox="1152 772 1321 810"><b>1.134</b></td> </tr> <tr> <td data-bbox="325 810 735 848"><b>Housing Revenue Account</b></td> <td data-bbox="735 810 874 848"><b>0</b></td> <td data-bbox="874 810 1013 848"><b>0</b></td> <td data-bbox="1013 810 1152 848"><b>0</b></td> <td data-bbox="1152 810 1321 848"><b>0.000</b></td> </tr> <tr> <td data-bbox="325 848 735 887"><b>TOTAL</b></td> <td data-bbox="735 848 874 887"><b>0.067</b></td> <td data-bbox="874 848 1013 887"><b>0.004</b></td> <td data-bbox="1013 848 1152 887"><b>1.063</b></td> <td data-bbox="1152 848 1321 887"><b>1.134</b></td> </tr> </tbody> </table>	<b>ROLLOVER INTO 2017/18</b>	<b>Month 4 £m</b>	<b>Month 6 £m</b>	<b>Month 9 £m</b>	<b>Total £m</b>	Education & Youth	0.012	0.004	0.005	0.021	Planning & Environment	0	0	0.733	0.733	Transport & Streetscene	0.055	0	0.325	0.380	<b>Council Fund</b>	<b>0.067</b>	<b>0.004</b>	<b>1.063</b>	<b>1.134</b>	<b>Housing Revenue Account</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.000</b>	<b>TOTAL</b>	<b>0.067</b>	<b>0.004</b>	<b>1.063</b>	<b>1.134</b>
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1.13	<p><b>Additional Allocations</b></p> <p>No additional requests for resources have been received in this quarter.</p>																																			
1.14	<p><b>Savings</b></p> <p>As at Month 9 no savings have been identified in the programme.</p>																																			
1.15	<p><b>Financing</b></p> <p>The capital programme is financed as summarised in Table 5 below:-</p> <p><b>Table 5</b></p> <table border="1" data-bbox="325 1435 1321 1756"> <thead> <tr> <th data-bbox="325 1435 778 1532"><b>FINANCING RESOURCES</b></th> <th data-bbox="778 1435 954 1532"><b>General Financing<sup>1</sup></b></th> <th data-bbox="954 1435 1129 1532"><b>Specific Financing<sup>2</sup></b></th> <th data-bbox="1129 1435 1321 1532"><b>Total Financing</b></th> </tr> <tr> <td data-bbox="325 1532 778 1570"></td> <td data-bbox="778 1532 954 1570"><b>£m</b></td> <td data-bbox="954 1532 1129 1570"><b>£m</b></td> <td data-bbox="1129 1532 1321 1570"><b>£m</b></td> </tr> </thead> <tbody> <tr> <td data-bbox="325 1570 778 1608"><b>Latest Monitoring</b></td> <td data-bbox="778 1570 954 1608"></td> <td data-bbox="954 1570 1129 1608"></td> <td data-bbox="1129 1570 1321 1608"></td> </tr> <tr> <td data-bbox="325 1608 778 1646">Council Fund</td> <td data-bbox="778 1608 954 1646">6.767</td> <td data-bbox="954 1608 1129 1646">25.092</td> <td data-bbox="1129 1608 1321 1646">31.859</td> </tr> <tr> <td data-bbox="325 1646 778 1684">Housing Revenue Account</td> <td data-bbox="778 1646 954 1684">5.000</td> <td data-bbox="954 1646 1129 1684">24.611</td> <td data-bbox="1129 1646 1321 1684">29.611</td> </tr> <tr> <td data-bbox="325 1684 778 1756"><b>Total Financing Resources</b></td> <td data-bbox="778 1684 954 1756"><b>11.767</b></td> <td data-bbox="954 1684 1129 1756"><b>49.703</b></td> <td data-bbox="1129 1684 1321 1756"><b>61.470</b></td> </tr> </tbody> </table> <p data-bbox="325 1787 1008 1816">1 Supported Borrowing / General Capital Grant / Capital Receipts / MRA</p> <p data-bbox="325 1823 943 1852">2 Grants &amp; Contributions / CERA / Reserves / Prudential &amp; Other</p>	<b>FINANCING RESOURCES</b>	<b>General Financing<sup>1</sup></b>	<b>Specific Financing<sup>2</sup></b>	<b>Total Financing</b>		<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>Latest Monitoring</b>				Council Fund	6.767	25.092	31.859	Housing Revenue Account	5.000	24.611	29.611	<b>Total Financing Resources</b>	<b>11.767</b>	<b>49.703</b>	<b>61.470</b>											
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1.16	Given the continuing uncertainty over the realisation of asset disposals, no capital receipts were assumed for 2016/17 budget setting purposes. However, any assets realised in year would be available for capital investment (see Sections 1.18 to 1.19 below).																																
1.17	<p><b>Funding of 2016/17 Approved Schemes</b></p> <p>The position as at Month 9 is summarised in Table 6 below:-</p> <p><b>Table 6</b></p> <table border="1" data-bbox="395 562 1265 1122"> <thead> <tr> <th colspan="2" style="text-align: center;"><b>FUNDING OF APPROVED SCHEMES</b></th> <th style="text-align: center;"><b>£m</b></th> <th style="text-align: center;"><b>£m</b></th> </tr> </thead> <tbody> <tr> <td><b>Surplus from 2015/16</b></td> <td></td> <td></td> <td style="text-align: right;"><b>(3.134)</b></td> </tr> <tr> <td><b>Increases</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Previously Approved</td> <td></td> <td style="text-align: right;">0.955</td> <td style="text-align: right;">0.955</td> </tr> <tr> <td><b>Decreases</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Actual In year receipts</td> <td></td> <td style="text-align: right;">(1.449)</td> <td></td> </tr> <tr> <td>Unallocated Funding</td> <td></td> <td style="text-align: right;">(0.245)</td> <td style="text-align: right;">(1.694)</td> </tr> <tr> <td><b>Funding Available</b></td> <td></td> <td></td> <td style="text-align: right;"><b>(3.873)</b></td> </tr> </tbody> </table>	<b>FUNDING OF APPROVED SCHEMES</b>		<b>£m</b>	<b>£m</b>	<b>Surplus from 2015/16</b>			<b>(3.134)</b>	<b>Increases</b>				Previously Approved		0.955	0.955	<b>Decreases</b>				Actual In year receipts		(1.449)		Unallocated Funding		(0.245)	(1.694)	<b>Funding Available</b>			<b>(3.873)</b>
<b>FUNDING OF APPROVED SCHEMES</b>		<b>£m</b>	<b>£m</b>																														
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1.18	<p>The final outturn surplus from 2015/16 was £3.134m (£3.168m as per Outturn report to Cabinet 19 July, 2016).</p> <p>Actual receipts to Month 9 amount to £1.449m and capital funding unallocated remains at £0.245m.</p> <p>Taken as a whole this indicates that £3.873m is available to fund unallocated capital schemes.</p>																																
1.19	Portfolios, through their business plans, have identified significant capital investment needed to develop new or reconfigure service business models. Business cases were submitted for consideration and a wide range of schemes have been approved by Cabinet. The proposed schemes will be subject to formal scrutiny before being recommended to full Council and require all of the available resources referred to in 1.18. Further information can be found in the 'Council Fund Capital Programme - 2017/18 – 2019/20' report elsewhere on this agenda.																																

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	Financial implications - As set out in the body of the report.
2.02	Personnel implications - None directly as a result of this report.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	No consultation is required as a direct result of this report.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	At this stage in the financial year and given the size and complexity of schemes within the programme, it is considered that the level of spend against budget is appropriate and poses no risk or negative impact for the Council e.g. loss of external funding.
4.02	The 2016/17 HRA Capital Programme is significantly larger than in previous years and so may present a risk in terms of achieving spending levels. This will need to be closely monitored during the year.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix A: Capital Programme - Changes during 2016/17
5.02	Appendix B: Variances

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	Capital Programme monitoring papers 2016/17.  <b>Contact Officer:</b> Andrew Elford Accountant <b>Telephone:</b> 01352 702291 <b>E-Mail:</b> <a href="mailto:andrew.elford@flintshire.gov.uk">andrew.elford@flintshire.gov.uk</a>

7.00	<b>GLOSSARY OF TERMS</b>
7.01	<p><b>Capital Programme:</b> The Council's financial plan covering capital schemes and expenditure proposals for the current year and a number of future years. It also includes estimates of the capital resources available to finance the programme.</p> <p><b>CERA: Capital Expenditure charged to Revenue Account.</b> The Council is allowed to use its revenue resources to fund capital expenditure. However the opposite is not permissible.</p> <p><b>Council Fund (CF):</b> The fund to which all the Council's revenue and capital expenditure is charged.</p> <p><b>Housing Revenue Account (HRA):</b> The fund to which all the Council's revenue and capital expenditure relating to its housing stock is charged.</p> <p><b>MRA: Major Repairs Allowance.</b> A general capital grant from WG for HRA purposes.</p> <p><b>Rollover:</b> Rollover occurs when schemes due to be completed in a given financial year are delayed until a subsequent year. In this case the relevant funding is 'rolled over' to meet the delayed, contractually committed expenditure.</p>



## APPENDIX A

## CAPITAL PROGRAMME - CHANGES DURING 2016/17

	Original Budget 2016/17	Rollover from 2015/16	Previously Reported			Changes (Current)	Revised Budget 2016/17
			Changes	Rollover to 2017/18	Savings		
	£m	£m	£m	£m	£m	£m	£m
<b>Council Fund :</b>							
<b>Chief Executives</b>							
Clwyd Theatr Cymru	0	0	0	0	0	0	0.000
	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>People &amp; Resources</b>							
Headroom	0.250	0	(0.045)	0	0	(0.195)	0.010
Corporate Finance - H & S	0	0.143	0	0	0	0	0.143
	<b>0.250</b>	<b>0.143</b>	<b>(0.045)</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.195)</b>	<b>0.153</b>
<b>Governance</b>							
Information Technology	0	0.249	0.590	0	0	0	0.839
	<b>0.000</b>	<b>0.249</b>	<b>0.590</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.839</b>
<b>Education &amp; Youth</b>							
Education - General	0.350	0.001	(0.250)	0	0	0	0.101
Primary Schools	0.740	0.257	0.033	(0.016)	0	0.056	1.070
Schools Modernisation	12.637	0.116	0.009	0	0	0.000	12.762
Secondary Schools	0.160	0.082	(0.009)	0	0	(0.003)	0.230
Special Education	0	0.558	0.244	0	0	0	0.802
Minor Works, Furn & Equip	0	0.030	(0.003)	0	0	0	0.027
	<b>13.887</b>	<b>1.044</b>	<b>0.024</b>	<b>(0.016)</b>	<b>0.000</b>	<b>0.053</b>	<b>14.992</b>
<b>Social Care</b>							
Partnerships & Performance	0	0	0	0	0	0	0
	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>Community &amp; Enterprise</b>							
Community Coastal Fund	0	0	0.113	0	0	0.000	0.113
Town Centre Regeneration	0.100	0.280	0.018	0	0	0	0.398
Vibrant & Viable Places	1.600	0	0.339	0	0	0.100	2.039
Private Sector Renewal/Improv't	1.981	0.354	0.700	0	0	0.185	3.220
	<b>3.681</b>	<b>0.634</b>	<b>1.170</b>	<b>0.000</b>	<b>0.000</b>	<b>0.285</b>	<b>5.770</b>
<b>Planning &amp; Environment</b>							
Closed Landfill Sites	0	0	0.250	0	0	0	0.250
Engineering	0	0.678	0	0	0	0	0.678
Energy Services	0.100	0.002	0.094	0	0	0.000	0.196
Rights of Way	0	0	0.022	0	0	0.012	0.034
Ranger Services	0	0.050	(0.041)	0	0	0.000	0.009
Townscape Heritage Initiatives	0.075	0.175	0	0	0	0	0.250
	<b>0.175</b>	<b>0.905</b>	<b>0.325</b>	<b>0.000</b>	<b>0.000</b>	<b>0.012</b>	<b>1.417</b>

## APPENDIX A (Cont.)

## CAPITAL PROGRAMME - CHANGES DURING 2016/17

	Original Budget 2016/17	Rollover from 2015/16	Previously Reported			Changes (Current)	Revised Budget 2016/17
			Changes	Rollover to 2017/18	Savings		
	£m	£m	£m	£m	£m	£m	£m
<b>Transport &amp; Streetscene</b>							
Waste Services	0	0	0.100	0	0	0	0.100
Waste - CCP Grant	0	0.182	1.886	0	0	0.040	2.108
Engineering	0	0.012	0.005	0	0	0	0.017
Highways	0.600	0.301	0	0	0	0.193	1.094
Local Transport Grant	0	0.243	0.878	0	0	0.000	1.121
Solar Farms	1.450	0	0	(0.055)	0	0	1.395
	<b>2.050</b>	<b>0.738</b>	<b>2.869</b>	<b>(0.055)</b>	<b>0.000</b>	<b>0.233</b>	<b>5.835</b>
<b>Organisational Change 1</b>							
Leisure Centres	0	0.025	0	0	0	0	0.025
Recreation - Other	0	0.001	0	0	0	0	0.001
Play Areas	0	0	0.110	0	0	0.120	0.230
	<b>0.000</b>	<b>0.026</b>	<b>0.110</b>	<b>0.000</b>	<b>0.000</b>	<b>0.120</b>	<b>0.256</b>
<b>Organisational Change 2</b>							
Administrative Buildings	0.600	0.453	0.129	0	0	0.065	1.247
Community Asset Transfers	0.500	0.500	0	0	0	0	1.000
	<b>1.100</b>	<b>0.953</b>	<b>0.129</b>	<b>0.000</b>	<b>0.000</b>	<b>0.065</b>	<b>2.247</b>
<b>Housing Revenue Account :</b>							
Disabled Adaptations	1.030	0	0	0	0	0	1.030
Energy Schemes	0.800	0	0.333	0	0	0.560	1.693
Major Works	1.650	0	0	0	0	0.100	1.750
Accelerated Programmes	0.450	0	0.250	0	0	(0.100)	0.600
WHQS Improvements	17.240	1.500	(0.500)	0	0	(0.560)	17.680
SHARP Programme	4.763	0	2.095	0	0	0	6.858
	<b>25.933</b>	<b>1.500</b>	<b>2.178</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>29.611</b>
<b>Totals :</b>							
Council Fund	21.143	4.692	5.172	(0)	0	0.573	31.509
Housing Revenue Account	25.933	1.500	2.178	0	0	0.000	29.611
<b>Grand Total</b>	<b>47.076</b>	<b>6.192</b>	<b>7.350</b>	<b>(0.071)</b>	<b>0.000</b>	<b>0.573</b>	<b>61.120</b>

CHIEF EXECUTIVES

Capital Budget Monitoring 2016/17 - Month 9

Programme Area	Total Budget £m	Actual Exp. £m	Projected Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Clwyd Theatr Cymru	0	(0.004)	0	0	0	0			Credit in anticipation of expenditure incurred in 2016/17 accounted for within 2015/16
<b>Total</b>	<b>0.000</b>	<b>(0.004)</b>	<b>0.000</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>			

PEOPLE & RESOURCES

Capital Budget Monitoring 2016/17 - Month 9

Programme Area	Total Budget £m	Actual Exp. £m	Projected Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Corporate Finance - Health & Safety	0.143	0	0.143	0	0	0			Corporate provision - to be allocated as requested and approved
Headroom	0.010	0	0.010	0	0	0			Corporate provision - to be allocated as requested and approved
<b>Total</b>	<b>0.153</b>	<b>0.000</b>	<b>0.153</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>			

Variance = Budget v Projected Outturn

GOVERNANCE

Capital Budget Monitoring 2016/17 - Month 9

Programme Area	Total Budget £m	Actual Exp. £m	Projected Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Information Technology	0.839	0.638	0.839	0	0	0			
<b>Total</b>	<b>0.839</b>	<b>0.638</b>	<b>0.839</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>			

Variance = Budget v Projected Outturn

EDUCATION & YOUTH

Capital Budget Monitoring 2016/17 - Month 9

Programme Area	Total Budget £m	Actual Exp. £m	Projected Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Education - General	0.101	0.068	0.101	0	0	0			
Primary Schools	1.070	0.739	1.065	(0.005)	(0.47)	(0.004)	Early Identified Rollover - Connah's Quay, Golfym CP - renewal of felt roof coverings to cover retention	Request approval to move funding of £0.005m into 2017/18	
Schools Modernisation	12.762	11.509	12.762	0	0	0			
Secondary Schools	0.230	0.164	0.230	0	0	0			
Special Education	0.802	0.489	0.802	0	0	0			
Minor Works, Furn & Equip	0.027	0.000	0.027	0	0	0			
<b>Total</b>	<b>14.992</b>	<b>12.969</b>	<b>14.987</b>	<b>(0.005)</b>	<b>(0)</b>	<b>(0.004)</b>			

Variance = Budget v Projected Outturn

SOCIAL CARE

Capital Budget Monitoring 2016/17 - Month 9

Programme Area	Total Budget £m	Actual Exp. £m	Projected Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Partnerships & Performance	0	0	0	0		0			
<b>Total</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>			

Variance = Budget v Projected Outturn

COMMUNITY & ENTERPRISE

Capital Budget Monitoring 2016/17 - Month 9

Programme Area	Total Budget £m	Actual Exp. £m	Projected Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Community Coastal Fund	0.113	0.131	0.131	0.018	16	0			Scheme is over 2 years and funded by Lottery Grant which will be introduced in Q4
Town Centre Regeneration	0.398	0.157	0.398	0	0	0			
Vibrant & Viable Places	2.039	1.331	2.039	0	0	0			
Private Sector Renewal/Improvement	3.220	2.800	3.220	0	0	0			
<b>Total</b>	<b>5.770</b>	<b>4.419</b>	<b>5.788</b>	<b>0.018</b>	<b>0</b>	<b>0.000</b>			

Variance = Budget v Projected Outturn

PLANNING & ENVIRONMENT

Capital Budget Monitoring 2016/17 - Month 9

Programme Area	Total Budget £m	Actual Exp. £m	Projected Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Closed Landfill Sites	0.250	0	0	(0.250)	(100)	0	Early Identified Rollover -	Request approval to move funding of £0.250m into 2017/18	Assessment on site is on-going to determine the condition of the site.
Engineering	0.678	(0.006)	0.195	(0.483)	(71)	0	Early Identified Rollover - Legal issues have caused some delays in the commencement of works.	Request approval to move funding of £0.483m into 2017/18	Prioritising the larger schemes have necessitated a slight delay in smaller schemes
Energy Services	0.196	0.131	0.196	0	0	0			
Rights of Way	0.034	0.033	0.033	(0.001)	(3)	0			
Planning Grant Schemes	0	0.001	0	0		0			
Ranger Services	0.009	0.009	0.009	0	0	0			
Townscape Heritage Initiatives	0.250	0.053	0.250	0	0	0			2016/17 is a crucial year for the scheme as a whole, where FCC are expected to draw down the majority of the HLF assistance.
<b>Total</b>	<b>1.417</b>	<b>0.221</b>	<b>0.683</b>	<b>(0.734)</b>	<b>(52)</b>	<b>0.000</b>			

Variance = Budget v Projected Outturn



TRANSPORT & STREETSCENE

Capital Budget Monitoring 2016/17 - Month 9

Programme Area	Total Budget £m	Actual Exp. £m	Projected Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Waste Services - Collaborative Change Programme (CCP)	2.113	0.412	2.113	0	0	0			
Waste Services - Other	0.095	0.095	0.095	0	0	0			
Engineering	0.017	0.011	0.017	0	0	0			
Highways	1.094	0.466	1.094	0	0	0			
Local Transport Grant	1.121	0.726	1.121	0	0	0			
Solar Farms	1.395	1.061	1.070	(0.325)	(23)		Early Identified Rollover - Expected completion date end of July 2017. Awaiting planning permission for cable works.	Request approval to move funding of £0.325m into 2017/18	
<b>Total</b>	<b>5.835</b>	<b>2.771</b>	<b>5.510</b>	<b>(0.325)</b>	<b>(6)</b>	<b>0.000</b>			

Variance = Budget v Projected Outturn

ORGANISATIONAL CHANGE 1

Capital Budget Monitoring 2016/17 - Month 9

Programme Area	Total Budget £m	Actual Exp. £m	Projected Outturn £m	Variance (Under)/Over £m	Variance		Cause of Variance	Action Required	Comments
					%age %	Prev Qtr £m			
Leisure Centres	0.025	0.022	0.025	0	0	0			
Recreation - Other	0.001		0.001	0	0	0			
PlayAreas	0.230	0.229	0.230	0	0	0.090			All expenditure is funded from Section 106 contributions and FCC match funding drawn down at year end
<b>Total</b>	<b>0.256</b>	<b>0.251</b>	<b>0.256</b>	<b>0.000</b>	<b>0</b>	<b>0.090</b>			

Variance = Budget v Projected Outturn

ORGANISATIONAL CHANGE 2

Capital Budget Monitoring 2016/17 - Month 9

Programme Area	Total Budget £m	Actual Exp. £m	Projected Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Administrative Buildings	1.247	0.730	1.247	0	0	0		Careful monitoring required.	
Community Asset Transfers	1.000	0.088	1.000	0	0	0			Expenditure is incurred as and when schemes are signed off. Any unspent allocation will be the subject of a rollover request at outturn
<b>Total</b>	<b>2.247</b>	<b>0.818</b>	<b>2.247</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>			

Variance = Budget v Projected Outturn

## HOUSING REVENUE ACCOUNT

## Capital Budget Monitoring 2016/17 - Month 9

Programme Area	Total Budget £m	Actual Exp. £m	Projected Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Disabled Adaptations	1.030	0.671	1.030	0	0	0			
Energy Services	1.693	1.513	1.693	0	0	0			
Major Works	1.750	1.883	1.900	0.150	9	0		Careful Monitoring Required	Void spend has been reallocated to capital. Spend will be met from CERA contributions .
Accelerated Programmes	0.600	0.636	0.700	0.100	17	0		Careful Monitoring Required	Overspend is due to unforeseen asbestos works. This overspend will be met from the WHQS programme
WHQS Improvements	17.660	11.324	17.580	(0.100)	(1)				Careful monitoring required
SHARP	6.858	5.167	6.858	0	0	0			Potential delays on site
<b>Total</b>	<b>29.611</b>	<b>21.194</b>	<b>29.761</b>	<b>0.150</b>	<b>1</b>	<b>0.000</b>			

Variance = Budget v Projected Outturn
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## SUMMARY

## Capital Budget Monitoring 2016/17 - Month 9

Programme Area	Total Budget £m	Actual Exp. £m	Projected Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Chief Executive's	0	(0.004)	0	0		0			
People & Resources	0.153	0	0.153	0	0	0			
Governance	0.839	0.838	0.839	0	0	0			
Education & Youth	14.992	12.969	14.987	(0.005)	(0)	(0.004)			
Social Care	0	0	0	0		0			
Community & Enterprise	5.770	4.419	5.788	0.018	0	0			
Planning & Environment	1.417	0.221	0.683	(0.734)	(52)	0			
Transport & Streetscene	5.835	2.771	5.510	(0.325)	(6)	0			
Organisational Change 1	0.256	0.251	0.256	0	0	0.090			
Organisational Change 2	2.247	0.818	2.247	0	0	0			
<b>Sub Total - Council Fund</b>	<b>31.509</b>	<b>22.083</b>	<b>30.463</b>	<b>(1.046)</b>	<b>(3)</b>	<b>0.086</b>			
Housing Revenue Account	29.611	21.194	29.761	0.150	1	0			
<b>Total</b>	<b>61.120</b>	<b>43.277</b>	<b>60.224</b>	<b>(0.896)</b>	<b>(1)</b>	<b>0.086</b>			

Variance = Budget v Projected Outturn





## CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

<b>Date of Meeting</b>	Thursday 9 February, 2017
<b>Report Subject</b>	Forward Work Programme
<b>Cabinet Member</b>	Not applicable
<b>Report Author</b>	Democratic Services Manager
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

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

The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Corporate Resources Overview & Scrutiny Committee.

### RECOMMENDATION

1	That the Committee considers the draft Forward Work Programme and approve/amend as necessary.
2	That the Member Engagement Manager, in consultation with the Chair of the Committee be authorised to vary the Forward Work Programme between meetings, as the need arises.

## REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE FORWARD WORK PROGRAMME</b>
1.01	Items feed into a Committee's Forward Work Programme from a number of sources. Members can suggest topics for review by Overview & Scrutiny Committees, members of the public can suggest topics, items can be referred by the Cabinet for consultation purposes, or by County Council or Chief Officers. Other possible items are identified from the Cabinet Work Programme and the Improvement Plan.
1.02	<p>In identifying topics for future consideration, it is useful for a 'test of significance' to be applied. This can be achieved by asking a range of questions as follows:</p> <ol style="list-style-type: none"><li>1. Will the review contribute to the Council's priorities and/or objectives?</li><li>2. Is it an area of major change or risk?</li><li>3. Are there issues of concern in performance?</li><li>4. Is there new Government guidance of legislation?</li><li>5. Is it prompted by the work carried out by Regulators/Internal Audit?</li></ol>
<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	None as a result of this report.
<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	Publication of this report constitutes consultation.
<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	None as a result of this report.
<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1 – Draft Forward Work Programme
<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>None.</p> <p><b>Contact Officer:</b> Robert Robins Democratic Services Manager</p> <p><b>Telephone:</b> 01352 702320</p> <p><b>E-mail:</b> <a href="mailto:robert.robins@flintshire.gov.uk">robert.robins@flintshire.gov.uk</a></p>



7.00	<b>GLOSSARY OF TERMS</b>
7.01	<b>Improvement Plan:</b> the document which sets out the annual priorities of the Council. It is a requirement of the Local Government (Wales) Measure 2009 to set Improvement Objectives and publish an Improvement Plan.

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## Corporate Resources Overview & Scrutiny Committee Forward Work Programme 2016/17

DATE		O&S Focus	REPORT FROM
Thursday, 9 <sup>th</sup> March 2017 10.00	North Wales Police: Cyber crime	Follow on from the presentation to the December meeting by the Police & Crime Commissioner	Robert Robins
	Customer strategy		Katie Clubb
	Quarter 3 Improvement plan Monitoring	Comment and assurance	Robert Robins
	Revenue Budget monitoring 2016/17	Monitoring	Sara Dulson
	Forward Work Programme	Approval and development	Robert Robins

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