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To: Cllr Aaron Shotton (Leader)

Councillors: Bernie Attridge, Chris Bithell, Derek Butler, Christine Jones, Billy Mullin, Ian Roberts and Carolyn Thomas

19 September 2018

Dear Councillor

You are invited to attend a meeting of the Cabinet which will be held at 9.30 am on Tuesday, 25th September, 2018 in the Clwyd Committee Room, County Hall, Mold CH7 6NA to consider the following items

A G E N D A

1 APOLOGIES

Purpose: To receive any apologies.

2 DECLARATIONS OF INTEREST

Purpose: To receive any Declarations and advise Members accordingly.

3 MINUTES (Pages 5 - 20)

Purpose: To confirm as a correct record the minutes of the meeting held on 17th July 2018.

TO CONSIDER THE FOLLOWING REPORTS

STRATEGIC REPORTS

4 MEDIUM TERM FINANCIAL STRATEGY (MTFS) - FORECAST 2019/20 (Pages 21 - 26)

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

Purpose: To provide an update on the ongoing work on the Medium Term Financial Strategy (MTFS) and to advise of the latest forecast budget position for 2019/20.

5 SELF-EVALUATION OF LOCAL GOVERNMENT EDUCATION SERVICES
(Pages 27 - 130)

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

Purpose: To provide an update on overall service performance and the new Estyn framework for the inspection of Local Government and Education Services.

6 DRAFT RIGHTS OF WAY IMPROVEMENT PLAN 2018-2028 (Pages 131 - 246)

Report of Chief Officer (Planning, Environment and Economy) - Cabinet Member for Streetscene and Countryside

Purpose: To consult on the new Rights of Way Improvement Plan 2018/2028 prior to release for statutory consultation.

7 STRATEGIC HOUSING AND REGENERATION PROGRAMME (SHARP)
(Pages 247 - 268)

Report of Chief Officer (Housing and Assets) - Deputy Leader of the Council and Cabinet Member for Housing

Purpose: To provide an update on the progress made to date on the Council's Strategic Housing and Regeneration Programme (SHARP).

8 SINGLE ACCESS ROUTE TO HOUSING (SARTH) (Pages 269 - 310)

Report of Chief Officer (Housing and Assets) - Deputy Leader of the Council and Cabinet Member for Housing

Purpose: To provide an update on the management of the Single Access Route to Housing (SARTH) policy in Flintshire and the regional collaboration.

9 PHASE 2 SPEED LIMIT REVIEW UPDATE (Pages 311 - 332)

Report of Chief Officer (Streetscene and Transportation) - Cabinet Member for Streetscene and Countryside

Purpose: To provide an update on the county-wide speed limit review.

10 **SUSTAINABLE DRAINAGE (SUDS) APPROVAL BODY (SAB)** (Pages 333 - 348)

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

Purpose: To seek approval to establish the Sustainable Drainage Approving Body (SAB) which will allow Flintshire County Council to undertake this new statutory function from the scheduled commencement date of 7th January 2019.

OPERATIONAL REPORTS

11 **REVENUE BUDGET MONITORING 2018/19 (MONTH 4)** (Pages 349 - 366)

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 2018/19 for the Council Fund and Housing Revenue Account. The position is based on actual income and expenditure as at Month 4, and projects forward to year-end.

12 **CAPITAL PROGRAMME 2018/19 (MONTH 4)** (Pages 367 - 392)

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

Purpose: To provide the Month 4 (end of July) capital programme information for 2018/19.

13 **BAILEY HILL – TRI-PARTITE MANAGEMENT AGREEMENT AND PROJECT UPDATE** (Pages 393 - 416)

Report of Chief Officer (Planning, Environment and Economy) - Cabinet Member for Streetscene and Countryside

Purpose: To provide an update on progress of the Heritage Lottery Fund application for improvements to Bailey Hill in Mold and seek agreement to formally commence the project.

14 **CAPITAL WORKS - PROCUREMENT OF WELSH HOUSING QUALITY STANDARD (WHQS) KITCHEN & BATHROOM PROGRAMME FOR INTERNAL WORKS** (Pages 417 - 430)

Report of Chief Officer (Housing and Assets) - Deputy Leader of the Council and Cabinet Member for Housing

Purpose: To seek approval to procure a contractor to continue to deliver the Welsh Housing Quality Standard (WHQS) Bathroom and Kitchen Mop-up programme through the Procure Plus framework.

15 **EXERCISE OF DELEGATED POWERS** (Pages 431 - 432)

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

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

Yours sincerely



Robert Robins
Democratic Services Manager

CABINET
17TH JULY 2018

Minutes of the meeting of the Cabinet of Flintshire County Council held in the Clwyd Committee Room, County Hall, Mold on Tuesday, 17th July 2018.

PRESENT: Councillor Aaron Shotton (Chair)

Councillors: Bernie Attridge, Chris Bithell, Derek Butler, Christine Jones, Billy Mullin, Ian Roberts and Carolyn Thomas.

IN ATTENDANCE:

Chief Executive, Chief Officer (Governance), Chief Officer (Housing and Assets), Chief Officer (Planning, Environment and Economy), Chief Officer (Social Services), Finance Managers, Highways Network Manager, Transportation and Logistics Manager, Car Park and Enforcement Manager, Policy Development Officer – Equalities, Overview and Scrutiny Facilitator and Team Leader – Democratic Services.

APOLOGIES:

None.

OTHER MEMBERS IN ATTENDANCE:

Councillors: Dave Healey, Gladys Healey and Patrick Heesom.

205. DECLARATIONS OF INTEREST

Councillors Jones, Mullin, Thomas and Shotton declared a personal interest in agenda item number 14 – Outcome of Public Consultation on Public Transport and School Transport Anomalies.

206. MINUTES

The minutes of the meeting held on 19th June 2018 had been circulated with the agenda. Subject to the wording ‘and fund’ being included in minute number 189 on Home To School Transport – Policy Review, and a typographical error in minute number 193, they were approved as a correct record.

RESOLVED:

That the minutes be approved as a correct record.

207. IAN BANCROFT

The Chief Executive led the kind remarks on Ian Bancroft’s time with the Council which had seen many successful schemes under Ian’s leadership. These included the retention of libraries and leisure services following the first staff mutual and the improvements at Theatr Clwyd. He commented on the strong relationships with colleagues at Wrexham County Borough Council which was where Ian was to be Chief Executive, which would be further built on. He thanked Ian for all of his work whilst at Flintshire County Council and wished him well in his new role.

All Cabinet members paid their own tributes to Ian, commenting on his positive attitude, calming influence, negotiating skills and his unique skill of bringing groups of people together. Ian Bancroft thanked everybody for their kind words which he said reflected on the strong leadership at Flintshire. He looked forward to working with Flintshire for the benefit of North East Wales residents.

208. STRATEGIC EQUALITY PLAN ANNUAL REPORT 2016/18 AND WELSH LANGUAGE ANNUAL MONITORING REPORT 2017/18

Councillor Mullin introduced the Strategic Equality Plan Annual Report 2016/18 and the Welsh Language Monitoring Report 2017/18 report which provided an overview of progress to complying with the Equality Act and Welsh Language Standards and identified areas for improvement.

The Chief Executive provided a verbal update on comments made at the recent Corporate Resources Overview and Scrutiny Committee on the promotion of bilingualism and safeguarding of young people.

The Policy Development Officer – Equalities provided details of the outstanding areas of achievement which were detailed in full in the report.

Councillor Bithell supported the ‘next step’ on regular communications on compliance with and celebration of the Welsh Language Standards to be cascaded to the workforce.

RESOLVED:

- (a) That Cabinet be assured that progress has been made during the year to meet the statutory duties;
- (b) That the areas for improvement be noted and a mid-year report on progress be received;
- (c) That the publication of the reports on the Council’s website be approved; and
- (d) That the Strategic Equality Plan Annual Report and Welsh Language Annual Report be included on the Forward Work Programme of Corporate Resources Overview and Scrutiny Committee.

209. UPDATE ON THE MANAGEMENT OF THE HOMELESS LEGISLATION WITHIN THE HOUSING (WALES) ACT 2014

Councillor Attridge introduced the Update on the Management of the Homeless Legislation within the Housing (Wales) Act 2014 report which provided an update on how the Council had met the requirements of the new homeless legislation and some of the projected challenges that faced the Council.

The report contained details of the number of triage applications for customers requesting housing assistance which saw an increase of 3.9% in 2017/18 compared to the previous year.

Full details were provided on homelessness, supporting people, development of a Regional Homeless Strategy, the social housing register, private rented sector, interim accommodation, rough sleepers, single households, vulnerable and complex needs, preventing rough sleeping and increasing availability of private rented sector properties.

On supporting people, the Chief Officer (Housing and Assets) added that the Council had funded that service through the Supporting People Programme Grant and should that funding be modified, reduced or removed it would place a budget pressure on the Council. In addition, a pilot was underway to target those individuals who required interventions with rent arrears at the earliest opportunity.

RESOLVED:

- (a) That the update on the management of the new legislation within the Housing (Wales) Act 2014 be supported;
- (b) That the emerging themes within the Regional Homeless Strategy be supported, and the challenges that the Council has faced finding suitable housing options for households, and the plans to mitigate further risks, be noted; and
- (c) That the proposals to alleviate homelessness in the county be approved.

210. TOURISM PROMOTION AND DESTINATION MANAGEMENT

Councillor Butler introduced the Tourism Promotion and Destination Management report which detailed the approaches taken in Flintshire and regionally to support the visitor economy through promotional activity and managing and improving the customer experience.

The report provided details of the work of both the Access and Natural Environment and Tourism services as both played a significant and co-ordinated role with opportunities for greater collaborative working in the future following a recent restructure.

Although the visitor economy in Flintshire was a relatively small component of the Flintshire economy, it remained an important contributor. The sector employed approximately 3,273 people and generated an estimated £252m each year from 3.7 million overnight stays and 2.7 million day visits.

Councillor Thomas welcomed the report, commenting on all of the attractions in Flintshire and the importance of promoting them wherever possible.

RESOLVED:

That the emerging approaches to visitor promotion and destination management be noted.

211. FOOD SERVICE PLAN 2018/19 FOR FLINTSHIRE COUNTY COUNCIL

Councillor Bithell introduced the Food Service Plan 2018/19 for Flintshire County Council report which provided an overview of the Food Service. It set out the aims and objectives for the forthcoming year and how they were to be achieved.

The Plan also contained a review of performance of the service against the Food Service Plan 2017/18. Councillor Bithell paid tribute to the team for the achievements during 2017/18.

The Chief Officer (Planning, Environment and Economy) commented on the importance of the service which continually strived for improvements.

RESOLVED:

That the Food Service Plan for 2018/19 be approved.

212. REVENUE BUDGET MONITORING 2017/18 (OUTTURN)

The Finance Manager introduced the Revenue Budget Monitoring 2017/18 (Outturn) report which provided the outturn revenue budget monitoring position (subject to audit) for 2017/18 for the Council Fund and the Housing Revenue Account.

The final year end position was:

Council Fund

- The net in-year outturn position was an operating surplus of £0.685m;
- The overall outturn included a positive impact of £1.422m due to the change in accounting policy for Minimum Revenue Provision (MRP) as agreed by County Council on 1st March 2018. This had the effect of increasing the operating surplus with net spend being £2.107m lower than budget; and
- A contingency reserve balance as at 31st March 2018 of £7.928m although that reduced to £5.523 when taking account of agreed contributions for the 2018/19 budget.

Housing Revenue Account

- Net in year expenditure was £0.004m higher than budget; and
- A closing un-earmarked balance as at 31st March 2018 of £1.116m.

The report contained details of the requests for carry forward of funding.

The Chief Executive explained that the report had been submitted to Audit Committee and Corporate Resources Overview and Scrutiny Committee. Audit Committee had also received the draft Statement of Accounts. Corporate Resources Overview and Scrutiny Committee accepted the report, noting the impact the MRP had on the budget position. Comments had also been made on the impacts on late

notifications on grants and the Committee requested that a letter be sent to Welsh Government (WG) to outline the risks; that letter was being drafted.

RESOLVED:

- (a) That the overall report and the Council fund contingency sum as at 31st March 2018 be noted;
- (b) That the final level of balances on the Housing Revenue Account as at 31st March 2018 be noted; and
- (c) That the carry forward requests be approved.

213. CAPITAL PROGRAMME 2017/18 (OUTTURN)

The Finance Manager presented the Capital Programme 2017/18 (Outturn) report which summarised the changes made to the Capital Programme during the last quarter of 2017/18.

The total Capital Programme at outturn was £59.143m, a net decrease of £0.279m compared to month 9 (£59.422m). The change was made up of the following:

- Increases in the programme of £2.836m (Council Fund £2.159m, Housing Revenue Account £0.677m);
- Offset by Carry Forward to 2018/19 of £1.289m approved by Cabinet at month 9; and
- Offset by Carry Forward to 2018/19 of £1.826m of late Welsh Government (WG) grant funded expenditure.

Actual outturn was £57.380m which indicated an apparent underspend of £1.763m. However, that entire amount was the subject for carry forward into 2018/19.

The outturn position on funding was an overspend of £0.068m against confirmed resources. This was because the Council received late WG grant funding which was used, in part, to replace funding from revenue which created an underspend against revenue budget in 2017/18. The Council would fund an equivalent amount of capital expenditure in 2018/19 from capital receipts.

RESOLVED:

- (a) That the overall report be approved; and
- (b) That the carry forward adjustments set out in the report be approved.

214. REVENUE BUDGET MONITORING 2018/19 (INTERIM)

The Finance Manager introduced the Revenue Budget Monitoring 2018/19 (Interim) report which was the first monitoring report of 2018/19. The report provided information on the progress of achieving planned efficiencies against the targets set

and reported, by exception, on significant variances which could impact on the financial position in 2018/19.

The initial net impact of the emerging risks and variances, as detailed in the report, was that expenditure was projected to be £1.619m lower than budget. The figure included a one-off VAT rebate for £1.940m and an in-year underspend for Minimum Revenue Provision (MRP) for £1.400m. Taking those into account the projected outturn was £1.721m greater than the budget.

Month 4 would be reported to Cabinet on 25th September 2018 and would include further details. This report highlighted the high level risks affecting financial projections that would need to be closely monitored throughout the year.

The Chief Executive commented on Out of County Placements which was identified as a high risk of financial volatility and of the regional work that was being undertaken on that. He also commented on the successful collective lobbying that had taken place by the local government community on the loss of grant funding of the Minority Ethnic Achievement Grant (MEAG) which had resulted in an announcement from Welsh Government (WG) of £1.2m nationally to mitigate the impact of the withdrawal in 2018/19.

RESOLVED:

- (a) That the report be noted; and
- (b) That a contribution from the Contingency Reserve of £0.058m to offset the funding reduction for the Minority Ethnic Achievement Grant (MEAG) be approved.

215. PRUDENTIAL INDICATORS – ACTUAL 2017/18

The Finance Manager introduced the Prudential Indicators – Actual 2017/18 report which provided details of the Council's actual Prudential Indicators for 2017/18 compared with the estimates set for Prudence and Affordability.

The Chief Executive thanked Paul Vaughan who had been a sound advisor to the Council whilst providing interim cover.

RESOLVED:

That the report be noted and approved.

216. CARE LEAVERS DISCOUNT SCHEME

Councillor Jones introduced the Care Leavers Discount Scheme report which identified areas of good practice within the Children's commissioner for Wales' report 'Hidden Ambitions'. The report looked at the support available to young people leaving care, in relation to housing, education and training opportunities and personal and emotional support.

The report sought approval of a new financial policy for care leavers, and agreement to provide a discount of up to 100% from the payment of Council Tax to care leavers, aged between 18 and 25, who resided in Flintshire.

Looked after children and care leavers were amongst the most vulnerable groups in society. Outcomes could sometimes be poor and the Council had a responsibility to provide care leavers with the best future prospectus available as care leaver's transition from local authority care into independent living. Currently there were 75 Flintshire care leavers, 31 aged 16-18 and 44 aged 19-25.

The introduction of a Council Tax Discretionary Scheme for care leavers would take effect from 1st April 2018, or the date on which a care leaver's liability to pay Council Tax first arose where that date was later than 1st April 2018.

The scheme would be administered in line with the policy framework appended to the report, which set out the guiding qualifying criteria for discounts of up to 100%. The high level principles of the proposed scheme were outlined in the report.

The cost of providing the scheme in 2019/20 would be built into future budget projections. The total costs for both initiatives was anticipated to be £27k.

RESOLVED:

- (a) That the introduction of a Council Tax Discretionary Discount Scheme for eligible care leavers, to take effect from 1st April 2018, be approved. The aim is to provide discounts of up to 100% to care leavers who reside in Flintshire, up to the age of 25. This Scheme includes all eligible care leavers living in Flintshire irrespective of care providing authority; and
- (b) That the new Financial Policy for care leavers and the production of user friendly information for care leavers to ensure they are clear about the financial support they are entitled to from the Council be supported.

217. OUTCOME OF PUBLIC CONSULTATION ON PUBLIC TRANSPORT AND SCHOOL TRANSPORT ANOMALIES

Councillor Thomas introduced the Outcome of Public Consultation on Public Transport and School Transport Anomalies report which provided details of existing subsidised bus routes and the outcome of the bus network review consultation exercise that had been undertaken to consider those services and deliver an affordable and sustainable public transport service in the future. The report also provided details of the proposed way forward for dealing with historical non-statutory school transport arrangements and anomalies following a report which had been submitted to an all Member workshop in November 2017. A report had also been submitted to a special Environment Overview and Scrutiny Committee on 12th July.

On the bus network review, Councillor Thomas explained that there had been a number of changes to the commercial bus network by bus operators which had impacted on communities and left potential gaps in service provision; this was not

within the control of the Council. However the Council had a statutory duty to keep the bus network under review and intervene if appropriate.

In order to deliver a more sustainable solution a fundamental review had been required. During the consultation process four options were outlined to the public, elected Members and town and community councils. They were:

- Option 1 – stop subsidising bus services completely;
- Option 2 – do nothing and continue to support the existing subsidised routes in place as they were currently;
- Option 3 – Support subsidised routes on the core bus network and implement alternative, sustainable local travel arrangements in communities not on the core network; and
- Option 4 – Support subsidised routes on the core bus network and introduce a demand responsive service for communities not on the core network.

Elected Members and town and community councils predominantly supported option 3, with individual responses supporting option 2. Option 3 was also the preferred option expressed by the Environment Overview and Scrutiny Committee. Under that option, local travel arrangements on the non-core network were intended to be provided by smaller minibus vehicles. Those arrangements would operate in a similar way to conventional bus services with a scheduled timetable and fixed route. However, the scheduled minibus services may not operate to the same frequency or level of service as provided by conventional bus services. Proposed routes had been identified for the local travel arrangements and were appended to the report.

The school transport route optimisation and re-procurement exercise was completed in September 2017. The exercise delivered maximum benefit by ensuring the most efficient use of vehicles and delivery of the most cost effective routes and vehicle capacity for the required number of eligible passengers. As a consequence, a number of historical non-statutory transport arrangements were identified that were over and above the current Home to School Transport Policy and presented opportunities for alternative service delivery and potential efficiency savings. The identified anomalies were detailed in an appendix to the report along with proposals on how each issue could be dealt with in turn.

Details of the concessionary fares were outlined in the report. Environment Overview and Scrutiny Committee had been requested to consider the options to reach full cost recovery and the Overview and Scrutiny Facilitator provided the following feedback from that meeting:

Bus Network Review

- Consensus that option 3 should be taken forward;
- Members wanted assurance that consultation with town and community councils would continue before a timetable was produced and shared;
- Concern that the Committee was being asked to recommend an option without knowing what the impacts/cuts to routes were going to be.

School Transport Historical Anomalies

- Concerns raised on siblings groups – if it was not possible to access transport for sibling groups, parents may feel that their parental choice of school was being taken away from them; and
- Assurance sought that consultation had taken place with Ysgol Pencoch as there was a concern on the impact of vulnerable children. An assurance on the extensive consultation process was given.

Concessionary Fares

- Suggestion to look at what neighbouring authorities charged and increase concessionary fare in line with their charges.

The formal resolutions from the special Environment Overview and Scrutiny Committee were as follows:

- (a) That the Committee recommends the adoption of Option 3 (support subsidised routes on the core bus network and implement alternative, sustainable local travel arrangements in communities not on the core network) within four geographical areas of the County;
- (b) That the Committee recommends to Cabinet the approval of the proposed service levels on the strategic core bus network;
- (c) That the provision of an in-house minibus service to support the local travel arrangements, where it was cost effective to do so, be supported;
- (d) That the Committee recommends to Cabinet approval of the proposed approach for dealing with historical non-statutory school transport arrangements that had been identified during the service review;
- (e) That the Committee recommend to Cabinet that the school transport provision for siblings be given further consideration; and
- (f) That the Committee recommend the adoption of Option 2 as its preferred pricing structure for a concessionary bus pass, with a review to be carried out on the impact of the increased cost after one year.

Councillor Shotton suggested taking the recommendations in the Cabinet report in turn, which was supported. It was accepted that the Environment Overview and Scrutiny Committee supported recommendations (a) – (c) in the report.

A discussion took place and it was agreed that recommendation (d) would read “for the forthcoming academic year the Council applies its current transport policies in full and addresses the historic anomalies as set out in the report”.

On Option 2 for the concessionary fares, the Chief Executive advised that if the Cabinet resolved Option 2, this would result in a charge of £300. This would not see full cost recovery but partial recovery and officers could undertake work on the risks

and impacts of that decision and it could be subject of a longer term review. Councillor Thomas moved that Option 3 be agreed and on being put to the vote was lost. Option 2 was put to the vote and carried. It was therefore agreed that recommendation (e) would read “that the cost for concessionary bus passes for 2018/19 be £300 (Option 2) as per the Environment Overview and Scrutiny Committee recommendation, with a review of the cost for subsequent years to be undertaken”.

An additional recommendation, (f), was also agreed “That officers bring a further report on how to address the issue of sibling entitlement, as per the Environment Overview and Scrutiny Committee recommendation”.

RESOLVED:

- (a) That Cabinet notes the work undertaken for the bus network review and consultation exercise and approves the adoption of Option 3 (support subsidised routes on the core bus network and implement alternative, sustainable local travel arrangements in communities not on the core network) within all four geographical areas of the County;
- (b) That Cabinet approves the proposed service levels on the strategic core bus network;
- (c) That Cabinet approves the provision of an in-house minibus service to support the local travel arrangements – where it is cost effective to do so;
- (d) That for the forthcoming academic year the Council applies its current transport policies in full and addresses the historic anomalies as set out in the report;
- (e) That the cost for concessionary bus passes for 2018/19 be £300 (Option 2) as per the Environment Overview and Scrutiny Committee recommendation, with a review of the cost for subsequent years to be undertaken; and
- (f) That officers bring a further report on how to address the issue of sibling entitlement, as per the Environment Overview and Scrutiny Committee recommendation.

218. ENVIRONMENTAL ENFORCEMENT

Councillor Thomas introduced the Environmental Enforcement report which sought approval to provide Kingdom with notice that the existing arrangements would end and a further report be brought back on the options available for the future provision of enforcement activities within the Council.

A publicity campaign against Kingdom had grown significantly and an update report had been requested and submitted at a recent Environment Overview and Scrutiny Committee where it was recommended that the contracted arrangement with Kingdom should end and that all enforcement activity should in future be carried out by a direct delivery service model.

Despite the fact that the vast majority of Fixed Penalty Notices (FPNs) issued by Kingdom on behalf of the Council had been paid and uncontested, there had been a number of high profile cases where the circumstances behind the issuing of tickets had been contentious. Those small number of cases were undermining the reputation of the company and the Authority.

The Highways Network Manager explained that a report would be submitted to Cabinet in September. The Chief Executive said a shared service with other local authorities who were in a similar position could be explored. It was important to maintain a zero tolerance approach and whichever service undertook the role they should be allowed to carry out their job. Councillor Attridge supported this and said that since a zero tolerance approach had been adopted the improvement in town centres had been noticeable.

Councillor Shotton said that work with neighbouring authorities needed to take place as soon as possible to explore a shared service to meet the concerns of the public and the comments made at the Environment Overview and Scrutiny Committee, which was supported.

RESOLVED:

- (a) That the Environment Overview and Scrutiny Committees recommendation that the current arrangement with Kingdom for the provision of low level environment enforcement, that it should end once an alternative delivery option can be established, be supported; and
- (b) That a further scoping report be submitted to Cabinet in September 2018 detailing the proposed delivery model for the service, once all of the available options have been assessed and a sustainable business model produced. The report should also confirm the timelines for delivering the new operating model and a date for ending the current arrangement.

219. HOUSING ASSET MANAGEMENT – PROCUREMENT FOR VOIDS AND REPAIRS SUPPORT SERVICE

Councillor Attridge introduced the Housing Asset Management – Procurement for Voids and Repairs Support Service report which sought approval to procure a framework of contractors to support the internal repairs team to deliver the void (empty property) and repair service.

The 'Voids' team utilised contractors for works to empty properties that was unable to be resourced or delivered via the Direct Work Force. The Repairs and Maintenance team also utilised the contractors when works were either too large or complex to manage.

The current schedule of rates was due to expire so a new contract needed to be prepared and tendered.

RESOLVED:

That the Housing Asset Management Team be approved to procure a framework of contractors, to support the Internal Repairs on Void and Repairs work, to Council owned properties.

220. CRUMPS YARD AND FLINT LANDFILL SOLAR FARMS

Councillor Bithell introduced the Crumps Yard and Flint Landfill Solar Farms report which sought approval for the installation of ground mounted solar PV at both sites.

The strategic case had provided evidence that the solar developments aligned with key Council, regional and national carbon reduction/economic growth policies and strategies and facilitate and contribute to the achievement of key goals and targets. The financial modelling had shown that the projects were viable.

The outline business cases were attached as confidential appendices to the report.

RESOLVED:

- (a) That both Crumps Yard and Flint Landfill Solar Farm Outline Business Cases (OBC) be approved and authority be delegated to the Chief Officer (Planning, Environment and Economy) to lead the delivery of the projects;
- (b) That the Chief Officer (Planning, Environment and Economy) be authorised to establish a dedicated Project Board to monitor delivery of both projects;
- (c) That the Chief Officer (Planning, Environment and Economy) be authorised to submit the requisite planning applications relevant to the delivery of each project and to procure a contractor; and
- (d) That authority be delegated to the Chief Officer (Planning, Environment and Economy) in consultation with the Council's Section 151 and Monitoring Officers, to engage external legal/technical/planning support, as required and that budget is allocated for this purpose.

221. EXERCISE OF DELEGATED POWERS

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

Strategic Programmes

- **County Hall Demolition, Relocation and Master Planning**

The report recommends the sign off for the procurement of H Jenkinson and Company Limited to undertake the design of the décor of the interior office surroundings and layout and design of the workspace and work stations at Unity House. Their bid was within the published budget for the scheme of £0.280m.

Cabinet previously agreed in March the business case for the move to Unity House.

Streetscene and Transportation

- **The Flintshire County Council (Off Street Parking Places – Buckley) (Revocation) Order 201-**
To advise Members of objections received following the advertisement of the Flintshire County Council (Off Street Parking Places – Buckley) (Revocation) Order 201.
- **The Flintshire County Council (Off Street Parking Places – Connah’s Quay) (Revocation) Order 201-**
To advise Members of an objection received following the advertisement of the Flintshire County Council (Off Street Parking Places – Connah’s Quay) (Revocation) Order 201.
- **The Flintshire County Council (Off Street Parking Places – Holywell) (Revocation) Order 201-**
To advise Members of objections received following the advertisement of the Flintshire County Council (Off Street Parking Places – Holywell) (Revocation) Order 201.
- **The Flintshire County Council (Off Street Parking Places – Mold) (Revocation) Order 201-**
To advise Members of an objection received following the advertisement of the Flintshire County Council (Off Street Parking Places – Mold) (Revocation) Order 201.
- **The Flintshire County Council (Off Street Parking Places – Queensferry) (Revocation) Order 201-**
To advise Members of an objection received following the advertisement of the Flintshire County Council (Off Street Parking Places – Queensferry) (Revocation) Order 201.
- **The Flintshire County Council (Off Street Parking Places – Shotton) (Revocation) Order 201-**
To advise Members of an objection received following the advertisement of the Flintshire County Council (Off Street Parking Places – Shotton) (Revocation) Order 201.
- **The Flintshire County Council Fourth Avenue and Second Avenue, Deeside Industrial Park. Proposed Prohibition of Waiting At Any Time**
To advise Members of an objection received following the advertisement of the proposed No Waiting At Any Time restrictions on Second and Fourth Avenue, Deeside Industrial Park.
- **The Flintshire County Council (Cefyn y Ddol, Maes Llwyfen and Maes Pinwybb, Ewloe) (Prohibition and Restriction of Waiting and Loading and Parking Places) (Civil Enforcement and Consolidation) (Amendment No. 11) Order 201-**

To advise Members of an objection received following the advertisement of the proposed Prohibition and Restriction of Waiting and Loading and Parking Places Amendment No. 11 Order, which removes No Waiting At Any Time restrictions on Cefn y Ddol, Maes Llwyfen and Maes Pinwybb, Ewloe.

Housing and Assets

- **Wood Farm, Sandy Lane, Kinnerton CH4 9BS – Deed of Variation**
A Deed of Variation is to be made on the current Restrictive Covenant order to allow for an additional agriculturally tied dwelling at the property.
- **Public Auction of Lot A, Bridge Farm, Green Lane, Sealand CH5 2LH**
Sale of vacant agricultural holding in a single lot to be offered by Bruton Knowles by way of a Public Auction at a date to be arranged.

RESOLVED:

That the actions taken under delegated powers be noted.

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

RESOLVED:

That the press and public be excluded for the remainder of the meeting for the following items by virtue of exempt information under paragraph 16 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended).

222. COLLECTION OF WATER RATES AS PART OF COUNCIL RENTS

Councillor Attridge introduced the Collection of Water Rates as Part of Council Rents report which detailed the assurances received from Counsel on the legal position for the Council on the receipt of commission to reflect the administration associated with the collection of water rates.

RESOLVED:

- (a) That the current service of billing and collection of water rates on behalf of the water suppliers continue;
- (b) That the legal advice from Counsel be noted, which confirms there are limited prospects of successful claims being made against the Council, despite the High Court ruling in the Southwark case; and
- (c) That the 1.5% 'early-bird' payment discount from 2019/20 by virtue of the advice from Counsel be accepted.

223. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There was 1 member of the press and no members of the public in attendance.

(The meeting commenced at 9.30 a.m. and ended at 12.20 p.m.)

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Chair

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CABINET

Date of Meeting	Tuesday, 25 th September 2018
Report Subject	Medium Term Financial Strategy – Forecast 2019/20
Cabinet Member	Leader of the Council and Cabinet Member for Finance
Report Author	Corporate Finance Manager and Chief Executive
Type of Report	Strategic

EXECUTIVE SUMMARY

A previous report in April gave the first detailed overview of the financial forecast for 2019/20. At that stage the projected budget gap stood at £12.2m; this was reduced to £10.6m when taking account of the accounting policy change of the Minimum Revenue Provision (MRP) and the impact of the stepped annual increase in the charging cap for domiciliary care.

Two private Member Budget Workshops were held in July, and a further one earlier this month. At these sessions members were updated on the latest local financial forecast in the context of the national position.

This report provides an update on the financial forecast for 2019/20. This now shows a projected budget gap of £13.7m as summarised in Table 1. A summary of the pressures included in the current forecast for 2019/20 is shown in Table 2 of the report and paragraphs 1.04 -1.09 provide further detail.

In summary, the Council will need to identify efficiencies of £13.7m to balance the budget for 2019/20 with £13.1m needing to be on a recurring basis. The strategic budget solutions have been developed in the three areas of corporate, service and national solutions, as per the Medium Term Financial Strategy, as summarised in Table 3.

The Welsh Local Government Association is working with all 22 Councils in Wales to make the case to Welsh Government for an uplift in Revenue Support Grant to meet critical funding needs.

After taking into account efficiencies identified to date, and with an estimated hypothetical Council Tax increase of 4.5% for our needs, the Council would need a

minimum increase in its Revenue Support Grant of 3%. This would rise to an estimated 4% to be able to meet the anticipated shortfall in funding for the additional teacher pay and pension costs. These are minima and are subject to change.

The national and local budget timelines are detailed in paragraphs 1.13 and 1.14 of the report.

RECOMMENDATIONS

1	Members are asked to note the detail within the forecast and the range of solutions within scope, and to re-support the case to Welsh Government with the latest information.
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REPORT DETAILS

1.00	EXPLAINING THE MEDIUM TERM FINANCIAL STRATEGY – FORECAST 2019/20								
1.01	A report to Cabinet in April provided the first detailed overview of the financial forecast for 2019/20. At that stage the projected budget gap stood at £12.2m; this reduced to £10.6m when taking account of the accounting policy change of the Minimum Revenue Provision (MRP) and the impact of the stepped annual increase in the charging cap for domiciliary care.								
1.02	Since April, significant work has been undertaken to update the financial forecast taking into account current projected spending requirements. The forecast includes any new and emerging pressures, and refined pre-reported pressures.								
1.03	Member Workshops were held on 13 and 23 July and a further one held on 18 September. At these sessions members were updated on latest local financial forecast in the context of the overall national position. This report provides a summary update on the financial forecast for 2019/20 which now shows a projected budget gap of £13.7m. Table 1 – Summary of projected gap <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: right;">£m</th> </tr> </thead> <tbody> <tr> <td>Revised Forecast</td> <td style="text-align: right;">15.4</td> </tr> <tr> <td>Impact of MRP, Domiciliary Care, MEAG</td> <td style="text-align: right;">(1.7)</td> </tr> <tr> <td>Projected budget gap 2019/20</td> <td style="text-align: right;">13.7</td> </tr> </tbody> </table> <p>Notes:</p> <ol style="list-style-type: none"> 1. MRP reflects a change in accounting policy for Minimum Revenue Provision 2. MEAG reflects a reduction in the estimated shortfall in funding for Minority Ethnic Achievement Grant 	£m		Revised Forecast	15.4	Impact of MRP, Domiciliary Care, MEAG	(1.7)	Projected budget gap 2019/20	13.7
£m									
Revised Forecast	15.4								
Impact of MRP, Domiciliary Care, MEAG	(1.7)								
Projected budget gap 2019/20	13.7								
1.04	A summary of the pressures included in the current forecast for 2019/20 is shown in Table 2 below:-								

Table 2 – Summary of Pressures included in the Forecast

	£m
Workforce Pressures	3.3
Schools Pressures	1.2
Social Care Pressures	5.2
Repayment of Reserve from 2018/19	1.9
Other Pressures and Inflation	2.6
Corporate / Inflation	1.2
Projected Budget Gap	15.4

1.05 Workforce Costs and Pay

The national pay negotiations were still ongoing at the time of setting the budget for 2018/19 and an uplift of 1% was included in the budget. The outcome of the pay negotiations is now known.

The impact of the current pay award for non-schools employees over and above the 1% uplift is £1.084m which will need to be met from reserves on a temporary basis in the current financial year. However, the cumulative effect for 2019/20 increases to £3.251m when taking into account factors such as incremental progression.

1.06 Schools and Education

The impact of the non-teacher pay award for school based employees is estimated to be in the region of £1.2m and is included in the current forecast.

However, the impact of the recently announced teachers' pay award would add a further £1.9m to the forecast and is not included in the forecast as this should be a nationally-funded cost pressure.

The UK Government has recently announced that there will be some funding available to Wales to meet the costs of the teacher pay award in 2018/19 and 2019/20. It is estimated that this will only meet approximately half of the estimated costs.

In addition to this there is a likelihood that teacher pension employer contributions could rise significantly in 2019/20 which would further significantly impact on costs.

1.07 Social Services Demands

As previously reported, pressures for social care demands are included for social care commissioning, transition to adulthood, residential care (new placements due to increase in the capital limit introduced by Welsh Government) and the impact of the transfer of the Independent Living Fund in to the Revenue Support Grant.

The projected additional budget requirement for social services demands (including Out of County Placements) totals £5.2m.

1.08 Repayment of Reserves from 2018/19

When setting the budget for 2018/19 the Council agreed to utilise £1.945m from its Contingency Reserve and this will need to be replenished in the budget for 2019/20 to ensure that the core budget is sustainable.

1.09 Inflationary and Other Pressures

Each year the Council is subject to numerous inflationary impacts for areas such as energy, fuel and national non-domestic rates. An initial amount of £1.2m was included in the forecast. A detailed review on inflation is now nearing conclusion and suggests that the amount required will be less than first forecast. Therefore this will be considered as a strategic budget solution.

There are also a number of local pressures included in the forecast such as a potential uplift in the council tax reduction scheme and inflationary increases in Microsoft software licences. All pressures will be subject to member scrutiny as part of the budget process over the coming weeks.

1.10 In summary the Council will need to identify efficiencies of £13.7m to balance the budget for 2019/20, of which £13.1m will need to be on a recurring basis. The strategic budget solutions have been developed in the three areas of the Medium Term Financial Strategy as summarised in Table 3 below:

Table 3 – Summary of Strategic Budget Solutions

Corporate	Service Portfolio	National
Use of reserves	Future ADM's	RSG % Increase
Local Taxation	Strategic service choices	Social Services funding
Workforce costs	Income opportunities	Education funding
Workforce numbers	Annualised % efficiencies	Teachers pay awards and pension increases
Organisational change	Collaboration options	Joint funding with NHS
Service recharges		
Cost pressure reductions		

1.11 The solutions above illustrate the critical importance of the national solutions as it will not be possible to balance the budget locally without Government support.

The Welsh Local Government Association is working with all 22 Councils in Wales to make the case to Welsh Government for an uplift in Revenue Support Grant to meet critical need.

After taking into account efficiencies identified to date, and with an estimated hypothetical Council Tax increase of 4.5% for our needs, the Council would need a minimum increase in its Revenue Support Grant of 3%. This would rise to an estimated 4% to be able to meet the anticipated shortfall in funding for the additional teacher pay and pension costs.

1.12 Next Steps and Timetable

1.13 National Budget Timetable

	<ul style="list-style-type: none"> - Provisional Welsh Local Government Settlement - 9 October - Final Settlement - 19 December - Chancellor's Autumn Statement – date to be announced -
1.14	<p>Local Budget Timetable</p> <p>Stage 1 : Corporate Solutions</p> <ul style="list-style-type: none"> - Corporate Resources and Cabinet – October - Council – November <p>Stage 2 : Service Portfolio Solutions</p> <ul style="list-style-type: none"> - Overview and Scrutiny workshops and formal meetings – October - Cabinet and Council – November/December - <p>Stage 3 : National Solutions</p> <ul style="list-style-type: none"> - Cabinet, Corporate Resources and Council – December/January <p>Final Budget Setting – Cabinet and Council – 19 February 2019</p>

2.00	RESOURCE IMPLICATIONS
2.01	As set out in the report.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Consultation with Group Leaders, Overview and Scrutiny Committees, external partners, external advisors and representative bodies, and eventually the communities of Flintshire will follow as part of the annual budget process.

4.00	RISK MANAGEMENT
4.01	All parts of the financial forecast are risk-assessed stage by stage.

5.00	APPENDICES
5.01	None.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Contact Officer: Gary Ferguson, Corporate Finance Manager Telephone: 01352 702271 E-mail: gary.ferguson@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	<p>Medium Term Financial Strategy (MTFS): 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.</p> <p>Revenue: 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.</p> <p>Budget: 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.</p> <p>Revenue Support Grant: the annual amount of money the Council receives from Welsh Government to fund what it does alongside the Council Tax and other income the Council raises locally. Councils can decide how to use this grant across services although their freedom to allocate according to local choice can be limited by guidelines set by Government.</p> <p>Specific Grants: An award of funding from a grant provider (e.g. Welsh Government) which must be used for a pre-defined purpose.</p> <p>Welsh Local Government Association: the representative body for unitary councils, fire and rescue authorities and national parks authorities in Wales.</p> <p>Financial Year: the period of 12 months commencing on 1 April</p>



CABINET

Date of Meeting	Tuesday, 25 th September 2018
Report Subject	Self-Evaluation of Local Government Education Services
Cabinet Member	Cabinet Member for Education
Report Author	Chief Officer (Education & Youth)
Type of Report	Operational

EXECUTIVE SUMMARY

Flintshire County Council undertakes an annual self-evaluation of its education services for its children and young people.

This report has a three key purposes. The first is to review the process and purpose of self-evaluation and how it is at the core of improving services.

The second purpose is to advise Cabinet that from September 2017 a new framework has been issued by Estyn for the inspection of Local Government Education Services. This framework will be used for the inspection of education services within local authorities on a five year cycle between 2018 and 2023. This report provides an overview of the new inspection arrangements.

The final aspect of the report, attached as an appendix, is to present the current self-evaluation report of education services in Flintshire, based on the new Estyn framework, to Cabinet for their consideration and approval.

RECOMMENDATIONS

1	That Cabinet notes the new Estyn framework for the inspection of education services within Local Authorities in Wales.
2	That Cabinet approves the Self-Evaluation Report of Education Services in Flintshire.

REPORT DETAILS

1.00	EXPLAINING THE SELF EVALUATION OF LOCAL GOVERNMENT EDUCATION SERVICES
1.01	<p>The prime purpose of self-evaluation is to lead service improvements to secure the best possible outcomes for children and young people supported by the Education and Youth Portfolio. Only by robustly evaluating the strengths of the current provision and identifying areas for further improvement can the portfolio continue to refine the manner in which it delivers services to secure better outcomes.</p> <p>Self-evaluation needs to be a process which involves all stakeholders rather than senior managers working in isolation. This report is being shared with a range of stakeholders including portfolio officers, headteachers, elected members, partner organisations and learners themselves. This will allow them to contribute their evidence on how successfully education services for children and young people are being delivered and identify further areas for improvement.</p>
1.02	<p>Estyn defines self-evaluation as a process not a one-off event. At the heart of self-evaluation are three questions:</p> <ul style="list-style-type: none"> • How well are we doing and what impact are our services having? • How do we know? • How can we improve things further?
1.03	<p>The process of self-evaluation should be continuous and an embedded part of the work of the Local Authority. It will be a cycle which includes planning for improvement, undertaking improvement activity, monitoring the actions taken and most importantly, evaluating the impact they have had – the ‘so what?’ question. The emphasis should always be focused on the impact of each aspect of provision on the outcomes achieved by learners and of their wellbeing.</p>
1.04	<p>Self-evaluation is based on a wide range of information about the strengths and areas for improvement and will include:</p> <ul style="list-style-type: none"> • Analysis of data from assessments, tests and national examinations at an individual learner, subject, departmental and school level as well as at a whole local authority level • Evaluations of the quality of educational support services being offered to schools and their impact on learners by the local authority’s core team • Evaluation of the challenge and support being provided to schools by the regional education improvement service, GwE • Evaluation of inspection evidence in relation to schools, non-maintained commissioned settings and other related services • Reviewing progress against strategic improvement plans e.g. Council Improvement Plan, Education Portfolio Plan, Public Service Board Plan

	<ul style="list-style-type: none"> • Reviewing how well the local authority is implementing national policies • Evaluation of the challenge provided to the service through the Education & Youth Overview and Scrutiny Committee • Auditing practice against policies and procedures e.g. Safeguarding, Health and Safety, Financing of Schools, Admissions etc. • Sampling the views of key partners and stakeholders on the quality of educational services being delivered.
1.05	For the any inspection of local government education services by Estyn, the starting point will always be the self-evaluation report and so it is a critical document.
1.06	<p>From September 2017 Estyn introduced a new framework for the inspection of local government education services. All local authorities in Wales will be inspected over the following 5 years with 1 LA per region per annual cycle. Local authorities will receive eight weeks' notice of inspection. Estyn will also gather additional information from other bodies e.g. Welsh Audit Office (WAO) and the Care Standards Inspectorate (CSI) prior to inspection.</p> <p>2-3 weeks prior to the inspection, the team will make preliminary visit to the LA to meet with range of stakeholders to gather evidence which supports the development of their lines of enquiry e.g. heads, chairs of governors, leaders/managers from partner organisations such as GwE, other statutory bodies, FE institutions, training providers, voluntary organisations, private companies etc. They will also meet with GwE staff who support schools in the authority and children/young people's representative groups.</p>
1.07	<p>The inspection areas in the new framework focus on:</p> <ol style="list-style-type: none"> 1. Outcomes 2. Quality of Education Services 3. Leadership & Management <p>The inspection team will make a judgement on a four point scale:</p> <p>Excellent – Very strong, sustained performance and practice</p> <p>Good – Strong features, although minor aspects may require improvement</p> <p>Adequate and needs improvement – Strengths outweigh weaknesses, but important aspects require improvement</p> <p>Unsatisfactory and needs urgent improvement – Important weaknesses outweigh strengths.</p> <p>Follow up activity will be considered if one or more inspection areas are judged to be UNSATISFACTORY or if all inspection areas are judged to be ADEQUATE. This will involve Estyn working with the local authority and undertaking a monitoring visit within two years.</p>
1.08	Attached as an appendix to this report is the most recent self-evaluation report of education services. The report provides a detailed analysis of the

	portfolio's performance against the main quality indicators in the Estyn framework under the three inspection areas – Outcomes, Quality of Education Services and Leadership & Management.
1.09	The self-evaluation report demonstrates that the local authority knows its schools very well. It provides them with robust and appropriate challenge, support and intervention through its effective commissioning of services via the regional school improvement consortium, GwE. Performance is monitored rigorously and schools are targeted with individual support packages to facilitate their school improvement journey. This is evidenced by a positive profile of learner outcomes across all key stages and also the very few numbers of schools in categories of Estyn follow up. Pre-inspection reports submitted to Estyn invariably match the final outcome of the inspection, confirming that the local authority has an accurate picture of each school's performance and priorities for improvement.
1.10	<p>Learner outcomes match or exceed expected benchmark levels in the Foundation Phase, Key Stage 2 and Key Stage 3 and this has been sustained in recent years. Performance is above the Welsh average and compares positively to the other North Wales authorities.</p> <p>Performance at Key Stage 4 is more difficult to compare year on year due to the number of changes within the examination structures since 2015 but shows an improving performance over the last few years and compares positively across the region and is generally above Welsh averages. Improving performance at the higher than expected level across all phases shows that the most able pupils are being more effectively challenged to achieve their potential.</p>
1.11	Providing high quality professional development opportunities to improve the skills of the education workforce is a strength of the authority. This is delivered in a variety of ways e.g. through the professional offer now developed by GwE which supports teachers from their first year through all levels of leadership to headship; through direct training sessions delivered by LA teams; by the careful commissioning of external providers and through local clusters and networks.
1.12	The local authority provides direct support to schools for some key areas including finance, employment services, school modernisation, governance health and safety, staff well-being, early years, safeguarding, integrated youth services and play. Feedback from schools is positive about the quality and impact of this support.
1.13	<p>Support for vulnerable learners and those with additional learning needs is a high priority for the authority but is also identified as a risk because of the increasing levels of demand within a context of financially reducing resources. Trends show an overall improvement in outcomes for pupils with identified additional learning needs in Foundation Phase, Key Stage 2 and Key Stage 3. However, performance on Key Stage 4 indicators for pupils with ALN is not as positive and remains a key area of focus for the portfolio.</p> <p>A significant factor in this is the challenge of pupils who struggle to stay in mainstream school, particularly in the final year of statutory schooling (Yr 11). The local authority continues to develop a range of alternative provision</p>

	<p>for pupils Educated Other than at School (EOTAS) and those in danger of becoming 'Not in Education, Training or Employment (NEET)'. Flintshire traditionally has had one of the lowest rates for NEETS in Wales. Additional European funding streams are being used effectively to broaden the range of vocational courses. These are often better suited to some learners to maintain their engagement in the learning process and achieve some appropriate qualifications.</p>
1.14	<p>Ensuring the safeguarding of children and young people is a priority of the local authority and is delivered very effectively through regular training, model policies and procedures, curriculum support, safer recruitment practices and effective joint working between the Education and Youth Portfolio and Children's Services.</p>
1.15	<p>The delivery of services to young people is managed effectively through an integrated model of Youth Services and Youth Justice Services and is enhanced through innovative partnerships with voluntary and statutory services. In a time of reducing resources, the Integrated Youth Provision is constantly challenged to make the best use of its limited funding streams to meet the growing needs being presented.</p> <p>Levels of engagement through youth clubs and other models of delivery is high and this enables the service to respond to emerging threats to the safety and well-being of young people as well as trying to develop services that they want. However, the uncertainty over future funding levels and challenges in the recruitment of qualified youth workers means that maintaining a sustainable model of youth provision across the whole county is a risk and a challenge.</p> <p>Through its Enhanced Case Management and Trauma Informed Practice, the Youth Justice Service has a strong track record in reducing reoffending rates of young people within the criminal justice system in Flintshire. It is also steadily increasing the level of access to education, employment and training to this cohort but this remains an area for improvement.</p>
1.16	<p>The local authority has a strong track record in strategically managing its school estate through its own resources and through the effective use of grant funding streams e.g 21st Century Schools. The Council has made difficult decisions in relation to school organisational change in recent years to achieve a more efficient and effective model of educational provision to protect front line delivery in the classroom. New school buildings have been built on time and within budget. The repairs and maintenance backlog has been reduced from £35m in 2010 to £19m in 2017 but this remains a risk to manage.</p>
1.17	<p>Flintshire County Council benefits from highly effective leadership at all levels of the organisation. There is strong corporate support for the Education and Youth Portfolio and education priorities are very clear. This is evidenced in the Council Improvement Plan and other strategic documents. The needs and priorities of children and young people have been both supported and challenged by Officers and Elected Members and this has delivered consistently good outcomes for learners.</p>
1.18	<p>The Self Evaluation Report clearly identifies strengths as well as areas</p>

	<p>identified for improvement but does not shy away from the risks faced by the Council, particularly in relation to reducing funding for local government services and the uncertainty over grant funding which underpins a considerable proportion of educational delivery.</p> <p>Maintaining the delivery of high quality education services with reducing resources is the most significant challenge facing the Council at the current time and is highly dependent on the skill and resilience of its leaders within the Council, within the Education and Youth Portfolio and within its schools and settings.</p>
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2.00	RESOURCE IMPLICATIONS
2.01	The self-evaluation document outlines the perceived strengths along with key areas for improvement and the risks to be managed. The resource implications of these will be defined in the revised Portfolio Improvement Plan which builds on the self-evaluation report.
2.02	The budget for the Education and Youth Portfolio, including delegated budgets to schools, is one of the largest in the Council. In the current financial climate with the reduction in the Revenue Support Grant for 2018-19 and cuts to a number of education grant funding streams from Welsh Government, the funding of educational services remains under significant pressure.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	This report has been co-constructed with input from local authority officers, and GwE partners and is now in a wider consultation phase with elected members, school representatives and a wide group of key partners and stakeholders.

4.00	RISK MANAGEMENT
4.01	The self-evaluation process feeds into the Education & Youth Portfolio Improvement Plan and the overall Council Improvement Plan, both of which outline associated risks and mitigating factors.
4.02	<p>Areas of risk identified through the self-evaluation process include:</p> <ul style="list-style-type: none"> • Funding pressures on delegated schools budget resulting in reduced staffing levels and interventions for learners which may undermine standards • Funding pressures on core LA support teams e.g. Inclusion, Youth Services, Youth Justice Services potentially reducing expert support for vulnerable learners and putting preventative programmes at risk • The uncertainty over the sustainability and levels of grant funding and inflexible grant conditions

	<ul style="list-style-type: none"> Increasingly complex needs of learners and the cost and accessibility of appropriate provision for those educated other than at school (EOTAS) which may impact on outcomes achieved The ability of regional partnership arrangements to deliver effective school improvement services whilst offering value for money The ability of the local authority to respond effectively to the proposed Additional Learning Needs legislation against a backdrop of reducing budgets The Council's financial capacity to deliver an ambitious programme of school modernisation Resilience of central teams and workload levels Availability of suitably qualified and experienced leaders to take on headship roles.
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5.00	APPENDICES
5.01	Appendix 1 – Estyn Framework for the Inspection of Local Government Education Services
5.02	Appendix 2 – Self-Evaluation Report 2018

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>None.</p> <p>Contact Officer: Claire Homard Chief Officer (Education & Youth) Telephone: 01352 704190 E-mail: claire.homard@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	<p>Estyn – the Education and Training Inspectorate for Wales</p> <p>HMI – Her Majesty's Inspector (employed by Estyn)</p> <p>GwE – Regional School Improvement Service for the North Wales region commissioned by Flintshire County Council</p> <p>EOTAS – Education other than at school applies to children and young people who do not access their education within a maintained school setting. Examples may include home education, pupil referral units and independent schools.</p>

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Guidance for the inspection of local government education services

from

September 2017

Every possible care has been taken to ensure that the information in this document is accurate at the time of going to press. Any enquiries or comments regarding this document/publication should be addressed to:

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Introduction

Purpose of this guidance

This guidance sets out the way the inspectorate will conduct pilot inspections of local government education services (LGES) from September 2017. The guidance will be reviewed following the pilot inspections and will be used from September 2018.

Local government education services include education services provided on behalf of a local authority by:

- a regional consortium or other partnership between two or more local authorities
- another local authority
- another organisation commissioned by the local authority (for example, a voluntary organisation or a private company)

This guidance sets out the inspection arrangements for local government education services and offers guidance to inspectors on making inspection judgements. This guidance also sets out how Estyn will follow up with local authorities causing significant concern.

Local authorities and their partners can use this guidance to understand how Estyn will conduct inspections. It may also help them self-evaluate and plan for improvement.

Further information and guidance about inspections can be found on the inspectorate's website: www.estyn.gov.wales

Legal basis and policy background for the inspection of local government education services

Inspections of LGES are carried out under Section 38 of the Education Act 1997 which provides that Her Majesty's Chief Inspector of Education and Training in Wales (HMCI) 'may, and, if requested to do so by the Secretary of State, shall, arrange for any local authority to be inspected'. Such an inspection 'shall consist of a review of the way in which the authority are performing any function which relates to the provision of education for (a) persons of compulsory school age (whether at school or otherwise) or (b) for persons of any age above or below that age who are registered as pupils at schools maintained by the authority'.

Other aspects of local authority provision are subject to inspection under a range of legislation, including the functions conferred on them under sections 25 and 26 of the Learning and Skills Act 2000 relating to education, training or youth support services (within the meaning of section 123 of the Learning and Skills Act 2000).

The Children Act 2004 introduces a duty on local authorities and their partners to co-operate to improve the wellbeing of children. As far as local authorities are concerned, the inspectorate is given the powers to review a local authority's functions relating to Section 51 of the Act, namely in co-operating to improve wellbeing and producing children and young people's plans where these functions relate to education, training or youth support services.

Section 51 of The Children Act 2004 changes the Education Act 1997 so that 'An inspection of a local education authority in Wales under this section shall consist of a review of the way in which the authority are performing:

- any function conferred on them in their capacity as a local education authority
- the functions conferred on them under sections 25 and 26 of the Learning and Skills Act 2000 relating to education, training or youth support services'

Local authority inspections will be conducted by Her Majesty's Inspectors of Education and Training (HMI) in Wales. In response to the Children Act 2004 requiring inspectorates to work more closely together, HMI may be joined by inspectors from Care and Social Services Inspectorate for Wales (CSSIW) and Health Inspectorate Wales (HIW). HMI may also be joined on inspections by additional inspectors (AI) authorised under paragraph 2 of Schedule 1 of the School Inspections Act 1996. HMCI may, under Section 41 of the Education Act 1997, as amended by the Public Audit (Wales) Act 2004, request the Wales Audit Office to assist with any inspection under Section 38. HMCI and the Wales Audit Office have agreed that:

- i the Wales Audit Office will contribute to those inspections of local authorities in which their expertise will add to the rigour and effectiveness of the inspection
- ii the Wales Audit Office will contribute to the regular collection and analysis of local authority performance data
- iii as partners in the inspection of local authorities, the Wales Audit Office and the inspectorate may use local authority inspection reports to produce other reports, surveys and studies

The inspection of local authority education services for children and young people will cover the statutory functions of the local authority, including the local authority youth service. In addition, it will include inspection of the partnership arrangements for youth support services (YSS).

These partnership arrangements are those led by the local authority to plan, co-ordinate and oversee all youth support services in an area. These partnership arrangements are set out in the Learning and Skills Act 2000, and the Welsh Government policy as described in Extending Entitlement and associated guidance¹. Under the Children Act 2004², this statutory responsibility for partnership planning can be fulfilled through a young people's partnership, children and young people's partnership or a framework partnership.

Youth support services are those services for young people aged between 11 and 25, which are provided, procured or facilitated by a local authority and identified in

¹ Extending Entitlement and the accompanying directions and guidance for its implementation extend the legal basis in Wales for the provision of youth support services. In these documents, the Welsh Assembly Government has set out frameworks within which local authorities in Wales will provide youth support services.

² Stronger Partnerships for Better Outcomes Guidance (2006) National Assembly for Wales Circular No: 35/2006.

the partnership plan and/or self assessment report. They are those, which in the opinion of the Welsh Government will encourage, enable or assist young persons (directly or indirectly) to:

- participate effectively in education or training;
- take advantage of opportunities for employment; or
- participate effectively and responsibly in the life of their communities.³

In addition to referring to those partnership arrangements for youth support services, the term partnership is used more generally throughout this guidance. National policy and the drive to improve services and be more cost effective means that local authorities are increasingly working in partnership and integrating services. In this guidance, 'partnership' is used to refer to any joint working arrangements where partners, who are otherwise independent, co-operate to achieve a common goal. The term will not be used to describe consultative arrangements, professional networks or contractual arrangements.

The Local Government (Wales) Measure (2005), (2009) and (2011), due for repeal under the Local Government (Wales) legislation, reinforces the duty on local authorities to secure continuous improvement and account for it. The Measure requires authorities to report achievement against its improvement objectives and compare performance with other authorities.

The Measure also requires inspectorates and regulators to co-ordinate audit, inspection and regulation through their methodology. It also places an emphasis on sharing good practice.

The School Standards and Organisation (Wales) Act 2013 reinforces the powers of entry and right to documentation that is enshrined in previous legislation.

The Well-being of Future Generations (Wales) and Local Government (Wales) legislation support the approach and arrangements for the inspection of local authorities either by individual inspectorates or jointly between Estyn, WAO and CSSIW.

Although it is not a legal requirement, this guidance handbook also takes account of the United Nations Convention on the Rights of the Child, adopted by the Welsh Government in 2004 as the basis for policy-making for children and young people.

The regionalisation of education services is covered by Welsh Government's National Model for Regional Working. While the document sets out the government's expectations, it is not statutory.

³ Extending Entitlement: supporting young people in Wales Report by the Policy Unit The National Assembly for Wales 2000, p83.

Part 1: Inspection arrangements

Introduction

This section is set out in a way that reflects the sequence of work before, during and after a core inspection.

The reporting inspector (RI) is responsible for the conduct and management of the inspection and for the inspection report. While this guidance focuses mainly on the role of the reporting inspector, all team members must comply with the same inspection requirements.

Principles of inspection

Inspectors will:

- ensure that inspection is of high quality and responsive to the needs of all learners
- ensure that judgements are secure, reliable, valid and based on first-hand evidence,
- involve the local authority fully in the inspection process, including the use of nominees
- use the local authority's self-evaluation report as the starting point for the inspection and to form emerging questions to explore in order to make judgements on the validity of its findings
- include peer inspectors in the inspection process
- keep to a minimum any requirements for documentation and preparation by the local authority
- evaluate evidence about the perspective of children and young people and that of other stakeholders
- apply the principle of equality for Welsh and English to all our inspection work, providing bilingual services whenever they are appropriate
- be constructive in identifying and supporting local authorities with important areas for improvement
- contribute to joint assessments and reports with other inspection, audit and regulatory bodies as required by Welsh Government legislation.

Code of conduct for inspectors

Inspectors should uphold the highest possible standards in their work. All inspectors have to meet the standards in the inspectorate's code of conduct. When conducting the inspection, inspectors will:

- carry out their work with integrity, courtesy and due sensitivity
- evaluate the work of the local authority objectively
- report honestly, fairly and impartially
- communicate clearly and openly
- act in the best interests of learners
- respect the confidentiality of all information received during the course of their work

It is important that inspectors judge the effectiveness of provision and leadership on their contribution to outcomes and not on the basis of any preferences for particular methods. The key to the judgement is whether the methods and organisation are fit for the purpose in supporting all learners to achieve high standards and high levels of wellbeing.

Inspectors should inform Estyn of any perceived or actual conflicts of interest as soon as they receive notification that they are on the inspection of the provider.

Expectations of providers

In order that inspection is constructive and beneficial, it is important that inspectors and providers establish and maintain a professional working environment based on mutual courtesy, respect and professional behaviour. Inspectors are expected to uphold the inspectorate's Code of Conduct. In return, providers are expected to:

- be courteous and professional
- apply their own codes of conduct in their dealings with inspectors
- enable inspectors to conduct their inspection in an open and honest way
- enable inspectors to evaluate the provision objectively against the framework
- use Estyn's electronic systems for managing inspections as required
- provide evidence that will enable inspectors to report honestly, fairly and reliably about the local authority
- maintain a purposeful dialogue with the reporting inspector and other inspectors
- recognise that inspectors need to talk to elected members, officers, learners, and other stakeholders without the presence of a manager or senior leader
- draw any concerns about the inspection to the attention of inspectors in a timely and suitable manner through the nominee or senior leader
- work with inspectors to minimise disruption and stress throughout the inspection
- ensure the health and safety of inspectors while on their premises
- maintain the confidentiality of meetings and inspection findings until the final publication of the report

At the point of the inspection notification, the local authority should review the composition of the inspection team. It is the responsibility of the local authority to immediately highlight any perceived or actual conflicts of interest prior to the start of their inspection.

Health, safety and wellbeing issues

Inspectors will carry out inspections in accordance with the inspectorate's guidance on inspecting safeguarding. If they observe anything that they think constitutes, in their opinion, a real danger to the safety of staff, visitors or learner, inspectors should alert the Director of Education. In all cases, inspectors should make a separate electronic note of the threat and that they informed managers of it. Inspectors should report on obvious risks relating to health, safety and wellbeing under inspection area 2 (Vulnerable learners). Where these risks are a serious concern, inspectors should include a short comment in the report's text and a recommendation in the report. Estyn will send a wellbeing letter to the local authority asking them to outline how they will address the shortcoming.

Responding to a safeguarding allegation

If an inspector is alerted to an allegation/suspicion in respect of a child, young person or vulnerable adult, they should follow the procedures as set out in the current version of 'Estyn's policy and procedures for safeguarding', which is available on Estyn's website.

Approach to inspection

This guidance sets out the procedures for core inspections for local government education services. These procedures will be complemented by follow-up activity in local authorities that are identified as causing significant concern, and this is covered in Part 3.

The starting point for inspection is the local authority's evaluation of its own performance, supported by relevant evidence. Local government education services should be regularly evaluating themselves as a natural step in their business improvement cycle, so Estyn would not expect to see an evaluation document solely prepared just for an inspection. The self-evaluation process is very important. Honest and thorough self-evaluation, alongside diligent risk assessment, enables local authorities to sustain and further develop good services, plan for improvement where necessary and make informed decisions about the efficient use of resources.

Inspectors will not inspect or evaluate all aspects of work in depth during a core inspection. Inspectors will sample evidence to test the local authority's own evaluation. The progress learners make from their starting-points and the standards they achieve are key measures of the quality of the education they have received and of the effectiveness of the leadership and management in the authority. Inspection will focus on the needs of learners, their wellbeing and attitudes to learning and the impact that the services funded or coordinated by the local authority have on them, directly or indirectly.

The inspection period and number of inspectors may vary according to the size of the local authority and the way in which local government education services are provided in the area.

Inspection reports will cover all inspection areas and reporting requirements covered by the inspection framework outlined in Part 2.

All inspections are carried out in line with our Welsh Language Scheme, available from the inspectorate's website www.estyn.gov.wales and supported by supplementary guidance on inspecting the development of Welsh language skills.

The Virtual Inspection Room

The inspectorate will use an electronic system for managing many aspects of the inspection. This system is called the 'Virtual Inspection Room' (VIR). It is a web-based system that allows local authorities to upload information before the inspection and to download guidance from the inspectorate about the inspection process. The VIR is also the place where local authorities can access the nominee's guidance on preparing for the inspection and on completing post-inspection questionnaires.

The inspection team

Inspection teams will be led by a reporting inspector. The reporting inspector will always be HMI, with other team members drawn from among HMI and additional inspectors. Additional inspectors may be on secondment or contract to the inspectorate. Each team will also have two peer inspectors. Peer inspectors will be senior leaders from a local authority or regional consortium from a different region of Wales.

At least one of the local authority's link inspectors (LALIs) will normally be part of the team and will usually act as the deputy reporting inspector. Where possible, both LALIs will be team members.

The inspection team will always include an inspector from the Wales Audit Office (WAO). Depending on the nature of issues identified in pre-inspection evidence, the team may request an inspector from Care and Social Services Inspectorate for Wales (CSSIW) or Healthcare Inspectorate Wales (HIW) to join the Estyn inspection team. If appropriate the reporting inspector will contact CSSIW or HIW before the inspection to ascertain whether CSSIW or HIW are able to join the inspection team.

The reporting inspector manages the inspection team and is the first point of reference for everyone involved in the inspection.

The local authority will be invited to select a senior member of staff to take on the role of nominee, to work with the inspection team. The nominee should have sufficient seniority to act as a link between the local authority and the inspection team.

Inspection schedule

A programme of local authority inspection for LGES will be planned over a five-year cycle from September 2018. As far as possible, Estyn will schedule one inspection per region during each year of the cycle.

The programme will be discussed with other inspection, audit and regulatory bodies to help avoid duplication and take advantage of opportunities to work jointly with WAO, CSSIW or HIW.

Contacting the local authority before the inspection

Estyn will notify a local authority of its inspection eight weeks in advance.

During the pilot phase, Estyn will informally notify the local authority ten weeks in advance. The purpose of this informal notification is simply to provide dates for the inspection. Estyn will formally notify the local authority eight weeks in advance. At this point, Estyn will begin to make formal arrangements with the local authority.

Once the local authority has been formally notified, an inspection co-ordinator (IC) in Estyn will contact the local authority by telephone to set up the arrangements for the inspection. During this discussion, the IC will:

- explain the purpose and type of inspection and discuss an outline programme for

the inspection

- discuss the specific information required before the inspection and make the arrangements for receiving it in electronic form through the VIR
- ask if there are any issues or risks the team should be aware of and ask for a general health and safety briefing for the team at the start of the inspection
- establish whether the local authority wishes to have a nominee and, if it does, agree the role of the nominee and confirm that the nominated officer is of sufficient seniority and has completed the required training
- arrange the availability of supporting evidence
- discuss the timetable requirement for interviews
- organise any domestic arrangements such as a base for the inspectors, parking and internet access
- ensure that there are agreed procedures for addressing any concerns or complaints that might arise during the course of the inspection
- set up the arrangements for feeding back the inspection findings
- agree the arrangements for completing the post-inspection questionnaire
- inform the local authority that the key matters of the arrangements will be confirmed in writing

The IC will request the following information from the local authority through the VIR as soon as possible after the formal notification of the inspection:

- key background information on the local authority
- a copy of the local authority's most recent self-evaluation report (if it is produced as a single document – if not, a link to access an online version)
- strategic plans (including the highest level plan and plans specific to education services)

The inspectorate will ask the local authority to inform other partners and stakeholders, such as the regional consortium, about the inspection.

During the pilot inspections, Estyn will try out the use of questionnaires that any stakeholder can complete to share their views about local government education services in the local authority area. For example, Estyn is interested in the views of children, young people and parents as well as staff working in LGES, schools and partner organisations. Inspectors will consider the feedback from these questionnaires alongside other evidence to form emerging questions to explore during the main inspection week. The IC will explain how the questionnaire is conducted during their initial conversation with the local authority.

Planning the inspection and preparing the team

In preparing for the inspection, the reporting inspector will take account of the local authority's self-evaluation and associated supporting evidence alongside any information already held by the inspectorate.

The inspectorate will arrange to get a briefing on the local authority from Wales Audit Office, CSSIW and others as appropriate.

The reporting inspector will draft a plan for the inspection and allocate responsibilities to members of the inspection team. The reporting inspector will draft emerging questions that arise from this preparatory work. The emerging questions will inform the preliminary visit, along with questions covering important areas that will always be of interest to inspectors.

Preliminary visit

Usually around two or three weeks prior to the inspection, Estyn will carry out a preliminary visit to the local authority.

This will be an opportunity for inspectors to meet a range of stakeholders, to gather their views, discuss their experience of working with the authority or receiving support from the authority. It will be an opportunity to explore and refine emerging questions for the core inspection week.

The visit will be carried out by two inspectors, usually including at least one of the link inspectors for the authority.

During this visit, interviews will usually take place with:

- headteachers
- chairs of governing bodies
- leaders or managers from partner and commissioned organisations or services (for example, the regional consortium for school improvement, other statutory public bodies, FE institutions, training providers, voluntary organisations, private companies)
- regional consortium staff providing challenge and support to schools in the local authority
- children and young people's representative groups

The RI will use the findings from the preliminary visit to refine the emerging questions for the inspection and finalise inspection activities for the main inspection week.

During the inspection

Initial meeting with the local authority

At the start of the inspection, the inspection team should meet senior officers, including the chief executive and director of education, and senior elected members, including the leader, cabinet lead member and chair of scrutiny. The nominee should also be part of this meeting. The local authority will be given the opportunity to give a presentation to the inspection team. This should last no longer than 30 minutes and should cover the main messages from the local authority's self evaluation. The presentation should highlight important areas that the local authority regards as being good or excellent and the evidence that justifies this view, as well as aspects that are of concern to the local authority and how these are being addressed. The presentation may also cover context that the local authority feels is significant for the team to take into account. Following the presentation, the reporting inspector should share the emerging questions that the team will focus on in particular while covering the breadth of the framework.

Gathering and reviewing inspection evidence

Inspections start by considering the local authority's own self-evaluation and plans for improvement. These will be accompanied by a wide range of supporting evidence. Inspectors will sample, test and validate the evaluations offered by the local authority to form their own evaluations.

The team will plan the inspection so that they can cover the reporting requirements and pursue the emerging questions arising from pre-inspection work and the preliminary visit.

The team will ensure that they have enough time to review the key evidence that is needed to make judgements. The team will need to ensure that it is focused on the key evidence that can be used to substantiate its judgements. The main forms of evidence are:

- the authority's self-evaluation
- the Welsh Government's datasets on the local authority's performance
- briefings from Estyn's link inspectors for the local authority and Estyn's regional link inspector
- briefings from Wales Audit Office (WAO), CSSIW, and other inspectorates where relevant
- documentary evidence, including scrutiny reports and local or regional data on learner and local authority performance and progress
- the views of children, young people, parents and other stakeholders such as staff in LGES, schools and partner organisations (including the findings of perception surveys and questionnaires facilitated by Estyn)
- discussions with senior officers, elected members, in particular from cabinet and scrutiny and other stakeholders.

The sample of evidence should be selected in order to cover the inspection areas and emerging questions.

The inspection programme for interviews will be subject to change, where inspectors have enough evidence on an issue, they may not need to continue with scheduled interviews. Alternatively, additional interviews may be required to pursue new issues identified.

Estyn will consider data available from the Welsh Government. The local authority and its regional consortia school improvement service should also make information available to the inspection team about the standards achieved by children and young people, including the achievement of particular groups of learners, results of any literacy and numeracy assessments and achievement in informal settings, such as youth clubs. This will help inspectors to judge children and young people's progress and to come to a view about the standards children and young people achieve. Information should also include outcomes of any surveys with learners or service users.

Recording inspection evidence

Inspectors will use various forms to note and to collate their findings and judgements. Inspectors will complete their forms electronically as part of Estyn's electronic system for collecting, collating and recording inspection findings.

Team meetings

The main purpose of team meetings is to arrive at an accurate, reliable, valid and corporate view of each inspection area. Meetings will provide opportunities for inspectors to:

- test the judgements in the local authority's self-evaluation
- discuss emerging issues
- resolve pre-inspection emerging questions
- identify any gaps in the evidence base
- consider main inspection findings
- consider recommendations

Professional dialogue

At the end of every day, the reporting inspector should, as far as practicable, offer to have a professional dialogue with the chief executive or another senior officer to discuss the progress of the inspection. This is an opportunity to share provisional strengths and possible important areas for improvement as well as the need for further evidence. The LA officers and members should be told that these are emerging, interim findings based on the evidence considered so far. These findings may be amended, on reflection, after scrutiny of further evidence or after further interviews have taken place, or as the result of moderation within the team or during moderation at Estyn. Inspectors should not use the language associated with inspection judgments during these meetings but instead identify strengths and areas for improvement that will be taken to moderation, as a result of specific meetings, focus groups, document scrutiny, interviews, etc.

Formal feedback

At the end of the on-site part of the inspection, the team will feedback verbally to senior leaders and managers. Usually those present at feedback should include the chief executive, education director and deputy directors, council leader, cabinet lead, and chair of scrutiny. The feedback should convey the main judgements and the reasons for them, for the three inspection areas. The WAO team member may wish to attend the meetings and contribute to feedback. In addition, Welsh Government may wish to attend the feedback meetings, with observer status. If this is the case, Welsh Government should contact the local authority directly to arrange for the attendance of an official.

The feedback meeting provides the opportunity for leaders and managers to hear and to reflect on the judgements. The feedback should focus on the strengths and areas for improvement and the factors that contribute to them. The reporting inspector should explain to the local authority that issues may be raised and discussed, factual matters may be corrected and judgements may be clarified, but the judgements themselves are not negotiable.

All the judgements reported during an inspection are provisional and subject to moderation and validation by HMCI. The judgements are confidential to the local authority and its partners. The judgements should not be communicated externally, including via social media, until Estyn publishes the report on its website. Any notes or recordings made at feedbacks, whether electronic or written, should also be treated as confidential and must not be communicated externally.

Follow-up activity

During all core inspections, the inspection team will consider whether local government education services are causing significant concern and require follow-up activity.

The inspection team must report as they find, and be able to substantiate their judgements on the basis of sound evidence. If the evidence points to the conclusion that the authority is causing significant concern, inspectors must make that judgement.

Inspectors must give particular consideration to identifying the authority as causing significant concern if one or more inspection areas is judged unsatisfactory. Inspectors should also consider whether or not an authority is causing significant concern where all the inspection areas are judged adequate.

At all times, inspectors should remember that the main emphasis in LGES inspections is on the outcomes for learners. Team discussions should take account of any mitigating factors to ensure the validity and reliability of judgements before coming to a decision that an authority is causing significant concern.

Inspectors must consider if the authority has the capacity to improve before coming to a judgement about whether it is causing significant concern.

In judging whether senior managers have the capacity to bring about improvements, inspectors will need to give attention to how well these persons know and understand the strengths and weaknesses of the authority. Inspectors should also establish if senior managers show the ability to tackle the weaknesses through the sense of purpose and direction they provide. Discussions with senior managers should provide evidence of how they are tackling these issues and if they are giving attention to the right things. Senior managers should be able to demonstrate that they know what quality of work they expect of learners and those they manage and be able to communicate these expectations to colleagues. Inspectors should also take account of how well informed elected members are about issues that affect the performance of the authority. They should evaluate how well they use this information to take effective and appropriate decisions. They should consider whether the scrutiny committee meet their duties.

In all circumstances, it is vital that inspectors judge the work of the authority in the context in which it is currently operating. They **should not** be unduly influenced by recently prepared plans for improvement that have yet to be implemented or the recent appointment of staff, such as a new chief executive or senior education officer. This is because, in both cases, the effect or impact of improvements will not have taken place and inspectors must judge outcomes rather than speculative or good intentions.

If the authority is judged to be causing concern, the RI should take the following steps:

- telephone and inform the appropriate inspection co-ordinator at Estyn before the authority is told of the judgement, no later than the end of the inspection of the local authority

- inform the Assistant Director or Strategic Director of the judgement (the director will inform HMCI)
- tell the chief executive at the end of the inspection that the team has reached the judgement that the authority is causing significant concern.

Within **five days** of the end of the inspection, the RI will:

- complete the relevant section of the reporting judgement form (reporting JF)
- place the completed reporting JF in the inspection documents section of the VIR
- inform the designated IC by email and copy to the IC inbox at ic@estyn.gov.wales

HMCI, or HMI acting on behalf of HMCI, will scrutinise the reporting JF to check the judgement. The RI should ensure that all the evidence collected during the process of the inspection is available for scrutiny. HMCI has the power to call for any information required.

If HMCI **does not agree** with the reporting inspector's opinion, the reasons will be explained and they will be given the opportunity to discuss HMCI's decision and amend the report and summary by removing the opinion that the authority is causing concern.

After the due process of internal challenge and moderation has been completed to secure the judgements, HMCI will notify Welsh Ministers that the local authority is causing significant concern. In exceptional circumstances, Estyn may wait until the authority has responded to factual accuracy check stage of the process.

Reports and summaries for authorities causing concern.

The reporting inspector must make clear in the reporting JF that, in their opinion, the authority is not ensuring the provision of an acceptable standard of education and senior leaders lack the capacity to secure the necessary improvement (that the authority is causing significant concern). They must also make clear the shortcomings which led to that judgement.

After the inspection

The inspection report

The reporting inspector is responsible for producing a final inspection report that is clear to a lay audience and helpful to the local authority. When writing reports, inspectors should take account of Estyn's writing guidance.

All LGES reports will be published bilingually. The structure of the inspection report will be based on the inspection framework for LGES. The report will take the following form:

About the local authority

Summary

Recommendations

What happens next

Main findings

- 1 Outcomes
- 2 Quality of education services
- 3 Leadership and management

Inspection reports will be published within six working weeks of the inspection.

The inspectorate will give the local authority a late draft of the report to help check the factual accuracy of the content. The local authority will have five working days in which to consider the draft report and to identify any factual errors.

Five working days prior to the publication of the final report, the inspectorate will send an embargoed electronic copy to the relevant director at Welsh Government for discussion with Ministers.

The inspectorate will send electronic copies of the final report to the chief executive of the local authority, the chief education officer, the council leader the elected member with main responsibility for education, and the chair of education scrutiny.

The inspectorate will also send a copy of the report to the Wales Audit Office. Where inspectors from one or more other inspectorates have joined the team for a local authority inspection, Estyn will send a copy of the report to the inspectorate(s) concerned.

Estyn will publish the report on the inspectorate's website. The Wales Audit Office and other inspectorates may make the report available on their own websites after it has been published.

If the council requests, and subject to availability, the reporting inspector or a link inspector will attend a full Council meeting to present the key messages and recommendations from the report and to explain and clarify the report's findings.

It is very important that inspectors adhere to the content of the published report. Inspectors will avoid making unsubstantiated comments either through being drawn into member's questions or by getting carried away with exemplification. Inspectors should not make reference to the performance of other local authorities or make comparisons with other named authorities. Inspectors may highlight good practice elsewhere if asked for this and can be referenced to a published report.

Following the publication of the inspection report, the local authority should update its plans to address the recommendations and to take account of shortcomings identified through the inspection process. The local authority should publish a short statement in response to the inspection and provide links to its plans. The local authority should do this within three months of the inspection.

Estyn's local authority link inspectors (LALIs) for the authority will discuss these plans with senior leaders in the authority, including the chair of scrutiny. The LALIs will also check that the authority has suitable arrangements in place to monitor the implementation of its plans and evaluate the impact.

For local authorities identified as causing significant concern, Estyn will be more proactively involved in the post-inspection planning process. Further information is set out in the 'follow-up' section of this guidance.

Assuring the quality of inspections

The inspectorate is committed to:

- effective selection, training, briefing, support and deployment of inspectors, including peer inspectors
- effective training, briefing and support to allow the nominee to play an active role
- regular dialogue with the senior leaders of the local authority during inspection
- criteria and recording systems that comply with the inspection framework for LGES and guidance
- careful review and analysis of evidence
- unambiguous oral feedback of the team's findings and judgements for each inspection area

As part of its quality assurance procedures, the inspectorate invites local authorities to complete a post-inspection questionnaire (PIQ). The questionnaire will be available to local authorities in the VIR. Local authorities should complete the first part of the PIQ immediately after the on-site inspection and submit it electronically to Estyn through the VIR system. Local authorities can complete the second part of the PIQ after the publication of the inspection report, again through the VIR system.

The local authority should raise any concerns about the conduct of an inspection with the reporting inspector as soon as possible during the inspection.

The reporting inspector will carry out the quality assurance of the inspection in the first instance. The inspectorate will quality assure a sample of inspections on-site and will assure the quality of all inspection reports before their publication on Estyn's website. Estyn's arrangements for assuring the quality of inspections and the arrangements for dealing with complaints are available on the inspectorate's website.

Part 2: Inspection areas and reporting requirements

The guidance that follows sets out how inspectors should approach the various sections of the inspection report and what they need to consider when evaluating the four inspection areas of the inspection framework for LGES.

The Local Government Education Services Inspection Framework

The three inspection areas of the LGES inspection framework are set out below.

Each inspection area contains reporting requirements. These are the aspects that the inspection team must cover when reporting on each local authority.

The Local Government Education Services Inspection Framework

1 – Outcomes

- 1.1 Standards and progress overall
- 1.2 Standards and progress of specific groups
- 1.3 Wellbeing and attitudes to learning

2 – Quality of Education Services

- 2.1 Support for school improvement
- 2.2 Support for vulnerable learners
- 2.3 Other education support services

3 – Leadership and management

- 3.1 Quality and effectiveness of leaders and managers
- 3.2 Self-evaluation and improvement planning
- 3.3 Professional learning
- 3.4 Use of resources

Judgement descriptors

The inspection team will award a judgement for each inspection area using the four-point scale below.

Excellent – Very strong, sustained performance and practice

Good – Strong features, although minor aspects may require improvement

Adequate and needs improvement – Strengths outweigh weaknesses, but important aspects require improvement

Unsatisfactory and needs urgent improvement – Important weaknesses outweigh strengths

Inspectors will arrive at their judgements by considering and weighing the importance of the strengths and weaknesses in each inspection area. The report on each inspection area will reflect and support the relevant judgement.

Weaknesses become important where they have a significant impact on outcomes. Strengths are often present where there are important aspects that require improvement. However, where there are important aspects that require improvement then the appropriate judgement will normally be 'Adequate and needs improvement' or 'Unsatisfactory and needs urgent improvement'.

About the local authority

This section of the report should be brief and contain factual background information about the local authority. The section should not contain any evaluation of the local authority or its provision. The reporting inspector normally agrees the content of this section with the local authority during the inspection and during the local authority's factual check of the draft report prior to publication. Where there is disagreement about the content of this section, the reporting inspector will make the final decision about what to include in the report.

This section will contain brief information on:

- the size and nature of the local authority
- the background and circumstances of the learners, such as the proportion eligible for free school meals
- the linguistic background of the learners
- any important changes since the last inspection
- any other relevant factors, such as the proportion of pupils with additional learning needs or the degree to which learners move in or out of the local authority area
- the date of appointment of the chief executive and chief education officer (or their equivalents)
- the month/year of the local authority's previous inspection

Summary

This section of the report will contain a short summary statement (usually one or two paragraphs) on the inspection findings and the nature of any follow-up activity (if required).

The summary should report on the key strengths and any important aspects or weaknesses that require improvement. It should be consistent with the findings in the body of the report. It should not contain one overarching judgement on the local government education services as a whole.

Recommendations

The recommendations should give the local authority a clear and specific indication of the areas for improvement that it will need to address. Inspectors should write the recommendations in order of priority. The recommendations should arise from the main judgements in the inspection areas and should provide a clear and practicable basis on which the local authority can move forward.

Inspection areas

For each, there is guidance on what the inspection area covers and the considerations that inspectors need to keep in mind when evaluating the area.

Within each inspection area, the reporting inspector may report on the aspects in the order they appear in the handbook or they may choose to sequence the aspects differently in order to reflect their findings.

1: Outcomes

Inspectors must report on all three aspects, although inspectors are not required to report against all the detail covered in the guidance for this inspection area.

Inspectors should always consider carefully whether the overall judgement is consistent with available data. When information on the data is not reflected in inspectors' judgements in this inspection area, the report should explain clearly why this is so.

1.1 Standards and progress overall

The judgement on standards will be informed by outcomes from a wide range of learning experiences within schools and beyond, including provision for non-formal learning.

Inspectors should draw upon Estyn's inspection reports on schools and other local authority providers as these provide the most complete view of standards. This is because the evaluations take account of first-hand evidence of learners' progress, not simply data analysis. Inspectors should consider judgements given for standards for providers inspected over the last three years. Inspectors should take appropriate account of the nature of the sample during that period (for example, in a small local authority only one secondary school may have been inspected during that period). Inspectors should analyse the trends in outcomes, and how quickly outcomes improve in schools requiring follow-up after an inspection.

Alongside inspection reports, inspectors should use a wide range of data, and other evidence, to evaluate standards. It is important that the local authority and, where relevant, its regional consortium, is able to provide a good range of appropriate and reliable data. Wherever possible, inspectors will consider trends in data over at least three years rather than performance only in a single year. Five-year trends may provide helpful context for understanding progress, and three-year rolling averages over this period in particular. Inspectors should bear in mind that it is easier to achieve a faster rate of improvement from a weak starting point and that an authority performing consistently well over three years may justifiably have a rate of improvement that is slower than average.

Inspectors should use data published by Welsh Government, including benchmarking information. Inspectors should consider measures of attainment and achievement and the other key outcomes of children and young people, including those performance indicators identified as national priorities. Inspectors should use local

authority ranking positions cautiously; several ranking positions may be separated by only marginal differences in performance. The authority's performance should be compared with that of similar authorities, in particular, as well as national trends. Inspectors should compare performance in the local authority's schools with similar schools from the free-school-meal benchmarks.

Inspectors should be careful not to give too much weight to any particular indicator and should instead seek to ensure that an evaluation of outcomes considers all children and young people. It is important to look at the whole picture.

Inspectors should consider how well children and young people develop their literacy, communication and numeracy skills and digital competence across the range of education and training provision including youth support services. They should consider outcomes in relevant qualifications, the outcomes of any literacy and numeracy assessments and the progress made by learners who receive additional support to improve their basic skills. Inspectors will not use the national reading and numeracy tests to make judgements about standards or progress of specific groups as these are intended for formative use only. Inspection reports for providers in the local authority area will provide useful evidence about learners' skills development.

In inspecting Welsh language skills, inspectors should look at progress from one key stage to the next. They should evaluate continuity between key stages, trends in performance in assessments and examinations including benchmarking against similar providers.

Inspectors should consider whether pupils move on to further education, training or employment that is appropriate for their ability, interests and previous performance. In particular, at the end of key stage 4, inspectors should consider the destinations of all pupils and, where possible, the extent to which these destinations are sustained into the following calendar year and beyond. Inspectors should consider the number of school leavers not in education and training (NEETs).

1.2 Standards and progress of specific groups

Inspectors should judge the outcomes achieved by particular groups of learners in schools, EOTAS and other settings, such as accredited outcomes in youth work settings.

These groups include the attainment and achievement of children and young people from vulnerable groups. Vulnerable learners include those with an additional learning need, as defined in the Additional Learning Needs and Education Tribunal (Wales) Bill. Learners who are in one or more of the following groups may be more vulnerable to underachievement and poorer wellbeing:

minority ethnic groups	refugee and asylum seekers	migrant workers
looked-after children (LAC)	young parents and pregnant young women	children and families in difficult circumstances

young offenders	learners at risk of gender or sexuality based bullying	learners with Basic Skills needs
learners educated otherwise than at school	learners with English as an additional language	young carers children of service families
gypsies and travellers	learners with medical needs, including those with mental health needs	children that are adopted
learners who are excluded from school		learners with low attendance

Inspectors should consider whether or not there are notable differences in the performance of boys and girls.

Inspectors should evaluate the progress of more able and talented learners across all key stages. Inspectors should consider outcomes for these learners at the end of key stage 4 in particular.

Where possible, inspectors should compare outcomes with children and young people in similar authorities. Inspectors should consider the local authority's analysis and evaluation of the performance of groups of learners based on the progress they have made during their time in the authority. For small groups of learners in particular, such as looked after children, inspectors should place more weight on the progress of the individuals rather than a comparison of their overall attainment against the national average.

1.3 Wellbeing and attitudes to learning

Inspectors should take account of the wide range of information from the local authority and its partners alongside evidence from school, PRU and other inspections to evaluate wellbeing and attitudes to learning for all learners.

Inspectors should draw upon Estyn's inspection reports on schools and other local authority providers as these provide the most complete view of wellbeing and attitudes to learning. Inspectors should consider judgements given for standards for providers inspected over the last three years. Inspectors should take appropriate account of the nature of the sample during that period (for example, in a small local authority only one secondary school may have been inspected during that period). Inspectors should analyse the trends in outcomes and how quickly outcomes improve in schools requiring follow-up after an inspection.

Inspectors should take account of the views of children and young people, especially where these are captured through standard surveys and where comparative information is available relating to national responses and trends over time, including surveys conducted as part of Estyn's inspections of providers.

Inspectors should consider information about children and young people's health, and the extent to which they make healthy choices as they grow up. Inspectors should consider available data from services such as those to increase engagement in physical activities or to support mental health.

They should use data from the local authority and its partners and schools and other inspection reports to evaluate the extent to which children and young people feel safe in schools and other settings.

Inspectors should make sure that any enquiries focus on the impact of LGES on the development of healthy and safe attitudes across a range of settings.

When evaluating children and young people's participation in learning, inspectors should consider attendance, behaviour and attitudes, and the extent to which children and young people have a say in what and how they learn in schools and other settings.

Inspectors should consider overall school attendance rates compared with similar local authorities. In particular, inspectors should consider rates of persistent absence, especially for vulnerable learners. Inspectors should take account of any notable differences in the use of attendance codes.

Inspectors should consider exclusion data for permanent and temporary exclusions. Inspectors should also take account of information about managed moves. When considering exclusions and managed moves, inspectors should particularly consider the extent to which they relate to learners who were already vulnerable.

Inspectors should also consider the extent to which children participate in early years education places, and young people's participation in youth service and other youth support services.

Inspectors should analyse the impact of joint working by the LGES and the regional consortium as well as other partners to ensure the general wellbeing of children and young people while out of education or in the process of reintegration into education.

When evaluating children and young people's contribution to the community and involvement in decision-making, inspectors should look at the local authority's reports on the outcomes of school councils and other forums, which allow children and young people's voices to be heard. They should look at the local authority's reports on how children and young people have been able to influence decisions that affect them made by their schools, communities, the local authority and its regional consortium.

2: Quality of education services

Inspectors should expect the local authority to have a clear rationale for the range of education services it chooses to provide and the way in which these are delivered, based on an analysis of the needs of learners and in order to meet statutory requirements.

Inspectors must report on all three aspects, although inspectors are not required to report against all the detail covered in the guidance for this inspection area. In particular, inspectors should consider reporting on very effective services as well as services that cause concern, or services that are either improving or deteriorating significantly.

Since the start of the previous local authority inspection cycle in 2010, local authority

budgets have reduced, a higher proportion of education budgets are delegated directly to schools and Welsh Government has expected services to be increasingly regionalised. Along with changes to legislation and regulations, inspectors must take account of all these changes. Estyn will always evaluate provision for the impact it has on learners' outcomes.

2.1 Support for school improvement

Inspectors must evaluate how well the local authority knows and monitors its schools and provides appropriate challenge, support and intervention to promote good outcomes for all learners through high quality education provision and strong leadership.

School improvement services are largely delivered through regional services on behalf of local authorities, although statutory responsibilities relating to school improvement remain with local authorities. Inspectors should consider the impact of the regional services on the local authority's schools and PRUs. Inspectors should consider, for example, the impact of work in the following areas:

- knowing schools well and challenging them on their performance
- supporting schools to plan for improvement
- supporting schools with curriculum reform and other changes to national policy
- supporting schools to share good practice and learn from other schools
- supporting effective professional learning at all levels in schools

Inspectors should consider whether partnership agreements with schools are effective. They should use the local authority's reviews of the partnership agreement to help reach these judgements.

Inspectors should judge whether there are appropriately differentiated procedures for monitoring, challenging and intervening in schools, for example by having a focus on under-performing schools and schools in challenging circumstances.

Inspectors should judge how well schools understand the mechanisms used by the local authority, including those delivered through its regional consortium, to fulfil its statutory function to challenge and support schools, and intervene where necessary.

Inspectors should judge the robustness of monitoring visits by local authority officers or regional consortium staff and the clarity, usefulness and accuracy of their written reports, as well as their impact on schools or education services.

Inspectors should judge the quality of data provided to schools and whether there is an appropriate range of performance, benchmarking and comparative data available. They should evaluate whether data is distributed in a timely way to schools and used appropriately to challenge schools to improve. They should evaluate how effectively the local authority and its regional consortium are using the current Welsh Government's school categorisation system.

Inspectors should evaluate how well the authority and its regional consortium support schools in developing effective procedures for self-evaluation and improvement planning. When schools are causing concern, inspectors should evaluate how effectively they are monitored so that shortcomings are identified at an early stage.

Inspectors should consider how swiftly and successfully issues are addressed in these schools as a result.

Inspectors should evaluate how well the local authority uses the full range of its legal powers when schools are identified as causing concern and when these schools do not make progress quickly enough.

Inspectors should use the outcomes from school and PRU inspections to help judge the impact of school improvement work. This includes the number of schools placed in a statutory category or in receipt of follow-up activity and the length of time schools remain in a category. They should consider the views of reporting inspectors for school inspections regarding the quality of pre-inspection information provided by the local authority as well as feedback within the inspectorate about the quality of post-inspection action plans and local authority statements of action.

Inspectors should evaluate the strategies of the authority and its regional consortium for raising standards in national priority areas. For example, inspectors should consider the availability and quality of support provided to schools in areas such as literacy, numeracy, digital competence, Welsh language development, reducing the impact of poverty as well as curriculum reform and changes to qualifications. Inspectors should assess whether or not any strategies to support these national priority areas are clear, coherent and well understood by schools.

Inspectors should consider how well school improvement services take account of learners' wellbeing and the progress of vulnerable learners when considering the nature of challenge and support to provide to schools and PRUs. Inspectors should judge how well the authority promotes wellbeing for all learners, such as healthy lifestyles and participation in physical activity through its schools.

Inspectors should evaluate how successfully the authority, through its regional consortium, has identified the overall management development needs of governors and senior and middle managers in schools across the authority. They should consider how successfully this analysis has informed a systematic programme of support and development for senior and middle managers including mentoring, consultancy, leadership programmes and the dissemination of good practice. In particular, they should consider what impact this support from the authority and its regional consortium has had on school improvement, including improving better resource management and improved provision and outcomes for learners.

Inspectors should evaluate whether the authority has effective policies to manage governor recruitment, including from minority or under-represented groups. They should consider whether the authority and its regional consortium ensures governors are provided with relevant information about the school's performance, including analyses of financial data and of pupils' performance compared to that of similar schools.

2.2 Support for vulnerable learners

Inspectors should refer to section 1.2 of this guidance for information about vulnerable learners.

Inspectors will consider how well the local authority co-ordinates, supports and provides a range of universal and targeted services to promote inclusion and the wellbeing of all children and young people, and support vulnerable learners to achieve good outcomes. As well as considering the services provided for children and young people who are identified as vulnerable, inspectors should also consider services which may be provided universally that aim to reduce the risk of children and young people becoming vulnerable.

Inspectors should consider the quality of youth support services, including the authority's own youth service, based on their impact on outcomes for young people. Inspectors should consider how well the services enable young people to participate effectively in education and training, take advantage of opportunities for employment and participate effectively and responsibly in the life of their communities.

Inspectors will consider how well the local authority uses data to identify the needs and progress of vulnerable learners over time. They will consider how well this information is used to challenge providers to improve the quality of education where necessary as well as to inform its own services.

Inspectors will evaluate how well education services work with partners such as social services, health services, youth justice services and voluntary sector organisations to provide support for vulnerable learners and improve their outcomes.

Inspectors will consider how well the education services promote social inclusion, including the effectiveness of work to promote equality and prevent and tackle discrimination, harassment and bullying.

Inspectors should evaluate the range of opportunities for children and young people to access high quality personal support, advice, guidance, advocacy and school-based counselling services in response to their individual needs and to support their progress in education.

Inspectors will consider how well education services promote good attendance. They will consider the effectiveness of the range of universal and targeted interventions to improve attendance and reduce persistent absenteeism, particularly for vulnerable learners.

Inspectors will consider how well education services promote and support good behaviour. They will consider the effectiveness of the authority's actions to reduce exclusions and ensure that pastoral support plans are used appropriately. They will consider how well the local authority monitors the use of exclusions, including the rates and length of fixed-term exclusions, the rate of permanent exclusions and the number of exclusions overturned by independent appeal panels. Inspectors will also consider how well the local authority supports and monitors the effective use of managed moves between schools.

Inspectors will evaluate the quality of provision and timeliness of support to meet the needs of excluded pupils and all pupils educated other than at school (EOTAS). Inspectors will consider how effective the authority's procedures are for commissioning, monitoring and quality assuring EOTAS services.

Inspectors will consider the effectiveness of the authority's procedures for identifying pupils missing from education, not at school or at risk of being out of education,

training or employment. They will consider whether there are clear and effective strategies in place to reduce the numbers of young people not in education, training or employment and the impact of these.

Inspectors should consider whether there are effective and timely arrangements in place for children and young people to make the transition back into education following, for example, an exclusion, a change to a pastoral support plan, a period of home tuition or a period of time at a PRU. Inspectors should evaluate whether children coming to live in the authority during the school year, including looked-after children, refugee children and children returning from custody who are no longer on a school roll, are accommodated without delay in schools that meet their needs and with appropriate support for the transition.

Inspectors will consider the quality of education services for young offenders. They will consider how closely the performance of young offenders is monitored and the impact of targeted programmes to prevent re-offending.

Inspectors will evaluate the local authority's oversight of children educated at home by their parents, including children and young people with statutory plans for their education. Inspectors should consider whether the local authority provides useful guidance and sign posting for support for parents educating their children at home.

Inspectors should consider how effectively the local authority identifies children and young people with additional learning needs (ALN). They should consider whether these children and young people have access to timely assessments and appropriate support and provision in line with their needs, particularly in preparation for transitional moves and including pre-school and post-16 support. Where the local authority operates thresholds and eligibility criteria, inspectors should consider whether these are clear, appropriate and well understood, and whether or not they are applied consistently. Inspectors should consider how well the local authority monitors the impact of targeted interventions to improve educational outcomes and wellbeing for learners with ALN.

Inspectors should consider the effectiveness of joint commissioning protocols for children and young people with complex needs, particularly for those placed outside the local authority. Inspectors should review how well the local authority monitors the quality of education and outcomes for learners placed outside the local authority.

Inspectors should assess how well the local authority fulfils its responsibilities as a corporate parent for looked after children in relation to their education.

Inspectors should consider the effectiveness of support provided to parents and carers of learners with ALN on the quality of education and outcomes for their children, in particular the effectiveness of impartial advice or mediation services in dispute resolutions.

Inspectors should consider the quality of training available for staff in early years settings, in schools and in other education settings such as youth centres to support them to meet the needs of children and young people with ALN. This training may, for example, include outreach support from maintained special schools or specialist provision.

Inspectors will evaluate how well the authority fulfils its statutory responsibilities relating to safeguarding. In particular, they will evaluate whether the authority has in place effective safeguarding arrangements, including:

- strategic planning for, and oversight of, safeguarding in education, including regular reporting to members
- appropriate support and guidance for all providers of education services in its area, including early years, play and youth support services
- appropriate safeguarding practice in its direct education services such as EOTAS, PRUs and youth service

Inspectors will consider whether the authority has robust procedures for checking the suitability of staff and others who are in contact with children, including the maintenance of a record of all staff working with children and the outcomes of appropriate safe recruitment checks. Inspectors will consider whether the authority has robust procedures for staff training and that all staff know how to respond to child protection issues.

Inspectors will need to consider whether the authority has appropriate policies, procedures and reporting arrangements in relation to physical interventions and withdrawal.

Inspectors will consider how well the authority fulfils their duty to prevent learners from being drawn into terrorism, by preventing radicalisation and extremism.

Inspectors must report on whether the local authority's arrangements for safeguarding meet requirements and give no cause for concern or do not meet requirements and give serious cause for concern.

2.3 Other education support services

Inspectors should consider whether the local authority works effectively with non-maintained settings to provide good quality foundation phase funded education for eligible three and four-year-old children. They should consider the quality and appropriateness of the authority's strategic plan to offer funded education to children not in receipt of early education in maintained schools. Inspectors should consider whether there are enough places for early education of good quality to meet the demand identified through a childcare sufficiency assessment. These should include enough Welsh-medium places to reflect the authority's Welsh in Education Strategic Plan (WESP). Inspectors should consider the effectiveness of support and training provided to enable all settings to improve.

Inspectors should consider how effectively the local authority works with other partners to co-ordinate and ensure sufficiency of play provision across the area. Inspectors should consider how well the authority assures the quality of this provision.

Inspectors will consider how well the local authority coordinates youth support services. They should consider how well the authority works with partners, including the local voluntary sector, schools and others, to provide a suitable range of appropriate youth support services that meet locally identified needs. Inspectors will consider whether or not the authority has identified gaps or duplication in the provision of youth support services and how it has intervened to plan more

effectively. Inspectors will consider whether the local authority is meeting its statutory responsibilities in relation to youth services provided, procured or facilitated by a local authority. Inspectors should consider the quality of opportunities for children and young people to gain accreditation or recognition for learning and participation through youth support services.

Inspectors will consider how well education services ensure that children and young people's views are sought and taken into account in decisions that affect them.

Inspectors should consider whether the authority has up-to-date knowledge of the capacity of schools including information about overfull schools and numbers of surplus places. Inspectors should consider whether there is enough capacity in both primary and secondary sectors, including Welsh-medium and special education, and whether any school is significantly overfilled or has significant surplus capacity without good reason. Inspectors should be assured that there is appropriate provision for all learners.

Inspectors should review post-16 provision across the authority area. Inspectors should consider whether or not the local authority works well with schools and external partners such as further education institutions and work-based learning providers to ensure that there are appropriate education and training opportunities for all post-16 learners.

Inspectors should consider how well the authority identifies the demand for Welsh-medium education in its area and the extent that its provision currently meets this demand. Inspectors should consider how well developed and accurate are the systems for forecasting and monitoring the requirements for places across all phases. Inspectors should evaluate whether the appropriate range of places in all phases for Welsh medium education reflects the authority's Welsh in Education Strategic Plan. Inspectors should consider how the authority works with its partners such as other local authorities and its consortium to meet demand, consult each other and to co-ordinate their arrangements effectively where appropriate.

Inspectors should evaluate whether the authority has accurate, up-to-date information about the condition, sufficiency and suitability of all school and PRU buildings. Inspectors should consider whether the priorities for investment in school and other education buildings are transparent, based on an evaluation of their current condition and suitability, and have been agreed with the schools involved. They should consider if funds for repairs and maintenance in school budgets are clearly identified and whether the authority ensures that schools undertake their responsibilities in relation to their premises. Inspectors should consider the management of the building programme, including whether emergency repairs are promptly organised.

Inspectors should consider how well the authority plans ahead and evaluates all options to ensure appropriate capital resources are available to deliver its school organisation plans. Inspectors should consider whether or not published school organisation proposals are likely to maintain or improve the standard of education provision in the area. They should consider how well the local authority has considered the benefits and risks of the proposals and have considered the educational aspects of the proposal appropriately. Inspectors should consider

whether there is good use of information about local needs and liaison between authority departments, such as housing, planning and social services to link into wider regeneration strategies.

Inspectors should consider how local admissions authorities consult each other and co-ordinate their arrangements for admissions to schools effectively. They should consider whether the admissions forum is effective and whether or not the information provided to parents on school admissions is easy to access and understand, transparent and satisfies the Admissions Code of Practice.

Inspectors should consider to what extent parents' preferences for school choices are met. They should review how quickly and equitably the authority responds to appeals to minimise the risk of children and young people missing any of their education.

3: Leadership and management

Inspectors must report on all four aspects, although inspectors are not required to report against all the detail covered in the guidance for this inspection area.

3.1 Quality and effectiveness of leaders and managers

There is a strong link between outcomes, provision and leadership and management. If leaders and managers are working effectively then this is usually reflected in the quality of education services and in the outcomes for children and young people. Inspectors should assess the quality of the internal leadership provided by officers and elected members, as well as their leadership, or contribution to the leadership, of any partnership arrangements.

Inspectors should consider the extent to which leaders and managers have established and communicated a clear vision and appropriate aims, strategic objectives, plans and policies that focus on meeting all learners' needs. They should judge whether leaders and managers create and support a shared understanding of clearly identified needs and priorities for learners.

Inspectors should consider how well leaders and managers act in accordance with the principles set out in the Well-being of Future Generations Act. Inspectors should consider how well leaders and managers make decisions and set priorities for improvement that balance immediate, short-term needs with the long-term needs of learners, the local community and Wales.

Inspectors should reflect on how well leaders and managers at all levels set high expectations for officers, schools, other providers and partners. They should consider how well leaders and managers develop an effective, engaged team of staff. They should consider to what extent leaders and managers model and promote professional values and behaviours that contribute positively to school improvement and effective collaboration between staff and with other providers. They should consider how well staff at all levels understand and discharge their roles and responsibilities and how well they collaborate in driving forward strategic priorities and plans for education services.

Inspectors should look at the effectiveness of the leadership of elected members and officers. In doing this, they should consider whether this leadership is effective and purposeful in securing:

- effective and efficient service delivery that impacts on standards and the quality of education and training for all children and young people
- provision that meets local needs, as identified in the authority's strategic plans and its plans with partners
- provision identified in the Welsh in Education Strategic Plan
- provision that is clearly learner-focused and maximises potential for every learner
- children's and young people's inclusion and wellbeing

Inspectors should judge whether the leadership has taken difficult decisions in a timely manner when necessary, following a rigorous and open process of examination and consultation that is consistent with strategic objectives.

Inspectors should look at the extent to which leaders and managers sustain high quality or improve weak aspects of provision. They should consider how well leaders and managers identify and assess risks, prevent problems from occurring in the first place and how swiftly they bring about appropriate remedial actions when problems occur.

Inspectors should judge, through focus groups, interviews and inspection reports, how clearly and transparently the authority consults with and communicates its vision, intentions and expected outcomes to schools, learners and other relevant stakeholders.

Also, they should look at the quality of the relationship between the local authority, its regional consortium, its schools and other partners in terms of their impact on outcomes for learners in the authority.

Inspectors should consider how well LGES strategy documents set out the authority's strategic vision, aims and priorities and how they comply with the requirements of relevant Welsh Government guidance and respond appropriately to national, regional and local priorities. This should include looking at the key educational priorities as identified by the authority and the extent to which they have been accepted by all partners and the local communities.

Inspectors should consider how well the authority commissions, coordinates, oversees and monitors any partnership or contracted services. Such services would include the regional consortium for school improvement, education support services provided by another local authority on behalf of the local authority and services contracted to private or voluntary organisations, for example school-based counselling services or advocacy services.

Inspectors should evaluate how well different directorates and services across the authority understand the priority given to education in corporate plans and policies and their respective contributions to achieving that priority.

Inspectors should evaluate whether corporate and other strategic plans are consistent with each other, so that they are clear, well sequenced, affordable and achievable. They should look for the 'golden thread' of education and training running through the various layers of plans, policy agreements and other initiatives. In the case of school improvement, this 'golden thread' should run from each individual school, through the local authority, to the strategic plan of the regional consortia school improvement service.

Inspectors should consider whether stakeholders, including schools, partners, elected members and officers, are aware of and fully committed to achieving the targets for the services.

Inspectors should judge the effectiveness of scrutiny by elected members and other supervisory boards in challenging underperformance and in informing the continuous improvement of service delivery and policy development. In this, inspectors should consider the effectiveness of the Public Services Board (PSB) in identifying and unblocking relevant barriers to improvement. Inspectors should use evidence from the PSB's monitoring of its impact on service delivery.

Inspectors should evaluate the usefulness of scrutiny processes. Inspectors should judge the clarity and honesty of data and information along with accompanying analysis and evaluation that is presented to scrutiny. Inspectors should consider how well scrutiny arrangements are supported by good training to promote scrutiny members' understanding and exercise of their responsibilities. Inspectors should look at impact of the structural arrangements for scrutiny on the quality of their work such as the use of scrutiny task groups to analyse specific aspects of the education service whilst developing the understanding and expertise of members.

Inspectors should judge whether the programme of work of scrutiny is well organised and how good the alignment is between the programmes for scrutiny committees and the cabinet so as to enable make timely and well-informed decisions. Inspectors should also consider the extent to which all political groups are engaged in contributing to decision and monitoring progress so that this cross-party involvement signals a common goal in improving services for children and young people.

Inspectors should gauge whether members have a good overview of all services across the local authority in order to compare and challenge services more effectively and make well-informed decisions. Also inspectors should consider the quality and accuracy of the reports and briefings provided by officers to scrutiny committee members.

Inspectors should look at how well members have made difficult decisions in areas such as school reorganisation. Also inspectors should consider how well members hold managers to account for the services and outcomes that they are responsible for.

3.2 Self-evaluation processes and improvement planning

Inspectors should evaluate how accurately leaders and managers know the strengths and weakness of the local authority's education services as a result of well-established processes for self-evaluation, monitoring and quality assurance.

Inspectors will judge the extent to which the self-evaluation is a part of the council's normal annual business improvement cycle, supported by relevant performance information and evidence such as performance reports, progress reports and data analyses provided to the council's scrutiny, cabinet or audit committees. Scrutiny committees should have a key role in supporting and challenging the self-evaluation process and inspectors should assess the quality of their contribution.

Inspectors should evaluate how well the local authority involves, and takes account of the views of, stakeholders in its evaluation and improvement planning processes, including children and young people, parents, service deliverers and partners. In this, inspectors should check that the local authority takes appropriate account of linguistic and other diversity in the community.

Inspectors should consider the quality of improvement planning and how well the priorities for improvement link to the findings of the local authority's self-evaluation and are informed by audit, needs assessments and data analysis.

Inspectors should check the consistency and coherency of plans within the local authority, from the highest level plan through to service level plans, and externally with partners. Inspectors should consider how leaders and managers ensure that priorities are supported by the allocation of resources. They should evaluate the extent to which leaders and managers define relevant, measurable and achievable actions for improvement. They should consider how well the plans have specific, realistic timescales and allocate appropriate responsibility for their delivery

Inspectors should judge the effectiveness of corporate performance management arrangements and their impact on staff, services, partners and workforce development. They should use evidence from the local authority's own monitoring of the impact of its performance management arrangements.

Inspectors should consider how the performance management system allows elected members and senior managers to make effective use of performance indicators to monitor progress against milestones regularly and take appropriate remedial action. They should judge the impact that planning, priorities and actions to bring about improvement have on outcomes.

Inspectors should consider how well the authority has responded to recommendations from recent inspection reports, thematic reviews and other relevant reports from inspectorates and regulators. Inspectors should judge the extent to which the authority's actions have led to improvements in standards and quality. They should consider the pace of progress and the sustainability of any improvements.

Inspectors should consider how well the authority responds to complaints about its services whether from schools, parents/guardians, governors or members of the public and how lessons learnt from complaints are used to improve service delivery.

3.3 Professional learning

Key to maintaining and improving the performance of local government education services is the professional knowledge, skills and understanding of the local

authority's staff. Inspectors will consider the extent to which staff at all levels keep up to date with knowledge about their areas of responsibility, including learning from good practice. Inspectors should consider how the authority's staff promote and engage in professional learning through structured learning opportunities, research, and collaborations with professional networks in Wales, the UK and internationally. Inspectors will consider the impact that professional learning activities have on improving the quality of outcomes and provision.

Inspectors should consider how effectively the local authority plans for professional learning to achieve the strategic vision, aims and priorities, and to shape further improvement planning. Inspectors should consider how well performance management arrangements are used to identify the professional learning needs of staff. Inspectors should evaluate the appropriateness and impact of professional learning in motivating staff and improving their performance. Inspectors should consider how well staff develop their leadership skills through structured learning opportunities. Inspectors should consider how well professional learning is linked to succession planning.

Inspector should consider how effectively the local authority is developing as a strong learning community and achieving a culture of collaboration across the local authority, its schools and partner organisations. Inspectors should consider how effectively local government education services share good practice, learns from others and contributes to professional learning communities more widely. In particular, they should evaluate how well the local authority learns from best practice elsewhere.

3.4 Use of resources

Inspectors should evaluate how clearly the allocation of resources is linked to priorities. They should consider whether improvement strategies are accompanied by sound financial planning and workforce development which makes proposed developments feasible.

Inspectors should consider how fairly the local authority funds schools based on the needs of learners and the contexts of schools. Inspectors should consider the local authority's most recent review of its funding arrangements for schools. Inspectors should consider how well the local authority deploys and ensures effective use of specific grant funding to schools and other providers, either directly or through a regional consortium or other partnership arrangement.

Inspectors should judge how proactively the local authority is seeking and using external, regional or partnership funding to address its priorities and maximising the use of funding. They should ask whether partnership working is addressing duplication of provision or addressing non-viable provision.

Inspectors should judge how well the local authority compares its costs and outcomes with those of other authorities and can demonstrate that children and young people achieve good outcomes in relation to costs of the services that it provides.

Where the local authority commissions support for children and young people from external agencies, for example support for minority ethnic learners or young carers,

inspectors should judge how well the local authority ensures that the support provided is good value for money, evidenced through improved outcomes.

Inspectors should judge how well the local authority, with schools, monitors and manages the quality and cost of regional consortium arrangements. Inspectors should judge how effectively the local authority holds the regional consortium to account for the service it is delivering. Inspectors should evaluate how well the local authority ensures that it is receiving value for money from the regional consortium and how does it evaluate this.

Inspectors should evaluate how well the local authority regularly reviews its services in order to secure continuous improvement and value for money through due regard to economy, effectiveness and efficiency.

Inspectors should evaluate the extent to which the local authority is pursuing partnerships with other local authorities where this is in the interests of improving outcomes for learners and achieving better value for money.

In all of the above, inspectors should use evidence from the local authority's monitoring reports and reports from the authority's scrutiny and external auditors on its management of resources. This could also include evidence from the regional consortium and any other externally commissioned services.

When considering value for money, inspectors should evaluate the effectiveness of the local authority in achieving high quality outcomes for children and young people but they will also need to take into account how well the authority manages its resources.

Inspectors should evaluate:

- the extent to which the local authority successfully balances the effectiveness of its education provision against costs, including staffing costs
- the effectiveness with which the authority deploys its own resources
- the extent to which it makes good use of the funding it receives

Part 3: Follow-up arrangements

There will be one category of follow-up for local government education services inspections: 'causing significant concern'. The guidance below sets out how Estyn will work with a local authority causing significant concern.

Post-inspection improvement conference

Around three months after the inspection, Estyn will chair an improvement conference with senior leaders (officers and elected members) from the local authority and other key stakeholders, such as the regional consortium. The purpose of this would be to check that the authority has fully understood the reasons for the inspection judgements, and to check that the authority is developing appropriate plans to address shortcomings.

Following the conference, Estyn will send a letter to the chief executive of the local authority. This letter will confirm the degree of assurance inspectors received during the conference that the local authority understands the reasons why it causes significant concern. The letter will also confirm how well the local authority is planning to address the concern. In the letter, inspectors may include recommendations for the authority to support further improvement in its plans to address the concern.

Estyn will invite Welsh Government, Wales Audit Office and the Welsh Local Government Association to participate in the conference. Estyn will also invite CSSIW where appropriate.

Progress conference

Around a year after the post-inspection improvement conference, Estyn will facilitate a progress conference. The conference will involve the same set of senior leaders as the first conference. The purpose of the conference is to evaluate progress since the inspection, check that plans to address shortcomings are having the desired impact, and that they are updated appropriately.

Following the conference, Estyn will send a letter to the chief executive of the local authority. This letter will confirm the degree of assurance inspectors received during the conference that the local authority's action since the inspection have had on the areas for improvement. In the letter, inspectors may include recommendations for the authority to support further improvement in its plans to address the concern.

Estyn will invite Welsh Government, Wales Audit Office and the Welsh Local Government Association to participate in the conference. Estyn will also invite CSSIW where appropriate.

In light of Estyn's view of the progress made by the local authority at this stage and its plans for further improvement, Estyn will consider how likely it is the authority could be removed from follow-up in a year's time. If Estyn think that it is likely that the authority will be able to demonstrate enough progress to be removed from follow-up, then Estyn will plan a monitoring visit. However, if Estyn think that the authority will require more time, then Estyn will facilitate a second progress conference in a year's time.

Monitoring visit

Estyn will carry out a monitoring visit around a year after the last progress conference.

During the monitoring visit, inspectors will consider how well the local authority has addressed each of the recommendations and how much progress has been made overall. If the local authority is no longer causing significant concern, then inspectors will recommend to HMCI that the authority is removed from follow-up.

The size of the team and design of the visit will be tailored to the specific context of the local authority and the nature of the recommendations. Estyn may invite Wales

Audit Office or CSSIW to contribute to the visit if appropriate.

Estyn will publish a report of the monitoring visit. The report will include an evaluation of progress for each recommendation, a summative commentary on progress and a single, overall judgement on progress. The report will also confirm whether or not the local authority is removed from follow-up.

If inspectors are not satisfied with progress, the Estyn will return in around a year's time for a further monitoring visit.



Education & Youth Portfolio

Self-Evaluation Report

June 2018

Local Government Education Services Inspection Framework



Contextual Information

Formed in 1996 following local government reorganisation, Flintshire is a well governed and high performing unitary local authority in the north east corner of Wales bordering Cheshire, Wrexham and Denbighshire.

Flintshire has a strong track record of being a direct provider of local services from education to street-scene to housing. Whilst direct provision is at the core of its model, Flintshire is also a creative and flexible council and operates both as a provider and a commissioner of services. It has been instrumental in developing collaborative arrangements such as a regional school improvement service, an employee-owned mutual in leisure, libraries and cultural services and a local social housing trading company. Continuing to develop sustainable models of delivery and maintaining high quality services continues to be a priority for the Council.

Flintshire provides local public services for 154,626 people who live in 65,489 households. It has the largest population of the North Wales authorities and is the sixth largest in Wales. With 5,831 staff the Council is the second largest employer in the County and provide services including, education, housing, leisure, libraries, planning, refuse collection, environmental health, recycling, roads, social services, trading standards, transport and tourism. Flintshire has seven libraries, ten sports and leisure centres, three country parks and maintains 754.78 miles of County roads.

Flintshire has 78 schools (64 Primary, 11 Secondary, 2 Specialist & 1 PRU) providing education for 23,634 pupils, including those educated other than at school. 15.3% of the total population are of school age.

Based on the 2011 Census, the Welsh language is spoken by 14.4% of the population in Flintshire compared to 19% across Wales. The County has 5 Welsh medium primary schools and 1 Welsh medium secondary school. There are no dual stream or bilingual schools presently in the County.

The County also has a mixed provision of faith based education with 7 Church in Wales Voluntary Aided primary schools, 5 Roman Catholic primary schools and 1 Roman Catholic secondary school.

Flintshire has a strong tradition of supporting a local infrastructure of non-maintained early years' provision through both English and Welsh, which supports the Council in its delivery of childcare and early years education. Flintshire is an early adopter of the Welsh Government's flagship childcare policy of 30 hours free provision for working parents and there is a strong network of childminders, playgroups and private day nurseries delivering this combination of childcare and early education prior to children transitioning into schools.

The current (2017) population of school aged pupils entitled to Free School Meals (e-FSM) is 12.33% compared to a Wales average of 16.34%. The county has a mix of affluent and deprived areas. Latest data (2014) shows that the percentage of LSOAs (Lower Super Output Areas) in the 10% most deprived areas of Wales is 2.2%. There are 34.8% of LSOAs in the 50% most deprived areas of Wales.

20.17% of school aged pupils are designated as having a Special Educational Need in Flintshire compared to a Welsh average of 22.63%.

Structure of the Council

Flintshire County Council has 70 Councillors that are normally democratically elected every 4 years. It is currently run by a minority Labour administration with a political make up of: Labour 34, Independent Alliance 14, Conservative 6, Independents 6, Liberal Democrats 5 and New Independents 5.



Leader of the Council – Cllr Aaron Shotton



Chief Executive – Colin Everett

The Council has a Cabinet and a Scrutiny function. Decisions are usually made by the Cabinet for all issues including major policy matters. The role of Overview and Scrutiny Committees is to hold the Cabinet to account and to assist in the improvement and development of the Council's policies and services. Flintshire has six Overview and Scrutiny Committees covering: Corporate Resources, Community & Enterprise, Education & Youth, Environment, Organisational Change and Social and Health.

Flintshire's Corporate Plan 2017-22

The Council has a good track record of being a high performing authority. The Council Plan 2017-23 was adopted by the Council in September 2017 and is reviewed on an annual cycle. The year-end Council Plan report for 2017/18 is largely positive with 83% of activities being assessed as having made good progress and 71% having achieved the desired outcome. Performance indicators show good progress with 57% meeting or near to period target. Risks are also successfully managed.

Flintshire County Council was the most improved authority for performance in Wales across all Public Accountability Measures in 2016/17 and continues to perform well at a national level.

The Corporate Improvement Plan is closely aligned to the plan of the Public Service Board and has 6 themes:

- Supportive Council
- Ambitious Council
- Learning Council
- Green Council
- Connected Council
- Serving Council

Working in Partnership

Flintshire County Council has a longstanding and proud track record of partnership working. The communities it serves rightly expect statutory and third sector partners to work together to manage

shared priorities through collaboration. The Flintshire Public Services Board (PSB) is at the heart of promoting a positive culture of working together and concentrates energy, effort and resources on providing efficient and effective services to local communities.

The priorities of the Public Service Board are:

- Independent Living
- Integrated Community Social and Health Service
- Developing and Inspiring Resilient Communities
- Safeguarding

Public Services Board partners include: Natural Resources Wales, Public Health Wales, North Wales Police, Betsi Cadwaladr University Health Board, National Probation, Flintshire Local Voluntary Council, North Wales Fire and Rescue Service, Coleg Cambria, Glyndwr University and Welsh Government.

National recognition

The Council ranks highly not only against its peers, but also other public sector companies, for its achievements. This is recognised by a number of regional and national awards spanning a wide range of services for example educational achievements; state of the art educational facilities; new housing initiatives; social services; regeneration; environmental issues.

Self-Evaluation of Education Services

1.0 OUTCOMES

1:1 Standards and progress overall

Standards 2015 - 2017

Rankings of Flintshire in comparison to Welsh authorities in the main indicator at each key stage is outlined below. The number in brackets indicates the authority's comparative ranking based on the percentage of 5-15 year old pupils receiving FSM. Flintshire's expected performance is 6th.

Table 1: Benchmarking data for the region on main performance indicators

	2015				2016				2017			
	FPI	CSI KS2	CSI KS3	L2+	FPI	CSI KS2	CSI KS3	L2+	FPI	CSI KS2	CSI KS3	*L2 +
Ynys Môn (7)	15	3	9	12	20	9	7	13	17	4	9	16
Gwynedd (4)	10	6	1	5	14	7	2	4	15	3	1	6
Conwy (9)	21	19	6	18	21	20	9	17	21	19	8	12
Sir Ddinbych (14)	13	12	12	14	10	14	12	14	20	17	18	17
Sir y Fflint (6)	9	11	7	8	13	5	6	10	5	6	5	9
Wrecsam (10)	19	14	19	20	15	18	16	18	11	7	16	20
GwE (1)	4	2	1	3	3	3	1	3	3	1	1	3

Standards in Foundation Phase

During the previous three academic years, standards in the Foundation Phase have been good, showing an upward trend. In 2016-17, end of Foundation Phase performance in all core subjects increased at both the expected and higher outcomes. The percentage of pupils achieving the FPOI is consistently in line with or above the national average. In 2016-17, the percentage of pupils achieving FPOI increased by 2.6% to 89.5%, which is above the average for Wales.

Flintshire's LA ranked position is now 1st in the consortia and 5th nationally, an improvement of 8 ranked places from 2016. Flintshire has the greatest increase in the region in 2017 with the progress in the region over the last two years higher than that seen on national level. The gap between performance and target in the FP was <1% and the smallest in the region.

GwE and the Local Authority are focused on supporting schools to improve the percentage of pupils achieving the higher outcomes in each subject, particularly Outcome 6 Welsh First Language.

Table 2: Performance at Foundation Phase Outcome Indicator

FPOI	2015		2016		2017	
	%	Rank	%	Rank	%	Rank
Flintshire	87.0	9	86.9	13	89.5	5
Wales	86.8		87.0		87.3	

All Areas of Learning significantly improved their ranked position at the expected level in 2017. Mathematical Development and Personal & Social Development, Well-being and Cultural Diversity were ranked higher than Flintshire's expected performance of 6th. Language, Literacy and Communication (English) matched expected performance with an improvement of 5 ranking places from 2016. Language, Literacy and Communication (Welsh) improved its ranking position by 13 places from 2016.

Table 3: Breakdown of Areas of Learning performance in Foundation Phase at expected level

Area of Learning Outcome 5+	LA 2015		LA 2016		LA 2017		Wales 2017
	%	Ranking	%	Ranking	%	Ranking	%
LCE	89	9	88.4	11	90.3	6	88.1
LCW	91.2	15	88.1	20	94.1	7	90.9
MD	90.2	10	90.2	12	92.2	5	90.3
PSD	95.6	9	94.5	14	96.1	3	94.7

The percentage of more able pupils achieving the higher outcomes has risen over a three year period for English, Mathematics and PSD. However, the percentage of pupils achieving Level 5 in Welsh First Language has shown a downward trend in recent years.

In 2017 At Outcome 6+, Language, Literacy and Communication (English), Mathematical Development and Personal & Social Development, Well-being and Cultural Diversity all improved their rankings, were above the Wales percentages for 2016 although below expected performance. Language, Literacy and Communication (Welsh) dipped by 1.7%; ranked 21st in Wales.

Table 4: Breakdown of Areas of Learning performance in Foundation Phase at above expected level

Area of Learning Outcome 6+	LA 2015		LA 2016		LA 2017		Wales 2017
	%	Ranking	%	Ranking	%	Ranking	%
LCE	36.5	7	36.7	9	40.0	7	38.1
LCW	39.2	7	33.9	15	32.2	21	38.1
MD	34.2	11	36.4	10	40.6	7	38.7
PSD	60.8	6	57.6	13	63.1	9	61.3

Girls continue to outperform boys in the core assessed Foundation Phase areas. The gap has narrowed in LCE and LCW but increased in MD and PSD. The differential in performance between boys and girls in Flintshire across all indicators in 2017 is smaller than the average differential performance between boys and girls across Wales.

The performance of pupils entitled to free school meals (e-FSM) improved by 4.2% on 2016. The performance of n-FSM pupils improved by 2%. The performance of e-FSM pupils was 16.3% poorer than n-FSM pupils; a 2.1% closing of the gap from 2016. This was the highest increase within the region.

Standards in Key Stage 2

In 2016-17, the percentage of pupils achieving CSI has risen for the 5th consecutive year to 90%, which is above the average for Wales. Although Flintshire's position for CSI dipped from 5th to 6th place in

Wales, this corresponds to Flintshire's expected ranking of 6th in Wales. The percentage of Flintshire pupils achieving the expected and higher levels improved in all core subjects in 2016-17.

The improvement in the percentage of pupils achieving Level 5 in the core subjects has been identified as a priority for GwE and the Local Authority. In particular, there is a focus on improving Flintshire's position in Wales regarding the percentage of pupils achieving Level 5 Welsh First Language.

In Key Stage 2 there was a continued trend of improvement at both the expected and higher than expected levels with an improvement of 3.1% from 2016. Flintshire's ranked position is equal to its expected benchmark position. Within the region, Flintshire's performance was 3rd, with GwE's performance overall having risen from 3rd position in 2016 to 1st of the four consortia. The gap between performance and target was <1%.

Table 5: Performance at Core Subject Indicator KS2

CSI	2015		2016		2017	
	%	Rank	%	Rank	%	Rank
Flintshire	87.9	11	90.1	5	91.0	6
Wales	87.7		88.6		89.5	

All subject areas improved their performance in 2017 with English, maths and science above the Wales percentage. Mathematics was ranked higher than Flintshire's expected performance. Welsh first language was however, the lowest ranked in Wales despite performance improving by 2.3% on 2016,

Table 6: Breakdown of core subject performance in KS2 at expected level

Subject Level 4+	LA 2015		LA 2016		LA 2017		Wales 2017
	%	Ranking	%	Ranking	%	Ranking	%
English	90.1	9	91.2	6	92.6	7	91.1
Welsh 1 st Lang	86.4	19	84.3	21	86.6	22	91.6
Mathematics	90.9	9	92.3	3	93.0	5	91.6
Science	92.1	10	92.8	9	93.2	8	92.2

At Key Stage 2, the percentage of more able pupils achieving the higher levels has steadily risen over a three year period for English, mathematics and science. The percentage of pupils achieving Level 5 in Welsh First Language has shown a downward trend in recent years.

In 2017, at Level 5+, mathematics improved its ranking and English and science maintained their ranking equal to 2016. English, mathematics and science improved their performance on 2016; English by 4.7%, mathematics by 7.1% and science by 4.9% and were above Wales' percentages for 2016 but below Flintshire's expected performance of 6th. Performance in Welsh first language fell in 2017 by 5%.

Table 7: Breakdown of core subject performance in KS2 at above expected level

Subject Level 5+	LA 2015		LA 2016		LA 2017		Wales 2017
	%	Ranking	%	Ranking	%	Ranking	%
English	41.2	8	41.7	9	45.8	9	44.7
Welsh 1 st Lang	38.6	8	37.3	12	32.3	20	41.5
Mathematics	41.7	10	42.3	13	49.4	7	47.0
Science	40.2	14	42.1	11	47.0	11	46.4

In Key Stage 2 the variance for CSI rose slightly to -5.7, which is above the National average.

The percentage of eFSM pupils achieving CSI was less than non eFSM pupils but there is an overall of improved of 6.4% on 2015.

Standards in Key Stage 3

Performance at Key Stage 3 is good, and the Core Subject Indicator has shown a steady trend of improvement over the last 5 years and consistently above national averages (increasing to 89.5% in 2017, an increase of 1.1%). This places Flintshire consistently above similar local authorities.

Performance exceeded modelled outcomes in the CSI at Level 5+ in 2017; modelled outcomes were also exceeded in mathematics and Welsh second language and equalled in English. English improved again at Level 5+ for the fourth time in five years after a slight dip (92.5%) in 2016; mathematics was the same as 2016 (92.7%) and science improved for the fifth successive year (95.1%). Seven out of the eleven schools are in the higher quartiles in English and mathematics at Level 5+.

Performance at Level 6+ improved in English, mathematics and science but performance fell in Welsh first language by 2.5%. At Level 7+ performance improved from 14.3% in 2016 to 22%. Results at L7+ compare very well across the core subjects. Outcomes in English, maths and science are all higher than national results. English results at this level have increased consistently over the last four years. Maths dropped slightly in 2017 (by 0.2%) after three consecutive years of increase and Science improved significantly by 6.1% on 2016.

Flintshire is ranked 5th out of 22 local authorities on the basis of FSM at CSI Level 5+, an improvement of one place on 2016 and ranked second in GwE- the highest achieving consortium on this measure. In relation to Level 5+ in the core subjects Flintshire was ranked 6th in English, 5th in mathematics and 10th in science.

Table 8: Performance at Core Subject Indicator KS3

CSI	2015		2016		2017	
	%	Rank	%	Rank	%	Rank
Flintshire	87.1	7	88.4	6	89.5	5
Wales	83.9		85.9		87.4	

Table 9: Breakdown of core subject performance in KS3 at expected level

Subject Level 5+	LA 2015		LA 2016		LA 2017		Wales 2017
	%	Ranking	%	Ranking	%	Ranking	%
English	91.4	5	91.1	6	92.5	6	90.5
Welsh 1 st Lang	80.0	18/18	96.8	4	95.1	7	93.5
Mathematics	92.0	3	92.7	5	92.7	5	90.8
Science	94.3	6	94.8	7	95.1	10	93.5

Table 10: Breakdown of core subject performance in KS3 at above expected level

Subject Level 6+	LA 2015		LA 2016		LA 2017		Wales 2017
	%	Ranking	%	Ranking	%	Ranking	%
English	60.3	4	61.2	7	61.5	8	58.7
Welsh 1 st Lang	36.7	18	63.5	4	61.0	11	62.9
Mathematics	65.8	5	67.1	6	67.9	7	65.4
Science	62.3	7	64.6	10	67.4	10	65.5

At KS3 there was an improvement in performance at CSI between 2014 and 2017 with the gap between boys' and girls' performance falling over this time, from -7.9 in 2014 to -5.6% in 2017. The performance of both genders has consistently improved over the last four years. Encouragingly, though, both boys' and girls' performance is higher than national averages at this level (boys 86.8%; girls 92.4%).

The gender gap in Flintshire in 2017 is narrower than the Wales average across all subject areas and CSI. The largest gap in performance between boys and girls was in English.

The gap between e-FSM pupils and n-FSM pupils in achieving the Core Subject Indicator at KS3 had been closing steadily over the last 5 years, from 29.5% in 2012 to 14.7% in 2016. However, it increased again to -20.9%, the 5th widest in the region in 2017.

The performance of FSM pupils was lower than in 2016 - 71.7% achieved the CSI in 2017 compared with 76.2% in 2016. The number of FSM pupils here was also noticeably lower than in the last three years at 191.

Standards in Key Stage 4

Following significant changes to GCSEs in English/ Cymraeg and the introduction of two mathematics GCSEs and the 'best of' measure in 2017, comparisons against previous years are difficult. Nationally performance in Wales was down 5.4% on the 2016 outcome at Level 2+; however, the drop in Flintshire results was slightly smaller at 4.5%. Flintshire performance on this measure ranks 9th in local authorities in Wales, an improvement on 11th in 2016 but still below expected performance of 6th.

In comparison with other local authorities in the region, Flintshire performance at Level 2+ ranked second. Positively, the gap between Flintshire and the leading authority in the region narrowed significantly in 2017 from 4.4% to 1.1%. Regional performance in English ranks first; 'best of mathematics ranks first and science ranks first (up from second last year). Results in all three core subjects exceeded national averages - English by 2.8%, mathematics by 5% and science by 4.4%. Nationally, Flintshire is ranked ninth in English and fourth in 'best of mathematics' and science. Three Flintshire schools were in the top ten regional schools on the L2+ measure. There were significant improvements in outcomes at L2+ in two high schools and further improvement in two others.

At Level 2, results in Wales were down 17% and 16.3% regionally, with a similar fall in Flintshire - 16.8%.

The Level 1 indicator shows a regional and national drop of 0.5% and 0.9% respectively, with a similar drop in Flintshire of -0.7%. Outcomes here exceed national averages by 0.2% (94.6% v 94.4%).

At KS4 the pattern for performance of more able and talented performance is more inconsistent. 14.5% of pupils achieved five A*/A grades in 2017 - the same number as in 2016. This is further below the Welsh average than in 2016 (2.3% in 2017 v 1.4% in 2016). There is a significant gap in the performance of boys and girls with 10% of boys achieving the threshold and 19.1% of girls. However, the gap is smaller than last year (9.1% v 10.2% in 2016).

Three schools all had encouraging rises in this indicator but around half of schools also had a decline in performance. Some schools have this area as an identified strand for improvement this year and there is ongoing joint work between three schools in the authority to address this. There are also some significant gaps in boys and girls performance in some schools.

Table 11: Performance in main KS4 indicators

Indicator	Flintshire 2015	Flintshire 2016	Flintshire 2017	Wales 2017	Ranking (expected 6 th)
L1 Threshold	94.5%	95.3%	94.6%	94.4%	12 th
L2 Threshold	83.2%	82.6%	65.8%	67%	12 th
L2 Inclusive	60.6%	61.5%	57%	54.6%	9 th
Capped9			346.8	350.9	11 th
Average capped(cwps)	342.1	343.3	319.2	325.8	12 th
5A* / A	14.1%	14.5%	14.5%	16.7%	11 th

Table 12: Performance in core subjects at KS4

Indicator	Flintshire 2015	Flintshire 2016	Flintshire 2017	Wales 2017
A*-C in English or Welsh First Language	72.2%	71.6%	66.9%	65%
Best of maths	69.4%	69.5%	67.5%	62.5%
Science	85.8%	83.9%	80.0%	75.6%

Overall the gap between boys and girls performance at L2+ increased in 2017 (11.2%) and is larger than that nationally (8.6%). Both boys' and girls' performance is, however, higher than national averages, boys by +0.7 and girls by 3.8%, suggesting a slight tail off in boys' achievement on this measure this year.

In Flintshire 51.4% of boys achieved L2+, slightly above the national average (0.7%) and girls achieved 62.4%, 3.6% above national average. The fall performance in 2017 (-2.3) was much smaller than that across the country as a whole.

In 7 out of 11 schools in Flintshire boys' performance is higher than the national average. There were some significant improvements in the performances of cohorts this year.

Performance at five A*/A grades is below national averages for both boys and girls. The gap in performance reduced slightly from 2016 (9.1% from 10.2%) but remains larger than the national gap (7.8%). The boys' performance increased by 0.5% for 2016 to 10%; girls' performance decreased by 0.6% to 19.1%.

The gap between e-FSM pupils and n-FSM pupils in achieving the L2+ Indicator at KS4 is wider than that nationally. Pupils not entitled to free school meals (n-FSM) achieved better than the Wales average in 2017 but pupils entitled to free school meals (e-FSM) achieved below the Wales average in 2017. There were 155 pupils in receipt of free school meals sitting GCSEs in year 11 in 2017. Performance at Level 2+ has been below national averages over the last two years (25.2% v 28.6%). This is also reflected on the L indicator. At Key Stage 4, the gap between the performance of pupils in receipt of free school meals and those who are not has increased locally to 36.6%, an increase of 3.4% on 2016. This was the third successive annual decrease in the performance of the FSM group in Flintshire.

The performance of L1 learners in receipt of free school meals is also lower than that nationally in 2017 (86.5% against 88.8% nationally) as is performance at five A*/A grades (2.6% in Flintshire; 4.6 % of learners in Wales), although the gap in Flintshire is smaller than that nationally (13.6% v 14.9%).

In six schools, however, the performance of pupils in receipt of free school meals exceeds both that nationally and regionally and in two schools the performance of this cohort increased, to buck national trends. In three schools, however, performance was below 10% though the number of pupils were very low in some of these. It is worth noting that only one school, has more than twenty pupils in this cohort and two schools have fewer than ten.

Table13: Performance of pupils e-FSM and n-FSM at L2+ (5A*-C inc E/W & M)

L2 Inclusive (% achieving)	2015			2016			2017		
	e-FSM	n-FSM	Diff	e-FSM	n-FSM	Diff	e-FSM	n-FSM	Diff
Flintshire	35.2	65.9	30.8	33.7	66.9	33.2	25.2	61.7	36.5
Wales	31.6	64.1	32.4	35.6	66.8	31.3	28.6	61	32.4

Standards in Key Stage 5

The model of delivery for Key Stage 5 varies nationally and across the region. Six out of eleven secondary schools in Flintshire offer post-16 provision. The Council has also developed a joint delivery model with Coleg Cambria, called Deeside 6th, to provide a more sustainable post-16 model for the northern area of the County but which also now attracts students from across the authority and beyond.

Performance in the 3A*/A measure rose significantly in Flintshire, increasing to 8.3% from 4.1% and is just 0.1% below the national average. Conversely the 3A*-C dropped significantly, with Flintshire dropping by 13.9% to 50.1% and Wales down 16% to 54.6%. A similar pattern can be seen on the Average Wider Point data with Flintshire performance at 692.4 (down from 764.3) and Wales average at 730.6 (down from 823.2). At Level 3 the success rate was 97%, just below the national average of 97.1%.

Table 14: Performance at L3 Threshold KS5

Indicator	Flintshire 2016 %	Wales 2016 %	Flintshire 2017 %	Wales 2017 %
Level 3 Threshold	98.5	98.0	97	97.1
Average Wider Point Score	764.3	823.2	692.4	730.6
3A* A	4.1	6.7	8.3	10.5
3A* - C	64	70.6	50.1	54.7

Analysis of Results by Gender

Table 15: Gender performance at Level 3 Threshold KS5

Performance	2016	2017
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Indicator	Female	Male	Diff	Female	Male	Diff
Achieving the Level 3 Threshold	99.4%	97.0%	-2.4	98.1	95.5	-2.6
Average Wider Point Score	824.1	684.8	-139.3	733	638.6	-94.4

Females continue to outperform males in Flintshire on headline indicators at Key Stage 5. This reflects the national picture of gender performance at age 17. In the Level 3 threshold, achievement fell for females and males compared to 2016.

The gap in the performance of the genders across the Level 3 indicator in Flintshire widened slightly in 2017 from the 2016 position by -0.2%. The gender gap in performance in the Average Wider Point score indicator reduced.

National Literacy & Numeracy Data Analysis 2017:

The Flintshire average age standardised score in the English Reading Test is 99.8. The percentage of learners' standardised reading scores less than 85 increased by 0.4% in 2017 to 13%. This is below the regional average of 14.1% and the Wales average of 13.3%. Scores between 85 and 115 decreased by 0.5% to 68.6% which is above the regional average of 67.7% and the Wales average of 67%. The percentage of scores above 115 decreased by 0.4% to 15.2% above the regional average of 15%.

The Flintshire average age standardised score in the Welsh Reading Test is 99.7. The percentage of learners' standardised reading scores less than 85 increased by 1.6% in 2017 to 16.4%. This is above the regional average of 14.6% and the Wales average of 13.4%. Scores between 85-115 decreased by 2.7% to 65.8%, to below the regional average of 66.9% and the Wales average of 68.4%. The percentage of scores above 115 increased by 1.8% to 16.2% and is just below the Wales average of 16.6% and the regional average of 16.8%.

The Flintshire average age standardised score in the Procedural Numeracy Test is 99.3. The percentage of learners' standardised procedural scores less than 85 increased by 0.1% in 2017 to 13.3%. This is below the regional average of 14% but just above the Wales average of 13.1%. Scores between 85-115 increased by 0.6% to 69.9%, above the Wales average of 67.8% and the regional average of 69%. The percentage of scores above 115 decreased by 0.5% to 13.8% and is below the regional average of 14.1% and the Wales average of 16%.

The Flintshire average age standardised score in the Reasoning Numeracy Test is 100.2. The percentage of learners' standardised reasoning scores less than 85 decreased by 0.5% in 2017 to 11.3%. This is below the regional average of 11.9% and the Wales average of 12.4%. Scores between 85-115 increased by 1.5% to 69.8% which is above the Wales average of 67.6% and the regional average of 68.6%. The percentage of scores above 115 decreased by 1.1% to 15.4% and is below the regional average of 16% and the Wales average of 16.6%.

Welsh Language Skills

The cohort of pupils within Flintshire being assessed through Welsh medium is relatively small with only 5 Welsh medium primary schools and one secondary school which means the performance of cohorts year on year can vary. In addition, a very high proportion of the pupils in Flintshire's Welsh

medium schools come from homes where Welsh is not the language of the home. Performance in Welsh First Language (W1L) is an area targeted for improvement across all key stages at the expected and higher than expected levels as current outcomes place Flintshire at the lowest benchmarks.

The improvement in Welsh 2nd Language (W2L) standards at Key Stage 2 and Key Stage 3 over the last few years is a positive trend e.g. Level 4+ at KS2 has improved from 53.2% in 2012 to 79.4% in 2016 and 81.7% in 2017. Level 5+ at KS3 has improved from 71.8% to 86.4% in 2016 and 87.9% in 2017, ranking Flintshire 2nd in the region for both phases.

The take up of the full GCSE Welsh course in Flintshire's secondary schools has been disappointing in the past and too many pupils leave Flintshire schools without any qualification in Welsh. In 2016, the percentage of pupils in the authority's English medium schools entered was 71% with 25% full course and 75% short course. In 2017 64% of pupils in the authority's English medium schools were entered for a Welsh 2nd Language GCSE; 32% of which were full course and 68% short course.

In the full course in 2017, 89.8% of pupils achieved grades A*-C, compared to 80.4% in 2016. In the short course 55.4% achieved A*-C compared to 57.4% the previous year. The change to the WJEC examination structure for Welsh GCSE from 2017 onwards where only the full course will be offered should improve participation rates but schools are already reporting concerns about staffing expertise and curriculum time. These issues are referenced in the LA's Welsh in Education Strategic Plan. In response to these specific concerns around the changes to GCSE, 2 W2L development days have been provided for Heads of Welsh during this academic year led by the GwE Lead Practitioner.

National Categorisation 2017

The national categorisation profile for Flintshire primary / specialist primary schools has further improved on 2016 with no schools in the 'Red' category for three years, a reduction in the number of schools in 'Amber' from 8 to 3 and an increase in 'Green' schools from 19 to 25.

The national categorisation profile for Flintshire secondary / specialist secondary schools has improved on 2016 for those schools requiring the most intensive support with a reduction in the number of schools in the 'Red' category from 4 to 1 (includes one school closure). The number of schools in the 'Amber' category is 4 schools. The number of schools in the 'Yellow' category has increased from 3 to 4 with a reduction in 'Green' schools from 4 to 2.

Inspection Outcomes 2016/17:

Estyn inspection reports indicate that the majority of Flintshire primary schools provide a good standard of care, support and guidance for pupils. The Estyn profile also shows that the majority of primary schools effectively promote pupil wellbeing and positive attitudes to learning.

Over a three year period, pupil attendance has remained steady, usually in line with or slightly below the Wales average. The Local Authority and GwE regularly monitor attendance rates at individual school level and ensure that identified poor attendance rates are promptly discussed and acted upon by school leaders.

Inspection outcomes in primary phases in Flintshire during the 2016-17 cycle presented a very positive picture. Inspection outcomes remain an area of focus for the Local Authority, supported by its regional partner, GwE with a particular focus on increasing the number of 'Excellent' judgements awarded. The overall percentage of inspections with outcomes of 'Good or better' increased to 80% which is higher than the figure for the 2015-2016 cycle.

Out of the 10 primary schools inspected in 2016-17, 7 were judged as 'Good' in both key judgements with no follow up and one (special, primary) was judged as 'Good' and 'Excellent' and asked to provide two case study for excellent practice. Two schools were inspected and judged to require Estyn Review.

All primary schools in follow up activity from the 2015-2016 cycle (3 in LA monitoring and 3 in Estyn Monitoring) were successfully removed during the year.

The Estyn inspection profile for Flintshire secondary schools is generally good and improving. Two schools are currently in Estyn statutory category and one school in Estyn monitoring. In the course of 2017-2018 to date one school has been removed from Special Measures and one from Estyn monitoring. However, improvement is required in the number of excellent judgements in the key inspection areas within the new framework

In the last cycle of inspection reports six out of the eleven secondary schools achieved at least a good in the *Current Performance* and *Capacity to Improve* indicators. It is expected that one of the schools in category will be removed this academic year and the school in Estyn review has made good progress since September. One further school will need more time to meet the recommendations made for Special Measures.

Since September 2017, under the new inspection framework, there have been eight inspection reports published to date. No schools have been placed in statutory category and just one school was placed in Estyn Review. One primary school received Excellent for all five inspection areas and one other received three judgements of Excellent. Four primary schools received the judgement of Good for each of the 5 inspection areas and the secondary school inspected received 2 judgements of Excellent and 3 of Good.

Schools causing concern are the subject of close monitoring by the LA and GwE and there are clear action plans in place and highly focused support to ensure the removal of these schools from follow up in the shortest possible timescales. Where appropriate, leadership and governance arrangements have been strengthened in these schools and Accelerated Improvement Boards established comprising senior school leaders, key governors and senior officers of the Local Authority and GwE.

Although the authority has a good track record in supporting schools being removed from categories, the overall priority is to reduce the number of schools being placed in follow up in the first instance and have more schools achieve judgements of 'Good' or 'Excellent'. Increasing use of intervention powers are being made where schools cause concern to ensure challenge and support is timely and effective.

1.2 Standards and Progress of Specific Groups

Pupils Not in Education, Employment or Training (NEET)

The data in Table 16 demonstrates that the authority has maintained a level of Year 11 NEET below the Welsh average and in 2014 and 2015, had the lowest levels in Wales. An increase in the number of young people at Tier 2 (unable to engage) accounted for the rise in 2016. The provisional data for 2017 shows a slight year on year reduction.

Table 16: Year 11 Leavers (%) from schools in Wales known to be not in education, employment or training

	2013	2014	2015	2016	2017
Flintshire	3.6	1.3	1.3	1.7	1.6
Wales	3.7	3.1	2.8	2.0	N/A

Source: Careers Wales

Table 17: Year 12 and 13 Leavers (%) in Flintshire known not to be in education, employment or training

Flintshire	2013	2014	2015	2016	2017
Year 12	1.1	1.4	0.9	1.7	1.01
Wales Yr 12	2.1	1.9	1.6	1.2	N/K
Year 13	3.8	3.05	2.6	2.3	3.09
Wales Yr 13	4.7	4.9	3.76	3.11	N/K

Table 18: Outcomes following Intervention through the Personal Support Service

	Number of young people	% engaged in EET	% NEET	% Unable to Engage	% Moved Out of Area
2016/17	39	56	21	18	5
2014/15	42	40	24	29	7

The authority provides support to young people who have disengaged through the 14-19 Personal Support service. The intervention offered has supported young people aged between 16 and 18 has enabled increasing numbers to re-engage with a range of outcomes (education, employment or training) as outlined in the table below. The European Social Funded project ADTRAC will provide additional intervention with a particular focus on those individuals with mental health difficulties which should reduce the percentage who are unable to engage. Pregnancy is a further factor which affects the ability to engage and this accounted for 13% Tier 2 NEET in 2016/17 and 17% Tier 2 NEET in 2014/15.

Education Other than at school (EOTAS) and Excluded Pupils

Flintshire has traditionally had high levels of pupils educated other than at school (EOTAS), when compared against other authorities with the rate of EOTAS being the national highest for a number of years. Whilst the Flintshire statistics are skewed by the large provision offered under the umbrella of the Portfolio Pupil Referral Units, including the Foundation Phase Assessment Centre, work has been undertaken with schools to reduce the numbers, particularly at Key Stage 4. The overall national statistics evidence a decrease as can be seen in Table 19 below.

Table 19: Number/Rate of EOTAS across Flintshire

	Number					Rate per 1000 pupils				
	12/13	13/14	14/15	15/16	16/17	12/13	13/14	14/15	15/16	16/17
Flintshire	111	137	145	119	95	4.7	5.7	6.1	5.0	4.0
Wales	1,220	1,225	1,387	1,512	1,402	2.6	2.6	3.0	3.2	3.0

The number of Year 11 EOTAS pupils has seen an approximate 50% reduction from 65 in 2015 to 27 in 2017. This has been achieved by the allocation of targeted funding to broaden the offer of vocational subjects offered across Key Stage 4 and also the development of more individualised bespoke packages around mainstream pupils to prevent them from disengaging. This has been a priority as the authority recognises that pupils who are supported to maintain their KS4 school placement tend to achieve better outcomes compared with those who disengage and access provision within the PPRU at this late stage in their academic career.

Table 20: Outcomes at Key Stage 4 within the PPRU

Year	No. on Roll (January)	Entered at Least 1 Qualification	Achieved L1 Threshold	Achieved L2 Threshold	English A*-C	Maths A*-C	Science A*-C
2016/17	16	81	13	0	19	0	6
2015/16	32	94	6	0	6	6	3
2014/15	60	100	17	2	18	17	12

*SSSP data

The data shows that the number on roll at the PPRU increased from the January PLASC date from 16 to 27. All pupils leaving the PPRU in June 2017 had achieved at least 1 Entry Level qualification. Of the leavers, 89% went to secure further education, employment or training. A small number of pupils access EOTAS provision other than the PPRU. A number of these pupils have been permanently excluded during Key Stage 4 and an individualised programme has been provided to support them to the end of their compulsory education. Some pupils on roll at school also have access to alternative vocational provision through local colleges and work-based learning providers. Table 21 below provides a summary of the outcomes from these courses by provider.

Table 21: Outcomes for Pupils accessing Alternative Education programmes (2016/17)

Provider	No. of Starters	Overall Attendance Rates	Course Completion Rate	% Completers Achieving Qualification
Coleg Cambria	78	63%	60%	80%
North Wales Training (NWT)	12	56%	67%	37%
Motivational Preparation College for Training (MPTC)	24	75%	79%	100%
Forest School	12	62%	35%	100%

Analysis of the college data identified high dropout rates in courses such as Hair and Beauty which appeared to be related to pupil expectations around the course content. The range of courses has been modified in response to the completion/attainment rates for 2017/18. Discussions have taken place with NWT training with regard to the low completion levels and revised working arrangements have been implemented for 2017/18 to support improved outcomes. A more robust selection/matching process has also been implemented this year to support improved outcomes for this cohort of learners.

Attainment and Achievement of Pupils with ALN

Work has been undertaken with schools around the accurate identification of pupils with SEN/ALN. This has resulted in a reduction in the number of pupils being identified as School Action Plus (SAP) particularly in the secondary sector. The number of statemented pupils has also reduced and these are now the pupils with the most severe needs.

Comparison of outcome data from 2013/14 to 2016/17 shows an overall improvement in the performance of pupils with ALN at Foundation Phase, KS2 and KS3. However, there is a significant reduction in the outcomes for ALN learners in KS4 at Level 1 and Level 2 Thresholds and this is a targeted area for improvement.

Of the children who held either a statement of ALN or were on School Action Plus 15.6% achieved L2+, a slight fall from 2016 (15%). The % achieving L2 fell more markedly to 22% from 40% in 2016, a fall mirrored nationally and in other local indicators. 22% achieved English and 30.3% achieved 'best of' maths. 2.8% of the cohort achieved five A*/A grades. All outcomes were below regional averages apart from 'best of' maths which was 2.2% higher and five A*/A which was 0.5% higher than in 2016. There was a significant fall in performance in Science (-17.5%) which probably reflects the change in some schools from 'equivalent' qualifications to the more traditional GCSE in anticipation.

A factor impacting on school outcomes has been the challenge of maintaining school placements for those at risk of disengagement including pupils who would previously attended the PPRU. The Authority has prioritised the maintenance of pupil places within mainstream schools, particularly at KS4. The decrease in KS4 outcomes for schools is likely to be a result of the inclusion of outcomes for pupils who previously would have attended the PPRU or EOTAS.

Table 22: End of Key Stage Outcomes for Pupils at School Action Plus or Statemented Attending Mainstream Schools in Flintshire

Outcome	2013/4 %		2016/17 %	
	SAP	S	SAP	S
Foundation Phase Indicator	34.7	23.1	52.4	36.4
KS2 Core Subject Indicator	39.0	15.6	61.2	30.0
KS3 core Subject Indicator	49.5	22.2	61.0	31.0
KS4 Level 1	92.3	87.5	79.5	82.14
KS4 Level 2	70.8	47.5	27.4	17.9
KS4 Level 2+	26.2	10.0	19.2	10.7
KS4 Core Subject Indicator	24.6	10.0	19.18	7.14

Learners with sensory impairment

Pupils with sensory impairments access additional support through the authority's specialist sensory staff. The cohorts are generally small in number although there is an increase in the number of pupils with a hearing impairment (HI) requiring additional input. This has placed increased pressure on the HI staff within the service and is a concern going forward in terms of staff capacity.

When compared to the authority's overall outcome figures for all learners, the pupils with a sensory impairment are often achieving in line with expected outcomes. It is difficult to make year on year comparisons given the very small numbers undergoing end of key stage assessments; this is frequently 1 pupil with a visual impairment.

Table 23: Outcomes for learning with sensory impairment

Hearing Impairment	2014-15 HI	FCC LA	2015-16 HI	FCC LA	2016-17 HI	FCC LA
FPI	100	87	50	86.9	25	89.5
KS2 CSI	30	87.9	80	90.1	33	91.0
KS3 CSI	75	87.1	71	88.4	75	89.5
KS4 CSI	25	58.7	50	58.8	86	55.0
Visual Impairment	2014-15 VI	FCC LA	2015-16 VI	FCC LA	2016-17 VI	FCC LA
FPI	100	87	100	86.9	0	89.5
KS2 CSI	80	87.9	86	90.1	100	91.0
KS3 CSI	100	87.1	100	88.4	100	89.5
KS4 CSI	50	58.7	75	58.8	100	55.0

Ethnic Minority Pupils

The number of pupils from minority ethnic groups remains fairly low as a percentage of the total school population however, Flintshire has seen a significant rise in numbers in the number of pupils with English/Welsh as an additional language as demonstrated by Table 24 where the % values relate to the percentage of the regional and national total numbers.

Table 24: Number of pupils with English/Welsh as an Additional Language

	2012/13		2013/14		2014/15		2015/16		2016/17	
Flintshire	432		547		655		753		864	
North Wales	2,562	16.8%	2,840	19.2%	3,052	21.5%	3,229	23.3%	3,485	24.8%
Wales	19,971	2.1%	21,931	2.3%	23,453	2.8%	25,189	3.0%	26,606	3.2%

As of January 2017, there were 43 different languages (plus English and Welsh) being spoken in Flintshire schools.

Table 25: Number of different language spoken by pupils in Flintshire

Language	Polish	Romanian	Lithuanian	Bulgarian	Cantonese	Portuguese	Bengali	Malayalam
No. of Pupils	502	92	74	52	48	32	27	23

The outcomes for pupils with English/Welsh as an Additional Language generally show an increasing trend of improvement despite the increasing pupil numbers and the significant reduction in capacity of the central EAL service due to budgetary pressures within the Council. Where a reduction in outcomes has been observed, this is often due to pupils entering secondary schools with none or very limited English, or on a few occasions, pupils having significant levels of special educational need.

Table 26: Outcome data (%) for Pupils with English/Welsh as an Additional Language

Outcome	2011/12	2013/14	2014/15	2015/16	2016/17
Foundation Phase Indicator	62	77	80	81	88
Key Stage 2 CSI	71	79	78	86	89

Key Stage 3 CSI	70	73	77	66	78
Key Stage 4 CSI	40	35	57	43	45
Level 1 Indicator	94	86	100	100	95

Gypsy & Traveller Pupils

The nature of the Traveller community within Flintshire has changed over the last few years with the population becoming far more transient. In 2016/17, the number of pupils on the Traveller Education Service Caseload increased to 165; this is usually in the region of 120. Of the 165, 22% were completely new to the authority, approximately 30% left during the academic year and 50% travelled in and out, and were in the area for less than half of the school year.

This transience is largely due to housing and site issues, including the building of a new site in Winsford in Cheshire and the change of management of the local site in Queensferry. Most of the pupils are not attending schools when they are not in the area and significant gaps in education have impacted on attainment, self-esteem and behaviour. Maintaining relationships and supporting pupils and families has therefore been very difficult. Ensuring children meet their potential within our school system remains a difficult challenge and it has been necessary for the Traveller Service to seek alternative methods of engagement and support for schools and pupils. These have included a range of bespoke timetables and alternative curriculum opportunities, Youth Group projects, individually targeted interventions such as Unearthing Boxes and 'Be Smart, Be Cool, Be Positive'. Pupils who accessed these interventions and had attendance rates in excess of 50% tended to make good progress as demonstrated in the outcome table below.

Table 27: Outcome data (%) for pupils from the Traveller Community

Outcome	2011/12/13	2013/14	2014/15	2015/16	2016/17
Foundation Phase Indicator	50	57	60	47	40
Key Stage 2 CSI	61	50	77	45	64*

* The % outcome increased to 75% for pupils with attendance in excess of 50% and compares favourably to the national averages for Gypsies (56.1%) and Irish travellers (60.9%).

Of the 2 Key Stage 3 pupils who completed Year 9, 1 achieved the Core Subject indicator.

Generally, the low numbers of most ethnic minority groups make it difficult to track or make direct comparisons between different ethnicities, Table 28 shows the overall outcome data. Analysis of individual ethnic groups shows that Romanian pupils have generally scored lower than other ethnic groups at all key stages. This is largely attributable to language capabilities and more limited time spent in the UK. The majority of our Romanian pupils are also living in areas of social deprivation.

There is evidence that Travellers of Irish Heritage require additional support. Children from vulnerable groups, such as Black Caribbean, identified via All Wales data as underachieving across Wales, generally perform well, though the numbers are generally too small in each cohort to make any comparisons.

Table 28: Key outcomes for Minority Ethnic Groups

Ethnicity	Foundation Phase		Key Stage 2		Key Stage 3		Key Stage 4		
	%age CSI	No. of pupils	%age CSI	No. of pupils	%age CSI	No. of pupils	%age CSI	L1 Indicator	No. of pupils
All Ethnicities	84%	154	83%	126	85%	80	55%	97%	75

Looked After Children

The number of children who are looked after in Flintshire continues to rise however, the number of children undergoing an end of key stage assessment is extremely low making year on year comparison difficult. The educational outcomes at the end of Key Stage 4 (Average Points Score) have benchmarked extremely poorly against national outcomes but in the last 3 years, the gap between Flintshire's performance and the Welsh average figures for LAC has significantly reduced and in 2014-15 was higher than the Welsh average.

The number of looked after pupils experiencing an exclusion from school peaked in 2014/15 but saw a reduction in 2015/16. The percentage of looked after children experiencing a change in schools placement also shows a reducing trend which is in line with the authority's policy.

Table 29: Outcomes for Children who are Looked After

	No. of LAC (statutory School Age)	No. of Year 11 LAC	Average KS4 Points Score FCC	Average KS4 Points Score Wales	No. of LAC being excluded from school	LAC experiencing 1 or more change in School (FCC)	LAC experiencing 1 or more change in School (Wales)
2015/16	154	9	248	269	7	19 (12%)	12%
2014/15	137	6	358	275	16	25 (18%)	13%
2013/14	122	13	225	262	6	18 (15%)	14%

Young People within the Youth Justice System – NEET

The YJS has had a rolling cohort figure of around 80 young people that the service is working with at any one time. Around 30 of these young people are on Statutory Orders from Court or the Police, and 50 are working with the service on a voluntary, prevention basis. The latest (2011) age 10-17 population figure for Flintshire was 14,711 so at any one time the YJS is working with 0.54% of the population of children and young people age 10-17 in Flintshire.

The YJS does not have a statutory obligation to provide ETE provision, but instead to facilitate access to education through assessment and signposting/referral, and therefore the YJS will provide cohort information to Education colleagues in order for them to report NEET figures in the cohort.

The YJS monitors those young people who are assessed as not in an appropriate level of ETE once they become involved in the criminal justice system. The service does not assess young people in terms of literacy, numeracy or digital competence and therefore this information is not available.

As part of any YJS assessment, young people's education, training and employment needs are assessed. Those assessed as NEET are automatically referred to the YJS Education Officer to explore possible provision. NEETs are monitored on a monthly basis by the YJS Education Panel and Management Team.

In the first half of 2017/18, 78% of school age young people who are involved with the YJS were offered an appropriate level of ETE provision. In the same period, 54% of young people who were age 16-18 were offered ETE provision. (Source: CAMMS performance framework)

Under the new Council Plan from 2017/18 the indicators were changed to:

- The percentage of young people under 16 years old in the youth justice system offered education, training or employment.
- The percentage of young people aged 16 – 18 in the youth justice system offered education, training or employment
- The previous indicators were different and are not comparable, therefore this data is not available.

In the Q1 reporting period for 2017/18, the YJB evidenced a 22% increase in the average number of ETE hours attended by young people of school age throughout the length of their order and an 18% increase for young people above school age. (Source: Wales YOT Data Summary)

The YJB National Performance indicator looks at those young people whose Statutory Court Orders have closed in the reporting period and therefore is a much smaller cohort than that reported upon locally. Comparative data is as follows:

School Age

Q1 2015/16 – 51% increase from 9.1hrs to 11.4hrs average ETE attended (3 young people)

Q1 2017/17 – 66% increase from 11.4hrs to 17.2hrs average ETE attended (4 young people)

Q1 2017/18 – 22% increase from 17.2hrs to 21hrs average ETE attended (6 young people)

Above School Age

Q1 2015/16 – 26% reduction from 9.8hrs to 7.2hrs average ETE attended (3 young people)

Q1 2017/17 – 27% increase from 7.2hrs to 9.2hrs average ETE attended (4 young people)

The YJS is utilising the Junior Attendance Centre to increase accredited outcomes and skills through the Agored framework. The YJS estimates that 6-8 young people have obtained additional Agored qualifications in the last 12 months.

The service has only formalised the Agored framework in the last 12 months since a staffing change at the Youth Justice Centre, therefore historic figures are not available. Going forward, this is an area which will be monitored and will therefore be available for future reporting.

Young People with Additional Learning Needs

An innovative theatre project, which was ASDAN Accredited, involving pupils from Ysgol Maes Hyfryd Specialist Secondary School, supported by pupils from St David's High School, resulted in 9 ASDAN Activity awards and 1 peer mentoring award during 2017.

Students at Ysgol Maes Hyfryd also took part in the Duke of Edinburgh Award in partnership with the Youth Service. 2017 saw 2 x bronze, 1 x Silver and 1 x Gold Group successfully complete the award.

Early Education Funded Provision for 3 year olds (Early Entitlement)

Over the last three years Flintshire has averaged 847 three year olds accessing early education, known locally as Early Entitlement through a mixed provision of mostly playgroups and private day nurseries. Some schools offer early education as part of their nursery/reception class if there is a lack of non-maintained provision in the area. Pupil level data on standards achieved by three year olds is not collected by the Local Authority. Quality of provision in the non-maintained sector is monitored regularly by the Early Entitlement Advisory Team and a number of partner schools and is quality assured by Estyn and CIW. The LA uses Estyn inspections as the main source of data on standards and progress in funded non-maintained settings.

Over recent years there have been mixed outcomes from Estyn inspections of non-maintained settings funded to deliver Foundation Phase education to eligible 3 year-olds. The turnover of staff in the non-maintained sector can make securing consistency of standards and provision challenging and the Local Authority Advisory team often find themselves having to train staff with no prior knowledge about how to meet the additional demands of educational provision rather than childcare.

From 2016 onwards, Advisory Teachers have been required to write pre-inspection reports under the revised Estyn framework, rather than just provide a verbal report to the Inspector. The Advisory Teachers' reports clearly identify a setting's strengths as well as areas for development. Teachers have undertaken this task with integrity and objectivity and the match between their judgement in the reports and the final inspection outcomes match closely. No concerns have been raised by the Inspectors undertaking an individual visit or through the Local Area Inspection visits to the Local Authority that these reports are not accurately reflecting the standards and quality of provision in the non-maintained settings.

2015 - 2016: 8 core inspections resulted in 1 report with aspects of Excellent/Good, 4 others as Good; 1 in LA Monitoring, 2 in Estyn Monitoring, and 1 re-visit resulted in a setting being moved down from Estyn Monitoring into Focused Improvement.

2016 - 2017: 13 inspections and 3 re-visits were undertaken. Of the 13 inspections in 2017, 4 settings were deemed to be Good, 6 required Local Authority Monitoring for minor aspects of provision and 3 were judged to require Estyn Monitoring.

Inspection re-visits during 2016-17 resulted all 3 settings (2 in an 'Estyn Monitored' category and 1 in a 'Focused Improvement' category) being removed from their 'follow-up' category because they had made good progress against the recommendations in their reports. An additional setting requiring 'Local Authority Monitoring' following an inspection in 2016 was also removed from this category during 2017.

From the start of the 2017-18 academic year, 7 settings have been the subject of a core Estyn inspection and all outcomes have been positive. 2 further settings have been removed from follow up following good progress made against recommendations. 5 more settings will be inspected before the end of the academic year.

Other specific learner groups identified in the framework

The numbers of refugee and asylum seekers resettled in Flintshire is extremely low (2 families) and the children in these family groups have not yet undertaken any end of key stage educational assessments.

In Flintshire, children and families in difficult circumstances have been identified as those suffering from 'Adverse Childhood Experiences' (ACES's) and the work of the recently established Early Help Hub

will provide the opportunity to cross reference those children to their educational outputs and monitor their performance.

Learners with basic skills needs are those identified as scoring 85-90 on the Welsh national tests for literacy and numeracy and work is currently being undertaken to review the performance of this group of learners over time.

Performance data on children of service families has not been captured by the local authority in the past but with the recent adoption by the Council of the Armed Forces Covenant, school admissions forms are being changed to request this information from families. This will then allow the monitoring of this group over time.

Learners with an attendance rate of 80% or below are formally categorised as 'learners with low attendance' and a data matching exercise is currently underway to track the academic performance of this cohort.

The local authority does not hold data on learners at risk of gender or sexuality based bullying or on adopted children. Schools will know who their pupils are with medical needs and will be tracking their performance but this is not held centrally.

The local authority expects that School Improvement Advisers will challenge Head Teachers on the performance of pupils who do not meet the expected attainment level. Going forward, senior managers within the portfolio will review the pupil records of learners who do not meet their expected levels and this may identify trends in particular groups over time.

1.3 Wellbeing and attitudes to learning

Analysis of the inspection outcomes across Flintshire schools over the last three years demonstrate that the majority of schools receive good judgements on aspects of pupil wellbeing and pupil attitudes to learning. In those positive reports there is a theme of pupils feeling safe in schools and confident that the school will deal effectively with any issues. In these schools pupil behaviour is noted as good with children and young people being polite and courteous to each other, to staff and to visitors. The majority of reports note that pupils engage very well in lessons, show great pride in their work and are curious, inquisitive and enthusiastic learners, working in a range of learning contexts appropriate to their age and stage of learning.

The Estyn Inspections of the Portfolio Pupil Referral Units in Flintshire in February 2015 and of Canolfan Enfys in March 2015 resulted in the following judgements for section 1.2 Wellbeing:

- Portfolio PPRU – Adequate
- Canolfan Enfys – Good

Pupils across both settings reported feeling safe and that positive relationships were in place between staff and pupils. Levels of exclusions were reported as being low with nearly all pupils improving their behaviour over time. They learn to manage their anger and reduce conflict with staff and others. Pupils with high levels of anxiety were deemed to gain confidence and become more willing to take part in group activities and express themselves with both pupils and parents recognising the positive impact these changes have on the quality of their lives. The low levels of attendance across the secondary sector provision was deemed to have a negative impact reducing the judgement to Adequate across the PPRU.

Attendance

School attendance is a high priority both for the Welsh Government and local authorities in their aim to improve standards. Flintshire schools have, in the main, demonstrated a trend of improvement for the secondary sector, with this being consistently above the national average for Wales with the exception of this year. Authorised absences such as illness and particularly exclusion in the secondary sector have impacted on the overall attendance figures for 2016/17. Unauthorised absence remains very low with the figure for primary schools sitting at 0.4% and 0.8% across secondary schools; these are both the second lowest values in the respective sector.

Table 30: Flintshire Schools' Attendance in comparison with Welsh Averages

	Attendance (%)				Unauthorised absence (%)			
	2013-14	2014-15	2015-16	2016-17	2013-14	2014-15	2015-16	2016-17
Flintshire Primary Schools	94.8	94.7	94.7	94.8	0.4	0.3	0.3	0.4
Wales Average	94.8	94.9	94.9	94.9	1.0	1.0	1.1	1.1
Best in Wales	95.8	95.8	95.7	95.6	0.3	0.3	0.2	0.2
Flintshire Secondary Schools	93.8	94.2	94.3	93.9	0.5	0.3	0.4	0.8
Wales Average	93.6	93.8	94.2	94.1	1.3	1.3	1.3	1.4
Best in Wales	94.5	94.7	95.0	95.2	0.5	0.3	0.4	0.5

Table 31 below shows the spread of attendance figures across the primary and secondary sectors in 2016/17. This demonstrates that the majority of primary schools have attendance figures in a tighter cluster around or in excess of the Welsh average. Those schools showing lower percentages include the areas with a more transient population and in particular a high school which closed at the end of the academic year 2016/17.

Table 31 – Spread of attendance figures

Attendance (%)	<90	90.0-90.9	91.0-91.9	92.0-92.9	93.0-93.9	94.0-94.9	95.0-95.9	96.0-96.9	97.0-97.9	98.0-98.9	99.0-100
Primary 2016/17	1	0	0	2	11	10	30	9	1	0	0
Primary 2015/16	1	0	1	3	6	15	19	17	4	1	0
Secondary 2016/17	1	1	1	1	3	5	0	0	0	0	0
Secondary 2015/16	0	0	1	1	1	5	4	0	0	0	0

Whilst levels of unauthorised absence are very low across the county, the percentage of persistent absence, i.e. attendance less than 80% is in both primary and secondary schools are both higher than the Welsh averages as outlined in the table below. Despite the broadening of the curriculum offer, there are a number of pupils who are increasingly difficult to engage, with increasing levels of severe anxiety contributing to this. The authority has established a multi-agency steering group to oversee and direct its provision around mental health. The initial focus for the group was around self-harm prevention. The brief for the group has now extended and partners are exploring/reviewing a range of strategies under the '5 Ways to Wellbeing' framework to recommend for implementation across schools.

Table 32: Persistent Absence

	Primary Schools			Secondary Schools		
	No. of Pupils	% Persistent Absence FCC	% Persistent Absence Wales	No. of Pupils	% Persistent Absence FCC	% Persistent Absence Wales
2016/17	211	11.5	8.4	366	26.8	22.8
2015/16	215	11.2	8.2	331	24.5	21.9
2014/15	192	10.0	7.6	325	22.0	23.7

Exclusions – Permanent and Fixed Term

The number of permanent exclusions from Flintshire schools had traditionally been very low in both the primary and secondary sector as the verified data confirms in Table 33 below. Internal data shows a significant increase in numbers of permanent exclusions particularly in the secondary sector in 2016/17. The reasons for exclusion are predominantly violence/aggression towards another pupil or adult.

Table 33: Number of Permanent Exclusions from Flintshire Schools

	2011-12	2012-13	2013-14	2014-15	2015-16
Primary	0	0	0	1	1
Secondary	4	1	0	3	2

Similarly, there is an increasing trend of fixed-term exclusions across Flintshire schools, with the rates of exclusion being above the Welsh averages for both sectors. The focus on reducing the number of exclusions of 6 days or more since 2013 has supported an overall reduction which has been sustained. However, the number of exclusions of 5 days or less increased significantly in 2015/16.

The authority is seeing an increase in the level of complex needs experienced by pupils across our schools. There is a noticeable increase in the levels of aggression towards adults and this is also now more evident in young pupils in the Foundation Phase. The restructure of the PPRU has been undertaken with a view to providing additional outreach to mainstream schools, with additional provision being available to the primary sector. This is currently being piloted in a number of targeted schools during which time the delivery model/impact will be evaluated and refined.

Table 34: Fixed-Term Exclusions

Year	Exclusion Type	Number of Exclusions		Rate of Exclusion*	Average days lost
		Primary	Secondary		

2015 - 2016	5 Days or Less	838		35.3	N/A
	Wales	2810	10110	30.9	
	Over 5 days	44		1.9	
	Wales	126	469	1.4	
2014 - 2015	5 Days or Less	712		30	
	Wales	2188	10096	29.9	
	Over 5 days	40		1.7	
	Wales	138	612	1.7	
2013 - 2014	5 Days or Less	696		29.7	2.1
	Wales	1992	9789	26.7	N/A
	Over 5 days	42		1.8	9.2
	Wales	129	579	1.6	N/A
2012 - 2013	5 Days or Less	689		29.4	2.1
	Wales	1593	10824	27.9	2.0
	Over 5 days	67		2.9	10.7
	Wales	139	782	2.1	9.7

*Rate per 1000 pupils

Managed Moves

The authority revised its policy on Managed Moves in 2016/17 and shared this with Head Teachers through the Federation Meetings. The process is used predominantly on the secondary sector although there have been successful moves within the primary sector. The authority contributed towards the Estyn thematic review of Managed Moves in October 2017 which identified a number of positive aspects of the practice being undertaken. Concerns raised by the stakeholder group as part of the Estyn interviews included the willingness of all schools to engage and the inappropriate use of the policy on occasions to move pupils on to alternative placements.

Healthy Schools & Healthy Pre-Schools

All maintained nursery, primary, secondary, special schools and pupil referral units in Flintshire, in addition to Bryn Tirion Hall School participate in the Healthy Schools Scheme which equates to 79 settings.

As of January 2018 there are 44 settings participating in the Flintshire Healthy Pre-school Scheme. Settings are targeted to prioritise those within the lower two fifths areas of deprivation, as measured by the Welsh Index of Multiple Deprivation in order to reduce inequalities in health.

Currently 10 schools have achieved the National Quality Award for Healthy Schools and 11 pre-school settings have completed the HSPSS.

Welsh Network of Healthy School Schemes (WNHSS) The following targets are set by Public Health Wales (up until 31st March 2018):

Target 1: 95% schools to achieve the Phase 3 award (or higher) As of January 2018, 96% of Flintshire schools have achieved Phase 3 or higher in their participation of the Healthy Schools Scheme. This equates to 76 schools.

Target 2: 10% of schools to achieve the National Quality Award (NQA) Phase 6 As of January 2018, 12.6% of Flintshire schools have achieved the NQA which equates to 10 schools.

Target 3: 20% of schools working towards the NQA (achieved Phase 5) As of January 2018, 34% of Flintshire schools have achieved Phase 5 and are working towards the NQA, which equates to 27 schools.

Healthy & Sustainable Pre Schools Scheme (HSPSS):

Target 1: PHW have identified that ‘between 20–30 settings per local authority should be supported to work toward agreed achievement criteria’ in 2017-18. As of January 2018 there are 44 settings participating in the Flintshire healthy pre-school scheme.

Obesity Target (Local): Recruit 5 additional settings to the scheme (from 40 settings to 45) 4 settings have been recruited to date identified by Flying Start in the first instance and utilising Welsh Index of Multiple Deprivation.

Obesity Target (General): Increase in the number of Early Years Settings achieving the Physical Activity/Play and Nutrition and Oral Health benchmarks within the Healthy and Sustainable Pre-School Scheme. At the end of March 2017 there were 26 settings from 40 that had completed the Nutrition and Oral Health topic criteria and to date this has increased by 6 to 32 settings in total. 1 setting is also scheduled before the end of March 2018.

At the end of March 2017, there were 20 settings from 40 that had completed the Physical Activity and Active Play criteria and to date this has been increased by 7. There are 27 settings in total that have completed this topic with a further 2 scheduled before the end of March 2018.

Outcome 1: Standards and Progress Overall

Areas for ongoing improvement	Key Sources of Evidence
<ul style="list-style-type: none"> • Improve outcomes in Welsh first language • Continue to improve performance of pupils entitled to FSM in secondary schools • Further improve outcomes at A*/A at KS4 • Further improve outcomes for KS5 at A*-C and A*/A • Improve take up and outcomes in Welsh GCSE at KS4 • Improve attendance rates and outcomes for EOTAS pupils 	All available data sets Estyn reports

- | | |
|--|--|
| <ul style="list-style-type: none">• Reduce number of fixed and permanent exclusions• Improve outcomes for Looked After children• Increase the number of schools and settings receiving 'Excellent' judgements by Estyn | |
|--|--|

Risks

- Funding pressures on delegated schools budgets resulting in reducing staffing and interventions for learners which may undermine standards
- Funding pressures on core LA support teams e.g. Inclusion, Youth Justice Service reducing expert support for learners
- Increasing EAL population in context of reducing MEAG funding, impacting on LA/school ability to support learner outcomes
- Increasingly complex needs of learners and accessibility of appropriate provision impacting on learner outcomes achieved
- Increasing numbers of permanent exclusions in primary and secondary phases reducing learner opportunities to secure positive outcomes

2.0 Quality of Education Services

2.1 Support for School Improvement

The local authority knows its schools very well and provides them with robust and appropriate challenge, support and intervention. There are clear strategies, policies and processes that are well understood and give a clear shape and direction to the service.

The relationship between Flintshire and the regional school improvement service, GwE, is outstanding. Flintshire's Interim Chief Education Officer is a member of the GwE Management Board whilst the Cabinet Member for Education is a member of the Joint Committee. Senior officers contribute to the leadership of school improvement strategies locally, regionally and nationally through participation in professional networks/strategic groups.

The local authority has benefited from the establishment of a Regional School Improvement Team that has ensured greater consistency in its challenge and support to schools. The strength of the service's revised strategy is using the expertise and experience of service staff and School Senior Leaders to provide high quality guidance and support to schools. This has contributed to improved consistency in the quality of school improvement activity within the local authority.

The GwE Regional Business plan identifies priorities for improvement across the region and Flintshire L2 Business Plans for primary and secondary highlight the actions specific to the local authority's context. Factors leading to schools 'causing concern' are identified and shared quickly. These are addressed at an early stage following implementation of specific interventions with Core Leads and Supporting Improvement Advisers. Arrangements for communicating and ensuring accountability include:

- Fortnightly meetings between the Senior Manager for School Improvement with Core Leads for Primary and Secondary to discuss progress against business plan priorities including a focus on progress in schools that are causing concern. Where relevant, other Officers and/or Supporting Improvement Advisers are invited to attend.
- Half termly meetings of the LA Quality Board chaired by the Chief Education Officer and attended by the Cabinet Member for Education, Chair of Education Overview and Scrutiny Committee, LA Senior Managers and GwE Senior and Core Leads.

Continuing to improve performance in Key Stage 4 is a priority and outcomes for pupils in receipt of free school meals in particular. As a result, each secondary school has been assessed to identify requirements for support and development. All secondary schools, therefore have a support programme which is fit for purpose, with greater alignment to their improvement plan. The school support plan clearly defines how GwE and the local authority utilises its resources to ensure targeted improvements in key priority areas.

A strength of the challenge and support in the local authority is the increasing role and influence of the Subject Supporting Improvement Advisers in supporting core departments in schools. They work in close collaboration with link School Improvement Advisers and the primary and secondary Core Leads to challenge and support underperforming secondary school departments. The quality of work of the Core Subject Improvement Support Advisers is excellent. They respond sensibly, and often innovatively to the needs of individual schools and provide very clear and beneficial guidance for core

subject leaders. This has had a very positive effect on standards in specific schools, in addition to strengthening and ensuring consistency in the quality of planning, learning and teaching in Key Stage 4. Robust data analysis has also led to more effective targeting of resources such as the tiered 'wave' approach adopted in all core subjects at key stage 4 for 2017-18.

The authority, in partnership with GwE, has effective procedures to support schools in their self-evaluation and improvement planning. Workshops and extensive training has been provided to schools by Supporting Improvement Advisers. Schools are robustly challenged on the quality of their self-evaluation processes. The impact of this can be seen in the good leadership profile in Estyn inspections.

In partnership with GwE, the local authority has taken very positive steps to improve its data handling system from the Foundation Phase to Key Stage 4. This sophisticated system includes comprehensive data for each key stage and groups of learners and is analysed purposefully for individual schools and sectors. This system has led to better consistency in the type of data considered and the way in which it is used. Senior Leaders within the service use data effectively to ensure areas of improvement are identified quickly and addressed robustly through detailed business planning. Data and information is scrutinised more robustly to monitor progress against agreed actions. As a result, data is used much more effectively to challenge and allocate specific support for schools.

Support for school leaders in the local authority has improved through a range of developmental programmes. The feedback from those who have completed the development programmes is generally very good with nearly all indicating that it has impacted positively on aspects of their work. GwE is working closely with Bangor University on the 'Collaborative Institute for Education Research, Evidence and Impact' (CIEREI) Project to establish effective evaluation systems for their development programmes; to measure their impact in schools as part of a regional approach. The project will also contribute to the research and development of improved effective leadership.

'A Curriculum for Wales Successful Futures' strategy has been developed which includes details of the work of the Pioneer schools across GwE. It also gives clear direction on how GwE will work with all local authority schools to implement a clear and systematic approach to support, reflecting on their readiness for the new curriculum; and supporting schools with their preparation for this. Each school cluster has a designated lead person to help facilitate the change management process that schools will have to undertake when developing the new curriculum and implementing new professional standards.

Regular updates on curriculum reform are given to all Supporting Improvement Advisers to consistently share with schools. Where appropriate, priorities and actions identified to raise standards are included within Successful Futures planning, and collaborative work between Secondary, Primary and Successful Futures team members takes place to meet these priorities.

Provision and plans to improve standards in the Foundation Phase are well developed in the local authority. A Foundation Phase support programme, targeting planning, teaching, assessment and leadership is in place. As a result, head teachers, teachers and assistants have a deeper understanding of effective provision and improved standards within the Foundation Phase.

The Literacy and Numeracy Supporting Improvement Advisers provide an extensive range of programmes across the local authority to support improvement of planning and provision in the primary sector. This has had a positive effect on quality of provision and improving standards especially at higher levels.

GwE have developed a number of strategies to support all learners, with additional focus on vulnerable learners such as children who are looked after and learners who are eligible for free school meals. Through reports, officers are able to identify good practice across the authority in both primary and secondary schools. There is joint working between Local Authority Inclusion Officers and GwE Support and Improvement Advisers.

Local authority support for specialist and PPRU provision has been very strong with the facility being highly organised within strategic planning, SER, monitoring procedures and curriculum provision.

Flintshire has a very good inspection profile in the primary sector and good and improving in the secondary sector. There is clear evidence to demonstrate that the authority's support for primary and secondary schools causing concern or who were placed in statutory category, has been a determining factor in accelerating their improvement journey. For secondary schools in a statutory category, a tailored support plan is agreed, and progress monitored on a termly basis via AIBs. This has led to significant improvements with almost all schools being removed from category within the expected time-frame. The increase in the intensity of support and challenge has also led to personnel changes at senior and middle leadership in a number of these schools, thus further accelerating progress.

The categorisation process is accurate and robust; and is supported by a clear and transparent process. This gives schools appropriate support to improve and is reflected in increasingly strong inspection outcomes particularly in the primary sector and the very close correlation between local authority reports and Estyn findings.

The local authority is working closely with GwE and with emerging organisations since the disbanding of Governors Wales by Welsh Government. There is a good understanding and greater clarity between the role of the Local Authority and its partners in delivering governor training. A regional conference this year concentrated on how to be an effective critical friend, the new Estyn Framework and what makes an effective SDP and SEP. This was developed by all three partners working together.

The local governor training programme is comprehensive and reflects changing national, regional and local priorities. Appropriate emphasis is given to key training requirements, such as safeguarding. The local authority provides appropriate mandatory training for governors in conjunction with neighbouring authorities in the North Wales Governor Support Officer Group. The local authority has regularly arranged annual governor conferences with a focus on developing skills and knowledge and feedback from governors has been extremely positive. The local authority encourages applications from under-represented groups to ensure that all governing bodies represent the diversity of their communities. No Flintshire governor has been dismissed from office due to misconduct.

In terms of ensuring further improvements to the monitoring, challenge and intervention work with schools, Supporting Improvement Advisers have received an intensive programme of support. In addition to the training programme, guidance is provided, defining and highlighting expectations, and a more robust induction programme for head teachers and other school SLT members who contribute to supporting school improvement via secondments.

Positive feedback has also been received from Estyn on the quality of pre-inspection and re-inspection reports that has significantly improved over the last couple of years demonstrating the effectiveness of the quality assurance work undertaken. The effective use of data and target setting was acknowledged in the recent Estyn monitoring Inspection of GwE (October 2017).

Both formal and informal feedback from Head Teachers indicates that there is robust challenge for improvement from Local Authority and GwE Officers. Effective consultation with Head Teacher Federations in Flintshire and through the GwE User Group continues to shape the future development of the service to ensure it delivers the appropriate support across all schools in Flintshire to enable them to succeed.

Partnership agreements clearly set out arrangements to support, monitor, challenge and intervene in schools.

2.2 Support for Vulnerable Learners

Flintshire retains a non-delegated budget to fund a range of services to support and promote inclusion. These have undergone review in light of the financial situation of the authority and a 30% reduction has been implemented over a 3 year period. Where possible, the number of managerial roles have been reduced to maintain front line delivery of a range of services. Services such as individual support for literacy and numeracy have ceased given the focus and support on this area offered through GwE.

In terms of percentage expenditure, services and provision to support children with a range of behavioural, emotional, social and welfare difficulties is comparatively higher than other areas of service such as sensory support and language intervention in direct response to presenting need. Where possible, services provide individual intervention to pupils however, in many cases, the delivery model now focuses on providing advice, guidance and training to develop capacity across settings. A significant element of the central budget is held within the authority's PPRU. This underwent a restructure in 2016/17 with a view to offering a more preventative outreach element to the provision. This is in the early stages of development and implementation.

The delegation of ALN funding previously held centrally to fund 1:1 provision for learners has been distributed to schools to facilitate local decision making around provision. Many schools have welcomed this and have developed local expertise and provision to respond to the needs of those within their school community. Others have struggled given their available resources/environment and feel the impact of the reducing central services more keenly.

The Young Person's Counselling Service is an integral part of the Authority's support mechanism to prevent young people from becoming vulnerable. All secondary schools, including the specialist school and the PPRU are allocated counsellor time with referrals also being taken for Year 6 pupils. Capacity to respond to the demand has been an issue, particularly during 2016/17 when the service had reduced capacity due to sickness absence for the majority of the year; access to additional counselling support through the TRAC project has alleviated this to a degree.

All young people engaging with the service undertake an initial assessment (YP-Core) and this is repeated at the end of the intervention to measure impact. Table 35 below shows that on average, those that did engage tended to see a positive outcome following the sessions. The most common reason for accessing the service has remained consistent and is family related matters. Increasingly, anxiety is overtaking the previously more prevalent reasons such as anger/behaviour.

Table 35: Impact of the Young Person's Counselling Service

	2014/15	2015/16	2016/17
No of Clients	397	401	351

Male YP Core Average Initial Value	15.10	14.88	14.70
Male YP Core Average Exit Value	7.60	7.58	6.70
Female YP Core Average Initial Value	19.50	18.33	16.50
Female YP Core Average Exit Value	11.80	11.09	8.10
% Self-Referral	14%	10%	12%

The authority has focused on raising awareness across schools of pupils who may be experiencing relationship trauma, particularly in relation to attachment. The Education Psychology Service have facilitated Touchbase Training to build capacity of staff in schools. Following the launch in 2015-16, schools wishing to further develop their practice in this area have continued to meet with Education Psychologists and Behaviour Support Teachers to review and share effective practice. To date, 14 practitioners have undertaken the Attachment Lead in Schools Training: *Understanding how to support adopted, fostered and troubled pupils to settle and learn*, accredited by University of Brighton. Feedback from the practitioners indicate that attachment aware and trauma informed practice is evident in the schools that undertook the training, although capacity and resources (human and monetary) were cited as barriers to full implementation. In response to this, the authority is working with GwE lead officers to explore the use of Pupil Development Grant across settings to support the implementation of 'nurture' provision.

In anticipation of the Additional Learning Needs and Education Tribunal (Wales) Act 2018, the authority has been actively involved in the reform process and officers have contributed to pilot projects on Quality Assurance/Provision Mapping, Person-Centred Planning (PCP) and facilitating/enhancing the role of the ALNCo/SENCo. There are four schools nominated as 'beacon' schools across the County who act as PCP champions and centres of excellence to provide support and advice. When done well, the PCP process pinpoints the areas of concern and identifies a holistic approach to supporting the individual/family. Training was provided to schools and key officers between 2014 and 2016. Information on the progress of the Bill has been shared with head teachers through the Federations and a report was presented to the Education Overview and Scrutiny Committee in January 2017 to raise the awareness of elected members.

A review of the impact of these initial projects identified that there were a number of schools who no longer had a trained person along with a significant number who had not moved their practice forward after accessing the training. For some schools, the ongoing uncertainty around the content of the reforms and the delayed implementation date resulted in this not being made an immediate priority. A 3-year PCP plan has now been developed with the focus on supporting schools to develop their knowledge and practice in readiness for the reforms and to improve the support processes currently being implemented. Regional collaboration is a feature of the plan, building on the practice developed through the WG Innovation Fund across Flintshire, Wrexham and Conwy.

All schools implement the graduated response outlined in the SEN Code of Practice for Wales. The use of screening tests at key times across the academic year and surveys such as PASS provide additional information in terms of areas in need of development, individual progress and attitudes to learning. The authority has recently purchased software licenses for secondary schools to identify pupils at risk through on-line activity. This is a pilot and the impact will be evaluated at the end of this academic year (2017-18). The Learner Profiling Tool is used centrally to identify secondary pupils at risk of disengagement. The tool accessing key data fields on schools' SIMS systems such as attendance, exclusion and attainment and those pupils hitting a score of 31+ are reviewed through the

termly school Youth Engagement Progression Framework meetings. Many of these pupils will go on to access individual intervention and the scores are monitored on a monthly basis for progress/deterioration.

Where possible, partnership or collaborative opportunities between portfolio teams, children's services and voluntary organisations have been explored and implemented. An effective arrangement exists between the Authority's language and communication service (CLASS) and BCUHB speech & language therapists. The collaboration combines the professional health knowledge with educational experience offering schools and individuals timely and effective intervention. Analysis of the outcomes shows that the majority of pupils accessing the time limited service demonstrate an improvement in their identified area of need or in a small number of cases, move on to access the specialist provision offered through the Authority's school-based Resource provision. Outcomes at end of key stage assessments for pupils who have accessed the service since 2013 indicate that 44% achieved the FPI, 41% achieved KS2 CSI and 75% achieved the KS3 CSI demonstrating the longer term impact of the early intervention.

Flintshire works in partnership with Wrexham County Borough Council to deliver the European Social Funded projects TRAC and ADTRAC. These target young people at risk of disengagement or those post-16 who are no longer engaging. These projects are enhanced by the work of the Engagement Progression Coordinator (EPC) who has developed links with local third sector providers. Through the termly meetings chaired by the EPC, referrals to TRAC are considered and the range of alternative provision is discussed; a directory of these providers has been generated and shared with schools, many of which are engaging provision directly themselves. The TRAC project had a delayed and problematic start in terms of recruitment however, analysis of data to date since the start of the project in 2016 shows that of the 281 pupils who have been allocated intervention via the service, 112 have been exited, with 77% maintaining their engagement with education/training. The Families First funded Resilience Project enhances the TRAC offer in a targeted delivery.

Flintshire hosts a sub-regional sensory service offering support for children and young people with a visual or hearing impairment. The service is commissioned by Wrexham and Denbighshire and officers work closely with health professionals across North Wales and across the border into England. The development of the sub-regional service has been effective in supporting the development of expertise across this area; 2 members of staff were appointed in 2016 without the mandatory qualifications due to lack of a suitably experience recruitment pool. This option was only viable due to the support and expertise available across the existing members of the service. Other benefits of the regional approach include the ability to maintain a level of service across the caseload during staff absence and the ability to recycle equipment across the 3 authorities.

Not all partnerships arrangements have remained intact. The arrangement with Wrexham for a shared Principal Education Psychologist which began in 2012 ended in September 2017. Evaluation of existing partnership arrangements and those that have ceased indicate that financial efficiency is not always an outcome of such arrangements and in areas such as the Sensory Service, budget allocations have needed to increase to support the staffing structure. The differing operational systems between authorities have also impacted on the success of such arrangements and the equal prioritisation of resources across all partners can be an issue.

Flintshire has retained a relatively large Education Welfare Service (EWS) compared to neighbouring authorities, consisting of 1 FTE Senior Education Welfare Officer and 8 FTE Education Welfare Officers.

Of this, an allocation of 0.6FTE is designated as the education link within the Youth Justice Service. These officers are linked to school clusters and operate on a needs-led referral basis. Where necessary, schools are challenged to improve their internal processes around attendance and the majority now have internal staff who provide an immediate response and target a reduction in the non-persistent absenteeism. Schools are encouraged to make referrals to the EWS if attendance drops to 85% or below, following which the Education Welfare Officer (EWO) will work in partnership with the school and other relevant agencies to improve attendance for that individual pupil.

The promotion of good behaviour in schools is key to the work of a number of central services in particular, the Behaviour Support Team, Education Psychology Service and the PPRU. Training (internal and external) is offered and accessed both at individual school level and county wide to develop awareness, skill and empathy. The well attended Secondary Pastoral Leads Group provides the opportunity for discussion and sharing of effective practice in this area. The Managed Moves process has been a focus at these meetings to support adherence to the LA's policy.

A number of schools are using Pastoral Support Plans (PSP) effectively to support pupils with behavioural, social and emotional difficulties. This has however, been identified as a training need to support wider knowledge and appropriate use of such plans. Access to a bespoke programme of intervention for learners will be through a PSP once training has been implemented to support the appropriate identification of the programme components and an improved monitoring process.

The local authority has invested time in securing additional provision for pupils who are Educated Other Than At School (EOTAS). The majority of placements are fulfilled via the PPRU but where external provision is commissioned, officers review relevant documentation, e.g. Estyn/Ofsted reports, undertake visits and review outcomes achieved by Flintshire pupils in attendance. Placements/provision has been ceased where this not been deemed effective. The authority is currently experiencing difficulty sourcing short term placements with an appropriate level of accreditation for pupils excluded in KS4 and this can lead to delays in learners accessing alternative provision. Officers are working with local providers to commission more flexible quality provision.

The Education Welfare Service along with other key services such as Admissions, actively engage with queries from other authorities to help find children missing in education. Internal systems to support the identification of Flintshire children missing from education have recently been reviewed to ensure they are robust and there is an appropriate 'provision' base to allocate to pupils to whilst alternative provision is developed. The portfolio has also streamlined its procedures for tracking and identifying children missing in education through a new protocol involving HMRC.

The authority has maintained low levels of NEET as evidenced by data in Outcome 1. The breadth and range of the curriculum offer has been key to supporting this at KS4 alongside the Personal Support Engagement Service. The strategies are discussed/agreed at the multi-agency 14-19 Network meetings. The increasing prevalence of mental health difficulties, particularly incidences of self-harm, led to the establishment of the multi-agency Emotional Wellbeing Steering Group in 2016/17. The group is using the '5 Ways to Wellbeing' as a set of principles to guide its work and support the development of appropriate intervention/provision to improve overall wellbeing and the ability to engage.

The designated officer with responsibility for Elective Home Education (EHE) provides information and advice to parents who wish their child to be educated at home. An information pack is circulated and annual visits are undertaken as part of the monitoring process. Officers' work closely with colleagues

across Social Services as required where safeguarding is deemed to be a concern. In line with other authorities, Flintshire has seen an increase in the numbers of EHE with 91 children now being identified as EHE in January 2018 compared to 72 in 2016.

Flintshire maintains a team of 3 ALN officers who provide advice and guidance to schools and parents as part of the statutory process. Each of the officers have cluster groups of schools and follow the pupils from entry into primary and transition to secondary and post 16, ensuring they develop an greater awareness of the child's need and build a working relationship with the educational setting and the parents/carers. One officer has responsibility for pre-school and the implementation of a separate Moderation Panel covering pre-school only has been effective in terms of efficient use of time and input from an appropriate range of professionals across health, education and social services.

The increase in the number of requests for statutory assessment has placed increasing pressure on the ALN officers in terms of capacity to attend and contribute to reviews. Alongside their ALN responsibilities, each officer has an additional area of specialism, i.e. pre-school, Autism and literacy/numeracy and the increase in statutory requests is impacting negatively on their ability to fulfil all elements of their role, including the monitoring of provision across schools.

The Education Psychology service has also seen an impact of the increased requests for statutory assessment as this reduces the ability to do deliver the wider psychological input across educational settings with the focus of work being on the completion of Appendix D reports. The impact of this, along with having a member of the team off on long term sick leave has meant that a number of statutory assessments have not been completed within the designated timescales. Whilst all attempts have been made to minimize the impact of this on the pupil, it remains a concern, both in terms of capacity and wider service impact. The data shown in the table below, however, does show that Flintshire is consistently above the Welsh averages for completion of statutory assessment, significantly so where the process has permissible exceptions.

Table 36: Statutory Assessment Completion Rates (%)

	Completion within 26 weeks without exceptions		Completion within 26 weeks with Exceptions	
	FCC	Wales Average	FCC	Wales Average
2016/17	100	95.4	96.3	77.4
2015/16	98.6	94.5	89.7	68.1
2014/15	100	95.6	87.7	64.5

The range of central services offering individual targeted interventions for pupils with ALN has reduced as a result of the need for all portfolios to find efficiencies in order to support the Council in setting a legally balanced budget. Service progress is monitored against defined outcomes, e.g. end of key stage outcomes, therapy outcome measures, alternative accreditation etc. These outcomes are monitored and evaluated by the service manager; key outcomes for learners with ALN are referenced in Outcome 1.

As part of the statutory assessment/statement process, all pupils undergo an annual review process. The documents are reviewed by the ALN team and progress against outcomes is reviewed as part of that process. Interim reviews are attended by officers where there are identified issues with progress/provision.

Flintshire operates a collaborative multi-agency approach to the joint commissioning of non-maintained specialist placements. All education-only placements are considered firstly by the authority's Moderation Panel at which a recommendation to explore external specialist provision may be issued. Representatives from other agencies, i.e. Health and Social Services are engaged in multi-disciplinary meetings to determine the individual's needs and the type of provision needed. An external review of the authority's processes around joint commissioning was undertaken in 2015 by the company Red Quadrant and this judged the Joint Commissioning Panel processes to be robust. Since then, the engagement of the Authority's Brokerage Service as part of the process has resulted in an improvement in commissioning and quality assurance processes.

Despite the improved rigour in the process, the number of children accessing non-Flintshire maintained provision continues to rise. The number of day placements has increased from 61 in 2014/15 to 88 in 2016/17. A cross-portfolio project is underway (January 2018), to identify the reasons for accessing 'out of county' placements with a view to developing the in-house provision to respond effectively to need.

Good links exist between the Education & Youth and Social Service Portfolios in relation to pupils who are 'looked after'. Joint meetings are held regularly and the cross membership of Chief Officers at Portfolio Programme Boards supports greater awareness and joint working. The Authority has an active Children's Forum which includes representation from Members, Officers, and Head Teachers and importantly, looked after children. This provides an opportunity for issues to be regularly raised and considered. Officers also work closely with schools and GwE to identify and source appropriate provision/intervention for looked after children. Members have recently given consent for a cross-portfolio project to audit and review the processes and provision which lead to looked after children having to access their care/education in non-Flintshire provision to see where improvements can be made. The Integrated Youth Provision Participation Team engage the cohort in the Flintshire County Council Youth Council and enable the young persons' voice to be considered.

Parental engagement is an ongoing area of importance for the Authority. Schools look to offer a range of opportunities to engage effectively with parents, as does the local authority in terms of its services and training. The Parent Partnership Service is commissioned through the Flintshire Citizen's Advice Bureau which supports access to a range of advice and guidance alongside support and advice on ALN. The service is utilised well with the number of referrals increasing to 183 as compared with 123 in 2015/16. The main reasons for referral were around ASD, ADHD and referrals to CAMHS. In response to this, additional training has been commissioned to raise awareness within schools around ASD. A forum to support Family Engagement staff in schools has also been established and sessions have been planned around ASD and ADHD to offer additional support to families.

The number of appeals to the SEN Tribunal for Wales remains consistently low; 2 in 2014/15, 2 in 2015/16 and 1 in 2016/17. The authority's officers across the range of Inclusion Services work in partnership with parents, pupils and other professionals to secure positive outcomes for learners with significant SEN. The authority commissions a dispute resolution service through Snap Cymru and this has only been requested/utilised on 1 occasion over the past 3 years.

The reducing level of central funding allocated to Inclusion Services over the last 4 years has intensified the need for targeted, effective training. Examination of Foundation Phase outcomes alongside the increasing number of EAL has led to the regular training on language acquisition to build capacity, particularly across early years' settings and Foundation Phase settings. To date, this training has been delivered to all Flintshire Early Entitlement settings and 90 members of staff across 40 Flintshire

schools. Training reviews has indicated a greater awareness and understanding of language acquisition, development and strategies to support those pupils with difficulties.

The authority has a published policy on De-escalation/Physical Intervention with the focus being on de-escalation. Schools record incidents in bound & numbered books. Flintshire has traditionally used the 'Team Teach' approach and training for school-based staff is offered through the secondary specialist school. The PRICE approach has recently been introduced as an alternative approach and is currently used in the PPRU and the primary BESD Resource who offer county-wide training. A review of the authority's policy will be undertaken through the development of a regional policy as recommended by the Regional Safeguarding Board.

Flintshire is increasing its focus on supporting families affected by imprisonment. Over 30 members of staff from various settings have completed the 'Hidden Sentence - supporting children with an imprisoned family member' training delivered by Barnados and have established a working group to disseminate good practice across services and increase awareness and support for schools. A member of the Inclusion Service sits on the multi-agency Programme Steering Group for Families Affected by Imprisonment.

Safeguarding

The Chief Officer for Education and Youth is the strategic lead for safeguarding in the Education & Youth Portfolio and chairs the Corporate Safeguarding Panel. Operational activity is delivered by the Learning Adviser for Health, Wellbeing and Safeguarding who attends national and regional safeguarding meetings, co-ordinates training for schools, governors and portfolio staff, provides model policies for schools and acts as the key liaison between Education and other portfolios in the Council as well as with external partners.

There are comprehensive arrangements for the strategic planning for safeguarding within the portfolio and with schools and for monitoring these. An updated Safeguarding and Child Protection model policy was issued to schools in Autumn 2017 which reflects national guidance from Keeping Learners Safe and the All Wales Child Protection Procedures. A structured training programme is in place covering all aspects of safeguarding including training for Designated Safeguarding Leads, Child Sexual Exploitation, Harmful Sexual Behaviour, e-safety, Domestic Abuse and Violence against Women, Prevent, Modern Slavery and County Lines. There are excellent relationship with key local partners e.g. North Wales Police, Barnardos, Hafan Cymru, NSPCC, Lucy Faithfull Foundation and E999.

Support materials and model lessons for teachers, particularly at secondary level, have been produced to support the delivery of key aspects of Personal, Social and Health education and have been well received by schools. There is a thriving PSHE county forum. Excellent partnership working with Theatr Clwyd has resulted in a powerful drama workshop for KS3 pupils on the issue of consent that has proved highly effective in enhancing pupils' knowledge and skills in keeping themselves safe and encouraged some young people to come forward to request individual support.

Safer recruitment practices are followed by the portfolio and by schools and there is regular monitoring activity through audit procedures. A new annual monitoring report for school leaders to report to their governing bodies and the LA on safeguarding matters has been recently developed and will be completed at the end of each academic year. Senior managers of the Education and Youth Portfolio and the Human Resources team work effectively with managers from Social Services in the event of allegations against members of staff from schools.

2.3 Other Education Support Services

Funded Part Time Early Years Provision

Flintshire has a long tradition of supporting early years' education and currently has 52 settings and 23 schools registered to deliver part time, early education for three year olds. Provision is for 10 hours of funded education per week. Flintshire has always endeavoured to maintain high levels of support for these funded settings where there is no qualified teacher, as per the original terms and conditions of the Foundation Phase Grant. A central team of 4 fte teachers and 2 specialist learning assistants work across the settings to provide targeted role modelling of teaching, to develop quality learning environments and support setting staff to produce robust self-evaluation reports and improvement action plans as required by the Estyn framework.

The core team is also supported in this delivery by a number of early years' teachers in schools, funded by the LA, where the local playgroup is the main feeder into the school nursery class. Initially developed as a strategy to maintain delivery in the face of reducing budgets and recruitment restrictions, there have been other benefits of this approach such as improved transition arrangements for pupils and sharing of best practice. However, the school based teachers have acknowledged their reliance on the core team who are real experts in provision for 3 year olds in the non-maintained sector. All support teachers produce pre-inspection reports on settings and assist with post-inspection action plans. Where settings require follow up after an inspection, particularly in the more significant categories, then the level of support is increased.

With the removal of the grant conditions to provide '10%' teacher time and reducing central resources, the authority is currently considering how it can maintain appropriate levels of support to funded settings to ensure high quality standards of provision and improve the number of settings being judged as Good or Excellent by Estyn as this will be at risk without dedicated teacher support.

Playgroups and Day Nurseries are also increasingly reporting concerns about their long term sustainability in the current financial climate and the level of funding provided by the local authority to provide early education and in the last twelve months, 7 number of settings have deregistered from the scheme. However, the local authority still has sufficient capacity to deliver the number of early education places required. As an early implementer of the Welsh Government's 30 hour Free Childcare Offer, many settings have registered as joint providers so this additional funding will provide some mitigation in this sector.

Flintshire has extended the number of Welsh medium Early Entitlement providers from five to seven in recent years and will continue to work closely with Mudiad Meithrin to develop new provision in a key geographical location in the county during 2018 where there is not yet capacity. There is currently sufficient capacity to deliver Welsh medium early years' education but the aim is to increase this as a stepping stone to more children accessing their full time education in a Welsh medium school. This is a key target in the authority's Welsh in Education Strategic Plan.

Free Childcare Offer – Early Implementer

Flintshire is one of the Early Implementer authorities in Wales, selected in 2016, to work with 6 other authorities and Welsh Government to develop and test the childcare offer before the scheme goes national in 2020. The aim of the 30 hour childcare offer is to mitigate against the effects of poverty on outcomes for children and reduce inequalities. The provision of high-quality early education and childcare is central to the Welsh Government's 'Building a Brighter Future', the 10 year plan which sets out the Government's commitment to improve the life chances and outcomes of all children in Wales. The Welsh Government has committed to offering working parents and registered guardians of three and four year olds in Wales 30 hours of government-funded childcare and early education for 48 weeks of the year.

It was agreed at the beginning of 2017 that Flintshire would take a phased approach, initially aiming for 75 children, this was extended to 441 then to 748 children by the end of March 2018. Flintshire is currently in 55 Lower Super Output wards, with 33 remaining. As at 5 February, 2018 there were 158 settings registered; 477 application received; 70 applications not seen or pending awaiting further information; 287 applications processed and confirmed eligible from September 2017 and 120 applications processed and confirmed eligible from January 2018.

Regular monitoring by Welsh Government officials has identified Flintshire's approach to the roll out of the Childcare Offer as highly effective and a business case is now being considered by WG to allow Flintshire to move to full roll out from April 2018. The method of delivery of the offer and the IT systems developed by Flintshire staff to support the offer are being considered as exemplary models for other local authorities to follow when they come onto the scheme. The effective joint partnership between a number of key partners e.g. Social Services Early Years & Parenting Team, Childcare Development Team, Early Entitlement Team, Family Information Service, Wales Pre-School Playgroup Association, Mudiad Meithrin, National Day Nurseries Association and PACEY (Childminders) has been integral to the success of the pilot and is an excellent example of partnership working.

Integrated Youth Services

Provision for young people in Flintshire is delivered through an integrated model combining the work of the Youth Service and the Youth Justice Service and enhanced collaboration between providers across statutory and voluntary services, utilising various streams of grant funding e.g. Youth Justice Grant, Youth Support Grant and Families First alongside core funding. Alongside a universal service offer of dedicated youth centre provision, the Integrated Youth Provision also offers commissioned projects. These include Young Carers, URDD bilingual provision, Breathing Space Wellbeing (based in Mold Alun High School) and specialist disability provision and targeted work for prevention with Theatre Clwyd Cymru. This mixed menu offers the best opportunity to be reactive to current needs of young people. The Integrated Youth Provision also prioritises young people evidencing at least two Adverse Childhood Experiences (ACEs) and deliver with an ACE informed trauma approach.

The Youth Justice Service has ensured that its 3 year Youth Justice Plan is committed to the following priorities;

- Increasing the number of young people in Education, Training and Employment (ETE)
- Increase the range of ETE opportunities for children and young people
- Equipping the workforce with trauma informed approaches and restorative justice solutions.

All young people involved within the YJS undergo a comprehensive holistic assessment which assesses their likelihood of re-offending, risk of serious harm to others in addition to their safety and wellbeing needs. This also include issues and concerns relating to education, training and employment, physical health and emotional and mental health.

The YJS has an ETE Panel and a referral process which identifies young people not in receipt of their full ETE entitlement. Efforts are made by YJS Case Managers and Education Officer to develop an Individual Learning Plan and explore alternative provisions and increasing ETE attendance. The YJS is utilising the Agored Framework and developing its own Forest School to increase alternative provisions. The YJS is also utilising its Junior Attendance Centre to increase young people's skills in literacy and numeracy and delivering workshops on healthy lifestyle and choices. Young people with

elements of reparation or Unpaid Work will complete the Health and Safety Agored qualification. The unpaid work projects all have an educational and/or vocational focus e.g. joinery, decorating, landscaping etc. with the aim of increasing the future employability of young people.

In one secondary school the Outdoor Education worker has been delivering sessions developing skills through outdoor education linked to team work and communication resulting in ASDAN accreditation. These learners have received additional support in basic personal skills. Pupils from the PPRU are also given opportunities to develop team work and listening skills through outdoor learning opportunities.

The YJS reports ETE performance to the Youth Justice Board and local performance frameworks on a quarterly basis. The KPIs are a measure of the education provision a young person is offered and engages in through the lifetime of the Order. If a young person is not being offered appropriate provision, the Education Coordinator seconded into the YJS will liaise with the Education Team to improve provision, and then the YJS case manager will support the young person to ensure that their engagement is maintained.

The YJS has committed to training staff in restorative justice conferencing and the trauma recovery model whilst forging links with schools to provide peer support to staff in utilising restorative justice solutions as part of their disciplinary policy.

The YJS has trained its work force in the Enhanced Case Management Approach which utilises and is informed by the Trauma Recovery Model to assist young people in making positive outcomes and desisting from offending. The approach is supported by a trained Clinical Psychologist.

The Flintshire Integrated Youth Provision (FIYP) Participation Team work with partners to ensure the voices of young people are represented locally and nationally on a wide range of issues.

Flintshire commissions Barnados to deliver support for Young Carer on a three tier model of intervention. The project offers needs assessments, respite group activities, training, peer support, 1-1 support and individual development plans. The project supports over 200 young people annually.

With the recent establishment of the Flintshire Youth Council, the commitment to involving children and young people at the highest strategic level of decision making in the local authority is set out as an example and benchmark for all organisations involved. It ensures that the duty of Due Regard under the Right of Children and Young People's Measure 2011 is appropriately discharged. The FIYP Participation Team work with Healthy Schools Co-coordinators and Schools Council Leads to ensure that there are strong links to the Youth Council.

Effective participation work by officers delivers a range of opportunities for young people to be involved in activities and events designed to support their academic, social, physical and emotional development. These include projects on healthy eating, relationships, sexual health, mental health, the effects of pregnancy and child rearing, consent, substance and alcohol misuse, financial literacy etc.

The Sorted Team who support young people in relation to substance misuse can clearly identify the positive impact of their service on improving awareness of the impact of such behaviours. For example, in the last quarterly reporting period (Q3) 26 young people referred to the team because of their offending behaviour undertook drug and alcohol interventions; of the 24 young people who completed targeted interventions during the periods, 17 engaged well and expressed a wish to continue with the support sessions and reported a reduction in risk taking behaviour; of the 65 young people referred to the project for targeted intervention, only 3 young people (5%) reoffended and none went into custody.

Integrated Youth Services also provide targeted support for vulnerable groups such as young people from Gypsy and Traveler communities who can often face issues when moving between high schools. The use of a Rights Based Approach has been successful in allowing them to explore who they are and how to integrate successfully in their school communities, improving their chances of engaging successfully in education. Similarly, young people who are carers are provided with dedicated support to facilitate their engagement in youth services commissioned through projects funding by Families First. The Authority supports the attendance of young carers to the Youth Service Annual Camp which has successfully run for three years and participation in this has acted as a springboard to help young carers integrate into mainstream youth provision.

An effective example of work by the Integrated Youth Team to reduce the numbers of young people who are not in education, training or employment (NEET) is The Resilience Project. Young people between the ages of 16-25, who are not currently in Education, Employment or training are targeted by the project which offers a bespoke package to engage them and provide a safe learning environment or their first steps into the world of higher education or employment. Resilience takes referrals from other agencies, parents or young people. They meet the young people in their home environment and work to re-engage them into group situations, building on achievements and supporting any setbacks until the young person is able to work independently towards his or her own goals.

The Integrated Youth Service also provides other play and sporting opportunities for older young people throughout the year through in a partnership approach with other key agencies e.g. Drug and Alcohol Team, Sports Development, North Wales Police and Anti-Social Behaviour Co-coordinators. This provides an effective platform to engage young people in a positive way and share important messages and access to services they may be in need of.

Play Services including Play Sufficiency

As a result of the development of an alternative delivery model for leisure services, the opportunity to bring play into Integrated Youth Services was seized in late 2017. Flintshire has a strong tradition of providing safe spaces and quality play opportunities for young children during summer holidays. The portfolio has an excellent track record in partnership working with over 30 Town and Community Councils to deliver these quality play schemes.

Flintshire County Council upholds Section 11 of the Children and Families (Wales) Measure 2010 which places a statutory duty on all local authorities to assess and secure sufficient play opportunities for children and to consider the many aspects of community life that affect play opportunities e.g. use of the environment; traffic and transport; play and leisure provision, and parental and community involvement with play. Flintshire is effective in adhering to the statutory guidance, 'Wales – A Play Friendly Country'.

The portfolio has maximised the impact of the All Wales Play Opportunities Grant from Welsh Government. A key success has been *Playful Futures* schools project, which has improved opportunities for play across a range of school settings. It has made a major difference to the school day by creating more playful environments, supporting pupil voice and training midday supervisors and there is clear evidence that the projects have impacted positively on the quality of children's play as well as their health and wellbeing.

Lack of capacity within some service areas to deliver some activity agreed in the Play Sufficiency Action Plan was identified as a concern during the most recent audit process. As a result, Flintshire County

Council is currently prioritising the reinvigoration of a strategic approach to drive forward local annual action plans and is being supported in this by Play Wales.

Healthy Schools & Healthy Pre-Schools

In Flintshire four staff are funded by Public Health Wales to support schools and pre-school settings to actively participate in both the WNHSS and HSPSS. The Flintshire Healthy Schools Scheme works to ensure that health education and promotion becomes an integrated part of the school curriculum, the ethos of the school and community. The Scheme works in partnership with local and national organisations to ensure a coordinated and multi-faceted approach to health within schools. The Healthy and Sustainable Pre School Scheme (HSPSS) was launched nationally in 2011 and was developed as an extension of the Welsh Network of Healthy Schools Scheme (WNHSS). The criteria for the HSPSS have clear parallels with the WNHSS National Quality Award.

School Holiday Enrichment Programme (SHEP)

In Flintshire a local SHEP steering group has been established by the Healthy Schools team during the autumn term 2017 and two schools have been in bids to host the clubs during summer 2018.

School Health Research Network (SHRN)

All Flintshire secondary schools have undertaken the survey during the autumn term 2017 and will be issued with their individual research findings at the end of the spring term 2018, alongside a county report. An event for school council representatives will take place in March 2018 to help pupils understand how to interpret research data and action plan.

School Sports Survey

Sport Wales has run surveys of primary and secondary school pupils, in school years 3 to 11, for over 17 years. All schools which collect a sufficient number of survey responses from their pupils receive unweighted results from the survey. For the last survey in 2015 Flintshire surveyed 5090 pupils.

Flintshire's School Sports Survey identified an increase in the number of pupils 'hooked on sport' from 42% in 2013 to 49% in the last survey undertaken in 2015. This is above the Welsh average of 48%. The 'Hooked on sport' measure is a combined measure of activity that takes place outside of PE lessons – i.e. the number of occasions per week that a pupil takes part in either extracurricular school based activity or community based club activity.

In Flintshire, 94% of pupils enjoy PE with 64% saying they enjoy it 'a lot', and 83% enjoy extracurricular sport with 52% say they enjoy it 'a lot'. 40% of primary school pupils in Flintshire (39% of males and 42% of females) attended a leisure or sports centre once a week or more often during the 2015/16 academic year. This compares with 31% of primary pupils across Wales (30% of males and 33% of females).

40% of secondary school pupils in Flintshire (40% of males and 40% of females) attended a leisure or sports centre once a week or more often during the 2015/16 academic year. This compares with 36% of secondary pupils across Wales (34% of males and 37% of females).

Schools are actively encouraged to use the Sports Survey information to improve the quality of provision for sporting and extra-curricular provision for pupils and there is a good level of engagement through programmes such as 5x60, Young Dragons and Us Girls.

Early Help Hub

In early 2017 the Flintshire Public Service Board (PSB) commissioned the establishment of an Early Help Hub to support the delivery of more timely and appropriate early intervention and support for families with greater needs. There were multiple drivers for this including the introduction of the Social Service and Wellbeing Act 2014, the CSSIW inspection report recommendations about prioritising early intervention, intervening earlier at lower cost and for better outcomes and the extent to which so many cases being referred and re-referred to Children's Services did not meet thresholds for a statutory intervention, notwithstanding that the families often presented with persistent challenges.

The Early Help Hub's co-location will inform speedier information sharing and decision making to provide more effective support for families in a cost effective joint commissioned model. The agencies commissioned into the Hub are:

- **Y Teulu Cyfan** who will lead on direct interventions with families and draw upon their existing partnerships with Action for Children, Child and Adult Mental Health Services, Active 4-16, Community Parents, CAIS, Drug and Alcohol Team and the Domestic Abuse Safety Unit.

- **Action for Children – Young People** who will lead on targeted 1-1 working and group work with young people and families and the engagement of young people up to the age of 25 in education, employment, volunteering and work experience through the Resilience Project. They will also draw upon their effective partnerships with the Flintshire Local Voluntary Council and Aura, the local provider of leisure services.

- **Action for Children – Disability** who will lead on the provision of support and services for families with disabled children/young people to ensure better engagement in social, leisure, play and sporting opportunities to improve physical and mental health and transition into adulthood.

Nominated staff from the Education and Youth Portfolio are an integral part of this Early Help Hub contributing to the assessment of children and families and identifying appropriate mechanisms for support where there is clearly an identified need and there is evidence of two or more Adverse Childhood Experiences (ACE's). Staff across the portfolio and in schools have been briefed on the purpose and operation processes of the EHH and an understanding of the impact of Adverse Childhood Experiences. They are being actively encouraged to make direct referrals to the EHH. The Hub development has been led on behalf of the portfolio by the Senior Manager for Integrated Youth Provision who has responsibility for commissioning Families First and has also been supported strategically by the Chief Officer for Education and Youth and the Senior Manager for Inclusion.

The EHH has been through a 'soft launch' pilot phase during the autumn of 2017 and is successfully transitioning into its full operational model.

School Place Planning & Provision

Flintshire County Council has a strong track record in strategically managing its school estate through its own resources and through the effective use of grant funding schemes e.g. 21st Century Schools programme in order to manage the effective and efficient delivery of school places. It has demonstrated a willingness to take difficult decisions to modernise the school network to improve the quality improving

the quality of the learning environment to underpin teaching and learning and address issues related to condition and suitability.

Under its School Modernisation Strategy the Council has undertaken a major programme of school organisational change proposals which have on included the closure of one nursery school, three primary schools, one secondary school, the development of four federal arrangements across the primary and secondary sector, the amalgamation of all infant and junior schools, the rationalisation of post 16 provision in the north of the County resulting in a partnership arrangement with Coleg Cambria, the extension of primary Welsh medium provision, the building of two new primary schools and an award winning 3-16 learning campus and other major remodelling programmes. Another primary school build is scheduled for the end of the 21st Century Band A programme bringing the total funding envelope for this initial tranche to £64.2m.

Flintshire's Strategic Outline Plan for Band B is equally ambitious at £85m and has approval from Welsh Government and the Council's Cabinet. The Council is currently evaluating its programme priorities and how to use the differing forms of funding available e.g. Capital and Revenue based funding and the Mutual Investment Model (MIM).

The proposed programme provides efficient and effective educational infrastructure to meet current and future demand. The programme has potential to remove up to 10 educational buildings from the service portfolio and ensure suitable investment in new facilities. All projects within the programme will be designed to promote community access to school and sports facilities.

The backlog maintenance for projects within in the programme is £7,732,996 for secondary and £1,692,356 for primary. For new school projects the Council would expect to achieve 100% reduction in backlog maintenance, for remodelling projects an 80% reduction and smaller scale projects the aim would be for 50% as a benchmark. The Council has clearly defined arrangements for repairs and maintenance of schools and responds appropriately to emergencies.

The SOP is linked to the Council's Welsh in Education Strategic Plan. The Band B programme is focused on 3 of the 6 schools within the Welsh Medium (WM) sector, linking in with the Council's desire to ensure that WM is given priority and linking into the National Welsh Language Strategy.

Voluntary Aided schools are maintained jointly by the County Council and either the Church in Wales or the Roman Catholic Church. Aided schools also have access to separate capital funding streams directly through the Welsh Government. The Council continues to work in partnership with the Diocesan Authorities to ensure that Aided schools are appropriately located and fit for purpose.

In September 2017 the Pupil Level Annual School Census showed the 64 primary schools had a total capacity of 14,001 full time places but only had 12,323 total numbers on roll (NOR), which is a surplus of 15.37%. 11 Schools in the secondary sector had a total capacity of 10,772 with 9188 NOR and 16.77% surplus places. When combined, these figures equate to 15.58% surplus places across the school network, which is higher than the maximum national target of 10%.

In January 2013, there were some 4,000 surplus places in Flintshire schools (15.4 per cent of the total) distributed across primary and secondary schools. Surplus places at September 2017 are lower at 3,262. The proposals contained in the SOP, should they be implemented, will reduce unfilled places in this sector to within the national target.

Pupil number projections methodology are aligned to with other authorities across the region and are completed twice per year, these are linked to school data returns, namely, January PLASC and

September returns. The capacity assessments are conducted using the Welsh Government's Measuring the capacity of schools in Wales and are audited once per year.

The Authority has an up-to-date Asset Management system and data from the system is used to influence decision making on capital investment in the school network. Priorities for investment for the schools capital programme are clear, linked to strategy, funded and agreed and based upon up-to-date information. However, despite significant expenditure, the authority's data shows that the school portfolio still requires significant further investment.

In 2016/17 suitability surveys were commissioned and conducted across the schools' portfolio based on national guidance. Despite the significant investment through 21st Century Schools programme and the Council's own capital programme, it is estimated that an investment in excess of £130m is still required to address suitability issues across the schools network.

Table 37: Suitability of School Buildings

Suitability Grade	No of Schools	Percentage %
A	12	15.38%
B	23	29.49%
C	39	50.00%
D	4	5.13%

School condition surveys are re-assessed in line with national asset management guidance on a five year cycle, with the repair & maintenance (R&M) backlog estimated in excess of £19m, a substantial improvement from the £35m backlog reported in the 2010 SOP.

Table 38: Condition of School Buildings

Condition Grade	No of Schools	Percentage %
A	4	5.13%
B	66	84.62%
C	8	10.26%
D	0	0.00%

Flintshire County Council has no schools in condition 'D' as this would mean that the school building life would have expired or be at risk of imminent failure.

The Council consults with children and young people, parents, school governors and staff and other relevant stakeholders prior to making proposals for any school modernisation change. The consultation process involves the completion and presentation of impact assessments around community, transport, buildings, equalities and language and includes a financial appraisal.

The responses from each formal consultation process is presented to the Council's Cabinet, along with the impact assessment, options appraisal and officer recommendations. Cabinet then decide on how to progress. For all construction projects the Head teacher or nominated person from School forms part of the "operational team".

Flintshire consults other admission authorities and coordinates admission arrangements with neighbouring authorities, including common dates of return and common offer dates. Flintshire participates in the regional North Wales Admissions Group to coordinate admissions arrangements and

develop/deliver joint training. The Council is represented at the ADEW School Admissions Officers' Group and is aware of national and Welsh Government initiatives in the service.

The composite prospectus, "Guide to Education Services" is reviewed and published annually and is made available on line to all parents on 1st September each year, as part of the annual admissions round. Feedback from Welsh Government on the composite prospectus has been incorporated in to the Guide. Flintshire's online admissions process was used by 100% of applicants for Secondary, Reception and Nursery for September 2017.

The vast majority of parental preferences continue to be met (96%) and the number of appeals for admission in September 2017 reduced when compared to previous years. All appeals are held before the end of the academic year and any appeals outside the timetabled admissions process are heard well within 30 school days in accordance with the School Appeals Code. Panel members are trained in accordance with the Appeals Code, and advertising, recruitment and training of panel members takes place every 3 years jointly with other admission authorities. This is a cost effective way of managing recruitment and training and ensures consistency across the region.

Applications for mid-term transfers are made online and every effort is made to admit pupils within 10 school days. Flintshire's Managed Moves Protocol has been revised recently and agreed with all head teachers.

2. Quality of Education Services

Areas for ongoing improvement	Key Sources of Evidence
<ul style="list-style-type: none"> • Strengthen joint working between schools and the LA to enhance pupil engagement and maximise the use of reducing resources to improve learner outcomes • Consolidate restructuring of PRU and relocation onto a single site to maximise the impact of service for PRU learners and extend support for mainstream provision to maintain learners in schools • Increase access to education, employment and training for young people in the YJS • Continue to strengthen links between the Portfolio and its secondary schools with the North Wales Economic Ambition Board to maximise learner access to apprenticeships and employment opportunities • Continue to improve the school estate through school modernisation strategy and capital investment • Continue to reduce the percentage of surplus places through school modernisation programme • Increase provision for Welsh medium school places in urban areas of the Authority and increase take up in rural areas where existing provision is under-subscribed 	<ul style="list-style-type: none"> • Public Service Board Plan • Flintshire County Council Improvement Plan • Portfolio Improvement Plans • GwE Business Plans • Corporate Documents e.g. Cabinet & Scrutiny Reports • Corporate Monitoring Reports • Audit reports • Revised Operating Structure • Annual Report of the School Performance Monitoring Group • Integrated Youth Strategy • Youth Justice Plan • Training plans/presentations • 21st Century Schools Business Cases • Admissions Forum Minutes & Policy • Commissioning documents e.g. Families First

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Risks

- Reducing funding for local government impacts on range of central education services to support children and young people, particularly the most vulnerable
- Reduction in grant funding e.g. EIG/MEAG/Youth Support Grant/Youth Justice Grant impacts on range of support for school improvement and for vulnerable learners
- Uncertainty of sustainability of grant funding and short term grants with inflexible grant conditions undermines ability for LA to plan strategically to maximise impact
- Affordability of school modernisation programme in current financial context could impact on ambition
- Resilience of central teams and workload levels

Outcome 3 – Leadership and Management

3.1 Quality and effectiveness of leaders and managers

Flintshire County Council benefits from highly effective leadership at all levels of the organisation. As a result, there is very strong corporate and political support for Education and Youth Services across the Council. Political and officer leadership of Education is very good and innovative. Education priorities are very clear and support the delivery of the corporate agenda effectively.

The local authority's approach to strategic leadership delivers excellent services to all residents, underpinned by public service values. Within the context of delivery of services to children and young people there is a moral commitment to delivery in an inclusive, nurturing and worthwhile way which enables them to successfully to embrace adult life and become responsible, independent, economically active and resilient citizens.

The leadership structure and hierarchy of accountability within the local authority, both from an Elected Member and an Officer perspective is clearly articulated and understood. Roles and responsibilities are clearly documented both within the local authority and for local residents. The development of senior and middle leadership in the Council since the last inspection has contributed to the sustained improvement in many key indicators.

The approach the authority has taken to developing its vision and priorities demonstrates a clear and connected 'golden thread' which runs through all plans, policies and strategies and complies with all legislative requirements. A key feature of the local authority's approach to planning is the acknowledgement that within the context of setting aspirational objectives, plans need to be ambitious. Senior Officers have ensured that the balance between creating and sustaining a culture of ambition is contextualized and the approach to setting education targets and measuring performance supports this. The impact of this approach has been that:

- The needs and priorities of pupils have been consistently supported and challenged both by Officers and Elected Members. Overall this has delivered consistently good outcomes for pupils.
- The Senior Leadership Team in the Local Authority cohesively understands the importance of securing better outcomes for children and young people not just in the short term, but within a longer-term perspective of building resilience, becoming economically active and reducing dependency on public services.

The impact of this is that within the context of legislative compliance the local authority has ensured that the learning and support offer is focused on what is appropriate to meet the individual needs of children and young people. This is evidenced by high levels of engagement and participation and consistently good outcomes over time.

Elected Members effectively undertake statutory duties and make a worthwhile contribution to the development and progress of statutory plans. They also show real commitment to safeguarding the welfare of vulnerable learners. There is very strong member engagement in the following areas:

- The Welsh in Education Strategic Plan and the Welsh Standards Committee
- The Corporate Parenting Forum
- The Corporate Safeguarding Panel
- The Economic Ambition Board

- The Standards Quality Board

The Council has a very good track record of communicating with residents, service users, services and stakeholders through external processes and internal website arrangements. The impact of this has been that the Local Authority has developed a strong culture of engagement and inclusivity when agreeing priorities, making difficult decisions and engaging with stakeholders. This has ensured that what matters to the resident is integral to priority setting and resource allocation. This can be seen in recent processes around the budget settlement for schools and in consultations around school organisational change.

Leaders and managers communicate high expectations for securing improvement and challenge schools positively to good effect through a range of forums. From a school improvement perspective these include regular meetings with the head teacher community, working through nominated representatives on the primary and secondary Head Teacher Federations, School Performance Monitoring Group and other specific groups e.g. ALNCo forum, County Curriculum Steering Group and Emotional Health and Well-Being Strategy Group. There is also effective monitoring and challenge for other areas of provision through groups such as the Youth Justice Board, Children's Services Forum and Corporate Safeguarding Panel. The key objectives of the Public Service Board are clearly aligned with the Council's and portfolio's strategic improvement plans.

There are effective performance management arrangements which bring about improvements. They also help ensure that objectives for individual officers link well to operational and strategic priorities. Key plans align well at all levels and help elected members to understand and make effective use of performance information. Policies and initiatives are implemented consistently. Progress against the Council's priorities is monitored corporately and school performance is additionally scrutinised through the GwE Management Board and Joint Committee.

Elected members show determination in challenging and supporting services and taking difficult decisions to bring about necessary improvements, for example, on school organisational change and using statutory powers of intervention in schools causing concern. Members have also made difficult decisions in relation to the financing of schools in the challenge to set a legally balanced budget in the context of reduced funding for local government and increasing inflationary pressures.

The local authority and its partners have a clear commitment to learners and to developing a learning culture in the county. Senior leaders have very high aspirations for children and young people and they understand clearly the impact of national and regional priorities and how this impacts on decision making locally for services to support children and young people e.g. Well-being of Future Generations (Wales) Act, Social Services and Well-being (Wales) Act, Education in Wales - Our National Mission, Cymraeg 2050 – Welsh Language Strategy, North Wales Economic Growth Deal.

Senior management restructuring has enhanced the portfolio team's agility and ability to respond rapidly to changing circumstances. Whilst a lean team in terms of senior personnel, leaders work in a sophisticated way with a range of strategic partners across public services to set high level priorities together and deliver their vision for the young people of Flintshire. They are well respected by elected members, external partners, regional colleagues and school leaders.

Senior leaders have put structures in place to guide co-operation and lead by example. The extensive use of secondments, joint appointments and collaborative initiatives means that staff at all levels recognise and understand each other's strengths whilst working confidently within their own

specialisms to achieve the agreed vision e.g. the development of the Early Help Hub, joint Sensory Service, Families First commissioning, Childcare Offer etc.

The local authority has a good track record of identifying and intervening where hurdles to effective working hinder progress. Difficult decisions are responded to proactively. Where appropriate, the political leadership, other elected members, the Chief Executive or other senior managers intervene effectively to overcome obstacles. Systems leadership and the delegation of resources support the efforts to place the learner first and protect the quality of education and support services.

This has been exemplified particularly in the recent endeavours by all officers and elected members to set a legally balanced budget for 2018-19 in the face of significant financial challenges. Delegation rates to schools to protect front line services are above the Welsh average and additional funding to protect schools budgets are channeled in wherever possible. Central education services made significant efficiencies of over 30% in three years to protect schools direct funding. However, cuts to grant funding still pose a major risk to the quality of educational delivery.

Scrutiny task and finish groups (including the School Performance Monitoring Group) have successfully examined key aspects of the portfolio's work and have informed decision making well. Elected members across the political spectrum provide a good degree of challenge to the portfolio team and to schools directly to improve service quality and performance and will make collective decisions to maximise funding for schools, as evidenced in the budget setting process for 2018-19.

The local authority works very effectively with GwE (Regional School Improvement Service), one of its key partner organisations. Since the inception of the service in 2013, there has been a very good track record of engagement with the service to support its development and robust scrutiny of the service in holding it accountable for the scope of its delivery on behalf of Flintshire. GwE Officers participate fully in Flintshire business and understand and contribute to the vision, aims and objectives of the Council. local authority and GwE Officers have parity of status within the organisation and respective roles and responsibilities in contributing to the delivery of the service within Flintshire.

All GwE Officers working in Flintshire understand the vision and priorities of the Council within the school improvement context and work towards supporting this. This is evidenced by the way in which the GwE Level 1 plan supports the service business plan and the way in which the two organisational structures integrate and align. The mutually supportive, yet challenging culture, fostered between GwE and Flintshire officers enables the authority to maintain focus on outcomes for learners and achieve a consistent and measured position with regard to those outcomes, across all phases and over time. This has been achieved despite pressures created by the change agenda and the areas highlighted for improvement in the Estyn inspection of the Consortia in 2016.

The impact of joint working in this way has been to ensure that Flintshire schools benefit from a much broader and more connected range of expertise which is evidenced by the strong profile of Estyn inspection outcomes in Flintshire and good and improving outcomes over time.

Good arrangements are in place to support and challenge schools as a result of enhanced scrutiny of standards, provision and leadership. Underperformance and risk factors within schools are now identified quickly and addressed at an early stage through the effective joint working of local authority officers and Support Improvement Advisers from the regional service. Local and Regional Quality Boards monitor and report on the impact of these interventions to senior managers and political leaders. The School Performance Monitoring Group has a clear track record in challenging schools and ensuring they are supported to improve.

Senior GwE and LA officers meet formally on a fortnightly basis to discuss schools. Progress against KS4 targets is a main agenda item. There are many informal meetings and discussions which take place on a weekly basis and this has further strengthened communication between GwE and Flintshire.

All schools have had access to regional and bespoke leadership training. Flintshire secondary schools take up has been good with many school leaders taking part in the following programmes; Experienced Head Teacher Programme, Aspiring Leaders and Middle Leadership Programmes. Evaluations from schools have been extremely positive. There is evidence that these programmes have strengthened and upskilled many school leaders across Flintshire.

3.2 Self Evaluation processes and improvement planning

The local authority has a well-established process of evaluation, review and challenge. Leaders, managers and elected members have an accurate understanding of the authority's strengths and weaknesses. They routinely make good use of a range of rigorous monitoring activities. The authority undertakes a wide range of self-evaluation activities analysing data and first-hand evidence well to make accurate evaluations of the quality and impact of services. The arrangements also identify clearly the areas for improvement and help ensure that progress against strategic and other plans is reviewed effectively and timely interventions made.

Through its joint working with GwE, the local authority has a detailed Level 2 Business Plan for primary and secondary schools that are agreed between the Chief Education Officer and the GwE Core Leads Supporting Improvement Advisers (SIA). Agreed priorities in the business plans are based firmly on the findings of the self-evaluation processes. The plans accurately identify key issues within schools in the local authority and include a bespoke improvement plan to address the specific challenges. Progress towards achieving the agreed outcomes at a local authority level is regularly reviewed in meetings between the core lead SIA, the Chief Education Officer and senior Education Officers. The plan is regularly updated to reflect the outcomes of whole school review and support visits commissioned by the local authority.

A robust accountability framework ensures that ongoing issues are escalated from the local authority Quality Boards to senior leaders Council's senior leaders and Management Board. Progress is RAG rated appropriately and senior leaders challenge any slippage in expected progress. The regular reviews of the business plans at all levels enables accurate evaluation of the progress towards achieving priorities. This ensures that the business plans remain flexible to incorporate new priorities during the monitoring period if required.

The local authority works swiftly and effectively with GwE Officers to address 'Schools Causing Concern'. Where rapid progress is required Accelerated Improvement Boards have been established to oversee progress. These Boards meet regularly and include key officers of the authority, GwE and school leaders, including governors.

The local authority has benefitted from the rapid and significant improvements made by the new GwE leadership team. There is consistent dialogue with key offices of the authority and a common focus on school improvement, particularly at secondary school level.

The consortium's recent Estyn monitoring Inspection (October 2017) noted:

'GwE responds positively to requests from local authorities to conduct intensive internal reviews in individual schools. Extensive investment in human resources and time ensures that schools receive

comprehensive and fair reviews. Reports that derive from these reviews are rigorous and include purposeful recommendations.’ This has certainly been evidenced in schools within Flintshire.

Senior leaders in GwE, in partnership with local authority officers, use data effectively to ensure areas for improvement are identified quickly and addressed robustly through detailed business planning. Data and information is also scrutinised robustly to monitor progress against agreed actions. The quality of planning at all levels for 2017-18 underlines this step change. As a result, the quality of information shared with the GwE Management Board and Joint Committee has improved significantly, enabling members to scrutinise and challenge progress effectively.

Education officers with the Council focus well on joint planning and resourcing as well as building capacity for continuous improvement. The local authority has strong links with the community, good liaison and communication with schools, parents/carers and works effectively with other agencies enabling officers to deliver joined-up programmes that improve outcomes and wellbeing for learners. The Family Information Service is an important conduit to enable access to relevant up to date information to support these aims.

Senior managers demonstrate significant commitment to developing strategic partnerships across all aspects of the local authority’s work. Through the Public Service Board (PSB), the local authority and its partners have joint ownership of priorities and outcomes. These aims are communicated clearly in the Public Service Board’s Single Integrated Plan.

The authority engages well with partners, service users and other stakeholders in its evaluation processes and in planning for improvement. For example, the Integrated Youth Strategy “Delivering Together” featured full engagement of young people’s representatives in its development.

The authority uses a corporate database for the recording of complaints, concerns and requests for services. A senior Manager within the portfolio is a link officer for complaints. The majority of these have to be re-directed back to the individual school complaints procedures as complainants frequently believe that the authority should deal with a complaint against a school on their behalf. Complainants are advised of the correct procedure and, as necessary, the portfolio provides support to schools on its procedures. On-line complaints training is available to all governing bodies.

For the small number of complaints directly against services provided by the portfolio these are mainly considered to be ‘requests for service’ and generally relate to administration around on-going casework e.g. statements of special need.

The local authority is compliant with the requirement regarding partnership agreements with its schools.

3.3 Professional Learning

Relationships with schools are good. Regular head teacher meetings and the partnership groups in the consultative structure form an effective mechanism for raising issues and agreeing actions to tackle them. Flintshire benefits from well-established learning networks within and across schools and now increasingly across the region which enables schools to develop and share their professional knowledge.

Flintshire schools are engaging effectively with the range of professional development opportunities provided by GwE and by the local authority. Senior officers have contributed significantly to the development of a regional and national school improvement programme. The local authority in

partnership with GwE delivers appropriate training for school leaders, including a regional induction programme for new head teachers. The success of this is evidenced by the fact that many schools have been judged at least 'good' for Key Question 3 over the last five years.

Partnership activities make a strong contribution to widening the range of choices for learners and this has benefits for their standards and wellbeing. The authority takes a leading role in developing joint working practices and promotes trust and good communication between partners. These include effective partnerships between the authority, the police, local health board, voluntary agencies, other local education authorities and integrated youth support services. The local authority monitors and co-ordinates the work of these partners well. Individual partners have a good understanding of their own strengths and weaknesses in the services they deliver and collective contributions and co-production can be evidenced.

Partnership working between the local authority, further and higher education establishments, employers and secondary schools in developing the work of the 14-19 network is good. They successfully promote co-operation and enable school governors, the college, employers and the authority to plan, monitor and resource an effective 14-19 curriculum that meets the needs of learners well. Collaboration in the development and transition into a new post-16 hub on Deeside has been recognised by the Welsh Government through the publication of a national case study.

The Welsh Advisory Team in the Portfolio actively encourage schools staff at all levels, including head teachers, to engage in the WG sabbatical training programmes for practitioners who wish to teach through the medium of Welsh or wish to improve their Welsh-language skills. Take up across all four levels or training are good and Flintshire staff represent a sizeable proportion of each cohort. This is extending the number of staff with improved Welsh language skills which is contributing to the improving quality of provision for learners in both English and Welsh medium schools.

The authority promotes professional learning for its core portfolio team through structured learning opportunities most visible through the Flintshire Academi infonet which provides learning and e-learning modules on Leadership and management, personal development, specific professional development, equality and diversity, welsh language, health and safety and ICT.

The authority has a strongly developed Flintshire Trainee scheme, with many trainees subsequently gaining employment within the Council. There is an ongoing commitment to apprenticeships with an annual opportunity for services to benefit from the engagement of Modern Apprenticeships. The significant capital projects such as the social housing scheme and 21st Century school projects now offer a range of apprenticeship opportunities through the Future Works collaboration. The authority is currently exploring the feasibility of a Junior Apprenticeship programme for Key Stage 4 in collaboration with Coleg Cambria for 2018/19. This will offer a fulltime vocational course for students in Hospitality and Catering leading to a potential Level 3 vocational pathway post-16.

All staff benefit from the annual appraisal scheme which ensures personal and professional objectives are linked to the annual corporate service and portfolio plans. Centrally employed teaching staff have statutory performance management. The process enables employees and managers to explore individual strengths and identify wider opportunities for these to be utilised effectively. This has resulted in officers taking the lead in opportunities such as WG pilot for the ALN Reforms and Childcare Offer. The Senior Manager for School Improvement is currently acting up as Interim Chief Officer for Education and Youth. These opportunities support succession planning at a time where central services are reducing and all employees are encouraged to engage with the range of opportunities available to them.

Senior Managers network and share good practice at monthly Change Exchange sessions with the Chief Executive and Chief Officer Team. Quarterly Academi sessions for managers also provide key updates and contribute to cross-cutting policies and strategies. Specifically within the portfolio, there are termly portfolio workshops for service managers to share updates, future plans and engage in consultation and professional development opportunities. There is a comprehensive online training programme available for all staff of the Council to access on corporate training priorities e.g. safeguarding, GDPR, leadership and management etc. Networking by senior managers through representation on various groups of the Association of Directors of Education in Wales ensures service planning is informed by current and best practice from across Wales.

3.4 Use of resources

Flintshire County Council has developed a very good approach to managing its budget which enables it to maintain focus on the delivery of priorities. The local authority has responded very effectively to the challenges presented by the financial climate in a strategic, structured and coordinated way with the aim of protecting front-line delivery for service users.

Education reform and investment has remained a priority for the local authority despite the challenging financial climate. The high strategic priority given to the education service is reflected in the authority's allocation of both revenue and capital resources. The schools' delegated budgets have been protected from efficiency reductions in recent years and elected members across the Council have directed additional funding streams to schools when they have become available. Risks about the impact of poor funding on the quality of education services has been clearly articulated and is understood by elected members and head teachers.

The authority's spending decisions relate directly to strategic priorities for improvement and benefits for schools and their learners. The school funding formula is regularly reviewed in consultation with schools and reported to the School Budget Forum. Staffing, accommodation and financial resources are soundly managed and deployed to support learning and improvement. The authority reviews the outcomes of its financial plans to make sure that money is spent wisely and has a positive impact on standards.

Partnership activity provides good value for money because it contributes to extensive opportunities and improved outcomes for learners in aspects which the authority and its schools alone could not provide.

The authority has been successful in securing grant funding for both revenue and capital projects has committed to contributing half of 21st Century Band A school modernisation investment in schools from its own resources. It has also an ambitious programme valued at £85m for Band B. It has secured funding through the Small and Rural Schools Grant, Infant Class Size Grant and has submitted bids for the Welsh Medium and Childcare grants recently released by Welsh Government.

The local authority currently has an estimated repair & maintenance (R&M) of approximately £19m, but this is a substantial improvement from the £35m backlog reported in the 2010 SOP and has been achieved through targeted capital investment. However, the level of R&M remains a risk and is strategically linked to the Band B programme of 21st Century Schools.

School balances are at an unprecedentedly low level in the secondary sector and have decreased significantly in the primary phase during 2016-17, reflecting the budgetary pressures being absorbed

by schools. The authority is proactive in providing schools with appropriate support and challenge where surpluses are too high and where there are deficits. However, the current level of overall school balances is a risk.

Many externally funded initiatives track the progress of learners and service users and their families effectively, e.g. Families First, Flying Start, TRAC/ADTRAC and Youth Support Grant. In the best examples, early bespoke interventions with families make measurable contributions to improved educational outcomes. More effective use is being made of results based accountability. However, late notification of grant funding and associated conditions can make it difficult for officers to plan. Nevertheless, there is clear evidence that grant funding is always maximised to support strategic priorities and deliver quality services.

There are rigorous processes of financial management across the Council and regular reviews of portfolio budgets to ensure value for money and the identification of efficiencies to support the annual budget setting process in times of austerity. Flintshire County Council has achieved nearly £80m efficiencies over the last ten years and the Education and Youth Portfolio has achieved efficiency targets of 30% over the last three years. Through regular portfolio budget management processes, senior managers take responsibility for their services budgets, well supported by a central finance team.

The Council has engaged independent, external experts to review its budget setting and monitoring processes who have concluded that processes are robust, decisions around future spending plans are sound and that the authority has been innovative in the face of significant financial challenge.

“Flintshire’s response to funding reductions in recent years has been measured and appropriate. The Council has adopted a systematic approach to ensure that efficiencies are gained across all services and the organisation has embraced alternative models of delivery where appropriate. There is nothing in Flintshire’s approach which significantly stands out from that of others in the sector, and there are plenty of examples of good practice and innovation within the Council.” (Independent Financial Review of Flintshire County Council by Alan Gay OBE)

With a significant proportion of its budget used to commission the regional school improvement service, it is important that the local authority is reassured that GwE has effective financial management processes in place. Communication and consultation about financial arrangements are effective with both core funding and grant-expenditure kept under regular review by GwE, the host local authority and the Joint Committee. A formal framework has been developed to assess the wider value for money that GwE provides. There is now a consistent view across all stakeholders of how the value for money of GwE’s activities can be measured within the business plan structure and objectives.

Detailed work has been undertaken to align grant allocations with priorities. Supporting Improvement Advisers challenge schools on their use of grant funding, with a clear assessment on the use of this funding. This has reduced the inconsistencies between schools around identifying the impact of the use of grant funding on pupil outcomes.

Overall, the authority’s education services, including schools, continue to provide good value for money.

3. Leadership & Management

Areas for ongoing improvement	Key sources of evidence
<ul style="list-style-type: none"> Continue to develop the monitoring and governance of GwE to ensure best impact for learners and value for money 	<ul style="list-style-type: none"> Public Service Board Plan Flintshire County Council Improvement Plan

<ul style="list-style-type: none"> • Continue to strengthen the professional offer for core staff in the Portfolio to support career development and succession planning • Continue to develop effective partnerships to deliver services in an integrated and cost efficient manner • Continue to manage the school estate through the school modernisation strategy and through the variety of grants from WG eg 21st Century Schools, Childcare Grant, Infant Class Size Grant, Welsh Medium Grant. • Increase the challenge to schools on curriculum models and financial efficiency to more effectively manage budget deficits. 	<ul style="list-style-type: none"> • Portfolio Improvement Plans • GwE Business Plans • Corporate Documents e.g. Cabinet & Scrutiny Reports • Corporate Monitoring Reports • Audit reports • Revised Operating Structure • Annual Report of the School Performance Monitoring Group • Integrated Youth Strategy • Youth Justice Plan • Medium Term Financial Plan • School Funding Formula • School balances report • WAO Annual Improvement Report • School Budget Forum Minutes • Independent Budget Review Report
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Risks

- Maintaining high quality core services with reducing financial resources
- Poor school funding levels & school balances undermining school performance
- Resilience of senior managers in the Council and in schools to manage the challenging environment
- Attracting good leaders to senior roles in school and in the Portfolio to provide effective succession
- Affordability of school modernisation programme vs ambition
- Backlog of Repairs & Maintenance
- High costs of school transport

Appendix 1 : Flintshire Context including comparators to Welsh average*

Data Sources: PLASC 2017 & Stats Wales

School Data	Number	% of FCC	Avg % Wales*
Total Number of Primary Schools overall	64		
Number of Welsh medium primary schools	5		
Number of Faith primary schools	12		
Number of Foundation primary schools	1		
Total Number of Secondary Schools overall	11		
Number of Welsh secondary schools	1		
Number of Faith secondary schools	1		
Number of Foundation secondary schools	0		
Total Number of Specialist Schools	2		
Number of Specialist primary schools	1		
Number of Specialist secondary schools	1		
Total Number of PRU	1		
Pupil Data (All Ages & excluding EOTAS)			
Total number of school based pupils	23,554		
Total number in Primary	14,009	59.48%	
Total number in Secondary	9,335	39.63%	
Total number in Specialist	210	0.89%	
Total EOTAS including PRU	80	0.34%	
Total in faith schools	2,786	11.83%	
Total in Welsh medium schools	1,402	5.95%	
Total pupils Electively Home Educated (August 16)	72	0.31%	
Total number of Looked After Children (March 17)	205	0.87%	
Total number of children receiving care and support including LAC, Child Protection & Disability	390	1.65%	3.41%
Total pupils eligible for Free Schools Meals	2,918	12.33%	16.34%
Total Gypsy Traveller Pupils	64	0.27%	
Total English as Additional Language pupils	1060	4.50%	7.14%
Total number of pupils with SEN overall	4,752	20.17%	22.63%
Total number of Statemented pupils	537	2.28%	2.7%
Total number of School Action pupils	2,945	12.50%	12.7%
Total number of School Action Plus pupils	1,270	5.39%	7.23%
Welsh National Index of Multiple Deprivation (2014)			
Number of Lower Super Output Areas in Flintshire	92		
% LSOAs in most deprived 10%		2.2%	
% LSOAs in most deprived 20%		12.0%	
% LSOAs in most deprived 30%		19.6%	
% LSOAs in most deprived 50%		34.8%	

*Where comparative data available



CABINET

Date of Meeting	Tuesday, 25 th September 2018
Report Subject	Draft Rights of Way Improvement Plan 2018-2028
Cabinet Member	Cabinet Member for Streetscene & Countryside
Report Author	Chief Officer (Planning, Environment, and Economy)
Type of Report	Strategic

EXECUTIVE SUMMARY

Section 60 of the Countryside Rights of Way Act 2000, requires all Local Highway Authorities to produce a Rights of Way Improvement Plan (ROWIP). The ROWIP is a Plan for the Local Authority to manage and improve its rights of way network and will be over a 10 year period.

This second ROWIP assesses the 2018 network and evaluates progress made since 2008. The current (2018) Policy context is examined, priority areas are identified and a new-style Statement of Action put forward.

In July 2016, the Welsh Government issued guidance to Local Highway Authorities in Wales for the review and redrafting of ROWIPs. This guidance has been used to direct the preparation of Flintshire's second ROWIP.

Part of the plan is a booklet containing a suite of Policies and Procedure associated with Rights of Way.

RECOMMENDATIONS

1	Members give consideration to the draft Rights of Way Improvement Plan and Policy & Procedures booklet.
2	Members agree, subject to their considerations, that the Plan and Policy booklet be released for the statutory 3 month public consultation period.

REPORT DETAILS

1.00	EXPLAINING THE PLAN																
1.01	The ROWIP 2018-2028 focuses on three main sections; evaluation of the previous Plan; assessment of the current network condition and a statement of action for life of the Plan.																
1.02	The Plan is a statutory requirement under Section 60 of the Countryside Rights of Way Act 2000.																
1.03	<p>Evaluating delivery of the first ROWIP The first ROWIP identified the following areas as being key priorities for 2008-18:</p> <ul style="list-style-type: none"> • Management of the network • Service Management • Improving the network • Signage • Clear obstructions and improve enforcement • Definitive Map • Improve accessibility • The development of bridleways and a cycle network • Link up and develop bridleway network • Off-road motor vehicles • Publicity and promotion 																
1.04	Of the 22 tasks identified, seven have been completed or made substantial progress; while seven have made little or no progress, and eight have made partial progress. However, the recording of essential data has been found to have been inconsistent and sometimes lacking, leading to difficulty in identifying progress in some areas.																
1.05	<p>Assessment of current condition of the network and its legal record</p> <p>The public rights of way network in 2018 consists of approximately 1800 individual public paths made up as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Footpath</td> <td style="width: 5%;">-</td> <td style="width: 60%;">955.2km</td> <td style="width: 20%; text-align: right;">(88.3%)</td> </tr> <tr> <td>Bridleway</td> <td>-</td> <td>114.6km</td> <td style="text-align: right;">(10.6%)</td> </tr> <tr> <td>BOAT*</td> <td>-</td> <td>11.9km (1.1%)</td> <td style="text-align: right;">*(Byway Open to All Traffic)</td> </tr> <tr> <td colspan="4">Total 1,082km (100%)</td> </tr> </table>	Footpath	-	955.2km	(88.3%)	Bridleway	-	114.6km	(10.6%)	BOAT*	-	11.9km (1.1%)	*(Byway Open to All Traffic)	Total 1,082km (100%)			
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Total 1,082km (100%)																	
1.06	<p>The ROWIP specifically assesses:</p> <ul style="list-style-type: none"> • Ease of Use • Maintenance and repair • Enforcement • Legal record • Policies and protocols • Infrastructure 																

	<ul style="list-style-type: none"> • Surface • Accessibility • Vegetation management • Reporting, recording and monitoring processes • Promoted routes
1.07	Current management and organisation is detailed with specific reference to staff, budget, the Local Access Forum, and external relationships. A Strategic overview of the PRow network was carried out, with reference to relevant legislation, strategies and documents at national and county level.
1.08	The findings from the review of the consultation responses, the desk review of relevant strategies and plans, and the evaluation of the current condition of the network can be drawn together to show a number of emerging messages:
1.09	<p>Stakeholders:</p> <ul style="list-style-type: none"> • People who walk regularly are broadly happy with the condition of the network. • Users would like to see a more dynamic approach to enforcement, with improved communication about action taken. • Horse-riders want bridleway improvements. • Disabled users feel strongly about the restricted access to Wales Coastal Path, and need more facilities. • Landowners have concerns about users opening up gaps around stiles.
1.10	<p>Condition monitoring and maintenance</p> <ul style="list-style-type: none"> • There is very little available data on network condition. • Work is primarily reactive, and not pro-active. • Stakeholders are unclear about how and why maintenance works are prioritised and done.
1.11	<p>Information and promotion</p> <ul style="list-style-type: none"> • The CAMS on-line reporting system is a positive development. • Promotion of the network, carried out by the Countryside team, is limited. • There is very little information for either land managers or path users, but there is demand for it. • PR opportunities are not maximised.
1.12	<p>The organisational perspective</p> <ul style="list-style-type: none"> • ROW staff focus on their own individual areas. • The team has looked externally to learn from good practice elsewhere. • Relevant data and information is difficult to access. • There is a weak relationship between ROW and the Rangers/Countryside Service.
1.13	There are aspects where the local rights of way network can be said to meet present needs, in terms of what participants in the review have said

	<p>they like about the Flintshire's rights of way network. These can be summarised as follows:</p> <ul style="list-style-type: none"> • Providing access to many different parts of the County for regular walking. • Footpaths mainly in good useable condition. • Noticeable improvements in recent years. • Good signposting from roads. • Providing some opportunities for off-road mountain biking and horse-riding.
1.14	<p>However, it is evident that there are ways in which Flintshire's local rights of way are weak in terms of meeting present and future needs, in relation to the problems that participants in the review raised and the improvements that they said they would like to see. These can be summarised as follows (in no particular order of importance):</p> <ul style="list-style-type: none"> • Waymarking is not as consistent as some users would like. • There are not enough bridleways for riders to enable them to ride off-road as much as they would like. • Wheelchair users are not all able to access the Wales Coast Path, and experience some problems with the surfacing on local footpaths. • Landowners have experienced problems as a result of inappropriate behaviour by users and their dogs, particularly in terms of compromising the stock-proofing of their fields. • There is insufficient information about the ROW network, in terms of what is there, and people's rights and responsibilities.
1.15	<p>Opportunities identified in the Statement of Action are summarised below:</p>
1.16	<p>Physical accessibility of the network</p> <ul style="list-style-type: none"> • Investigate opportunities where disability access can be improved, • Maintain good condition of footpaths. • Waymarking and signage improvements. • Investigate opportunities for bridleway linkages. • Investigate opportunities for footpath links between key places. • Using volunteers more for maintenance and improvement works. • Deal with enforcement issues in a timely way.
1.17	<p>More purposeful use of the ROW network</p> <ul style="list-style-type: none"> • Build and maintain strategic linkages, and facilitate networks at strategic and operational levels. • Investigate opportunities for appropriate routes for walking for health. • Investigate opportunities for appropriate routes for active travel.
1.18	<p>Legal recording and changes</p> <ul style="list-style-type: none"> • Consolidate the Definitive Map and Statement.

	<ul style="list-style-type: none"> • Address anomalies. • Continuous review of the Definitive Map and Statement. • Build expertise amongst the ROW team staff. • Investigate and develop opportunities for sourcing external funding. • Develop and disseminate a team prioritisation Policy for legal work.
1.19	<p>Promotion and information</p> <ul style="list-style-type: none"> • Promoted routes network. • Promoted routes for riders and cyclists. • Improve information provision for land managers and ROW users. • Improve information provision for people with disabilities.
1.20	<p>Strategic working</p> <ul style="list-style-type: none"> • Work pro-actively, using the ROWIP for direction; regularly review progress and report to LAF & Cabinet. • Develop, review and update Policies to ensure comprehensive and consistent coverage of key areas of activity. • Build and maintain strong means of communication with key stakeholders, including Councillors, users and landowners. • Create and implement a volunteering strategy, including considering collaborative opportunities. • Develop use of GIS as a proactive management & decision-making tool. • Develop and disseminate a team prioritisation Policy for legal work.
1.21	<p>Key task planning and delivery</p> <ul style="list-style-type: none"> • Sound record-keeping, especially CAMS. • Well designed and planned surveying/data gathering. • Consistent procedures for all key work tasks.
1.22	<p>Organisational development</p> <ul style="list-style-type: none"> • Review lead roles and responsibilities for key tasks for particular individuals. • Encourage individuals to work with initiative, within a 'whole team'. • Build relevant expertise related to lead roles within the team. • Establish the LAF. • Investigate opportunities for closer collaborative working with neighbouring and over-lapping Authorities. • Investigate and develop opportunities for sourcing external funding.
1.23	<p>In response to the early findings of the ROWIP, a Policy and Procedure booklet has already been developed as a priority. The Policies and Procedures will form the basis of a booklet to be made available to users of the Public Rights of Way network and to landowners, in order that there is widespread understanding and transparency about what Flintshire County Council does and how it does it. Where appropriate the Authority has considered best practice and published guidance notes in the delivery of the service.</p>

2.00	RESOURCE IMPLICATIONS
2.01	The draft ROWIP details the likely resource implications over the next 10 years, and it is expected to be delivered from existing Portfolio budgets and additional grant aid and income.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	<p>The following organisations were consulted in the development of this draft:</p> <ul style="list-style-type: none"> • British Horse Society, Clwyd Branch • Exercise Referral Scheme, Deeside Leisure Centre • Flintshire Disability Forum • Flintshire Local Voluntary Council • Farming Union of Wales • National Farming Union • Natural Resources Wales • Public Health Wales • Ramblers Flintshire (Footpaths Officers) • Walkabout Flintshire
3.02	An electronic survey disseminated to members of Ramblers Flintshire and Walkabout Flintshire walk leaders received 40 responses.
3.03	A pre-consultation letter was sent out in 2017 to Town and Community Councils and neighbouring Authorities.
3.04	A statutory 3 month public consultation will be held.

4.00	RISK MANAGEMENT
4.01	None.

5.00	APPENDICES
5.01	Appendix A - Draft Rights of Way Improvement Plan 2018-2028.
5.02	Appendix B - Flintshire Rights of Way Policy and Procedures 2018.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Consultation responses; WG Guidance</p> <p>Contact Officer: Tom Woodall, Access & Natural Environment Manager Telephone: 01352 703902 E-mail: tom.woodall@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	None.

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Flintshire Rights of Way Improvement Plan 2018-28

July 2018

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1 Introduction

1.1 Background to the second ROWIP

The first Rights of Way Improvement Plan (ROWIP) was published in October 2008 and covers the period through to the end of September 2018. In the foreword to the ROWIP, its aims were expressed as being to, "...secure improvements to the management, maintenance, protection and recording of the [public rights of way] network, to ensure that it becomes more open and accessible to the public." The Executive Summary to the first ROWIP is included as Annex 1.

This second ROWIP assesses the 2018 network and evaluates progress made since 2008. It looks specifically at progress against the first ROWIP's Statement of Action. The current (2018) policy context is examined, priority areas are identified and a new-style Statement of Action put forward. In July 2016, the Welsh Government issued guidance to Local Highway Authorities (LHA) in Wales for the review and redrafting of ROWIPs (Welsh Government, 2016.). This guidance has been used to direct the preparation of Flintshire's second ROWIP. Experience with the first ROWIPs highlighted the need for greater flexibility in the plans. The guidance suggests the inclusion of 'Delivery Plans' as an annex to the main ROWIP and that these are used as an opportunity to regularly review progress, especially in the light of any significant changes of circumstance. It is intended that a Delivery Plan will be produced and maintained as an annex to this ROWIP.

1.2 The area covered

This Plan covers the County of Flintshire. But it should be noted that there are other influences affecting parts of Flintshire and the management of those parts of the public rights of way (PRoW) network. In particular, Flintshire includes part of the Clwydian Range and Dee Valley AONB (the AONB). Denbighshire Countryside Service, takes general responsibility for the day to day management of PRoW within the AONB, although Flintshire Council, as the Local Highway Authority, retains overall responsibility for the paths in its area and leads on non-routine issues such as any definitive map questions.

Insert map of Flintshire and the AONB.

Appendix A

1.3 Method

Preparation of the plan involved the following areas of activity.

Research

Data searches and analysis, on-line searches and review of printed material have all been used to provide the evidence behind the assessment stage. This ROWIP makes extensive use of data recorded on Flintshire's digital Countryside Access Management System (CAMS), which includes data from a 33% survey of the network undertaken in 2017 and a full network survey from 2010. No further on-the-ground research was carried out for this ROWIP.

Consultation with stakeholders

The following organisations were consulted:

- BHS Clwyd Branch
- Exercise Referral Scheme, Deeside Leisure Centre
- Flintshire Disability Forum
- FLVC
- FUW
- NFU
- NRW
- Public Health Wales
- Ramblers Flintshire (Footpaths Officers)
- Walkabout Flintshire

Meetings were held with:

- Flintshire Disability Forum, Shotton Area Group
- FUW Flintshire
- Ramblers Flintshire
- Walkabout Flintshire

An electronic survey disseminated to members of Ramblers Flintshire and Walkabout Flintshire walk leaders received 40 responses.

2 Evaluating delivery of the first ROWIP

2.1 Key priorities in ROWIP 1

The first ROWIP identified the following areas as being key priorities for 2008-18:

1. Management of the network:
 - Development, adoption and promotion of a set of Enforcement Policies and Procedures;
 - Seeking additional funding; and
 - Develop partnership working.
2. Management:
 - Examine management practices to identify cost savings;
 - Increase joint working on rights of way across departments and also with other Local Authorities;
 - Set up an effective management and monitoring system; and
 - Develop use of volunteers.
3. Improving the network:
 - Improve maintenance, using prioritisation as identified by the Local Access Forum (LAF);
 - Work with user groups to identify gaps in the network;
 - Addressing issues from the severance of PRow by the A55 trunk road;
 - Improve accessibility; and
 - Publicise and promote improved rights of way.
4. Signage:
 - Improve signage, along with necessary on-the-ground improvements.
5. Clear obstructions and improve enforcement:
 - Addressing obstructions on the network, including non-reinstatement following ploughing.
6. Definitive Map:
 - Writing Policies and Procedures that reflect good practice;
 - Preparing a Statement of Priorities;
 - Determining outstanding applications for Definitive Map Modification Orders (DMMO);
 - Put programme in place to remove the backlog of Legal Event Modification Orders (LEMO);
 - Review outstanding anomalies;
 - Backlog of Public Path Orders (PPO) to be reviewed and prioritised; and
 - Develop a robust enforcement policy to avoid development over paths.
7. Improve accessibility:
 - Improving accessibility by following the 'least restrictive access' principle.
8. The development of bridleways and a cycle network:
 - No specific proposals.
9. Link up and develop bridleway network:
 - Develop linked up bridleways and multi-user routes.
10. Off-road motor vehicles:
 - Encourage users to identify alternatives to footpaths and bridleways for their activities.
11. Publicity and promotion:
 - Publicise and promote the Council's work on rights of way.

Appendix A

Each of the above priority areas was worked up into detailed proposals making up the first ROWIP's Statement of Action.

2.2 Delivery of Statement of Action

The Statement of Action (SoA) included performance indicators with the intention that progress could be monitored. Table 3.1 provides an action by action assessment of delivery of the SoA.

KEY:

	Actions completed
	Partial progress
	Little or no progress

Task	Performance Indicator	Progress to 2018	Narrative
1.1 Rights of Way Management	Review of management of PRow carried out	Reported to Cabinet (21/6/16) as having been completed in 2012.	No copy of this report has been found. Process now underway (May 2018) to again review the management setup.
1.2 Policies & Procedures	Full set of policies and procedures to be in place within 5 years	Partially done	Being reviewed and developed (May 2018)
1.3 Requests for Action	<ol style="list-style-type: none"> Guidelines for communication and time limits for response, inspection and action. Percentage of requests for action dealt with in accordance to agreed timescales. 	<ol style="list-style-type: none"> Corporate guidelines for responses, no inspection target, response and action depends upon priority. No system in place to assess this. 	The CAMS can provide information to measure success but target times for various actions still need to be determined.
2.1 Statement of priorities	Statement of priorities adopted by October 2009	Done	
2.2 Remove backlog & new DMMO applications determined within defined timescales	<ol style="list-style-type: none"> No. of apps received p.a. % determined in 12 months No. of outstanding apps Appoint 3 DM/PPO officers 	<ol style="list-style-type: none"> Not known Not known Not known Achieved 	<ol style="list-style-type: none"> Only counted as received when an application is properly made and landowner notified. Now 3 RoW officers plus an admin person, all with roles in DMS management.
2.3 Backlog of LEMO	No. of outstanding LEMO to be near zero by 2012	75 LEMO made.	This was an active target but not known if it was met – problem found with poor quality orders uncovered in the process, also with limits on legal officer's time. Now the LEMO is done immediately following DMMO

Appendix A

Task	Performance Indicator	Progress to 2018	Narrative
2.4 DMS anomalies	% of paths by length that are free from DMS anomalies.	List of anomalies was made but it is not thought to be up to date	List to be updated.
2.5 Process PPO	<ol style="list-style-type: none"> All cases will be reviewed No. of outstanding PPO's No. of PPO required 	<ol style="list-style-type: none"> Yes 10 Not known 	3 – number not readily available.
3.1 All PRoW signed where they leave a metalled road	<ol style="list-style-type: none"> Yearly sign installation programme % of network signed 	1. Intention but not a quantified target per annum.	1. On-going target with annual budget of £1000 for 10 signs per annum. Used to be specific funding through NRW, also funding through specific schemes such as Watts Dyke Way. Signposting tends to follow clearing of other problems so only sign when path is fully available.
3.2 Waymarks and signposts	% of paths that meet the 'easy to use' BVPI criteria for waymarking	Not known	Stopped surveying in 2015. Only limited availability of BVPI data
3.3 Surfaces in proper repair etc.	<ol style="list-style-type: none"> Annual maintenance programme updated and paths prioritised Length of paths cleared p.a. % of paths that meet BVPI test for surfaces 	<ol style="list-style-type: none"> Yes, but also reactive. c.3,800m Not known 	<ol style="list-style-type: none"> EG they use slurry sealing of paths to prevent deterioration. Annual clearance programme doesn't go into CAMS, only reported problems.
3.4 All bridges in a safe condition	<ol style="list-style-type: none"> Biannual inspection % of bridges that are satisfactory 	<ol style="list-style-type: none"> Surveyed every 2 years. Figures unavailable from CAMS - see Streetscene asset management system. 	1. These are dealt with by the Streetscene Operations Managers who carry out an annual survey.
3.5 Path furniture safe and convenient	<ol style="list-style-type: none"> Policy of least restrictive access Removal of barriers % of path furniture that is easy to use. Defined timescales for problem resolution 	<ol style="list-style-type: none"> Yes Yes From CAMS List of priorities but not a timeframe with it. 	<ol style="list-style-type: none"> CAMS can record if structures conform to BS standard and are dog friendly. Work is done ASAP according to priority, especially related to danger.
3.6 Obstructions	<ol style="list-style-type: none"> Draft and implement enforcement policy and procedure within 2 years Programme of enforcement action implemented within 3 years 	<ol style="list-style-type: none"> Incomplete No No No realistic figure available 	<ol style="list-style-type: none"> Policy produced outlining the order of priority only. Shared role between several officers. Figure not available

Appendix A

Task	Performance Indicator	Progress to 2018	Narrative
	<ol style="list-style-type: none"> 3. Appointment of Enforcement Officer 4. % of paths clear of obstructions 		through CAMS
3.7 Inspection and monitoring	<ol style="list-style-type: none"> 1. Length of PRoW inspected p.a. 	<ol style="list-style-type: none"> 1. Only the promoted routes. 	<ol style="list-style-type: none"> 1. This is done by Ranger service.
4.1 Improve coast access	<ol style="list-style-type: none"> 2. No indicators identified 		Joint responsibility – Inspectors and Countryside Service Rangers.
4.2 Improve equestrian access	<ol style="list-style-type: none"> 1. Survey to be carried out to establish extent of problem and identify which routes need improvement 2. No. of gates installed on bridleways p.a. 3. Length of new bw/rb created p.a. 	<ol style="list-style-type: none"> 1. Not done 2. Not known 3. <1km p.a. 	Some bridleway creation together with facilities such as Pegasus Crossing.
4.3 Improve cycle access	<ol style="list-style-type: none"> 1. No. and length of new cycle routes p.a. 	<ol style="list-style-type: none"> 1. None on PRoW 	There are specific cycle officers in other departments so hasn't been seen as a PRoW issue. This is an area for inter-department cooperation.
4.4 Improve Accessibility for All	<ol style="list-style-type: none"> 1. Comprehensive audit of network and of promotional material 2. Plan drawn up for a programme of selected path improvement by 2010 3. "A percentage" of paths examined each year for accessibility, in addition to BVPI. 	<ol style="list-style-type: none"> 1. Yes, done as part of full survey. 2. No 3. No. 	<ol style="list-style-type: none"> 3. Reactive only.
4.5 Improving and extending the network	<ol style="list-style-type: none"> 1. Plan prepared identifying solutions to specific problems, such as lack of provision for different users 	<ol style="list-style-type: none"> 1. No 	<ol style="list-style-type: none"> 1. Opportunities have been taken to add a bridleway.
4.6 Guided and promoted walks	<p>None identified (though a number of 'opportunities' were put forward:</p> <ol style="list-style-type: none"> a. Review current provision b. Provide more info on PRoW and associated costs c. Seek advice from LAF d. Provide info on access land e. Provide site maps for countryside sites and walks f. Use more maps/images g. Use website to promote a 'Walk of the month' h. On-line problem reporting 	<ol style="list-style-type: none"> a. No b. No c. Yes d. No e. Yes f. No g. No h. Yes 	<ol style="list-style-type: none"> h. Yes, but problems encountered setting it up and it is still not considered to be 100% reliable.
4.7 Annual report	<ol style="list-style-type: none"> 1. Annual report covering progress on targets and PI identified in ROWIP 	<ol style="list-style-type: none"> 1. Last published in 2014 	

2.3 Assessment of progress made

Changes to individual elements of the PRow network will be considered within the following sections of this ROWIP. However, in general terms, it is apparent that of the 22 tasks identified, seven have been completed or made substantial progress, while seven have made little or no progress, and eight have made partial progress.

Appendix A

3 Assessment of current condition of the network and its Legal record

3.1 Current condition

3.1.1 Monitoring

In the 2008 ROWIP, it was noted that regular inspections could aid the Authority in taking a proactive approach to rights of way management (and could also provide a defence against negligence claims). However, with the exception of bridge inspections by Streetscene officers, no inspection regime was put in place.

Limited surveys were undertaken for Best Value Performance Indicator (BVPI) purposes¹, using a standard method involving a five percent sample of the network. The survey was designed to give an indication of the 'ease of use' of a network but, because of the small number of paths monitored each year, the results were found to vary significantly from year to year. Although accurate on a national scale, the BVPI surveys were seen as being of limited value to Authorities with smaller networks, such as Flintshire and in 2014 the decision was made to stop carrying out the annual surveys.

There is now no routine monitoring of the network and any network assessment has to be based upon accurate record keeping in CAMS with occasional baseline surveys of all or part of the network.

3.1.2 Network composition

3.1.2.1 Current make-up

The public rights of way network in 2018 consists of approximately 1800 individual public paths made up as follows:

Footpath	-	955.2km (88.3%)	
Bridleway	-	114.6km (10.6%)	
BOAT*	-	11.9km (1.1%)	*(Byway Open to All Traffic)

Total 1,082km (100%)

In common with most networks in Wales, the Flintshire network is heavily biased towards footpaths, with routes available to horse riders and cyclists making up just 12% of the paths total. Motor vehicle users have just over 1% of the public paths network legally available to them.

3.1.2.2 Change since 2008

In 2008, the network was made up as follows:

Footpath	-	938.5km (88.9%)
Bridleway	-	106.5km (10.1%)
BOAT	-	11.2km (1.06%)

Total 1,056km (100%)

¹ Originally BVPI 6.10 and subsequently CMT/001, the data was supplied by local authorities to the Local Government Data Unit, now called Data Cymru.

Appendix A

Essentially the network has hardly changed since 2008. The network has increased overall and a large part of this was down to the All Wales Coastal Path and the amount of recorded rights of way that were added to the network as part of this process.

3.1.3 Ease of Use

In December 2000, the Government published new and revised Best Value Performance Indicators (BVPIs) in line with its programme to modernise Local Government. Best Value Authorities were under a duty to seek continuous improvements in the way in which they exercised their functions and BVPIs provided a performance management framework for reporting progress.

The relevant indicator is the total length of rights of way, which were easy to use, as a percentage of the total length of all rights of way. 'Easy to use' means:

- Signposted or waymarked where they leave the road and to the extent necessary to allow users to follow the path;
- Free from unlawful obstructions and other interference, (including overhanging vegetation) to the public's right of passage;
- Surface and lawful barriers (e.g. authorised stiles and gates) in good repair and to a standard necessary to enable the public to use the way without undue inconvenience.

In order to meet the easy to use standard, a path must record a pass against each of the individual items that make up the test.

3.1.3.1 Current

From the non-random 2017 survey results; 43.4% of paths by number passed the easy to use standard. But by length, which was the required measure and which is most relevant to users, 34.1% of the paths surveyed passed.

The low pass rate is the compounded result of failures in a number of areas and a more useful picture of the network can be gained by considering the pass rate for individual aspects.

Signposting from the roadside is an area that has been given particular attention. The overall pass rate by number of all paths is about 74%.

Way-marking away from the roadside is in a more complete state with 98% of paths in the 2017 survey recording a pass for this aspect.

Stiles and gates scored 'pass' for about 77% of paths (by number).

Other forms of obstruction, such as barriers or fences across paths, or items and buildings deposited on them are a further significant cause of ease-of-use failure.

In contrast to other path infrastructure, only 3.3% of paths (by number) failed because of surface issues.

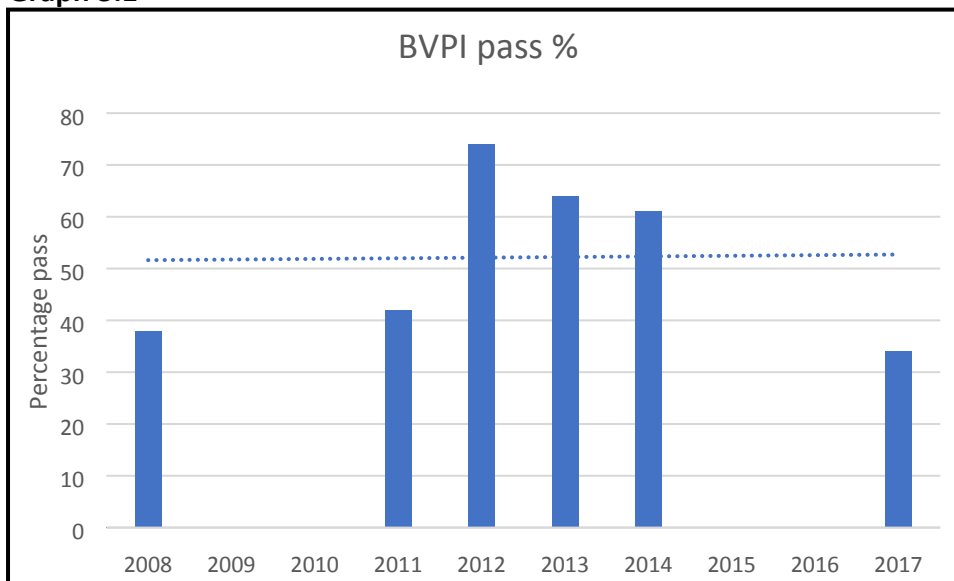
Appendix A

3.1.3.2 Change since 2008

Unfortunately, the BVPI records for 2008 to 2014 (the year that the surveys were stopped) are unavailable and so it is necessary to search for alternative publications that record the annual scores.

In 2008, the ROWIP recorded that 38% of the network met the easy-to-use standards. Graph 3.1 below shows an average of 52% easy to use. However, given the gaps in the data, and the very different sample selection in 2017, it would be unwise to over-interpret these data. The mathematical trend-line, shown as a dotted line, suggests a slow rate of improvement overall.

Graph 3.1



3.2 Infrastructure

3.2.1 Policies and protocols

Informally, the PRow team adheres to the 'least restrictive access' principle, that is, replacing stiles, whenever possible, with gaps, gates or kissing gates. This is good working practice and should be extended and formalised to guide authorisation of new structures.

No formal Policies have been put in place to cover path furniture, though it is assumed that any items installed will comply with the relevant British Standard, such as BS5709 covering gaps, gates and stiles.

3.2.2 Network furniture

A full network survey was carried out in 2010 with all of the data being entered into the CAMS. Although not at the start of the ROWIP period, these data give us a solid baseline from which to monitor any subsequent changes to the network. There has not been a further 100% network survey, but a 33% survey was carried out in 2017, potentially giving a robust sample size upon which to extrapolate changes across the whole network. However, the survey was not random but was based upon a selection of whole community networks and a number of partial networks that, together, represented 33% of the total network length (see Fig. 3.1). This introduced an unknown amount of selection bias, undermining the reliability of the data as a representative sample.

Appendix A

However, as a number of Communities' networks were re-surveyed in their entirety (based upon the similarity of the total number of items recorded), it should be possible to confidently compare the results from these communities in both 2010 and 2017. The communities involved are:

Buckley	Leeswood
Connah's Quay	Llanasa
Flint	Mold
Gwaenysgor	Mold Rural
Higher Kinnerton	Northop
Holywell	Trelawnyd

Fig. 3.1: Distribution of paths surveyed, 2017

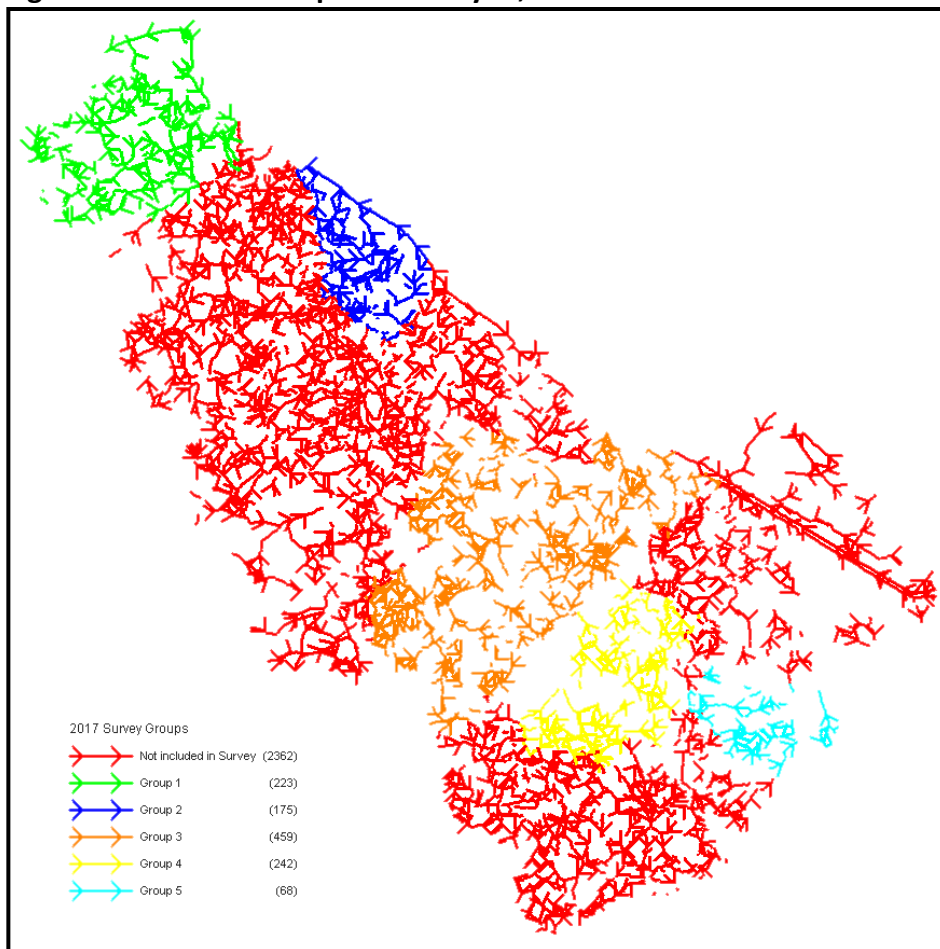


Table 3.1 overleaf compares the results for these Community networks obtained in 2010 and 2017 for various types of infrastructure.

Table 3.1: Infrastructure data from replicated communities

Item	2010*	2017*	% change
Stiles	1204	1224	+1.7%
Kissing Gates	261	238	-8.8%
Gaps	85	90	+5.9%
Gates (<1.2m)	53	54	+1.9%
Roadside Signs	732	829	+13.3%
Sleeper bridges	25	29	+16%
Other bridges	118	158	+33.9%

* Numbers of the items recorded within the 12 replicated communities' surveys. These are NOT the total network figure.

Table 3.2 Infrastructure data for complete network

Item	2010 (Full survey results)	2018 data (recorded on CAMS)	Change
Stiles	3310	3316	+6
Kissing Gates	493	506	+13
Gaps	185	186	+1
Gates (<1.2m)	155	152	-3
Roadside signs	1938	1992	+54
Sleeper Bridges	58	58	0
Other bridges	245	336	+91
All gates (excluding Kissing gates)	1494	1501	+7

It is not possible to draw any firm conclusions from the available data and further survey work will be needed to fully compare the survey data from 2010 and what's recorded in CAMS in 2018. However, using the figures available, the number of stock stiles have increased slightly, the number of kissing gates have increased slightly more than new stiles and recorded gaps are almost unchanged. Small gate numbers have decreased marginally but the figure for *All Gates (excluding kissing gates)* indicates a further increase. Roadside signs have significantly increased since 2010 as have the number of bridges recorded (apart from sleeper bridges which remained the same). The increase in *Other Bridges* accords well with the prominence given to bridge installation in the Annual Report.

3.2.3 Surface

As was discussed in 3.1.3.1, only 3.3% of ease-of-use failure in the 2017 survey were related to surface issues, suggesting that 96.7% of the network's surface is in an acceptable condition. However, this figure is based on a subset of the partial, non-randomised survey, so there can be only limited confidence that this is a true reflection of the network as a whole. Nonetheless, the figure strongly

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suggests that the PRow network's surface is generally in acceptable to good condition. This accords well with the first ROWIP not recording surface issues as a significant source of BVPI failures, and it also reflects the considerable effort made annually with vegetation clearance (see 3.4.3.1 below).

3.2.4 Accessibility

The 2008 ROWIP committed the County to developing a programme for improving accessibility of the network (Task 4.4 in the SoA). However, little progress appears to have been made with this other than an informal Policy of taking opportunities to replace stiles with gaps, gates or kissing gates.

3.3 Maintenance, repair and enforcement

3.3.1 Policies and protocols

Several Policies were adopted by the Council in 2016, including to guide the approach to be followed for prioritising maintenance efforts. The Policy is to follow a hierarchy for addressing issues based upon their safety implications and also the popularity of the path – giving higher priority, for example, to promoted routes. The hierarchy is as shown in Table 3.3:

Table 3.3: Priority of maintenance issues

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

In practice, a simpler system has been adopted whereby issues are prioritised as high, medium or low priority when they are entered into CAMS, as the system dictates. The prioritisation of issues is tempered with an unwritten Policy of addressing other issues in the vicinity at the same time as the priority issues, increasing the efficiency of the maintenance effort but making it less clear to path users as to what the prioritisation process is.

With respect to enforcement, a similar prioritisation hierarchy has been developed. Again, health and safety related issues are given the highest priority, with the aspiration that health and safety related complaints will be investigated on the day of complaint and measures immediately put in place to mitigate the problem. The full hierarchy is shown in Table 3.4 overleaf:

Table 3.4: Priority of enforcement issues

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

While the Policy prioritises the order for addressing enforcement issues, there is no Policy in place as to how the issues will be dealt with and, in practice, the approach adopted will vary from officer to officer and case to case.

Options for enforcement include serving notice and recharging for works carried out. This power has only rarely been used, with an official letter generally securing resolution of the issue. For some issues requiring enforcement action, there is also an option of prosecution. The County Legal and Democratic Services Officer has delegated authority to seek prosecution but this power has not been used.

Task 3.6 in the first ROWIP's Statement of Action was that an effective enforcement Policy and Procedure 'will be drafted and implemented within two years of the ROWIP's publication'. No evidence has been found that this task was completed and enforcement remains subject to individual approaches and, therefore, inconsistencies.

At its Cabinet meeting of 21st June 2016, the Council adopted a Policy that the surface of public paths should be maintained only to a sufficient standard for the normal traffic entitled to use the path, that is, a footpath will be maintained to a standard suitable for pedestrians and a bridleway will be maintained to a standard suitable for pedestrians and equestrians. Cyclists are not mentioned in the Policy proposal but should be included as part of the 'normal traffic' entitled to use bridleways. No specific consideration was given to the maintenance standard for byways open to all traffic.

3.3.2 Resources

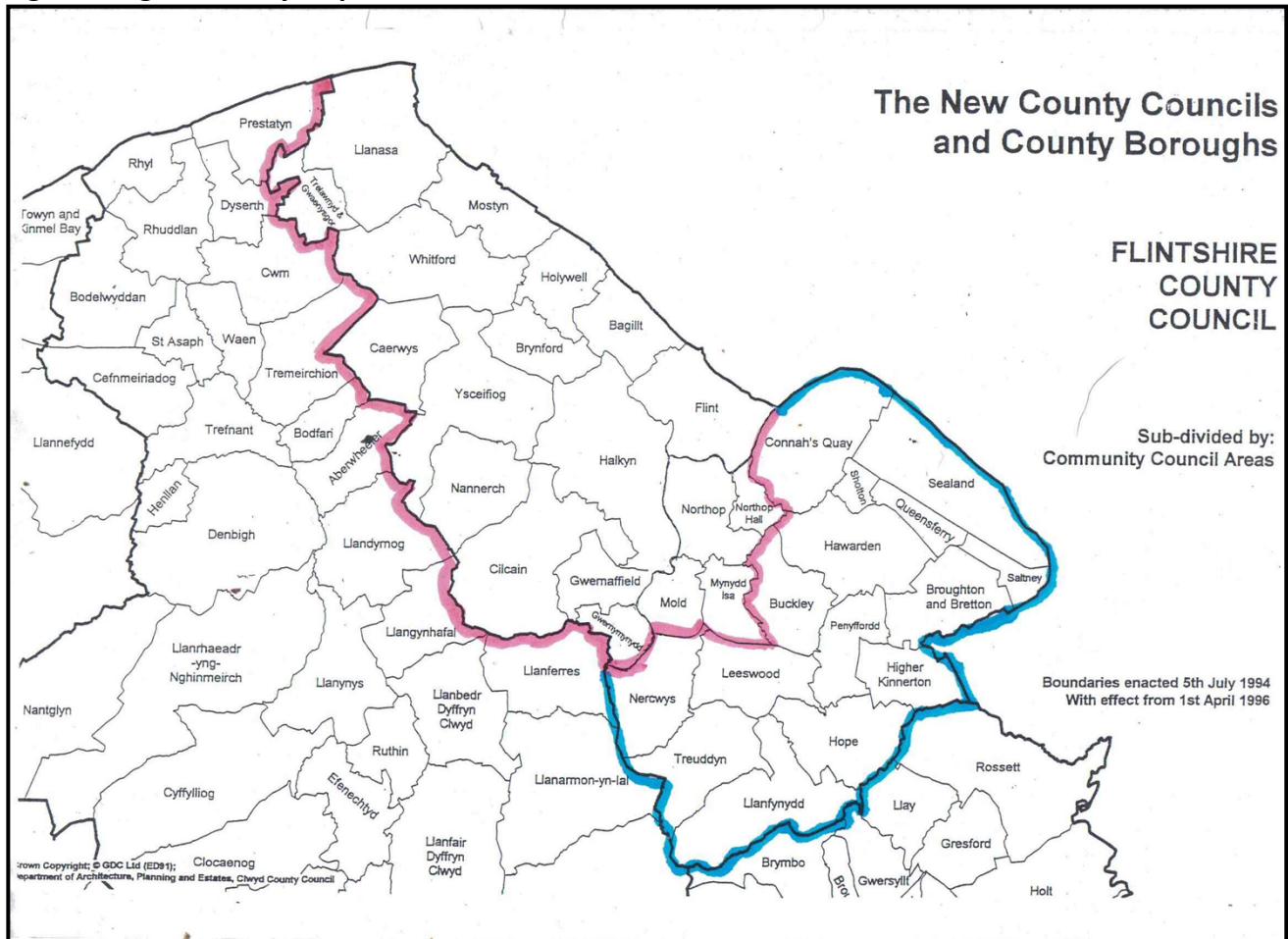
The physical maintenance of the network is primarily carried out by the two Rights of Way Inspectors, currently based at County Hall, Mold and fully equipped with vehicles, tools and machinery. The Inspectors will install signposts, repair/ replace stiles, erect kissing gates, clear fallen trees, repair

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sections of path and work of a similar scale. Larger tasks are put out to contractors, with the contracts overseen by the Inspectors.

The Inspectors divide the County between them as shown in Figure 3.2.

Fig. 3.2: Rights of Way Inspectors' areas



The red-bounded area is currently managed the Western Inspector, and the blue-bounded area is managed by the Eastern Inspector.

Maintenance of path furniture – stiles or gates – is generally the responsibility of the landowner. Some landowners will themselves repair structures or install stile kits provided by the Council, though, as self-repair does not get recorded in CAMS, it is not possible to quantify the effort put in. As a rule, 10 to 12 kits will be supplied each year.

Contractors are also used for annual vegetation clearance on a schedule of paths at 400 locations around the County. The total area cleared is around 200,000m², with three cuts per year.

The County's two Rights of Way Officers have no direct role with maintenance, although they are an essential part of the reporting process, recording problems in CAMS and passing on the information

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to the Inspectors. But they are central to the enforcement process, leading on all rights of way enforcement issues.

The Countryside Service Rangers also have an input to certain parts of the network. In particular; the Wales Coast Path, where they have led its development in the county, and with maintenance of the promoted routes. The rangers regularly work with volunteers, including on the coast path and promoted routes.

As noted earlier, Flintshire contains part of the Clwydian Range and Dee Valley AONB. Day to day maintenance of PRoW within the AONB is organised through the Denbighshire Countryside Service in liaison with their Flintshire colleagues. The AONB has an active volunteer programme with volunteers regularly working on rights of way.

An important resource for managing the repair and maintenance of the network is the CAMS. This became available to all PRoW staff in 2010 and is now used as the main record keeping and work programming tool for the County.

3.3.3 Maintenance responsibilities

Responsibility for PRoW maintenance varies from aspect to aspect; however, fundamentally the Local Highway Authority, Flintshire County Council, has a duty to ensure the satisfactory maintenance of the PRoW network and to assert and protect the rights of the public.

3.3.3.1 *Vegetation management*

Highways law shares the burden of vegetation management between the Local Highway Authority (LHA) and the landowner. The LHA is generally responsible for the maintenance of the surface of a public path, including keeping down undergrowth, while the landowner is responsible for overgrowth from the sides of a path. However, in the case of a cross-field path, it is the farmer's responsibility to ensure that no crops are grown on the path.

Flintshire Council uses contractors to clear paths three times during the growing season. The County's PRoW Inspectors clear 4km or so in response to reported problems.

3.3.3.2 *Path surface*

It is generally the LHA's responsibility to maintain the surface of a path but it is the farmer's responsibility to reinstate a cross-field path within seven days of ploughing or 24 hours of any subsequent cultivation.

There is no annual maintenance regime for surface repair, work is carried out in response to problems being reported. Small repairs may be done on the spot by the Inspectors but larger jobs will involve organising work through contractors.

3.3.3.3 *Path furniture*

Stiles and gates on PRoW, if authorised, are legal obstructions for the benefit of farming activities. As such, maintenance is primarily the landowner's responsibility, although the LHA is obliged to offer at least 25% support, recognising that there is a public interest in maintaining stiles and gates in good order. In practice, the Council will generally assume full responsibility for the repair or replacement

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of stiles when problems are reported, taking the opportunity to seek the replacement of stiles with gates or kissing gates where there is landowner agreement. However, occasionally stile kits are supplied to landowners for them to fit themselves.

During 2016/17 ten stile kits were supplied. In addition, some 69 stiles were repaired or replaced and 15 kissing gates installed by the Rights of Way Inspectors or contractors.

Signposting where a path leaves a road, and waymarking along the length of a path, are LHA responsibilities. 29 signposts were installed during 2016/17 and 120 waymarkers erected.

Bridges on paths are usually the LHA's responsibility unless the landowner has chosen to put in a more substantial structure, for example where a vehicular stream-crossing point is also used by a footpath. Management of the County's stock of bridges on PRoW, excluding sleeper bridges, is devolved to bridge engineers within the Authority's Streetscene department.

There is no available record of furniture installed since 2008, but a selection of the most significant items from the record for 2013/14 (the last available record) for both Western and Eastern Inspector areas is shown in Table 3.5 below:

Table 3.5: Path furniture installed, repaired or replaced between 2008 and 2014

Type	Western area	Eastern area
Signposts	68	8
Direction signs	100	20
Waymarkers	98	150
Stiles	16	38
Stile-steps	26 repaired	118 repaired
Steps	29	25
Kissing gates	13	2
Bridle gates	5	
Sleeper bridges		11
Other bridges	3 repaired	1 repaired
Revetment (metres)	25	40

3.3.4 Reporting, recording and monitoring processes

As was noted in 2008, work on PRoW in Flintshire is very much reactive. In the first ROWIP it was noted that there was, "no set inspection routine other than the yearly best value performance indicator (BVPI) surveys, so most of the work arises from complaints from third parties." This remains the situation to date except that, as the BVPI surveys were abandoned in 2014, there is even heavier reliance on reports coming in from the public.

Ad hoc reporting from the public has been supplemented in 2017 with a partial (33%) survey of the network but there is currently no regular monitoring regime in place.

All issues reported, or identified in the course of other work, are recorded in CAMS by the receiving officer. Each issue is given a priority of high, medium or low, based primarily on health and safety implications and/or whether they are time-critical. The issues are allocated to the relevant Inspector, based on area, and then appear on that Inspector's CAMS generated 'To do' list.

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Path users can use the on-line reporting system to log issues at any time. Rights of way officers' next logging in to CAMS are prompted about reports received but need to 'accept' the reports and then allocate them to an Inspector. It is not one-person's responsibility to check CAMS for on-line reports and up to five people could potentially open a report. Despite this lack of defined responsibility, the system reportedly functions well.

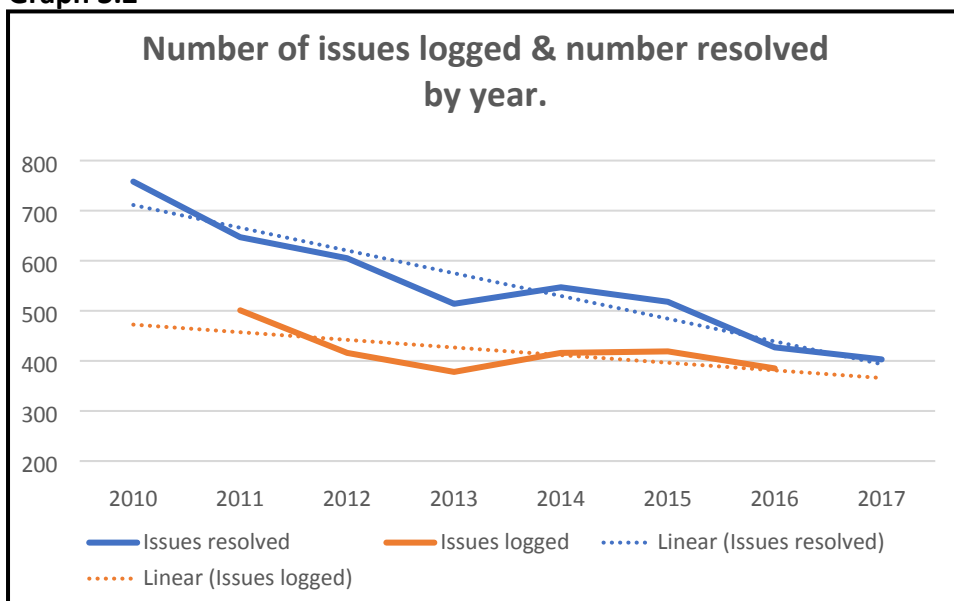
When issues are addressed, but often before they have been resolved, the original reporter will receive an automatic email notifying them that the issue has been attended to. Some confusion can be caused by CAMS generating a 'completed' message when, for example, a dangerous situation has been made safe – perhaps by temporary closure of a path – rather than fully resolved.

A worthwhile improvement to the automatic response from CAMS would be for it to offer more tailored responses appropriate to the action taken and whether or not further action is needed.

There is no automatic system in place for updating reporters who have phoned in or emailed a report of an issue, even though it has been logged in CAMS by an officer. A phone-call or email is needed from the officer if the reporter is to be kept informed.

3.3.5 Reporting and resolution rates

Graph 3.2



	2010	2011	2012	2013	2014	2015	2016	2017
Issues resolved	758	647	605	514	547	518	427	403
Issues logged	5709	501	416	378	416	419	385	1109

NB, the figures in green text have not been used as they are enlarged by the 2010 full network survey entries and the 2017 33% survey entries rather than being representative of the number of issues 'naturally' arising, as in other years.

Graph 3.2 shows the trends in numbers of issues logged in CAMS by year and the number of issues resolved that same year. It can be seen that the numbers of issues dealt with each year has consistently been higher than the number of new issues logged, suggesting a steady eating into the

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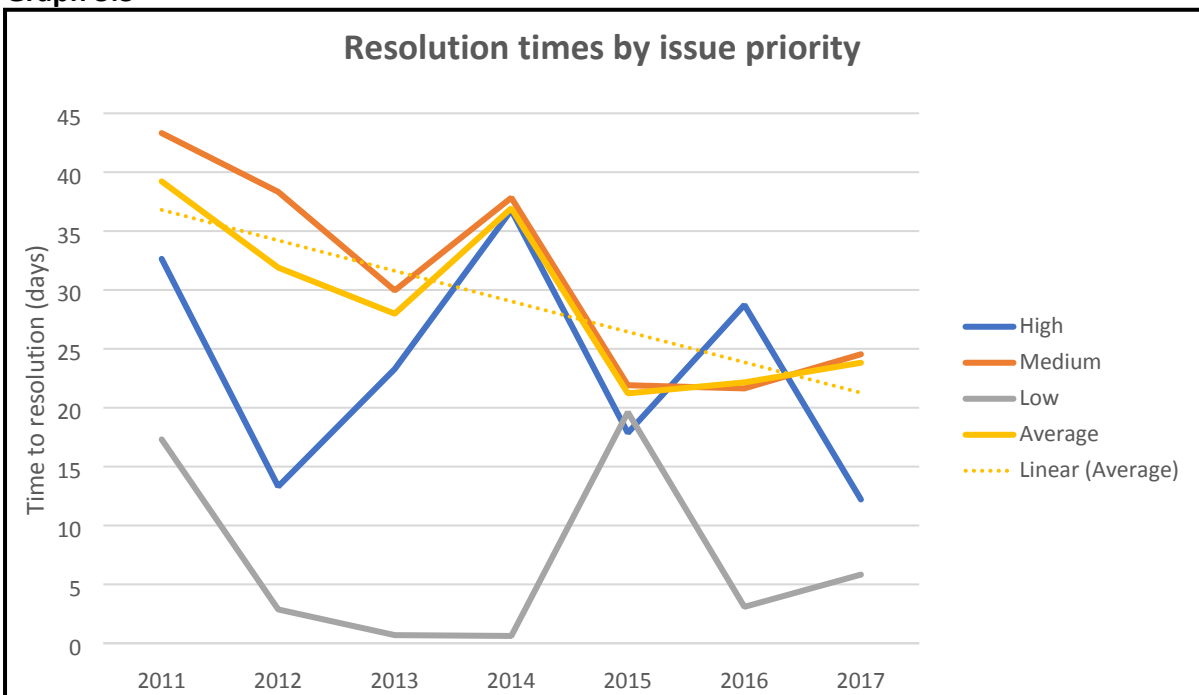
backlog of issues first recorded in 2010. However, the convergence of the two trend lines suggests that the number of issues resolved each year is reducing and, if this trend were to continue, the backlog would be expected to begin to rise once more. In practice, the two curves are more probably converging on loose parity, achieving a steady state where, over a few years, the numbers of issues logged and resolved will be approximately equal.

However, it should be borne in mind that the annual rate of issues reports is not the same as the total number of reported issues in the system. The total number of issues logged to the end of 2017 was 9,333. The total number of issues resolved in the same time was 4,419. This suggests that there is a backlog of about 4,900 unresolved issues recorded in CAMS. At the current level, and making the assumption that the backlog is representative of the types of issues normally received, it would take between ten and eleven years to fully address the backlog, even if no more issues are reported. If new issues continue to be reported at current rates, the time taken to deal with the backlog, with current resources, would be nearer 40 years. In the 2008 ROWIP it was noted that there was an estimated backlog of 2840 maintenance tasks, but with a high level of uncertainty as to the actual number.

So, the message arising from these figures is that the current level of effort is possibly sufficient to maintain the status quo against incoming issues but to address the backlog within the lifetime of this ROWIP will require at least a doubling of resource.

Graph 3.3, below, looks at the mean resolution time for issues sorted by the priority that they were given when logged. The trend line for the overall average across all priorities clearly shows that there has been a significant decrease (about 40%) in the time taken to resolve issues since 2011. Despite the year on year volatility, this general trend is reflected across all issues whatever priority they are assigned.

Graph 3.3



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	2011	2012	2013	2014	2015	2016	2017
High	32.64	13.31	23.29	36.77	17.86	28.73	12.21
Medium	43.32	38.33	29.96	37.83	21.91	21.64	24.54
Low	17.31	2.87	0.69	0.62	19.62	3.09	5.83
Average	39.22	31.9	27.98	36.94	21.22	22.15	23.82

Considering Graphs 3.2 and 3.3 together reveals an apparently contradictory situation where resolution rates have improved significantly but the number of issue resolved each year is going down. This may be a function of the recording system or the way that it is being used but, further consideration should be given as to whether or not this is a true picture. One potential explanation for the apparent slow-down is that shortly after the full network survey in 2010 there was a higher proportion of ‘quick-win’ issues that could, on average, be dealt with more quickly than the normal run of reported issues. If that is the case, it would be expected that the resolution rate will rise again following the 2017 survey and its further crop of quick-win issues.

3.3.6 Enforcement

As of June 2018, there were 331 obstructions recorded on CAMS. The BVPI data discussed in 3.1.3.1 suggested that 32% of the network’s paths (by number) suffer from obstruction. Assuming that there is only one obstruction per path link (a link being the stretch of path between one path or road junction and the next) and with an average link length of about 307m affecting some 102km of the network – or 9.4% by length.

The first ROWIP identified the need for an Enforcement Officer. That need is still recognised but, as yet, no such officer has been appointed. The enforcement role is part of the Rights of Way Officers’ remit and between the two officers 12 formal letters were sent out in 2017/18. Most letters are sent in response to actual complaints received but some letters are also sent preventatively where there is considered to be a high risk of repeated non-compliance.

As for 2008, the most common obstructions requiring enforcement action are: fences or other barriers across paths; tied up or locked gates; overgrowth; crops; and, buildings.

3.3.7 Promoted routes

Table 3.6 summarizes the events, routes and publications found following enquiries and on-line searches. The table includes a number of events featuring guided walks in Flintshire, including the Countryside Service’s ‘Countryside Events’ programme for 2018.

Table 3.6: Promoted routes and events

Promoted routes		
Name	Opening date	Notes
Offa’s Dyke Path National Trail	1971	60-mile route through the Wales/ England border country. Set up and run as a National Trail. Short length only in Flintshire.
Wales Coast Path	2012	861-mile route around the coast of Wales. Set up and managed in Flintshire by the Countryside Service Rangers.
Wales Link Path	2018	Spanning eighteen miles and going through four counties, the Wales Link Path now connects up the Wales Coast Path via the southern/eastern edge of Flintshire.
Dee Way	2005	Privately promoted, 127-mile route linking to the Dee Valley Way in Denbighshire and beginning/ending at Flint.
North Wales	2015	134-mile annual pilgrimage route with details on-line to self-guide. Starts at

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Promoted routes		
Name	Opening date	Notes
Pilgrims' Way		St. Winefride's Well, Holywell.
St. Winefride's Way	2004	The 14-mile route links St Asaph's Cathedral, Denbighshire, with St Winefride's Well in Holywell, Flintshire. Privately published guide.
Cistercian Way	1998	650 miles around Wales, including Flintshire. Set up by the Friends of the Cistercian Way.
Wat's Dyke Way Heritage Trail	2008	A 6-mile route following the Wat's Dyke earthwork. Set up and run by the Wat's Dyke Association
NCN5	2018?	A cycle route through Flintshire developed and promoted by Sustrans. This 372-mile route includes an on-road section through Flintshire but with proposals for a traffic-free, coastal alternative.
Rural Walks in Flintshire	2006	29 graded walks. (19 have '10 minute walks' options.) Includes information about level of accessibility and proximity to parking. Needs updating to include on-line links for information on the map pages – e.g for bus timetables. Needs to be re-designed to facilitate easy printing of individual routes, perhaps with GPS data capability. Maintained by the Countryside Service Rangers.
Events		
Countryside Events	2018	Published by the Flintshire Countryside Service. Consists of more than 50 events, often including guided walks, some of which use PRoW.
Prestatyn and Clwydian Range Walking Festival	2018	28 free led walks for various levels of fitness put on by the AONB team, with some incursions into Flintshire.
Flintshire Family Walking Festival	2016	Organised by Flintshire CC but has not been repeated since 2016.

From the above table, it is apparent that there is a wealth of suggested walking routes within or passing through the County. However, it is also apparent that there is very little available specifically for disabled walkers. Similarly, there are no promoted bridleway routes, for either cyclists or horse riders.

3.4 Legal record

The relevant date for the Flintshire DMS is 31/10/1978. But the DMS is a changing resource that is subject to continuous review and amendment. The number of modification orders altering the DMS increases over time. To reduce the number of separate documents comprising the DMS, Authorities will occasionally undertake a consolidation exercise, producing a new DMS with a new 'relevant date'. Flintshire has reviewed and consolidated its DMS on two occasions: 1963 and again in 1976, resulting in the current DMS with its relevant date of 1978.

3.4.1 Resources

The DMS and the original Community Council submissions, are held at County Hall in Mold and a copy of the Definitive Map is held in the Hawarden Records Office.

The previous ROWIP recommended that an additional three officers should be appointed to help deal with the backlog of DMS work, as well as securing the services of a full time Legal officer. However, it has not proven possible to secure this level of additional staffing.

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There is no lead 'Definitive Map Officer' for Flintshire; the DMS is maintained by a combination of the two Rights of Way Officers and the Rights of Way Team Leader, with Legal support from the Council's Finance, Legal and Democratic Services section. The DMS work is just part of the Rights of Way Officers' role and, effectively, the Council has no more than one full-time-equivalent Officer to manage the DMS.

3.4.2 Policies and protocols

Welsh Office Circular 5/93 on public rights of way recommends that the County Council periodically publish a statement setting out how it will bring and keep up to date the definitive map and statement. A statement of priorities was adopted by the Council on 21st June 2016, after consultation with the Local Access Forum (LAF), and is based upon a hierarchical approach setting out the relative importance the Council will attach to public path and definitive map orders. The hierarchy is split into seven categories of descending priority, as shown in Table 3.7. It was devised to rank highly those issues that were likely to be most urgent: hence, the highest priority given to paths that are in imminent danger of being 'lost' through development and schemes that have been targeted for grant-aid. Also ranking highly are those paths that have been obstructed by long-term residential development. The footpaths may have not been open to the public for many years, but they still legally exist and can act as a blight on any potential property sale.

The statement also covers the Council's approach to prioritising Public Path Orders (PPO), that is, orders made to alter paths for the purpose of expediency rather than as a result of the discovery of evidence.

Table 3.7: Priorities for Definitive Map Modification Orders and Public Path Orders

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

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3.4.3 Definitive Map Modification Orders (DMMO)

In 2008, there were 14 applications for DMMO awaiting attention. In June 2018, the figure was 16. Many of these applications have been outstanding for a number of years, with two of the applications now more than twenty years old. As several of the applications rely upon the evidence of path users, then these should be a priority as there is a real danger that over time, the evidence could be uncorroborated as witnesses withdraw or move away.

Although the application rate is generally running at no more than two or three per annum, the backlog of cases is slowly growing, showing that the current allocation of staff and resources is just sufficient, a situation that could change for the worse during the life of the second ROWIP as we approach the 2026 cut-off date put forward in the Countryside and Rights of Way Act 2000.

3.4.4 Public Path Orders (PPO)

In 2008, there were 12 PPO applications outstanding. During the life of the first ROWIP, 22 orders were made. However, it was also noted in 2008 that a further 67 cases had been identified where PPO were needed to resolve issues such as houses built over the line of paths. A program of work to address these, and the backlog of applications, was to be drawn up with the aim of resolving all of these issues. However, no deadline was set for developing or implementing the programme and it appears to have fallen by the wayside.

Applicants can be charged for the administration of PPO, giving an incentive to address third party applications as a priority. However, the adopted prioritisation policy (see Table 3.7) places these at the bottom of the list, behind issues such as sorting out paths blocked by housing. It may be considered that it is worthwhile to promptly address new applications using dedicated officer time paid for by charges, separately to efforts put into addressing the backlog.

3.4.5 Legal Event Modification Orders

In 2008, there were thought to be about 174 LEMO needed. However, there is no register of these and so the actual figure was, and still is, uncertain. The target set was that the number of LEMO required should be 'close to zero' by 2012. In practice, 75 LEMO have been made since 2008 – although it should be noted that several of these were 'omnibus' orders covering more than one event.

As LEMO are now made simultaneously with PPO, the backlog should not be increasing and, as producing LEMO is a purely administrative procedure, with no potential for objections or expensive advertising, the aim of having zero LEMO outstanding should be readily achievable – given sufficient officer time and legal support.

3.4.6 Anomalies

The 2008 ROWIP recorded that the County maintained a schedule of such anomalies, with 99 issues listed. Unfortunately, this schedule has not been rediscovered and there is no current list with which

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to compare it. However, it seems certain that no progress has been made with addressing this backlog of anomalies.

Once anomalies are discovered, they should be investigated and resolved, but, rather than this being left to chance, a thorough review of the DMS should be carried out to identify these anomalies. This would allow a work programme to be developed to address these, including an assessment of the resources needed.

3.4.7 Limitations and Authorised Structures

The definitive statement should be the main repository for information about authorised furniture, with all stiles and gates recorded in the statement treated as duly authorised. However, the records for the County show that structures were not generally recorded and so there is no comprehensive record of historically authorised structures.

Similarly, the statement is where limitations, such as path widths, should be recorded but, again, these were generally not recorded and do not appear in Flintshire's definitive statement.

The lack of records for these established structures and traditional widths are a potential source of confusion and conflict and consideration should be given to establishing a complete register of limitations and authorised structures on a path by path basis. This information should be made available via the interactive map so that would-be disabled users are aware of constraints that they are likely to encounter.

Furniture specifically, is recorded on CAMS and is visible for people to see on the CAMS Web system, if they wish to simply view the map rather than logging issues.

Furniture authorised since the DMS was sealed is recorded in a hard-copy file, including the correspondence authorising the stile or gate. Before any authorisation is given, the site of the intended structure is visited and a checklist completed confirming that the item can be authorised. The checklist is included as Annex A.

3.5 Promotion and information

We have previously listed and outlined the existing stock of promoted walks in Table 3.6 and noted that there has been no active promotion of new routes by Flintshire Council since the Rural Walks in Flintshire book was published in 2006.

Here the focus is on the wider promotion of PRoW usage and the provision of general information for both path users and land managers, looking at what information is available to encourage responsible use of the network and to explain rights and responsibilities.

3.5.1 Resources

The on-line interactive map hosted on the Council's website at <https://fccmapping.flintshire.gov.uk/connect/analyst/?mapcfg=publicrightsofway> provides a versatile tool for all would-be users with access to the internet to research paths across the county.

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Although this is not the definitive map, the interactive online map offers a complete reproduction of the definitive map but on a variable scale and has the advantage of offering the capacity to zoom in on target areas. Detailed information about each path, including community name and path number, can be retrieved by clicking anywhere along its length. However, there is no access to the definitive statement and no on-line way of finding out what limitations there might be on the path using the interactive online mapping. Adding links to the relevant part of the statement for each path would be a lengthy task but could be very valuable for users, especially those with restricted capacity or special needs.

Whilst the interactive map does not hold links to this information, users can access this information by using the CAMS Web system

(<https://rightsofway.flintshire.gov.uk/standardmap.aspx?NavigationPage=Page1>). Whilst the CAMS Web system is primarily for users to log and track issues, the mapping is accessible for users to explore further. Through this system, users can find out what furniture exists, the length of the path and also view photos that have been added through survey work.

The interactive map has a legend providing the opportunity to call up a long list of council-provided service locations. It should be straightforward to add more information that is already held in CAMS, such as the locations of stiles, gates and kissing gates, or the locations of known problems and obstructions.

3.5.2 Information for users

The Council does not carry any detailed information about countryside access rights, the duties of the LHA or the rights of landowners on its website. Non-specific advice is available on many other websites, such as the Natural Resources Wales (NRW) site

(<https://gov.wales/topics/environmentcountryside/consmanagement/rights-of-way-and-wider-access/rights-of-way/?lang=en>) and The Ramblers (<http://www.ramblers.org.uk/advice.aspx>), but there are no links provided to any of these or other such sites.

For the path-using public, there is very little information available about access opportunities for disabled users. Extensive internet searches failed to bring up any substantive information about opportunities outside of the country parks for those with any form of restrictive disability, although it is known that considerable work has been done to improve the accessibility of the Welsh Coast Path in Flintshire. (Searching the Council's website only brings up links to the Supplementary Planning Guidance adopted in 2017, which has only very limited application to the countryside network but some applicability within the built environment.)

Similarly, there is little or no information directly provided for cyclists or horse riders using bridleways. However, there are links provided to other organisations providing more information about the limited opportunities available.

3.5.3 Information for applicants

Those wishing to make an application to perhaps add a path to the DMS, or to seek the diversion or closure of a recorded path need specific and detailed information. Most LHA's require an applicant for either a Definitive Map Modification Order (DMMO) or a Public Path Order (PPO) to use its own,

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in-house forms and to follow its specific protocols – including, where appropriate, the payment of fees. At present, information is not available about the process.

3.5.4 Information for land managers

Easy to access information about the responsibilities that land managers have to maintain access can be helpful in preventing problems and ensuring better compliance. But, no guidance has been prepared for landowners or land managers going about their normal working operations. While there are readily available sources of information for these groups through, for example, NRW, NFU Cymru and CLA Cymru, there are no links provided to these other sources on the Council's website. Adding links, or developing and uploading advice to the website, would be beneficial and requires little time or resources.

3.5.5 Active Travel Routes

The Government's ROWIP guidance instructs LHA to look at how PRoW currently contribute to Active Travel Routes and what potential there is for incorporating existing or new paths within the active travel network.

Flintshire has published a series of 16 Active Travel Existing Route Maps (ERM), showing routes that have been inspected and are considered to be suitable for cycling or walking as an alternative to using motorised transport. Examining the 16 maps alongside the interactive map of PRoW shows very little overlap between ERM and PRoW, as tabulated below:

Table 3.8: Public paths used in Active Travel Routes

Active Travel ERM	Degree of overlap with rights of way
Buckley	One instance of shared PRoW/Active Travel route; BUC13
Broughton	No overlap with PRoW
Connah's Quay	Small amount of overlap near Shotton
Deeside Industrial Park	Path along north shore of Dee
Flint	No use of PRoW
Gorsedd	No overlap
Greenfield	No overlap
Holywell	No overlap
Hope	No overlap
Leeswood	No overlap
Mold	Overlap through 'ornamental gardens', M19
Northop Hall	No overlap
Penyffordd	Overlap on PE5 and PE8
Sandycroft	Overlap only on north shore of Dee
Shotton	No overlap except north shore of Dee
Lixwm	No overlap

Notwithstanding the limited overlap, it would be mutually beneficial to include an Active Travel layer on the Interactive Map. Likewise, it would be helpful to include PRoW on the ERM.

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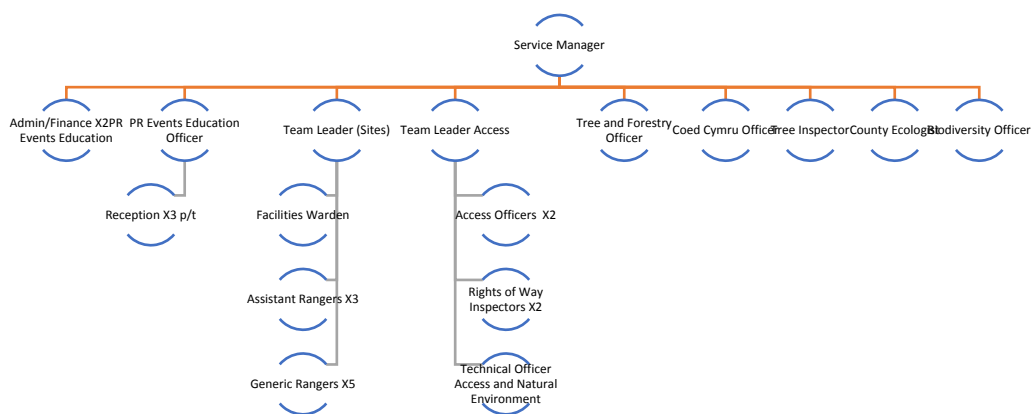
The County has also published and consulted on an Active Travel Integrated Network Map, which is billed as ‘a 15-year vision to improve infrastructure for walkers and cyclists across the County.’ Many of the links proposed are aspirational and represented as straight lines between communities. Fulfilling these aspirations could offer significant opportunities for improvements to PRow, including upgrading public footpaths to bridleways or cyclepaths. Working with Active Travel colleagues to identify suitable PRow for inclusion in the integrated network plans should be an early priority within this ROWIP period.

4 Current management and organisation

4.1 Resources

4.1.1 Staff

Fig. 4.1: Access and Natural Environment Services organisation chart



The Rights of Way team sits within the County’s Access & Natural Environment Service and comprises five full time officers and a service technician.

While the Rights of Way team is responsible for the bulk of the PRow work carried out, and is solely involved with the DMS and enforcement elements, the network also benefits from a degree of input from the Rangers. This is especially so with respect to the Wales Coast Path and maintenance of the promoted routes.

Not shown on Fig. 4.1 but still making an important contribution is the AONB’s PRow staff and volunteers embedded within Denbighshire Countryside Service but working across the whole of the AONB.

The current team structure contrasts markedly with that in place in 2008. At the time of the first ROWIP, three Rights of Way Officers together with a Technician, an Administrative Assistant and a Senior Rights of Way Officer sat within Highways Regulatory Services. The two Rights of Way Inspector posts meanwhile were placed within Neighbourhood Services. The bringing together of the team under the Countryside Services was brought about in May 2016. The merger, with a remit of flexible joint working is considered to be a positive step aiding co-operative working.

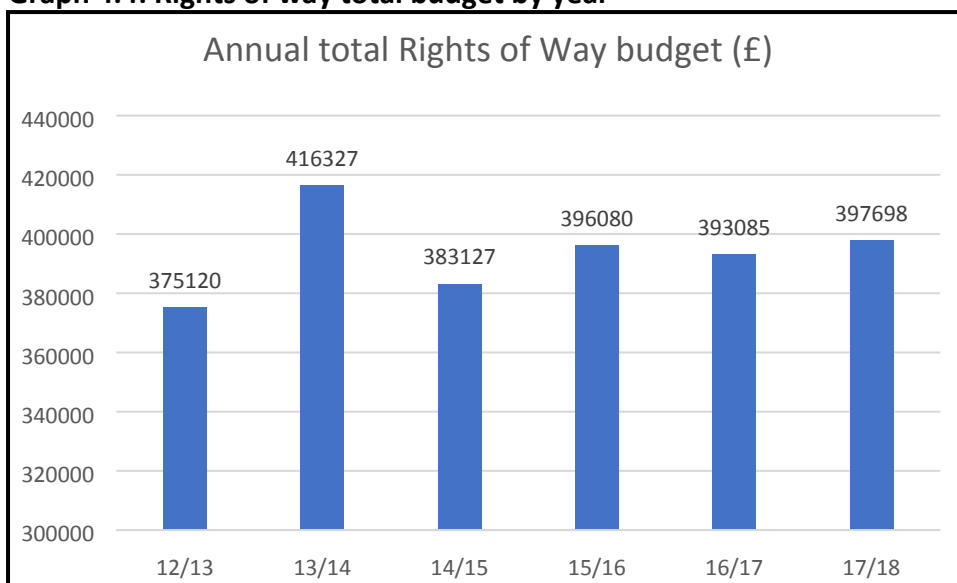
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Looking at staffing levels; it is notable that in 2008 there were 8 members of staff working on PRoW. In the current structure, there are only six posts – despite the need for more staff resources to begin to improve the network, as noted in the first ROWIP.

4.1.2 Budget

The 2008 ROWIP estimated that the annual investment required for rights of way in Flintshire per year, over the following five years, would be £269,351 or £ 255 per km. The budget figures from 2012/13 (the earliest date available) to 2017/18 show that this level of support has been exceeded since at least 2012, as shown in Graph 4.1. Although the budget peaked in 2013/14, the overall level of investment made by the County has remained high.

Graph 4.4: Rights of way total budget by year



4.1.3 LAF

The Flintshire Local Access Forum (LAF) has met regularly during the life of the first ROWIP. The LAF operated on a three-year cycle and came to the end of its most recent term in 2017. Its last meeting was held on October 23rd and at this meeting it was agreed that talks should be held with the Wrexham LAF Chairman to discuss the possibility of forming a joint LAF. A Memorandum of Understanding has now been signed by the Chief Officers of Flintshire and Wrexham Councils and recruitment is underway to the new, combined LAF. Each county will have its own LAF sub-group and the first combined meeting is expected to be in early September 2018.

The previous LAF had a successful run of 18 years but experience of the benefits of the cross-border model, as seen in Conwy and Denbighshire, together with the development of common themes, such as the Wales Link Path, and a perceived need to increasingly focus on regional rather than local issues finally led to the decision being taken to reform as a merged forum.

4.1.4 Rights of Way Volunteer Scheme

In 2016, the Council invited users to join its new Rights of Way Volunteer Scheme, to be loosely based upon the successful 'Silver Slashers' model from Ynys Môn Ramblers

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(<http://www.ynysmonramblers.org.uk/footpath-maintenance.html>) . Take-up has proven slow and, while the scheme is still live, it has not been successful in establishing a regular, self-sustaining working group.

The County's ranger service has a more established volunteer base and there has been occasional tie-up whereby the ranger service's volunteers are drafted in to work on rights of way. In total, the five rangers typically facilitate up to 10,000 hours of volunteer work each year. The expectation is that, using the ranger's experience of building and working with a volunteer base, the voluntary effort can be expanded further to the benefit of the PRow network.

The Clwydian Range and Dee Valley AONB also runs a well-established volunteer scheme which, amongst its portfolio of work, undertakes footpath improvements across the AONB, including the parts in Flintshire.

Flintshire County Council published a Volunteer Policy for 2016/17 with the overall aim 'to work with local communities and partners to develop a diverse range of suitable volunteering activities that are relevant for the people of Flintshire.' The policy highlights the support available to volunteers through the Flintshire Local Voluntary Council (FLVC).

4.2 External relationships

Flintshire's network benefits from a number of relationships with other bodies, including:

- A tri-county agreement with Denbighshire and Wrexham for the management of the AONB, with Denbighshire taking the lead as the authority with the largest share by area.
- Work has begun to learn from nearby counties with respect to bolstering the number and quality of the county's policies and protocols.
- The establishment and development of the Wales Coast Path in Flintshire has involved a combination of Natural Resources Wales, together with internal inter-section working between the Rangers and PRow staff.
- Offa's Dyke Path National Trail only dips into Flintshire for short lengths. It is therefore expedient to devolve management of these small sections to Denbighshire's Countryside Service, which looks after a much greater length of Trail, mainly within the AONB.
- The Wales Link Path crosses Flintshire and Wrexham in its 18 mile journey from the end of the Wales Coast Path to its junction with Offa's Dyke at Llandegla in Denbighshire.

5 Strategic overview of the PRow network and associated policies

5.1 Stakeholder perceptions

Stakeholders were contacted from a range of interest groups including: walking groups, horse riders, landowners, people with disabilities, those involved in delivering exercise on prescription and public health professionals. In addition, a brief questionnaire was completed by members of walking groups about their observations of using Rights of Way in Flintshire over the period since the first ROWIP was created.

Clearly there is a divergence of views with landowners seeking support to enforce proper use of the ROW, and users, broadly, seeking increased access. However, there is much common ground, which can be built on in the next ten years.

5.1.1 Walkers

Meetings were held with representatives of two walking groups, Ramblers in Flintshire, and Walkabout Flintshire, who were then invited to complete a short survey about their experiences; 40 individuals responded.

Survey responses were from people with significant experience of Flintshire's ROW, with over 70% of respondents having been walking in the area for over 10 years and currently walking in Flintshire on a weekly basis. Half of these walked more than once a week.

Their experience of the ROW over the last 10 years was that 87% had seen changes in the past 10 years, with a significant majority reporting visible improvements such as improved stiles, gates and condition, and a minority (5%) reporting issues with obstructions.

In terms of reporting issues, 40% of respondents had never reported an issue, a quarter were reporting once or twice a year, with a small percentage (10%) reporting more frequently, i.e. monthly and even weekly. In terms of reporting, the most popular mechanism was the online system (CAMS) but a number also telephoned, emailed and reported in person. Nearly half of respondents (47%) reported they were happy or very happy with their ability to report; 9% (which in this sample represented 3 people) were unhappy or very unhappy. The remainder were neutral on this matter. Once an issue was reported, a significant number of respondents were dissatisfied. Those who were satisfied were very satisfied, comments such as "As soon as I reported it, they sorted it out" being typical. However, for those who were dissatisfied, the reasons fell into two categories: firstly, dissatisfaction with the process, i.e. they did not know what happened to the report they made; and secondly, they were dissatisfied with the outcome, e.g. "It remains unresolved". There were comments about the CAMS system, which can report an issue as resolved where no action has been taken, which frustrated some users.

In final comments, many respondents recognised the tensions of a mounting backlog of work, e.g. "Some of the claims go back over 20 years" and "A difficult time with cuts". Some constructive suggestions were made, such as learning from neighbouring Local Authorities, and using volunteers to waymark paths. Praise was given to individual staff on the ground. However, some of the suggestions such as "Lower stiles" are directly at odds with the requirements of farmers to keep their land stockproof. Most of the comments related to the length of time taken to address issues, the

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perceived lack of enforcement action, and issues with the CAMS system, in particular that it does not generate a report for the records of the person submitting. One comment is a good example of the tone of responses, “The Council does a reasonable job in difficult circumstances. There should be a greater emphasis on enforcement”.

5.1.2 Horse Riders

The British Horse Society was contacted for the views of horse riders. They reported some very long-standing issues, dating back to before the original ROWIP. A key issue for riders is opening up bridleways for safe riding as rural roads become increasingly busy and therefore dangerous for horse riders. For example, “We no longer ride on the rural roads around us now because they’re too dangerous”.

They recognise the pressures facing the team but feel that horse riders and bridleways are at the “bottom of the list”.

5.1.3 People with Disabilities

Flintshire Disability Forum represents people with disabilities throughout the County, and whilst they have a focus on mobility issues, they are also networked with groups who represent visually impaired and deaf people. They hold regular sessions for people with disabilities in Mold and Shotton, and the views of disabled people was canvassed at the Shotton meeting which was attended by around 15 people.

Participants at this meeting reported that there has been an issue with use of the Wales Coast Path (WCP) in Flintshire, where those with electric wheelchairs cannot pass through the barriers created to deter motorbike riders. Wheelchairs which are pushed, e.g. by a carer, can pass through the barriers. The group does not understand why these barriers are in place and reported that there are no such barriers in the neighbouring county. This has become an issue which has soured the view of the Forum in relation to accessibility and ROW in Flintshire.

Users also reported issues with individual footpaths, for example where tree roots pushing an adjoining wall out on to the ROW, so that although the path remains accessible to those able to walk, wheelchair users have been forced to use the road. They were not clear about how or where to report these issues. One of these issues was preventing an individual from enjoying his chosen sport, bowls, as the path to the bowling green was no longer accessible in his wheelchair.

The Forum regularly arranges outings for members, but these take place in neighbouring authorities (Loggerheads and Alyn Valley were mentioned), whereas the two country Parks in Flintshire remain unused.

5.1.4 Landowners and Farmers

Field boundaries

A number of issues arose with field boundaries. The perception was that they were not clearly marked enough, leading walkers who were not always following the ROW to “go wrong” when crossing a field. They were happy for improved waymarking to be done on their land. They suggested that the problem was exacerbated by some simple maps produced by local visitor centres which meant that inexperienced walkers often “went the wrong way”.

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Wooden gates had caused problems, mainly by being left open by both walkers, but also those cycling in groups, and there was some evidence of gates being wedged open with stones. There was some comment that he approved stile, whilst the correct height for walkers, was not always stock proof and there had been examples of stock leaping over the stile, which was a problem. The preferred barrier for landowners was a kissing gate, made of metal, or a spring-loaded gate. In this way, it was said that fields remained stock proof, ROW remained accessible to most users, and the maintenance needed was low.

There was a strong concern about the failure of dog walkers to control their animals, and regular refusal, when requested, to place dogs on leads. In addition, those walking dogs had sometimes overcome the challenges of getting a dog over a stile by creating an opening nearby, either through clearing growth in a hedgerow, or by cutting through a wire fence. It was noted that creating an opening for a dog also creates a space where stock can pass through, which was a very real cause for concern for farmers. One option is to add dog gates to stiles, but landowners recognised this was an additional expense, and that there was more maintenance on such gates.

Farmers did not generally report these issues of concern to the Flintshire Council ROW team.

Maintaining ROW, and the duties of landowners

There was a lack of clarity for some farmers about their duties in respect of ROW in relation to a number of matters: in fields with crops; whether to place notices in fields with stock, e.g. cows with calves at foot; when the council maintained a ROW, and when it was the landowner's responsibility; who had the right to use the different types of ROW; what challenge might be appropriate for misuse.

Diverting ROW

The perception of farmers was that diverting a ROW was not possible, for example because they planned to build an agricultural building. Indeed, most farmers agreed that they planned new developments on their farms to avoid ROW, even where a short diversion would mean that the construction would have a lower planning or environmental impact. None had considered that it was possible to seek advice from the team prior to starting such developments.

Other issues

Litter was an issue, especially litter which could be damaging to stock, however it was not clear whether this was litter left by ROW users, or wind-driven.

Members of farming unions did not understand how the work of the ROW team was prioritised; examples were given of work done which they could not understand, e.g. regular grass cutting on an unused bridleway, the creation of a set of steps (at some cost) on a ROW only used by the landowner. They were keen to see money spent wisely and to understand why works were carried out.

Farming union members expressed their views that landowners' interests were given less priority than those of users, and that the legal requirements on them were burdensome.

5.2 Policy context

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The ROWIP sits within a broad policy context framed by national legislation and its implementation at a county level.

Since Flintshire's first ROWIP, three particularly important pieces of legislation have been introduced: The Well-being of Future Generations Act (2015), the Planning Act (Wales) Act 2015 and the Environment Act (2016). The Welsh Government has identified, in a simplified document², the links between these three pieces of legislation. In addition, the Active Travel Act (2013) has also brought about new requirements, and there will be proposed changes to Flintshire's Active Travel Plans during the period of this ROWIP.

Locally, this new legislation has led to the production of Flintshire Public Services Board's Well-being Plan, and the implementation of Active Travel route maps covering 15 designated settlements within the county. As previously, the Flintshire County Council Corporate Plan, now called the Flintshire Council Plan is of core relevance to the ROWIP, as is the Local Development Plan.

5.2.1 Relevant legislation, strategies and documents at national and county level

5.2.1.1 National

The Well-being of Future Generations Act is focussed on improving the economic, social, environmental and cultural well-being of Wales. It contains seven national well-being goals:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsive Wales

The Act also introduced the sustainable development principle and five ways of working that are seen as key to changing how organisations work to ensure that they “act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs”. The five ways of working are:

- Long-term
- Prevention
- Integration
- Collaboration
- Involvement

The Environment Act is focussed on planning and managing Wales' natural resources in a more proactive, sustainable and joined up way. It covers: sustainable management of natural resources; climate change; charges for carrier bags; collection and disposal of waste, fisheries for shellfish and marine licensing; flood and coastal erosion committee and land drainage.

² <https://gov.wales/docs/desh/publications/160610-three-bills-diagram-en.pdf>

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In relation to sustainable management of natural resources, the Act provides a framework comprising:

- The State of Natural Resources Report (SoNaRR) – published in 2016.
- A National Natural Resources Policy – published in draft for consultation in 2017.
- Area Statements – in development.

The Planning (Wales) Act 2016

The Planning (Wales) Act gained Royal Assent on 6 July 2015.

The Act sets out a series of legislative changes to deliver reform of the planning system in Wales, to ensure that it is fair, resilient and enables development.

The act addresses five key objectives:

- A modernised framework for the delivery of planning services – the Act introduces powers to allow planning applications to be made directly to Welsh Ministers in limited circumstances
- Strengthening the plan led approach – the Act introduces a legal basis for the preparation of a National Development Framework and Strategic Development Plans
- Improved resilience – the Act will allow the Welsh Ministers to direct Local Planning Authorities to work together and for Local Planning Authorities to be merged
- Frontloading and improving the development management system – the Act will introduce a statutory pre-application procedure for defined categories of planning application
- Enabling effective enforcement and appeals – the Act enables changes to enforcement procedures to secure prompt, meaningful action against breaches of planning control and increase the transparency and efficiency of the appeal system.

5.2.1.2 County

Flintshire Council Plan 2017 – 2023

This document presents the Council's themes for the period 2017 -2023. It is described in the text as an Improvement Plan. The Council revises the report annually, setting out how actions within the themes, of which there are six, will be delivered and measured.

The six themes in the plan for 2017-18 are:

- An Ambitious Council
- A Learning Council
- A Green Council
- A Connected Council
- A Service Council
- A Supportive Council

Each theme has specific sub-priorities, and also impacts identified within each theme. In addition, the Plan shows links to other strategies, and to the work of the PSB. The following potential links with the RoWIP have been identified:

Within the 'A Green Council' theme, the priority is described as *Sustainable Development & Environmental Management* and the accompanying impact is described as "Enhancing the natural environment and promoting access to open and green space".

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Also under this theme is the priority of *Safe and sustainable travel services*, with an impact described as “Developing the transport infrastructure and employment sites, and transport services, widening access to employment and training sites”, which gives a potential link between ROW and Active Travel Plans.

In the theme ‘A Connected Council’, the priority is described as *Resilient Communities*, with impact described as “Supporting local communities to be resilient and self-supporting”. This impact would include the work done by local groups and volunteer led activities, including local Ramblers and Walkabout Flintshire to encourage the use of ROW throughout the County, and in the case of Walkabout Flintshire, to use the rights of way network for group activities that promote health and well-being.

Local Development Plan Written Statement June 2017

The Flintshire LDP provides the sustainable framework for land use planning in the County up to the year 2030, and will be a platform for development thereafter. The intention is that it will shape Flintshire’s future both physically and environmentally, and influence it economically and socially. It will respond to the needs of a growing population and regionally important economy, in making provision for new jobs, homes, infrastructure and community facilities, but notes that it must do this in a way that ensures that the well-being of its communities is maintained, and that the impacts of the development and use of land are managed and mitigated sustainably. In addition, through its provisions, the LDP will also seek to ensure opportunities such as environmental enhancements are realised.

The context is set by national legislation and planning guidance, which requires Local Authorities in Wales to prepare and maintain a development plan that deals with the land use aspects of the challenges above, and does so in line with the sustainable development duty embodied by the Well-being of Future Generations Act (Wales) 2015.

The LDP, which will cover the time period between 2015 and 2030, will provide the framework to facilitate the sustainable delivery of growth and development. The status of the Plan at the time of the development of the new ROWIP is that the Deposit is due for consultation in November 2018.

Key links between the Local Development Plan, (as indicated in the Integrated Impact Assessment) and the ROWIP include:

Environment

- Encourage the use of more sustainable forms of transport and development locations, reducing the need to travel by car.
- Protect and enhance the local distinctiveness and the historic environment and its setting.
- Opportunities should be sought to continue the preservation of the special landscapes in Flintshire.
- Opportunities should be sought to maintain the important historic aspects of Flintshire.
- Access and awareness of the unique aspects of the County should be improved.

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- Part of the Clwydian Range and Dee Valley AONB is situated in the County which must be protected and enhanced where appropriate.

Social

- Improve accessibility and transport links to basic goods and services from residential areas.
- Improve the health and wellbeing of the population and reduce health inequalities.
- Opportunities should be sought to improve the health of the population by encouraging healthy lifestyles. This could be achieved, for example, through well designed development that promotes physical activity, walking and cycling.

Economic

- Establish a strong tourist economy, sensitively capitalising on environmental, heritage, and leisure assets and ensuring the benefits are experienced locally, further described as
- Opportunities should be sought to reduce car/van transport and increase the use of greener more sustainable modes of transport
- Opportunities should be sought to reduce the distance people are travelling to work

Flintshire Well-being Plan 2017-2023

The Plan is published by the Flintshire Public Services Board (PSB), as a requirement under the Well-being of Future Generations Act. It is a statement of the PSB's commitment to improve local well-being for today and for future generations.

It has been the subject of wide consultation and has been developed from a comprehensive well-being assessment. It has five objectives:

- Community Safety
- Economy and Skills
- Environment
- Resilient Communities
- Well-being and Independent Living

The plan demonstrates the connections across the objectives and with the Council (Corporate) Plan, (which follows the same themes and a similar period 2017-2023).

Key links between the Flintshire Well-being Plan and the ROWIP include:

In the section on Environment, proposed actions include:

- Promote the benefits of using the natural environment for exercise, volunteering and education.
- Identify and act on issues which are causing environmental and ecological deterioration by working with partners such as the farming, commercial, industrial and transport sectors.
- Identify all existing 'green' assets through an asset mapping exercise, and seek opportunities to enhance and link these in future.

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- Improve green transport links across Flintshire and into neighbouring counties, developing greater access opportunities to the green infrastructure.

In Resilient Communities, proposed actions include:

- Opportunities for people to improve their health and well-being are increased.
- Use and appreciation of the natural environment and use of the outdoors are increased.
- Change our long term physical planning for communities so that it enables the development of community buildings and natural and green spaces that better connect people.

And finally, in the section on Well-being and Independent Living, the following actions are identified:

- Explore and make best use of opportunities to promote mental health and well-being.
- Ensure links with other PSB priority work areas to maximise promotion of health and well-being opportunities, e.g. Get Flintshire Moving (Resilient Communities).

The Flintshire Well-being Assessment

The document is published by Flintshire's PSB, bringing together data to consider the well-being across the whole of the area and within particular communities. Data sources include statistical data, public engagement information and academic research. The assessment is structured around the seven themes identified within the Well-being of Future Generations Act, with a focus on Flintshire.

These are :

- A Prosperous Flintshire
- A Resilient Flintshire
- A Healthier Flintshire
- A more Equal Flintshire
- A Flintshire of Cohesive Communities
- A Flintshire with Vibrant Culture and a thriving Welsh Language
- A Flintshire which is Globally Responsible

Key findings in the Well-being Assessment which have a direct link to the ROWIP include:

- Flintshire has a diverse landscape ranging from lowland valleys to upland exposed plateaux.
- Compared to the Welsh average, Flintshire citizens are generally more likely to make healthy lifestyle choices. However, only around a third of the adult population in Flintshire meet recommended physical activity levels.
- Communities enjoy quality of life, are safe and well-connected and are places where people feel they belong and support one another.
- In total, it is estimated that tourism brought in around £238.7 million to the local economy in 2015. In recent years there has seen a steady increase in the number of visitors to the area, over 3.6 million visitors in 2015, 2.8 million of which were day visitors.
- Flintshire is well-placed in terms of built facilities and the natural environment, which impacts positively on physical activity and well-being.

Active travel

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Active travel is defined as walking and cycling (including the use of mobility scooters) for everyday journeys, e.g. to school, work, shops or to access services such as health and leisure centres.

The Active Travel Act makes it a legal requirement for Flintshire County Council to map and plan for suitable routes for active travel within certain of its settlements as specified by Welsh Government.

The first step was to produce Existing Route Maps³, showing routes suitable for active travel and which met the standards set by Welsh Government. Flintshire's Existing Route Maps for pedestrian and cycle use were approved by Welsh Government in 2016, and 15 maps have been produced, covering the areas of Buckley, Broughton, Connahs Quay, Deeside Industrial Park, Flint, Gorsedd, Greenfield, Holywell, Hope, Leeswood, Mold, Northop Hall, Penyffordd, Sandycroft, Shotton and Walwen (Lixwm).

The Existing Route Maps do not show all possible walking and cycling routes, or other ROW, as the focus is on the ones which meet the Active Travel criteria. The report to government on Active Travel Routes for 2016/17 shows expenditure of £711,200 spent on maintenance, safety improvements and upgrades to the existing routes.

A Green Space Framework Strategy 2013

This strategy recognises the value of green spaces throughout the County, and includes ROW, parks, common land and designated areas, including the AONB. The stated vision is:

"Flintshire will enjoy a well-planned and managed network of integrated, accessible and diverse green spaces; creating a sustainable environment for the benefit of all people, wildlife and our natural heritage."

It states clearly that "We want people to use Green Spaces positively and more frequently as part of their daily lifestyle, and we accept that to do this we need to improve green spaces to deliver welcoming, accessible, attractive and safer community spaces".

There are three aims within the strategy, but the most relevant in terms of the RoWIP is Aim Three: i.e. "We will make existing green spaces more accessible for both people and wildlife". This aim includes the following points which are relevant to the ROWIP:

"Entrances and paths do not restrict people of any ability from benefiting from green spaces as well as considering the safety of all users".

"Green spaces should be easily accessible and closely situated to the communities they serve ensuring everyone has local access to a green space which offers both natural value and play value".

"Where-ever possible green spaces should be linked to one another to create "green corridors" to provide off-road routes which provide linkages to places of work, education, leisure and shopping facilities".

To do this, the Strategy proposes that everyone should have safe access to a green space within a five minute walk of their home. For the purposes of this Strategy, a five minute walk is considered to be a journey of 500 metres, and it is anticipated that significant work will be required to ensure safe pedestrian and cyclist access is provided along key identified routes.

³ Copies of all maps are available via

<http://www.flintshire.gov.uk/en/Resident/Streetscene/Active-Travel-Existing-Route-Map.aspx>

4.2.2 Other relevant strategies and documents

Natural Resources Wales (NRW) has published its first Well-being Statement, *Managing today's natural resources for tomorrow's generations 2017/18*. The document outlines the organisation's well-being objectives and how they contribute to Welsh Government's seven well-being goals for Wales, as well as the steps they will take to deliver them. The seven well-being objectives are to:

1. Champion the Welsh environment and the sustainable management of Wales' natural resources Ensure land and water in Wales is managed sustainably and in an integrated way
2. Improve the resilience and quality of our ecosystems
3. Reduce the risk to people and communities from environmental hazards like flooding and pollution
4. Help people live healthier and more fulfilled lives
5. Promote successful and responsible business, using natural resources without damaging them
6. Develop NRW into an excellent organisation, delivering first class customer service.

In due course, the new duty on Natural Resources Wales to produce **Area Statements** – as a tool for bringing about sustainable management of natural resources – will be relevant to the Flintshire's strategic priorities for rights of way.

The *Wales Outdoor Recreation Survey 2014 Final Report* was commissioned by NRW, following previous similar surveys in 2008 and 2011. It focussed on public engagement with the natural environment including participation in outdoor recreation, health and economic benefits, attitudes to biodiversity and pro-environmental behaviours. At a national scale, this provides relevant contextual data including:

- 93% of people have taken at least one visit to the outdoors in the last 12 months.
- Decreases between 2011 and 2014 were recorded for the proportion of people that had taken a visit in the last 4 weeks, as well as for visits taken within a mile of the start point, and shorter visits of less than an hour.
- Shorter, closer to home visits are more likely to be taken than longer visits taken further afield.
- People aged 75 or over were least likely to have taken visits.
- Walking is the most dominant activity undertaken, although increases in running were recorded. The other highest levels of participation were recorded for outdoor swimming, road cycling and off-road cycling.
- Walking was particularly likely to be undertaken by people who had children in the household, those aged 25-54, those in paid employment, carers and those with access to a car.
- Women were more likely to undertake walking than men. When analysed by age, visits taken by those aged 55 or over were more likely to have included walking, while the main activity for those aged 34 or under was more likely to be running.
- Walking was the single main activity on 6 in 10 visits for those who had visited the outdoors in the last 4 weeks.
- The most popular places to go outdoors (recorded by more than two-thirds of the population) were village, local park, beach, roadside pavement/track, woodland/forest, sea, other local open space.

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- The most frequently cited reasons for not visiting the outdoors given by those who had not done so in the last 12 months were (in descending order) physical disability, other health reason, old age, busy/lack of time. For those who had not visited in the last four weeks, the most frequently cited reasons were (in descending order) busy/lack of time, bad/poor weather, other health reason, physical disability.
- Health or exercise was the most frequently cited motivation for visiting the outdoors (23%), closely followed by exercising a dog (22%), and then visits for pleasure or enjoyment (15%) and for fresh air/pleasant weather (14%).
- Over half of the visits to the countryside within the last 4 weeks involved less than 2 hours being spent on the main activity. 28% of visits where walking was the main activity involved less than an hour being spent. Visits of less than an hour were more likely to be by those with no car access, people aged 75 or more, those with a long-term illness or disability, and those with no academic qualifications.
- 38% of visits were taken within a mile of the start point (home, workplace, holiday accommodation), 37% within 1 to 5 miles.
- In terms of the main mode of transport used on visits to the outdoors, 46% of visits involved the use of a car, 42% walking, 5% bike and 2% public transport.
- Equal proportions of visits were taken along as with family – 39%, 20% with friends and 5% as part of an organised group. Around a quarter of visits included children in the party, and about two fifths included dogs.
- Money was spent during 42% of visits taken to the outdoors, with the average amount across all visits being £12.74. Spend was most frequently on food and drink.
- In terms of future demand, 60% of adults would like to visit the outdoors more often for recreation, a similar figure to previous surveys. There is increased interest in walking, although actual participation in walking has decreased since 2008. The destinations of greatest interest were ones that typically involve a greater amount of travel, i.e. beaches and mountains/hills/moorland.

5.3 Other relevant context

5.3.1 Countryside and Rights of Way Act 2000

The Countryside and Rights of Way Act 2000 (CROW) introduced a measure designed to provide landowners with surety that they will not be faced with unexpected claims for newly discovered rights of way based upon historical evidence, that is, evidence from before 1949. The measure, contained in section 53 of CROW, will come into force if and when the Welsh Government passes regulations to implement it. If implemented, the measure would extinguish any unrecorded historical rights on 1st January 2026 or a date up to five years later. 2026 is now commonly referred to as ‘the cut-off date’.

As yet, the Welsh Government has not committed to making the necessary regulation to implement this measure. However, if the cut-off date is introduced, there will be significant consequences for the DMS workload of all LHAs. It is expected that, if the cut-off date is enacted, there will be a

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significant upsurge of claims for unrecorded PRoW in a bid to secure these routes before they are extinguished.

Claims based upon historical evidence that are properly made and lodged with the Council before the cut-off date will not be automatically extinguished but will remain pending investigation and determination. Therefore, the expected additional work load will, in the first instance, be one of checking that claims have been properly made. Assuming that they have, there is no overriding need for them to be determined before the cut-off date. Nonetheless, the additional claims will add to the DMS backlog and the County's duty to process them.

There is no way of telling in advance how many claims will be made, so the possibility of implementation of the cut-off date remains a potentially significant factor in the PRoW team's workload towards the latter end of this ROWIP period.

5.3.2 Improving opportunities to access outdoor recreation

In 2015 the Government carried out a consultation about 'Improving opportunities to access the outdoors for responsible recreation'. This wide-ranging consultation invited respondents to look at all aspects of outdoor recreation opportunities in Wales and to suggest new strategies, including new legislative measures for improving delivery.

The Government has not set itself a deadline for the production of new legislation or indicated that it will bring forward legislation in any particular areas. However, there is the possibility that the consultation is an early stage in an exercise that results in a radical overhaul of access legislation in Wales within the lifetime of the second ROWIP. If this happens, this document will need a fundamental review and probable amendment.

6 Evaluation of future needs and opportunities

6.1 Summary of key points from assessment of ROWIP 1 delivery and stakeholder perceptions

The findings from the review of the consultation responses, the desk review of relevant strategies and plans, and the evaluation of the current condition of the network can be drawn together to show a number of emerging messages (presented below in no particular order).

Stakeholders:

- People who walk regularly are broadly happy with the condition of the network.
- Users would like to see a more dynamic approach to enforcement, with improved communication about action taken.
- Horse-riders want bridleway improvements.
- Disabled users feel strongly about the restricted access to WCP, and need facilities.
- Landowners have concerns about users opening up gaps around stiles.

Condition monitoring and maintenance

- There is very little available data on network condition.
- Work is primarily reactive, and not pro-active.
- Stakeholders are unclear about how and why maintenance works are prioritised and done.

Information and promotion

- The CAMS on-line reporting system is a positive development.
- Promotion of the network, carried out by the Rights of Way team, is limited.
- There is very little information for either land managers or path users, but there is demand for it.
- PR opportunities are not maximised.

Progress with ROWIP 1

- Regular walkers are noticing improvements.
- Review of the Statement of Action shows that out of a total of 22 tasks, 6 have been completed, there is partial progress on 8, and little or no progress on 8.
- The lack of available data for assessment may be hiding more progress than is evident.

The organisational perspective

- ROW staff focus on their own individual areas.
- The team has looked externally to learn from good practice elsewhere.
- Relevant data and information is difficult to access.
- The synergy between ROW and the Rangers/Countryside service is limited.

6.2 Evaluation of the extent to which local ROW meet the present and future needs of the public

6.2.1 Meeting present and future needs

There are aspects where the local ROW network that can be said to meet present needs, in terms of what participants in the review have said they like about the Flintshire's rights of way network. These can be summarised as follows (in no particular order of importance):

- Providing access to many different parts of the County for regular walking.
- Footpaths mainly in good useable condition.
- Noticeable improvements in recent years.
- Good signposting from roads.
- Providing some opportunities for off-road mountain biking and horse-riding.

However, due to a limited resource it is evident that there are ways in which Flintshire's local ROW are not entirely meeting present and future needs, in relation to the problems that participants in the review raised and the improvements that they said they would like to see. These can be summarised as follows (in no particular order of importance):

- Waymarking is not as consistent as some users would like.
- There are not enough bridleways for riders to enable them to ride off-road as much as they would like.
- Wheelchair users are not all able to access the Wales Coast Path, and experience some problems with the surfacing on local footpaths.
- Landowners have experienced problems as a result of inappropriate behaviour by users and their dogs, particularly in terms of compromising the stockproofing of their fields.
- There is insufficient information about the ROW network, in terms of what is there, and people's rights and responsibilities.

6.2.2 Opportunities

The assessment has shown that there are a number of areas of opportunity. These are summarised below, and then covered in more detail in the Statement of Action.

Physical accessibility of the network

- I. Investigate opportunities where disability access can be improved
- II. Maintain good condition of footpaths
- III. Waymarking and signage improvements
- IV. Investigate opportunities for bridleway linkages
- V. Investigate opportunities for footpath links between key places
- VI. Using volunteers more for maintenance and improvement works
- VII. Deal with enforcement issues in a timely way

More purposeful use of the ROW network

- I. Build and maintain strategic linkages, and facilitate networks, at strategic and operational levels.
- II. Investigate opportunities for appropriate routes for walking for health.
- III. Investigate opportunities for appropriate routes for active travel.

Legal recording and changes

- I. Consolidate the Definitive Map and Statement.
- II. Address anomalies.
- III. Continuous review of the Definitive Map and Statement.
- IV. Build expertise amongst the ROW team staff.
- V. Investigate and develop opportunities for sourcing external funding.
- VI. Develop and disseminate a team prioritisation policy for legal work.

Promotion and information

- I. Promoted routes network
- II. Promoted routes for riders and cyclists
- III. Improve information provision for land managers and ROW users
- IV. Improve information provision for people with disabilities

Strategic working

- I. Work pro-actively, using the ROWIP for direction; regularly review progress and report to LAF & Cabinet.
- II. Develop, review and update policies to ensure comprehensive and consistent coverage of key areas of activity.
- III. Build and maintain strong means of communication with key stakeholders, including Councillors, users and landowners.
- IV. Create and implement a volunteering strategy, including considering collaborative opportunities.
- V. Develop use of GIS as a proactive management & decision-making tool.
- VI. Develop and disseminate a team prioritisation policy for legal work.

Key task planning and delivery

- I. Sound record-keeping, especially CAMS.
- II. Well designed and planned surveying/data gathering.
- III. Consistent procedures for all key work tasks.

Organisational development

- I. Review lead roles and responsibilities for key tasks for particular individuals.
- II. Encourage individuals to work with initiative, within a 'whole team'
- III. Build relevant expertise related to lead roles within the team
- IV. Establish the LAF

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- V. Investigate opportunities for closer collaborative working with neighbouring and overlapping authorities
- VI. Investigate and develop opportunities for sourcing external funding.

6.2.3 Policies and Procedures

The Statement of Action sits alongside the *Flintshire County Council Policies and Procedures* booklet, appended as Annex C.

It has been compiled as a positive response to findings from the assessment, with the intention of creating widespread understanding and transparency about what Flintshire County Council does and how in relation to the County's PROW network. The booklet provides introductory information about the duties and powers of the Highway Authority, explains the Path Prioritisation Scheme, and then provides the policies and procedures relating to issues relating to the Definitive Map, enforcement and maintenance.

NEW VERSION OF STATEMENT OF ACTION TABLE

The Statement of Action sets out the strategic priority areas for delivery during the course of the ROWIP. The Statement of Action will be supplemented by Annual Delivery Plans which will set out the detailed work programme for the year ahead.

The Statement of Action has been drawn up within the context of the Policies and Procedures booklet with the following assumptions:

- The core PROW budget will remain limited, and is likely to reduce further.
- The PROW team aims to work in partnership internally and externally wherever possible and beneficial, in order to seek synergies and best value for the resources available.
- The Statement of Action is based on the evidence from the assessment. It has been designed to balance aspiration with pragmatism, so that annual delivery plans can work towards defined priorities for management, maintenance and improvements but within the realities of available resources.
- The Statement of Action includes intentions to try to increase the resources available.

	WHAT HAVE WE GOT?	WHAT DO WE WANT?	HOW CAN WE ACHIEVE IT?	PRIORITY High Medium Low
1	Physical accessibility of the network			
1.1	People with disabilities are keen to have more access to the PROW network, in particular at the coast.	To understand where additional access is required and to provide opportunities where feasible.	Consult with disabled users to identify their access priorities. Investigate opportunities where disability access can be improved. Promote existing opportunities to disability groups.	M
1.2	A network that has generally good surface condition and roadside signage, and that received few complaints during the ROWIP 2	1. To maintain the surface of paths in good condition. 2. To reduce the number of stiles on the network in favour of gaps or gates,	1.1 Annual mowing programme. 1.2 Prompt responses to reports of problems. 1.3 Whole network survey.	H

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	WHAT HAVE WE GOT?	WHAT DO WE WANT?	HOW CAN WE ACHIEVE IT?	PRIORITY High Medium Low
	<p>consultation. The assessment shows that there are issues with:</p> <ul style="list-style-type: none"> • Stiles on the network, which can limit accessibility; • One third of paths, (representing 9.4% of the network) have some form of obstruction. 	<p>as a means to increase accessibility. 3. A network with the minimum of obstructions possible and a robust mechanism for resolving new ones arising.</p>	<p>2.1 Work with landowners to replace stiles with gaps or gates. 3.1 Require gates or gaps in any new fences. 3.2 Develop and adhere to an obstructions removal and enforcement protocol.</p>	
1.3	<p>There is a high percentage of paths that are well signed throughout their length. However, some respondents to the consultation want better waymarking. At least three quarters of paths are signed where they leave a metalled road.</p>	<p>1. A network where users can easily follow the correct route, thereby satisfying landowners and users alike. 2. Confidence that Flintshire County Council is meeting its statutory obligations for signposting from a metalled road.</p>	<p>1.1 Respond promptly to reports of missing waymarks. 1.2 Encourage landowners to fully sign paths on their land. 1.3 Routinely check local waymarking whenever any path repairs are carried out. 2.1 Ensure that all locations that should be signed are recorded in CAMS. 2.2 Survey all sign locations and record any missing signs. 2.3 Develop and implement a programme of sign installation. 2.4 Plan for sign end-of-life replacement.</p>	H

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	WHAT HAVE WE GOT?	WHAT DO WE WANT?	HOW CAN WE ACHIEVE IT?	PRIORITY High Medium Low
1.4	Horse riders would like more off-road routes to be available to them. The PROW network in the county includes 115 km of bridleways, representing limited opportunities for off-road riding and cycling.	1. To be able to increase the proportion of the network available to horse riders and cyclists. 2. To develop circular routes for riders and cyclists.	1.1 Encourage landowners to dedicate footpaths as bridleways or to allow their permissive use. 1.2 Give priority to claims for bridleways. 2.1 Investigate opportunities for bridleway linkages, thereby making the most of existing provision. 2.2 Seek to upgrade footpaths to bridleways in collaboration with Active Travel Plans.	L
1.5	Some consultation respondents would like to be able to travel between key places by walking on footpaths.	A network which is fit for contemporary patterns of use, which meets users' demands and contributes to the potential for Active Travel.	Investigate opportunities for footpath links between key places, prioritising those which also meet Active Travel criteria. Work with planning colleagues to ensure green infrastructure is built into all developments.	M
1.6	Staff resources are limited and insufficient for the volume of work. There are office-based and outdoors tasks which are potentially suitable for volunteers.	1. An adequately resourced PROW team. 2. A dedicated and enthusiastic team of volunteers who support the aims and objectives in the ROWIP in a variety of ways.	1.1 Determine necessary levels of staffing and financial resources to deliver the ROWIP. 1.2 Develop a business case to bid for additional resources. 1.3 Maximise opportunities from internal and external co-operation. 2.1 Set in place plans and a	H

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	WHAT HAVE WE GOT?	WHAT DO WE WANT?	HOW CAN WE ACHIEVE IT?	PRIORITY High Medium Low
			<p>programme for upskilling existing volunteers and recruiting new ones.</p> <p>2.2 Work with FLVC to explore opportunities for volunteers through existing groups and projects</p> <p>2.3 Consider partnership working with NOMS to provide opportunities for those on supervised community service.</p> <p>2.4 Working in a way that encourages retention of existing volunteers, e.g. providing a variety of volunteering opportunities, providing meaningful volunteering opportunities, ensuring the volunteers feel welcomed and valued, making the volunteering fun. Investigate opportunities for working in partnership with other internal services and external groups/organisations, to enable synergistic use of volunteering.</p>	
1.7	<p>Consultation respondents are reporting perceptions of delay in the authority's work to deal with enforcement issues.</p>	<p>1. To deal with enforcement issues in a timely way.</p> <p>2. Stakeholders are aware of what enforcement work has been done.</p>	<p>1.1 Clearly allocate enforcement responsibilities.</p> <p>1.2 Ensure that all enforcement issues are recorded in CAMS.</p>	M

	WHAT HAVE WE GOT?	WHAT DO WE WANT?	HOW CAN WE ACHIEVE IT?	PRIORITY High Medium Low
	However, data shows that overall response times are improving.	3. PROW team has clear procedures to work to.	2.1 Through Exegesis, send informative automated responses to complainants when actions taken. 3.1 Set in place and monitor usage of clear procedures for dealing with enforcement issues, including communication with relevant external stakeholders.	
1.8	Some stiles and gates have been built on the network without formal authorisation.	All path furniture is authorised or is treated as an obstruction.	Develop and adopt formal policies to cover the authorisation of structures on PRoW. These policies to adhere to the least restrictive access principle. Maintain a publicly available record of all authorised structures.	H
2	Legal recording and changes			
2.1	The Definitive Map and Statement has a relevant date of 1978. The DMS now consists of the 1978 DMS plus all of the individual changes that have taken place since then. There is a number of outstanding LEMOs required to complete changes to the DMS. The locations of all paths in the	1. A Definitive Map and Statement that is as up-to-date as possible. 2. A DMS that is readily available for public scrutiny.	1.1 Make any outstanding LEMOs. 1.2 Consolidate the Definitive Map & Statement and republish. 2.1 Ensure that any changes to the DMS are accurately reflected in the on-line interactive map. 2.2 Supply the newly consolidated map and statement to all major libraries and relevant portions to each Community Council.	L

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	WHAT HAVE WE GOT?	WHAT DO WE WANT?	HOW CAN WE ACHIEVE IT?	PRIORITY High Medium Low
	network are shown on an interactive map on the Council's website.			
2.2	The assessment showed that there is no overall record of anomalies. Whilst progress is being made on tackling the known anomalies, there is a long way to go, and more anomalies are likely to come to the team's attention.	1. To understand the number and nature of anomalies across the network. 2. To reduce the number of anomalies.	1.1 Review the complete DMS for anomalies and set up a schedule to record them. 2.1 Develop and implement a programme to deal with them during the life of the ROWIP.	L
2.3	There are PPOs and DMMO's, some of which date back several years since the applications were received.	1. The backlog of DMMO and PPO is reduced to zero. 2. New PPO and DMMO normally made or determined within 12 months of completed application.	1.1 Schedules of applications received to be kept up to date and publicly available. 1.2 A plan to be drawn up and implemented for resolution of all outstanding applications. The plan will prioritise addressing claims dependent upon witness evidence. 2.1 Sufficient resources will be allocated. 2.2 Relevant staff will be supported to develop necessary skills. 2.3 Sufficient legal officer support will be secured.	H
2.4	Staff members focus on	1. To build expertise among the ROW	1.1 Encourage and support staff to	H

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	WHAT HAVE WE GOT?	WHAT DO WE WANT?	HOW CAN WE ACHIEVE IT?	PRIORITY High Medium Low
	geographical areas of work, with little opportunity to develop specific subject expertise and there can be an inconsistency of approach.	team staff, so that all necessary areas of work can be competently covered. 2. All work, including applications for orders, to be dealt with consistently across the County.	seek membership of IPROW ⁴ . 1.2 Carry out a targeted skills audit to gain a sound understanding of skills gaps. 1.3 Draw up a plan for staff development and training and secure a staff training budget. 2.1 Through restructure provide a focus on the DMS in the responsibilities of officers 2.2 Draw up protocols and practice guidelines to guide handling of applications.	
2.5	Limited and potentially falling core funding from the Authority, which restricts what the PROW team can deliver and achieve.	To increase the resources (not just funding) available to the PROW team, to enable them to continue – and ideally increase – their work outputs and outcomes.	Determine necessary resources and put together a business case to bid for additional funding. Investigate and develop opportunities for sourcing external funding. Monitor potential developments that may impact on workload (such as implementation of the cut-off date) and, if necessary, prepare pre-emptive resource bids.	M

⁴ Institute of Public Rights of Way and Access Management

	WHAT HAVE WE GOT?	WHAT DO WE WANT?	HOW CAN WE ACHIEVE IT?	PRIORITY High Medium Low
2.6	There is a backlog of legal work, which will be challenging to overcome with the current and anticipated future level of staff resource.	1. The most important legal work to be completed in as timely a fashion as possible. 2. To be able to be clear to all stakeholders (internal and external) about the order in which legal work will be carried out.	1.1 Work with the officers to develop their PRow experience and expertise. 2.1 Develop and disseminate a team prioritisation policy for legal work for internal and external use. 2.2 Develop a protocol with the legal department for prioritisation.	H
3	More purposeful use of the ROW network			
3.1	The PRow team have some existing strategic linkages and networks, but the assessment revealed some as yet untapped relationships e.g. with public health organisations.	The PRow team to have strong and active networks and collaborative relationships with internal and external stakeholders where there can be some form of mutual benefit.	Build and maintain strategic linkages, and facilitate networks, at strategic and operational levels.	L/M
3.2	There are existing groups and organisations promoting walking for health, but which, for various reasons, are not taking full advantage of the PRow network.	For the PRow network to be actively used as a resource for walking for health.	Investigate opportunities for appropriate routes for walking for health. Develop collaboration with the team delivering Exercise for Health in the county to maximise the opportunity for use of PRow for this scheme Broker joint working between local community groups who can support the Exercise for Health scheme using	M

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	WHAT HAVE WE GOT?	WHAT DO WE WANT?	HOW CAN WE ACHIEVE IT?	PRIORITY High Medium Low
			PROW.	
3.3	The consultation showed some interest in using PROW for active travel purposes.	For the PROW network to be used and promoted where appropriate for active travel.	Investigate opportunities for appropriate routes for walking or cycling for active travel. Work with other Council officers to incorporate public paths into Active Travel Integrated Network, taking opportunities to upgrade footpaths to bridleways where possible. Include Active Travel routes on the interactive map.	L
4	Promotion and information			
4.1	The consultation showed a general lack of awareness of the promoted routes and permissions.	For the PROW to be used appropriately by users throughout the network	Improve information about the promoted routes network. Develop information not only about where the routes are but how they should be used.	H
4.2	The consultation showed some inappropriate use of PROW by cyclists	Reduced illegal use of footpaths by cyclists and horse riders.	Improve targeted information about promoted routes for riders and cyclists. Provide clear on-line sign-posting to other information sources. Develop and promote routes specifically for off-road horse-riding and cycling.	L
4.3	The consultation showed that	More use of PROW by people with	Improve information provision	L

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	WHAT HAVE WE GOT?	WHAT DO WE WANT?	HOW CAN WE ACHIEVE IT?	PRIORITY High Medium Low
	disabled people are unaware of accessible PROW and do not generally make use of them.	disabilities.	specifically targeted at people with disabilities.	
4.4	There is currently no information available on the authority's website for land managers about their rights and responsibilities in relation to PROW on their land. There appears to be a demand from land managers for more information to be available. It is important that PROW users are aware of their rights and how to use PROW responsibly.	<ol style="list-style-type: none"> 1. Land managers and users to be aware of their responsibilities, and to behave accordingly. 2. Users of PROW treat the PROW, and nearby land and boundaries, with respect. 3. Applicants for changes to the network to have a ready source of information specific to processes in Flintshire 	<ol style="list-style-type: none"> 1.1 Develop improved relationship between the team and landowner representatives, and jointly develop information for land managers 1.2 Provide on-line information for landowners or provide links to other sites carrying good quality advice. 2.1 Develop and promote information for PROW users about the responsibilities whilst using PROW. 3.1 Develop and publish on the website a series of advice notes for would-be applicants for PPO and DMMO. 	H
4.5	Currently there is limited information available to people searching the Council's website.	To be able to make available relevant information using a means that is increasingly popular for members of the public.	Investigate the feasibility of improvements to the interactive map on the Council's website e.g. Active Travel maps, CAMS GIS data and definitive map extracts. Promote and inform people of the infrastructure information viewable in the CAMS Web system	L

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	WHAT HAVE WE GOT?	WHAT DO WE WANT?	HOW CAN WE ACHIEVE IT?	PRIORITY High Medium Low
4.6	The consultation suggested that some external stakeholders do not understand how the Council prioritises its maintenance and improvement work.	Clarity for the PROW team and its stakeholders on how work on the PROW network is prioritised and delivered.	Develop, disseminate and make available on the Council website procedures and standards for responding to reported issues	M
5	Strategic working			
5.1	Flintshire's first ROWIP has come to an end; the second ROWIP provides new opportunities for guiding the direction of PROW work in the county.	For the ROWIP to provide clear strategic direction and a framework for all of the work done by Flintshire's PROW team.	1.1 Work pro-actively, using the ROWIP for direction. 1.2 Regularly review progress and report to LAF & Cabinet. 1.3 Develop fully targeted Annual Delivery Plans based upon the SoA	H
5.2	At present, policies exist for some but not all areas of the PROW team's work, and some of these may be outdated.	Clear strategic and operational guidance for the staff team and others about the way in which the PROW team will work.	Develop, review and update policies to ensure comprehensive and consistent coverage of key areas of activity, with LAF consultation and Council adoption.	H
5.3	There is potential to strengthen communication across the spectrum of the PROW team's stakeholders. Currently some stakeholders report that they do not understand how the team works or why certain work is done.	For all key stakeholders to understand the PROW team's work, and to have a strong relationship with individuals in the team. For key stakeholders to have the information they need to champion the cause of the PROW team.	Build and maintain strong means of communication with key stakeholders, including Councillors, users and landowners. Develop and publish on the website a full suite of information about the working policies of the team.	M
5.5	Staff resources are limited and	To make the most of the potential	Create and implement a	H

	WHAT HAVE WE GOT?	WHAT DO WE WANT?	HOW CAN WE ACHIEVE IT?	PRIORITY High Medium Low
	insufficient for the volume of work, and they appreciate the work currently undertaken by volunteers. There are office-based and outdoors tasks which are potentially suitable for volunteers.	volunteering resource, in a way that works for the PROW staff team, its partners and the volunteers.	volunteering strategy, potentially with FLVC, including considering collaborative opportunities.	
5.6	GIS-based information is currently used in CAMS, but more could be made of it to support strategic planning of the PROW team's work.	1. PROW team members equipped with the skills to make use of GIS in their roles. 2. GIS available to team members. To make best use of the available resources, facilitating the team's work and its outcomes. 3. Full use to be made of the CAMS.	1.1 Train staff in the use of GIS as a proactive management and decision-making tool. 2.1 A GIS platform to be made available to all team members. 3.1 Appoint a lead officer to be primarily responsible for the maintenance of CAMS.	L
6	Key task planning and delivery			
6.1	CAMS is the main repository for all network data but two thirds of the network has not been formally surveyed since 2010, reducing the system's reliability as a strategic planning tool.	1. To have as up to date as possible data about the network stored in CAMS. 2. To re-survey the entire network at least once over a three year period with snapshots based on annual sample surveys	1.1 All staff to be trained in the use of CAMS with annual refreshers/reminders of the importance of thorough and consistent logging of data. 2.1 Arrange for a survey of the 67% of the network not surveyed in 2017 to be carried out, 33% 18/19 and 34% 19/20. 2.2 Re-introduce regular partial	H

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	WHAT HAVE WE GOT?	WHAT DO WE WANT?	HOW CAN WE ACHIEVE IT?	PRIORITY High Medium Low
			monitoring of the network (minimum 10% p.a.) 2.3 Plan to re-survey the whole network 3 three times by the end of the ROWIP period.	
6.2	Tasks are reported to and carried out by a number of different players in several independent organisations, potentially resulting in lost data and/ or replication of effort.	1. Confidence that all issues reported and works carried out are captured in CAMS. 2. Clarity and confidence for users that their reports are acted upon in accordance to the published protocols.	1.1 Regular liaison between all players involved in Flintshire’s PROW. 1.2 Development of a simple, common reporting format that will enable records to be fed back to the PROW team for entry into CAMS. 2.1 Continue development of the on-line reporting system. 2.2 Develop and implement systems for ensuring feedback to users reporting problems.	H
7	Organisational development			
7.1	The PROW team is undergoing an organisational change process as part of wider changes within the Authority.	Clear roles, responsibilities and work programmes for all PROW team members, including individuals being allocated lead responsibilities for particular areas of work, resulting in a	Review lead roles & responsibilities for key tasks for team members.	H

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	WHAT HAVE WE GOT?	WHAT DO WE WANT?	HOW CAN WE ACHIEVE IT?	PRIORITY High Medium Low
		logical and effective way to share the team's workload.		
7.2	The term of the previous LAF has expired. A process is underway to set up a joint LAF with Wrexham.	1. A well-functioning and effective LAF that can support and promote delivery of the ROWIP. 2. A LAF that can take a strategic overview	1.1 Establish the LAF. 2.1 The role of the LAF to be primarily strategic with sub-groups set up for addressing purely local questions.	H
7.3	Flintshire's resources are limited. There is precedent for authorities to work collaboratively, including sharing staff resource.	To deliver and achieve as much as possible within the available resources.	Investigate the opportunities for closer collaborative working with neighbouring and over-lapping authorities.	M
7.4	Limited and potentially falling core funding from the authority, which restricts what the PROW team can deliver and achieve.	To increase the resources (not just funding) available to the PROW team, to enable them to continue – and ideally increase – their work outputs and outcomes.	Investigate and develop opportunities for sourcing additional resources, including external project funding and partnership working with other agencies in the statutory and voluntary sector.	H

Annexes

Annex A: ROWIP 2008 – Executive Summary

The Network Condition Assessment identified that there is an estimated shortfall of £97,000 per annum just to maintain the network at its current standard (i.e. 38% of paths being easy to use). In addition to this a further £167,000 per annum, over 10 years, will be needed to bring the network up to an acceptable standard. At the moment, the County Council is not in a position to commit these additional funds.

The annual investment required for rights of way in Flintshire per year, over the next five years, is estimated as £269,351 or £ 255 per km. (Paragraph 4.5 Statement of Action)

The County Council will need to commit more resources (both in terms of additional staff and finances) to ensure that the definitive map is 'fit for purpose'. This will involve removing the backlog of all outstanding definitive map modification orders to enable the County Council to prepare a new map using the latest technology. Efficiency will be improved through the extension of the computerised GIS and database to ensure greater accessibility to records. (Tasks 2.1 – 2.5 Statement of Action)

The County Council will also review how the various elements (i.e. the Countryside Service, the Rights of Way Inspectors and the County Hall Rights of Way Team) involved in the management of the Public Rights of Way operate. In particular, it will consider how improvements in overall performance may be achieved. (Task 1.1 Statement of Action)

The partnership-working element of rights of way work will be developed further (Task 4.1 Statement of Action).

A programme of improving accessibility to the network will be developed. The County Council will pursue sources of funding to progress this. It will also develop a programme of extending opportunities for equestrians and cyclists (through the provision of additional bridleways and cycle tracks) throughout the County. (Task 4.4 Statement of Action).

The County Council has already received funding from the Countryside Council for Wales (CCW) to improve and develop access to Flintshire's coast. It will continue to develop and implement this programme to provide greater opportunities for the public to gain access to this valuable resource. (Task 4.7 Statement of Action).

A full set of policies and procedures will be published by the County Council for the management and protection of the public rights of way network (Task 1.2 Statement of Action).

The backlog of obstructions (in other words the number of reported obstructions that have not been removed) needs to be addressed, so that in future all problems will be resolved within set timescales. Having a system of regular inspections in place and increasing the provision of signs and waymarks will be a priority. Improvements to the condition of the network will be measured through an annual performance indicator. (Tasks 3.1 – 3.7 Statement of Action).

Appendix A

Finally, the County Council will publicise its achievements through the publication of an annual report. It will also use every opportunity to give greater publicity to the excellent work it has carried out over the years, so that the public is more aware of its successes. This could reduce the cost of maintaining the network by making the public aware of its existence, thereby encouraging greater use. (Task 4.7 Statement of Action).

Appendix A

Annex B: Checklist for authorising structures

CHECKLIST RELATING TO THE INSTALLATION/RENEWAL OF STRUCTURES ON PUBLIC RIGHTS OF WAY

Re Public Footpath No. in the Community of

		COMMENTS
1.	Is the structure noted on the Parish Claim or current Definitive Statement?	NO Must therefore be capable of being authorised see 3,4, 5 and 6 below
		YES If so, what type? Gate Stile Therefore no specific authorisation required - need to consider alternative structure or gap as in 7. below
2.	Present situation on site	Gap Fence/hedgerow Gate Stile
3.	What is the current use of the land?	Agricultural use Breeding/keeping horses Other
4.	Is a structure necessary to prevent ingress/egress of stock?	YES Therefore authorisation may be given

Appendix A

		NO											
5.	Is a structure necessary for safety reasons?	YES <u>Therefore</u> authorisation may be given											
		NO											
6.	Is the structure capable of authorisation?	YES											
		NO											
7.	Will the landowner agree to a	<table border="1"> <tr> <td>Gap</td> <td>YES/NO</td> </tr> <tr> <td>Gate</td> <td>YES/NO</td> </tr> <tr> <td>Gate with self-closing mechanism</td> <td>YES/NO</td> </tr> <tr> <td>Kissing gate</td> <td>YES/NO</td> </tr> <tr> <td>Stile</td> <td>YES/NO</td> </tr> </table>	Gap	YES/NO	Gate	YES/NO	Gate with self-closing mechanism	YES/NO	Kissing gate	YES/NO	Stile	YES/NO	
Gap	YES/NO												
Gate	YES/NO												
Gate with self-closing mechanism	YES/NO												
Kissing gate	YES/NO												
Stile	YES/NO												
Action taken Signed Dated													

Annex C: Glossary

- Active Travel Routes – Routes that have been assessed or developed to be suitable for commuter or other non-leisure journeys on foot or by bicycle.
- Anomalies – Inconsistencies on the Definitive Map and Statement can come to light during the course of other work. Usually referred to as ‘anomalies’, these can include issues such as a path changing sides of a hedge on adjacent map sheets, or paths stopping as dead-ends at a community boundary.
- AONB – Area of Outstanding Natural Beauty. An area of land that is defined as being of particularly high value for the quality of its landscape. The boundaries of AONB are set by the local geography and so often include parts of several Local Authority areas.
- BVPI – Best Value Performance Indicator. No longer in use, the BVPI 6.10 was the indicator developed to assess the Local Highway Authority’s compliance with PRoW requirements.
- CAMS – Countryside Access Management System.
- DMMO – Definitive Map Modification Order. For example, to record a previously unrecorded path on the Definitive Map and Statement. Anyone with evidence can make an application for a DMMO. The onus is then on the Local Highway Authority, also called the ‘surveying authority’, to consider all of the evidence available to it and make a determination as to whether or not an order should be made. If objections are raised, the orders are often referred to the Planning Inspectorate for determination. The LHA has non-binding duty to determine DMMO within 12 months of receipt of the application, but the need to accurately and exhaustively search for and assess evidence, together with the potential for contentious issues to result in a public inquiry, means that administering DMMO is a time-consuming, specialist task and each application can potentially take several years to resolve.
- DMS - Definitive Map and Statement. The documents that record the legal existence of public rights of way. The legal record of public rights of way is often referred to, for shorthand, as the ‘definitive map’. However, the full document is the ‘definitive map and statement’ (DMS). The statement sometimes contains additional information about paths, including any constraints (such as widths, stiles or gates) that may affect the path. If there is a conflict between the map and the statement, it is the statement that takes legal priority. In Flintshire, the statement does not generally record limitations. The DMS consists of the last sealed map plus all of the modification orders that have since been made.
- LAF – Local Access Forum. A group of local access experts that meets at regular intervals to consider issues of local, regional and national importance to access users, both on PRoW and in the wider countryside, and to offer advice to the LHA.

- LEMO - 'Legal event modification orders' (LEMO) record on the definitive map legal changes that have already taken place under some other legislation. For example, recording a diversion made as a result of a PPO. LEMO do not have to be advertised, are not subject to objections, and take effect as soon as they are made. In some cases, public path orders will include a LEMO, so that a separate order is not needed.
- Limitations - Stiles and gates across a PRoW can be lawful obstructions, but only if they meet specific conditions and have been authorised by the LHA. The principal conditions for authorisation are that a landowner has made an application to the LHA and that the structure is necessary for agriculture, forestry or horse-keeping.
- LHA – Local Highway Authority. Usually the county or unitary council, in this case Flintshire County Council.
- NRW – Natural Resources Wales.
- PPO – Public Path Order. For example, to stop up or divert a recorded PRoW. Whereas DMMO change the DMS to record already existing rights, Public Path Orders (PPO) are concerned with making changes to those rights, generally for the benefit of land management or development but sometimes also for the benefit of the path-using public. PPO can be made under the Highways Act 1980 or as a result of planning approval.
- PRoW – Public right of way. Unless the context dictates otherwise, this means a public footpath, bridleway or byway.
- Relevant date – The relevant date of the DMS is the date that it was last sealed and is the date on which it was considered to be an up to date record of all known PRoW.
- ROWIP – Rights of Way Improvement Plan.

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FLINTSHIRE COUNTY COUNCIL

PUBLIC RIGHTS OF WAY POLICIES AND PROCEDURES

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Introduction

The Public Rights of Way Network is a priceless asset providing the principal means of access to the countryside for all classes of users to enjoy recreational and physical activities, thus contributing to the health and well-being of future generations. This network also makes an important contribution to accessibility within Towns and Communities.

The management, maintenance, protection and recording of the Public Rights of Way network is a complex area of work for local Authorities and Flintshire County Council, as Highway Authority, has therefore developed a series of Policies and Procedures in order to deliver an effective and consistent Public Rights of Way Service throughout the County to ensure that it becomes more open and accessible to the public.

The provision of the Public Rights of Way function is addressed by a wide range of legislation and associated case law. However, within this legal framework, there is scope for each local Authority to interpret specific aspects of service delivery according to its needs and local circumstances.

These Policies and Procedures will be included on the Flintshire Website and available to users of the Public Rights of Way network and to landowners, in order that there is widespread understanding and transparency about what Flintshire County Council does and how it does it.

Where appropriate the Authority will consider best practice and published guidance notes in the delivery of the service.

STATUS OF ROUTES	NUMBER	LENGTH IN KM
FOOTPATHS		955.2 km
BRIDLEWAYS		114.6 km
BYWAYS		11.9 km
RESTRICTED BYWAYS		

Figures - April 2018

Rights of Way General Information

Duties of the Highway Authority

To erect and maintain signposts where any Footpath (FP) / Bridleway (BR) / Byway Open to All Traffic (BOAT) leaves a metalled road unless agreed with the Parish Council that it is not necessary [Countryside Act 1968 (CA68) s27].

To erect such signposts if in the opinion of the Highway Authority this is required to assist persons unfamiliar with the locality to follow a FP/BR/BOAT [CA68 s27].

To survey new paths agreed by a planning authority [Highways Act 1980 (HA80) s27].

To keep a list of highways maintainable at public expense [HA80 s36].

To maintain highways maintainable at public expense [HA80 s41].

To provide footways by carriageways where necessary or desirable for the safety or accommodation of pedestrians [HA80 s66].

To provide adequate grass or other margins by a carriageway where necessary or desirable for the safety or accommodation of ridden horses [HA80 s71].

To assert and protect the rights of public to the use and enjoyment of any highway including a duty to prevent, as far as possible, the stopping up or obstruction of highways [HA80 s130; amended CROW2000 s63].

To prosecute re: disturbance of surface where desirable in the public interest [HA80 s131A; Inserted by Rights of Way Act 1990 (RWA90) s1].

To enforce provision re: ploughing of footpaths or bridleways [HA80 s134; amended RWA90 s1].
To make orders authorising agricultural works not exceeding 3 months [HA80 s135; amended RWA90 s1].

To remove snow or soil [HA80 s150].

To have regard to the needs of disabled and blind persons in executing street works [HA80 s175A].

To keep the Definitive Map and Statement (DM&S) under continuous review [Wildlife and Countryside Act 1981(WCA81) s53; Modified by Countryside and Rights of Way Act 2000 (CROW2000) s53]

To re-classify Roads Used as Public Paths [WCA81 s54; repealed CROW2000 s47*]

To prepare and publish a Rights of Way Improvement Plan [CROW2000 s60].

To have regard to the needs of people with mobility problems when authorising stiles etc.[CROW2000 s69*].

To establish a Local Access Forum [CROW2000 s94].

Powers of the Highway Authority

To erect/maintain signposts along any FP/BR/BOAT [CA68 s27].

To prosecute if expedient for the promotion and protection of the interests of the inhabitants of the area [Local Government Act 1972 s222].

To create footpaths and bridleways by agreement with compensation or compulsory purchase [HA80 s25/26].

To adopt i.e. become responsible for maintenance of highways by agreement [HA80 s38].

Proceedings for an order to repair highway [HA80 s56].

To improve highways [HA80 s62].

To provide on a footpath safety barriers for safeguarding persons using the highway [HA80 s66; amended CROW2000 s70].

To widen highways [HA80 s72].

To construct a bridge to carry a public path [HA80 s91].

To reconstruct a bridge forming part of a public path [HA80 s92].

To drain highways [HA80 s100].

To make an order stopping up footpath(s) or bridleway(s) [HA80 s118].

To make an order stopping up footpath(s) or bridleway(s) which crosses a railway [HA80 s118A].

To make an order diverting footpath(s) or bridleway(s) [HA80 s119].

To make an order diverting footpath(s) or bridleway(s) which crosses a railway [HA80 s119A].

To remove unauthorised marks [HA80 s132].

To remove structures [HA80 s143].

To require removal or widening of gates [HA80 s145 + s149].

To repair stiles, etc. [HA80 s146].

To authorise the erection of stiles, etc. [HA80 s147; amended CROW2000 s69].

To require cutting or felling of trees or hedges that are overhanging or a danger [HA80 s154; amended CROW2000 s65].

To require removal of barbed wire [HA80 s164].

To require information as to ownership of land [HA80 s297].

To consolidate the Definitive Map (DM) [WCA81 s57].

To appoint wardens [WCA81 s62].

To designate a footpath as a cycle track [Cycle Tracks Act 1984(CTA84) s3].

To provide safety barriers on a cycle track [CTA84 s4].

To make Traffic Regulation Orders [Road Traffic Regulation Act 1984(RTRA84) s1].

To make a temporary Traffic Regulation Order during works [RTRA84 s14].

To require removal of signs [RTRA84 s69].

To enter land in connection with traffic signs [RTRA84 s71].

To stop up or divert footpaths or bridleways if satisfied it is necessary to enable development to be carried out [Town and Country Planning Act 1990 (TCPA90) s257].

To stop up or divert footpaths or bridleways temporarily if satisfied it is necessary to enable minerals to be worked and can be restored [TCPA90 s261].

Miscellaneous Matters

Other matters relevant to the exercise of the Rights of Way function:

Right to ride a non-motorised bicycle on a bridleway [CA68 s30].

Power to obtain particulars of persons interested in land [Local Government (Miscellaneous Provisions) Act 1976 s16].

Presumed dedication of highway after twenty years public use [HA80 s31].

Proceedings for an order against the Highway Authority to repair a highway [HA80 s56].

Power of magistrates to stop up or divert [HA80 s116].

Power of Secretary of State to make rail crossing diversion or stopping up orders [HA80 s120].

Penalty for damaging highway, etc. [HA80 s131].

Penalty for wilful obstruction of highway including interference by crops [HA80 s137].

Power of Magistrates Courts to order offender to remove obstructions [HA80 s137ZA; introduced by CROW2000 s64].

Definitive Map and Statement shall be conclusive evidence as to particulars shown [WCA81 s56].

Prohibition of driving on footpath or bridleway [Road Traffic Act 1988 s34].

Secretary of State's power to stop up or divert any highway if satisfied necessary to enable development to be carried out [TCPA90 s247].

Secretary of State's power to extinguish the right to use vehicles on a highway on application by the local planning authority [TCPA90 s249].

Extinguishment of unrecorded rights of way [CROW2000 s53].

Public Rights of Way Maintenance Priorities

Introduction

The hierarchy sets out the relative importance that the Council will accord this work, falling into 8 broad categories. It was devised to rank highly those issues that were likely to be most urgent: hence, the highest priority given to paths where a serious injury has occurred or it likely to occur. Also ranking highly are those paths that are well used by the public, including Offa's Dyke national Trail and other well-promoted routes, such as those featured in the publication, *Rural Walks in Flintshire*.

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

Timescales for responding to requests

Written/e-mailed requests from the public will be acknowledged within 5 working days, the aim is to respond in full within 15 working days from the date of receipt.

The response will contain a unique reference number if the communication has been added to the Countryside Access Management system (CAMS) for tracking purposes and the contact details for the Officer responsible for dealing with the issues raised.

Biodiversity Statement

In undertaking all functions relating to Public Rights of Way, regard will be given to Section 6 of the Environment Act (Wales) which places a duty on Public Authorities to 'seek to maintain and enhance biodiversity' so far as it is consistent with the proper exercise of those functions. In so doing, Public Authorities must also seek to 'promote the resilience of ecosystems'.

Definitive Map Issues

Introduction

The Definitive Map and Statement is a legal document and records the line and legal status of all recorded public rights of way. Public rights of way are highways over which members of the public have the legal right of passage across someone else's land.

If a public right of way is included on a Definitive Map, it is conclusive evidence, in law, that the public have the right of passage, even though there may not be any visible evidence on the ground that a right of way exists. The Statement that accompanies the Definitive Map is a brief written description of the recorded public right of way.

The Authority has a duty to keep this record under continual review by processing modification orders and consolidating the map and statement at regular intervals.

There are four types of public right of way recorded on the current Definitive Map and Statement:

<i>Public Footpath</i>	The right of passage is on foot only. A dog is considered as a usual accompaniment, but must be on a lead or under close control at all times. A pram is also considered to be a usual accompaniment, if the surface is suitable. Footpaths may be waymarked with yellow arrows.
<i>Public Bridleway</i>	The right of passage is on foot, bicycle or on horseback. Bridleways may be waymarked with blue arrows.
<i>Byway Open to All Traffic</i>	The right of passage is on foot, bicycle, on horseback or By motor vehicle. Byways may be waymarked with red arrows.
<i>Restricted Byway</i>	The right of passage is on foot, bicycle, on horseback or horse-drawn vehicles. Restricted Byways may be waymarked with burgundy arrows.

The hierarchy setting out the relative importance the Council will attach to public path and definitive map orders falls into seven categories, with 'Number One' the highest priority, 'Number Two' the second, and so on. It was devised to rank highly those issues that were likely to be most urgent: hence, the highest priority given to paths that are in imminent danger of being 'lost' through development and schemes that have been targeted for grant-aid. Also ranking highly are those paths that have been obstructed by long-term residential development. The footpaths may have not been open to the public for many years, but they still legally exist and can act as a blight on any potential property sale.

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

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

Anomalies

Policy

Occurrences of error or irregularity on the Definitive Map and Statement will be investigated and a resolution sought which benefits the network and the implementation of the Rights of Way Improvement Plan 2018 – 2028 (ROWIP). However, due to the often complex history of such anomalies, combined with limited staff capacity, this area of work will be given low priority unless linked to other initiatives.

Procedure

Once an anomaly is identified the details will be recorded and entered onto the digital copy of the Definitive Map. The Authority will check these records for possible resolution prior to any Public Path Order or improvement scheme being considered.

Authorising Gates/Stiles

Policy

The Authority will only authorise the installation of gates and stiles for stock control purposes. The Authority takes the view that any gate/stile present at the time of the 100% condition survey of 2010 is authorised. New infrastructure will be recorded on the consolidated Definitive Map and Statement.

Procedure

If the Authority is providing the gate/stile, it will be to the current British Standard. The Authority will issue an approval decision by letter. If the request is approved, the details of the new gate/stile will be recorded on the Countryside Access Management System.

Charges

Policy

The Authority will seek to recover all costs from the Applicants except in exceptional circumstances, such as correcting historical errors or when the landowner provides a series of improvements to the network.

The Policy of the Authority is to make an appropriate charge for certain types of legal orders with a 3% inflation rise each year:

- Temporary closures and extensions by Order. £1,670.00
- Closure by notice. £500.00
- Permanent closures and diversions £1,500.00 plus advert cost
- Follow up Property Search queries £70.00 per request
- Authorisation for Rallies £100.00 per request
- Landowners who require orders to be made which are primarily for their own benefit will be charged the full cost of the order. However If the change to the path in question has significant public benefit, then the Council may decide to share the cost of making the order.

Consolidations

Policy

The Definitive Map and Statement will be reviewed at regular intervals and a Consolidation Order will be made at 10 yearly intervals following the adoption of the ROWIP 2018-2028. The next consolidation process will commence following the adoption of the ROWIP 2018-2028.

Consultation Process

Policy

During the Order-making process the Authority will consult with the Town/Community Council and local Council representative for a 6 week period. This may be extended in exceptional circumstances.

Procedure

The Authority will liaise with the recommended list of statutory consultees prior to the processing of a Public Path Order. Consultation will also be held with user groups, Utility Companies and the Local Access Forum. Where issues relate to cross boundary matters, discussion will be held with the relevant adjoining Authority.

Creation Agreements

Policy

The Authority will only enter into Creation Agreements where there is a significant benefit to the network or where it assists in the implementation of the ROWIP. The landowner/occupier must ensure the route is at an acceptable standard prior to a creation agreement being made.

Procedure

A request to create a Right of Way by agreement will be investigated by officers to determine the suitability of the proposed route. A list of any necessary works will be provided to the landowner to bring the route up to an acceptable standard. Officers will inspect this work prior to the agreement being signed. Once the agreement has been signed, the details will be entered onto the Definitive Map and Statement and waymarked on site.

Creation Orders

Policy

The Authority will only consider the making of a Creation Order when it has been identified that a footpath, bridleway or restricted byway needs to be created to significantly enhance the rights of way network for the benefit of the public at large. A Creation Order will only be considered after it has been determined that this aim cannot be achieved by a Creation Agreement made under Section 25 of the Highways Act, 1980.

Procedure

A request to create a Right of Way by Order, will be investigated by officers to determine the suitability of the proposed route. A list of any necessary works to bring the route up to an acceptable standard will be compiled. If, in the opinion of officers, the addition of the route justifies the cost of the recommended works, the making and advertising of the Order and any compensation payment, the request will be put to the Chief Officer Planning, Environment and Economy. Once the Order has been confirmed, the route will be added to the Definitive Map and Statement and details of the recommended works will be added to the maintenance tasks.

Deposits & Declarations

Policy

A schedule of deposited land and declarations will be maintained regularly and be made available to the public via the Rights of Way pages of the Authority's website.

Procedure

The Authority will compile a digital and hardcopy register of all applications, deposits and declarations affecting the Definitive Map and Statement. This will be systematically updated and available for public inspection via the Authority's website and by e-mail or hardcopy upon request.

Developments

Policy

Where a proposed development affects the rights of way network the Authority will work closely with developers and the Planning Department to ensure routes are not obstructed. The Authority will seek improvements to routes affected by developments.

Where possible, developers will be advised to incorporate the existing route of the right of way into their design, at planning application stage. If a diversion is required to facilitate the development, the landowner is required to divert the route under the Town & Country Planning Act 1990. The application will be processed as a priority. The landowner must assist in any negotiations with consultees or the public, to ensure the legislative process is followed without delay to the development.

Diversions

Policy

An Order to divert a right of way will be considered by the Authority. The Authority will recover the cost of the making and confirmation of the Order from the applicant.

Procedure

Once the administration process commences, the Authority will liaise with the landowner to ensure that the legal requirements for the application are fully met. The applicant must ensure that the proposed new route is of an acceptable standard. Details of the application will be forwarded to the relevant consultees, with a response deadline of 6 weeks. The Authority will discuss any responses from the consultees with the landowner with the aim of satisfying any issues raised. The item will be put to the Access & Natural Environment Manager with a recommendation from the Access Officer. If the Access & Natural Environment Manager resolves to make the Order, Notices will be duly advertised. If there are no objections, Notices will be advertised and a Legal Event Order will be prepared. If there are objections, the matter will be referred to the Chief Officer for Planning, Environment and Economy, who will determine whether to forward the application to the Welsh Government.

Diverting obstructed Routes

Policy

Applications for public path orders relating to diversions will not be considered unless the existing route of the path involved is unobstructed. Exceptions will be considered when it is unreasonable to require the removal of substantial obstructions. A substantial obstruction is defined as a habitable or large agricultural building or an obstruction which, if removed, would result in severe, adverse, economic or environmental consequences.

Extinguishments

Policy

An Order to extinguish a right of way will be considered by the Authority. The Authority will recover the cost of the making and confirmation of the Order from the applicant.

Procedure

Once the administration process commences, the Authority will liaise with the landowner to ensure the legal requirements for the application are fully met. Details of the application will be forwarded to the relevant consultees, with a response deadline of 6 weeks. The Authority will discuss any responses from the consultees with the landowner with the aim of satisfying any issues raised. The item will be put to the Access & Natural Environment Manager with a recommendation from the Access Officer. If the Access & Natural Environment Manager decides to make the Order, Notices will be duly advertised. If there are no objections, Notices will be advertised and a Legal Event Order will be prepared. If there are objections, the matter will be referred back to the Chief Officer for Planning, Environment and Economy, who will determine whether to forward the application to the Welsh Assembly Government.

Local Access Forum

Policy

The Authority is committed to considering the advice and developing the work of the Joint Flintshire/Wrexham Local Access Forum by encouraging an active membership, supporting the need for and publicising the role of the Forum. The Authority will recommend a change of Chair at the end of every term.

Modification Orders (Discovery of Evidence)

Policy

Modification Orders which are required to be made in respect of minor matters, such as the resolution of anomalies between the Definitive Map and the Definitive Statement, shall be pursued by the Access Officers without the need to refer them to the Council for approval.

Modifications to the Definitive Map and Statement by usage will be considered by the Council.

Modification Orders (User Evidence)

Policy

Definitive Map Modification Order applications will generally be processed chronologically by order of receipt. However, priority will be given in circumstances:

- where the public will significantly benefit
- where an order is claimed on 20 year use

Where a claimed route is unavailable on the ground for example due to a building or environmental issues the County Council will consider the use of concurrent public path orders to assist with the establishment of the route.

Procedure

When an application to modify the Definitive Map and Statement is submitted under the 20 year rule, officers will investigate the evidence supplied and interview witnesses where appropriate. The Authority will seek the comments of the landowners involved before making a recommendation to the Access & Natural Environment Manager. Applications to add a right of way by usage will only be accepted where there is a clear challenge to public usage.

Motoring Events

Policy

The Authority may co-operate in the administration of sanctioned motoring events in relation to rights of way and an appropriate charge will be made.

Procedure

Motoring event organisers will be required to provide details of the activity at least 3 months prior to it being held. The date and details of the event will be advertised on the Authority's website.

Notices will be erected on site at any location where a right of way needs to be closed for the duration of the event.

The event organisers are required to marshal any location where the route of the event crosses a right of way.

Permissive Path Agreements

Policy

The Authority will enter into Permissive Path Agreements with landowners/occupiers where there is a benefit to users of the network. The maintenance liability and public liability for permissive paths rests by default with the occupier. Permissive Path Agreements may be included as supporting evidence for public path orders.

Procedure

Where a landowner enters into a Permissive Path Agreement, the Authority will provide permissive path way markers. The route, and date of the agreement, will be recorded on the digital version of the Definitive Map. However the landowner has the right to withdraw permission for access.

Statement of Priorities

Policy

Definitive Map issues will be processed chronologically, but if a backlog exists they will be prioritised as follows:

<u>High Priority</u>	Town & Country Planning applications following granting of planning permission Where there is a clear benefit to the public (e.g. crime, claimed routes, erosion) Where it helps to fulfil targets set out in the ROWIP Where there would be a significant cost saving for the Authority
<u>Medium Priority</u>	An additional link, higher status or new route is dedicated which has a significant impact on the network Where there is slight benefit for the public
<u>Low Priority</u>	Where there is only a benefit for the landowner

Temporary Closures

Policy

Temporary Closure Orders will only be made in circumstances where they are necessary for justifiable reasons (e.g. Health and Safety). Where such orders are made, a temporary diversion will also be made, unless this is not possible. Closure times must be kept to a minimum and should not coincide with public or school holidays unless unavoidable.

Procedure

Applications for the temporary closure of a right of way will be processed if adequate notice is given and there is no alternative temporary diversion.

An Access Officer will inspect the site prior to the closure to record the current condition of the route. On completion of the works, the Access Officer will re-inspect the route to ensure it has been reinstated to a satisfactory condition.

Applicants are required to adequately secure the site during the closure period and erect bilingual 'footpath closed' signs at each end of the affected closure.

The Authority will erect Legal notices at each end of the closure and will periodically inspect and replace them as required.

The applicant will be required to cover all reasonable costs incurred.

Widths

Policy

Where there is no defined width recorded in the Definitive Statement, the Authority recommends that there shall be a minimum width of 2 metres for footpaths and 4 metres for Bridleways, Restricted Byways and Byways. This is to be the minimum acceptable width for routes which are created by Public Path Orders or dedications. Widths of new or amended routes will be recorded on the Definitive Statement.

ENFORCEMENT ISSUES

Introduction

Under Section 130 of the Highways Act 1980 Flintshire County Council, as Highway Authority, has a duty to assert and protect the public right to use the highways in its administrative area, and this includes public rights of way. In particular, it has a duty to ensure that public rights of way are not obstructed by the wilful action of landowners or other parties, and there are a number of powers which it can use to secure the removal of obstructions if negotiation fails to resolve the problem.

Flintshire County Council has always regarded the removal of obstructions as a very important statutory duty, and this commitment has been reinforced by amendments to the Highways Act brought in by the CROW Act 2000. Any person may now serve a notice on the Highway Authority to require the removal of some of the more common obstructions, and if the Authority fails to comply with the notice, that person can refer the matter to the Magistrates Court. The Court has the power to order the Authority to remove the obstruction within a reasonable period of time which can be specified in the order.

Obstructions on public rights of way vary greatly in scale and nature, and actions taken by the Authority to open up the paths have to be appropriate to the circumstances in each case. Physical obstructions may take many forms and include broken stiles, fences, encroaching vegetation, warning notices and sometimes buildings.

Aggressive Dogs

Policy

Complaints in relation to a dog impeding the free use of a public right of way by behaving in a threatening manner and frightening users is classed as a public nuisance under common law. It may also be an offence under section 137 of the Highways Act 1980 because it constitutes an obstruction to the highway.

Procedure

Flintshire County Council will visit the location of the complaint to gather any suitable evidence and then inform the police of any reported incidents of dog attacks against users of a public right of way. The Police will issue an Incident Number and an Investigating Officer will be assigned to the report, this will be noted and the Authority will then liaise with the Police. The details of the incident will be retained by the Authority for future reference. It should be noted that Authorities may also consider the powers available to them under the Anti-social Behaviour, Crime and Policing Act 2014 in relation to irresponsible dog ownership.

The Authority's Dog Warden will be informed of any incident regarding intimidating dogs and dog attacks.

Agricultural/environmental Schemes

Policy

The Authority will share information with the Welsh Government on request on issues relating to cross compliance and rights of way to ensure that land managers meet the requirements of the agricultural and environmental schemes.

Barbed Wire

Policy

Flintshire County Council, as Highway Authority, has the power to require the removal of barbed wire adjacent the highway if it causes a danger or nuisance to users.

Procedure

Under Section 164 of the Highways Act 1980 Flintshire County Council may serve notice in writing upon the occupier of land adjoining a highway where barbed wire is likely to injure persons or animals lawfully using the highway. Such a notice should require the occupier to abate the nuisance caused by the barbed wire within a stated time (between one and six months from the date of the notice). If the owner / occupier fails to comply with the order within a reasonable time, the Authority may do whatever is necessary to remove the nuisance and recover all expenses incurred in doing so.

Bulls, including Cattle

Policy

Complaints regarding bulls in a field crossed by a right of way will be investigated within one working day of receipt. Legislation states that it is an offence under section 59 of the Wildlife and Countryside Act 1981 for an occupier to permit a bull to be at large in a field or enclosure crossed by a public right of way except where:

- The bull does not exceed the age of 10 months; or
- The bull is not a recognised dairy breed and is accompanied by cows or heifers.

Procedure

Officers will gather evidence from site and make all reasonable effort to locate the landowner. If the landowner is known, they will be informed of Health and Safety requirements and requested to remove the bull immediately.

A repeated offence by the owner will result in the information being passed to the Health and Safety Executive without prior communication.

Cattle grids

Policy

The Authority will serve a notice on a landowner where a cattle grid impedes a bridleway. Where a footpath crosses a cattle grid the Authority will liaise with the landowner in order to install an appropriate alternative crossing.

Procedure

When a bridleway is obstructed by a cattle grid, the Authority will request a suitable bypass gate is provided. If, after no more than 2 months, the landowner fails to install a suitable means of crossing the boundary, the Authority will serve a notice on the landowner requiring action to be taken within a specified timescale. Should the cattle grid remain in place without alternative means of crossing, the Authority will employ contractors to fill in the surface of the bridleway and recharge all costs to the landowner.

Dangerous Land adjoining the Highway

Policy

From time to time the Authority encounters unfenced dangers on adjoining land which present hazards to path users. The Authority has a duty to protect path users from such dangers and will in the first instance enter into dialogue with the owner of the adjacent land to urge him or her to remove or adequately fence the danger. The Authority can require the owner of the dangerous land to carry out the necessary works by service of notices. If the owner does not comply with the notice the Authority may carry out the work and recover the costs from the owner.

Procedure

Where the safety of the public is threatened by dangerous land adjoining the highway, the Authority will contact the landowner, if known, and recommend suitable remedies. If, after no more than 3 months, the landowner fails to act upon this advice, the Authority will serve a notice on the landowner requiring action to be taken within a specified timescale. Should the situation remain, the Authority will employ contractors to make the highway safe for the public and recharge all costs to the landowner.

Dangerous Trees

Policy

Flintshire County Council, as Highway Authority, has the power to require the removal of a dangerous tree, hedge or shrub adjacent the highway if it causes a danger or nuisance to users.

Procedure

Under Section 154(2) of the Highways Act 1980, Flintshire County Council may serve notice on a landowner or occupier to remove any hedge, tree or shrub which is dead, diseased, damaged or insecurely rooted that is likely to cause damage to the highway by virtue of its condition. If the landowner or occupier does not comply, the Authority may carry out the work itself and recover from them the cost of doing so.

Electric Fences

Policy

Electric fences across a highway should be appropriately signed with appropriate means of crossing, or an insulated handle to assist passage.

Procedure

Landowners will be advised of the options available to allow free passage. If no action is taken by the landowner within a specified period (no longer than 2 weeks) the Authority will serve a notice on the landowner requiring appropriate action to be taken within a specified timescale. If the issue is not resolved after the specified period, the Authority will undertake the required works and recharge all appropriate costs to the landowner.

Encroachment

Policy

The Authority will inspect and enforce encroachment issues according to the severity of the inconvenience to the user. This policy covers things deposited on the highway and overhanging vegetation.

Procedure

When the Authority receives a complaint about encroachment of a path an inspection will be carried out to determine the severity of the case. If the encroachment is slight, Officers will inform the landowner of the complaint and monitor the situation to ensure it does not worsen.

If the encroachment is deemed by officers to hinder the public use of the route, the landowner will be advised of the complaint and asked to resolve the situation. If, after no more than 1 month, the path remains inconvenient, the Authority will serve a notice on the landowner requiring appropriate action to be taken within a specified timescale. If the issue is not resolved after the specified period, the Authority will undertake the required works and recharge all appropriate costs to the landowner.

Enforcement Complaints

Policy

In order for there to be an auditable trail in respect of each alleged obstruction, only written complaints / requests will be considered. These may be in the form of letters or emails. Only in emergency situations will verbal complaints / requests be considered.

Fences

Policy

When a landowner wishes to erect a fence across a right of way it is their responsibility to apply for authorisation for a gate or stile. Once permission has been granted the landowner must, at their own expense, install the structure to an acceptable standard.

Procedure

If the Authority has evidence to suggest the obstruction has been in place during the 2010 condition survey, the Authority will provide materials for a new gate or stile. The landowner must collect the materials from stock and install within a specified period, being no longer than 1 month.

If the landowner fails to collect or install the stile/gate, the Authority will serve the appropriate notice requiring appropriate action to be taken within a specified timescale. If the fence remains impassable after the specified period, the Authority will undertake the works and recharge all reasonable costs to the landowner.

If the Authority does not have evidence to suggest the obstruction has been in place during the 2010 condition survey, the Authority will contact the landowner and request an appropriate crossing is installed within a specified period (being no longer than 1 month). If the issue is not resolved within this period, the Authority will serve the appropriate notice requiring appropriate action to be taken within a specified timescale. If the fence remains impassable after the specified period, the Authority will undertake the works and recharge all reasonable costs to the landowner.

The Authority reserves the right to remove a sufficient section of the obstruction to allow free passage without prior consultation.

Firearms

Policy

The Authority will inform the police of any reported incidents involving firearms on or across public rights of way.

Procedure

If any firearms issues are reported the Authority will advise the complainant to inform the police. Once an Incident Number and Investigating Officer have been assigned to the report, this should be given to the Authority who will then liaise with the Police. The Authority will visit the location of the complaint to gather any suitable evidence. The details of the incident will be retained by the Authority for future reference.

Illegal Diversions

Policy

If a route has been diverted without the due legal process being followed, the Authority will, if appropriate to the circumstances, give the landowner the option to apply for a Public Path Diversion Order (at their expense) or to enter into a Permissive Path Agreement.

Procedure

When a landowner alters the route of a public right of way without legal permission, the Authority will request that route (as shown on the Definitive Map) is re-opened. Advice will be provided on alternative routes, by Order (at the landowners cost) or by Agreement. If, after no more than 6 months, the landowner has failed to resolve the issue, or is not in the process of diverting the route, the Authority will serve a notice on the landowner requiring the original route to be re-opened within a specified timescale. If the route remains obstructed after the specified period, the Authority will reinstate the original route and recharge all costs to the landowner.

Failure to resolve the matter to the satisfaction of the Access Officer, will result in the Authority taking enforcement action against the landowner to ensure the public right of way is re-opened.

Intimidation

Policy

Complaints of intimidation will be investigated and the information collated will be given to the Police. Repeated incidents may result in legal action.

Procedure

Intimidating behaviour is also used to deter path users, instances where a landowner (or occupier) challenges a member of the public by shouting or ejecting them from land, effectively deterring or preventing them from using the public right of way, the Authority could be requested to fulfil their duty under section 130 of the Highways Act 1980 to assert and protect the rights of the public to use and enjoy public rights of way. Should this challenging conduct continue, it could be dealt with as an obstruction under section 137.

Where it appears that a public order offence has occurred, or could occur, Authorities should consult their local Police Authority to assist in resolving the issue. However whenever a path is obstructed, the Authority will in the first instance attempt to negotiate with the person responsible, and will only resort to the use of legal powers if this approach fails. Experience has shown that this approach is likely to produce the quickest and most cost effective results.

If a landowner/ occupier commits a further rights of way offence within a three-year period of being contacted by the Rights of Way Team about any rights of way offence on their land, notice may be served without further communication or more serious enforcement action taken.

Landowners

The Authority will make all reasonable attempts to locate the landowner to inform them of the complaint, their obligations, and possible outcome if legal action is pursued.

These may include:

Land Registry search

Town and Community Council

Electoral Register

Planning/Tir Gofal Applications

Notices posted on site

In the event that, following all reasonable attempts, the landowner cannot be identified or located, the Authority will consider appropriate action.

Locked/Tied Gates

Policy

The Authority will serve a notice when a locked gate impedes access to the public. However, in some cases, the Authority may remove the lock without prior warning. Tied gates which are not easily undone are obstructions will be resolved in the same manner as a locked gate.

Procedure

When a report of a locked gate is received the Authority will make all reasonable effort to locate the offending landowner. If the landowner cannot be determined, a notice will be attached to the gate requesting the removal of the lock. If the gate remains locked after the specified period, no longer than 2 weeks, the Authority will remove the lock.

When a landowner is identified, the Authority will request that either the lock is removed, or an alternative boundary crossing is provided. If, after no more than 1 month, the landowner has failed to remove the lock, or request authorisation for a stile or gate, the Authority will serve a notice on the landowner requiring appropriate action to be taken within a specified timescale. If the gate remains locked after the specified period, the Authority will remove the lock.

The Authority will remove the lock without any notice period on the reoccurrence of the offence. If the landowner continues to impede access to the public, the Authority will seek an injunction.

A complaint about a gate which is not deemed to be easily undone by officers will be resolved by the above procedure.

Misleading Signs/Notices

Policy

Any notice or sign placed on a public right of way containing false or misleading information that is likely to deter people from using a public right of way is an offence under the Highways Act 1980. The Authority has the power and will generally remove misleading signs erected on a public right of way.

Procedure

Officers will seek advice from the Authority's Legal Department to ascertain the legality of the sign/notice.

If the sign/notice is believed to be misleading in any way, the Authority will contact the landowner and request its removal. If, after no more than 1 month, the landowner has failed to remove the sign/notice, the Authority will serve a notice on the landowner requiring appropriate action to be taken within a specified timescale. If the sign/notice remains in place after the specified period, it will be removed by the Authority and any incurred costs will be recovered accordingly.

Obstructions

Policy

The law requires the Highway Authority to ensure that the highway is clear of all unlawful obstructions and encroachments. In many cases a problem can be resolved with a simple request to the landowner to remove the obstruction. However, where co-operation is not forthcoming the Authority has a wide range of powers to secure the removal of the obstruction, and recover any costs incurred in doing so. The Authority may also prosecute in instances of non-compliance.

Examples of obstructions and nuisances are:

- materials deposited on the highway;
- projections from buildings;
- overhanging vegetation;
- restriction by the planting of trees;
- soil being washed onto the path;
- water discharging onto the path;
- barbed wire;
- electric and other fences;
- structures;
- cattle grids.

Ploughing/Cropping

Policy

If a right of way has been ploughed or planted the Authority will seek to resolve the matter in accordance with the timescales set out in the Highways Act 1980.

Where the occupier of land has ploughed or otherwise disturbed the surface of a footpath or bridleway, the path must be reinstated to not less than its minimum width, so as to make it reasonably convenient for the public to use. The line of the path must also be made apparent on the ground in doing so.

Procedure

When a surface offence comes to the attention of the Highway Authority, the Authority will advise the landowner that whilst occupiers of land are permitted under section 134 of the Highways Act 1980 to plough footpaths and bridleways that run across arable land. Byways open to all traffic and restricted byways may not be ploughed, nor may footpaths and bridleways that run along the edges of a field or enclosure (headland paths). The right to plough or otherwise disturb the surface of a path that crosses arable land is subject to the path being reinstated for public use. Furthermore, the right only extends to circumstances where "it is not reasonably convenient in ploughing, or otherwise disturbing the surface of, the land to avoid disturbing the surface of the path or way"

If, after no more than 14 days the route has not been reinstated, the Authority will serve a notice on the landowner requiring appropriate action to be taken within a specified timescale. Failure to act upon the notice will result in the Authority employing contractors to carry out the necessary works. All appropriate costs will be recharged to the landowner.

If the width of the right of way is unrecorded, Schedule 12A of the Highways Act 1980 makes provision for the "minimum width" for reinstatement by the occupier, which varies depending on the circumstances (see below). If the occupier fails to reinstate to the minimum standard and the Authority undertakes the work itself, a maximum width for the reinstated surface is also set by Schedule 12A.

These minimum and maximum widths are:

- **For cross-field paths:**
 - Footpath: minimum width 1 metre and maximum width 1.8 metres.
 - Bridleway: minimum width 2 metres and maximum width 3 metres.
- **For field-edge (headland) paths:**
 - Footpath: minimum width 1.5 metres; maximum width 1.8 metres.
 - Bridleway: width must be 3 metres.
- **For other highways:**
 - Byways, Restricted Byways and others: minimum width 3 metres; maximum width 5 metres.

The minimum width is the absolute minimum acceptable for path users. For crops such as oil seed rape, which are prone to collapse across a cleared way as they reach maturity, it will be necessary to clear the plants to a greater width than the minimum to ensure convenient passage. These minimum widths only apply in relation to the reinstatement of a public right of way following ploughing or disturbance and are not general widths to be applied in other circumstances.

Priorities for Enforcement

Policy

All enforcement issues will be prioritised according to a combination of the path category (1-8) and the level of danger presented to the public by the obstruction. In addressing an enforcement issue, priority will then be given to addressing any other enforcement / maintenance issues on the same right of way.

Prosecution

Policy

The Authority may take legal action where there is a realistic prospect of a conviction and such action can be shown to be in the public interest.

Protection of Identity

Policy

The personal details of customers will be protected under the Data Protection Act 1998. GDPR

Recovery of costs

Policy

The Authority will always aim to remove obstructions, in the first instance, by informal discussions with the landowner/occupier. If the obstruction is not removed within a satisfactory timescale, formal legal notice will be served. After this time the Authority will arrange for the removal of the obstruction and recover reasonable costs where default enforcement action is carried out.

Repeat offenders will be served enforcement notices without prior warning and may face prosecution.

Procedure

Appropriate costs will be recovered and the Enforcement Officer will record:

- Officer time - preparation of paperwork, attendance on site.
- Travel - time and mileage to and from the location of the obstruction.
Mileage charged at the Authority's standard rate for casual car use.
- Contractors - All costs.
- Materials - All costs.
- Administration - Relevant administration costs.

Section 63 of the CROW Act 2000

Information

Section 63 CROW Act 2000 is a section of legislation which enables members of the public to serve Notices on the Authority enforcing the duty to prevent obstructions.

The procedure for dealing with a S.63 notice is clearly laid out in the Welsh Assembly Government guidance notes dated 2004.

MAINTENANCE ISSUES

Introduction

Most public rights of way are “maintainable at the public expense”. It is the duty of the Highway Authority to maintain the surface of rights of way to a suitable standard for ordinary use. To fulfil this duty, the Highway Authority must ensure that surface vegetation is under control, the route is adequately signposted and waymarked, and that any Authority-owned structures (walls, bridges, ditch crossings, handrails and barriers) are in an acceptable condition.

The landowner is responsible for maintaining any structure that exists purely for their benefit, i.e. gates, stiles, some bridges and ditch crossings, walls and fences. The landowner is also responsible for ensuring that overhanging vegetation does not impede with the public enjoyment of the right of way.

3rd Party Maintenance Schemes

Policy

Flintshire County Council has an obligation to maintain the rights of way network within the County, and partnership-working will be developed further including working with other internal departments, Town and Community Councils, Ramblers Association etc. to formulate action plans, improve local maintenance regimes and pursue maintenance agreements with landowning organisations.

Procedure

The Authority will liaise with the relevant groups to discuss potential works. Once the proposal and estimate have been agreed by the Authority, work may be undertaken. The Authority may pay for materials or, on completion, and on receipt of the appropriate invoice and work details, the Authority may arrange payment for works. The Authority will undertake random inspections throughout the year to ensure that work is being carried out to an acceptable standard.

If quotation / estimate approval has not been received prior to work, or work is carried out on routes not shown on the Definitive Map or work is substandard, the Authority reserves the right to refuse to accept responsibility for payment.

Access for All

Policy

In managing and developing the Public Rights of Way network, the needs of all sectors of the community will be considered. In particular the principle of least restrictive access will be implemented, whereby consideration will be given, as appropriate, to replacing stiles with gates, or removing furniture altogether in favour of gaps.

Bridges, Culverts & Structures

Policy

The highway authority is normally responsible for bridges crossing natural features such as rivers and streams. Bridges over man-made features, such as drainage ditches etc may be maintainable by the landowner.

Where a landowner creates a new ditch that crosses an existing right of way he/she must provide a suitable bridge or structure which can accommodate all legitimate users safely and without restriction.

Drainage & Flood Alleviation

Policy

Problems relating to natural watercourses and flooding will be monitored as and when necessary.

Procedure

Environmental issues and best value will help determine what course of action will be taken.

Maintenance of Stiles/Gates

Policy

The law requires stiles and gates on footpaths and bridleways to be maintained by the landowner in a safe and usable condition, unless an agreement to the contrary exists. Landowners are entitled to claim at least 25% of the maintenance of stiles and gates from the Highway Authority. However, many Authorities either provide materials in lieu of this contribution or extend funding to 100% by doing the work themselves. This is the case in Flintshire, where stile kits are provided free of charge, but the landowner is normally expected to install them.

If an owner/occupier of land wishes to install additional stiles and gates they must apply for permission to do so. The Highway Authority can only grant such permission if the gate or stile is on land in use for agriculture, forestry or the keeping of horses, and necessary in order to prevent ingress or egress of animals.

Public Rights of Way Maintenance Priority for Works

Policy

High priority will be given to signposting of rights of way where they leave a metalled road, and where they are passable.

All other maintenance works will be prioritised according to a combination of the path Priority (1-8) and the level of danger presented to the public by the problem. In addressing a maintenance issue, priority will then be given to addressing any other enforcement / maintenance issues on the same right of way.

Repair of Byways

Policy

Public rights of way are all highways, and Flintshire County Council (FCC) as Highway Authority has a duty to maintain them in a suitable condition for the public to use, whilst also protecting the rights of the public to their use and enjoyment. Below is a list of types of public right of way and their legal uses. Although these are the legal users, the location of a right of way means that the level and purpose of use will vary.

- Public footpaths – used by pedestrians.
- Public bridleways – used by pedestrians, horse riders and cyclists.
- Restricted byways – used by pedestrians, horse riders, cyclists and carriage-drivers.
- Byways open to all traffic – used by pedestrians, horse riders, cyclists, carriage-drivers and motorised vehicles.

There are over 672 miles of public rights of way in Flintshire County Council, the vast majority being pathways in rural locations. FCC's maintenance budget is limited and must be spread across this large network.

Public rights of way serving as access to private property or land

Where a public right of way forms the access to properties or adjacent land, there may be a relatively large amount of wear and tear on the surface as a result of these additional uses. FCC's responsibility remains the same, however, and it will be obliged to ensure that the surface of the right of way is safe and suitable for the public users. Most of these rights of way are rural tracks (or form easy access to rural areas), and so the standard of maintenance would be very basic:- ensuring they are safe whilst at the same time protecting the rights of the public to enjoy a rural environment.

It is important to note that FCC has a responsibility towards public users only. It therefore has no duty to provide suitable access for any users of a right of way which are not listed above. For instance, if a public footpath or bridleway forms part of a vehicular access to land or property, FCC has no duty to ensure it is suitable for vehicles, because a public footpath or bridleway carries no public vehicular rights.

In such instances, residents or landowners possessing private rights of vehicular access are entitled to make this access useable for their purposes, but all works must be approved in advance by FCC, and only suitable contractors may be used, because the right of way is a highway. Many residents / landowners accept they have a responsibility towards upkeep and may actually prefer the access to remain fairly rough, as this reduces speeding and is rural in character. Some public rights of way are also 'private streets', which are public highways which must be maintained privately, i.e. by the residents.

Procedure for repair and maintenance

Should a complaint be received about the condition of the surface of a right of way used as access to land or property, FCC will inspect the right of way and assess its safety and suitability for the public users. Should the assessment deem that work is required, then basic repairs will take place – for instance, basic regrading of the surface or filling of potholes. Where wear and tear is clearly primarily as a result of vehicular access to property or land, the residents will be asked for a contribution but there is no legal obligation to pay.

Should residents / landowners request a higher standard of maintenance, then this will have to be provided at their own cost. Because rights of way are highways, the County Council may have to stipulate certain specification details which are suitable for public highways. FCC will contribute to work only where it would have been obliged to carry out basic repairs itself, and the amount of this contribution will equate to the cost of such basic repairs.

Residents / landowners may be asked to source a quotation themselves from suitable contractors, but FCC must approve the quotation and proposed specification prior to work taking place (this also has the added benefit that FCC can check that the quoted rates are reasonable). If approved, FCC will then authorise the repair and request that residents/ landowners obtain from the contractor an invoice to FCC for FCC's proportion of the contribution. Alternatively, FCC may order the works and invoice a representative of the residents/ landowners, who may then in turn recoup the other contributions.

FCC must inspect and certify the work on completion, in order to avoid any future liabilities resting on residents/landowners. The contractor must have **£5m** public liability insurance and be registered on the Streetworks Qualifications Register, if they are to work on a public highway. Risk Assessments, method statement and traffic management proposals must also be submitted and approved by FCC in advance of the works being undertaken. For works up to £10K, the minimum requirement is one verbal or written quotation, although where practical competition is required. Where only one quote is requested, the manager still has a responsibility to ensure and be able to demonstrate that value for money has been obtained.

Sometimes, residents / landowners wish to repair the surface physically themselves. They will not be liable whilst work is taking place, but FCC must inspect and certify the work on completion, in order to avoid any future liabilities resting on residents / landowners. Another method of dealing with repairs is for FCC to order materials and arrange for the aggregate company to deposit them on site, at a location to suit the residents/ landowners, and FCC's financial outlay is restricted to the purchase and delivery of the material. The residents /landowners then arrange to lay the material, but such an arrangement should be restricted to a temporary filling of potholes, because residents /landowners would rarely possess the machinery required to incorporate and compact the material across the whole surface. In both cases, the proposed work must be approved in advance by FCC.

If residents /landowners are able to set up an association, it is possible to enter into a legal agreement with the County Council under Section 278 of the Highways Act

1980, whereby the Council carries out agreed works and the association reimburses an agreed sum to the Council.

Notes on suitable materials and specifications

When ordering the materials, it is necessary to be sensitive to the local conditions e.g. sandy aggregate is more appropriate than limestone for acid areas such as commons. Limestone is suitable for chalk areas.

FCC will only authorise a surface which is consistent with its duty under Section 130 of the Highways Act 1980: "it is the duty of the Highway Authority to assert and protect the rights of the public to the use and enjoyment of any highway for which it is Highway Authority". In practice, this means that the County Council will need to consider both the amenity value and the ease of use the public right of way. A hard sealed surface such a tarmacadam is usually considered inappropriate in most circumstances, especially where there are public equestrian rights of way. Such sealed surfaces can be very costly to maintain once they begin to break up, and may produce hazardous hard edges when deteriorating. The best alternative would be a graded aggregate, suitably shaped to shed water, and compacted, because this is much more easily re-worked to restore a suitable surface. Sometimes, all that is needed to restore an old potholed aggregate surface is a redistribution of the surface material. However if the proposal is to tarmac a bridleway, then stone mastic asphalt (SMA) is not to be used and the Authority should take safety implications and the enjoyment of current users, including riders, into consideration.

Routine Inspections

Policy

The Authority will undertake a 33% inspection of the rights of way network each year consistent with staff levels and will consider input of partners and volunteers. In addition to this, reported issues will be inspected.

Procedure

When Officers undertake inspections of rights of way, the whole route will be inspected where possible. The date of this inspection will be recorded together with any defects found on the inspection.

Section 56 Highways Act 1980

Information

Section 56 HA1980 is a section of legislation which enables members of the public to serve Notices on the Authority enforcing the duty to maintain. The procedure for dealing with a S.56 notice is clearly laid out in the Welsh Government guidance for Local Authorities on Public Rights of Way dated 2016.

Signposting and Waymarking

Policy

The Highway Authority is required to signpost all rights of way where they leave a metalled road. The sign must indicate the status of the right of way, i.e. whether it is a footpath, bridleway etc. Signs may also include a destination and/ or a distance.

Authorities are also required to place signs, such as waymarkers, at other locations where they consider it necessary to assist people that are unfamiliar with the locality.

Procedure

Authorities need not erect signposts at the junction of a way with a metalled road where the town or community council has been consulted and agrees that it is not necessary

Way marking will be kept to a reasonable minimum. Newly installed stiles and gates will be way marked. Permissive way markers will be provided for agreed permissive routes. The provision of destination signage will also be considered in appropriate circumstances.

Vegetation

Policy

A strimming contract will be undertaken on paths listed on the Authority's strimming schedule. Additional routes may be added to the schedule where there are regular complaints of overgrowth. Town and Community Councils will be encouraged to undertake local management of vegetation through the Community Maintenance Scheme.

Glossary of Terms

ROWIP	Rights of Way Improvement Plan
ROW	Right(s) of Way
DMMO	Definitive Map Modification Order
PPO	Public Path Order
HA1980	Highways Act 1980
CROW 2000	Countryside & Rights of Way Act 2000
WCA1981	Wildlife & Countryside Act 1981
TCPA1990	Town & Country Planning Act 1990
LAF	Local Access Forum



CABINET

Date of Meeting	Tuesday, 25 th September 2018
Report Subject	Strategic Housing And Regeneration Programme (SHARP)
Cabinet Member	Deputy Leader of the Council and Cabinet Member for Housing
Report Author	Chief Officer (Housing & Assets)
Type of Report	Strategic

EXECUTIVE SUMMARY

The report advises Cabinet on the number of both Social and Affordable Rent properties completed and proposed schemes, together with a more general update on progress and performance against key performance indicators.

The report also details changes in housing need since the SHARP was first implemented and the rationale for reviewing and revising the tenure split of the properties to be delivered for the remainder of the programme.

The report also details the separate future funding streams available to the SHARP for the development of both Social Rented and Affordable Rented properties by the Council and NEW Homes respectively are identified.

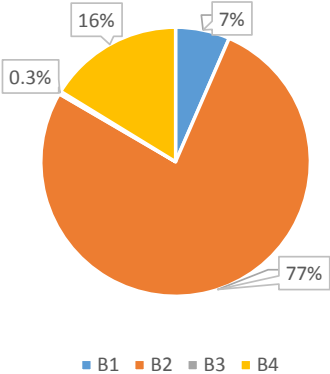
An update is provided of the independent mid-term review of the SHARP along with performance against Key Performance Indicators (KPIs) in relation to Community Benefits delivered.

RECOMMENDATIONS

1.	Cabinet approves the rationale for changing tenure mix for the SHARP to a proposed 303 Social Rented (HRA) and 197 Affordable Rent and Shared Equity properties (subject to detailed scheme feasibility, appraisal works and increased borrowing capacity);
2.	Cabinet approve implementation of the Review Report recommendations.

REPORT DETAILS

1.00	BACKGROUND
1.01	Flintshire's Strategic Housing And Regeneration programme (SHARP) was approved by Cabinet in September 2014 with the aim of delivering a projected 500 new Council Social Rented and Affordable Rented properties over a five year period, along with a number of broader economic and regeneration priorities. The Council is working with Wates Construction Limited under a strategic housing partnership relationship as defined within the Overarching Agreement for the SHARP dated 29 th April 2016.
1.02	In addition to this affordable housing element, the SHARP will also deliver 112 private properties for market sales at Maes Gwern, Mold.
1.03	Within the SHARP contract, a series of contractual community benefits are included relating to quality, time and costs which are monitored by Key Performance Indicators (KPI) on a scheme by scheme basis. Targets have also been agreed on the percentage of local construction build spent in Flintshire, local sub-contractor employment and apprentices and work placement arrangements. Further information is provided under Section 1.22 of this report.
1.04	Appendix 1 details the number of Council Social Rent, Affordable and Private Sales units which have been completed or approved by Cabinet to date.
1.05	Progress made against targets
1.06	As can be seen from Appendix 1, Phases 1 and 2 of the SHARP have all been completed with construction work on the former Melrose Centre, Shotton scheduled for completion in November 2018.
1.07	Construction work on Phase 3 sites will commence this September at Maes Gwern, Mold; Llys Dewi, Penyffordd, Holywell; and the former Council Depot, Dobshell.
1.08	<p>Good progress has been made in developing some challenging sites in Council ownership, the overall delivery of affordable units is currently behind the number of anticipated completions at this stage of the programme. This can be explained due to the following</p> <ul style="list-style-type: none"> • The Over Arching Agreement was not completed until April 2016 which delayed mobilisation of the construction period for Batch 1 sites; • NEW Homes currently does not receive capital grant from Welsh Government towards the costs of development. Despite this, the company has redeveloped The Walks, Flint with 62 Affordable Rent properties. This was the first new build development by NEW Homes with an investment of £7.5m. Given the significant financial undertaking for the company, NEW Homes Board understandably wanted to closely monitor the delivery of the scheme before committing to future affordable rent schemes, this prudent position is understandable.

1.09	Housing Need										
1.10	<p>In order to ensure that the SHARP is delivering the correct type of property and tenure types which accurately reflect housing need, it is important to take into account the pressures facing the Council in relation to the increased demand for social housing; homelessness; and a lack of suitable mix of housing to meet the increased demand. These issues set the context for housing need and are supported by objective intelligence, both quantitative and qualitative, to deliver relevant housing alongside delivering best value for the Council as a whole in the widest possible sense.</p>										
1.11	Increased demand on the Single Access Route to Housing (SARTH)										
1.12	<p>In 2017/18, there were 3,495 triage applications completed for customers approaching for housing assistance which represents a 3.9% increase in enquiries when compared to the same reporting period in 2016/17. The numbers on the social housing register are increasing and as such waiting times for properties are becoming longer. There were 960 households on the list in April 2016, this increased to 1,478 in April 2017 and increased again to 1,649 in April 2018. The households that were let properties in quarter four of 2017/18 for one, two and three bedroom properties had been waiting on average between twelve to eighteen months compared with the same period in 2016/17.</p> <p>Breakdown of SARTH by band (July 2018)</p>  <table border="1" data-bbox="719 1115 1050 1487"> <thead> <tr> <th>Band</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>B1</td> <td>7%</td> </tr> <tr> <td>B2</td> <td>77%</td> </tr> <tr> <td>B3</td> <td>0.3%</td> </tr> <tr> <td>B4</td> <td>16%</td> </tr> </tbody> </table> <p>Referrals for households that are believed to be homeless or at risk of homeless have increased. During the period April 2017 to March 2018, the Housing Options Team received 1,715 referrals for households who believed they were homeless or at risk of homelessness. This is an increase of 39% in comparison to the previous financial year.</p>	Band	Percentage	B1	7%	B2	77%	B3	0.3%	B4	16%
Band	Percentage										
B1	7%										
B2	77%										
B3	0.3%										
B4	16%										
1.13	<p>Due to policy changes around Welfare Reform which have taken place since the initial planning of the SHARP new build delivery, we are seeing a shift in the type of demand of property size compared to what has been provided previously through social housing. This is resulting in a significant demand for properties that are not readily available in the social housing stock or the private rented sector, increasing the waiting times and numbers on the housing register, as well as having an impact on the number of people presenting as homeless to the</p>										

	Council, where we have statutory duty to find accommodation. This increase in presentations creates a risk for the Council of increased cost of temporary / B&B accommodation.																																								
1.14	Delivery of new social and affordable housing																																								
1.15	New build social rented properties are provided and delivered by the Council and local housing associations. The Council influences the mix of house type and size that a housing association develops based on the evidence of need set out above through the Housing Strategy function. There is currently 300 social rented units being delivered through local housing association partners.																																								
1.16	<p>The Council is currently developing its plans for including schemes within the next phase of the programme for both Social Rented Properties and Affordable Rent Properties. Appraisal work is currently being undertaken on the following sites for inclusion:</p> <table border="1"> <thead> <tr> <th>Scheme</th> <th>HRA Social Rent</th> <th>Affordable Rent</th> <th>Lo-Cost Home ownership</th> <th>Private Sales</th> </tr> </thead> <tbody> <tr> <td>Ffordd Hiraethog, Mostyn</td> <td>10</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Ffordd Pandarus, Mostyn</td> <td>20</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Former Council Depot, Bagillt</td> <td>50</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Ffordd Alyn, Buckley</td> <td>12</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Land at St Andrews Church, Garden City</td> <td>12</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Llys Alun, Rhydymwyn</td> <td>19</td> <td>11</td> <td>0</td> <td>0</td> </tr> <tr> <td>Total</td> <td>123</td> <td>11</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Scheme	HRA Social Rent	Affordable Rent	Lo-Cost Home ownership	Private Sales	Ffordd Hiraethog, Mostyn	10	0	0	0	Ffordd Pandarus, Mostyn	20	0	0	0	Former Council Depot, Bagillt	50	0	0	0	Ffordd Alyn, Buckley	12	0	0	0	Land at St Andrews Church, Garden City	12	0	0	0	Llys Alun, Rhydymwyn	19	11	0	0	Total	123	11	0	0
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1.17	The proposed scheme at St Andrews Church, Garden City has been submitted to Welsh Government for consideration of its Innovative Housing Programme (IHP). The Council will be notified in November 2018 if this bid has been successful.																																								

1.18 In total, should all of these scheme prove viable to move forward to the construction phase, they will deliver a further 135 units. Given the increasing demand for Social Rented Housing on the SARTH Housing Register, it is proposed that the original tenure split of 200 Council Social Rented properties and 300 Affordable Rent properties is reviewed to reflect the housing need data available to the Council as follows:

Tenure	Original Target No. of Units	Number of Completed / Council approved	Projected Number of Additional Units	Projected Total Number of Properties	Variance from Original Target
Council Social Rent	200	173	134	307	+107
Affordable Rent and Lo-Cost Home Ownership	300	120	11	131	-169
Total	500	293	135	428	-72

1.19 **Costs**

1.20 As good practice, the Council has undertaken a review of the arrangements in place to ensure the processes and agreement is being adhered to, and also continues to reflect Value for Money, together with any recommendations for lessons learnt / and or areas to be further reviewed and improvements made.

1.21 The Council is already acting upon the key recommendations which have emerged from the final report received:

- To date all the schemes have been Council sites provided at nil cost to the total scheme costs. Although development of sites brings more social benefit in removing problematic difficult to develop sites which would otherwise not be developed, these smaller schemes are not ideal for a Contractor the size of Wates Construction Limited. Wates should be encouraged to bring its own land sites to the Partnership in order to supplement the Council’s sites, the availability of which is reducing.
- Schemes of less than 30 dwellings and the costs in both preliminaries and design fees that Wates attract bring financial viability challenges. If the smaller schemes are required for development due to social issues, then discussions with Wates to explore if a smaller site team can be utilised to reduce the fixed preliminaries costs, together with exploring if an alternative option for design fees could be adopted.

Council response to 1 and 2: Agreed that smaller sites have been more expensive to deliver. However, the majority of sites have been strategically important to the Council for a number of years and have previously been offered to local housing associations who have not taken up the option to

	<p>develop. Moving forward, schemes under 30 units will only developed where they can be “batched” with other neighbouring sites.</p> <p>3. The schemes at Custom House and Redhall, The Walks, Leeswood, Ysgol Delyn, The Dairy and Melrose Centre are all on site are now complete. The quantities have been checked and correct and rates are in line with similar negotiated schemes.</p> <p>Council response: Agreed.</p> <p>4. Larger Batch 3 Schemes such as Nant y Gro and Maes Gwern demonstrate VFM and should proceed to next stages.</p> <p>5. Dobshill and Llys Dewi have been approved by Council Cabinet and should be subject to further design engineering to reduce costs further.</p> <p>Council response: Agreed. Further negotiations have taken place on both schemes and savings of £160K have been generated.</p> <p>6. Outcome of further review of costs and scheme appraisal of Batch 4 Schemes at Ffordd Hiraethog, Ffordd Pandarus, Borough Grove, Llys Alun, Former Bowling Green and Former Canton Depot, Bagillt need to be undertaken prior to being presented to Cabinet for approval.</p> <p>Council response: Agreed. Further work is on-going on these schemes as part of the proposed bid for additional borrowing through the HRA Borrowing Cap. In accordance with recommendations 1 and 2, the proposed re-development of the Borough Grove and former Bowling Green sites are currently being reviewed.</p> <p>7. On each future individual scheme, the proposed parameter for resubmitting Cabinet will be where prices exceed 10% of the original authorised expenditure.</p> <p>Council response: Agreed.</p> <p>8. Process for not pursuing schemes through the SHARP needs to be presented to Cabinet in September 2018 for approval, including approval process for schemes to be delivered through an alternative contract by the Council or by zoned Housing Associations</p> <p>Council response: Agreed: As part of the Council’s new Housing Strategy and following the successful delivery of the SHARP, a key priority is to consider and develop options for the delivery of new Council housing schemes once the SHARP agreement is completed.</p>
1.22	Key Performance Indicators/Community Benefits
1.23	A full report on SHARP performance against Key Performance Indicators (KPI) is attached in Appendix 2.
1.24	<i>Monitored Key Performance Indicators</i>

Of the Monitored Key Performance Indicators the areas that have not been achieved so far collectively against all completed schemes are:

- *Local SME Spend: Flintshire Countywide*

Target initially set at 50% and performance to date averages 37% across all schemes completed before July 2018. The breakdown of local SME spend is shown in the table below:

Scheme	Target	Achieved
Custom House, Connah's Quay	50%	42%
Redhall, Connah's Quay	50%	47%
Maes y Meillion & Hoel y Goron, Leeswood	50%	53%
Ysgol Delyn, Mold	50%	18%
The Walks, Flint	50%	17%
The Dairy, Connah's Quay	50%	49%

1.25

- *Local Labour Usage: Flintshire Countywide*

The initial target for local labour usage was set at 60% of the workforce however to date this averages 27%. The breakdown of the Local Labour Usage: Flintshire Countywide is shown in the table below:

Scheme	Target	Achieved
Custom House, Connah's Quay	60%	22%
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Ysgol Delyn, Mold	60%	24%
The Walks, Flint	60%	22%
The Dairy, Connah's Quay	60%	26%

1.26

There has been a shortage of skilled local labour which are either available or have the necessary capacity to work on the SHARP. Many sub-contractors that are Flintshire-based have advised they are extremely busy delivering their own contracts. Whilst the performance does not meet the target for local SME spend and labour (within Flintshire) when considering the monitored target for the locality area (within 40 mile radius) there is a significant improvement and the target has been exceeded.

1.27

Wates Residential and Flintshire County Council through their Communities for Work and Business Development teams are working together to improve performance in relation to Local Flintshire Labour and Local Flintshire SME spend. For future schemes, a Bio Site System will be introduced by Wates which will track labour data in real time and improve data capture, therefore improving the quality of performance against these measures.

1.28

To encourage local Flintshire businesses to get involved in the new schemes Wates in partnership with Flintshire in Business held a Meet the Buyer event in August 2018. This was attended by over 20 local businesses from a range of

	trades that were interested in working with Wates on the new schemes.
1.29	In August 2018 Wates and the Council have been working with Communities for Work to deliver the Building Futures programme. This programme is available for local people who are unemployed and struggling to gain employment. By providing training, skills development and work experience this opens up work opportunities especially in construction.
1.30	In June 2018 a report was produced setting out the Community Benefits that have been achieved through SHARP. A copy of the report is attached in Appendix 3.

2.00	RESOURCE IMPLICATIONS										
2.01	Future Funding for SHARP										
2.02	<p>All Batch 1 and 2 schemes of the SHARP have been built without grant. The table below lists the provisional funding available in the 2018/19 HRA Business Plan for new build schemes over the next 5 years. This will drop in 2019/20 but then increases significantly in future years following attainment of Welsh Housing Quality Standards (WHQS) which is scheduled for completion by December 2020. WHQS is a policy commitment for both the Council and Welsh Government.</p> <table border="1" data-bbox="475 1003 1315 1167"> <thead> <tr> <th>2019/20</th> <th>2020/21</th> <th>2021/22</th> <th>2022/23</th> <th>2023/24</th> </tr> </thead> <tbody> <tr> <td>£1,870,000</td> <td>£4,200,000</td> <td>£6,700,000</td> <td>£7,400,000</td> <td>£9,300,000</td> </tr> </tbody> </table>	2019/20	2020/21	2021/22	2022/23	2023/24	£1,870,000	£4,200,000	£6,700,000	£7,400,000	£9,300,000
2019/20	2020/21	2021/22	2022/23	2023/24							
£1,870,000	£4,200,000	£6,700,000	£7,400,000	£9,300,000							
2.03	Affordable Housing Grant (AHG)										
2.04	<p>Welsh Government has made Affordable Housing Grant (AHG) available to stock retaining Local Authorities who are developing new homes. The AHG is a grant which supports capital financing costs and guidance on how the grant can be spent or what is eligible expenditure has recently been issued by Welsh Government.</p> <p>Flintshire's current allocations are:</p> <ul style="list-style-type: none"> • 2018/19 = £2.236m • 2019/20 = £1.458m <p>The grant will be paid as a revenue grant spread over the next 28 years.</p>										
2.05	HRA Borrowing Cap										
2.06	The original intention by WG to use the current unallocated borrowing capacity of £17.16m during 2018/19. However, following further consideration by WG it is now proposed to allocate this £17.16m more flexibly over the period 2018 to March 2022. This will help maximise the full £73.46m borrowing capacity by applying the £17.16m to the year/s in which it can be effectively used. The										

	schemes which the Council may be bidding for additional Borrowing Cap funding will be presented for approval by Cabinet in October 2018.
2.07	NEW Homes
2.08	Despite NEW Homes inability to access capital grant to fund new schemes, NEW Homes continues to be in a strong position to develop new affordable housing in Flintshire. NEW Homes became the first private housing company to be established by a local authority in Wales when it began trading in April 2014 with the strategic aim of improving the housing opportunities for the “squeezed middle” – families who struggle to access both the open market rental and home ownership markets. To date, the company currently owns or manages 124 affordable rent properties across Flintshire. Both the company and the Council are in the process of making representation to the Welsh Government to identify potential future grant funding streams.
2.09	In June 2018 Cabinet also approved the company’s Business Plan 2018/27, which also agreed in principle for the Council to borrow a further £10m to the company to support the delivery of its Development Strategy. This will fund the provision of a further 39 properties being delivered through the SHARP at an agreed cost of £4.2m. This means that NEW Homes has a further £5.8m available to fund future schemes. The Council has also indicated that it is willing to lend more to the company moving forward provided all schemes meet the approved development scheme assumptions.
2.10	In addition to the SHARP, the transfer of 37 Section 106 properties ‘gifted’ to the company has assisted to maintain a supply of affordable rent properties at a number of rural and urban sites across Flintshire. These unencumbered properties have been provisionally valued at c.£5.5m. An updated valuation is currently being arranged. A further 35 affordable rental properties are proposed for the company over the next 3 years. These properties also provide security for the company to seek additional borrowing from an alternative source which could be re-invested to support the delivery of the SHARP.
2.11	Share Equity Properties
2.12	22 Shared Equity properties, which are the Council’s low cost home ownership model will be delivered at Maes Gwern, Mold. These will be at zero cost to the SHARP. These properties compose of the developer's contribution to the affordable housing provision on site, sold at 70% of open market value with the remaining 30% of the equity being retained by the Council.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	No consultation required.

4.00	RISK MANAGEMENT
4.01	A Line of Balance Programme Plan is used to monitor progress against key milestones. This is monitored at weekly progress meetings between the Council and Wates Construction Limited.
4.02	Progress on the SHARP is also reported to the Council's Housing Programme Board. A strategic and operational Risk Register is also reported to this Board and details of proposed mitigation to emerging issues discussed and agreed.
4.03	Monthly meetings are held with between the Chief Officer for Housing And Assets and the Managing Director of Wates Construction Limited on a monthly basis.
4.04	All SHARP schemes are subject to robust design and financial appraisal and must be approved by both the Council Cabinet and NEW Homes Board respectively.

5.00	APPENDICES
5.01	Appendix 1 - SHARP Cabinet Approved Schemes
5.02	Appendix 2 – SHARP Key Performance Indicators (KPI) Report
5.03	Appendix 3 – SHARP Community Benefits Report

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Contact Office: Melville Evans Job Title: Housing Programmes Manager Telephone: 01352 701436 E-mail: melville.evans@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	<p>Strategic Housing And Regeneration Programme (SHARP) – Flintshire County Council House Building Programme which will build 500 new homes (200 Council) and 300 (affordable).</p> <p>NEW Homes - North East Wales Homes, (NEW Homes) is a Housing company based in Flintshire and owned by Flintshire County Council. NEW Homes owns, leases and manages properties across Flintshire. The company was established to increase the quantity and quality of affordable Housing available across the county; increasing housing choice for those who may not qualify for social housing but for whom market housing is unaffordable or difficult to access. In addition NEW Homes provides a professional service to landlords as a managing agent as a means to increase the supply of quality affordable housing.</p> <p>Section 106 Planning Obligations and Conditions – Planning obligations, also known as Section 106 agreements (based on that section of The 1990 Town &</p>

<p>Country Planning Act) are private agreements made between local authorities and developers and can be attached to a planning permission to make acceptable development which would otherwise be unacceptable in planning terms. The land itself, rather than the person or organisation that develops the land, is bound by a Section 106 Agreement, something any future owners will need to take into account.</p>

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Appendix 1 – SHARP Cabinet Approved Schemes

Scheme	Council Social Rented Units	Affordable Rented Units	Affordable Low Cost Home Ownership Units	Private Sales Units	Status
Custom House, Connah's Quay	12	0	0	0	Completed
The Walks, Flint	30	62 (44 completed)	0	0	Completed
Redhall, St Mark's Connah's Quay	5	0	0	0	Completed
Heol y Goron, Leeswood	5	0	0	0	Completed
Maes y Meillion, Leeswood	8	0	0	0	Completed
Ysgol Delyn, Mold	16	0	0	0	Completed
Former Dairy, Connah's Quay	6	0	0	0	Completed
Former Melrose Centre, Shotton	9	0	0	0	Projected completion November 2018.
Maes Gwern, Mold	4	22	22	112	On site September 2018

Nant y Gro, Gronant	37	4	0	0	On Site January 2019
Former Council Depot, Dobshill	15	9	0	0	On Site November 2018
Llys Dewi, Penyffordd, Nr Holywell	23	4	0	0	On Site September 2018
Sub Total	170	101	22	112	
Total		405			

Strategic Housing and Regeneration Programme (SHARP) Performance Progress Summary Report

Report by: Mel Evans, Service Manager – Housing Programmes

10th August 2018

1. Background

Flintshire's Strategic Housing And Regeneration programme (SHARP) was approved by Cabinet in September 2014 with the aim of delivering a projected 500 new Council Social Rented and Affordable Rented properties over a five year period, along with a number of broader economic and regeneration priorities. The Council is working with Wates Construction Limited under a strategic housing partnership relationship as defined within the Overarching Agreement for the SHARP dated 29th April 2016.

As part of the contractual arrangements key performance indicators were identified. These took the form of Monitored KPIs, Aspirational KPIs and Collective KPIs. The original KPIs were spread equally over the five year period with an assumption that the 500 units would be built in equal numbers over the same period (i.e. 100 per year). This has proved not to be the case and measuring performance against annual targets has not been straight forward. Therefore the KPIs should be used as a guide to monitor ongoing performance against the overall performance targets set and identify any risks which may lead to the final target indicators not being achieved.

2. Performance monitoring

Monitoring of performance against the key performance indicators has been a challenge for a number of factors:

- Schemes do not align neatly against the 12 month performance monitoring timeframe and can only be reported on when completed.
- Costs can change as a scheme commences.
- Not all schemes are the same size with the same start and end dates.
- Restructure in Wates Residential resulting in key staff involved in performance reporting leaving the organisation.

3. Methodology

Regular meetings are held with FCC Officers and Wates Residential to discuss performance and community benefits achieved. An Excel spreadsheet has been designed showing the KPIs and Wates complete these on a monthly basis to show progress against targets set. It lists all schemes separately and an average figure is calculated to show performance across the whole programme.

Community benefits that have resulted from SHARP are reported to the Community Benefits group which has been established to link into the corporate overview of community benefits for all council expenditure.

4. Financial Performance to Date

Each scheme is costed prior to commencement and as the development continues these costs can be adjusted to reflect any unforeseen changes that may occur. To date the final cost of all schemes has been within the agreed authorised expenditure and within the 5% variance allowed against the initial costed sum. A full breakdown showing the Stage 1 costing and final accounts is available on request.

5. Monitored Key Performance Indicators – (Underachieved)

Of the Monitored Key Performance Indicators the areas that have not been achieved so far collectively against all completed schemes are:

- *Local SME Spend: Flintshire Countywide*

Target initially set at 50% and performance to date averages 37% across all schemes completed before July 2018. The breakdown of local SME spend is shown in the table below:

Scheme	Target	Achieved
Custom House, Connah's Quay	50%	42%
Redhall, Connah's Quay	50%	47%
Maes y Meillion & Hoel y Goron, Leeswood	50%	53%
Ysgol Delyn, Mold	50%	18%
The Walks, Flint	50%	17%
The Dairy, Connah's Quay	50%	49%

- *Local Labour Usage: Flintshire Countywide*

The initial target for local labour usage was set at 60% of the workforce however to date this averages 27%. The breakdown of the Local Labour Usage: Flintshire Countywide is shown in the table below:

Scheme	Target	Achieved
Custom House, Connah's Quay	60%	22%
Redhall, Connah's Quay	60%	37%
Maes y Meillion & Hoel y Goron, Leeswood	60%	34%
Ysgol Delyn, Mold	60%	24%
The Walks, Flint	60%	22%
The Dairy, Connah's Quay	60%	26%

Whilst the performance does not meet the target for local SME spend and labour (within Flintshire) when considering the monitored target for the locality area (within 40 mile radius) there is a significant improvement and the target has been exceeded.

- *Local SME Spend: Locality (within 40 miles)*

The target initially set was 25% and the average performance across all completed schemes of 73% has exceeded this. The average performance also exceeds the target set for Flintshire Countywide. The following table shows the breakdown of local SME spend across all completed schemes:

Scheme	Target	Achieved
Custom House, Connah's Quay	25%	68%
Redhall, Connah's Quay	25%	72%
Maes y Meillion & Hoel y Goron, Leeswood	25%	74%
Ysgol Delyn, Mold	25%	73%
The Walks, Flint	25%	65%
The Dairy, Connah's Quay	25%	86%

- *Local Labour Usage: Locality Radius (40 miles)*

The target initially set was 35% and the average performance across all schemes completed to date is 73%. The following table shows the breakdown of local labour usage within a 40 mile radius.

Scheme	Target	Achieved
Custom House, Connah's Quay	35%	68%
Redhall, Connah's Quay	35%	72%
Maes y Meillion & Hoel y Goron, Leeswood	35%	74%
Ysgol Delyn, Mold	35%	73%
The Walks, Flint	35%	65%
The Dairy, Connah's Quay	35%	86%

Wates Residential and Flintshire County Council through its Communities for Work team and Business Development team are working together to improve the performance in relation to Local Flintshire Labour and Local Flintshire SME spend.

At future schemes Wates will introduce a Bio Site system which will track labour data in real time and improve the capturing of data therefore improving the quality of performance data against these measures.

To encourage local Flintshire businesses to get involved in the new schemes Wates in partnership with Flintshire in Business held a Meet the Buyer event in August 2018. This was attended by over 20 local businesses from a range of trades that were interested in working with Wates on the new schemes.

In August 2018 Wates will be working with Communities for Work to deliver the Building Futures programme. This programme is available for local people who are unemployed and struggling to gain employment. By providing training, skills development and work experience this opens up work opportunities especially in construction.

- *Performance against Housing Programme Delivery Plan: Numbers of Units Delivered*

The SHARP has set a target to deliver 500 new council and affordable homes over a 5 year period. At the end of July 2018 the performance had achieved 28% against this target through completion of 138 units.

The latest information relating to future schemes both approved and proposed shows a figure of 480 units to be delivered by 2021. This represents a 96% achievement against the target of 500 units but exceeds the overall variance target of 95% performance against the delivery plan.

6. Monitored Performance – on target

KPI	Target	Achieved
Percentage of Supply Chain Opportunities Advertised (Per annum by vale and volume)	100%	100%
Local 3rd Sector Supply Chain Spend (Social Enterprise) – There are limited third sector spend opportunities in Flintshire. Wates has made a pledge to use 1 social enterprise per project, this has been achieved so far	£110K (over 5 years)	£72,138
Performance against CITB Client Based Approach Performance Levels	100%	100%
Percentage of eligible materials recycled	100%	100%
Water reduction savings – programme target	120 ltr per day	90 ltr per day
Tonnes of CO2 saved	3000	4418
Carbon Credits offset	35	314
Support for Jobs Growth Wales – programme target	40 persons	26 persons
Support for Communities First and the LIFT Programme - programme target	50	21 + programme starting Autumn 2018
Performance against CITB Client Based Approach Performance Levels in Relation to Schools Engagement	350	Achieved plus ongoing engagement with local schools
Number of School Visits Per Annum to Support National Curriculum Topics	22	Achieved plus ongoing engagement with local schools

7. Conclusion

There is a concern over the percentage of Local SME spend in Flintshire and Local Labour Usage in Flintshire. This is being monitored and through partnership working every effort is being made to address this. Overall there are no major performance issues and SHARP continues to make progress in achieving its projected target of delivering 500 new social and affordable homes over 5 years.

Strategic Housing and Regeneration Programme (SHARP)

Community Benefits Performance

Report by: Denise Naylor, Housing Programmes Support Manager, Housing Programmes, Housing and Assets Portfolio

Date: 5th June 2018

1. Purpose of Report

This report has been produced to highlight the contribution to community benefits that have been achieved to date as a result of the SHARP. The intention is to produce this report annually until completion of the SHARP.

2. Background

The SHARP began in 2016 with the aim of delivering a projected 500 affordable and council homes over a period of 5 years. In doing this the focus was also on regeneration and community benefits that would be achieved throughout the life of the programme and into the future.

At the time of writing this report a total of 138 homes have been completed in the following locations:

Location	No of new homes
Custom House, Connah's Quay	12
Redhall, Connah's Quay	5
The Walks, Flint	92
Maes y Meillion, Leeswood	8
Hoel Y Goron, Leeswood	5
Ysgol Delyn, Mold	16
Total	138

Work is currently in progress at the following locations:

Location	No of new homes
The Dairy, Connah's Quay	6
Melrose Centre, Shotton	9
Total	15

Plans are underway to develop sites at Gronant, Penyffordd (Holywell), Dobshell, Maes Gwern (Mold), Sealand and other sites at various locations across the county.

Wates Residential, the development partners were appointed in 2015 and as part of the contractual arrangements targets were set for performance against community benefits in relation to the following areas:

- Local spend
- Apprenticeships/Traineeships
- Local Labour

In addition to this the developers were able to contribute to local community benefits through voluntary contributions to help support local charity and community groups.

3. Performance

Measure	Overall programme Target	Performance to date	RAG
Supply Chain Events Held	4	6 (3 x Meet the Buyer, 3 x Safety/Lessons learnt)	
Number of Apprenticeships in the construction industry generated through SHARP	20	34	
Number of training opportunities/work experience:	11	30 Includes Building Futures programmes and Coleg Cambria Traineeship scheme	
Local Labour Usage: Local to Site	10%*	38% *	
Local Labour Usage: 30 Mile Locality Radius	25%*	53% *	

* A number of aspirational targets were set for local employment. For the purposes of this report the performance against 'local to site' and 'within a 30 mile radius' have been selected.

Support for Community Groups & 3rd Sector

Value of community donations/events

The total value of community donations and events since SHARP began is £332,343.00.

Community Events:

- Flintshire Football Tournament
- Community Day: Fencing and Improvement Works
- Consultation event held for local residents at Plaza Cinema.
- Building Futures programmes x 2
- Meeting held with Rose Marie and Luke Pickering-Jones whom will provide a list of requirements which includes signs, PCs and colour printer, a donation for the Christmas Ball and to purchase films to be screened at the Plaza Cinema.

- Wates have provided sponsorship for Dementia Monday Club film showing in the local cinema.
- School Safety Day
- Tree Planting Event (100 trees donated and planted in Bagillt)

Community Donations:

- Local Football Team Sponsorship
- Dementia Friendly signs around the Walks site – delays in implementation
- PCs donated
- Allowing Castle Heights residents use of copier and laminator
- Maintenance for local Age Concern branch
- Bought Karaoke machine for dementia friendly residential home in Flint Mountain
- Sponsored Dementia Friendly awards
- Assisting Castle Heights with their car parking
- Donation to Dementia Monday club for Christmas Lunch
- Funds raised for disabled football in Flintshire tournament
- Donation to Age Concern for Castle Heights and St Mary's Church Party
- Trophies for Tournament
- Age Concern Flint Defects in their building
- Donation to local school - Custom House Project
- Opening of Custom House - Plaque, Curtains, Etc
- Two PCs donated to St Mary's Church
- Wates have undertaken remedial works to St Mary's Church and Community Club heating system.
- Fund raising through football competition for local community ladies disabled football club.
- Donation for the Dementia Monday Club for Christmas Lunch and dining sets and cutlery.
- Donation for slow cookers to support food poverty initiative. Food Poverty
- Remembrance Garden, Mold
- Completed a committee café in Leeswood
- Donation to Leeswood sports day
- Donated time and skips for litter picking in Leeswood football/play area
- Repair of Halkyn Football Club roof
- Defibrillator at St Ethelwold's School, Shotton
- Connah's Quay Cricket Club function room
- Donation to Love Hope Strength Foundation (Mike Peters' Charity)
- Cancer Research sponsorship for local lady running a half marathon
- Wates Reshaping Tomorrow at Shotton Social Club
- Time capsule and plaque
- Donation to Parkinson's Flintshire charity

School Visits:

Custom House	2016 Ysgol Cae'r Nant	Safety Day
Custom House	2016 Ysgol Cae'r Nant	Community Day
Ysgol Delyn	2017 Ysgol Bryn Coch	Community Week
Ysgol Delyn	2017 Ysgol Bryn Coch	Memorial Garden
The Walks	2016 Flint Junior School	Safety Day
The Walks	2017 Flint High School	Safety Day

Wrexham and Flintshire Schools Careers Event at Glyndwr University

Flint School visit with Coleg Cambria

Other Events

- Plumbing students from Coleg Cambria visit to The Walks – health and safety induction and tour
- Recruiting apprentices event held in Mold
- Engagement with Coleg Cambria Traineeship Programme
- Sponsorship of Flintshire Business Awards – Socially Responsible Business Award

4. Issues and Risks

There are no issues or risks recorded to date. Future risks that may impact the performance targets relate to delays in approval of future schemes. This may have an adverse effect on future apprenticeships and local employment.

5. Summary

In terms of Community Benefits Wates are performing above expectations. The overall apprenticeship targets have been met and a further Building Futures programme is scheduled for Autumn 2018.



CABINET

Date of Meeting	Tuesday, 25 th September 2018
Report Subject	Single Access Route to Housing (SARTH)
Cabinet Member	Deputy Leader of the Council and Cabinet Member for Housing
Report Author	Chief Officer (Housing and Assets)
Type of Report	Strategic

EXECUTIVE SUMMARY

The Single Access Route to Housing (SARTH) is a partnership project between all the major social landlords in North East Wales, covering the local authority areas of Conwy County Borough, Denbighshire and Flintshire.

SARTH introduced a banding allocation system and a policy that shifted away from a focus purely on social housing towards one which provides advice on realistic housing options.

SARTH went live in Flintshire in April 2015 and following a successful bid the Council has hosted SARTH for Denbighshire from April 2017.

The council manages the housing register on behalf of Denbighshire County Council. This includes the housing solutions triage as well as managing the social housing register. The Council are developing new contracts for Denbighshire County Council and the partners with revised performance targets.

Demand for the social housing register has grown over the past three years. This is putting increasing pressure on the management of the register and leading to increased wait times for properties.

A review of the policy was carried out in 2017 following a year of operation. The review was necessary to ensure the policy was compliant with new legislation. It also allowed any issues raised to be addressed and to develop the policy into a more user friendly document.

RECOMMENDATIONS

1	Cabinet continues to support the management of the Single Access Route to Housing (SARTH) policy in Flintshire
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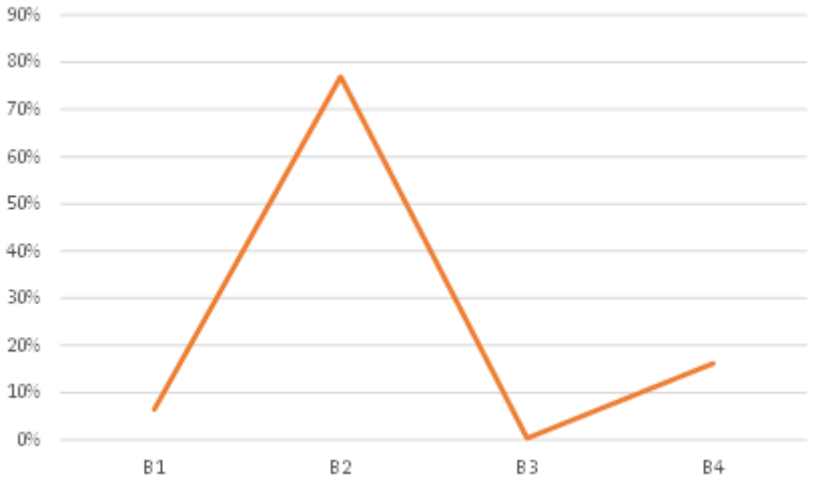
2	Cabinet supports the revised and updated policy document
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REPORT DETAILS

1.00	EXPLAINING THE MANAGEMENT OF THE SARTH POLICY
1.01	Background
1.02	SARTH is a partnership project between all the major social landlords in North East Wales, covering the local authority areas of Conwy County Borough, Denbighshire and Flintshire.
1.03	In addition to the above Councils, the partnership also includes Cartrefi Conwy, Clwyd Alyn, Grwp Cynefin, North Wales Housing, Wales and West and Cartrefi Cymunedol Gwynedd housing associations.
1.04	The SARTH policy introduced a banding allocation system and a policy that moved away from a focus purely on social housing and more towards providing advice on realistic housing options. The regional policy was developed in recognition that there is a high demand for rented homes in the region and too few vacant properties to meet demand.
1.05	It was agreed that partners will provide the best, most useful, consistent and accessible advice and information to everyone who approaches them looking for housing. The aim is to enable customers to make the most informed choice about how to find a home to meet their needs. This advice covers a whole range of affordable housing options, including social housing, private rented accommodation, home ownership and other alternatives.
1.06	The policy provides the following commitment: <i>“all partners in the region will allocate housing stock in a transparent, fair, consistent and accessible way, which prioritises the people in our communities according to their housing needs and which meets our legal requirements. Working together in this way, partners can share strengths and good practice and place the customer at the heart of everything we do.”</i>
1.07	SARTH went live in Flintshire in April 2015 and following a successful bid. The Council has hosted SARTH for Denbighshire from April 2017.
1.08	New Policy
1.09	A review of the SARTH policy was carried out in 2017 following the first year of operation. The review identified that the policy required updating to ensure compliance with the Housing (Wales) Act 2014.
1.10	The allocation policy is principally governed by The Housing Act 1996 and the Code of Guidance for Homelessness and Allocations 2016 and Welsh Statutory Instruments 2014 No. 2603 (w. 257) – Housing Wales – The Allocation of Homelessness (Eligibility) (Wales) Regulations 2014.

	<p>Other relevant legislation includes</p> <ul style="list-style-type: none"> • Freedom of Information Act 2000 • Equalities Act 2010 • Social Care and Well Being Act 2014 • Anti-social Behaviour, Crime and Policing Act 2014 • Wellbeing of Future Generations Act 2015
1.11	A review of issues raised at the operational panel and steering group established that there were no significant changes required to any of the key principles of the policy.
1.12	<p>The requirement for an updated policy provided an opportunity to develop a document that is easier to read and understand. The policy (attached at appendix one) sets out the key commitment of the partners to a common regional approach to social housing allocations. There are three main sections within the policy:</p> <p><u>Part one</u> - policy statement including:</p> <ul style="list-style-type: none"> • aims and objectives • equality information • legal context; • commitment to preference and choice; • how the application will be handled; • eligibility for the register; • how to apply and how to review decisions. <p><u>Part two</u> - the banding scheme;</p> <ul style="list-style-type: none"> • how applications are prioritised. • circumstances in which additional preference is given • circumstances where an application may be given reduced priority. <p><u>Part three</u> - allocation of properties;</p> <ul style="list-style-type: none"> • matching a household to a property; • making an offer; • offer refusals • specialist housing requirements.
1.13	Regional Collaboration
1.14	A regional panel has been in place from the outset to maximise the benefit of collaboration through the SARTH partnership. The panel is formed of operational managers from each partner. The primary purpose of the panel is to ensure consistency in the application of the policy across the three counties and to review complaints and appeals from applicants.
1.15	The panel has been instrumental in addressing wider topics than the register such as approaches to changes in legislation and issues arising from welfare reform. The panel led the review of the policy to ensure that policies and working practices remain compliant.

1.16	The SARTH steering group includes senior officer representatives from all partner organisations across all three counties. The group meets on an ad-hoc basis to serve as an escalation point for strategic issues arising out of the panel. The group has further developed partnership arrangements between landlord organisations across the region and agreed spend of the regional SARTH budget for IT developments such as Flintshire's Customer Relationship Management (CRM) integration and staff support where necessary.
1.17	Flintshire has been managing the triage and housing register for Denbighshire since they went live in April 2017. There are many tangible benefits of Flintshire hosting both registers including consistency of approach, reduced management and ICT costs and an income stream for Flintshire. The Council receives £74,345 from external partners for delivering this service.
1.18	Flintshire's legal department are drafting contracts for Denbighshire and the other partners which will meet all the requirements of the Data Protection Act 2018 and include detailed performance targets expected from the Council as host for both Flintshire and Denbighshire.
1.19	Social Housing Demand
1.20	In 2017/18, there were 3495 triage applications completed for customers approaching for housing assistance which represents a 3.9% increase in enquiries when compared to the same reporting period in 2016/17.
1.21	The numbers on the social housing register are increasing and as such waiting times for properties are becoming longer. There were 960 households on the list in April 2016, this increased to 1,478 in April 2017 and increased again to 1,649 in April 2018. The households that were let properties in quarter four of 2017/18 for one, two and three bedroom properties had been waiting on average between twelve to eighteen months to be allocated a property.
1.22	The current process for administrating applications is manual and extremely labour intensive and this was becoming a pressure as volumes increased. Work is currently underway to introduce automation of the process which will streamline processes and allow the limited resources available to focus on the more critical aspects of the service. This is a high priority action for the service and we expect CRM integration to be complete in the Autumn which brings further benefits such as improved housing demand information.
1.23	The chart below shows the breakdown of all the applicants on the register by their band. It is expected that the vast majority of cases will be in band two (B2) which is for applicants with a local connection and a housing need. Band one (B1) applicants are those with an extreme urgent need and Band three and four (B3 and B4) are for applicants with no local connection or those who have had their banding reduced as a result of their behaviour, not addressing rent arrears or it has been identified that they have adequate resources to resolve their own housing need.

	 <table border="1" data-bbox="331 143 1161 633"> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>B1</td> <td>5%</td> </tr> <tr> <td>B2</td> <td>75%</td> </tr> <tr> <td>B3</td> <td>0%</td> </tr> <tr> <td>B4</td> <td>15%</td> </tr> </tbody> </table>	Category	Percentage	B1	5%	B2	75%	B3	0%	B4	15%
Category	Percentage										
B1	5%										
B2	75%										
B3	0%										
B4	15%										
1.24	Audit Update										
1.25	<p>An audit of SARTH was undertaken during September 2017 as part of the approved Internal Audit Plan for 2017/18. This was a follow up to an audit on Housing Allocations undertaken in 2016/17. A report was brought to Overview and Scrutiny committee in January 2018 to update on progress with recommendations which showed that all urgent actions had already been implemented. Outstanding actions reported at the time have been completed within the agreed timescale.</p>										
1.26	<p>A key area of work was the need to develop updated and more comprehensive operational guidance and procedure documents that sit beneath the policy for staff involved in the management of the register and housing allocations. Comprehensive guidance and procedures have been finalised. A robust implementation process is being rolled out providing small group training sessions for all staff that have any part managing the register or making allocations. This is mandatory training which will improve consistency, ownership and engagement across the teams.</p>										
1.27	Specialist Housing										
1.28	<p>The vast majority of applicants' housing need will be met from the available housing stock. However, some applicant households require properties to meet needs arising from disability or household size; for example, to accommodate wheel chairs, fit bed hoists, stair lifts and accessible bathing rooms and some households require more than four bedrooms. Such housing is in particularly short supply within the social housing stock and these requirements would not necessarily be met within reasonable timescales or within existing stock without some further intervention.</p>										
1.29	<p>In Flintshire, the current specialist register has 56 applicants awaiting adapted properties of which 16 have an urgent need in band one. In addition, there are 12 applicants awaiting large properties (five beds or more).</p>										
1.30	<p>The Specialist Housing Group's purpose is to keep a track of complex cases</p>										

	and work to identify solutions where there are specialist requirements. Since its relaunch in 2017 the group have found long term suitable housing solutions for 35 specialist cases with a further eight provisional allocations in progress.
1.31	Sourcing suitable accommodation for applicants with specialist needs and identifying properties that are suitable for complex adaptation work within our housing stock is difficult and budget constraints makes this even more challenging. The 35 cases that have received specialist housing have been delivered through a mixture of new builds and adapting existing stock.
1.32	Although good progress has been made in this area the level of demand for specialist housing is growing and appropriate solutions cannot always be achieved quickly which often means applicants who do have specialist requirements have a considerably longer wait for properties than those without. A full report on Specialist Housing will be brought to committee early in 2019.

2.00	RESOURCE IMPLICATIONS
2.01	There are no specific resource implications arising from this update report.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	There were no consultations required for this update report.

4.00	RISK MANAGEMENT
4.01	<p>The growing demand for social housing and increased wait times presents a risk of increased pressure on the Homeless Service.</p> <p>Flintshire receives income from Denbighshire County Council and the social landlords to deliver the register on their behalf. If any of the partners terminated this arrangement it would result in a reduced income to the Council. This risk is managed within existing business planning approaches.</p> <p>The updated policy has been subject to an equality impact assessment carried out by Tai Pawb.</p>

5.00	APPENDICES
5.01	Appendix One: Single Access Route to Housing Policy 2018 attached.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Contact Officer: Katie Clubb, Customer Support Manager Telephone: 01352 7035518 E-mail: katie.clubb@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	<p>Housing Solutions Triage – the initial discussion with the customer about their circumstances and housing need.</p> <p>Single Access Route to Housing (SARTH) Policy – the regional common policy for all major social landlords allocating social housing properties across Conwy, Denbighshire and Wrexham.</p> <p>CRM – the Council’s customer facing case management system.</p>

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Flintshire Housing Solutions and Flintshire Housing Register

The Common Housing Allocation Policy





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This document is available in Welsh and can be provided in other formats on request.

June 2018.



The Allocation Policy for Social Housing in Conwy, Denbighshire and Flintshire.

The major social landlords operating in Conwy, Denbighshire and Flintshire have come together, with the Local Authorities, to form a Partnership to manage applications for and allocations of social housing.

The partners in the scheme are

- Conwy County Borough Council
- Denbighshire County Council
- Flintshire County Council
- Cartrefi Conwy
- Cartrefi Cymunedol Gwynedd
- North Wales Housing Association
- Grwp Cynefin
- Wales and West Housing Association
- Clwyd Alyn Housing Association
- Ty Glas Housing Society, part of the Pennaf Group

All partners agree that there is a high demand for rented homes in the region and too few vacancies to meet demand. We must be realistic about this. It requires us to do two things:

Firstly we will provide the best, most useful, consistent and accessible advice and information to everyone who comes to us looking for housing. We aim to help customers make the most informed choice about how to find a home to meet their needs. This advice must cover the whole range of affordable housing options, including social housing, private rented accommodation, home ownership and other alternatives.

Secondly, we will allocate our housing stock in a transparent, fair, consistent and accessible way, which prioritises the people in our communities according to their housing needs and which meets our legal requirements

Working together to these ends, we can share our strengths and good practice and place the customer at the heart of everything we do. We will simplify the access route to advice and to housing with one clear purpose: to help people find a home to meet their needs.



PART 1 – POLICY STATEMENT

1. Introduction

1.1 Aims & Objectives

This document states how all applications for social housing will be prioritised for allocations in Conwy, Denbighshire and Flintshire.

Social housing is housing provided by some local councils and registered, not for profit, organisations. Rent levels, property standards and management standards are regulated by government.

This allocation policy has been adopted by the major social landlords operating in the counties of Conwy, Denbighshire and Flintshire.

The partners in the scheme are

- Conwy County Borough Council
- Denbighshire County Council
- Flintshire County Council
- Cartrefi Conwy
- North Wales Housing Association
- Grwp Cynefin
- Wales and West Housing Association
- Clwyd Alyn Housing Association
- Ty Glas Housing Society, part of the Pennaf Group
- Cartrefi Cymunedol Gwynedd

The Partners agree to prioritise applicants and allocate social housing in the same way. Each County will hold its own register of applicants. Applicants can apply for housing in different Counties, but applicants will not necessarily have the same priority in all areas, because they may not have a local connection to all areas.

The key objectives of the policy are that it-

- helps meet housing need in Conwy, Denbighshire and Flintshire
- gives priority to those in greatest housing need and with the strongest connection to the area to which they are applying
- is easy for applicants and staff to understand
- consistently prioritises applicants in similar circumstances
- enables all applicants to be considered by all social housing providers with just one application
- accommodates applicants preferences as far as possible
- makes best use of housing stock
- takes into account local circumstances



- provides all applicants with advice about all their housing options
- provides support for applicants to make an application as required

1.2 Legal Context

The allocation policy is principally governed by The Housing Act 1996 and the Code of Guidance for Homelessness and Allocations 2016 and Welsh Statutory Instruments 2014 No. 2603 (w. 257) – Housing Wales – The Allocation of Homelessness (Eligibility) (Wales) Regulations 2014.

Other relevant legislation includes

- Freedom of Information Act 2000
- Equalities Act 2010
- Social Care and Well Being Act 2014
- Anti-social Behaviour, Crime and Policing Act 2014
- Wellbeing of Future Generations Act 2015

1.3 The roles of the partners

- Councils

The Councils in the Partnership are local Housing Authorities required by law to carry out housing related duties and functions. They have a role to ensure that Social Housing is an effective housing option for people on low incomes or who cannot rent or buy privately. Each Council in the partnership must ensure social housing properties in their area are allocated according to this policy.

The Councils must ensure that the allocation policy is fair. Fairness will include treating all applications in a consistent manner, ensuring all applicants have an equal opportunity to apply, and in a way which suits their personal needs.

So that everyone can see that allocations are made fairly, information about how properties have been allocated will be published on Council websites, and there will be regular checks to ensure the procedures are giving fair results.

Councils work in partnership with social housing providers to plan new housing developments and the best use of housing stock. Councils monitor the activity of social landlords to make sure standards are maintained and allocations are fair.

A Council can delegate the task of administering the housing register. The organisation acting as the register administrator will be monitored by the Council to ensure banding and allocation decisions meet the standards required. The register administrator can be a social housing provider.

- Housing Providers

Non-council social housing providers have a duty to co-operate with Local Authorities to support the delivery of certain housing objectives e.g. to prevent and relieve homelessness. The housing providers have agreed to allocate their vacant property in line with the policy.



1.4 Equality

All Partners are committed to serving all applicants fairly and work positively to avoid discrimination on the grounds of age, gender, sexual orientation, religion, nationality, disability or ethnic origin.

In order for us to monitor allocations for fairness, applicants are asked to provide details: age, disability, gender and race.

All policies and changes in policy are assessed to ensure there is no unjustifiable negative impact on sections of our community.

All partners are required to meet the Welsh Language Standards 2015. Applicants are encouraged to use either Welsh or English. Applicants can express a preference for correspondence or service in either language.

For applicants requiring information in an alternative format, e.g. large print, audio versions etc. arrangements will be made to meet their needs on request

Prospective applicants who require support to complete the application process will be assisted, according to their needs, on request.

The application process does not require an applicant to complete a form. Applicants will be spoken to over the telephone, or face to face at our offices, or in exceptional circumstances, at another place, e.g. hospital, by appointment.

1.5 Management of Information

Information provided by applicants will be confidential and kept securely.

However, applicants will be asked to allow their application information to be shared so that all partners can consider their application.

Applicants may request a copy of information held by partners about their application, which will include information provided by third parties unless there are exceptional circumstances where it is necessary to protect the identity of the third party concerned. In such exceptional circumstances, every effort will be made to convey to the applicant the information that has been obtained from a third party in a reduced form.

1.6 Monitoring and Review of Allocations policy

The Allocations Policy is adopted and subject to the approval of Council members in the individual Local Authorities.

The Boards of partner Housing Associations have signed up to the policy. The Boards ensure the policy meets with the social objectives of their organisations. Each Housing Provider must report its activities to its governing Boards and government regulator.

Senior officers of both the Council and housing provider organisations meet together as required to form the Steering Committee. This Committee formally approves planned adjustments to the policy recommended by the Operational Panel. The Operational panel meets regularly to discuss any aspect of the implementation and delivery of the allocation policy.

Should the policy require major adjustment, the adjustment will not be made without consultation.



Regular meetings with all partners are held to discuss operational decisions, information management systems, and complex cases to ensure effective communication across the providers.

Statistical Information will be reported annually and published on the Local Authority websites.

1.7 Local Letting Policies.

The policy recognises that partners may wish to include policies designed to tackle local housing issues through the use of local letting policies. All local lettings policies will be based on a sound evidence base. Examples of local housing issues which may require local lettings policies include:

- Tackling localised anti-social behaviour
- Correcting under occupation or overcrowding
- Facilitating tenant employment through job related moves
- Creating a sustainable community on new housing developments
- Helping people to stay close to their own rural communities

Local lettings policies will be approved by the appropriate Local Authority and will be assessed for fairness and equality of opportunity. Local letting policies may allow transfers for existing social tenants even where they do not have priority under the allocation scheme.

Some properties, usually in defined locations, can only be let subject to additional occupation criteria as they are subject to a Planning Obligation under s106 of the Town and Country Planning Act 1990, for example in regeneration areas or, rarely, on new developments.

A list of housing schemes with Local Letting Allocations Policies is available on Council Websites, [LINK](#)

2. The Housing Register

2.1 The Register

The housing register is a list of households who require housing. Each Local Authority has a register. The register is ordered in accordance with this policy. Households on the register are prioritised in bands according to need and local connection, and within bands by waiting time. Housing providers with a vacancy go to the register to see who in the greatest need has been waiting the longest.

Decisions about where a household is placed on the register are taken by the register administrators.

The register is kept up to date. Households on the register will be reviewed every 6 months, or upon a change in circumstances. New applicants join the register when their application is complete. Applicants may move between priority bands. The date on which an applicant moved into a band with greater priority will be the relevant date to determine their priority in that band. If an applicant moved to a band with lower priority, the date of their original application will be the relevant date.

Applicants are responsible for keeping their application up to date. Failure to do so may result in a reduction in priority.

If applicants in urgent housing need are not rehoused within 3 months, consideration will be given to whether current housing stock will be able to meet the household's needs. In cases where the



housing requirements are complex or not catered for in current stock, Partners will consider options to procure, adapt or commission property to meet a need.

Prospective tenants not accepted onto the register because they are not in housing need, may apply for vacancies where there is no demand from applicants on the register. Such vacancies are advertised by the housing providers on the open market, e.g. at housing solutions using on-line property rental sites or Council websites. Applicants not accepted onto the register can reapply at any time if their circumstances change.

2.2 Who can Apply?

Anyone over 16 can apply for social housing, either as a sole or joint tenant. Households of more than one person will have a lead applicant. Part of the application process will be to check that the applicant household does not contain someone ineligible due to their immigration status or because they are unsuitable to be a tenant because of serious unacceptable behaviour. All applicants will need to show that they intend to occupy any social housing allocation as their only or principal home.

2.3 Who can be included in the applicant's household?

An applicant household can include:

- a) members of the applicant's family who normally resides with them,
- b) any other person who might reasonably be expected to reside with them.

The circumstances of a child who is dependent both on the applicant and someone who does not live with the applicant, will be looked at. For example, where there is a shared parenting arrangement, a child who is reasonably accommodated with another parent will not be included within the applicant's household.

2.4 Transfer Applications

This policy applies to existing tenants seeking to transfer accommodation. Existing tenants who want to move, will need to apply for a new allocation through the register. The same rules about housing need will be applied to determine their priority.

2.5 Applications from Employees of Partner Organisations, Elected Members and their close family relatives

Applicants must declare if they (or anyone in their household) are, or are close relatives of

- Employees of partner local authorities or housing providers;
- Elected Council Members; or
- Members of a Tenants' or Residents' Associations.
- The following are close family member for the purpose of this policy:-
- Spouse or civil partner
- Co habiting partners (including same sex partners)
- Parent
- Son/Daughter
- Brother/Sister



- Grandparent/Grandchild
- Aunt/Uncle
- Step & Half Relations

Where 2.5 applies, the allocation policy will not treat applicants differently, but their applications will be subject to review to ensure the policy is followed in all cases.

2.6 Applications to amend existing social housing tenancies

This allocation policy does not cover situations where an existing tenant needs to amend their existing social housing tenancy agreement. For example, adding a partner to the agreement.

3. Applying for Accommodation

3.1 Making an Application

Information about how to contact the housing register administrators in each County will be publicised on the Council website and in other public areas.

There is no form to complete when applying for housing under the Common Allocation Policy.

Enquirers can attend Council offices in person, or discuss their needs by telephone. In exceptional circumstances, arrangements can be made to visit prospective applicants, e.g. in hospital.

All enquirers will be asked about their household circumstances. We call this process 'Triage'. Where an applicant may be homeless or threatened with homelessness within 56 days, their application will form part of the service offered by the Local Authority to prevent and relieve homelessness.

The administration of the social housing allocation and the delivery of services to those threatened with, or who are faced with, homelessness are closely related. Staff from either the homelessness and/or housing provider teams may be involved with a case

3.2 Housing Options

All enquirers will receive advice about all the housing options which might be suitable for them. This may include advice about

- Affordable ownership schemes
- Intermediate rent schemes
- Private renting
- Schemes to help people move out of the district
- Home improvement schemes or adaptation services which enable people to stay in their existing home
- Supported housing or support at home
- Sheltered housing or extra care housing
- Gypsy and Traveller sites with permanent pitches

Enquirers will receive information about the application process and how homes are allocated.



Those who wish to make an application for social housing will be advised about

- whether they are likely to have a priority for housing and
- whether housing suitable for their needs is likely to be available for them in the areas of their choice and
- how long until such housing is likely to be available

3.3 Eligibility

All applicants and their household members will be verified to ensure they are eligible for an allocation of social housing.

The Housing Act 1996, as amended by more recent legislation (Housing Act (Wales) 2014) states that a Local Authority must not make an allocation of social housing to an ineligible person.

Applicants can be ineligible due to their immigration status or due to unacceptable behaviour. See Box A.

Applicants will need to provide evidence of their identity and former conduct.

The Register administrators will act reasonably and consider each application on its merits. Decision makers will take into account the applicant's personal circumstances (and those of the applicant's household), including health and medical needs, dependent's needs and any factors relevant to the application. In particular, the partners will consider any mitigating circumstances relating to mental or physical disability, or mental health.

Previous seriously unacceptable behaviour may not justify a decision to treat the applicant as ineligible where the applicant can show that the behaviour has improved.

Applicants whose unacceptable behaviour does not meet the criteria to make them ineligible, will be able to apply for housing, but their household may be given a reduced priority until the register administrator is satisfied that their behaviour has improved to the extent that it will no longer have a detrimental impact on their conduct of a tenancy.

Applicants deemed ineligible for housing will be provided with advice and guidance regarding their housing options from the Housing Options Team when they contact the service.

Applicants deemed ineligible for housing will be notified of the decision and the reason(s) in writing. They will also be informed of their right to request a review and their further right to appeal any decision made after the review.

Applicants found ineligible because of unacceptable behaviour can reapply at any time, but will not be eligible until they can show that their behaviour is now satisfactory.

3.4 Choice and Preference

Applicants will be asked to express a preference for the area they wish to live in, and the type of property. Not all areas have social housing. Not all areas can provide properties of the preferred type. Applicants will be advised about the potential availability of properties when they apply, and on request. Applicants can change their preferences. However, when considering the suitability of vacant properties for an applicant, it may not be possible to accommodate all an applicant's



preferences. Applicants' preference for areas where there is currently no social housing provision will be noted and considered when planning new developments.

3.5 Support to make an application

Partners will ensure that applicants with support needs are provided with appropriate support to make their application. Where necessary, partner housing providers will work with social care, Supporting People, health services and other agencies to agree how to support the applicant.

3.6 Decision timescales

Once all the necessary supporting information has been received by the register administrator the decision about whether the applicant will be placed on the register and in which priority band will be taken within 20 working days.

3.7 Notification of decision

Applicants will be informed in writing of acceptance onto the register and their priority banding.

3.8 Applicant's rights to be informed, to request a review and make a complaint

An applicant has the right to be informed, upon request, of any decision about the facts of their case which is likely to be, or has been, taken into account in considering whether to allocate housing accommodation to them.

3.9 Requesting to see what information is held on a housing application

Applicants may request a copy of all information held by partners about their application as a 'Subject Access Application'. This will include information provided by third parties (unless there are exceptional circumstances and the identity of the third party must be protected). Should third party information require protection, every effort will be made to convey information in a reduced form. A Subject Access Application will normally be free. Unwarranted, unfounded or repetitive requests may incur an administration fee.

3.10 Requesting that a decision relating to an applicant's priority on the housing register, or any allocation of housing, is reviewed.

An applicant has the right to request a review of any decision made in relation to their housing application, including any decision:

- a) about the facts of their case which is likely to be, or has been, taken into account in considering whether to allocate housing accommodation to them;
- b) as to their eligibility for the allocation of social housing;
- c) as to the assessment of their application in relation to the banding scheme;
- d) made in relation to removing an applicant from the register
- e) made in relation to reducing priority;

Applicants will have 14 days to request a review, during which time they shall be suspended from the register.



The decision to be reviewed will be considered by a different or senior officer from the relevant register administrator. The reviewing officer has 28 days to consider the circumstances and respond.

If the applicant is not satisfied by the decision of the reviewing officer, the matter can be considered by the Operational Panel which meets at least monthly. The panel have up to 28 days to consider the circumstances and respond.

3.11 Requesting a review of a decision made in relation to a decision outside of the scope of this policy

Decisions made by a local authority partner in relation to an application for assistance because an applicant is homeless or threatened with homelessness, are subject to different review procedures. Applicants will be told about how to request a review of these decisions in the decision notification letter.

3.12 Making a Complaint about how an application has been handled

An applicant who is unhappy about the way their application has been handled, or the behaviour of staff, should make a complaint using the complaints procedure of the organisation handling their application. Information about how to do this will be available from the organisation concerned. If an applicant is not satisfied by the response to a complaint they can take the matter to the Local Authority

Ombudsman (details of making such a complaint are available from the relevant Local Authority).

3.13 False or misleading information

Applicants who give false or misleading information may have their application rejected or their tenancy terminated. In some cases this may also result in criminal prosecution, substantial fines and even imprisonment.

3.14 Keeping an application up to date

It is the responsibility of the applicant to keep their information up to date.

Applicants must contact their local Authority if, for example,

- they change their contact information: telephone numbers or email address
- if they move house,
- a person leaves or joins their household;
- their financial circumstances change
- Their immigration status changes

3.15 Keeping the register up to date

When applications are reviewed by the Register Administrator, applicant households will be contacted to confirm they are still in housing need. Those still in housing need will have their details checked and their priority banding reviewed.

Applicants who fail to respond to letters asking about their current needs may be removed from the register.



3.16 Removing applications from the register.

Applicants may be removed from the register if

- they have provided false or misleading information or not told the Partnership about relevant information
- they have refused 2 reasonable offers
- they don't reply to application review letters within 14 days

Applicants will be advised in writing of a decision to remove them from the register. They have a right to request a review of the decision, and details of how to do so will be noted in the decision letter. After 14 days, if no request for a review is received, the applicant will be removed from the register.

Applicants will be able to reapply but may be subject to reduced priority. Their application date will be the date of the new application.



BOX A Eligibility for a social housing allocation

Ineligible applicants

There are two classes of ineligible person.

1) Persons from abroad

Unless the applicant is already a secure, introductory or assured tenant of housing allocated by a Welsh housing authority, applicants will be ineligible if they are

- subject to immigration control, unless they belong to a group granting them eligibility e.g.
- those with refugee status; those granted Humanitarian Protection; and those with Discretionary or Exceptional Leave to Remain.
- persons from abroad who are not subject to immigration control and who are not habitually resident in the Common Travel Area (i.e. The UK, Channel Islands, Isle of Man and the Republic of Ireland) (Exceptions apply)
- excluded from entitlement to Universal Credit or Housing Benefit by the Immigration and Asylum Act 1999.

Further Information for applicants and advisors can be found in
Allocation of Housing and Homelessness (Eligibility) (Wales) Regulations 2014, and
Allocation of Housing and Homelessness (Eligibility) (Wales) (Amendment) Regulations 2017

2) Persons who have engaged in serious unacceptable behaviour

If applicants, members of their household, or their visitors have engaged in serious unacceptable behaviour that renders them unsuitable to be a tenant of a partner landlord.

The only behaviour that can be regarded as unacceptable is behaviour by the person that would have entitled a local authority to an outright possession order, if the person had been a secure tenant of the local authority at the time.

In assessing whether an applicant is ineligible due to unacceptable behaviour, the partner landlord will consider:

1. Where there is evidence of unacceptable behaviour, was it serious enough for a possession order to have been granted (which includes consideration of the statutory discretionary grounds for possession and questions of reasonableness)?
2. Was the behaviour serious enough to render the applicant or household member unsuitable to be a tenant (which involves consideration as to whether an immediate possession order was made or might have been made as opposed to a suspended order)?
3. Does the behaviour continue to be unacceptable at the time of application?



PART 2 – THE BANDING SCHEME

This policy is founded on the principle that vacancies will be allocated to eligible applicants in housing need, with priority going to applicant households who have a local connection.

4.1 Priority Bands

The policy uses a banding scheme to prioritise applicants according to their circumstances.

The priority bands and local connection

Band	Degree of Housing need	Local Connection
1	Urgent housing need according to the criteria in Box C	Yes (unless homeless as a result of abuse)
2	Housing need according to the criteria in Box D	Yes
3	Urgent housing need according to the criteria in Box C	No
4	Housing need according to the criteria in Box D and Reduced priority cases	No Yes

Priority can change as circumstances change, so applicants may move between bands. Applicants within each band will be prioritised according to the date order of their application or the date on which they moved from a lower to a higher band.

4.2 Local Connection

Eligible applicants with a local connection to the Council area to which they are applying, will be prioritised above those with no local connections (unless an applicant is fleeing abuse and relocation is required to keep them safe).

An applicant may have a local connection to one partner local Authority, but not to another, resulting in a different banding decision on the different housing registers.

An applicant's local connection can change over time. Applicants must keep their applications up to date.



Housing Provider partners are able to specify additional local connection criteria for certain vacancies in line with Local Lettings policies.

BOX B Local Connection

A local connection is created when the applicant or a household member

- Has been resident in the Local authority area for the previous 12 months.
- Has been resident in the local Authority area for 3 out of the previous 5 years.
- Has family associations in the area. Family association normally arise when the applicant or household member has either a parent, adult child, brother or sister who live in the local Authority area, and have done so for at least 5 years, at the date of application. Both the applicant and locally residing relative must indicate a wish to be near each other.
- Provides support for or receive support from some person or specialist provision in the local authority area.
- Has been in employment in the local authority area for the last twelve months.
- Has been offered a job in the local authority area but have a disability and are unable to take up the job offer because of the difficulty of finding adequate accessible housing in the area.
- Needs to move to the local authority area so that a member of their household with a disability can attend a school or receive specialist support, but are unable to do so because of the difficulty in finding adequate accessible housing in the area. The need must be as a consequence of the disability and the need to move to that local authority area must be evidenced.
- Is serving in the Armed Forces and is either employed or resident in the local authority area.
- Is serving in the Armed Forces or is a former members of the Armed Forces, not currently employed or resident in the local authority area but has previously been resident in the local authority area, including residency as a result of a former posting in the area while serving in the Armed Forces.

4.3 Housing Need - Reasonable Preference

The allocation policy bases an applicant's priority on their housing need.

The law states that the following applicants must be given 'reasonable preference' under any allocation scheme:

- a) those who are homeless within the meaning of part 2 of the Housing (Wales) Act 2014.
- b) those owed any duty by a Local Authority under s 66; s 73 or s 75 of the Housing (Wales) Act 2014 or
(if they applied for help because they were homeless before 27 April 2015),
those owed a duty by a housing authority under section 190(2), 192(3), 193(2), or



195(2) of the Housing Act 1996)

- c) those occupying insanitary or overcrowded conditions or otherwise living in unsatisfactory housing conditions
- d) those who need to move on medical or welfare grounds, including grounds relating to disability
- e) those who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship to themselves or to others.

A local authority can identify other types of household in housing need so long as such classes of household do not dominate.

4.4 Urgent housing need

A Local Authority can determine households with urgent needs. Additional priority will be given where the applicants have an urgent housing need. Applicants with an urgent housing need and a local connection to the area will be in Band 1. Applicants in urgent housing need but lacking a local connection will be in Band 3. Examples of an applicant in urgent housing need are given in Box C.

4.5 Housing need

Households with a housing need that is not urgent will include those in the reasonable preference categories, except those subject to reduced priority, and displaced agricultural workers. They will be placed in Band 2 if they have a local connection and Band 4 if they lack a local connection. Examples of households in housing need are given in Box D.

4.6 Reduced priority

The Register Administrator can reduce priority for a social housing allocation in certain circumstances, for example

- Applicants deemed to be unsatisfactory tenants or those who may have deliberately worsened their housing circumstances;
- Applicants with sufficient financial resources to meet their housing needs in the housing market.
- Homeless applicants who are deemed intentionally homeless. Examples of where priority is reduced are given in box E.

When deciding whether to reduce priority, the register administrator will act reasonably and consider each application on its merits. It must have regard to the applicant's personal circumstances (and those of the applicant's household), including health and medical needs, dependents and any other factors relevant to the application. The decision maker must consider any mitigating circumstances relating to mental or physical disability, or mental health.

When considering applicants with previous poor behaviour, a decision to reduce priority may not be justified, if the applicant's conduct can now be shown to have improved.

Applicants who have their priority reduced because of unacceptable behaviour, who can present satisfactory evidence of an improvement in their behaviour can have the reduction in priority



removed. In this situation, the date of the application for determining priority within the new band will be the date they are placed into the new band.

Decisions to reduce priority must be approved by a senior officer of the administering organisation. Cases of reduced priority will be monitored and the process held under review.

Where a decision to reduce the priority of an application is taken, the applicant will be placed in Band 4. Applicants already in Band 4 cannot have their priority reduced.

In circumstances where an applicant has their priority reduced, applicants will be provided with appropriate advice, guidance, and support.

Applicants will be notified in writing of any decision to reduce the priority of their application and the reasons for it. If an applicant wishes to appeal the decision, applicants have the right to ask for the decision to be reviewed. The applicant will be informed about the outcome of a review.

4.7 No priority

Applicants who are not in housing need according to the reasonable preference criteria (examples of which are given in Box C or D), will not be given any priority. They will not be placed in an allocation band or recorded on the housing register.

Should any vacancies not be filled from housing applicants on the register, properties will be advertised on the open market. Applicants with no priority will be able to apply for these tenancies but will need to satisfy the eligibility and local connection criteria.



BOX C Urgent Housing Need

Applicant households with Urgent housing need will be in
BAND 1 (with a local connection) or BAND 3 (with No local connection)

Examples of URGENT housing need

1) Urgent medical, welfare or disability related need.

Applicants whose household includes someone who

- a) has a medical condition which is life threatening or likely to become so, and which is directly linked to their housing conditions and is likely to improve with re housing.
- b) has been assessed by the relevant practitioner as having a need to move urgently to an accessible property.
- c) has a serious physical or mental illness, disability or medical condition or behavioural disorder which is causing serious dysfunction to themselves or the family unit such that they are completely unable to cope at their present accommodation and re housing would alleviate the problem. For example a terminal illness or advanced progressive condition.
- d) is hospitalised and is unable to return to their home as it is totally unsuitable for their long term needs by way of design, location and/or is unsuitable for disabled adaptations.
- e) is disabled and unable to access essential facilities within the property e.g. bathing or WC, or access to the property itself is totally unsuitable. The property cannot be economically adapted to meet their needs.
- f) needs to move to provide support to a relative or person with serious illness, disability or medical condition and that person can only cope in their present accommodation with the applicant's support.
- g) is living in overcrowded accommodation which leaves a person vulnerable to serious infection.

2) Leaving the Armed Forces

- A member of the applicant's household needs to move to suitable adapted accommodation because of a serious injury, medical condition or disability sustained as a result of service in the Armed Forces.
- An applicant needing accommodation because of leaving the armed forces and the loss of military accommodation, who has had no settled accommodation in the last 12 months. People who have left the armed forces under Discharge as of Right.

3) Applicants accommodated in accredited supported housing where the applicant is able to sustain a tenancy independently.

4) Young people leaving the care of the Local Authority.



5) Urgent Cases where the household needs access to social housing to prevent a child from being taken into/remaining in care.

Examples include

- Foster parents who urgently need accommodation to take a child
- Where a child care plan identifies the need for accommodation to prevent the child being looked after by the Authority.

6) Existing tenants who are either under occupying by one or more bedrooms and wish to transfer to a smaller property, or who are occupying an adapted property which they do not need

provided that one of the following applies:

- They are suffering financial hardship as a result of welfare reform;
- Their moving would release a property for someone in urgent need who would otherwise have to wait an unreasonably long time to be re-housed.

7) Homeless due to abuse or probable abuse requiring urgent re-housing

Those deemed homeless as a result of abuse as defined by s 58 (1), Housing (Wales) Act 2014 and owed a duty under s75 of the Act. This includes those who have experienced abuse at, or outside, the home; and those who, if they remained in their accommodation, would probably experience abuse. This includes instances of hate crime and threats arising from acting as a witness.

8) Exceptional cases of urgent need where the circumstances or the urgency of the circumstances are not dealt with elsewhere in this scheme

Such cases may include transfer tenants. Cases will be decided on an individual basis. Exceptional cases will be monitored.



BOX D Housing Need

Applicants with a Housing need will be placed in

BAND 2 if they have a local connection (see Box A) or

BAND 4 if they do not have a local connection (except homeless households requiring rehousing due to abuse) or despite their housing need, have had their priority reduced.

1) Applicants who are homeless

Households who have been assessed by a Local Authority Housing Options Team and found to be homeless within the meaning of s.55 Housing (Wales) Act 2014. The Housing (Wales) Act 2014 defines a person as homeless if they have no accommodation in the UK or elsewhere which is available for his or her occupation and which that person has a legal right to occupy.

Accommodation is available for a person to occupy only if it is available for occupation by them together with:

- a) any other person who normally resides with them as a member of the family, or
- b) any other person who might reasonably be expected to reside with them.

A person is also homeless if

- they have accommodation but cannot secure entry to it, or
- the accommodation is a moveable structure, vehicle or vessel adapted for human habitation (such as a caravan or house boat) and there is nowhere where it can be placed legally in order to provide accommodation.
- A person who has accommodation is to be treated as homeless where a Local Authority determines it would not be reasonable for them to continue to occupy that accommodation

2) Applicants who are threatened with homelessness

Applicants owed a duty by a local Housing Authority under s66, of the Housing (Wales) Act 2014, for whom an application for social housing has been deemed an appropriate 'reasonable step' in their personal housing plan by the Local Authority.

3) Applicants living in unsatisfactory conditions

Applicants whose current property:

- lacks a bathroom with facilities or the facilities are located in an insanitary location e.g. within kitchen.
- lacks a kitchen and/or appropriate facilities; or lacks an inside W/C.
- lacks a hot or cold water supply to the property due to defect with the property;
- lacks an electrical supply due to defect with property;



- lacks a gas supply due to defect with property where such a supply is required to operate existing or necessary services, such as heating.
- Applicants who share facilities with other persons who are not part of their household on a permanent basis. This applies to the sharing of a kitchen, bathroom/shower or toilet.
- Applicants living in overcrowded housing. A housing situation is deemed to be overcrowded if it lacks at least one bedroom. This must be on a permanent basis. Please see the table 'Bedroom requirements by household type' below.
- Applicants who have been referred by Environmental Health for re-housing because they are living in accommodation where category 1 hazards exist.

Note: All applicants residing in insanitary or hazardous housing will be referred to environmental health in order to resolve the problem and enable the applicant to remain in their home. The applicant would only be referred for re-housing if, despite their best efforts, it is the opinion of Environmental Health that the problem cannot be resolved within a reasonable period of time.

5) Medical or welfare grounds (including grounds relating to disability)

- Applicants whose household includes someone with a medical condition which is directly linked to unsuitable housing and where rehousing is necessary to significantly improve their health.
- Current accommodation presents access problems to a member of the household which have a detrimental impact on their welfare, which cannot be resolved in the current property and would be significantly alleviated if they were suitably re-housed. Such cases would be assessed by the relevant practitioner as requiring a move to an accessible property.
- Applicants whose household includes someone who has social care needs which are not being met and re-housing is necessary to significantly improve their care.

6) People who need to move to a particular locality, where a failure to do so would cause hardship For example

- It is unreasonable for the applicant to stay in their current property due to exceptional financial hardship.
- The applicant or member of their household is at risk of being admitted to residential care or hospital if they cannot be rehoused.
- The applicant needs to move due to a relationship breakdown and there is a need to safeguard and promote the welfare of children.
- The applicant is a vulnerable care leaver, and it is determined that their housing is best met by the provision of long term settled housing. Applicants must be a former 'relevant child' as defined by the Children Leaving Care Act 2000.
- The applicant or member of their household has permanent employment which cannot continue unless they live in a specific locality within the area and are otherwise adequately housed.
- The applicant is giving or receiving essential support, which can only be delivered if they live in a specific locality within the area.



7) Displaced Agricultural Workers

The dwelling from which an agricultural worker is displaced is needed to accommodate another agricultural worker and they need to re-house the displaced worker in the interests of efficient agriculture.

8) Exceptional case of housing need where the circumstances are not dealt with elsewhere in this scheme

Such cases may or may not be existing tenants seeking a transfer. Each case will be judged, authorised and recorded according to the agreed procedure and regularly monitored



BOX E Reduced Priority

Applicants with reduced priority will be placed in Band 4

1. If an applicant household's behaviour affects their suitability to be tenants.

For example

- Applicants who have engaged in anti-social behaviour and who have not maintained a satisfactory undertaking to address that behaviour
- Applicants who have been convicted of using their home for illegal or immoral purposes
- Current tenants who have been subject to action for a breach in the terms of their tenancy agreement.
- When current tenants are wishing to transfer, but their current property is in such poor condition, that it cannot be re-let within a reasonable timescale
- Applicants who have rent arrears owing to a current or previous landlord and who have not maintained a satisfactory arrangement to repay the debt.
- Applicants who have deliberately provided false or misleading information or failed to disclose information relevant to their application. In these cases applicants will be asked to complete a new application. The date of this new application will be taken and they may be given reduced preference for the new application.
- Applicants who have refused two reasonable offers. In this case, applicants will be removed from the register and if they re-apply may be given reduced priority.
- Applicants who are deemed to have deliberately worsened their housing circumstances. For example, this may apply where an applicant gives up settled accommodation in order to move into less settled or overcrowded accommodation.
- Applicants who have behaved in a way which affects their suitability to be a tenant (or whose household contains a member who has done this).

2. If an applicant household has sufficient financial resources to meet its own housing need;

- this will be assessed on a case by case basis.
- Applicants with sufficient financial resources to meet their housing needs. This may apply, for example, when the person has legal or financial interests in a property, or sufficient income or savings.

3. If an applicant household is found to have deliberately worsened its own housing circumstances



For example

- by deliberately moving to a property they know will make them overcrowded;
- by deliberately damaging their accommodation to make it uninhabitable or resulting in eviction; by not prioritising affordable rental payments, resulting in eviction;
- Asking a landlord to start procedures to repossess property with the intention of becoming homeless;
- Deliberately doing something (or not doing something) they knew could lead to the loss of their accommodation.

4. Homeless applicants found intentionally homeless

Partner Local Authorities have decided to have regard to whether households have become homeless intentionally for all classes of applicant households when considering their duty to the household under s 75 of the Housing (Wales) Act. A homeless applicant can be found intentionally homeless if they deliberately do or fail to do anything, in consequence of which, they cease to occupy accommodation which is available for their occupation, and which it would have been reasonable for them to continue to occupy.

Acts done in good faith by someone who was not aware of any relevant fact does not amount to a deliberate intention to become homeless. Applicants' circumstances at the time they acted or failed to act will be taken into consideration.



PART 3 - ALLOCATIONS

5. Allocating Properties

5.1 Allocating Properties according to banding priority and waiting time

Vacant properties will be offered first to applicants in Band 1. Of all applicants for whom the vacant property is suitable, the household who has been waiting in that band the longest will be offered the property. The applicant has an opportunity to refuse the offer, but if accepted, subject to circumstances being verified, will be allocated the property.

If the property is not suitable for any household in Band 1, the property will be matched with suitable applicant households in Band 2.

Only if there is no suitable household in Band 2 will households in Band 3 be considered and so on.

5.2 Matching applicants to properties

Properties will be matched according to the household's preferences for location and household make up.

5.3 Confirming the members of the household

The housing provider will ensure that the household members are reasonably part of the household. This would normally include:

- c) a member of the applicant's family who normally resides with them,
- d) any other person who might reasonably be expected to reside with them.

The circumstances of a child who is dependent both on the applicant and someone who does not live with the applicant, will be looked at. For example, where there is a shared parenting arrangement, a child who is reasonably accommodated with another parent, will not be included within the applicant's household.

Applicants will need to provide evidence that family members normally reside with them, or that it is reasonable for a person to reside with them.

An applicant will be able to ask for a review of any decision about who is in their household.

5.4 Duplicate applications

Individuals can only be included on one application at a time.

5.5 Household make up and entitlement for bedrooms

The table below details the property size suitable for each household type. However, each property will have variations in layout and bedroom sizes which may impact on how many people it can accommodate.



Bedroom requirements by household type.

Household make up	Number of Bedrooms
Single person	1 or bedsit
Pregnant Woman (in couple or single)	1 or 2
Couple	1
Couple or single person with baby under 12 months	2
Couple or single parent with 1 child under 16	2
Two person household (not in a couple)	2
Couple or single parent with 2 children under 16 of the same sex.	2
Couple or single parent with two children of the opposite sex under 10	2
Couple or single parent with 2 children under 16 of opposite sex, with at least 1 child over 10	3
Couple or single parent with 3 children under 16	3
Couple or single parent with 4 children under 16 if the children are: -all same sex -2 boys and 2 girls -3 one sex and 1 of the other where 2 children of different sex are under 10.	3
Couple or single parent with 4 children under 16 comprising 3 of one sex and 1 of the other sex, where either the 3 of one sex are all over 10 or the child of the other sex is over 10	4
Couple or single parent with 5 children under 16	4
Couple or single parent with more than 5 children under 16	4



Bedroom requirements by household type.

Household make up	Number of Bedrooms
Single person	1 or bedsit
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Two person household (not in a couple)	2
Couple or single parent with 2 children under 16 of the same sex.	2
Couple or single parent with two children of the opposite sex under 10	2
Couple or single parent with 2 children under 16 of opposite sex, with at least 1 child over 10	3
Couple or single parent with 3 children under 16	3
Couple or single parent with 4 children under 16 if the children are: -all same sex -4 boys and 2 girls -5 one sex and 1 of the other where 2 children of different sex are under 10.	3
Couple or single parent with 4 children under 16 comprising 3 of one sex and 1 of the other sex, where either the 3 of one sex are all over 10 or the child of the other sex is over 10	4
Couple or single parent with 5 children under 16	4
Couple or single parent with more than 5 children under 16	4



- Families with a child due to turn 10 within 12 months, where there is currently a boy and girl sharing, may be considered for an additional bedroom, or where pregnancy, or the age of household members mean that the household would qualify for a larger property within a reasonable period of time. In such circumstances, applicants may be allowed to register for properties which they would currently under-occupy.
- Due to the shortage of 4 bedroomed properties, households requiring 4 bedrooms may be considered for larger 3 bedroomed properties with a second reception room. E.g. a separate dining room, that could reasonably be used as a bedroom.
- Same sex family members over 16 years (not couples) are entitled to their own room.
- Applicants who require an additional bedroom for a non-resident carer will normally be registered for properties with an additional bedroom
- Where there is a limited supply of properties with fewer bedrooms relative to demand, and a reasonable supply of properties with more bedrooms relative to demand, applicants may be considered for, and offered, properties with more bedrooms than they require;
- Where an applicant is in urgent need, but the supply of suitable properties is limited, they may be considered for, and offered, properties with more bedrooms than they require;
- Where an applicant is homeless, but the supply of suitable properties is limited, they may be considered for and offered properties with more bedrooms than they require.

NOTE: should applicants be considered for a property with more bedrooms than they require, the applicant's ability to afford the rent would be taken into account in determining whether to offer the property.

5.6 Homeless Applicants to whom a statutory homeless duty is owed.

Offers of accommodation made to homeless applicant households to discharge a duty under the Housing (Wales) Act need to be suitable taking into account all the relevant circumstances of the applicant household. Homeless applicants will be advised in a letter at the time the offer is made that the accommodation offered is considered suitable, and the consequences of unreasonably refusing the offer.

5.7 16 and 17 year old applicants

Applicants of 16 or 17 years of age cannot hold a tenancy in their own right. They will need to provide a Guarantor. The Guarantor agrees to ensure that the responsibilities of the tenant are met and legally holds the tenancy 'on trust' for the young person. If the young person does not pay the rent, or other charges arising from the tenancy, the Guarantor will be responsible. When the young person turns 18, the tenancy will become their full responsibility. The housing provider will need to check that a prospective Guarantor (a person or an organisation) can afford to take that role. If the applicant is unable to provide a Guarantor, the housing provider may refuse to offer a tenancy. Young applicants will be advised about this at their housing options interview.

5.8 Older applicants

Applicant households who meet criteria for schemes designated for older persons will be considered for vacancies as they arise and according to their priority. In some circumstances a younger applicant may be considered if an allocation to them would not detract from the purposes of the housing



scheme. Warden and tenancy support services may be available to applicants in general needs properties.

Social Housing Providers operate 'Extra Care' Housing schemes for older households needing social care support. Allocation of Extra care housing is not through the Common Allocation Policy. Prospective applicants apply directly to the housing provider. Applicants for social housing for whom Extra Care schemes are appropriate will be advised about them at the Housing Options interview.

5.9 Gypsy and Traveller applicants

Applicant households who are Gypsies, Irish Travellers or other Travellers can, in addition to the Housing Register in their Local Authority, apply to be included on the register for Gypsy and Traveller pitches on designated permanent sites. Information about the services available in an Authority area will be provided at the Housing Options interview.

5.10 Applicants accommodated in care or approved supported housing

Applicant households who are in local authority care or accredited supported housing will be advised about all suitable housing options. Social housing cannot meet the needs of all persons leaving care or accredited supported housing. Applicants may apply before they are ready to move on.

5.11 Applicant households requiring adapted or accessible properties

Applicants on the housing register with a disability will be assessed by an Occupational Therapist to determine their needs. Wheel chair users and those with restricted mobility or other conditions requiring adaptations will be identified on the register.

The existing home of applicants may be assessed for the suitability of adapting it for the applicant.

Where a property has been adapted for wheelchairs, when it becomes vacant, suitable applicants on the register who need a wheel chair accessible home will be considered first.

Where a property has features which would suit those with restricted mobility such as level entry, stair lifts, grab rails, a decision to override an allocation to a household not requiring such adaptations may be made with the approval of a senior officer, in order to offer the property to a household with a need for the adaptations.

Where a general needs property becomes vacant and it can be adapted, it will be offered to the household highest on the register. Any adaptations required will be planned at that point if it is feasible for the housing provider to carry them out.

Current tenants not requiring an adapted property, where someone requiring an adapted property is in urgent housing need and would otherwise wait an unreasonably long time to be rehoused, can apply to be rehoused and placed in Band 1 to facilitate freeing up the adapted property.

Arrangements are in place in each local Authority to consider the response to applicants whose needs are not currently being met by the local housing stock see 5.14.

5.12 Verification

Applicants are required to inform the register administrator of any relevant changes in their circumstances, and the register is reviewed regularly to check that applicants on the register are still in housing need. Every applicant household will also have their circumstances verified by housing a provider before an allocation is made. Verification checks may include a visit to an applicant's



current home, and making enquiries of third parties such as former landlords and health professionals.

5.13 Receiving an offer

Applicants who receive a suitable offer of housing will have that offer in writing, but this does not mean they will not also be contacted by telephone or email to discuss the offer and arrange for viewings.

Changes in circumstances rendering an offer unsuitable, discovered at the offer stage, will be referred back to the Register Administrator.

5.14 Accepting an offer

Applicants will be asked to respond to the offer and before the deadline provided in the offer letter.

Applicants will be given a reasonable time to consult with all household members and consider the offer. Applicants will have 3 working days before the offer is withdrawn, and the next applicant is considered.

5.15 Refusing an Offer

Applicants can refuse an offer of housing but there may be serious consequences in doing so. A refusal may affect the applicant's banding or eligibility to remain on the register.

The applicant will be asked the reason(s) for declining the offer. The housing provider will consider if the reason for refusal is reasonable or not.

Applicants who have unreasonably refused 2 offers will be removed from the register on the grounds that the applicant's requirements are unlikely to be met from the housing register

The applicant will be able to request a review of the decision that any offer has been unreasonably refused or to remove them from the register.

5.16 Specialist housing provision

The vast majority of applicants' housing need will be met from the available housing stock.

Some applicant households require properties to meet needs arising from disability or household size: for example, to accommodate wheel chairs, fit bed hoists, stair lifts and accessible bathing rooms and some households require with more than 4 bedrooms. Such housing is in particularly short supply within the social housing stock.

Where an applicant households' needs cannot be met from the available stock or they have been in Band 1 for 3 months, their case will be considered by the Local Authority housing and social care teams and partner landlords to explore, if cost effective and appropriate,

- whether any available, or soon to be available, properties can be adapted,
- Whether a suitable property in the private sector could be secured for the applicant, either directly with the private landlord or indirectly through a social lettings service; leased and sublet by a social landlord or (rarely) purchased by a Housing Association to use for a specific household or household type.
- Whether opportunity exists to plan specific adaptations for a household when building new properties.



- Whether the applicant household could form separate households facilitating the timely accommodation of a member requiring adaptations with no detriment to the wider household.

However, it is possible that some households will not be able to be housed by a social landlord. Housing Options staff will assist these households.

5.17 Applicants subject to public protection agreements

Housing applicants with an offending background may be subject to Multi Agency Public Protection Agreements (MAPPA). In these cases, allocations will be informed by appropriate risk management requirements to the Community and individuals.

5.18 The Involvement of Council Members

Elected Council Members are not allowed to be directly involved in decisions to allocate properties. They may act as advocates or advisors to constituent applicants making an application, only if the applicant has given written authority for them to do so. Information about applicants on the register is not shared with Council Members.

Council members and Housing Provider Board Members have the opportunity to scrutinise the policy prior to its adoption.

5.19 Allocations made by the Housing Provider

In exceptional circumstances, a housing provider may allocate properties to facilitate the management of its stock, for example, to move a household whose current home needs major work, or to protect a vulnerable household. The number and reasons for such moves are recorded and scrutinised by the Local Authority to ensure that they are kept to a minimum and do not impact on the fairness of allocations overall.

June 2018



CABINET

Date Of Meeting	Tuesday, 25 th September 2018
Report Subject	Phase 2 Speed Limit Review Update
Cabinet Member	Cabinet Member for Streetscene and Countryside
Report Author	Chief Officer (Streetscene and Transportation)
Type Of Report	Strategic

EXECUTIVE SUMMARY

A report to Cabinet in September 2017 provided an update on progress to address the historic anomalies within existing speed limit orders whilst also clarifying the next stage of the process which will enable delivery of a Single Consolidated Order, covering the entire highway network. The report also sought to update Cabinet on the outcome of individual Member requests for revised speed limits in their wards, whilst clarifying the Department for Transport (DfT) National criteria against which all requests were considered.

One year on, this report seeks to update Cabinet on the progress made to date as well as providing details of a number of legal challenges against the proposed process, which have since been overcome. This report also seeks to inform Cabinet of the revised timelines associated with the progression of a Single Consolidated Order covering the entire highway network, whilst also clarifying proposals to expedite those member requests that were supported by DfT Criteria.

RECOMMENDATIONS

1.	That Cabinet notes the progress made to date and acknowledge both the legal challenges and subsequent changes in approach, which have led to a delay in the process.
2.	That Cabinet support the amended legal process in order to progress the delivery of a Single Consolidated Order.

REPORT DETAILS

1.00	PROGRESS ON DELIVERING THE REVIEW OF SPEED LIMITS ON ALL PUBLIC HIGHWAYS																		
1.01	<p>Following an initial report to Cabinet in September 2016, Streetscene and Transportation committed to undertake a review to address historic inconsistencies associated with the Authority's speed limit orders ensuring all speed limit orders, both past and present, were reviewed, corrected (if necessary) and then maintained within a single controlled environment. It was intended that the Council should progress to a single consolidated speed limit order, which would ensure confidence in both the appropriateness and legality of all speed limit orders in the County.</p>																		
1.02	<p>In the months that have proceeded the report, a number of key actions have been undertaken for which the following update is provided.</p>																		
1.03	<p>In order to eliminate the over reliance on Legal Services, Streetscene and Transportation Officers have developed a system of approved templates which has now enabled the completion of a 'Single Order' for which all speed limits (both existing and proposed) are to be advertised.</p> <p>Utilisation of this revised approach has streamlined the previous over complicated procedure standardising the order writing process for any given eventuality.</p>																		
1.04	<p>Given the enormity of scale associated with the consecutive advertisement of all speed limits within the County (both existing and proposed), it is essential that the forthcoming advertisement of proposals are both clear and reasonable when considering the requirements of the statutory consultation procedure.</p> <p>Following the proposal to advertise the 'Single Order' via the use of a modern map based schedule (rather than the historic method of written schedules), officers have now completed a map based system covering the County's entire highway network for which individual Map Books have been created for the following locations;</p> <table border="1" data-bbox="304 1559 1369 2011"> <thead> <tr> <th data-bbox="304 1559 475 1630">Map Ref. Book</th> <th data-bbox="475 1559 1369 1630">Extents of Coverage</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 1630 475 1709">1</td> <td data-bbox="475 1630 1369 1709">Ffynnongroew, Gronant, Trelawynd, Gwaenysgor, Mostyn, Whitford, Greenfield & Holywell.</td> </tr> <tr> <td data-bbox="304 1709 475 1744">2</td> <td data-bbox="475 1709 1369 1744">Bagillt West, Bagillt East, Flint, Northop & Northop Hall</td> </tr> <tr> <td data-bbox="304 1744 475 1780">3</td> <td data-bbox="475 1744 1369 1780">Connah's Quay, Shotton & Sealand</td> </tr> <tr> <td data-bbox="304 1780 475 1816">4</td> <td data-bbox="475 1780 1369 1816">Caerwys, Cilcain, Brynford & Halkyn</td> </tr> <tr> <td data-bbox="304 1816 475 1852">5</td> <td data-bbox="475 1816 1369 1852">Gwernaffield, Mold & Gwernymydd</td> </tr> <tr> <td data-bbox="304 1852 475 1888">6</td> <td data-bbox="475 1852 1369 1888">New Brighton, Argoed, Buckley</td> </tr> <tr> <td data-bbox="304 1888 475 1924">7</td> <td data-bbox="475 1888 1369 1924">Ewloe, Aston, Hawarden, Mancot, Queensferry</td> </tr> <tr> <td data-bbox="304 1924 475 2011">8</td> <td data-bbox="475 1924 1369 2011">Penyffordd, Higher Kinnerton, Hope, Caergwre, Leeswood, Treuddyn & Llanfynydd</td> </tr> </tbody> </table>	Map Ref. Book	Extents of Coverage	1	Ffynnongroew, Gronant, Trelawynd, Gwaenysgor, Mostyn, Whitford, Greenfield & Holywell.	2	Bagillt West, Bagillt East, Flint, Northop & Northop Hall	3	Connah's Quay, Shotton & Sealand	4	Caerwys, Cilcain, Brynford & Halkyn	5	Gwernaffield, Mold & Gwernymydd	6	New Brighton, Argoed, Buckley	7	Ewloe, Aston, Hawarden, Mancot, Queensferry	8	Penyffordd, Higher Kinnerton, Hope, Caergwre, Leeswood, Treuddyn & Llanfynydd
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	<p>Each Map Referencing Book contains a clear indexing system thus enabling members of the public to easily locate individual areas of interest both within their immediate place of residence and across the County.</p>
1.05	<p>Following feedback provided to Members on the outcome of individual speed limit requests (enclosed within Appendix 1 for information), Officers have since met with a number of Members and their residents (where requested) in order to explain the rationale behind the outcome of individual technical surveys.</p>
1.06	<p>Whilst great effort has been made with the progression of the Consolidated Order, progress has not been without its challenges.</p> <p>In December 2017, Flintshire County Council received a legal challenge regarding the Authority's revised method of advertisement. As detailed within the update to Informal Cabinet in September 2017, the Authority proposed to move away from the archaic written order process, allowing the County's speed limits to be both viewed and advertised within a simple and easy to understand map based format.</p> <p>Despite this pragmatic and transparent approach, a formal complaint was lodged against the Authority on the basis that Map Schedules are not permitted as an alternative to the traditional written schedule. Although the Authority's approach had previously received legal approval, Streetscene thought it prudent to reaffirm this advice for which a legal statement confirming the Authority's intent was provided to the objector. The objector has now accepted this position and withdrawn the objection.</p>
1.07	<p>A further challenge was received in relation to the advertisement of 30mph speed limits.</p> <p>In accordance with National legislation, 30mph speed limits fall in to 2 distinct categories;</p> <ol style="list-style-type: none"> 1. Those that are 30mph by default of a system of Street Lighting for which an order is <u>not</u> required (Restricted Road status) and; 2. Those 30mph speed limits that do not possess a system of street lighting for which an Order <u>will</u> be required. (30mph order). <p>Although at first glance this may appear a rather simple differentiation, a system of street lighting can only be declared where there are a series of 3 street lamps present within a distance of 183m. To further complicate this matter, it is entirely possible that individual 30mph speed limits with sporadic street lighting may consist of a mixture of the 2 options described above.</p> <p>Following initial legal advice, it had previously been thought to advertise and implement all 30mph speed limits by means of a 30mph order irrespective of the presence of street lighting. The advantages of such would negate the need to differentiate between those locations that had street lighting and those locations that did not, thus simplifying what would otherwise appear to be an overly complicated process.</p>

	<p>Despite the Authority's best attempts to simplify the progression of 30mph speed limits, a formal objection was lodged on the basis that the Authority's approach was not supported by current legislation. As mentioned above, although the Council's approach had previously received legal approval, Streetscene thought it prudent to clarify this advice for which an amended recommendation was given to revert back to the current process thus mitigating the potential for delays should an objection be lodged during the statutory consultation process.</p>
1.08	<p>A similar challenge was received in relation to the advertisement of 60mph speed limits.</p> <p>In accordance with National legislation, 60mph speed limits fall in to 2 distinct categories;</p> <ol style="list-style-type: none"> 1. Those 60mph speed limits that do not possess a system of street lighting and therefore will <u>not</u> require an order. (National Speed Limit). 2. Those 60mph speed limits that possess a system of street lighting for which an order <u>will</u> be required. (Derestriction Order). <p>Although initial legal advice had permitted the advertisement of all 60mph speed limits by means of an order, irrespective of the presence of street lighting, a further legal challenge was made against the Authority on the basis that the Authority's approach was not supported by current legislation.</p> <p>As per the pragmatic approach taken with the 30mph speed limit orders, despite the Authority's best attempts to simplify the progression of 60mph speed limits, further legal advice recommended to revert back to the traditional process in order to mitigate delays to the implementation of the Singular order should formal objections be lodged during the statutory consultation period.</p>
1.09	<p>For the purposes of speed limits, street lighting can take many forms and consists of County Council owned lighting columns, Community Lighting and Footway Lighting.</p> <p>Whilst the Authority's internal systems accurately record the positioning of all County Council owned and maintained Street Lighting Columns, they will not include the different classifications of lighting described above. It is therefore essential that the accurate positioning of every street lighting column is known (regardless of ownership) before determining whether or not a 30mph or 60mph speed limit will require the making of an order.</p> <p>In order to overcome this current stall in the process, a detailed survey has been internally commissioned to accurately record the extent of all street lighting on both 60mph and 30mph speed limits (regardless of ownership) for which is scheduled for completion in October this year. We can however safely assume that all residential estate roads already have a consistent system of street lighting in place and as such, these locations will not fall within the scope of the survey.</p>

	Upon completion of the survey, Officers will re-examine the data in order to determine which speed limits are regulated by 'default of Street Lighting' and those speed limits for which will need to be regulated by an order.
1.10	<p>Although it had been anticipated to advertise the Singular Order in October 2017 (as outlined within the 2017 update to Cabinet), given the delays that have occurred as a result of legal challenges, it is anticipated that the Single Order will now be advertised early in 2019.</p> <p>For those member requests that were supported by DFT Criteria, it is proposed to expedite the advertisement of the 15 proposed speed limits in November 2018 with the exception of A5119 Northop Road, Flint Mountain for which has been prioritised for advertisement in September 2018 due to an increasing number of accidents.</p>
1.11	Upon completion of the required statutory process, both the Singular Order and members requests can then be consolidated with Phase 1 Speed Limit Review (completed in November 2016) which would ensure the Council would then hold a single consolidated and compliant order covering the County's highway network.
1.12	Once the single Consolidated Order is in place, a 5 year review of all existing speed limits within the County (with the exception of the areas already examined within Members requests) will be undertaken to ensure compliance with the DfT Criteria with any revisions being made via an amendment to the main Consolidation Order.

2.00 RESOURCE IMPLICATIONS

2.01 No resource implications identified. All of the works are being undertaken by staff and resources within the Streetscene & Transportation portfolio.

3.00 CONSULTATIONS REQUIRED / CARRIED OUT

3.01 With Cabinet Member.

3.02 Statutory consultation required for purposes of advertising Singular Order & Members Requests

4.00 RISK MANAGEMENT

4.01 Given the scale associated with this process, it is likely that objections will be received. Valid objections (that cannot be overruled) will be addressed via re-advertisement of the amended proposal. Those speed limits that do not receive challenge will not be open to further objection.

4.02 The Authority is at risk of legal challenge against both existing and future speed limits if the process is not validated. It will also fail in its statutory duty of care in relation to road safety in the event that speed limits are not enforceable.

5.00	APPENDICES
5.01	Appendix 1 – Matrix Assessment detailing Local Member speed limit requests.
6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Contact Officer: Stephen O Jones Telephone: 01352 704700 E-mail: stephen.o.jones@flintshire.gov.uk
7.00	GLOSSARY OF TERMS
7.01	Singular Order - The advertisement of all existing speed limits in the County (excluding those completed within Phase 1 Speed limit Review) to enable progression of a Consolidated Order. Department for Transport - (DfT)

APPENDIX 1

PHASE 2 SPEED LIMIT REVIEW

MEMBER REQUEST MATRIX

REQUESTING LOCAL MEMBER OR ASSOCIATED WARD	LOCATION	REQUESTED SPEED LIMIT	EXISTING SPEED LIMIT	ACCIDENT HISTORY April 2014 – April 2017	OUTCOME OF SETTING LOCAL SPEED LIMITS IN WALES, SPEED LIMIT ASSESSMENT	APPROPRIATE SPEED LIMIT	RAG STATUS Red: Change Required Amber: Awaiting Further information Green: No Change
Cllr Glyn Banks Ffynnongroyw	Talacre – Junction of Station Road and Gamfa Wen	20mph advisory	30mph	1 recorded accident	The Speed Limit Review only incorporates mandatory speed limits given advisory 20mph speed limits do not require the implementation of a traffic order. 85 th % speeds suggest motorists are travelling below 30mph, but above the threshold for a self-enforcing 20mph. legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures.	30mph Recommendation to retain existing Speed Limit	
Cllr Glyn Banks Ffynnongroyw Page 317	Ffynnongroew (Westerly end of the unnamed road through the village)	30mph	40mph	No recorded accidents	Does not meet the criteria for a 40mph due to few accesses or bends and is not a built up area, Should the speed limit be reduced to 30mph, the definition of the existing 30 mph at the village gateway would be lost.	40mph Recommendation to retain existing Speed Limit	
Cllr Ian Dunbar Connah's Quay South	B5126 Near Broad Oak Cottages, Kelsterton junction.	30mph	50mph	4 recorded accidents	In 2014 the route was reduced from 60mph to 50mph. A 50mph speed limit should be considered for lower quality A and B Roads that have a relatively high number of bends, junctions or accesses. Due to the accident record on the road it is recommend to reduce this section of carriageway to 40mph.	40mph Recommendation to reduce existing speed limit.	
Cllr Ian Smith Connah's Quay South	Wepre Lane into Northop Hall	Request for a reduced speed limit	National	No recorded accidents	The existing speed limit is only 450 metres long and situated between the 2 villages, both of which possess a 30mph speed limit. The minimum length of a speed limit should generally not be less than 600 metres to avoid too many changes along the route. For consistency, it is recommend to reduce this section of carriageway to 30mph.	30mph Recommendation to reduce existing speed limit.	
Cllr Carol Ellis Buckley Mountain	Pinfold Lane, Alltami from Buckley to Alltami	National	30mph	No recorded accidents	Does not meet the criteria for a 30mph. National speed limit is recommended for most high quality strategic A and B Roads, with few bends, junctions or accesses. (This road is unclassified).	60mph Recommendation to retain existing Speed Limit	

REQUESTING LOCAL MEMBER OR ASSOCIATED WARD	LOCATION	REQUESTED SPEED LIMIT	EXISTING SPEED LIMIT	ACCIDENT HISTORY April 2014 – April 2017	OUTCOME OF SETTING LOCAL SPEED LIMITS IN WALES, SPEED LIMIT ASSESSMENT	APPROPRIATE SPEED LIMIT	RAG STATUS Red: Change Required Amber: Awaiting Further information Green: No Change
FCC Operational Team	Chester Road, Broughton from Airbus to Manor Lane roundabout	50mph	National	1 recorded accident	Extents of existing National speed limit is below the minimum length of 600m required. For purposes of consistency, it is therefore recommended to extending the existing 50mph, as speed and volume survey data suggests motorists are not exceeding 50mph.	50mph Recommendation to reduce existing speed limit.	
Cllr Owen Thomas Cilcain	A541 Star Crossing road to Cilcain Village.	40mph	National	No recorded accidents	Does not meet the criteria for a 40mph speed limit, which should only be considered where there are many bends, junctions, accesses, substantial development, a strong environment or where there are considerable numbers of vulnerable users. The route is a high quality A road and has no recorded accidents.	60mph Recommendation to retain existing Speed Limit.	
Cllr Owen Thomas Cilcain	A541 Rhydymwyn to Hendre	40mph	National	No recorded accidents.	Does not meet the criteria for a 40mph speed limit, which should only be considered where there are many bends, junctions, accesses, substantial development, a strong environment or where there are considerable numbers of vulnerable users. The route is a high quality A road and has no recorded accidents.	60mph Recommendation to retain existing Speed Limit.	
Cllr Tudor Jones Caerwys	Babell Road, Babell	40mph	National	No recorded accidents	Does not meet the criteria for a 40mph speed limit, which should only be considered where there are many bends, junctions, accesses, substantial development, a strong environment or where there are considerable numbers of vulnerable users. The route is a high quality A road and has no recorded accidents.	60mph Recommendation to retain existing Speed Limit	
Cllr Colin Legg Halkyn	Rhes Y Cae near to the 'Miners' PH	30mph	National	No recorded accidents	This is a Village and built up area. A 30mph speed limit is recommended for defined villages, and therefore it is recommended to reduce the existing speed limit to 30mph.	30mph Recommendation to reduce existing speed limit.	
Cllr Jean Davies Brynford	Brynford Crossroads. (by the golf course to Naid Y March	30mph	40mph	1 recorded accident	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses, substantial development. The route consists of a straight road with good forward visibility and little development on either side. The speed limit was reduced from 60mph to 40mph in 2012.	40mph Recommendation to retain existing Speed Limit	
Cllr Rosetta Dolphin Greenfield	A548 Coast Road from Sycamore Terrace to extend west to Coed Mawr	30mph	National	2 recorded accidents.	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses, substantial development. The 2 recorded accidents were not speed related. The route is a high quality A road and 85th% recorded speeds were below the existing national speed limit.	60mph Recommendation to retain existing Speed Limit	

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Cllr Adele Davies Cooke Gwernaffield	Cadole Road, from Gwernaffield to Cadole	40mph/50mph	National	1 recorded accident	Does not meet the criteria for a 40/50mph speed limit. The route is used by Tunnel Cement lorries (24 hrs). 85th% speeds recorded were below the existing National speed limit.	60mph Recommendation to retain existing Speed Limit	
Cllr Adele Davies Cooke Gwernaffield	Gwernaffield Road, from Gwernaffield to Mold	40mph/50mph	National	No recorded accidents	Does not meet the criteria for a 40/50mph speed limit. The route consists of an open road with little development on either side. Footway is present along the majority of the route. No accidents recorded and does not meet the criteria for a reduced speed limit.	60mph Recommendation to retain existing Speed Limit	
Cllr Adele Davies Cooke Gwernaffield Page 319	Cilcain Road / Bwlch Y Ddeufryr by Ysgol Y Waen. Gwernaffield.	20mph	30mph	No recorded accidents	Does not meet the criteria for a 20mph speed limit. Legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures. This length of the route is relatively short (below the threshold of 600m) and would therefore not meet the requirements for a reduced speed limit.	30mph Recommendation to retain existing Speed Limit	
Cllr Adele Davies Cooke Gwernaffield	All Country lanes around Gwernaffield	40/50mph	National	-	Request for all country lanes to be reduced is unfeasible as requests need to be made on an individual case basis.	60mph Recommendation to retain existing Speed Limit	
Cllr Dave Hughes Llanfynydd Cllr Dave Healey Caergwrle	A541 Wrexham Road, Abermorddu	30mph	40mph	1 recorded accident	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. Development is only to one side.	40mph Recommendation to retain existing Speed Limit.	
Cllr Dave Hughes Llanfynydd	Cymau Lane, Abermorddu	40mph	National	1 recorded accident.	It is proposed to extend the existing 30mph speed limit on Cymau Lane due to the presence of the new housing development and also the severity of the hill on approach to the village. It is also recommended to implement a 40mph buffer Zone between the two Villages.	30mph - past the new development 40mph between the two Villages Recommendation to reduce existing speed limit.	

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Cllr George Hardcastle Aston Cllr Helen Brown Aston	Lower Aston Hall Lane, Aston	20mph	30mph	1 recorded accident	Does not meet the criteria for a 20mph speed limit. Legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures. There are no shops, schools, markets or playgrounds. 85 th % speeds suggest motorists are travelling below 30mph, but above the threshold for a self-enforcing 20mph.	30mph Recommendation to retain existing Speed Limit	
Cllr Sian Braun Gronant	Shore Road, Gronant	20mph	30mph	No recorded accidents.	Does not meet the criteria for a 20mph speed limit. Legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures..	30mph Recommendation to retain existing Speed Limit.	
Cllr Tony Sharps Northop Hall	Village Rd, Northop Hall. Institute Lane to Bryn Gwyn Lane	Request for a reduced speed limit	30mph	No recorded accidents	Does not meet the criteria for a reduced speed limit. This length of the route is relatively short (below the threshold of 600m) and would therefore not meet the requirements for a reduced speed limit.	30mph Recommendation to retain existing Speed Limit	
Cllr Marion Bateman Northop	Old A55 Northop, The Green to Middle Mill.	30mph	National	No recorded accidents.	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway.	60mph Recommendation to retain existing Speed Limit	
Cllr Marion Bateman Northop	Unnamed Road from the Tavern PH to Sychdyn	30mph	National	2 recorded accidents	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. Data suggests the 85 th % speeds are below the maximum speed limit here.	60mph Recommendation to retain existing Speed Limit.	
Cllr Marion Bateman Northop	Blackbrook, Sychdyn. Raikes Lane to Top Y Allt	30mph	National	1 recorded accident	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. Existing route consists of open road with little development on either side. Data suggests the 85 th % speeds are below the maximum speed limit.	60mph Recommendation to retain existing Speed Limit	

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Cllr Marion Bateman Northop	New Brighton Road, Sychdyn, Pen y Bryn to New Brighton lights.	30mph	National	No recorded accidents.	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. Existing route consists of open road with little development on either side. No accidents have been recorded.	60mph Recommendation to retain existing Speed Limit	
Cllr Rita Johnson Flint Oakenholt	Papermill/Oakenholt A548 To above. Burton View	30mph	National	No recorded accidents	It is unlikely that the route qualifies for a reduced speed limit of 30mph. Existing route consists of open road with little development on either side. Speed and Volume surveys incomplete due to malfunction of equipment and will therefore require a further survey.	Outcome to be deferred pending return of Speed & Volume Survey	
Cllr Paul Cunningham Flint Trelawny Cllr Vicky Perfect Flint Trelawny	A5119 Northop Road, Flint Mountain	40mph	50mph	7 recorded accidents 4 accidents are due to pulling in and out of Petrol forecourt, which is on the 30mph/50mph boundary	<p>The extents of the requested speed limit, does not meet the criteria for a 40mph speed limit which should only be considered where there are many bends, junctions, accesses, substantial development, a strong environment or where there are considerable numbers of vulnerable users.</p> <p>The route consists of an open road with little development on either side. There are good lane widths with few junctions along the route. The speed limit was recently reduced from national speed limit to 50mph.</p> <p>Notwithstanding the above, due to the Coach and Horses Hill being of a different nature to the rest of the route and sporadic development to alternative sides of the carriageway, i.e properties are built close to the carriageway, there is a reduced footway width, and numerous concealed junctions (i.e Pentre Hill junction), there is a requirement to reduce the speed limit at this location.</p> <p>Due to the accident history, it is apparent that there is a requirement to extend the 30mph past the Petrol Station.</p>	<p>Recommendation to retain existing Speed Limit. However, proposal to extend the existing 30mph to encompass the garage forecourt.</p> <p>Recommendation to introduce a 40mph speed limit on the Coach and Horses Hill.</p>	
Cllr Mike Reece Bagillt West	Tyn Twll Lane, Bagillt	30mph	National	No recorded accidents	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway.	60mph Recommendation to retain existing Speed Limit.	

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Cllr D Wisinger Queensferry Cllr C Jones Sealand	Station Road Sandycroft.	30mph	National	1 recorded accident	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. However due to the minimal length (420 metres), it is recommended to introduce a 40mph buffer zone to reduce speeds on the approach to the junction.	40mph buffer zone. Recommendation to reduce existing speed limit	
Cllr B Mullin Cllr M Lowe Cllr D Butler Broughton/Bretton	Old Warren Road, Broughton	30mph	National	1 recorded accident	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway.	40mph Recommendation to reduce existing speed limit	
Cllr Hardcastle,Cllr C Carver, Cllr H Brown, Cllr D Mackie Aston, Hawarden, Mancot, Ewloe	Duckers Lane, Mancot	30mph	National	No recorded accidents	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. Existing route consists of open road with development on one side.	60mph Recommendation to retain existing Speed Limit	
Cllr Hardcastle,Cllr C Carver, Cllr H Brown, Cllr D Mackie Aston, Hawarden, Mancot, Ewloe	Shotton Lane, Aston Park Lane	20mph	30mph	No recorded accidents.	Does not meet the criteria for a 20mph speed limit as legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit. The route is Traffic calmed and possess a One Way traffic order. There are No accidents recorded to justify reducing the speed limit.	30mph Recommendation to retain existing Speed Limit	
Cllr Hardcastle,Cllr C Carver, Cllr H Brown, Cllr D Mackie Aston, Hawarden, Mancot, Ewloe	Bennetts Lane, Hawarden	20mph	30mph	1 recorded accident	Does not meet the criteria for a 20mph speed limit. Area is not built up and due to the narrow carriageway width, vehicle speeds are not predicted to be high.	30mph Recommendation to retain existing Speed Limit	
Cllr Hardcastle,Cllr C Carver, Cllr H Brown, Cllr D Mackie, Aston, Hawarden, Mancot, Ewloe	B5125 from Broughton roundabout to Broughton park	30mph	40mph		The Speed Limit Review does not permit inclusion of trunk roads.	40mph Recommendation to retain existing Speed Limit	

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Cllr Chris Dolphin Whitford Ward	A5026 Holway Road, Celyn Bends by Carmel	50mph	National	4 recorded accidents	It is unlikely that the route qualifies for a reduced speed limit of 40mph. The route consists of an open road with little development on either side few junctions, good lane widths and bends do not appear to be severe. Speed and Volume surveys incomplete due to malfunction of equipment and will therefore require a further survey.	Outcome to be deferred pending return of Speed & Volume Survey	
Cllr Chris Dolphin Whitford Ward	A5026 From Gorsedd turning into Lloc	50mph	National	1 recorded accident	It is unlikely that the route qualifies for a reduced speed limit of 50mph. Speed and Volume surveys incomplete due to malfunction of equipment and will therefore require a further survey.	Outcome to be deferred pending return of Speed & Volume Survey	
Cllr Chris Dolphin Whitford Ward Page 23	A5026 From Lloc to Pen y Gelli nature reserve.	40mph	National	2 recorded accidents	Does not meet the criteria for a 40mph speed limit. The route consists of an open road with little development on either side. There are good lane widths with few Junctions along the route.	60mph Recommendation to retain existing Speed Limit	
Cllr Chris Dolphin Whitford Ward	A5026 approaching Singing Kettle Services	30mph	National	2 recorded accidents.	Does not meet the criteria for a 30mph speed limit. Open road with good forward visibility and little development on either side. Good lane widths with few bends, accesses and junctions. Recommendation to reduce to a 50mph, due to a high number of junctions and accesses for residential properties and businesses in the vicinity of the roundabout. Recommend extending the existing Double Yellow Lines to increase visibility and cut back hedgerow. Both accidents were related to accessing /egressing the Services.	50mph Recommendation to reduce existing Speed Limit. Recommendation to introduce a 50mph speed limit adjacent to the Services, the A5151 adjacent to the residential properties and both roundabouts over the A55.	
Cllr Chris Dolphin Whitford Ward	Pant Y Wacco to eastern boundary of Gorsedd village.	30mph	40mph	No recorded accidents.	Does meet criteria for a 30mph within Gorsedd Village.	30mph Recommendation to reduce existing speed limit	

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Cllr Chris Dolphin Whitford Ward	Monastery Road, Pantasaph	30mph	40mph	No recorded accidents.	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route consists of an open road with little development on either side with good forward visibility. This stretch was reduced several years ago from National speed limit to a 40mph.	40mph Recommendation to retain existing Speed Limit	
Cllr Chris Dolphin Whitford Ward	A5151 Lloc, Near to Rhydwen Farm	30mph	National	1 recorded accident	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route is a well constructed A Road and consists of an open road with little development on either side with good forward visibility.	60mph Recommendation to retain existing Speed Limit	
Cllr Chris Dolphin Whitford Ward	A5151 near to Tan Y Allt Farm, From Old Smithy to Calwood	30mph	National	2 recorded accidents	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route consists of an open road with little development on either side with good forward visibility. Both accidents are junction related.	60mph Recommendation to retain existing Speed Limit	
Cllr Chris Bithell Mold East	Wrexham St to Nercwys Junction - Mold	20mph	30mph	No recorded accidents	Does not meet the criteria for a 20mph speed limit. Legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures. The route consists of minimal development, wide road and good forward visibility. There are no shops or Schools and serves as the main route for the two Industrial parks.	30mph Recommendation to retain existing Speed Limit	
Cllr Chris Bithell Mold East	Leadmills – King St roundabout to Tesco Roundabout in St Davids Lane – Mold – A541	20mph	30mph	2 recorded accidents	Does not meet the criteria for a 20mph speed limit. Legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures. The route is a well constructed A road and consists of a straight with few junctions. It is also a short length (under 200 metres) and would not qualify for a reduced speed limit in accordance with the guidelines.	30mph Recommendation to retain existing Speed Limit	

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Cllr Chris Bithell Mold East	A541 Chester Road from Wylfa to Tesco Roundabout, Mold	20mph	30mph	4 recorded accidents	Does not meet the criteria for a 20mph speed limit. Legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures. The route is a well constructed A road and serves as the main route both in and out of Mold Town Centre.	30mph Recommendation to retain existing Speed Limit	
Cllr Brian Lloyd Mold West	Park Avenue by the Play area - Mold.	20mph	30mph	No recorded accidents	Does not meet the criteria for a 20mph. Legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced. A system of traffic calming is present. There are no accidents recorded to justify reducing the speed limit.	30mph Recommendation to retain existing Speed Limit	
Cllr Brian Lloyd Mold West Page 325	Factory Pool Lane, Mold	40mph/50mph	30mph	No recorded accidents	On investigation, the route identified is already governed by a 30mph speed limit.	30mph Recommendation to retain existing Speed Limit	
Cllr Haydn Bateman Mold Broncoed	Nercwys Road/Wrexham Road, Mold	30mph	National	1 recorded accidents	Does not meet the criteria for a 30mph, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway.	60mph Recommendation to retain existing Speed Limit	
Cllr Richard Lloyd Saltney Mold Junction	Saltney Ferry Road, Saltney	30mph	National	No accidents recorded.	Does not meet the criteria for a 30mph, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route consists of an open road with little development on either side with good forward visibility.	60mph Recommendation to retain existing Speed Limit	
Cllr Bob Connah Mancot Cllr Ralph Small Mancot	Hawarden Way to Ash Lane, Mancot	Request for a reduced speed limit	30mph	1 recorded accidents	Does not meet the criteria for a 20mph speed limit. legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures.	30mph Recommendation to retain existing Speed Limit	

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Cllr Cindy Hinds Penyffordd	Lower Mountain Road, Penyffordd	30mph	National	No recorded accidents.	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route consists of an open road with little development on either side with good forward visibility	60mph Recommendation to retain existing Speed Limit	
Cllr Cindy Hinds Penyffordd	A549 Chester Road (Dirty Mile), Buckley	30mph	50mph	1 recorded accident	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route was previously reduced to 50mph in 2013 and is appropriate for this section of carriageway.	50mph Recommendation to retain existing Speed Limit	
Cllr Cindy Hinds Penyffordd Page 326	Platt Lane, Penyffordd	30mph	National	No recorded accidents	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route consists of an Open country road with little development on either side. The alignment is straight with good forward visibility.	60mph Recommendation to retain existing Speed Limit	
Cllr David Hughes Llanfynydd	A541 Cefn Y Bedd to the Wrexham County Boundary	30mph	40mph	1 recorded accident	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route consists of an open road with little development on either side with good forward visibility.	40mph Recommendation to retain existing Speed Limit	
Cllr Gladys Healey Hope	B5373 Hope to Llay	40mph	National	2 recorded accidents	Does not meet the criteria for a 40mph speed limit, which should only be considered where there are many bends, junctions, accesses, substantial development, a strong environment or where there are considerable numbers of vulnerable users. The route consists of an open road with little development on either side. There are few Junctions, good lane widths and few bends and accesses.	60mph Recommendation to retain existing Speed Limit	
Cllr Gladys Healey Hope	Gresford Road, Hope	30mph	National	No recorded accidents	Does not meet the criteria for a 30mph, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway.	60mph Recommendation to retain existing Speed Limit	

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Cllr Gladys Healey Hope	Kiln Lane, Hope	20mph	30mph	No recorded accidents	Does not meet the criteria for a 20mph speed limit. Legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures.	30mph Recommendation to retain existing Speed Limit	
Cllr Gladys Healey Hope	Fagl Lane, Hope	20mph	30mph	5 recorded accidents	Does not meet the criteria for a 20mph speed limit. Legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures. Fagl Lane is a main route for HGV's to avoid the low bridge.	30mph Recommendation to retain existing Speed Limit.	
Cllr Ted Palmer Holywell Central Page 327	A5026 Fron Park Road, Holywell	30mph	40mph	No recorded accidents.	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route is a well constructed A road and consists of an open road. The existing development is set back on either side of the carriageway and has good forward visibility.	40mph Recommendation to retain existing Speed Limit	
Cllr Andrew Holgate Trelawnyd & Gwaenysgor	Gwaenysgor Village	20mph	30mph	No recorded accidents	Does not meet the criteria for a 20mph speed limit. Legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced. A system of traffic calming is present within the village. There are no accidents recorded to justify reducing the speed limit.	30mph Recommendation to retain existing Speed Limit.	
Cllr Andrew Holgate Trelawnyd & Gwaenysgor	A5151 London Road, Trelawnyd	30mph/40mph	National	4 recorded accidents	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route consists of an open road with little development on either side with good forward visibility.	40mph buffer zone Recommendation to introduce 40mph buffer zone on approach to the Village due to accident history, numerous businesses and AONB	

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Cllr Andrew Holgate Trelawnyd & Gwaenysgor	Trelawnyd to Trelogan Road from Y Marian, Trelawnyd	30mph	National	No recorded accidents	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route consists of an Open road with little development on either side with good forward visibility.	60mph Recommendation to retain existing Speed Limit	
Cllr Andrew Holgate Trelawnyd & Gwaenysgor	Gwaeanysgor Lanes off London Road	30mph	National	No recorded accidents	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route consists of an open road with little development on either side with good forward visibility.	60mph Recommendation to retain existing Speed Limit	
Cllr Janet Axworthy Ewloe	B5127 Old Mold Road, Ewloe (Ewloe Green)	20mph	30mph	2 recorded accidents	Does not meet the criteria for a 20mph speed limit. legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures.	30mph Recommendation to retain existing Speed Limit	
Cllr Janet Axworthy Ewloe	Hawarden Village to Hawarden High School.	20mph	30mph	5 recorded accidents	It is unlikely that the route qualifies for a reduced speed limit of 20mph as legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures. Speed and Volume surveys incomplete due to malfunction of equipment and will therefore require a further survey.	Outcome to be deferred pending return of Speed & Volume Survey.	
Cllr Janet Axworthy Ewloe	Upper Aston Hall Lane, to Bennetts Lane junction. Hawarden	Request for a reduced speed limit	30mph	1 recorded accident	Does not meet the criteria for a 20mph speed limit. legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures.	30mph Recommendation to retain existing Speed Limit.	
Cllr Paul Johnson Holywell West	A5026 from Pentre Halkyn into the current 30mph on Holway Road	30mph	40mph	1 recorded accident	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route is a well constructed A road and consists of an open road with development on either side set back from the carriageway with good forward visibility.	40mph Recommendation to retain existing Speed Limit.	

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Cllr Paul Johnson Holywell West	Old Chester Road Holywell.	Request for a reduced speed limit	30mph	No recorded accidents	Does not meet the criteria for a 20mph speed limit. Legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures. The route serves as a main route for the two Industrial parks and consists of a wide carriageway with minimal development and good forward visibility.	30mph Recommendation to retain existing Speed Limit.	
Cllr Ted Palmer Holywell Central	Whitford Street, Holywell	Request for a reduced speed limit	30mph	4 recorded accidents	Does not meet the criteria for a 20mph speed limit. Legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures.	30mph Recommendation to retain existing Speed Limit.	
Cllr Carolyn Thomas Page 329	A5104 Corwen Road, Sunspot Corner junction	40mph/50mph	National	7 recorded accidents	Does meet the requirement for a 40mph/50mph speed limit. The 40mph is to be extended from the existing location to past the Sunspot corner and the existing 50mph (Denbighshire Boundary side) to be extended to adjoin the speed limit on Sunspot Corner. It is recommended to reduce the existing speed limits due to the existing high accident history and bad visibility at the Sunspot junction.	40mph/50mph Recommendation to reduce the speed limit by extending the existing 40mph/50mph speed limits to meet by the Sunspot junction.	
Cllr Carolyn Thomas Treuddyn	Ffordd Y Rhos, to the junction with the A5104 (Sunspot Corner junction)	40mph	National	No recorded accidents	Does not meet the criteria for a 40mph speed limit, which should only be considered where there are many bends, junctions, accesses, substantial development, a strong environment or where there are considerable numbers of vulnerable users. The route consists of an open road with little development on either side. There are Junctions, few bends and accesses.	50mph Recommendation to reduce existing speed limit due to the number of junctions and accesses.	
Cllr Carolyn Thomas Treuddyn	Tir Y Fron Lane (Opposite the Railway Inn)	30mph	National	No recorded accidents	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route consists of an open road with little development on either side.	60mph Recommendation to retain existing Speed Limit.	

REQUESTING LOCAL MEMBER OR ASSOCIATED WARD	LOCATION	REQUESTED SPEED LIMIT	EXISTING SPEED LIMIT	ACCIDENT HISTORY April 2014 – April 2017	OUTCOME OF SETTING LOCAL SPEED LIMITS IN WALES, SPEED LIMIT ASSESSMENT	APPROPRIATE SPEED LIMIT	RAG STATUS Red: Change Required Amber: Awaiting Further information Green: No Change
Cllr Cindy Hinds Penyffordd	Pigeon House Lane, Penyffordd	30mph	National	No recorded accidents	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route consists of an open road with little development on either side with good forward visibility.	60mph Recommendation to retain existing Speed Limit..	
Cllr David Healey and Cllr Gladys Healey Caergwrle Hope	A550 Hawarden Road	20mph	30mph	No recorded accidents	Does not meet the criteria for a 20mph speed limit. Legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures. The route is a well constructed A road.	30mph Recommendation to retain existing Speed Limit.	
FCC Operational Team Page 330	Babell Road, Babell	Extend 40mph	National	No recorded accidents	Does not meet the criteria for a 40mph speed limit, which should only be considered where there are many bends, junctions, accesses, substantial development, a strong environment or where there are considerable numbers of vulnerable users. The route consists of an open road with little development on either side with good forward visibility.	60mph Recommendation to retain existing Speed Limit.	
FCC Operational Team	B5121 Lixwm from Existing 30mph to just past the Ysceifiog	Extend 30mph	National	No recorded accidents	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route consists of an open road with little development on either side.	60mph Recommendation to introduce a 40mph buffer zone due to visibility issues from the junction.	
FCC Operational Team	Stryt Cae Rhedyn Leeswood	Extend 30mph	National	1 recorded accident	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway.	40mph buffer zone. Recommendation to reduce existing speed limit due to visibility issues at the junction.	

REQUESTING LOCAL MEMBER OR ASSOCIATED WARD	LOCATION	REQUESTED SPEED LIMIT	EXISTING SPEED LIMIT	ACCIDENT HISTORY April 2014 – April 2017	OUTCOME OF SETTING LOCAL SPEED LIMITS IN WALES, SPEED LIMIT ASSESSMENT	APPROPRIATE SPEED LIMIT	RAG STATUS Red: Change Required Amber: Awaiting Further information Green: No Change
FCC Operational Team	Golfton Lane, Connah's Quay	Extend 30mph	National	1 recorded accident	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. The route consists of an open road with little development on either side.	60mph Recommendation to retain existing Speed Limit.	
Cllr Ian Dunbar	B5126 Mold Road to Connahs Quay	30mph	50mph	5 recorded accidents	Does not meet the criteria for a 30mph speed limit, which should be considered where there are many bends, junctions, accesses & substantial development on both sides of the carriageway. Due to visibility issues for residents, road widths and the proximity of Connah's Quay Village, it is recommended to introduce a 40mph buffer zone from the Connahs Quay boundary sign near Bryn Gwyn Lane, to the existing 30mph speed limit.	40mph buffer zone. Recommendation to reduce existing speed limit due to visibility issues from residential properties.	
Cllr Kevin Hughes Gwernymynydd	Tower Hill junction to Treuddyn	40mph or 50mph	National	2 recorded accidents	Does not meet the criteria for a 40mph speed limit, which should only be considered where there are many bends, junctions, accesses, substantial development, a strong environment or where there are considerable numbers of vulnerable users. The route consists of an open road with little development on either side.	60mph Recommendation to retain existing Speed Limit.	
Cllr Kevin Hughes Gwernymynydd	Tower Cottage to Ffordd Y Pentre	40mph	National	No accidents recorded	Does not meet the criteria for a 40mph speed limit, which should only be considered where there are many bends, junctions, accesses, substantial development, a strong environment or where there are considerable numbers of vulnerable users. The route consists of an open road with little development on either side.	60mph Recommendation to retain existing Speed Limit.	
Cllr Geoff Collett Mold South	Clayton Road, Mold Bryn Gwalia School	20mph	30mph	1 accident recorded	Does not meet the criteria for a 20mph speed limit. legislation dictates that recorded speeds must be below 24mph to enable a self enforcing 20mph speed limit to be introduced as otherwise, there is a requirement to implement traffic calming measures.	30mph Recommendation to retain existing Speed Limit.	

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CABINET

Date of Meeting	Tuesday, 25 th September 2018
Report Subject	Sustainable Drainage (SuDS) Approval Body (SAB)
Cabinet Member	Cabinet Member for Planning and Public Protection
Report Author	Chief Officer (Planning, Environment and Economy)
Type of Report	Strategic

EXECUTIVE SUMMARY

The Commencement Order for implementing Schedule 3 of the Flood and Water Management Act 2010 was signed 1 May 2018. This sets a start date of the 7th January 2019 upon which Flintshire County Council will be required to undertake the role of a 'Sustainable Drainage (SuDS) Approving Body' (SAB).

Under this new statutory function the SAB is required to undertake the technical review and approval of surface water management systems serving new development to ensure compliance with new mandatory National Standards. For the majority of developments, the SAB will also have a statutory duty to inspect the construction of, and subsequently adopt and manage the systems over the lifetime of development. Those affected by this change will include developers and their designers, consulting engineers, local authority planners, highways and drainage engineers, statutory consultees and those responsible for green space management.

The SAB will be an independent body within the Local Authority, to which applications for approval of surface water drainage on new developments will need to be made. While this process will be separate from the planning application function a lack of adequate integration between the two could lead to the conflicting scenarios of SAB approval not being granted where planning permission has been or vice versa. For this reason the SAB application procedure has been designed to allow developers to apply either directly to the SAB or via a combined application with the planning approval application. It is important that the SAB delivery model in Flintshire accounts for the relationship between the SAB approval and planning approval processes. There will need to be particular emphasis on pre-application discussion and consultation between the Local Planning Authority (LPA), the SAB, the Highway Authority, Dwr Cymru/Welsh Water and developers to ensure site layouts can facilitate SuDs designs compliant with National Standards and ultimately

obtain SAB approval.

RECOMMENDATIONS

1	That approval is given to establish the SuDS Approving Body (SAB) to undertake this new statutory function upon commencement of Schedule 3 of the Flood and Water Management Act on the 7 th Jan 2019.
2	A letter is sent to the relevant Cabinet Secretary to seek an extension to the implementation date and to properly resource Local Authorities to enable them to successfully plan and implement effective SABs.
3	That this letter is circulated widely amongst other Local Authorities to encourage common support for such an extension of time.
4	A Members and Officer seminar/workshop is undertaken in addition to a Developer Forum to raise awareness of the upcoming changes.

REPORT DETAILS

1.00	THE IMPLEMENTATION OF SCHEDULE 3 OF THE FLOOD & WATER MANAGEMENT ACT 2010 ON JAN 7TH 2019 – PLACING A NEW STATUTORY DUTY ON THE COUNCIL TO BECOME THE SUSTAINABLE DRAINAGE (SUDS) BODY (SAB)
1.01	The management of the surface water drainage for new development, has historically been undertaken through the planning process whereby statutory and non-statutory consultees such as Welsh Water, Natural Resources Wales and the Flood Risk Management Team within Flintshire provide feedback to planning applications. This approach has long been considered problematic with issues arising in relation to inconsistent design standards, construction quality and maintenance regimes.
1.02	Conventional drainage which aimed to convey water away from a development as quickly as possible through piped systems, often causes excessive flows in watercourses downstream exacerbating flooding elsewhere. The SuDS approach aims to deal with rainwater using techniques such as infiltration, and above ground retention that mimic runoff from a site in its natural state and provide opportunity to incorporate amenity, biodiversity, and pollution reduction elements into the design.
1.03	The 2008 Pitt Review highlighted surface water management from developments as a factor contributing to wider flood risk problems within the UK. Subsequently Schedule 3 of the Flood and Water Management Act 2010 made provisions for the establishment of a SuDS Approving Body (SAB) to address this issue. In England instead of passing Schedule 3, the government made amendments to the National Planning Policy Framework to stipulate that decisions on planning applications relating to major developments should ensure that SuDS are put in place, unless demonstrated to be inappropriate. The Local Planning Authority in

	consultation with the Lead Local Flood Authority needs to approve drainage schemes (in line with non-statutory standards) and ensure they are appropriately maintained.												
1.04	<p>Commencement of Schedule 3 has been long anticipated. The principle of SuDS and the creation of the SAB is supported by Flintshire as a Lead Local Flood Risk Authority (LLFA) as reflected in measure 5.3 of Flintshire’s Local Flood Risk Management Strategy (LFRMS).</p> <table border="1" data-bbox="327 470 1212 795"> <tr> <td style="background-color: #ADD8E6;">5</td> <td>To ensure that planning decisions are properly informed by flooding issues and the impact future planning may have on flood risk management and long term developments</td> </tr> <tr> <td>5.1</td> <td>Develop clear guidance for the Planning Department when assessing planning applications;</td> </tr> <tr> <td>5.2</td> <td>Develop a process with the Planning Department to create clear advice and direction to developers on FRMS and drainage (including incorporation of SuDS into new developments);</td> </tr> <tr> <td>5.3</td> <td>Establish a SuDS Approval Body (SAB);</td> </tr> <tr> <td>5.4</td> <td>Keep the Planning Department informed and up-to-date with information relating to flood risk areas in the County; and</td> </tr> <tr> <td>5.5</td> <td>Develop policies, development management and procedures which take account of flooding issues.</td> </tr> </table>	5	To ensure that planning decisions are properly informed by flooding issues and the impact future planning may have on flood risk management and long term developments	5.1	Develop clear guidance for the Planning Department when assessing planning applications;	5.2	Develop a process with the Planning Department to create clear advice and direction to developers on FRMS and drainage (including incorporation of SuDS into new developments);	5.3	Establish a SuDS Approval Body (SAB);	5.4	Keep the Planning Department informed and up-to-date with information relating to flood risk areas in the County; and	5.5	Develop policies, development management and procedures which take account of flooding issues.
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5.5	Develop policies, development management and procedures which take account of flooding issues.												
1.05	In Wales, the Commencement Order for Schedule 3 of the Flood and Water Management Act 2010 was signed by the Minister on 1 May 2018. This sets a start date of 7 January 2019 upon which Welsh Councils will be required to undertake the SAB duty.												
1.06	<p>A series of ‘Sustainable Drainage Newsletters’¹ providing updates on the implementation of Schedule 3 have been published.</p> <p>Given the Jan 2019 start date, the Orders and Regulations for the legislation to take effect were intended to have been finalised and approved by the National Assembly in June 2018. These Welsh Statutory Instruments will clarify details in relation to: application and approval procedures, timescales, fees, enforcement powers and appeals mechanisms. At the present time they remain outstanding. Supporting Welsh Government guidance documents, training workshop details, and communication plans have yet to be provided. The Welsh Local Government Association (WLGA) have are seeking legal opinion with respect to several elements of the SAB approval, adoption and maintenance processes in addition to developing a national application form and associated guidance.</p>												
1.07	Flintshire’s Flood Risk Management Team are represented on the Welsh Government’s SAB Advisory Group and have been considering the potential implications and delivery options as further details of standards, procedures and processes have emerged. A regional SAB working group has been established with officers from the six North Wales based LLFAs attending regularly to explore how collaborative and/or consistent approaches can be put in place regionally.												

2.00	RESOURCE IMPLICATIONS
2.01	Welsh Government have advised that the SAB is intended to be self-funding through the associated application, inspection and long-term maintenance

	<p>fees and charges. It is understood that the application and site inspection fees will be set nationally and there is the opportunity for additional fees in relation to pre-application discussions. The funding mechanism to cover costs associated with the maintenance for the lifetime of the development upon adoption remains unclear and is expected to be left to individual Authorities to resolve.</p> <p>Estimates of the expected number of applications in Flintshire make it difficult to understand how the SAB would be initially self-funding, and shortfalls of income should be expected in the early stages/years. No funding or resource has been made available to support individual Councils to set up their respective SABs. To date, resource from within the Flood Risk Management Team has been diverted to prepare for the new duty which has not been without disruption to other duties and workloads.</p>
2.02	<p>The present lack of detail means there is a high degree of uncertainty against which to accurately consider the resources, costs and best delivery mechanisms for the new function. Greater certainty will develop as details are clarified over the coming months. Beyond the Flood Risk Management Team additional resource demands can be reasonably expected in relation to Admin and Customer Support, Communications, Finance, Legal, Enforcement and Maintenance requirements.</p>
2.03	<p>Historic planning applications have been reviewed and indicate the number of SAB applications could be in the region of 150 annually and would generate a potential income of £100k. Further analysis is required to refine these estimates. There is less certainty in relation to the corresponding costs. A key factor will be whether the Council has existing adequate systems, methods of working and knowledge to deal with applications received. The short lead in time and the fact that the processes and Regulations are untested will result in more time and effort in the short term.</p> <p>A 'Business Case' may be necessary in 2019/20 to reflect the cost of implementing this legislation. Once an initial a SAB delivery model has been designed there will be scope to further assess actual costs with future reviews as necessary once the SAB is functioning.</p>

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
	<p>Internal consultation with officers in Planning, Finance, Legal, Building Control, Highways Development Control, Streetscene teams remains ongoing. A regional SAB working group has been established with officers from the six North Wales based LLFAs to share information, solutions and potential approaches to SAB delivery. Communication with Welsh Government and the WLGA remains ongoing.</p> <p>Consultation and engagement with Councillors will be required as further details emerge.</p>

4.00	RISK MANAGEMENT
4.01	The full extent of the risk of not having a functioning SAB on 7 th Jan 2019 remains largely unknown. This would be likely to leave the Authority open to legal challenges and appeals from developers with associated cost implications. In addition, there is a reputational risk to the authority if the service is not in place or if the SAB model is considered not fit for purpose.
4.02	There is the potential for knock on effects to Flintshire as the Local Planning Authority. These risks include, but are not limited to; slowing down of development and or a reduction in the amount of development should the developers consider the costs to implement SuDS too high. There is a risk of an increased number of planning applications coming forward prior to the Jan 2019 to avoid the new requirements.
4.03	The risk of SAB income not meeting costs has been highlighted in the section above. This risk must also be considered against the opportunity the new duty brings to generate income which may resource the delivery of existing LLFA statutory duties if an effective and efficient delivery model can be put in place.
4.04	Managing the risks (and opportunities) of the SAB duty requires a multi-service project team to plan and implement the best approach for the Council to deliver this function within the challenging deadline. This will require decisions to be made quickly as further clarifications of national standards, procedures, processes and other pertinent information become available over the coming months.

5.00	APPENDICES
5.01	<p>Sustainable Drainage Newsletter 1 Feb 2018: https://www.susdrain.org/files/Blog/WG/schedule_3_newsletter_1.pdf</p> <p>Sustainable Drainage Newsletter 2 April 2018: https://www.susdrain.org/files/Blog/WG/schedule_3_newsletter_2.pdf</p> <p>Sustainable Drainage Newsletter 3 July 2018: https://www.wlga.wales/SharedFiles/Download.aspx?pageid=62&mid=665&fileid=1742</p>

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Presentation by Minister to Wales National Flooding Forum: https://www.ice.org.uk/getattachment/eventarchive/wales-national-flooding-conference-2018/Keynote-Address-Hannah-Blythyn.pdf.aspx</p> <p>Contact Officer: Ruairi Barry (Project Engineer – Flood & Coastal Risk</p>

	Management) Telephone: 01352 704707 E-mail: Ruairi.Barry@Flintshire.gov.uk
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7.00	GLOSSARY OF TERMS
7.01	<p>Sustainable Drainage Systems (SuDS) - An approach to surface water management which helps to deal with excesses of water by mimicking natural drainage processes and patterns.</p> <p>SuDS Approving Body (SAB) - The Welsh Government is proposing to commence Schedule 3 of the Flood and Water Management Act 2010 that calls for the establishment of a SuDS Approving Body (SAB) to be set up within lead local flood authorities (LLFAs). The Act requires SAB approval and adoption of new drainage systems serving development to be obtained before construction can commence. It also requires that the proposed drainage system meets national mandatory standards for sustainable drainage.</p> <p>Lead Local Flood Authority (LLFA) - Unitary authorities or county councils who are responsible for developing, maintaining and applying a strategy for local flood risk management in their areas and for maintaining a register of flood risk assets. They also have lead responsibility for managing the risk of flooding from surface water, groundwater and ordinary watercourses</p> <p>Surface Water Drainage - Drainage systems that deal with 'clean' rainwater only (as distinct from foul water or combined systems) and therefore is typically associated with managing runoff from hardstanding/impermeable areas such as roofs, roads, paving etc.</p>

Sustainable drainage on new developments in Wales

Background

This newsletter follows on from consultations by the Welsh Government on implementing sustainable drainage (known as SuDS) for all new developments in Wales. These were undertaken in the summer of 2017 and between November 2017 and February 2018, and included consultation workshops held in west and north Wales and Cardiff in February 2018.

We propose to publish a series of newsletters over the coming months, leading up to the introduction of a new approval process and standards for surface water drainage management in November 2018. Our aim is to inform those who will be affected by the new approvals process, including developers and their designers, consulting engineers, local authority planners, highways and drainage engineers and those responsible for green space management.

What changes are being proposed for surface water management?

Surface water drainage systems serving new development must be designed and built in accordance with standards for sustainable drainage published by Welsh Ministers. These systems must be approved by the local authority acting in its SuDS Approving Body (SAB) role. In some cases the SAB will adopt the systems.

Principles and Standards

The standards document published by Welsh Ministers contains a number of drainage design principles and a set of six standards. Drainage designers will need to demonstrate how their proposed drainage for a new

development complies with these or provide a sound explanation for any departure.

In determining any application for approval for a drainage scheme, the SAB must consider if the design complies with the standards, including matters such as maintenance requirements and access.

How will drainage schemes be different?

The Welsh Government's objective is that in future, drainage systems will provide multiple benefits, contributing to placemaking and improving the quality of public open space. Rather than surface water drainage being designed to deal with a disposal problem, it will aim to mimic natural systems, with water managed as much as possible on the surface, rather than in underground systems which are out of sight. These systems need to be designed to reduce flood risk, protect water quality and to provide recreation and conservation benefits.

Sustainable Drainage and the Planning System

Applications for approval of sustainable drainage on new developments will need to be made to the SAB. While this process will be separate from the planning application process, extensive discussion and consultation between the Local Planning Authority (LPA), the SAB and the developer will need to take place from the pre-application stage to ensure suitability of proposed SuDS design in line with national standards, adequate site layout and ultimately SAB approval.

Lack of adequate integration between the two processes could lead to SAB approval not

being granted. As a result, the developer may need to produce a new site layout design, provide supplementary information and delay construction until the SAB has approved the application.

Training

The Welsh Government has commissioned a training package to provide improved understanding of the new system. This will include a half day introduction to sustainable drainage and the new approvals process, a more detailed half day course for those already familiar with SuDS and a full day for those who will be submitting and assessing drainage schemes. We propose to make these courses available across Wales for local authority staff, developers and drainage designers. Further information will be provided in future newsletters.

Resources

A wide range of resources on SuDS are available. The Susdrain web site www.susdrain.org, which is supported by the Welsh Government, provides links to a wide range of resources and case studies. These include the comprehensive SuDS Manual (C753) and Guidance on the construction of SuDS (C768).

Timing and transitional arrangements

The new approvals process will come into effect in November 2018. Transitional arrangements will be in place for developments for which planning permission is in place.

What happens next?

The Welsh Government will publish a summary of the consultation responses on the statutory instruments which will implement the new system in March 2018. The next step is to place this legislation before the National Assembly for approval. Once the legislation is approved, local authorities, developers and consultants will have until November to prepare for the new approvals process.

What work is underway at the moment?

The Welsh Government is finalising the guidance which will accompany the legislation in May. A “Frequently asked questions” document is also under development.

The Welsh Local Government Association (WLGA) is working with its members to develop a common process for applications, approvals and adoption

Communications

The Welsh Government is working with an advisory group, which includes representatives from key stakeholders, including developers, the WLGA, Consumer Council for Water and DCWW to develop and deliver a communications plan for the transfer. It is important that stakeholders prepare for the new design standards and approvals process at the earliest stage in the life of a development.

We would be grateful if you could circulate this newsletter and ensure that other key stakeholders in your organisation are aware of the forthcoming changes.

How can I find out more information?

The Cabinet Secretary’s written statement on sustainable drainage may be found at: <http://gov.wales/about/cabinet/cabinetstatements/2017/sustainabledrainage/?lang=en>

Details of the current SuDS Standards may be found at: <http://gov.wales/topics/environmentcountryside/epq/flooding/drainage/?lang=en>

Information on the recent consultation is available at: <https://beta.gov.wales/implementation-sustainable-drainage-systems-new-developments-draft-regulations-and-national>

If you need any further information on implementing the requirement for SuDS on new developments, please contact us at: water@gov.wales

Sustainable drainage on new developments in Wales

Background

This newsletter follows on from consultations by the Welsh Government on implementing sustainable drainage (known as SuDS) for all new developments in Wales. These were undertaken in the summer of 2017 and between November 2017 and February 2018, and included consultation workshops across Wales in February 2018.

This is the second of a series of newsletters we aim to publish, leading up to the introduction of a new approval process and standards for surface water drainage management in January 2019. Our aim is to inform those who will be affected by the new approvals process, including developers and their designers, consulting engineers, local authority planners, highways and drainage engineers and those responsible for green space management.

Publication of consultation summary and Government response

The Welsh Government published a summary of the responses to the second consultation on the details of implementing Schedule 3 of the Flood and Water Management Act 2010 in Wales on 25 April. This document includes feedback from three consultation workshops.

The Government response forms part of the document, along with a summary of the next steps. This highlights a number of changes being made to the draft Statutory Instruments following the consultation and confirms a Commencement Order will be made in May which brings Schedule 3 into full effect from **7 January 2019**.

Exemptions and transitional arrangements

Our original proposal was to exempt construction related to major roads (built by the Welsh Government), Network Rail railways and the activities of internal drainage boards (delivered by Natural Resources Wales). These exemptions will be included in the legislation in preparation.

Following the first consultation in May 2017, we also sought information on a proposal to exempt the activities of Lead Local Flood Authorities. However, no evidence came forward in the responses to support this, so it will not be included.

In the first consultation an exemption for single domestic dwellings and permitted developments with a floor area of less than 100 square metres was proposed. Consultation responses were mixed on this, with a number expressing concerns over the potential for developers to avoid the need for approval. The Welsh Government is therefore proposing to maintain this exemption initially, but to remove it after two years.

Developments which have a planning approval or for which an application has been received by the planning authority before 7 January 2019 will not need to obtain approval from the SuDS Approval Body (SAB).

Permitted developments over 100 square metres notified after this date will require SAB approval.

Government Guidance

In addition to comments received on the draft Guidance included in its second consultation, the Welsh Government has included further comments from the members of its SuDS

Advisory Group. This Guidance document should be available on the Welsh Government web site from the end of May, and will be a living document which will be updated to take account of lessons learned during implementation. The key areas covered include the main provisions of Schedule 3, the application, approval and appeal provisions and the role of consultees.

Training

A training package commissioned by the Welsh Government is being developed. This will include a half day introduction to sustainable drainage and the new approvals process, a more detailed half day course for those already familiar with SuDS and a full day for those who will be submitting and assessing drainage schemes. We would like to include case studies of existing site in Wales, both good and bad. If you have any examples please contact water@gov.wales Use the same address if you are interested in hosting a training session.

Welsh Local Government Association plans

The Welsh Local Government Association (WLGA) is working with its members to develop a common process for applications, approvals and adoption which will ensure consistency in light of potential local government merger. This approach will also reduce confusion with clients and facilitate the sharing of good practice.

A workshop aimed at providing support to Local Authorities to help with the successful delivery of SAB function took place on May 9 and attracted in excess of 45 participants. Speakers from DCWW and Local Authorities in England were invited to share their experience on the implementation of private sewers and Schedule 3. The WLGA will use the outputs of the day to prioritise its support to local authorities over the next few months.

What happens next?

The Welsh Ministers signed the Commencement Order for Schedule 3 1 May. This provides Ministers with the powers to make legislation and sets the date by which

SAB approval will be required for new developments as **7 January 2019**. The next step is to finalise the legislation and to put it before the National Assembly for approval. Copies of the proposed legislation should be available by the end of June, providing details of application and approval timescales, fees, enforcement powers and appeals mechanisms.

Resources

A wide range of resources on SuDS are available. The Susdrain web site www.susdrain.org, which is supported by the Welsh Government, provides links to a wide range of resources and case studies. These include the comprehensive SuDS Manual (C753) and Guidance on the construction of SuDS (C768). The Welsh Government and WLGA are working together to produce a “Frequently asked questions” document to help implementation which should be available later in May. Details will be included in a future Newsletter.

How can I find out more information?

The Cabinet Secretary’s written statement on sustainable drainage may be found at: <http://gov.wales/about/cabinet/cabinetstatements/2017/sustainabledrainage/?lang=en>

Details of the current, voluntary, SuDS Standards may be found at: <http://gov.wales/topics/environmentcountryside/epq/flooding/drainage/?lang=en>

Information on the November 2017 consultation and the summary of responses is available at: <https://beta.gov.wales/implementation-sustainable-drainage-systems-new-developments-draft-regulations-and-national>

If you need any further information on implementing the requirement for SuDS on new developments, please contact us at: water@gov.wales

Newsletter distribution

We would be grateful if you could circulate this newsletter and ensure that other key

stakeholders in your organisation are aware of the forthcoming changes.

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Sustainable drainage on new developments in Wales

Background

This newsletter is in a series published following consultations and workshops by the Welsh Government on implementing sustainable drainage (known as SuDS) for all new developments in Wales.

We shall publish these newsletters regularly as we approach the introduction of a new approval process and standards for surface water drainage management in January 2019. Our aim is to inform those who will be affected by the new approvals process, including developers and their designers, consulting engineers, local authority planners, highways and drainage engineers, statutory consultees and those responsible for green space management.

Confirmation of implementation date

The Commencement Order for Schedule 3 of the Flood and Water Management Act 2010 (the Act) was signed 1 May 2018. This sets a start date for the approvals requirement of **7 January 2019**.

The requirement for SAB approval

As a result of further discussion with stakeholders it is proposed that, with the exception of single dwellings and developments with a construction area of less than 100 square meters, all construction work requiring planning permission which has drainage implications will need SAB approval with effect from 7 January 2019. The requirement for SAB approval is subject to exemptions and transitional arrangements as follows.

Exemptions and transitional arrangements

It is proposed to exempt:

- Construction related to major roads (built by the Welsh Government), Network Rail railways and activities of internal drainage boards (delivered by Natural Resources Wales).
- Permitted developments which involve the construction of a building or other structure covering an area of land of less than 100 square meters.

It is proposed to make transitional arrangements as follows:

- Existing sites and developments with planning permission granted or deemed to be granted (whether or not subject to any conditions as to a reserved matter – but see also below) or for which a valid application has been received but not determined by 7 January 2019, will not be required to apply for SAB approval.
- SAB approval will still be required if the planning permission was granted subject to a condition as to a reserved matter and an application for approval of the reserved matter is not made before 7 January 2020.

Training

The first of the Welsh Government commissioned training sessions for local authority staff, developers and their agents and statutory consultees are scheduled for 16 and 17 July. These pilot sessions will be used to gather feedback for incorporation in the delivery of a series of training events across Wales later this year.

The sessions include:

- a half day introduction to sustainable drainage and the new approvals process intended for council members, officers working in functions such as planning, highways and open space management as well as developers and their agents.

- a more detailed half day course for those already familiar with SuDS which also provides the foundation for:

- a full day course for those who will be submitting and assessing drainage schemes.

If you would like further information or wish to register your interest, please e-mail water@gov.wales stating your role and location.

Schedule 3 forms

The Welsh Local Government Association (WLGA) is working with a small Task & Finish group to develop a common SAB application form with guidance. Work is underway and a draft application will be shared with local authorities and WG's Advisory Panel for comments. We will also look at developing an industry standard agreement template as well as a set of standard conditions. This work will ensure consistency in the delivery of Schedule 3 and make the process easier for developers working cross boundaries.

Welsh Local Government Association

We will be setting up a SAB resource page on our web site. The page will offer up to date information as well as provide tools developed by the WLGA to help local authorities deliver the SAB function.

What happens next?

Five statutory instruments needed for the implementation of Schedule 3 have been prepared, it is our intention to bring these forward in the Autumn. These cover:

- Fees
- Approval and adoption order
- Approval and adoption process
- Appeals
- Enforcement

Minor amendments to the **SuDS Standards** have been completed and these should be available shortly.

Draft Welsh Government **Guidance** on the Implementation of the Act should also be available shortly. This has been developed in consultation with our external stakeholder forum, the SuDS Advisory Group. It will be a living document which will be updated to take account of comments received and lessons learned before and during implementation.

External Stakeholder Group

Moving forward with implementation, we will establish an **Implementation Advisory Group**. We will include further details about the group, including its scope, in a future newsletter.

Resources

A wide range of information on SuDS is available. The Susdrain web site www.susdrain.org, which is supported by the Welsh Government, provides links to a wide range of resources and case studies. These include the comprehensive SuDS Manual (C753) and Guidance on the construction of SuDS (C768). The Welsh Government and WLGA are working together to produce a "Frequently asked questions" document to help implementation which should be available later in July. Details will be included in a future Newsletter.

How can I find out more information?

[The Cabinet Secretary's written statement on sustainable drainage here](#)

[Details of the current, voluntary SuDS Standards here.](#)

[Information on the November 2017 consultation and the summary of responses here.](#)

For queries and further information on the requirement for SuDS on new developments, contact us at: water@gov.wales

Newsletter distribution

We would be grateful if you could circulate this newsletter and ensure that other key stakeholders in your organisation are aware of the forthcoming changes.

If you would like to register for future editions of this newsletter, e-mail: water@gov.wales

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CABINET

Date of Meeting	Tuesday, 25 th September 2018
Report Subject	Revenue Budget Monitoring 2018/19 (Month 4)
Cabinet Member	Leader of the Council and Cabinet Member for Finance
Report Author	Corporate Finance Manager
Type of Report	Operational

EXECUTIVE SUMMARY

This monthly report provides the latest revenue budget monitoring position for 2018/19 for the Council Fund and Housing Revenue Account. This is the first full detailed monitoring report for the new financial year and presents the position, based on actual income and expenditure, as at Month 4 of the financial year. The report projects how the budget would stand at the close of the financial year if all things remained unchanged.

The projected year end position, without new actions to reduce cost pressures and/or improve the financial return on efficiency planning and cost control is:

Council Fund

- An operating deficit of £0.660m (the actual net in-year expenditure forecast shows a £2.680m surplus once the positive impact of a £1.400m contribution due to the agreed change to the accounting policy for Minimum Revenue Provision (MRP) and receipt of a VAT rebate for £1.940m are included, noting that both sums are recommended for allocation to the Contingency Reserve to support the Medium Term Financial Strategy)
- A projected contingency reserve balance as at 31 March 2019 of £8.145m

Housing Revenue Account

- Net in-year revenue expenditure forecast to be £0.007m higher than budget
- A projected closing balance as at 31 March 2019 of £1.165m

RECOMMENDATIONS

1	To note the overall report and the projected Council Fund contingency sum as at 31 st March 2019.
2	To note the projected final level of balances on the Housing Revenue Account (HRA).
3	To approve an allocation of £1.084m from the Contingency Reserve to meet the additional budget pressure in 2018/19 for the agreed pay award over and above the 1% included in the Council Fund budget for 2018/19 (paragraph 1.36).
4	To approve an allocation of £0.100m from the Contingency Reserve for the ongoing resourcing of the Victim Contact Team within Social Services (paragraph 1.39).
5	To approve a transfer to the Contingency Reserve for an amount of £1.400m recovered from the change in accounting policy for the Minimum Revenue Provision (paragraph 1.02).
6	To approve a transfer to the Contingency Reserve for an amount of £1.940m due to the amount received from the VAT rebate (paragraph 1.02).
7	To approve the earmarking of £0.296m from the Carbon Reduction Commitment budget for consideration of funding costs associated with the solar farm project agreed at Cabinet in July (paragraph 1.41).

REPORT DETAILS

1.00	EXPLAINING THE MONTH 4 POSITION
1.01	<p>Council Fund Projected Position</p> <p>The projected year end position, without mitigation to reduce cost pressures and improve the yield on efficiency planning, is as follows:</p> <ul style="list-style-type: none">• An operating deficit of £0.660m (the actual net in-year expenditure forecast shows a £2.680m surplus once the positive impact of a £1.400m contribution due to the agreed change to the accounting policy for Minimum Revenue Provision (MRP) and receipt of a VAT rebate for £1.940m are included, noting that both sums have been allocated out to the Contingency Reserve to support the Medium Term Financial Strategy)• A projected contingency reserve balance as at 31 March 2019 of £8.145m

1.02	It is recommended that the £1.400m contribution recovered from the change in the accounting policy for MRP, and the VAT rebate of £1.940m, are transferred from the Council Fund to the Contingency Reserve to support the Medium Term Financial Strategy.																																																																
1.03	<p>Projected Position by Portfolio</p> <p>The table below shows the projected position by portfolio:</p> <table border="1" data-bbox="320 454 1332 1429"> <thead> <tr> <th data-bbox="320 454 770 645">TOTAL EXPENDITURE AND INCOME</th> <th data-bbox="770 454 967 645">Revised Budget</th> <th data-bbox="967 454 1163 645">Projected Outturn</th> <th data-bbox="1163 454 1332 645">In-Year Over / (Under) spend</th> </tr> <tr> <td></td> <th data-bbox="770 645 967 701">£m</th> <th data-bbox="967 645 1163 701">£m</th> <th data-bbox="1163 645 1332 701">£m</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 656 770 701">Social Services</td> <td data-bbox="770 656 967 701">64.725</td> <td data-bbox="967 656 1163 701">64.506</td> <td data-bbox="1163 656 1332 701">(0.219)</td> </tr> <tr> <td data-bbox="320 701 770 757">Out of County note 1</td> <td data-bbox="770 701 967 757">7.274</td> <td data-bbox="967 701 1163 757">8.851</td> <td data-bbox="1163 701 1332 757">1.577</td> </tr> <tr> <td data-bbox="320 757 770 813">Education & Youth</td> <td data-bbox="770 757 967 813">7.908</td> <td data-bbox="967 757 1163 813">7.849</td> <td data-bbox="1163 757 1332 813">(0.059)</td> </tr> <tr> <td data-bbox="320 813 770 869">Schools</td> <td data-bbox="770 813 967 869">89.806</td> <td data-bbox="967 813 1163 869">89.806</td> <td data-bbox="1163 813 1332 869">0.000</td> </tr> <tr> <td data-bbox="320 869 770 925">Streetscene & Transportation</td> <td data-bbox="770 869 967 925">29.851</td> <td data-bbox="967 869 1163 925">30.742</td> <td data-bbox="1163 869 1332 925">0.891</td> </tr> <tr> <td data-bbox="320 925 770 981">Planning & Environment</td> <td data-bbox="770 925 967 981">5.620</td> <td data-bbox="967 925 1163 981">5.627</td> <td data-bbox="1163 925 1332 981">0.006</td> </tr> <tr> <td data-bbox="320 981 770 1037">People & Resources</td> <td data-bbox="770 981 967 1037">4.473</td> <td data-bbox="967 981 1163 1037">4.474</td> <td data-bbox="1163 981 1332 1037">0.001</td> </tr> <tr> <td data-bbox="320 1037 770 1093">Governance</td> <td data-bbox="770 1037 967 1093">8.158</td> <td data-bbox="967 1037 1163 1093">8.021</td> <td data-bbox="1163 1037 1332 1093">(0.136)</td> </tr> <tr> <td data-bbox="320 1093 770 1149">Strategic Programmes</td> <td data-bbox="770 1093 967 1149">5.164</td> <td data-bbox="967 1093 1163 1149">5.164</td> <td data-bbox="1163 1093 1332 1149">0.000</td> </tr> <tr> <td data-bbox="320 1149 770 1205">Housing & Assets</td> <td data-bbox="770 1149 967 1205">13.213</td> <td data-bbox="967 1149 1163 1205">13.223</td> <td data-bbox="1163 1149 1332 1205">0.010</td> </tr> <tr> <td data-bbox="320 1205 770 1261">Chief Executive</td> <td data-bbox="770 1205 967 1261">2.961</td> <td data-bbox="967 1205 1163 1261">2.695</td> <td data-bbox="1163 1205 1332 1261">(0.266)</td> </tr> <tr> <td data-bbox="320 1261 770 1317">Central & Corporate Finance</td> <td data-bbox="770 1261 967 1317">25.175</td> <td data-bbox="967 1261 1163 1317">20.691</td> <td data-bbox="1163 1261 1332 1317">(4.484)</td> </tr> <tr> <td data-bbox="320 1317 770 1373"></td> <td data-bbox="770 1317 967 1373"></td> <td data-bbox="967 1317 1163 1373"></td> <td data-bbox="1163 1317 1332 1373"></td> </tr> <tr> <td data-bbox="320 1373 770 1429">Total</td> <td data-bbox="770 1373 967 1429">264.328</td> <td data-bbox="967 1373 1163 1429">261.649</td> <td data-bbox="1163 1373 1332 1429">(2.680)</td> </tr> </tbody> </table> <p data-bbox="320 1462 1388 1675">Note 1: For 2018/19 the projection for Out of County Placements are shown as a separate line in the above table to give greater clarity on the overall position for this area of expenditure which has previously been reported within both the Social Care and Education & Youth portfolios.</p>	TOTAL EXPENDITURE AND INCOME	Revised Budget	Projected Outturn	In-Year Over / (Under) spend		£m	£m	£m	Social Services	64.725	64.506	(0.219)	Out of County note 1	7.274	8.851	1.577	Education & Youth	7.908	7.849	(0.059)	Schools	89.806	89.806	0.000	Streetscene & Transportation	29.851	30.742	0.891	Planning & Environment	5.620	5.627	0.006	People & Resources	4.473	4.474	0.001	Governance	8.158	8.021	(0.136)	Strategic Programmes	5.164	5.164	0.000	Housing & Assets	13.213	13.223	0.010	Chief Executive	2.961	2.695	(0.266)	Central & Corporate Finance	25.175	20.691	(4.484)					Total	264.328	261.649	(2.680)
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1.04	The reasons for the projected variances are summarised within Appendix 1 with the more significant portfolio variances explained in paragraphs 1.05 to 1.25 below. As has been the practice in recent years where a variance has been due to a conscious change to policy or practice, the resulting cost pressure is managed corporately where the respective portfolio is not able to meet any shortfall without impacting on service duties, standards, and performance.																																																																
1.05	<p>Social Services</p> <p>Children's Services - Family Placement; £0.221m overspend</p>																																																																

	<p>There is a projected overspend of £0.221m within this service due to the current demands on the service from additional fostering placements which in some cases wherever practical are a more cost effective and appropriate solution than an out of county placement. The main pressure areas are payments to foster carers and agencies, special guardianship payments, and Christmas supplements.</p>
1.06	<p><u>Children's Services - Professional Support; £0.197m overspend</u></p> <p>There is a projected overspend of £0.197m within this service. Most of this relates to an under provision of budget for the ongoing need to support child protection issues via the Victim Contact team and a request to fund £0.100m from the contingency reserve is included in this report.</p>
1.07	<p><u>Older People Localities - £0.131m underspend</u></p> <p>Underspends due to lower than anticipated underspends on domiciliary care provision and a number of short term vacancies within the service however these are partially offset by a projected overspend in Residential and Nursing Care due to an increased number of placements following the increase of the capital limit to £40k.</p>
1.08	<p><u>Older People Resources & Regulated Services - £0.141m underspend</u></p> <p>The projected underspend reflects demand influences within externally provided supported living services.</p>
1.09	<p><u>Older People - Provider Services (Contribution to North East Wales Community Equipment Store (NEWCES)); £0.142m underspend</u></p> <p>There is a projected in year underspend of £0.142m following renegotiation with our NEWCES partners. This recurring saving has been earmarked for use as part of the funding strategy for the Council's new extra care facilities, however due to the expected delay in the opening of the new Llys Raddington, Flint extra care facility until September 2018, the planned budget virement to establish the required full year budget for the new facility need not take place until 2019/20.</p>
1.10	<p><u>Older People - Provider Services - Resources & Regulated Services; £0.142m underspend</u></p> <p>There is a projected in year underspend of £0.142m due to the expected delay in opening of the new Llys Raddington, Flint extra care facility which is not now expected to be open until September 2018.</p>
1.11	<p><u>Mental Health Services - Residential Placements; £0.290m overspend</u></p> <p>There is an ongoing pressure due to the numbers of long term residential placements despite the maximisation of opportunities to secure joint funding opportunities from BCUHB. This area will be kept under review as part of the ongoing review of the 2019/20 Medium Term Financial Strategy (MTFS).</p>
1.12	<p><u>Development & Resources – Charging Policy Income; £0.108m underspend</u></p>

	<p>The projected underspend is due to surplus income which is mainly due to changes to disregards rules on financial assessments.</p>
1.13	<p><u>Development & Resources underspends – Business Support Service; £0.078m, Safeguarding £0.059m and Good Health £0.061m</u></p> <p>Mainly due to a number of short term vacancies and additional income from Welsh Government for Deprivation of Liberty Safeguards (DoLS).</p>
1.14	<p>Out of County Placements</p> <p>There is a projected overspend of £1.577m in Out of County placements which includes clients in both Social Services Children’s Services and Education and Youth Inclusion Services. This is based on current clients and packages and is subject to variation during the year.</p> <p>The projection includes a contingency sum of £0.150m to cover the net additional costs of further new placements, ending placements, and changes in placement costs.</p>
1.15	<p>Streetscene & Transportation</p> <p><u>Ancillary Services and Performance – £0.151m Overspend</u></p> <p>A delay in the development of the new Rockcliffe HRC site has resulted in additional running costs of £0.050m. Shortfall in Recycling income due to falling plastic recycling prices resulting from external market factors £0.185m. Additional income of £0.100m above the original projections following rollout of brown bin charges.</p>
1.16	<p><u>Highways Network - £0.350m Overspend</u></p> <p>Overspend due to additional cost of waste Leased Vehicles in their final year of contract plus an element of Vehicle insurance Costs £0.072m.</p> <p>Following increased car park charges from May 2018, together with charges in Flint being implemented for the first time, initial forecasts have indicated lower than anticipated income levels compared to original projections. In addition officers have recently been appointed to meet the demands of parking enforcement requirements across the County. These overall variances total £0.160m.</p>
1.17	<p><u>Transportation and Logistics - £0.242m Overspend</u></p> <p>There pressure is due to the additional transport costs of pupils from John Summers High School transferring to Connah’s Quay High School, Buckley Elfed and the Mold Campus. The part year pressure was met from the Education Transition budget in 2017/18.</p>
1.18	<p>Planning, Environment & Economy</p> <p><u>Development - £0.152m underspend</u></p>

	This is due to higher than anticipated levels of planning fee income received in the first quarter of the year.
1.19	<p>Governance</p> <p><u>Revenues - £0.238m underspend</u></p> <p>This is mostly due to the anticipated surplus on the Council Tax Collection Fund following the Single Persons Discount Review.</p>
1.20	<p>Housing & Assets</p> <p><u>Industrial Units - £0.218m overspend</u></p> <p>Overspend due to a shortfall in rental income and an increase in NNDR costs due to void units.</p>
1.21	<p>Chief Executive's/Corporate Management Costs</p> <p>The projected underspend of £0.266m is due to a number of vacancy savings on corporate management. The position is under review as part of the current work on the 2019/20 budget.</p>
1.22	<p>Central & Corporate Finance - £4.780m underspend</p> <p><u>Minimum Revenue Provision (MRP); £1.400m underspend</u></p> <p>After the 2018/19 budget was set the Council adjusted its method of calculating the MRP repayment in from a straight line method to an annuity method as detailed in the report to Council on March 1 2018. This has reduced the annual amount payable in 2018/19 by £1.400m. The recurring impact of this adjustment will be built into the budget for 2019/20.</p>
1.23	<p><u>Pension; £1.031m underspend</u></p> <p>There was a significant underspend on the pension contribution account in 2017/18 and early analysis suggests that this will also be the case in 2018/19. The main factor affecting the position is due to the financial impact of the transfer of various services being less than anticipated together with the recovery of a higher level of contribution to the deficit due to the increased pay award. The position is under review as part of the current work on the 2019/20 budget.</p>
1.24	<p><u>VAT Rebate; £1.940m underspend</u></p> <p>Flintshire County Council have successfully claimed a VAT rebate on some sporting exemptions. Historically there was doubt as to whether Local Authorities could be classified as an eligible body for the purpose of exemption from certain sporting activities. However, following a legal challenge against HMRC by another Local Authority and it was ruled that Local Authorities were eligible for this exemption. An early estimate indicates that the Council will receive £1.940m from this rebate. This</p>

	<p>funding will be on a one-off basis and its use is under review as part of the current work on the 2019/20 budget.</p>
1.25	<p><u>Auto enrolment; £0.273m underspend</u></p> <p>Budget set aside and held centrally for anticipated increase in employer's superannuation costs due to auto enrolment. To date this increase is not as high as originally anticipated. This mostly is affected by relief workers and the monthly hours they work. Potential efficiency to be assessed as part of the MTFS.</p>
1.26	<p>Tracking of In-Year Risks and Emerging Issues</p> <p>At the time of setting the Budget for 2018/19 a number of significant risks were identified and an update is provided below.</p>
1.27	<p>National Joint Council (NJC) Pay Award</p> <p>At the time of setting the 2018/19 budget, pay negotiations on NJC pay were still to be concluded. The report referred to the risk to the Council of a higher pay award than that budgeted (1%) and identified this as a potential call on the contingency reserve in 2018/19 for the amount required over and above that budgeted.</p> <p>The total funding requirement for 2018/19 pay award is £2.077m. The amount included in the 2018/19 budget is £0.936m, in addition there is a small amount of unallocated pay inflation remaining from 2017/18 of £0.057m.</p> <p>When taking these amounts off the total requirement there is a balance of £1.084m which is requested to be funded from the Contingency Reserve within paragraph 1.37.</p>
1.28	<p>Out of County Placements</p> <p>A further risk identified at the time of setting the 2018/19 budget was the rising social care costs, and the upward trend in the number of cases of Out of County placements across Wales. This was partly addressed by the inclusion of an additional £0.500m in the budget proposals for 2018/19 however the volatility in demand and the impacts on service costs cannot be predicted with any certainty. The main influence on this increase is the Social Services and Wellbeing Act which has led to a higher number of court outcomes and placements which has increased the financial pressure on this service area.</p> <p>The Month 4 report details the projected outturn as £1.577m higher than budget however as detailed above, costs can be subject to volatility and may change.</p> <p>The impact of the current pressures on Out of County Placements are being considered as part of the Councils latest forecast for 2019/20.</p>
1.29	<p>Achievement of Planned In-Year Efficiencies</p>

	<p>The 2018/19 budget contains £5.511m of specific efficiencies which are tracked and monitored. In 2017/18 the level of efficiency achievement was 94% which was an improvement on the 91% achieved during the previous year. The Council aims to achieve a 95% rate in 2018/19 as reflected in the MTFS KPI's.</p> <p>The current assessment of the efficiencies to be achieved in 2018/19 shows that £5.411m or 98% of the efficiencies will be achieved. The risk remains that any ongoing under-achievement of efficiencies will have a recurring and negative impact on the 2019/20 budget. Further details on the current status on efficiencies can be seen in Appendix 2 with the overall impact in relation to any impact for 2019/20 being reviewed as part of the ongoing work on the MTFS.</p>
1.30	<p>Other Tracked Risks</p> <p>In addition, there are a number of risks being tracked that may be subject to change and these are summarised below:</p>
1.31	<p>Income</p> <p>The Council introduced its Income Strategy in late 2017. A target of £0.200m remains to be achieved from the identification of new sources of income and the review of fees and charges. The Council now has additional capacity to pursue this strategy with a number of potential opportunities will be considered as part of business planning and annual review.</p>
1.32	<p>Recycling Income</p> <p>The market rate for income received from recycling plastic, paper and card are extremely volatile and can fluctuate rapidly. Recycling income is already lower than budgeted for and there is a risk that the market rates may reduce further.</p>
1.33	<p>Schools Pressures</p> <p>There are a number of risks affecting schools in 2018/19:</p> <p>Pay – The NJC pay award has meant that schools have had a significant pressure to meet the cost of this in 2018/19 due to a high number of schools staff being on the lower grades that have received a higher percentage increase. Whilst schools did receive £1.1m in funding as part of the budget for 2018/19 the pressures in year are significantly higher.</p> <p>Teachers Pay – The recent announcement on teachers' pay will mean a significant pressure on schools from September 2018/19. The Council is in contact with Welsh Government regarding the funding of this which needs to be funded from central funding. If this is not agreed then this will place another large pressure on school budgets.</p> <p>Schools in a deficit position– Flintshire has a number of secondary schools with significant deficits - future impacts of the pay awards as detailed below will impact on this position. (Deficits as at 31/3/18 are £1.285m)</p>

1.34	<p>Other In-Year Issues</p> <p>Inflation</p> <p>Included within the 2018/19 budget are provision for pay (£0.937m), food (£0.124m), fuel (£0.069m) and Energy (£0.442m). As in previous years, these amounts are held centrally until later in the year when any pressures on these budgets emerges. At that stage, an allocation for the pressure will be allocated to the portfolio in question.</p>
1.35	<p>An allocation of £0.075m from the inflation provided for Energy has been transferred to the Street Lighting service due to an inflationary increase that has already occurred.</p>
1.36	<p>The pay award provided in the 2018/19 budget was based on 1% of the total pay budget. The actual national agreed pay award agreed was a minimum of 2% on pay, with additional increases on the lower pay scales.</p> <p>At the time of setting the 2018/19 budget this was acknowledged as an area that would need to be subject to a one off contribution from the contingency reserve and Cabinet are recommended to approve this to enable the appropriate level of funding to be transferred to Portfolios.</p> <p>The amount requested to be funded from the Contingency Reserve is £1.084m as detailed in paragraph 1.27. This recurring amount is being built into the current forecast for 2019/20.</p>
1.37	<p>Reserves and Balances</p> <p>Un-earmarked Reserves</p> <p>The 2017/18 outturn reported to Cabinet in July showed un-earmarked reserves at 31 March 2018 (above the base level of £5.769m) of £7.928m.</p> <p>As agreed in the 2018/19 budget an amount of £1.945m was approved as part of the strategy to balance the budget and in addition County Council on 1 March approved a one off amount of £0.460m for schools, on a temporary basis. The available Contingency Reserve after taking account of these contributions is therefore £5.523m.</p>
1.38	<p>Taking into account the current projected overspend at this stage, and previously agreed allocations, the balance on the Contingency Reserve at 31 March 2019 is projected to be £8.441m as detailed in appendix 3.</p>
1.39	<p>The projected overspend of £0.197m on Children's Services professional support includes an amount of £0.104m in respect of the Victim Contact team, which is continuing to support a specific investigation into child sexual exploitation (CSE). There is an expected need to continue to support a specific investigation throughout 2018/19 and also into 2019/20.</p> <p>As in previous years it is recommended that funding of £0.100m be allocated in 2018/19 from the contingency reserve in recognition of the ongoing pressures within this area of Children's Services professional support due to the investigations into CSE. It is further recommended that funding of</p>

	£0.100m is earmarked from the contingency reserve for this purpose in 2019/20.
1.40	<p>Earmarked Reserves</p> <p>A summary of earmarked reserves as at 1 April 2018 and an estimate of projected balances as at the end of the financial year will be included in the month 5 report.</p>
1.41	<p>Carbon Reduction Commitment</p> <p>The Carbon Reduction Commitment budget will not be spent in full in 2018/19, due to reduced allowances purchased, and the scheme is due to end in 2019.</p> <p>The underspend amount of £0.296m is recommended to be set aside to meet the costs of external/technical/planning support to develop Solar Farms, as presented in the report to Cabinet on 17 July 2018, for Crumps Yard and Flint Landfill Solar Farms.</p>
1.42	<p>Housing Revenue Account</p> <p>The 2016/17 Outturn Report to Cabinet on 17 July 2018 showed an un-earmarked closing balance at the end of 2017/18 of £1.116m and a closing balance of earmarked reserves of £0.802m.</p>
1.43	The 2018/19 budget for the HRA is £34.381m which includes a movement of £0.018m from reserves.
1.44	The monitoring for the HRA is projecting in year expenditure to be £0.007m greater than budget and a closing un earmarked balance as at 31 March 2019 of £1.165m, which at 3.4% of total expenditure satisfies the prudent approach of ensuring a minimum level of 3%.
1.45	The budget contribution towards capital expenditure (CERA) is £12.170m. The £0.007m reduction in this contribution increases the level of borrowing required to fund the proposed capital programme.

2.00	RESOURCE IMPLICATIONS
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 four months and the risks as known.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None required.

4.00	RISK MANAGEMENT
4.01	There are three categories of risks covered in the main section of the report. These are in-year risks and emerging issues, achievement of planned in-year efficiencies and other tracked risks. These risks are included from paragraph 1.26 to 1.33.

5.00	APPENDICES
5.01	Appendix 1: Council Fund – Budget Variances Appendix 2: Council Fund – Programme of Efficiencies Appendix 3: Council Fund – Movement on Un-earmarked Reserves Appendix 4: Housing Revenue Account Variances

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

7.00	GLOSSARY OF TERMS
7.01	<p>Budget: 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.</p> <p>Council Fund: the fund to which all the Council’s revenue expenditure is charged.</p> <p>Financial Year: the period of twelve months commencing on 1 April.</p> <p>Housing Revenue Account: 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.</p> <p>Projected Outturn: projection of the expenditure to the end of the financial year, made on the basis of actual expenditure incurred to date.</p> <p>Reserves: 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.</p>

Revenue: 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.

Underspend: 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.

Variance: 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.

Virement: 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.

Medium Term Financial Strategy: 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.

Budget Monitoring Report
Council Fund Variances

MONTH 4 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Cause of Major Variance	Action Required
Social Services					
Older People					
Localities	17.078	16.947	-0.131	Residential and Nursing Care reflects a projected overspend of £0.358m due to increased numbers of funded placements following the increase in the capital limit to £40,000. Domiciliary Care reflects a projected underspend of £0.230m based on existing service users, however there are challenges due to capacity of external supply markets which are currently having to be met within Provider services. Other underspends include a projected underspend of £0.038m on day care due to reduced demand, £0.050m in Intake/First contact due to vacancy savings and £0.031m on Minor Adaptations. Locality Teams staffing reflects a projected underspend of £0.136m due to short term vacancy savings for a number of posts. Overall net minor variances amount to a net £0.004m underspend.	Continue to monitor and review.
Community Equipment Contribution	0.478	0.334	-0.144	Following review 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. In the longer term this saving has been earmarked for funding of some of the revenue costs for the new extra care facilities.	These savings have been earmarked for future realignment to meet some of the revenue costs funding requirement for the new Flint Extra Care facility - Llys Raddington.
Resources & Regulated Services	6.531	6.389	-0.142	The main influences on the net projected underspend of £0.142m is within extra care schemes where there is a projected underspend of £0.257m due mainly to the delay to the opening of the new Llys Raddington, Flint extra care facility. This is offset by a projected overspend of £0.094m on Home Care due to the need to cover capacity gaps in purchased Domiciliary Care. There are also other minor projected overspends amounting to £0.021m in Residential Care and Day Centres.	Continue to monitor and review.
Minor Variances	0.826	0.835	0.009		
Disability Services					
Resources & Regulated Services	23.198	23.057	-0.141	The projected underspend of £0.141m is mainly due to demand influences within externally provided Supported Living	
Administrative Support	0.182	0.133	-0.049	The projected underspend is due mainly to short term vacancy savings.	
Transition & Disability Services	0.737	0.698	-0.039	The projected underspend is due mainly to short term vacancy savings.	
Minor Variances	0.606	0.559	-0.046		
Mental Health Services					
Residential Placements	1.184	1.474	0.290	Ongoing pressure due to the numbers of long term residential placements including four new placements, despite maximisation of opportunities to secure joint funding contributions from Betsi Cadwaladr University Health Board (BCUHB)	Continue to monitor and review and consider pressure item within 2019/20 budget process
Minor Variances	2.635	2.618	-0.017		
Children's Services					
Family Placement	2.564	2.784	0.221	The projected overspend is due to the number of children in care. There has been an increase in the number of children who are subject to Foster Care/Special Guardianship/Adoption who have moved through the age barriers. Other influences include new adoption and Special Guardianship Order (SGO) payments and new Foster Carers entering the system, foster carers progressing from Level 1, 2, 3 and 4. Travel costs and Christmas and birthday allowances.	
Professional Support	4.907	5.104	0.197	The projected overspend is due mainly to ongoing service pressures particularly within Prevention and Support, and is influenced by the need to support wider regional work on child protection issues	A request is made within this budget monitoring report to Cabinet for an allocation of £0.100m of funding from the contingency reserve in recognition of the specific pressure in the Victim Contact team
Minor Variances	1.692	1.701	0.010		
Development & Resources					
Charging Policy income	-2.469	-2.577	-0.108	The projected underspend is due to surplus income which is mainly caused by changes to disregard rules on financial assessments which came into effect from August 2016	Continue to monitor and review.
Business Support Service	1.170	1.092	-0.078	The projected underspend is due to a number of short term vacancy savings	
Safeguarding Unit	0.920	0.861	-0.059	The projected underspend of £0.059m is influenced by the saving on a post which was deleted following approval of an EVR request, and some non-recurring grant income from Welsh Government in support of DoLS.	
Good Health	0.916	0.855	-0.061	The projected underspend is due to a number of short term vacancy savings	Continue to monitor and review.
Minor Variances	1.571	1.642	0.071		
Total Social Services (excl Out of County)	64.725	64.506	-0.219		
Out of County					
Children's Services	4.191	5.050	0.859	Variance due to the number of Out of County placements	Continue close monitoring arrangements
Education & Youth	3.083	3.801	0.718	Variance relates to Out of County placements. A substantial increase in the number of new educational placements for 2018/19.	Continue close monitoring arrangements.
Total Out of County	7.274	8.851	1.577		

Budget Monitoring Report
Council Fund Variances

MONTH 4 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Cause of Major Variance	Action Required
Education & Youth					
Integrated Youth Provision	1.361	1.355	-0.006	Variance relates to minor variances from across service area.	
School Improvement Systems	1.797	1.745	-0.052	Variance largely relates to a reduction in maintained and non-maintained setting payments as a result of demography and a reduction of the number of settings requiring funding. Includes hourly reductions in established staff.	
Minor Variances	4.749	4.748	-0.001		
Total Education & Youth (excl Out of County)	7.908	7.849	-0.059		
Schools	89.806	89.806	0.000		
Streetscene & Transportation					
Ancillary Services & Performance	9.193	9.344	0.151	Delay in the development of the new Rockcliffe HRC site resulting in additional running costs of two existing sites continuing to operate until October totalling £0.050m. Shortfall in Recycling income due to falling plastic, card and paper recycling prices resulting from external market factors £0.185m. Additional income of £0.100m above the original projections following rollout of brown bin charges. Minor variances £0.016m	Keep under review
Highways Network	10.869	11.218	0.350	Additional cost of Vehicle insurance Premiums totalling £0.072m. Following increased car park charges from May 2018, together with charges in Flint being implemented for the first time, initial forecasts have indicated lower than anticipated income levels compared to original projections. In addition, officers have recently been appointed to meet the necessary demands of parking enforcement requirements across the County. The overall variance totals £0.260m. Minor variances £0.018m	Keep under review
Transportation & Logistics	9.150	9.392	0.242	Additional pressure as a result of the provision of additional transport for pupils from the former John Summers High School to Connahs Quay, Buckley and Mold campuses, £0.242m.	Keep under review
Workforce	0.410	0.535	0.125	Increased Agency and Overtime costs as a consequence of current sickness levels (9%) of the workforce operatives.	
Other Minor Variances	0.229	0.252	0.023		
Total Streetscene & Transportation	29.851	30.742	0.891		
Planning, Environment & Economy					
Business	1.528	1.527	-0.001	Minor Variances	Continue to Monitor and Review
Community	0.921	0.982	0.061	Full cost recovery income targets have not been achieved in recent years and are unlikely to be achieved again in 2018/19. The Pest Control Service is customer demand led with competition from external commercial organisations	Monitor Pest Control Fee Income Levels, Service to be reviewed during the second half of the financial year.
Development	0.040	-0.112	-0.152	Higher than expected levels of Planning Fee Income received in the first quarter of the financial year. An award of Legal Fees from a Planning Appeal in FCCs favour.	Continue to monitor Planning Fee Income levels and adjust projection accordingly.
Access	1.322	1.336	0.014	Minor Variances	Continue to Monitor and Review
Regeneration	2.626	2.128	-0.498	Minor Variances.	Monitor and Review.
Management & Strategy	8.676	7.495	-1.181	Minor Variances	Continue to Monitor and Review
Minor Variances	-9.493	-7.730	1.763		
Total Planning & Environment	5.620	5.627	0.006		
People & Resources					
HR & OD	2.386	2.339	-0.047	Minor variances	Continue to monitor & review
Corporate Finance	2.087	2.135	0.048	Minor variances	Continue to monitor & review
Total People & Resources	4.473	4.474	0.001		
Governance					
Legal Services	0.698	0.724	0.026	Minor variances	Continue to monitor & review
Democratic Services	2.016	2.026	0.011	Minor variances	Continue to monitor & review
Internal Audit	0.449	0.427	-0.022	Minor variances	Continue to monitor & review
Procurement	0.320	0.323	0.002	Minor variances	Continue to monitor & review
ICT	4.522	4.550	0.028	Minor variances	Continue to monitor & review
Customer Services	0.380	0.437	0.057	Vacancy savings in respect of Flintshire Connects (£0.011m). Additional registration services income estimated to be in the region of (£0.024m). Prior year efficiency in respect of Contact Centres unlikely to be achieved in 201/19 £0.100m. Other minor variances (£0.008m).	Monitor and Review.
Revenues	-0.228	-0.466	-0.238	Anticipated surplus on the Council Tax Collection Fund following the conclusion of the Single Persons Discount Review (£0.204m). Vacancy savings of (£0.030m). Other minor variances (£0.004m).	Continue to review on a monthly basis and report on any significant variances or movements.
Total Governance	8.158	8.021	-0.136		
Strategic Programmes					
Public Libraries & Arts, Culture & Events	1.598	1.598	0.000	No major variances.	
Museums	0.068	0.068	0.000	No major variances.	
County Archives	0.290	0.290	0.000	No major variances.	
Leisure	3.209	3.209	0.000	No major variances.	
Community Assets	0.000	0.000	0.000	No major variances.	
Total Strategic Programmes	5.164	5.164	0.000		

Budget Monitoring Report
Council Fund Variances

MONTH 4 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Cause of Major Variance	Action Required
Housing & Assets					
Property Asset And Development	0.435	0.370	-0.065	Underspend resulting from salary savings	
Caretaking & Security	0.274	0.217	-0.057	Underspend resulting from salary savings	
CPM & Design Services	0.588	0.490	-0.098	Additional income over budget target	
Industrial Units	-1.134	-0.916	0.218	Shortfall in rental income and added NNDR costs incurred due to void units	
Benefits	10.653	10.625	-0.028	Projected underspend on the Council Tax Reduction Scheme (CTRS) (£0.053m). Additional cost of IT related expenditure such as software and external printing £0.059m. Other savings from across the service (£0.022m).	Continue to review and report on significant variances on a monthly basis.
Housing Solutions	1.084	1.078	-0.006	Minor variances.	Continue to review and repost on significant variances on a monthly basis.
Housing Programmes	0.113	0.115	0.003	Minor variances.	Continue to review and repost on significant variances on a monthly basis.
Disabled Facilities Grant	-0.029	0.012	0.041	Unachieved framework income for Energy Efficiency projects within 2017/18 £0.050m	Continue to review and repost on significant variances on a monthly basis.
Minor Variances	0.605	0.609	0.004		
Total Housing & Assets	13.213	13.223	0.010		
Chief Executive's	2.961	2.695	-0.266	Variance is due to a number of vacancies due to a number of staff changes within the year.	Keep under review and consider as part of 19-20 budget
Central and Corporate Finance	25.175	20.691	-4.484	£1.400m underspend due to a change in the Minimum Revenue Provision policy. Increased Coroners costs £0.040m. Windfall income an overachievement of £1.975m, £1.940m is due to a VAT rebate and £0.027m due to NDR revaluations. Pension deficit recovery, an underspend of £1.031m, this is due to an increase in contributions, while the repayment figure has remained static. Apprentice Tax Levy, underspend of £0.065m. Auto Enrolment, numbers are less than estimated which gives a favourable variance of £0.273m. An underachievement on the income target of £0.200m. Minor variances £0.020m.	Continue to review all variances alongside the continuing work on the MTFS
Grand Total	264.328	261.649	-2.680		

2018/19 Efficiencies Outturn - Under or Over Achieved

Portfolio	Original Efficiency	Revised Efficiency	(Under)/Over
	2018/19 £(m)	2018/19 £(m)	Achievement 2018/19 £(m)
Central & Corporate Finance			
Theatre C/wyd tax relief	0.075	0.075	0.000
County Hall (NDR Element)	0.060	0.060	0.000
Audit fee reduction	0.127	0.127	0.000
Total Central & Corporate Finance	0.262	0.262	0.000
Governance			
Records management; Reduce records in storage.	0.010	0.010	0.000
ICT - Digital Print	0.048	0.048	0.000
Customer Services; New customer service models	0.050	0.050	0.000
Flintshire Connects; More flexible service in conjunction with potential income	0.056	0.056	0.000
Registration; Chargeable declaration of births	0.012	0.012	0.000
Total Governance	0.176	0.176	0.000
Social Services			
Disability Service; Review current contract with external agency to deliver	0.030	0.030	0.000
Disability Service; Reduction of posts.	0.110	0.110	0.000
Workforce Development; Additional Income from QCF assessors through	0.030	0.030	0.000
Business Support and Management; Rationalisation of rented	0.015	0.015	0.000
Increase in domiciliary care charging.	0.220	0.220	0.000
Integrated Care Fund	0.500	0.500	0.000
Care Fees	0.514	0.514	0.000
Merger of Out of Hours Service	0.020	0.020	0.000
Total Social Services	1.484	1.484	0.000
Education & Youth			
Early Entitlement; Reduce sustainability grant payments and remodel	0.020	0.020	0.000
Business Support; Staff reduction	0.010	0.010	0.000
Nursery Education; Staff reductions	0.040	0.040	0.000
Total Education & Youth	0.070	0.070	0.000
Schools			
Schools Demography	0.288	0.288	0.000
Total Schools	0.288	0.288	0.000
Strategic Programmes			
Leisure, Libraries and Heritage; Continuation of previous years' business plan	0.416	0.416	0.000
Revenues; Increase in collection rates enables adjustment to bad debt provision (one off).	0.094	0.094	0.000
Revenues; Second year windfall for single person discount review (one	0.140	0.140	0.000
Single Person Discount additional efficiency	0.160	0.160	0.000
Total Strategic Programmes	0.810	0.810	0.000
Housing & Assets			
Valuation Service; Property rationalisation through closure and amalgamation of services into other more efficient assets.	0.050	0.050	0.000
Valuation Service; Increase farm income through renewal of grazing licences.	0.021	0.021	0.000
Valuation Service; Community Asset Transfer process, efficiencies through reduced costs.	0.010	0.010	0.000
Valuation Service; Restructure of service as part of move to a commissioning client.	0.020	0.020	0.000
Valuation Service; Remove caretaking/security services at County Offices, Flint.	0.015	0.015	0.000
Corporate Property Maintenance; Restructure of service as part of move to a commissioning client.	0.080	0.080	0.000
Design and Project Management Services; Restructure of service as part of move to a commissioning client.	0.040	0.040	0.000
NEWydd Catering and Cleaning Services; Continuation of previous Business and Marketing plans.	0.050	0.050	0.000
County Hall	0.240	0.240	0.000
New Homes; Return anticipated trading surplus to the Council.	0.030	0.030	0.000
Regional Training courses delivered by GT officer	0.003	0.003	0.000
Welfare Rights; Some activity to be absorbed into single financial assessment team.	0.032	0.032	0.000
Benefits; Adjustment to bad debt provision (one off).	0.050	0.050	0.000
Benefits; Council Tax Reduction Scheme.	0.250	0.250	0.000
Benefits; Remove duplication and provide a single financial assessment service.	0.050	0.050	0.000
Reduction of senior management team	0.050	0.050	0.000
Total Housing & Assets	0.991	0.991	0.000
Streetscene & Transportation			
Waste Strategy; Charges for garden waste	0.800	0.900	0.100
Car Park Charges	0.450	0.250	(0.200)
Total Streetscene & Transportation	1.250	1.150	(0.100)
Planning, Environment & Economy			
Development management; Production of planning statements and to undertake private appeals	0.015	0.015	0.000
Highways Development Control; Introduce further charges. Review current charges. Retain supervisory function of highway works in the Building Control; Review charges. Introduce charges. Increase partnership working. Increase authorised commencements inspections.	0.015	0.015	0.000
Built Environment; Charing for preapplication advice	0.030	0.030	0.000
Flooding and Drainage; Fees for capital project work.	0.010	0.010	0.000
Energy; Fees for energy efficiency assessment.	0.010	0.010	0.000
Minerals and Waste; Maximise regulatory compliance income. Review day rate charging.	0.050	0.050	0.000
Rights of Way; Increase charging and reduce expenditure.	0.020	0.020	0.000
Economic Development; Workforce efficiency if regional service developed.	0.020	0.020	0.000
Total Planning, Environment & Economy	0.180	0.180	0.000
		%	£
Total 2017/18 Budget Efficiencies		100	5.511
Total Projected 2017/18 Budget Efficiencies Underachieved		2	0.100
Total Projected 2017/18 Budget Efficiencies Achieved		98	5.411

Movements on Council Fund Unearmarked Reserves

	£m	£m
Total Reserves as at 1 April 2018	13.697	
Less - Base Level	(5.769)	
Total Reserves above base level available for delegation to Cabinet		7.928
Less – amount committed as part of balancing 2018/19 budget		(1.945)
Less – One off contribution to Schools agreed at Council on 1 March 2018		(0.460)
Less – Contribution to fund shortfall in MEAG funding (M2)		(0.058)
Add – projected outturn underspend		2.680
Total Contingency Reserve as at 31st March 2019		8.145

Budget Monitoring Report
Housing Revenue Account Variances

MONTH 4 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Housing Revenue Account						
Income	(34.381)	(34.255)	0.126	0.218	A pressure of £0.126m is anticipated on income. £0.062 of this pressure related to loss of rental income on void properties. This is due to delays on handover of new properties and more properties being void for longer than anticipated. £0.023m of the pressure relates to loss of income on garages which are not tenanted. £0.036m of the pressure relates to removal of the early payment discount on the Welsh Water contract. The remaining £0.005m relates to minor pressures.	£0.036m will be built into the HRA Business Plan for future years to address the Welsh Water pressure.
Capital Financing - Loan Charges	8.694	8.548	(0.146)		The projected underspend of £0.146m relates to expected borrowing costs for SHARP. £0.051m of the underspend relates to the Minimum Revenue Payment (loan repayment) which is lower than budgeted because borrowing levels weren't as high on the 31st March as expected. The remaining £0.095m relates to interest charges. Batch 3 schemes will now start on site from November and this means expenditure will be spread across financial years. In-year interest charges will therefore be lower than originally anticipated.	
Estate Management	1.617	1.608	(0.010)	(0.032)	Minor Variance	
Landlord Service Costs	1.415	1.426	0.011	0.001	Minor Variance	
Repairs & Maintenance	8.159	8.193	0.034	0.051	A pressure of £0.034m is expected on Repairs and Maintenance. A £0.032m pressure relates to the pay award. The remaining £0.002m relates to minor pressures.	The additional 1% pay award will be built into the HRA Business Plan for future years to address the pressure.
Management & Support Services	2.297	2.219	(0.077)	(0.093)	A saving of £0.077m is anticipated on Management and Support costs. £0.002m relates to vacancy savings. The remaining £0.015m relates to minor pressures elsewhere.	
Capital Expenditure From Revenue (CERA)	12.170	12.163	(0.007)		Minor Variance	
HRA Projects	0.047	0.049	0.002	0.002	Minor Variance	
Contribution To / (From) Reserves	(0.018)	0.049	0.067	(0.147)	The HRA Business Plan anticipated a contribution from reserves of £0.018m when it was approved in February, however, to bring reserve levels in line with the budgeted closing balance for 2018/19, a contribution to reserves of £0.049m is required. This contribution will be funded by underspends elsewhere in the HRA.	
Total Housing Revenue Account	0.000	(0.000)	(0.000)	0.000		



CABINET

Date of Meeting	Tuesday, 25 th September 2018
Report Subject	Capital Programme 2018/19 (Month 4)
Cabinet Member	Leader of the Council and Cabinet Member for Finance
Report By	Corporate Finance Manager
Type of Report	Operational

EXECUTIVE SUMMARY

The report summarises changes made to the Capital Programme 2018/19 since it was set in February 2018 to the end of Month 4 (July 2018), along with expenditure to date and projected outturn.

The Capital Programme has seen a net increase of £16.125m during the period. This is comprised of:-

- Net increases in the programme of £8.420m (CF £9.676m, HRA (£1.256m));
- Introduction of Carry Forward from 2017/18 of £7.705m.

Actual expenditure was £13.728m.

The final outturn for 2017/18 was a minor funding deficit of £0.068m. There have been a small number of capital receipts in year which, together with a projected shortfall of £8.216m in the capital programme 2018/19 to 2020/21 and a request for an additional allocation of £0.500m towards the relocation of services to Unity House, puts the current funding deficit, for the 3 year period, at £8.719m. This is in advance of any capital receipts or other funding being realised.

RECOMMENDATIONS

1	Cabinet are requested to approve the overall report.
2	Cabinet are requested to approve the carry forward adjustments set out at 1.17.
3	Cabinet are requested to approve the additional allocation of £0.500m for

the relocation of services to Unity House.

REPORT DETAILS

1.00	EXPLAINING THE MONTH 4 CAPITAL PROGRAMME MONITORING POSITION- 2018/19																																																																																																						
1.01	<p>Background</p> <p>The Council approved a Council Fund (CF) capital programme of £23.773m and a Housing Revenue Account (HRA) capital programme of £36.496m for 2018/19 at its meeting of 20th February, 2018.</p>																																																																																																						
1.02	<p>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.</p>																																																																																																						
1.03	<p>Changes since Budget approval</p> <p>Table 1 below sets out how the programme has changed during 2018/19. More detailed cumulative information relating to each Portfolio is provided in Appendix A:-</p> <p><u>Table 1</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="3">REVISED PROGRAMME</th> <th rowspan="3">Original Budget 2018/19 £m</th> <th rowspan="3">Carry Forward from 2017/18 £m</th> <th colspan="3">2018/19 Previously Reported</th> <th rowspan="3">Changes - This Period £m</th> <th rowspan="3">Revised Budget 2018/19 £m</th> </tr> <tr> <th>Changes</th> <th>Carry Forward to 2019/20</th> <th>Savings</th> </tr> <tr> <th>£m</th> <th>£m</th> <th>£m</th> </tr> </thead> <tbody> <tr> <td>People & Resources</td> <td>0.250</td> <td>0.233</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.483</td> </tr> <tr> <td>Governance</td> <td>0.408</td> <td>0.068</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.476</td> </tr> <tr> <td>Education & Youth</td> <td>17.000</td> <td>0.385</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>17.385</td> </tr> <tr> <td>Social Care</td> <td>1.955</td> <td>2.168</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>4.123</td> </tr> <tr> <td>Planning, Environment & Economy</td> <td>0.000</td> <td>0.664</td> <td>0</td> <td>0</td> <td>0</td> <td>0.076</td> <td>0.740</td> </tr> <tr> <td>Transport & Streetscene</td> <td>1.100</td> <td>2.845</td> <td>0</td> <td>0</td> <td>0</td> <td>8.217</td> <td>12.162</td> </tr> <tr> <td>Strategic Programmes</td> <td>0.660</td> <td>0.453</td> <td>0</td> <td>0</td> <td>0</td> <td>1.383</td> <td>2.496</td> </tr> <tr> <td>Housing & Assets</td> <td>2.400</td> <td>0.889</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>3.289</td> </tr> <tr> <td>Council Fund Total</td> <td>23.773</td> <td>7.705</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>9.676</td> <td>41.154</td> </tr> <tr> <td>HRA Total</td> <td>36.496</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>(1.256)</td> <td>35.240</td> </tr> <tr> <td>Programme Total</td> <td>60.269</td> <td>7.705</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>8.420</td> <td>76.394</td> </tr> </tbody> </table>	REVISED PROGRAMME	Original Budget 2018/19 £m	Carry Forward from 2017/18 £m	2018/19 Previously Reported			Changes - This Period £m	Revised Budget 2018/19 £m	Changes	Carry Forward to 2019/20	Savings	£m	£m	£m	People & Resources	0.250	0.233	0	0	0	0	0.483	Governance	0.408	0.068	0	0	0	0	0.476	Education & Youth	17.000	0.385	0	0	0	0	17.385	Social Care	1.955	2.168	0	0	0	0	4.123	Planning, Environment & Economy	0.000	0.664	0	0	0	0.076	0.740	Transport & Streetscene	1.100	2.845	0	0	0	8.217	12.162	Strategic Programmes	0.660	0.453	0	0	0	1.383	2.496	Housing & Assets	2.400	0.889	0	0	0	0	3.289	Council Fund Total	23.773	7.705	0.000	0.000	0.000	9.676	41.154	HRA Total	36.496	0	0	0	0	(1.256)	35.240	Programme Total	60.269	7.705	0.000	0.000	0.000	8.420	76.394
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1.04	<p>Carry Forward from 2017/18</p> <p>Carry forward sums from 2017/18 to 2018/19, totalling £7.705m (CF £7.705m, HRA £0.000m), were approved as a result of the quarterly monitoring reports presented to Cabinet during 2017/18.</p>																																																																																																						

1.05

Changes during this period

Funding changes during this period have resulted in a net increase in the programme total of £8.420m (CF £9.676m, HRA (£1.256m)). A summary of the changes, detailing major items, is shown in Table 2 below:-

Table 2

CHANGES DURING THIS PERIOD		
	Para	£m
<u>COUNCIL FUND</u>		
Increases		
Local Transport / Road Safety Grant	1.06	6.110
Highways	1.07	1.704
Leisure Centres	1.08	1.100
Waste CCP Funding	1.09	0.403
Play Areas	1.10	0.283
Other Aggregate Increases		0.076
		9.676
Decreases		
Other Aggregate Decreases		0.000
		0.000
Total		9.676
<u>HRA</u>		
Increases		
Buy Back / Strategic Acquisition	1.11	0.500
Other Aggregate Increases		0.144
		0.644
Decreases		
SHARP - Affordable Housing Grant	1.12	(1.900)
Other Aggregate Decreases		0.000
		(1.900)
Total		(1.256)

1.06

It is usual in the early part of the financial year to receive notification of funding allocations that were not available at budget setting time. This is the case with the Local Transport/Road Safety grant from Welsh Government (WG). Relevant schemes include replacement of electronic ticketing machines, Deeside Shuttle/DIP links, Active Travel and various road safety schemes around schools.

1.07

Funding from Salix of £1.479m and from revenue (CERA) of £0.225m has been introduced to continue the process of upgrading the street lighting infrastructure.

1.08

At its meeting on 18th July 2017, Cabinet approved additional expenditure on new health & fitness facilities and changing spaces at both Mold Leisure

	<p>Centre and Jade Jones Pavilion in order to assist Aura Leisure & Libraries ADM in generating additional income. This is to be funded from Prudential Borrowing but offset by a reduction in the funding provided to Aura, resulting in a nil cost to the Council.</p> <p>As much of this work will now take place in the current financial year funding was rephased from 2017/18 into 2018/19.</p>
1.09	The remaining balance of Waste Collaborative Change Programme grant available has been introduced to contribute to the Rockcliffe Household Recycling Centre (HRC) site.
1.10	Funding for Play Areas, both from Section 106 monies and match funding from Town/Community Councils, is introduced during the year as schemes are developed and progressed.
1.11	Funding has been introduced within the HRA to buy back ex Right to Buy properties so they can be bought back into the Council's HRA housing stock.
1.12	When the HRA budget was set WG had confirmed that £1.900m of Affordable Housing Grant would be available. This is not now the case and the grant funding has been replaced by revenue support for equivalent borrowing over a 29 year period. This funding will be utilised in the 2019/20 financial year.
1.13	<p>Capital Expenditure compared to Budget</p> <p>Expenditure as at Month 4, across the whole of the capital programme was £13.728m. The breakdown of expenditure is analysed in Table 3, along with the percentage spend against budget. This shows that 17.97% of the budget has been spent (CF 16.08%, HRA 20.18%). Corresponding figures for Month 4 2017/18 were 25.25% (CF 13.77%, HRA 37.28%).</p>
1.14	<p>The table also shows a projected underspend (pending carry forward and other adjustments) of £0.047m on the Council Fund and a break even position on the HRA.</p> <p><u>Table 3</u></p>

EXPENDITURE	Revised Budget	Cumulative Expenditure Month 4	Percentage Spend v Budget	Projected Outturn	Variance Budget v Outturn (Under)/Over
	£m	£m	%	£m	£m
	People & Resources	0.483	0	0.00	0.483
Governance	0.476	0.057	11.99	0.476	0.000
Education & Youth	17.385	3.749	21.56	17.385	0.000
Social Care	4.123	0.024	0.58	4.123	0.000
Planning, Environment & Economy	0.740	0.182	24.58	0.557	(0.183)
Transport & Streetscene	12.162	0.852	7.00	12.162	0.000
Strategic Programmes	2.496	0.918	36.78	2.422	(0.074)
Housing & Assets	3.289	0.834	25.37	3.499	0.210
Council Fund Total	41.154	6.616	16.08	41.107	(0.047)
Buy Back / Strategic Acquisition	0.500	0.230	45.90	0.500	0.000
Disabled Adaptations	1.111	0.150	13.53	1.111	0.000
Energy Schemes	0.357	0.021	5.77	0.357	0.000
Major Works	1.855	0.615	33.15	1.855	0.000
Accelerated Programmes	0.714	0.213	29.80	0.714	0.000
WHQS Improvements	18.229	4.787	26.26	18.229	0.000
SHARP Programme	12.474	1.096	8.79	12.474	0.000
Housing Revenue Account Total	35.240	7.111	20.18	35.240	0.000
Programme Total	76.394	13.728	17.97	76.347	(0.047)

1.15 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 carry forward into 2019/20 has been identified, this is also included in the narrative.

1.16 **Carry Forward into 2019/20**

During the quarter carry forward of £0.074m (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 2019/20.

1.17 Information relating to each programme area is contained in Appendix B and summarised in Table 4 below:-

Table 4

	<table border="1"> <tr> <td rowspan="5">CARRY FORWARD INTO 2019/20</td> <td></td> <td>Total</td> </tr> <tr> <td>Month 4</td> <td></td> </tr> <tr> <td>£m</td> <td>£m</td> </tr> <tr> <td>Strategic Programmes</td> <td>0.074</td> </tr> <tr> <td>Council Fund</td> <td>0.074</td> </tr> <tr> <td>Housing Revenue Account</td> <td>0.000</td> <td>0.000</td> </tr> <tr> <td>TOTAL</td> <td>0.074</td> <td>0.074</td> </tr> </table>	CARRY FORWARD INTO 2019/20		Total	Month 4		£m	£m	Strategic Programmes	0.074	Council Fund	0.074	Housing Revenue Account	0.000	0.000	TOTAL	0.074	0.074																			
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1.18	<p>Additional Allocations</p> <p>As a result of additional items of work, in the main relating to building ventilation systems, the projected cost of relocating services to Unity House is anticipated to increase by £0.500m. Cabinet is requested to approve additional capital resources of £0.500m towards these works. At this stage it is assumed that this will be funded from Prudential Borrowing.</p>																																				
1.19	<p>Savings</p> <p>No savings have been identified in the programme in this quarter.</p>																																				
1.20	<p>Funding of 2018/19 Approved Schemes</p> <p>The position at Month 4 is summarised in Table 5 below:-</p> <p>Table 5</p> <table border="1"> <thead> <tr> <th colspan="3">FUNDING OF APPROVED SCHEMES</th> </tr> <tr> <th></th> <th>£m</th> <th>£m</th> </tr> </thead> <tbody> <tr> <td>Capital Receipts Available as at 31/03/18</td> <td></td> <td>(7.637)</td> </tr> <tr> <td>Carry Forward Funding</td> <td></td> <td>7.705</td> </tr> <tr> <td></td> <td></td> <td>0.068</td> </tr> <tr> <td>Increases</td> <td></td> <td></td> </tr> <tr> <td>Shortfall in 2018/19 to 2020/21 budget</td> <td>8.216</td> <td></td> </tr> <tr> <td>Additional allocation to Unity House</td> <td>0.500</td> <td>8.716</td> </tr> <tr> <td>Decreases</td> <td></td> <td></td> </tr> <tr> <td>Actual In year receipts</td> <td>(0.065)</td> <td></td> </tr> <tr> <td>Savings</td> <td></td> <td>(0.065)</td> </tr> <tr> <td>Funding - (Available)/Shortfall</td> <td></td> <td>8.719</td> </tr> </tbody> </table>	FUNDING OF APPROVED SCHEMES				£m	£m	Capital Receipts Available as at 31/03/18		(7.637)	Carry Forward Funding		7.705			0.068	Increases			Shortfall in 2018/19 to 2020/21 budget	8.216		Additional allocation to Unity House	0.500	8.716	Decreases			Actual In year receipts	(0.065)		Savings		(0.065)	Funding - (Available)/Shortfall		8.719
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1.21	<p>The final outturn funding deficit from 2017/18 was £0.068m.</p> <p>In addition, schemes put forward for the years 2018/19 - 2020/21 showed a potential shortfall in funding of £8.216m. The detail behind this figure can be found in the report 'Development of 2018/19 - 2020/21 Capital</p>																																				

	<p>Programme' which was presented to Council on 20th February 2018.</p> <p>Additional allocations, if approved, amount to £0.500m.</p> <p>Actual in year receipts as at Month 4 amount to £0.065m.</p> <p>Taken together this indicates a current funding shortfall of £8.719m over the 3 year period, prior to the realisation of additional capital receipts and/or other funding sources.</p>																																												
1.22	<p>Investment in County Towns</p> <p>At its meeting on 12th December 2017, the Council approved a Notice of Motion relating to the reporting of investment in county towns. The extent and format of the reporting was agreed at the Corporate Resources Overview and Scrutiny Committee on 14th June 2018.</p>																																												
1.23	<p>Table 6 below shows a summary of the 2017/18 actual expenditure, the 2018/19 revised budget and budgets for future years as approved by Council at its meeting of 20th February, 2018. Further detail can be found in Appendix C, including details of the 2018/19 spend to Month 4.</p> <p>Table 6</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="4" style="text-align: center;">INVESTMENT IN COUNTY TOWNS</th> </tr> <tr> <th></th> <th style="text-align: center;">2017/18 Actual £m</th> <th style="text-align: center;">2018/19 Revised Budget £m</th> <th style="text-align: center;">2019 - 2021 Budget £m</th> </tr> </thead> <tbody> <tr> <td>Buckley / Penyffordd</td> <td style="text-align: center;">0.640</td> <td style="text-align: center;">7.328</td> <td style="text-align: center;">2.382</td> </tr> <tr> <td>Connah's Quay / Shotton</td> <td style="text-align: center;">7.777</td> <td style="text-align: center;">10.967</td> <td style="text-align: center;">0.492</td> </tr> <tr> <td>Flint / Bagillt</td> <td style="text-align: center;">2.855</td> <td style="text-align: center;">1.434</td> <td style="text-align: center;">0.241</td> </tr> <tr> <td>Holywell / Caerwys / Mostyn</td> <td style="text-align: center;">0.876</td> <td style="text-align: center;">9.103</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Mold / Treuddyn / Cilcain</td> <td style="text-align: center;">5.655</td> <td style="text-align: center;">0.758</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Queensferry / Hawarden / Sealand</td> <td style="text-align: center;">0.837</td> <td style="text-align: center;">4.260</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Saltney / Broughton / Hope</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0.860</td> <td style="text-align: center;">4.207</td> </tr> <tr> <td>To Be Confirmed</td> <td style="text-align: center;">3.127</td> <td style="text-align: center;">8.281</td> <td style="text-align: center;">7.942</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">21.868</td> <td style="text-align: center;">42.991</td> <td style="text-align: center;">15.264</td> </tr> </tbody> </table>	INVESTMENT IN COUNTY TOWNS					2017/18 Actual £m	2018/19 Revised Budget £m	2019 - 2021 Budget £m	Buckley / Penyffordd	0.640	7.328	2.382	Connah's Quay / Shotton	7.777	10.967	0.492	Flint / Bagillt	2.855	1.434	0.241	Holywell / Caerwys / Mostyn	0.876	9.103	0	Mold / Treuddyn / Cilcain	5.655	0.758	0	Queensferry / Hawarden / Sealand	0.837	4.260	0	Saltney / Broughton / Hope	0	0.860	4.207	To Be Confirmed	3.127	8.281	7.942	Total	21.868	42.991	15.264
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1.24	<p>The inclusion of actuals for 2017/18 and approved schemes for future years allows a slightly fuller picture of investment plans. However, expenditure which has occurred in years' prior to 2017/18 has not be included, and the expenditure and budgets reported should be considered in that context.</p>																																												
1.25	<p>There are two significant factors which increase allocations to particular areas, which are homes developed under the SHARP programme, and new or remodelled schools. The impact of these can be seen in the detail shown in Appendix C.</p>																																												

1.26	Some expenditure cannot yet be allocated to specific towns as schemes are not yet fully developed or are generic in nature and not easily identifiable to one of the seven areas. As such schemes are identified the expenditure will be allocated to the relevant area.																											
1.27	Information on the split between internal and external funding can be found in Appendix C.																											
1.28	<p>In addition to the information contained in Appendix C, there is also considerable capital expenditure on the HRA Welsh Housing Quality Standard (WHQS), which was originally outside the scope of this analysis. A summary is provided in Table 7 below, albeit using a slightly different catchment area basis.</p> <p>Table 7</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3" style="text-align: left;">WHQS Programme</th> </tr> <tr> <th></th> <th style="text-align: center;">2017/18 Actual £m</th> <th style="text-align: center;">2018/19 Budget £m</th> </tr> </thead> <tbody> <tr> <td>Holywell</td> <td style="text-align: center;">0.250</td> <td style="text-align: center;">0.550</td> </tr> <tr> <td>Flint</td> <td style="text-align: center;">2.500</td> <td style="text-align: center;">3.950</td> </tr> <tr> <td>Deeside & Saltney</td> <td style="text-align: center;">1.300</td> <td style="text-align: center;">4.550</td> </tr> <tr> <td>Buckley</td> <td style="text-align: center;">2.500</td> <td style="text-align: center;">2.150</td> </tr> <tr> <td>Mold</td> <td style="text-align: center;">1.500</td> <td style="text-align: center;">1.550</td> </tr> <tr> <td>Connah's Quay & Shotton</td> <td style="text-align: center;">5.500</td> <td style="text-align: center;">1.050</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">13.550</td> <td style="text-align: center;">13.800</td> </tr> </tbody> </table>	WHQS Programme				2017/18 Actual £m	2018/19 Budget £m	Holywell	0.250	0.550	Flint	2.500	3.950	Deeside & Saltney	1.300	4.550	Buckley	2.500	2.150	Mold	1.500	1.550	Connah's Quay & Shotton	5.500	1.050	Total	13.550	13.800
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2.00	RESOURCE IMPLICATIONS
2.01	As set out in the body of the report.

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

4.00	RISK MANAGEMENT
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.

5.00	APPENDICES
5.01	Appendix A: Capital Programme - Changes during 2018/19 Appendix B: Variances Appendix C: Investment in Towns

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Capital Programme monitoring papers 2018/19. Contact Officer: Andrew Elford Accountant Telephone: 01352 702291 E-Mail: andrew.j.elford@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	<p>Budget Re-profiling: Capital schemes are very dynamic and a number of factors can influence their timing and funding. Budget re-profiling assures that the correct resources are available in the correct accounting period to finance the actual level of expenditure.</p> <p>Capital Expenditure: Expenditure on the acquisition of non-current assets or expenditure which extends the useful life of an existing asset</p> <p>Capital Programme: 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>Capital Receipts: Receipts (in excess of £10,000) realised from the disposal of assets.</p> <p>Carry Forward: Carry forward 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 carried forward to meet the delayed, contractually committed expenditure.</p> <p>CERA: Capital Expenditure charged to Revenue Account. The Council is allowed to use its revenue resources to fund capital expenditure. However the opposite is not permissible.</p> <p>Council Fund (CF): The fund to which all the Council's revenue and capital expenditure is charged.</p> <p>Housing Revenue Account (HRA): The fund to which all the Council's revenue and capital expenditure relating to its housing stock is charged.</p> <p>MRA: Major Repairs Allowance. A general capital grant from WG for HRA</p>

purposes.

Non-current Asset: A resource controlled (but not necessarily owned) by the Council, from which economic benefits or service potential are expected to flow to the Council for more than 12 months.

Section 106: Monies are received from developers/contractors pursuant to Section 106 of the Town & Country Planning Act 1990. These sums are available for use once the relevant terms of the individual agreement have been met. The monies are most commonly used for educational enhancement, play areas, highways and affordable housing.

Target Hardening: Measures taken to prevent unauthorised access to Council sites.

Unhypothecated Supported Borrowing (USB), commonly referred to as Supported Borrowing - Each year Welsh Government provide Councils with a Supported Borrowing allocation. Councils borrow to fund capital expenditure equivalent to that annual allocation, Welsh Government then include funding to cover the revenue costs associated with the borrowing for future years within the Revenue Support Grant. The Council decides how this funding is spent.

Unsupported (Prudential) Borrowing: Borrowing administered under the Prudential Code, whereby Authorities can set their own policies on acceptable levels and types of borrowing. The Prudential Framework allows Authorities to take out loans in response to overall cash flow forecasts and other factors provided they can show that the borrowing is to meet planned capital expenditure in the current year or the next three years.

CAPITAL PROGRAMME - CHANGES DURING 2018/19

	Original Budget 2018/19	Carry Forward from 2017/18	Previously Reported			Changes (Current)	Revised Budget 2018/19
			Changes	Carry Forward to 2019/20	Savings		
	£m	£m	£m	£m	£m	£m	£m
Council Fund :							
People & Resources							
Headroom	0.250	0.110	0	0	0	0	0.360
Corporate Finance - H & S	0	0.123	0	0	0	0	0.123
	0.250	0.233	0.000	0.000	0.000	0.000	0.483
Governance							
Information Technology	0.408	0.068	0	0	0	0	0.476
	0.408	0.068	0.000	0.000	0.000	0.000	0.476
Education & Youth							
Education - General	0.500	0	0	0	0	0	0.500
Primary Schools	1.683	0.059	0	0	0	(0.274)	1.468
Schools Modernisation	13.967	0	0	0	0	0	13.967
Secondary Schools	0.600	0.071	0	0	0	0.274	0.945
Special Education	0.250	0.255	0	0	0	0	0.505
	17.000	0.385	0.000	0.000	0.000	0.000	17.385
Social Care							
Services to Older People	0.000	0	0	0	0	0.363	0.363
Learning Disability	1.955	1.735	0	0	0	0	3.690
Children's Services	0.000	0.433	0	0	0	(0.363)	0.070
	1.955	2.168	0.000	0.000	0.000	0.000	4.123
Planning, Environment & Economy							
Closed Landfill Sites	0	0.250	0	0	0	0	0.250
Engineering	0	0.414	0	0	0	0	0.414
Energy Services	0	0	0	0	0	0	0
Townscape Heritage Initiatives	0	0	0	0	0	0.076	0.076
Urban/Rural Regeneration	0	0	0	0	0	0	0
	0.000	0.664	0.000	0.000	0.000	0.076	0.740
Transport & Streetscene							
Waste - CCP Grant	0	1.000	0	0	0	0.403	1.403
Waste - Other	0.500	0	0	0	0	0	0.500
Highways	0.600	1.497	0	0	0	1.704	3.801
Local Transport Grant	0	0	0	0	0	6.110	6.110
Solar Farms	0	0.348	0	0	0	0	0.348
	1.100	2.845	0.000	0.000	0.000	8.217	12.162
Strategic Programmes							
Leisure Centres	0.330	0.254	0	0	0	1.100	1.684
Play Areas	0	0	0	0	0	0.283	0.283
Libraries	0	0.110	0	0	0	0	0.110
Theatr Clwyd	0.330	0.089	0	0	0	0	0.419
	0.660	0.433	0.000	0.000	0.000	1.383	2.496

CAPITAL PROGRAMME - CHANGES DURING 2018/19

	Original Budget 2018/19	Carry Forward from 2017/18	Previously Reported			Changes (Current)	Revised Budget 2018/19
			Changes	Carry Forward to 2019/20	Savings		
	£m	£m	£m	£m	£m	£m	£m
Housing & Assets							
Administrative Buildings	0.600	0.134	0	0	0	0	0.734
Community Asset Transfers	0	0.755	0	0	0	0	0.755
Affordable Housing	0	0	0	0	0	0	0
Private Sector Renewal/Improv't	1.800	0	0	0	0	0	1.800
	2.400	0.889	0.000	0.000	0.000	0.000	3.289
Housing Revenue Account :							
Buy Back / Strategic Acquisition	0	0	0	0	0	0.500	0.500
Disabled Adaptations	1.051	0	0	0	0	0.060	1.111
Energy Schemes	0.357	0	0	0	0	0	0.357
Major Works	1.855	0	0	0	0	0	1.855
Accelerated Programmes	0.714	0	0	0	0	0	0.714
WHQS Improvements	18.289	0	0	0	0	(0.060)	18.229
SHARP Programme	14.230	0	0	0	0	(1.756)	12.474
	36.496	0.000	0.000	0.000	0.000	(1.256)	35.240
Totals :							
Council Fund	23.773	7.705	0	0	0	9.676	41.154
Housing Revenue Account	36.496	0	0	0	0	(1.256)	35.240
Grand Total	60.269	7.705	0.000	0.000	0.000	8.420	76.394

PEOPLE & RESOURCES

Capital Budget Monitoring 2018/19 - Month 4

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
Headroom	0.360	0.000	0.360	0	0	0.000		Corporate provision - to be allocated as requested and approved	Any unspent allocation will be the subject of a carry forward request at outturn
Corporate Finance - Health & Safety	0.123	0.000	0.123	0	0	0.000		Corporate provision - to be allocated as requested and approved	Any unspent allocation will be the subject of a carry forward request at outturn
Total	0.483	0.000	0.483	0.000	0	0.000			

GOVERNANCE

Capital Budget Monitoring 2018/19 - Month 4

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	0.476	0.057	0.476	0	0	0.000			
Total	0.476	0.057	0.476	0.000	0	0.000			

Variance = Budget v Projected Outturn

EDUCATION & YOUTH

Capital Budget Monitoring 2018/19 - Month 4

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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	0.500	0.000	0.500	0	0	0.000			
Primary Schools	1.468	0.040	1.468	0	0	0.000			
Schools Modernisation	13.967	3.610	13.967	0	0	0.000			
Secondary Schools	0.945	0.055	0.945	0	0	0.000			
Special Education	0.505	0.044	0.505	0	0	0.000			
Total	17.385	3.749	17.385	0.000	0	0.000			

Variance = Budget v Projected Outturn

SOCIAL CARE

Capital Budget Monitoring 2018/19 - Month 4

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
Services to Older People	0.363	0.000	0.363	0	0	0.000			
Learning Disability	3.690	0.024	3.690	0	0	0.000			
Children's Services	0.070	0.000	0.070	0	0	0.000			
Total	4.123	0.024	4.123	0.000	0	0.000			

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Variance = Budget v Projected Outturn

PLANNING, ENVIRONMENT & ECONOMY

Capital Budget Monitoring 2018/19 - Month 4

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	0.000	0	(0.250)	(100)	0.000	Expenditure on remedial actions to be determined following extensive monitoring and in accordance with NRW regulations	None at the present time	Potential Carry Forward depending on timing and results of investigations
Engineering	0.414	0.045	0.414	0	0	0.000			
Energy Services	0.000	0.052	0.052	0.052		0.000		Funding to be introduced to match expenditure	
Townscape Heritage Initiatives	0.076	0.091	0.091	0.015	20	0.000		Funding to be introduced to match expenditure	
Urban / Rural Regeneration	0.000	(0.006)	0	0		0.000			
Total	0.740	0.182	0.557	(0.183)	(25)	0.000			

Variance = Budget v Projected Outturn

TRANSPORT & STREETSCENE

Capital Budget Monitoring 2018/19 - Month 4

Programme Area	Total Budget	Actual Exp.	Projected Outturn	Variance (Under)/ Over	Variance %age	Variance Prev Qtr	Cause of Variance	Action Required	Comments
	£m	£m	£m	£m	%	£m			
Waste Services - Collaborative Change Programme (CCP)	1.403	0.475	1.403	0	0	0.000			
Waste Services - Other	0.500	0.000	0.500	0	0	0.000			Dependent on intended projects progressing in 2018/19 by both Denbighshire and Conwy Councils
Engineering	0.000	0.000	0.000	0		0.000			
Highways	3.801	0.188	3.801	0	0	0.000			
Local Transport Grant	6.110	0.189	6.110	0	0	0.000			
Solar Farms	0.348	0.000	0.348	0	0	0.000			
Total	12.162	0.852	12.162	0.000	0	0.000			

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Variance = Budget v Projected Outturn

STRATEGIC PROGRAMMES

Capital Budget Monitoring 2018/19 - Month 4

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
Leisure Centres	1.684	0.642	1.684	0	0	0.000			Planned works to be carried out at Mold Leisure Centre and Jade Jones Pavilion to be funded through Prudential Borrowing
Play Areas	0.283	0.276	0.283	0	0	0.000			S106 and Match Funded schemes, money drawn down when scheme is completed
Libraries	0.110	0.000	0.110	0	0	0.000			
Clwyd Theatr Cymru	0.419	0.000	0.345	(0.074)	(18)	0.000	Carry Forward - Balance of funding for IT independence	Request approval to move funding of £0.074m to 2019/20	£0.330m for capital redevelopment fees is expected to be spent in year. £0.015m spend on IT & telephony, leaving balance of £0.074m. Flintshire are supporting the Theatre in 2018/19 therefore the move to full independence in these areas is postponed for this financial year
Total	2.496	0.918	2.422	(0.074)	(3)	0.000			

Variance = Budget v Projected Outturn

HOUSING & ASSETS

Capital Budget Monitoring 2018/19 - Month 4

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	0.734	0.189	0.734	0	0	0.000			
Community Asset Transfers	0.755	0.021	0.755	0	0	0.000		Expenditure is incurred as and when schemes are signed off	Any unspent allocation will be the subject of a carry forward request at outturn
Affordable Housing	0.000	0.210	0.210	0.210		0.000		A £10.000m loan has been agreed, funded from Prudential Borrowing. Budgets will be introduced as and when schemes are signed off	
Private Sector Renewal/Improvement	1.800	0.415	1.800	0	0	0.000			
Total	3.289	0.834	3.499	0.210	6	0.000			

Variance = Budget v Projected Outturn

HOUSING REVENUE ACCOUNT

Capital Budget Monitoring 2018/19 - Month 4

Programme Area	Total Budget	Actual Exp.	Projected Outturn	Variance (Under)/ Over	Variance %age	Variance Prev Qtr	Cause of Variance	Action Required	Comments
	£m	£m	£m	£m	%	£m			
Buy Back / Strategic Acquisition	0.500	0.230	0.500	0	0	0.000			
Disabled Adaptations	1.051	0.150	1.051	0	0	0.000			
Energy Services	0.357	0.021	0.357	0	0	0.000			
Major Works	1.855	0.615	1.855	0	0	0.000			
Accelerated Programmes	0.714	0.213	0.714	0	0	0.000			
WHQS Improvements	18.289	4.787	18.289	0	0	0.000			
SHARP	12.474	1.096	12.474	0	0	0.000			
Total	35.240	7.111	35.240	0.000	0	0.000			

Variance = Budget v Projected Outturn

SUMMARY

Capital Budget Monitoring 2018/19 - Month 4

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
People & Resources	0.483	0.000	0.483	0.000	0	0.000			
Governance	0.476	0.057	0.476	0.000	0	0.000			
Education & Youth	17.385	3.749	17.385	0.000	0	0.000			
Social Care	4.123	0.024	4.123	0.000	0	0.000			
Planning, Environment & Economy	0.740	0.182	0.557	(0.183)	(25)	0.000			
Transport & Streetscene	12.162	0.852	12.162	0.000	0	0.000			
Strategic Programmes	2.496	0.918	2.422	(0.074)	(3)	0.000			
Housing & Assets	3.289	0.834	3.499	0.210	6	0.000			
Sub Total - Council Fund	41.154	6.616	41.107	(0.047)	(0)	0.000			
Housing Revenue Account	35.240	7.111	35.240	0.000	0	0.000			
Total	76.394	13.728	76.347	(0.047)	(0)	0.000			

Variance = Budget v Projected Outturn

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INVESTMENT IN COUNTY TOWNS - 2017 / 18 ACTUAL SPEND

APPENDIX C

TOWN FUNDING	17/18	BUCKLEY		CONNAH'S QUAY		FLINT		HOLYWELL		MOLD		QUEENSFERRY		SALTNEY		UNALLOCATED		TOTALS		
	ACTUAL £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Total £000
EXPENDITURE																				
HOUSING - HRA																				
SHARP	7,580	63		748	540	1,939		150		4,140								7,040	540	7,580
EDUCATION & YOUTH																				
21C Schools:-																				
CQ High School	4,764			3,345	1,419													3,345	1,419	4,764
Holywell High School	365							365										365	0	365
Penyffordd Amalgamation	407	407																407	0	407
School Extension & Remodelling:-																				
Ysgol Glan Aber																		0	0	0
Castell Alun																		0	0	0
SOCIAL CARE																				
LD Day Care Facility	310											310						310	0	310
TRANSPORT																				
Highways Asset Management Plan:-																				
Bridges	489				489													0	489	489
Street Lighting	3,127																3,127	0	3,127	3,127
Highway Maintenance	1,486									114		45				1,327		1,486	0	1,486
Transport Grant	2,511				79		460		69		540		85				1,278	0	2,511	2,511
DEVELOPMENT / REGENERATION																				
Townscape Heritage Initiative	273					130	143											130	143	273
LEISURE - AURA																				
Leisure Centres	562	14				102				312		134						562	0	562
Synthetic Sports Pitches	62											62						62	0	62
	21,936	484	0	4,093	2,527	2,171	603	515	69	4,566	540	551	85	0	0	1,327	4,405	13,707	8,229	21,936

AREA TOTAL

484

6,620

2,774

584

5,106

636

0

5,732

INVESTMENT IN COUNTY TOWNS - 2018 / 19 REVISED BUDGET

APPENDIX C (Cont)

TOWN FUNDING	REVISED BUDGET £000	BUCKLEY		CONNAH'S QUAY		FLINT		HOLYWELL		MOLD		QUEENSFERRY		SALTNEY		UNALLOCATED		TOTALS				
		Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Total £000		
EXPENDITURE																						
HOUSING - HRA																						
SHARP	12,474	1,713	330	1,758		59		7,960	446	208										11,698	776	12,474
EDUCATION & YOUTH																						
21C Schools:-																						
CQ High School	8,891			7,579	1,312															7,579	1,312	8,891
Holywell High School																				0	0	0
Penyffordd Amalgamation	5,076		5,076																	0	5,076	5,076
School Extension & Remodelling:-																						
Ysgol Glan Aber	749					749														749	0	749
Castell Alun	600												600							600	0	600
SOCIAL CARE																						
LD Day Care Facility	3,690											3,690								3,690	0	3,690
TRANSPORT																						
Highways Asset Management Plan:-																						
Bridges	120			120																120	0	120
Street Lighting	1,479																			0	1,479	1,479
Highway Maintenance	2,202															2,202				2,202	0	2,202
Transport Grant	6,110		205		198				697				150		260		4,600			0	6,110	6,110
DEVELOPMENT / REGENERATION																						
Townscape Heritage Initiative	76							76												0	76	76
LEISURE - AURA																						
Leisure Centres	1,186	4				550				550		82								1,186	0	1,186
Synthetic Sports Pitches	338											338								338	0	338
	42,991	1,717	5,611	9,457	1,510	1,358	76	7,960	1,143	758	0	4,110	150	600	260	2,202	6,079			28,162	14,829	42,991

AREA TOTAL

7,328

10,967

1,434

9,103

758

4,260

860

8,281

INVESTMENT IN COUNTY TOWNS - 2018 / 19 ACTUAL TO DATE

APPENDIX C (Cont)

TOWN FUNDING	ACTUAL TO DATE £000	BUCKLEY		CONNAH'S QUAY		FLINT		HOLYWELL		MOLD		QUEENSFERRY		SALTNEY		UNALLOCATED		TOTALS			
		Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Total £000	
EXPENDITURE																					
HOUSING - HRA																					
SHARP	1,096			851		62				184									1,096	0	1,096
EDUCATION & YOUTH																					
21C Schools:-																					
CQ High School	3,208			1,896	1,312														1,896	1,312	3,208
Holywell High School																			0	0	0
Penyffordd Amalgamation	398		398																0	398	398
School Extension & Remodelling:-																					
Ysgol Glan Aber																			0	0	0
Castell Alun																			0	0	0
SOCIAL CARE																					
LD Day Care Facility	24											24							24	0	24
TRANSPORT																					
Highways Asset Management Plan:-																					
Bridges																			0	0	0
Street Lighting	188																188		0	188	188
Highway Maintenance																			0	0	0
Transport Grant	189				189														0	189	189
DEVELOPMENT / REGENERATION																					
Townscape Heritage Initiative	91						91												0	91	91
LEISURE - AURA																					
Leisure Centres																			0	0	0
Synthetic Sports Pitches	7											7							7	0	7
	5,202	0	398	2,747	1,501	62	91	0	0	184	0	31	0	0	0	0	188		3,024	2,178	5,202

AREA TOTAL

398

4,248

153

0

184

31

0

188

INVESTMENT IN COUNTY TOWNS - 2019 - 2021 BUDGET

APPENDIX C (Cont)

TOWN FUNDING	FUTURE BUDGET £000	BUCKLEY		CONNAH'S QUAY		FLINT		HOLYWELL		MOLD		QUEENSFERRY		SALTNEY		UNALLOCATED		TOTALS			
		Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Total £000	
EXPENDITURE																					
HOUSING - HRA																					
SHARP	6,070																6,070				
EDUCATION & YOUTH																					
21C Schools:-																					
CQ High School	492			492																	
Holywell High School																					
Penyffordd Amalgamation																					
School Extension & Remodelling:-																					
Ysgol Glan Aber	241					241															
Castell Alun	4,207													4,207							
SOCIAL CARE																					
Marleyfield Residential Home	2,382	2,382																			
TRANSPORT																					
Highways Asset Management Plan:-																					
Bridges																					
Street Lighting																					
Highway Maintenance	1,200																1,200				
Transport Grant																					
DEVELOPMENT / REGENERATION																					
Townscape Heritage Initiative																					
LEISURE - AURA																					
Leisure Centres																					
Synthetic Sports Pitches	672																672				
	15,264	2,382	0	492	0	241	0	0	0	0	0	0	0	4,207	0	7,942	0	15,264	0	15,264	

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AREA TOTAL

		2,382		492		241		0		0		0		4,207		7,942	
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CABINET

Date of Meeting	Tuesday, 25 th September 2018
Report Subject	Bailey Hill – Tri-Partite Management Agreement and Project Update
Cabinet Member	Cabinet Member for Streetscene and Countryside
Report Author	Chief Officer (Planning, Environment and Economy)
Type of Report	Operational

EXECUTIVE SUMMARY

Bailey Hill is a significant project to improve the heritage environment of the Motte & Bailey Castle at Bailey Hill in Mold. This includes a redesigned entranceway, access improvements, a new play area, site-wide interpretation and a redeveloped Custodians Cottage to a multi-purpose community space.

The Council is working in partnership with Mold Town Council (MTC) and the Friends of Bailey Hill Group (FoBH). In 2016 the tri-partite group was successful in receiving £0.044m from Heritage Lottery Fund (HLF) to develop the project. A Round 2 application via the HLF Parks for People programme was submitted in February 2018. This application has also been successful and the project is ready to commence in autumn 2018.

We now need to gain a Permission to Start with HLF to activate funds. In order to achieve this we need to have a signed management agreement in place between the three main partners. A Memorandum of Understanding (MOU) was signed in February which has now been expanded to a full agreement (see appendix).

This report details the background to the agreement, the delivery of the project over the next 3 years and the Council's position and liabilities.

RECOMMENDATIONS

1	To have delegated authority to enter into a grant agreement with the Heritage Lottery Fund for £963,700.
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2.	To give delegated authority to progress the Bailey Hill Project with authority to spend (funding from HLF) and Tourism Amenity Investment Support (TAIS) and authority to procure lead consultant and subsequent contractors.
3.	To agree to enter into a legal agreement for the development and management of Bailey Hill with Mold Town Council and the Friends of Bailey Hill. To have delegated approval to facilitate minor changes to the document.

REPORT DETAILS

1.00	BACKGROUND
1.01	A Stage 2 Heritage Lottery Fund (HLF) Parks for People application for the Bailey Hill project was submitted in February 2018. The application was successful and a grant of £963,700 has been awarded. Although the development of Bailey Hill is a joint project with MTC and the FoBH, FCC is the lead applicant and grant recipient.
1.02	<p>Approved Elements of the Bailey Hill Project</p> <ul style="list-style-type: none"> • Re-model the entrance area to improve access to the Park and Cenotaph. • Redevelop the Custodian's Cottage into a multi-purpose community space. A two-storey extension will be added to the rear of the cottage, a small one-storey to the side with accessible WC. The upstairs will be re-designed as a two-bed flat. Small office/ volunteer room within the extension to provide a flexible space. • Create an events space within the Inner Bailey. • Improve access of the park's paths and pathways. <ul style="list-style-type: none"> - Access paths will be widened and strengthened to enable vehicular access to the Inner Bailey; - The Outer Bailey will benefit from a newly re-graded ramp. - Uneven pathways throughout the park will receive additional top dressing. - The informal pathway around the Gorsedd Stone Circles will be formalised. - The existing steps to the motte will be refurbished and new handrails added for safety. - Damaged park furniture replaced with new seating, waste bins and bin storage area. - Improve planting at key sites within the park to enhance biodiversity and frame its historic features. • Recruit a F/T Project Officer (PO) to support volunteers, deliver the activity programme and identify income opportunities for the Park. • 3 year Activity programme featuring training, education, projects and events. These include: re-enactments, Cadet orienteering, Bailey Hill festival, Community archaeology and re-imagining Bailey

	<p>Hill film/performance project.</p> <ul style="list-style-type: none"> • New bilingual interpretation of the site's heritage guided by six themes: Stones/material, Castle building, Under attack, Pleasure/leisure, Green space/wildlife and People. Methods include: interpretation panels, digital applications, film, activities and events. • Recruit and train 60 new volunteers. Roles include: visitor experience, wildlife, gardening, education and marketing. To be recruited locally and with support from appropriate agencies such as Flintshire Communities First to engage economically inactive people. 																				
1.03	<p>Project funding breakdown :</p> <table> <tr> <td>HLF grant (74%)</td> <td>£963,700</td> </tr> <tr> <td>Volunteer Time</td> <td>£112,000</td> </tr> <tr> <td>Increased Maintenance</td> <td>£25,000</td> </tr> <tr> <td>Partnership Funding</td> <td>£15,080</td> </tr> <tr> <td>Match-funding</td> <td>£186,190*</td> </tr> <tr> <td>TOTAL</td> <td>£1,301,970</td> </tr> </table> <p>Match-funding</p> <table> <tr> <td>TAIS funding secured October 2017 (FCC lead)</td> <td>£123,740</td> </tr> <tr> <td>Leader Funding secured April 2018 (MTC lead)</td> <td>£50,641</td> </tr> <tr> <td>Mold Mayoral Charity</td> <td>£5,000</td> </tr> <tr> <td>Current shortfall</td> <td>£6,809</td> </tr> </table> <p>The partnership have agreed to underwrite the shortfall to enable permission to start to be completed. An application to the Mold Bowling Club Fund is pending and all partners are supremely confident that this small amount will be achieved over the 3 year life of the project.</p>	HLF grant (74%)	£963,700	Volunteer Time	£112,000	Increased Maintenance	£25,000	Partnership Funding	£15,080	Match-funding	£186,190*	TOTAL	£1,301,970	TAIS funding secured October 2017 (FCC lead)	£123,740	Leader Funding secured April 2018 (MTC lead)	£50,641	Mold Mayoral Charity	£5,000	Current shortfall	£6,809
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Current shortfall	£6,809																				
1.04	<p>The management agreement is a standard legal agreement between FCC, MTC and FoBH.</p> <p>FCC will continue to own the site.</p> <p>MTC will continue to lease the Custodian's Cottage (which will be extended and developed as part of the project). MTC will continue to be responsible the maintenance and management of the premises.</p> <p>A Partnership Board will be established with 3 representatives from each organisation. The Board will meet as a minimum twice a year.</p> <p>The HLF Management & Maintenance Plan and the Project Business Plan will be the main management tools. These will be reviewed on a 6 monthly basis</p>																				
2.00	RESOURCE IMPLICATIONS																				
2.01	A capital allocation of between £0.50m and £0.100m towards the play area was agreed by Cabinet March 2017.																				

2.02	<p>The project is being managed by the Museums, Culture & Heritage Manager. The post-holder has considerable experience and success in delivering Heritage Lottery Projects.</p> <p>Ian Bancroft, the former Chief Officer (Organisational Change) has been instrumental in bringing the project together. During the delivery phase, Ian will be replaced by the Chief Officer (Planning, Environment and Economy).</p>
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3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	<p>A wide programme of public consultation was completed during the initial scoping of the project in 2011/12. This included open days, questionnaires and a brain storming exercise with stakeholders and partners. The results helped to form the project scope.</p> <p>Extensive consultation has been carried out over the last 12 to 18 months to further develop and form the project.</p>

4.00	RISK MANAGEMENT
4.01	<p>Key Delivery Risks and Mitigation</p> <ul style="list-style-type: none"> (1) Failure to achieve revenue and capital sustainability – continued independent support on developing a robust business plan which does not require additional Council revenue support. (2) Failure to achieve a credible action plan for the achievement of Green Flag – ensure Friends of Bailey Hill Group have necessary skills to achieve the task. (3) Failure to comply with grant specific requirements (HLF and TAIS) – ensure robust project and financial management. (4) Failure to meet Planning and Scheduled Ancient Monument consent conditions – reinstate cross-department FCC project group to assess, evaluate and mitigate problems in a timely fashion.

5.00	APPENDICES
5.01	<p>Appendix 1 – HLF award letter Appendix 2 – FCC Commissioning Form</p>

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None. Contact Officers: Sophie Fish Telephone: 07923490717 E-mail: sophie.fish@aura.wales

7.00	GLOSSARY OF TERMS
7.01	Heritage Lottery Fund – the Lottery Body who award funds for heritage projects including the Parks for People fund.

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Cymru
Tŷ James William
9 Plas yr Amgueddfa
Caerdydd CF10 3BD

Wales
James William House
9 Museum Place
Cardiff CF10 3BD

Ffôn/Tel
029 2034 3413
Ffacs/Fax
029 2034 3427

Ffôn Testun/Textphone
020 7591 6255
Gwefan/Website
www.hlf.org.uk



03 July 2018

Our Ref: PP-15-05843

Sophie Fish
Principal Museums Officer
Flintshire Museums Service
Mold Town Council
Old Town Hall
Earl Road
MOLD
CH7 1AB

Revealing Mold's Bailey Hill

Congratulations, your application has now been assessed, and I am delighted to inform you that we have decided to award you a grant of up to £963,700.00 Nine Hundred and Sixty Three Thousand, Seven Hundred Pounds (74% of the total eligible project cost of £1,301,970.00) towards the regeneration of Bailey Hill Park. More specifically, we will monitor your progress against the following:

Approved Purposes

- Re-model the entrance area to improve access to the Park and Cenotaph.
- Redevelop the Custodian's Cottage into a multi-purpose community space. A two-storey extension will be added to the rear of the cottage, a small one-storey to the side with accessible WC. The upstairs will be re-designed as a two-bed flat. Small office/ volunteer room within the extension to provide a flexible space.
- Create an events space within the Inner Bailey.
- Improve access of the park's paths and pathways. Access paths will be widened and strengthened to enable vehicular access to the Inner Bailey; the Outer Bailey will benefit from a newly re-graded ramp. Uneven pathways throughout the park will receive additional top dressing. The informal pathway around the Gorsedd Stone Circles will be formalised. The existing steps to the motte will be refurbished and new handrails added for safety. Buckley brick edging will be used to unify the edging found on site.
Damaged park furniture replaced with new seating, waste bins and bin storage area. Improve planting at key sites within the park to enhance biodiversity and frame its historic features. Ornamental planting. Research to identify suitable hedging, tree and plant species.
- Recruit a F/T Project Officer (PO) to support volunteers, deliver the activity programme and identify income opportunities for the Park.



- 3 year Activity programme featuring training, education, projects and events. These include: re-enactments, Cadet orienteering, Bailey Hill festival, Community archaeology and re-imagining Bailey Hill film/ performance project.
- New bilingual interpretation of the site's heritage guided by six themes: Stones/ material, Castle building, Under attack, Pleasure/ leisure, Green space/ wildlife and People. Methods include: panels, digital applications, film, activities and events.
- Recruit and train 60 new volunteers. Roles include: visitor experience, wildlife, gardening, education and marketing. To be recruited locally and with support from appropriate agencies such as Flintshire Communities First to engage economically inactive people.
- Project evaluation.
- High visibility acknowledgement of the Heritage Lottery Fund on site, online and in all activities.
- Develop and deliver a plan for how you will use your project to thank National Lottery players for their support.

The percentage above is known as your 'grant percentage.' As your approved project costs include non-cash contributions and/or volunteer time, we have also calculated the percentage of cash that we will be contributing towards the project. We describe this as the 'payment percentage' and for your project this will be 81%. More information on this can be found within the enclosed *Receiving a grant* guidance.

Part 1 of this letter sets out how we will work with you during the delivery phase of your project.

Part 2 deals with the legal aspects of the grant that we are offering. It refers to the standard terms of grant that you accepted when you completed the Declaration section of your online application.

Part 3 advises you on the next steps.

Part 1 – How we will work with you

Delivering your project

You will need to deliver your project in line with the proposals set out in your application. We will contact you shortly to arrange a start-up discussion, when we will agree a timetable for progress reporting and grant payment requests. More information on this can be found within the enclosed *Receiving a grant* guidance.

Keeping in touch

We will be monitoring your progress against the approved purposes of our grant and any areas of risk we have identified. This will help us to understand how well the delivery is advancing and alert us to any issues.

Please read the enclosed *Receiving a grant* guidance. This requires you to:

- obtain our permission to start the delivery phase;
- submit progress reports at a frequency agreed between us when we have our start up discussion;
- request your grant payments;
- provide a completion and evaluation report when you have finished the delivery phase;
- procure goods, works and services in accordance with EU procurement regulations and the *Receiving a grant* guidance.

The forms that you will need for requesting permission to start, requesting your grant and reporting your progress and completion should be **accessed and submitted via your online account (https://forms.hlf.org.uk/officeforms/HLF_Projects.ofml)**, in the same way that you supplied your application form. If you do not have an online account, send hard copies of your forms to your Grants Officer.

Part 2 – The legal section

Grantee name and address:

Flintshire Museum's Service
 Flintshire County Council
 Library Headquarters
 County Hall
 MOLD
 Clwyd
 CH7 6NW

Project Reference Number: PP-15-05843

Grant

The attached appendix 1 sets out the principal elements of the approved purposes to which the Heritage Lottery Fund (HLF) has agreed to contribute along with anticipated partnership funding.

Please be aware that if you spend less on your delivery project than the approved project budget, we will reduce the final grant payable. Any reduction will be in proportion to HLF's grant contribution.

Standard terms of grant

We will pay you the grant subject to you complying with our standard terms of grant which formed part of your application; the additional grant conditions (if any) set out below; and with the conditions and requirements set out in *Receiving a grant*.

Additional grant conditions

In addition to our standard terms of grant, you must observe the following additional conditions in respect of the Project: 'None'

Grant expiry date

You must complete the approved purposes by 31 Dec 2021.

Duration of the terms of grant

The standard terms of grant and the additional grant conditions (if any) will last for 20 years from the Project Completion Date.

The following documents define the project for which the grant is offered:

1. This letter
2. Your application dated 28 Feb 2018
3. All documents submitted by you in support of your application including all correspondence we have sent you and all correspondence we have received from you.

Withdrawal of the grant

We may withdraw the grant if:

- You have already started work on the delivery phase before we have given you our permission to do so, in accordance with the standard terms of grant.
- You do not start work on the delivery phase within 6 months of the date of this letter.

Part 3 – Next steps

The following documents accompany this letter:

- Receiving a grant setting out our monitoring requirements
- Standard Terms of Grant

Also available online:

- *How to acknowledge your grant* guidance <http://www.hlf.org.uk/running-your-project/logos-acknowledgment/acknowledge-your-grant-wales>
- Photography of HLF-funded projects: A guide for grantees – accessible via www.hlf.org.uk/photography
- 'Photography of HLF-funded projects: A guide for grantees' online at <https://www.hlf.org.uk/running-your-project/promoting-your-project>
- 'Promoting Your Project' online at <https://www.hlf.org.uk/running-your-project/promoting-your-project>
- 'Template press release' online at <https://www.hlf.org.uk/running-your-project/promoting-your-project>

Permission to start

We will only give you our permission to start when certain pre-conditions, defined in the *Receiving a grant* guidance, have been satisfied. For us to pay your grant requests by bank transfer (BACS), we need to see a copy of a recent bank statement (within the last three

months), or a cheque or a paying-in slip for the relevant account, showing the bank's name and address. You will need to submit this with your 'Permission to start' form.

Please note that your *Permission to start* form will be released to your online account within 3 working days of this letter. Please contact your Grants Officer using the contact details below if you need to access the form any earlier than this.

Michelle O'Neill-Kiddie
Grants Officer
Direct Line: 02920 234156
Email: Michelle.Oneill-Kiddie@hlf.org.uk

Publicity

It is important to publicise your award to local media so that lottery players know where their money has gone. However, you must keep your award confidential until we have discussed and agreed your publicity plans. We will publish the fact that you have been awarded a grant on our website within 10 days of the grant being awarded. Your Grants Officer can assist you with queries about publicity and the media and I have enclosed a template press release which you may find helpful to issue to media once your publicity plans have been agreed.

Please also contact your Grants Officer as soon as possible to agree the most appropriate location and nature of HLF acknowledgment for your grant both during your project and after its completion. You must make sure you include our logos on any information you produce about your delivery, for example, on public consultation or fundraising information or materials. You must also include HLF logos on all designs or plans you produce, on all specialist reports or surveys, and on all tender documents that are funded by our grant.

Please refer to the *How to acknowledge your grant guidance* which explains how to do this. You can access this document online via http://www.hlf.org.uk/GRANTHOLDERS/ACKNOWLEDGEMENT/Pages/Acknowledgement_1anding.aspx

Join our Online Community

Did you know that we have an Online Community to connect people working on HLF-supported projects? It's a friendly and informal forum to ask and answer questions, share learning and network with other grantees and heritage professionals. You can find it on our website at <https://www.hlf.org.uk/community>. If you'd like to join in the discussions, simply log in with your existing HLF account username and password, or you can register a new account at www.hlf.org.uk/user/register. If you have any questions about the Online Community, please contact onlinecommunity@hlf.org.uk.

Project evaluation

We expect Parks for People grantees to evaluate their projects and submit evaluation feedback in two parts – a reporting spreadsheet that will be sent to you each year, and a final evaluation report that must be sent to HLF before we pay your last 10% of grant.

We wish you every success with your project, and look forward to receiving regular updates.

Please contact your case grant officer Michelle O'Neill-Kiddie if you have any queries arising from this letter.

Richard Bellamy
Pennaeth, Cronfa Dreftadaeth y Loteri Cymru
Head of the Heritage Lottery Fund, Wales
Enc

Appendix 1 – Approved project costs

a) Delivery Phase costs

Capital costs

Cost Heading	Description	Cost £	Vat £	Total £
Repair and conservation work	Prelims, Highway area, Inner & Outer Bailey, Motte access, General landscaping	263,690	0	263,690
New building work	Custodians Cottage (internal & external), Entrance area, Inner Bailey Terrace and events area	455,450	0	455,450
Other capital work	Outdoor panels, indoor graphics, hands on exhibits.	33,000	0	33,000
Other costs (capital)	Asbestos survey, Ecology, Building reg fees, topography	25,500	0	25,500
Professional fees relating to any of the above (capital)	Landscape Architect, Architect, QS, Engineers, Utilities, Interpretation, CDM, M&M	106,500	0	106,500
Total Costs		884,140	0	884,140

Activity costs

Cost Heading	Description	Cost £	Vat £	Total £
New staff costs	Project Officer (3 years)	102,000	0	102,000
Training for volunteers	Conservation, site and building maintenance, Horticulture, Interpretation, Touring, Evaluation.	9,700	0	9,700
Travel and expenses for volunteers	Travel and subsistence	4,500	0	4,500
Other costs (activity)	Community art, film & poetry projects, re-enactment, oral history, digital trail and archaeology	58,000	0	58,000
Equipment and materials (activity)	PPE & Education materials	9,000	0	9,000
Total Costs		183,200	0	183,200

Other costs

Cost Heading	Description	Cost £	Vat £	Total £
Recruitment	Project Officer	1,000	0	1,000
Publicity and promotion	Leaflets and posters, new website (to host digital and showcase site)	7,000	0	7,000
Evaluation	Data collection and analysis	2,000	0	2,000
Contingency	6%	73,025	0	73,025
Inflation	1%	14,605	0	14,605
Increased management and maintenance costs (maximum five years)	£5k over five years	25,000	0	25,000
Volunteer time	All volunteer roles, steering group and volunteer placements total days 1,325 days (at various vol rates)	112,000	0	112,000
Total Costs		234,630	0	234,630

b) Delivery Phase income**Delivery income**

Income Heading	Description	Secured	Total (£)
Other public sector	Partnership Funding	Yes	15,080
Central government	TAIS Tourism Grant - Welsh Government	Yes	123,740
European Union	Leader Funding via Cadwyn Clwyd	Yes	50,641
Own reserves	Partnership underwriting gap	No	6,809
Other fundraising	Mold Mayoral Charity	Yes	5,000
Increased management and maintenance Costs (maximum five years)	£5k for five years	Yes	25,000
Volunteer time	All volunteer roles, steering group and volunteer placements total days 1,325 days (at various vol rates)	Yes	112,000
HLF Grant			963,700
Total Income			1,301,970

Commissioning Form

This form is to be completed by the commissioning service or department for all procurement proposals with a total value above £25,000. If you are seeking an exception from Contract Procedure Rules or exception from the requirement to tender, you must complete an **Exception Form**.

Title	Bailey Hill
Head of Service:	Ian Bancroft
Manager:	Sophie Fish
Report Completed by:	Sophie Fish
Date:	4/7/2018
Total Estimated Value:	£55,000

PROCUREMENT TEAM USE ONLY	
Officer	<input type="text"/>
Priority	High/Med/Low
Category	<input type="text"/>
Received	DD/MM/YYYY
Complete by	DD/MM/YYYY
Est Hrs Required	<input type="text"/>

Type	<i>Copy and paste:</i>	<input checked="" type="checkbox"/>
Goods:		<input type="checkbox"/>
Services: services not subject to the 'light touch regime' (i.e. most services)		<input checked="" type="checkbox"/>
Light Touch Regime: certain social, health, education & other services subject to the 'light-touch regime'		<input type="checkbox"/>
Works:		<input type="checkbox"/>

Does the proposal include Land contracts or the appointment of developers? Yes No

If Yes, has the Monitoring Officer (Legal) been consulted? Yes No

If Yes state the Monitoring Officer's advice. If No, state why not:

Does the proposal include Information & Communication Technology, property or works? Yes No

If Yes, has the relevant council service been involved? Yes No

If Yes state the services' involvement. If No, state why not:

Procurement Level *Copy and paste:*

Intermediate Value: £25,000 to OJEU threshold*

High Value: above relevant OJEU threshold*

*OJEU limit Goods/ Services: £181,302 *OJEU limit works: £4,551,413 *OJEU limit light touch regime: £615,278, concession agreements: £4,551,413

Procurement Process

Copy and paste:

Is there a corporate purchasing arrangement or National Procurement Service framework or other framework agreement relevant to your proposal?

Yes No

If Yes, state which below:

Are you planning to make use of any corporate purchasing arrangement or framework agreement identified above?

Yes No

If Yes, will the process be direct award or mini competition?

Timescales

Date	Milestone
13/07/2018	Authorisation of Commissioning Form
	Final contract terms, specification & evaluation methodology agreed by Procurement/Legal
Early Aug 2018	Tender advertised
31/08/2018	Tender closed to responses, start evaluation
	Evaluation finalised (start of 10 day standstill period)
Sept/Oct 2018	Contract award
Oct 2018	Contract start

Outline

Briefly describe the proposal

Flintshire County Council (FCC) working in partnership with Mold Town Council (MTC) and Friends of Bailey Hill (FoBH) have been successful in securing second round HLF Parks for People Heritage Lottery Funding (HLF) for Bailey Hill, in Mold. Total project £1.3 million

The Council is now seeking a Lead Consultant for the purpose of implementation of the project. The Lead consultant will be responsible for assembling a team suitable for undertaking all tasks required for the project from the grant notification through to project completion, supported by the project steering group. It is envisaged that the consultancy team will be led by a landscape architect, the team will comprise, but not be exclusive to an architect, structural engineer, civil engineer, mechanical and electrical engineer, quantity surveyor, ecologist and arboriculturalist.

Bailey Hill is the site of a Norman Castle set in the historic market town of Mold in Flintshire. The site was secured as a park for the people of Mold by public subscription in 1870, and has remained as a public park since this time providing an important greenspace within the town centre.

Price / Quality

Please state the percentage quality in your tender evaluation:-

30%

Weighting

weightings being given to

70%

price and

Price

Quality

Options

Copy and paste:

Has a zero cost option been considered?

Yes

No

Has a reduced cost option been considered?

Yes

No

State whether and why zero and/or reduced cost options have been adopted or discounted:

Project is fully funded by external partners including Heritage Lottery Fund and Welsh Government. Neither zero cost or reduced cost option appropriate in this case.

Collaborative Procurement

Copy and paste:

Has a collaborative procurement with Denbighshire/Flintshire County Council been considered?

Yes

No

If yes please give details, if no please state reason:

Project is fully funded by external partners including Heritage Lottery Fund and Welsh Government. Collaborative procurement is not appropriate in this case.

Cross Service Procurement

Copy and paste:

Has a procurement across another Council Service been considered if there is the same or similar need for the works/goods/services?

Yes

No

If yes please give details:

Existing Council Contracts

Copy and paste:

Is there an existing Council contract that covers the same or similar works, goods or services which can be utilised?

Yes

No

If yes please give details:

Safeguarding

Safeguarding 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. Safeguarding covers physical, sexual, psychological and financial abuse, neglect, modern slavery and radicalisation.

Does the works, goods or services include any elements that raise safeguarding concerns or requirements?

Copy and paste:

Yes

No

If yes please give details:

Data Protection

Does the works, goods or services include any elements that involve the processing or sharing of personal data of living individuals?

Copy and paste:

Yes

No

If yes please give details:

If Yes, has the Information Governance Team been consulted?

Yes No

If No, state why not:

Grant Funding

Is grant funding being used in whole or in part to fund the procurement?

Copy and paste:

Yes No

If yes please give details and please state whether there is a grant agreement:

Total project of which this is part £1.3 million
£963k Heritage Lottery Fund - grant agreed
£123k TAIS Welsh Government - grant agreed
£50k LEADER funding through Cadwyn Clwyd - grant agreed
£5k Mold Mayoral Charity - secured
£15k Mold Town Council – secured

Procurement Checklist

Copy and paste:

Has a Sustainability / Wellbeing Impact Assessment been completed?

Yes No N/A

Have you identified and mitigated any potential conflicts of interest?

Yes No N/A

Have you conducted market dialogue, research, analysis?

Yes No N/A

Have you consulted stakeholders, partners and/or end users?

Yes No N/A

Have you consulted the Insurance and Risk Manager on potential insurance issues?

Yes No N/A

Have you instructed the legal team to develop contract terms?

Yes No N/A

Have you sought advice on safeguarding issues?

Yes No N/A

Have you sought advice on any TUPE, IPR or other legal issues?

Yes No N/A

Have you determined contract management & information requirements?

Yes No N/A

Have you determined whether to use lots (e.g. to encourage SMEs)?

Yes No N/A

Could you reserve the contract for public mutuals or social enterprises?

Yes No N/A

Have you drafted the tender specification?

Yes No N/A

Have you developed evaluation criteria & scoring methodology?

Yes No N/A

Have you identified the scorers/evaluators?

Yes No N/A

Will you need to arrange interviews, presentations, site visits etc.?

Yes No N/A

Is this proposal funded wholly or in part by EU grant?

Yes No N/A

If you wish to expand on any of your responses to these questions please give details in the box below:

Money comes from Europe via two Welsh government grants – TAIS and LEADER

Project Will use standard FCC contract for tendering services

Finance

Grant Funding Source	Amount
HLF / LEADER / TAIS	£55,000
	£
Total Grant Funding:	£55,000

Capital Funding Source	Amount
	£
	£
Total Capital Funding:	£

Revenue Funding Source	Amount
	£
	£
Total Revenue Funding:	£

Estimated Total Value:	£55,000
Estimated Annual Value	£

Cost Code	OLM 114
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If the contract is a collaboration with external partners the figures quoted should include the total contract value not just the Local Authority element.

Contract

Provide basic details of any contract to be awarded

Type of Contract:	
Form of Contract for Works (eg JCT or NEC)	
Proposed Start date:	01.10.2018
Proposed End date:	31.10.2021
Proposed options for extension (if any):	Project overrun
Maximum duration (including extensions):	4 years

Community Benefits

Copy and paste:



Are you including community benefits?

Yes

No



If Yes, provide details below: If No, state why community benefits have not been included

Note that it is mandatory to include community benefits for all contracts for the value of £1,000,000 and over.

Through this project Bailey Hill will be a better place to live, work and visit
The project will both restore and modernise Bailey Hill; its profile will be raised and more people will be attracted and engaged with the site either as a one-off visitor, a regular user or a volunteer. The quality of experience will be significantly improved.

By improving the overall condition of the Park, local residents who are fit, less fit, or mobility impaired should all feel confident in using the facility for a leisurely walk, a place to eat lunch, for playing with the children and for walking the dog. Provision of public lavatories and the developed Custodian's Cottage will add to the overall offer. Every visit to Bailey Hill should be an enjoyable one!

A wide ranging programme of events and activities has been developed as part of this project. The programme includes: theatre performances, re-enactment, community archaeology, music events and outdoor cinema. Family activities will take place during the school holidays.

The Local Economy

Copy and paste:



Have you considered ways in which this proposal might benefit the local economy and increase opportunities for local businesses?

Yes

No



If Yes, provide details below: If No, please state why not.

Local businesses will have a number of opportunities to engage with this project. For example - the redeveloped Custodians Cottage will be available for a pop-up café. There will be an extended events and activities programme and parts of the redeveloped site will be available for hire.

Risk Assessment

What is the total estimated value of the proposal?	Up to £250K
If things go wrong, what is the operational risk to the Local Authority?	Low
If things go wrong, what is the reputational risk to the Local Authority?	Low
If things go wrong, what is the financial risk to the Local Authority?	Low

Risk Mitigation

For risks which have a medium or high risk, state steps to be taken to minimise the risk:

The project has a full risk register which is regularly evaluated and updated at monthly Steering Group meetings.

Consultation with Members

Please confirm that relevant members have been informed where the decision has implications for a particular locality.

Copy and paste:

Yes No

If Yes, please list member's names below and details of any feedback incorporated.

Cllr. Ian Roberts as the Cabinet Member has been kept fully informed and is a member of the Steering Group.

Cllr. Chris Bithell as the previous Cabinet Member has been fully informed and continues to be a member of the Steering Group as a Friend of Bailey Hill.

AUTHORISATION

The undersigned authorise the commissioning proposal described

TEAM MANAGER: (if within spend authorisation limit)

Signature

Date

HEAD OF SERVICE/CHIEF OFFICER: (Mandatory)
(or Service Manager if within their spend authorisation limit)

Signature Date

MANAGER OF BUSINESS TRANSFORMATION & ICT (Mandatory or all ICT Contracts)

Signature Date

SECTION 151 OFFICER (Finance): (Mandatory for all contracts above £250,000)

Signature Date

MONITORING OFFICER (Legal): (Mandatory for all contracts above £250,000)

Signature Date

LEAD CABINET MEMBER: (Mandatory for all contracts above £1,000,000)

Signature Date

N.B: Contracts over £2,000,000 also require Cabinet approval and the completion of a Cabinet report.

PROCUREMENT TEAM ASSESSMENT

This section to be completed by the Procurement Team following receipt of an appropriately completed commissioning form.

PROPOSED START DATE

TARGET END DATE

RECOMMENDATIONS:

PROCUREMENT OFFICER

DATE

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CABINET

Date of Meeting	Tuesday, 25 th September 2018
Report Subject	Capital Works – Procurement of Welsh Housing Quality Standard (WHQS) Kitchen & Bathroom Programme for Internal Works
Cabinet Member	Deputy Leader of the Council and Cabinet Member for Housing
Report Author	Chief Officer (Housing and Assets)
Type of Report	Operational

EXECUTIVE SUMMARY

The report seeks approval to procure a contractor to continue to deliver the Welsh Housing Quality Standard (WHQS) bathroom and kitchen programme through the Procure Plus framework. These are the properties that meet the Acceptable Fail criteria which the team plan to revisit and upgrade to the WHQS Standard.

RECOMMENDATIONS

1	Cabinet approve the procurement of a new contractor to complete the WHQS bathroom and kitchen programme through the Procure Plus framework
2	That Cabinet give delegated authority to the Chief Officer, Housing and Assets, in consultation with the Deputy Leader and Cabinet Member for Housing and Assets to negotiate and accept of the contract once finalised.

REPORT DETAILS

1.00	BACKGROUND & OVERVIEW
1.01	In 2014, Flintshire County Council (FCC) embarked on an ambitious project to deliver the WHQS standard to all of its homes by 2020. This included kitchen and bathroom replacements, windows and doors and roof replacements.
1.02	<p>It was anticipated that all internal replacements would be completed by Year 4 (2018-2019) on the current programme and external replacements; by the end of Year 6 (2020-2021).</p> <p>However, it was always expected that a certain number of properties would not be completed due to; tenant's health, access issues and/or refusals. The Council are attempting to reduce this 'Acceptable Fail' percentage from 20% to a satisfactory level of 10%.</p>
1.03	As the project reaches the middle of Year 4 of its six year programme, it is clear that approximately 750 properties fall into the above categories and, as such, need to be addressed if the County Council is to reach its target of WHQS compliance.
1.04	The current contract for internal replacements is with Engie Ltd (formerly Keepmoat) and has already been extended; as per the OJEU regulations, by 20%. This means it cannot be extended any further. The existing 3+1 contract will end in March 2019 and a new contract must be procured as soon as possible.
1.05	The Capital works team are looking to utilise the Procure Plus frameworks for this work, which will bring significant savings on the existing costs and will be an effective and compliant route to market.
1.06	A Mini-Competition will be carried out and the bidder ranking the highest will be awarded the contract based upon a quality/price split.
1.07	The contract will be a 2+1 year JCT Minor Works contract or the standard Procure Plus form of contract.
1.08	Estimated overall value of the contract is £5m based on 750 properties, at £6,500 per property, over the 3 years.
1.09	Due to the implementation of the revised Contract Procedure Rules (CPR) in November 2016, it is a requirement under CPR rule 2.7.2 iii) that Works valued over £2,000.001 is approved by Cabinet via recording on a Cabinet report with an accompanying Procurement Commissioning Form detailed

	in CPR 2.5 (attached at Appendix A). In addition to the above it is requested that Cabinet give delegated authority to the Chief Officer, Housing and Assets, in consultation with the Deputy Leader and Cabinet Member for Housing and Assets to negotiate and accept of the contract once finalised.
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2.00	RESOURCE IMPLICATIONS
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2.01	Appropriate Officers from the Capital Works team will be involved in the procurement process.
2.02	Annual budgets are set and approved annually by Cabinet members.
2.03	Budget will be made available alongside Grant Funding from Welsh Government, to carry out these essential works.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
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3.01	Customers will be involved in the selection process at the interview stage. These will be members from the Tenant Federation Group.
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4.00	RISK MANAGEMENT
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4.01	Failure to achieve WHQS would be damaging to FCC's reputation. This scheme will ensure that the maximum number of properties achieve this status and the remaining can be excluded as 'Acceptable Fails'.
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5.00	APPENDICES
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5.01	Appendix 1 – Procurement Commissioning Form
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6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
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6.01	Contact Officer – Sean O'Donnell Job Title – Capital Works Team Manager Telephone - 01352 701642 Email – sean.o'donnell@flintshire.gov.uk
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7.00	GLOSSARY OF TERMS
7.01	<p>Capital Programme - 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>OJEU (Open Journal of the European Union). This is the EU regulation which governs procurement and buying throughout the entire European Union.</p> <p>WHQS (Welsh Housing Quality Standard) – The Welsh Government's standard for housing in Wales.</p> <p>Acceptable Fail – Welsh Government understand that some homes cannot receive the WHQS works due to 4 reasons, listed below:</p> <ol style="list-style-type: none"> 1. Works are physically impossible carry out, 2. It is not cost effective to do the works, 3. Timing (works due in near future already) 4. Tenant refuses the improvements. <p>These are called 'Acceptable Fails' and the Welsh Government will accept that 20% of our properties will be in this group. FCC have reduced this figure for the area to 10%; which is our current target.</p>

Commissioning Form



This form is to be completed by the commissioning service or department for all procurement proposals with a total value above £25,000. If you are seeking an exception from Contract Procedure Rules or exception from the requirement to tender, you must complete an **Exception Form**.

Title	WHQS Whole house Internal works	PROCUREMENT TEAM USE ONLY	
Head of Service:	Neal Cockerton	Officer	
Manager:	Sean O'Donnell	Priority	High/Med/Low
Report Completed by:	Vinny Thornton	Category	
Date:	05/07/2018	Received	DD/MM/YYYY
Total Estimated Value:	£4,875,000	Complete by	DD/MM/YYYY
		Est Hrs Required	

Type

Copy and paste:

Goods:	<input type="checkbox"/>
Services: services not subject to the 'light touch regime' (i.e. most services)	<input type="checkbox"/>
Light Touch Regime: certain social, health, education & other services subject to the 'light touch regime'	<input type="checkbox"/>
Works:	<input checked="" type="checkbox"/>

Does the proposal include Land contracts or the appointment of developers? Yes No

If Yes, has the Monitoring Officer (Legal) been consulted? Yes No

If Yes state the Monitoring Officer's advice. If No, state why not:

--

Does the proposal include Information & Communication Technology, property or works? Yes No

If Yes, has the relevant council service been involved? Yes No

If Yes state the services' involvement. If No, state why not:

--

Procurement Level Copy and paste:

Intermediate Value: £25,000 to OJEU threshold*	<input type="checkbox"/>
High Value: above relevant OJEU threshold*	<input checked="" type="checkbox"/>

*OJEU limit Goods/ Services: £181,302 *OJEU limit works: £4,551,413 *OJEU limit light touch regime: £615,278, concession agreements: £4,551,413

Procurement Process

Copy and paste:

Is there a corporate purchasing arrangement or National Procurement Service framework or other framework agreement relevant to your proposal?

Yes No

If Yes, state which below:

Procure Plus framework for Internal works

Are you planning to make use of any corporate purchasing arrangement or framework agreement identified above?

Yes No

If Yes, will the process be direct award or mini competition?

Procure Plus framework for Internal works – Mini-Competition

Timescales

Date	Milestone
TBC	Authorisation of Commissioning Form
TBC	Final contract terms, specification & evaluation methodology agreed by Procurement/Legal
TBC	Tender advertised
TBC	Tender closed to responses, start evaluation
TBC	Evaluation finalised (start of 10 day standstill period)
TBC	Contract award
TBC	Contract start

Outline

Briefly describe the proposal

To procure a contractor to deliver the remaining WHQS Bathrooms and Kitchens to Flintshire County Council homes. Currently standing at a figure of approx. 750, these properties are important yet; historically 'hard to reach' and will require close monitoring to achieve compliance with WHQS targets.

Procurement through the Procure Plus framework will be fully compliant with OJEU regulations.

Price / Quality Weighting

Please state the percentage weightings being given to price and quality in your tender evaluation:-

Price

Quality

Options

Copy and paste:

Has a zero cost option been considered?

Yes No

Has a reduced cost option been considered?

Yes No

State whether and why zero and/or reduced cost options have been adopted or discounted:

Works required to meet WHQS

Collaborative Procurement

Copy and paste:

Has a collaborative procurement with Denbighshire/Flintshire County Council been considered?

Yes No

If yes please give details, if no please state reason:

Frameworks available at excellent rates and timescales

Cross Service Procurement

Copy and paste:

Has a procurement across another Council Service been considered if there is the same or similar need for the works/goods/services?

Yes No

If yes please give details:

Existing Council Contracts

Is there an existing Council contract that covers the same or similar works, goods or services which can be utilised?

Copy and paste:

Yes

No

If yes please give details:

Safeguarding

Safeguarding 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. Safeguarding covers physical, sexual, psychological and financial abuse, neglect, modern slavery and radicalisation.

Does the works, goods or services include any elements that raise safeguarding concerns or requirements?

Copy and paste:

Yes

No

If yes please give details:

Grant Funding

Is grant funding being used in whole or in part to fund the procurement?

Copy and paste:

Yes

No

If yes please give details and please state whether there is a grant agreement:

£5m per year MRA grant

Procurement Checklist

Copy and paste:



Has a Sustainability / Wellbeing Impact Assessment been completed?

Yes No N/A

Have you identified and mitigated any potential conflicts of interest?

Yes No N/A

Have you conducted market dialogue, research, analysis?

Yes No N/A

Have you consulted stakeholders, partners and/or end users?

Yes No N/A

Have you consulted the Insurance and Risk Manager on potential insurance issues?

Yes No N/A

Have you instructed the legal team to develop contract terms?

Yes No N/A

Have you sought advice on safeguarding issues?

Yes No N/A

Have you sought advice on any TUPE, IPR or other legal issues?

Yes No N/A

Have you determined contract management & information requirements?

Yes No N/A

Have you determined whether to use lots (e.g. to encourage SMEs)?

Yes No N/A

Could you reserve the contract for public mutuals or social enterprises?

Yes No N/A

Have you drafted the tender specification?

Yes No N/A

Have you developed evaluation criteria & scoring methodology?

Yes No N/A

Have you identified the scorers/evaluators?

Yes No N/A

Will you need to arrange interviews, presentations, site visits etc.?

Yes No N/A

Is this proposal funded wholly or in part by EU grant?

Yes No N/A

If you wish to expand on any of your responses to these questions please give details in the box below:

Finance

Grant Funding Source	Amount
	£
	£
Total Grant Funding:	£

Capital Funding Source	Amount
	£4,875,000
	£
Total Capital Funding:	£4,875,000

Revenue Funding Source	Amount
	£
	£
Total Revenue Funding:	£

Estimated Total Value:	£4,875,000
Estimated Annual Value	£1,700,000

Cost Code	
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If the contract is a collaboration with external partners the figures quoted should include the total contract value not just the Local Authority element.

Contract

Provide basic details of any contract to be awarded

Type of Contract:	Fixed Term with Option to Extend
Form of Contract for Works (eg JCT or NEC)	General Terms & Conditions (Works)
Proposed Start date:	TBC
Proposed End date:	TBC
Proposed options for extension (if any):	1 year extension possible
Maximum duration (including extensions):	3 years

Community Benefits

Copy and paste:

Are you including community benefits?

Yes

No

If Yes, provide details below: If No, state why community benefits have not been included

Note that it is mandatory to include community benefits for all contracts for the value of £1,000,000 and over.

Procure Plus terms include 1 apprentice for every £1m spent which will mean 6 placements for local people. Social Value items will be part of the contract terms

The Local Economy

Copy and paste:

Have you considered ways in which this proposal might benefit the local economy and increase opportunities for local businesses?

Yes

No

If Yes, provide details below: If No, please state why not.

As Above

Risk Assessment

What is the total estimated value of the proposal?	£250K to £2m
If things go wrong, what is the operational risk to the Local Authority?	Medium
If things go wrong, what is the reputational risk to the Local Authority?	Medium
If things go wrong, what is the financial risk to the Local Authority?	High

Risk Mitigation

For risks which have a medium or high risk, state steps to be taken to minimise the risk:

Effective procurement, Strong Contract management, Regular Budget & KPI monitoring
All built on open communication with all stakeholders.

Consultation with Members

Please confirm that relevant members have been informed where the decision has implications for a particular locality.

Copy and paste:

Yes No

If Yes, please list member's names below and details of any feedback incorporated.

AUTHORISATION

The undersigned authorise the commissioning proposal described

TEAM MANAGER: (if within spend authorisation limit)

Signature Date

HEAD OF SERVICE/CHIEF OFFICER: (Mandatory)
(or Service Manager if within their spend authorisation limit)

Signature Date

MANAGER OF BUSINESS TRANSFORMATION & ICT (Mandatory or all ICT Contracts)

Signature Date

SECTION 151 OFFICER (Finance): (Mandatory for all contracts above £250,000)

Signature Date

MONITORING OFFICER (Legal): (Mandatory for all contracts above £250,000)

Signature Date

LEAD CABINET MEMBER: (Mandatory for all contracts above £1,000,000)

Signature Date

N.B: Contracts over £2,000,000 also require Cabinet approval and the completion of a Cabinet report.

PROCUREMENT TEAM ASSESSMENT

This section to be completed by the Procurement Team following receipt of an appropriately completed commissioning form.

PROPOSED START DATE

TARGET END DATE

RECOMMENDATIONS:

**PROCUREMENT
OFFICER**

DATE

EXERCISE OF DELEGATED POWERS – DECISIONS TAKEN

Streetscene and Transportation

- **Street Lighting LED Lantern Replacement**

Replacement of a further 6,500 lanterns under the Salix program to save on energy and carbon output.

- **The Flintshire County Council. Main Road, Llys Derwen, Meadow Croft and Springfield Court, Higher Kinnerton. Proposed Prohibition of Waiting At Any Time**

To advise Members of an objection received following the advertisement of the proposed Prohibition and Restriction of Waiting At Any Time Traffic Regulation Order on Main Road, Llys Derwen, Meadow Croft and Springfield Court, Higher Kinnerton.

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

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**FLINTSHIRE COUNTY COUNCIL FORWARD WORK PROGRAMME ITEMS
COUNCIL, CABINET, AUDIT AND GOVERNANCE & SCRUTINY
1 September 2018 TO 28 February 2019**

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
September					
Audit Committee	12/09/18	Chief Executive's	Statement of Accounts 2017/18 To present the final audited version of Statement of Accounts for 2017/18 for Members' recommendation to Council, including the external auditor's report.	Operational	Leader of the Council and Cabinet Member for Finance
Audit Committee	12/09/18	Education and Youth	School Reserve Balances Year ending 31 March 2018 To report the level of school balances to Audit Committee and to highlight the risks and internal processes associated with schools in deficit.	Operational	Cabinet Member for Education

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	12/09/18	Chief Executive's	Annual Review of Strategic Risks Members to be informed of the overall strategic risk position of the Council for 2017/18.	Strategic	Cabinet Member for Corporate Management and Assets
Audit Committee	12/09/18	Governance	Action Tracking To inform the Committee of the actions resulting from points raised at the Audit Committee meetings.	All Report Types	
Audit Committee	12/09/18	Governance	Forward Work Programme To consider the Forward Work Programme of the Internal Audit Department.	All Report Types	

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire County Council	12/09/18	Chief Executive's	<p>Statement of Accounts 2017/18 and Supplementary Financial Information to Statement of Accounts 2017/18</p> <p>To present to members for approval the final version of the Statement of Accounts for 2017/18 and to note the Supplementary financial information.</p>		
Organisational Change Overview & Scrutiny Committee	17/09/18	Strategic Programmes	<p>Community Asset Transfer – Overview of Progress</p> <p>To provide progress of all Community Asset Transfers that have progressed through Stage 2 Business Plan completion and therefore are either close to completion or have transferred.</p>	Operational	Cabinet Member for Corporate Management and Assets
Organisational Change Overview & Scrutiny Committee	17/09/18	Strategic Programmes	<p>Community Resilience</p> <p>To provide further detail on the Action Plan for 2018/19 onwards, and progress on key areas of work.</p>	Operational	Cabinet Member for Corporate Management and Assets

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Organisational Change Overview & Scrutiny Committee	17/09/18	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Organisational Change Overview & Scrutiny Committee	Operational	
Environment Overview & Scrutiny Committee	19/09/18	Planning, Environment and Economy	Natural Resources Wales (NRW) An opportunity for the committee to understand the current work being undertaken by NRW.	Operational	Cabinet Member for Streetscene and Countryside, Cabinet Member for Planning and Public Protection
Environment Overview & Scrutiny Committee	19/09/18	Streetscene and Transportation	Phase 2 Speed Limit Review Update To provide an update on progress of the County-wide Speed Limit Review.	Strategic	Cabinet Member for Streetscene and Countryside
Environment Overview & Scrutiny Committee	19/09/18	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee.	Operational	

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	20/09/18	Finance	Revenue Budget Monitoring 2018/19 Month 4 and Capital Programme Monitoring 2018/19 Quarter 4 To provide Members with the Revenue Budget Monitoring 2017/18 (Month 4) and Quarter 1 of the Capital Programme Monitoring 2018/19.	Operational	Leader of the Council and Cabinet Member for Finance
Corporate Resources Overview & Scrutiny Committee	20/09/18	Planning, Environment and Economy	Community Safety Partnership Annual Report To provide Members with assurance and an overview of the Community Safety Partnership's activities and progress in 2018/19.	Strategic	Cabinet Member for Planning and Public Protection
Corporate Resources Overview & Scrutiny Committee	20/09/18	Chief Executive's	Council Plan 2018/19 – changes from 2017/18 To provide clarity on the changes made to the Council Plan between years.	Operational	Cabinet Member for Corporate Management and Assets
Corporate Resources Overview & Scrutiny Committee	20/09/18	Overview and Scrutiny	Action Tracking To inform the Committee of progress against actions from previous meetings.	Operational	

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COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	20/09/18	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.	Operational	
Cabinet	25/09/18	Streetscene and Transportation	Phase 2 Speed Limit Review Update To provide an update on the county-wide speed limit review.	Strategic	Cabinet Member for Streetscene and Countryside
Cabinet	25/09/18	Chief Executive's	Medium Term Financial Strategy (MTFS) and Budget 2019/20 To provide an update on the ongoing work on the Medium Term Financial Strategy (MTFS) and to advise of the latest forecast budget position for 2019/20.	Strategic	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	25/09/18	Planning, Environment and Economy	<p>Sustainable Drainage (SuDS) Approval Body (SAB)</p> <p>To seek approval to establish the Sustainable Drainage Approving Body (SAB) which will allow Flintshire County Council to undertake this new statutory function from the scheduled commencement date of 7th January 2019.</p>	Strategic	Cabinet Member for Planning and Public Protection
Cabinet	25/09/18	Housing and Assets	<p>Strategic Housing and Regeneration Programme (SHARP)</p> <p>To provide an update on the progress made to date on the Council's Strategic Housing and Regeneration Programme (SHARP).</p>	Strategic	Deputy Leader of the Council and Cabinet Member for Housing
Cabinet	25/09/18	Housing and Assets	<p>Single Access Route to Housing (SARTH)</p> <p>To provide an update on the management of the Single Access Route to Housing (SARTH) policy in Flintshire and the regional collaboration.</p>	Strategic	Deputy Leader of the Council and Cabinet Member for Housing

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	25/09/18	Education and Youth	<p>Self-Evaluation of Local Government Education Services</p> <p>To provide an update on overall service performance and the new Estyn framework for the inspection of Local Government and Education Services.</p>	Strategic	Cabinet Member for Education
Cabinet	25/09/18	Chief Executive's	<p>Capital Programme 2018/19 (Month 4)</p> <p>To provide the Month 4 (end of July) capital programme information for 2018/19.</p>	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	25/09/18	Chief Executive's	<p>Revenue Budget Monitoring 2018/19 (month 4)</p> <p>This regular monthly report provides the latest revenue budget monitoring position for 2018/19 for the Council Fund and Housing Revenue Account. The position is based on actual income and expenditure as at Month 4, and projects forward to year-end.</p>	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	25/09/18	Planning, Environment and Economy	<p>Draft Rights of Way Improvement Plan 2018-2028</p> <p>To consult on the new Rights of Way Improvement Plan 2018/2028 prior to release for statutory consultation.</p>	Strategic	Cabinet Member for Streetscene and Countryside
Cabinet	25/09/18	Planning, Environment and Economy	<p>Bailey Hill – Tri-Partite Management Agreement and Project Update</p> <p>To provide an update on progress of the Heritage Lottery Fund application for improvements to Bailey Hill in Mold and seek agreement to formally commence the project.</p>	Operational	Cabinet Member for Streetscene and Countryside

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	25/09/18	Housing and Assets	<p>Capital Works - Procurement of Welsh Housing Quality Standard (WHQS) Kitchen & Bathroom Programme for Internal Works</p> <p>To seek approval to procure a contractor to continue to deliver the Welsh Housing Quality Standard (WHQS) Bathroom and Kitchen Mop-up programme through the Procure Plus framework.</p>	Operational	Deputy Leader of the Council and Cabinet Member for Housing
Community and Enterprise Overview & Scrutiny Committee	26/09/18	Overview and Scrutiny	<p>Forward Work Programme (Community & Enterprise)</p> <p>To consider the Forward Work Programme of the Community & Enterprise Overview & Scrutiny Committee</p>	Operational	Not Applicable
Education and Youth Overview & Scrutiny Committee	27/09/18	Education and Youth	<p>School Reserve Balances Year Ending 31 March 2018</p> <p>To report to members the year end schools balances as at 31 March 2018</p>	Operational	Cabinet Member for Education
Education and Youth Overview & Scrutiny Committee	27/09/18	Education and Youth	<p>School Holiday Enrichment Programme</p> <p>To update Members on activities of the programme</p>	Operational	Cabinet Member for Education

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Education and Youth Overview & Scrutiny Committee	27/09/18	Education and Youth	Update on National Pay Awards To advise of the estimated costs and current funding position for the national pay awards for teachers and school support staff	Operational	Cabinet Member for Education
Education and Youth Overview & Scrutiny Committee	27/09/18	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Education & Youth Overview & Scrutiny Committee	Operational	
October					
Social & Health Care Overview & Scrutiny Committee	4/10/18	Social Services	Double Click To inform members of the progress of Double Click since its commencement as a Social Firm	Operational	Cabinet Member for Social Services
Social & Health Care Overview & Scrutiny Committee	4/10/18	Overview and Scrutiny	Forward Work Programme (Social & Health Care) To consider the Forward Work Programme of the Social & Health Care Overview & Scrutiny Committee	Operational	Not Applicable

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	16/10/18	Planning, Environment and Economy	Information report - Update on Greenfield Valley Heritage Park To receive a progress report.	Operational	Cabinet Member for Streetscene and Countryside
Environment Overview & Scrutiny Committee	16/10/18	Overview and Scrutiny	Forward Work Programme (Environment) To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee	Operational	Not Applicable
Corporate Resources Overview & Scrutiny Committee	18/10/18	Chief Executive's	Public Services Board and the Wellbeing Plan – mid year review To note and support the work of the Public Services Board and the progress made within the Wellbeing Plan	Operational	Cabinet Member for Corporate Management and Assets

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	18/10/18	Finance	<p>2018/19 Revenue Budget Monitoring Reports (Month 5)</p> <p>This regular monthly report provides the latest revenue budget monitoring position for 2018/19 for the Council Fund and Housing Revenue Account. The position is based on actual income and expenditure as at Month 5 and projects forward to year-end</p>	Operational	Leader of the Council and Cabinet Member for Finance
Corporate Resources Overview & Scrutiny Committee	18/10/18	Chief Executive's	<p>Diversity and Equality Policy</p> <p>To approve the Council's updated Diversity and Equality Policy.</p>	Strategic	Cabinet Member for Corporate Management and Assets
Corporate Resources Overview & Scrutiny Committee	18/10/18	Chief Executive's	<p>Annual Report of the funds supported by the Community Foundation for Wales</p> <p>To support the work of the Community Foundation in the presentation of their Annual Report</p>	Operational	Cabinet Member for Corporate Management and Assets

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	18/10/18	People and Resources	Workforce Information Report Quarter 1 To consider the Workforce Information Report for Quarter 1 of 2018/19.	Operational	Cabinet Member for Corporate Management and Assets
Corporate Resources Overview & Scrutiny Committee	18/10/18	Strategic Programmes	Move to Ewloe To provide a verbal update on arrangements for moving staff to Unity House, Ewloe	Operational	Cabinet Member for Corporate Management and Assets
Corporate Resources Overview & Scrutiny Committee	18/10/18	Chief Executive's	Welsh language Strategy To note and support the final draft of the Welsh Language Strategy incorporating feedback from consultation	Strategic	Cabinet Member for Corporate Management and Assets
Corporate Resources Overview & Scrutiny Committee	18/10/18	Chief Executive's	Community Endowment Fund Annual Report To consider the Community Endowment Fund Annual Report	Operational	Cabinet Member for Corporate Management and Assets
Corporate Resources Overview & Scrutiny Committee	18/10/18	Chief Executive's	Wellbeing Plan (six monthly update) To consider the Wellbeing Plan (six monthly update)	Operational	Cabinet Member for Corporate Management and Assets

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	18/10/18	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee	Operational	
Cabinet	23/10/18	Housing and Assets	Welfare Rights To provide an update on collaboration service delivery and performance.	Operational	Cabinet Member for Corporate Management and Assets
Cabinet	23/10/18	Chief Executive's	Revenue Budget Monitoring 2018/19 (month 5) This regular monthly report provides the latest revenue budget monitoring position for 2018/19 for the Council Fund and Housing Revenue Account. The position is based on actual income and expenditure as at Month 5, and projects forward to year-end.	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	23/10/18	Governance	Registration Service Fees and Income Generation This report seeks approval to review and identify opportunities to extend the range of services offered by the Registration Service, and approval of a new schedule of fees.	Strategic	Cabinet Member for Corporate Management and Assets
Cabinet	23/10/18	Housing and Assets	Exploration of options relating to the Councils CCTV Service To approve the joint work proposal with Wrexham CBC for the merging of the County Councils CCTV monitoring service with that of Wrexham.	Operational	Cabinet Member for Corporate Management and Assets
Cabinet	23/10/18	Housing and Assets	Housing Asset Management, Capital Works – Cyclical Painting Programme To seek approval to procure a contractor to deliver the Cyclical Painting programme.	Operational	Deputy Leader of the Council and Cabinet Member for Housing

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	23/10/18	Streetscene and Transportation	Public Convenience Strategy To inform Cabinet of the statutory requirement to produce a Council Public Convenience Strategy.	Strategic	Cabinet Member for Streetscene and Countryside
November					
Education and Youth Overview & Scrutiny Committee	1/11/18	Overview and Scrutiny	Forward Work Programme (Education & Youth) To consider the Forward Work Programme of the Education & Youth Overview & Scrutiny Committee	Operational	Not Applicable
Community and Enterprise Overview & Scrutiny Committee	7/11/18	Housing and Assets	Welfare Reform Update – Universal Credit Roll Out To provide an update on the impact of Welfare Reform on Flintshire residents	Operational	Cabinet Member for Corporate Management and Assets
Community and Enterprise Overview & Scrutiny Committee	7/11/18	Overview and Scrutiny	Forward Work Programme (Community & Enterprise) To consider the Forward Work Programme of the Community & Enterprise Overview & Scrutiny Committee	Operational	Not Applicable

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Organisational Change Overview & Scrutiny Committee	12/11/18	Governance	Digital Customer Overview To update on progress and to provide assurance to members of the design principles underpinning the creation of a single contact centre as part of delivering the digital customer theme of the digital strategy.	Strategic	Cabinet Member for Corporate Management and Assets
Organisational Change Overview & Scrutiny Committee Page 450	12/11/18	Overview and Scrutiny	Forward Work Programme (Organisational Change) To consider the Forward Work Programme of the Organisational Change Overview & Scrutiny Committee	Operational	Not Applicable
Social & Health Care Overview & Scrutiny Committee	15/11/18	Overview and Scrutiny	Forward Work Programme (Social & Health Care) To consider the Forward Work Programme of the Social & Health Care Overview & Scrutiny Committee	Operational	Not Applicable

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	15/11/18	Finance	<p>2018/19 Revenue Budget Monitoring Reports (Month 6)</p> <p>This regular monthly report provides the latest revenue budget monitoring position for 2018/19 for the Council Fund and Housing Revenue Account. The position is based on actual income and expenditure as at Month 6 and projects forward to year-end</p>	Operational	Leader of the Council and Cabinet Member for Finance
Corporate Resources Overview & Scrutiny Committee	15/11/18	Finance	<p>Revenue Budget Monitoring 2018/19 Month 6 and Capital Programme Month 6</p> <p>The purpose of these reports is to provide Members with the Revenue Budget Monitoring 2017/18 (Month 6) and Capital Programme Monitoring 2018/19 (Month 6)</p>	Operational	Leader of the Council and Cabinet Member for Finance
Corporate Resources Overview & Scrutiny Committee	15/11/18	Chief Executive's	<p>Council Plan 2018/19 – mid year monitoring report</p> <p>To review the mid year progress of the Council Plan 2018/19 priorities and objectives</p>	Operational	Cabinet Member for Corporate Management and Assets

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	15/11/18	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee	Operational	
Cabinet	20/11/18	Chief Executive's	Revenue Budget Monitoring 2018/19 (month 6) This regular monthly report provides the latest revenue budget monitoring position for 2018/19 for the Council Fund and Housing Revenue Account. The position is based on actual income and expenditure as at Month 6, and projects forward to year-end.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	20/11/18	Governance	Council Tax Base for 2019-20 To approve the Tax Base of Band D equivalent properties for the financial year 2019-20	Operational	Cabinet Member for Corporate Management and Assets
Cabinet	20/11/18	Chief Executive's	Capital Programme 2018/19 (Month 6) To provide Members with the Month 6 (end of September) capital programme information for 2018/19.	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	21/11/18	Chief Executive's	Annual Improvement Report of the Auditor General for Wales To receive the Annual Improvement Report from the Auditor General for Wales and note the Council's response.	Strategic	Cabinet Member for Corporate Management and Assets
Page 453 Audit Committee	21/11/18	Governance	Audit Committee Self-Assessment To inform Members of the results of the Audit Committee self-assessment which will feed into the preparation of the Annual Governance Statement 2017/18. It will also form the basis for the provision of any further training required by the committee.	Operational	Cabinet Member for Corporate Management and Assets
Environment Overview & Scrutiny Committee	27/11/18	Overview and Scrutiny	Forward Work Programme (Environment) To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee	Operational	Not Applicable
December					

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	13/12/18	Finance	2018/19 Revenue Budget Monitoring Reports (Month 7) This regular monthly report provides the latest revenue budget monitoring position for 2018/19 for the Council Fund and Housing Revenue Account. The position is based on actual income and expenditure as at Month 7 and projects forward to year-end	Operational	Leader of the Council and Cabinet Member for Finance
Corporate Resources Overview & Scrutiny Committee	13/12/18	People and Resources	Workforce Information Report Quarter 2 To consider the Workforce Information Report for Quarter 2 of 2018/19.	Operational	Cabinet Member for Corporate Management and Assets
Corporate Resources Overview & Scrutiny Committee	13/12/18	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee	Operational	
Social & Health Care Overview & Scrutiny Committee	13/12/18	Overview and Scrutiny	Forward Work Programme (Social & Health Care) To consider the Forward Work Programme of the Social & Health Care Overview & Scrutiny Committee	Operational	Not Applicable

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Organisational Change Overview & Scrutiny Committee	17/12/18	Overview and Scrutiny	Forward Work Programme (Organisational Change) To consider the Forward Work Programme of the Organisational Change Overview & Scrutiny Committee	Operational	Not Applicable
Cabinet	18/12/18	Chief Executive's	Diversity and Equality Policy To seek approval of the Council's updated Diversity and Equality Policy.	Strategic	Cabinet Member for Corporate Management and Assets
Cabinet	18/12/18	Chief Executive's	Revenue Budget Monitoring 2018/19 (month 7) 'This regular monthly report provides the latest revenue budget monitoring position for 2018/19 for the Council Fund and Housing Revenue Account. The position is based on actual income and expenditure as at Month 7, and projects forward to year-end.'	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Community and Enterprise Overview & Scrutiny Committee	19/12/18	Overview and Scrutiny	Forward Work Programme (Community & Enterprise) To consider the Forward Work Programme of the Community & Enterprise Overview & Scrutiny Committee	Operational	Not Applicable
Education and Youth Overview & Scrutiny Committee	20/12/18	Overview and Scrutiny	Forward Work Programme (Education & Youth) To consider the Forward Work Programme of the Education & Youth Overview & Scrutiny Committee	Operational	Not Applicable
January					
Environment Overview & Scrutiny Committee	15/01/19	Streetscene and Transportation	Six Month Review of Car Parking Charges Uplift To receive an update following the review of car parking charges.	Strategic	Cabinet Member for Streetscene and Countryside
Environment Overview & Scrutiny Committee	15/01/19	Overview and Scrutiny	Forward Work Programme (Environment) To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee	Operational	Not Applicable

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	17/01/19	Finance	<p>REVENUE BUDGET MONITORING 2018/19 (MONTH 8)</p> <p>This regular monthly report provides the latest revenue budget monitoring position for 2018/19 for the Council Fund and Housing Revenue Account. The position is based on actual income and expenditure as at Month 8 and projects forward to year-end</p>	Operational	Leader of the Council and Cabinet Member for Finance
Corporate Resources Overview & Scrutiny Committee	17/01/19	Overview and Scrutiny	<p>Forward Work Programme (Corporate Resources)</p> <p>To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee</p>	Operational	Not Applicable
Corporate Resources Overview & Scrutiny Committee	17/01/19	Finance	<p>Revenue Budget Monitoring 2018/19 (Month 8)</p> <p>The purpose of this report is to provide Members with the Revenue Budget Monitoring 2017/18 (Month 8).</p>	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	22/01/19	Chief Executive's	Revenue Budget Monitoring 2018/19 (month 8) This regular monthly report provides the latest revenue budget monitoring position for 2018/19 for the Council Fund and Housing Revenue Account. The position is based on actual income and expenditure as at Month 8, and projects forward to year-end.	Operational	Leader of the Council and Cabinet Member for Finance
Community and Enterprise Overview & Scrutiny Committee	23/01/19	Overview and Scrutiny	Forward Work Programme (Community & Enterprise) To consider the Forward Work Programme of the Community & Enterprise Overview & Scrutiny Committee	Operational	Not Applicable
Organisational Change Overview & Scrutiny Committee	28/01/19	Overview and Scrutiny	Forward Work Programme (Organisational Change) To consider the Forward Work Programme of the Organisational Change Overview & Scrutiny Committee	Operational	Not Applicable

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Social & Health Care Overview & Scrutiny Committee	31/01/19	Overview and Scrutiny	Forward Work Programme (Social & Health Care) To consider the Forward Work Programme of the Social & Health Care Overview & Scrutiny Committee	Operational	Not Applicable
Education and Youth Overview & Scrutiny Committee	31/01/19	Overview and Scrutiny	Forward Work Programme (Education & Youth) To consider the Forward Work Programme of the Education & Youth Overview & Scrutiny Committee	Operational	Not Applicable
Page 459 February					
Corporate Resources Overview & Scrutiny Committee	14/02/19	Finance	REVENUE BUDGET MONITORING 2018/19 (MONTH 9) This regular monthly report provides the latest revenue budget monitoring position for 2018/19 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	Operational	Deputy Leader of the Council and Cabinet Member for Housing

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	14/02/19	Overview and Scrutiny	Forward Work Programme (Corporate Resources) To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee	Operational	Not Applicable
Corporate Resources Overview & Scrutiny Committee	14/02/19	People and Resources	Workforce Information Report Quarter 3 To consider the Workforce Information Report for Quarter 3 of 2018/19.	Operational	Cabinet Member for Corporate Management and Assets
Cabinet	19/02/19	Chief Executive's	Prudential Indicators 2019/20 to 2020/21 To present proposals for setting a range of Prudential Indicators in accordance with the Prudential Code for Capital Finance in Local Authorities (the Prudential Code).	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	19/02/19	Chief Executive's	<p>Minimum Revenue Provision - 2019/20 Policy To present proposals for the setting of a prudent Minimum Revenue Provision (MRP) for the repayment of debt in 2019/20, as required under the Local Authorities (Capital Finance and Accounting) (Wales) (Amendment) Regulations 2008 ('the 2008 Regulations').</p>	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	19/02/19	Chief Executive's	<p>Capital Programme 2018/19 (Month 9) To provide Members with the Month 9 (end of December) capital programme information for 2018/19.</p>	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	19/02/19	Chief Executive's	<p>Revenue Budget Monitoring 2018/19 (month 9) This regular monthly report provides the latest revenue budget monitoring position for 2018/19 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.</p>	Operational	Leader of the Council and Cabinet Member for Finance
Flintshire County Council	19/02/19	Chief Executive's	<p>Minimum Revenue Provision - 2019/20 Policy To present to Council the recommendations of the Cabinet in relation to the setting of a prudent Minimum Revenue Provision (MRP) for the repayment of debt.</p>		
Flintshire County Council	19/02/19	Chief Executive's	<p>Prudential Indicators 2019/20 to 2020/21 To present to Council the recommendations of the Cabinet in relation to the setting of a range of Prudential Indicators.</p>		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	26/02/19	Overview and Scrutiny	Forward Work Programme (Environment) To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee	Operational	Not Applicable

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