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To: Cllr Clive Carver (Chairman)

Councillors: Bernie Attridge, Haydn Bateman, Geoff Collett, Bob Connah, Paul Cunningham, Mared Eastwood, Patrick Heesom, Paul Johnson, Richard Jones, Michelle Perfect, Vicky Perfect, Aaron Shotton, Andy Williams and Arnold Woolley

5 July 2019

Dear Councillor

You are invited to attend a meeting of the Corporate Resources Overview & Scrutiny Committee which will be held at 10.00 am on Thursday, 11th July, 2019 in the Delyn Committee Room, County Hall, Mold CH7 6NA to consider the following items

A G E N D A

1 APOLOGIES

Purpose: To receive any apologies.

2 DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)

Purpose: To receive any Declarations and advise Members accordingly.

3 MINUTES (Pages 5 - 12)

Purpose: To confirm as a correct record the minutes of the meeting on 13 June 2019.

4 ACTION TRACKING (Pages 13 - 16)

Report of Democratic Services Manager -

Purpose: To inform the Committee of progress against actions from previous meetings.

5 **FORWARD WORK PROGRAMME** (Pages 17 - 24)

Report of Democratic Services Manager -

Purpose: To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.

6 **COUNCIL PLAN 2019/20 PART 2** (Pages 25 - 96)

Report of Chief Executive - Leader of the Council and Cabinet Member for Education

Purpose: To present Part 2 of the Council Plan - on performance milestones and measures for the year - and invite feedback for Cabinet which will approve the document later in the month.

7 **FEES AND CHARGES** (Pages 97 - 126)

Report of Chief Officer (Streetscene and Transportation) - Cabinet Member for Corporate Management and Assets

Purpose: To present an updated and complete corporate policy for fees and charges - and invite feedback for Cabinet which will approve the policy later in the month.

8 **MEDIUM TERM FINANCIAL STRATEGY (MTFS) AND THE WORK OF THE CROSS PARTY GROUP ON LOCAL GOVERNMENT FINANCE**

Purpose: To receive a verbal update on the position of the MTFS, the national position on budgets, and the completion of the work of the Cross Party Group on Local Government Finance.

9 **CENTRALLY HELD BUDGETS AND CORPORATE FINANCE** (Pages 127 - 132)

Report of Corporate Finance Manager - Cabinet Member for Finance

Purpose: To provide Members with details of the central and corporate budgets as requested at a previous meeting.

10 **REVENUE BUDGET MONITORING 2018/19 (OUTTURN) AND CAPITAL PROGRAMME MONITORING 2018/19 (OUTTURN)** (Pages 133 - 186)

Report of Corporate Finance Manager - Cabinet Member for Finance


Purpose: To present the revenue budget outturn position for the Council Fund and Housing Revenue Account, and the Capital Programme outturn position for 2018/19.

11 **INTERIM COUNCIL FUND REVENUE BUDGET MONITORING 2019/20**
(Pages 187 - 194)

Report of Corporate Finance Manager - Cabinet Member for Finance

Purpose: To provide an interim in-year budget monitoring position for 2019/20 for the Council Fund and Housing Revenue Account.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Robert Robins', with a horizontal line extending to the right.

Robert Robins
Democratic Services Manager

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CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE **13 JUNE 2019**

Minutes of the meeting of the Corporate Resources Overview & Scrutiny Committee of Flintshire County Council held in the Delyn Committee Room, County Hall, Mold on Thursday, 13 June 2019

PRESENT: Councillor Clive Carver (Chairman)

Councillors: Geoff Collett, Bob Connah, Mared Eastwood, Patrick Heesom, Paul Johnson, Richard Jones, Michelle Perfect, Vicky Perfect, Aaron Shotton, Andy Williams and Arnold Woolley

SUBSTITUTE: Councillor: Helen Brown (for Bernie Attridge)

APOLOGIES: Councillors: Haydn Bateman and Paul Cunningham

ALSO PRESENT: Councillor Dave Hughes attended as an observer

CONTRIBUTORS: Councillor Ian Roberts, Leader and Cabinet Member for Education; Councillor Billy Mullin, Cabinet Member for Corporate Management; Councillor Glyn Banks, Cabinet Member for Finance; Chief Executive; and Senior Manager, Human Resources and Organisational Development

Revenues Manager - for minute number 14

IN ATTENDANCE: Democratic Services Manager and Democratic Services Officer

10. DECLARATIONS OF INTEREST

None.

11. MINUTES

The minutes of the meeting held on 9 May 2019 were submitted.

RESOLVED:

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

12. ACTION TRACKING

The Democratic Services Manager presented the progress report on actions arising from previous meetings.

The Chief Executive reported that the breakdown of Central and Corporate Finance would form part of the Medium Term Financial Strategy (MTFS) update at the July meeting.

On the revenue budget monitoring reports, Councillor Heesom said that although monthly variances were shown, it was important that Members were able to monitor actual expenditure levels in each Overview & Scrutiny portfolio area. In response, the Chief Executive said that the approved budget was published. As an interim report was scheduled for July, he agreed to review the report format for September.

Councillor Jones said that monitoring reports already provided this information and that more detail was needed on the causes for major variances. The Chief Executive agreed that the format would be reviewed.

The recommendations of the report were moved by Councillor Jones and seconded by Councillor Collett.

RESOLVED:

That the Committee notes the progress which has been made.

13. FORWARD WORK PROGRAMME

The Democratic Services Manager presented the current Forward Work Programme for consideration. Following the Committee's briefing on the Local Government Pension Scheme, an update on the Actuarial Review would be scheduled for July or September.

The recommendations in the report were proposed by Councillor Johnson and seconded by Councillor Woolley.

RESOLVED:

- (a) That the Forward Work Programme, as amended, be approved; and
- (b) That the Democratic Services Manager, in consultation with the Committee Chairman, be authorised to vary the Forward Work Programme between meetings, as the need arises.

14. COUNCIL TAX COLLECTION RATES

The Revenues Manager presented an update on the latest year-end Council Tax collection rates, arrear levels and comparison with other Welsh councils. The report demonstrated the year on year improving position in Council Tax collection rates in Flintshire which compared favourably to average collection rates across Wales, England and Scotland.

The latest Welsh Government (WG) statistical release on collection rates across Wales for 2018/19 showed that Flintshire had recorded the highest in-year collection rate of 98.2%; this was above the Welsh average of 97.3% (an additional £700K in cashflow terms). Despite the 6.71% increase in Council Tax for 2018/19, Flintshire had maintained strong collection levels through its approach to engage with residents, signposting to discounts and targeting support to those experiencing

payment difficulties. Since publishing the report, Council Tax arrears balances for 2018/19 had reduced further to £1.2m. A statistical note on 'All Wales Performance' showed comparison of collection rates on Council Tax and Business Rates.

In commending Flintshire's performance, Councillor Roberts paid tribute to the Revenues Manager and his team, and also to the residents of Flintshire for working with the Council to pay their Council Tax and contribute to local services. He also took the opportunity to thank all employees who were on duty during the recent period of bad weather.

During the item, Councillors Mullin and Banks expressed their gratitude to the Manager and his team for achieving the outcomes, as did a number of Members.

The Chairman referred to the WG decision to remove the use of 'committal' as a recovery tool for those unwilling to pay Council Tax. The Chief Executive said that the Council had made representations against this decision on the basis that it was an appropriate route to recover payment from a minority of people who purposely evaded payment of Council Tax and refused to co-operate. The impact of the WG decision on future collection rates was highlighted as a risk. The Revenues Manager explained that the committal hearing process provided for a fair hearing to consider a person's ability and affordability to pay.

Councillor Jones spoke about the positive impact on cashflow in achieving collection rates in-year and the need to make written representations to re-introduce the committal process. The Chief Executive suggested that this form part of wider discussion on Council Tax as part of the Medium Term Financial Strategy, taking into account the fairness and sustainability of Council Tax, the Council Tax Reduction Scheme and impact on cashflow if collection rates fell. Analysis of written-off arrears across Wales was shown in the WG statistical release.

Councillor Brown asked about extending payment agreements for those experiencing difficulties. The Revenues Manager said that residents were encouraged to pay in-year and that recovery methods were adapted for those unable to do so.

In response to comments from Councillor Johnson, the Revenues Manager spoke about the sharing of good practice across Wales.

Councillor Shotton said that the Council's concerns about the removal of the committal process had been raised through the Welsh Local Government Association.

The recommendations, which were changed to reflect the debate, were moved by Councillor Heesom and seconded by Councillor Johnson.

RESOLVED:

- (a) That the Committee notes, with satisfaction, the latest Council Tax collection levels and the supporting information;

- (b) That the staff involved be congratulated for their performance;
- (c) That given the loss of the committal system, consideration of how this performance can be maintained be included within the MTFs; and
- (d) That the Committee's appreciation of the people of Flintshire for their forbearance with Council Tax increases be recorded.

15. **WORKFORCE INFORMATION REPORT - QUARTER 4 2018/19**

The Senior Manager, Human Resources and Organisational Development presented the workforce information report on Quarter 4 of 2018/19 which focussed on organisational performance and trends.

The increase in full time equivalent (FTE) figures in 2018/19 included a number of agency workers being appointed to permanent positions which had a positive impact on agency worker spend. The downturn in attendance figures was disappointing, however this reflected a similar position across many other councils in Wales. The main reason for sickness absence (Stress, Depression, Anxiety) also mirrored the national trend and in Flintshire, analysis by Occupational Health showed that the majority of those cases were triggered by personal issues which impacted on work. The Occupational Health team was continuing to work with services and had helped to reduce the number of work-related stress cases in Social Services. Detailed analysis on the team's findings would be reported to a future meeting.

On the completion of appraisals which was a priority area, the Chief Executive shared his disappointment in the outturn of 75% which was a downturn from the previous quarter (91%). This was not thought to be an accurate figure due to inadequacies in recording completed appraisals and failure to schedule repeat appraisals within the period. A detailed action plan included a review of the appraisal model which would help to achieve better outcomes. Quarter 2 progress would be reported to the Committee in September. In addition, there would be a special item on appraisals when relevant Chief Officers could be present to explain any areas of slippage.

Councillor Jones spoke about national suicide rates for the 25-45 age group, particularly for males who often found it difficult to speak about mental health issues. He asked if figures for the main category of absence (Stress, Depression, Anxiety) could be broken down to give an indication of the split between males and females. The Chief Executive agreed and said that age ranges could also be shown.

Whilst sharing officers' frustrations about the performance on appraisal completion, Councillor Jones said that this was a long-standing issue and called for Chief Officers to attend the Committee in advance of the quarter 2 data to give explanation on their service areas. He described the completion of appraisals as a key responsibility for Chief Officers which should be reflected as part of their own appraisals.

The Chief Executive said that an initial review had identified insufficient consistency on working within systems which would be pursued. Good progress had recently been made on appraisals which needed to be embedded into the process across the organisation to prevent further slippage. As the lead officer, he would be seeking assurance of progress on the action plan and if he was not satisfied with the explanations given, the relevant Chief Officers would be required to attend before the Committee. Whilst Chief Officers were held accountable for their portfolios, there was wider responsibility amongst managers and supervisors in service areas.

The Senior Manager said that increased training for managers was having a positive effect in generating more consistent and quality appraisals. She agreed to speak with Councillor Woolley outside the meeting to clarify headcount and FTE figures in the report.

Councillor Collett questioned the rationale for including sections of the report such as sexual orientation and religious beliefs where many responses were inconclusive. Officers explained the need for the Council to collect as much information as possible, with the report containing areas of interest requested by the Committee. If Members wished, the quarterly report could focus on priorities such as attendance, appraisals and agency workers, with an annual report providing a breakdown of all other statistics.

Councillor Banks commended the Chief Executive's honesty in tackling the issue of appraisals. He said that the points raised by Councillor Jones about mental health in males should link with work in other service areas such as Housing.

The Senior Manager said that in addition to the range of support currently available to employees, the Health & Wellbeing Strategy would involve wider focus on physical, mental and financial aspects of individuals, all of which affected attendance. One of the objectives would be to provide a trained Mental Health Champion for each service.

Councillor Roberts praised the Chief Executive for being open in explaining the issues and the actions being taken.

Councillor Shotton welcomed the actions being taken to address the issues and identify a true figure for completing appraisals, asking if the Committee could be kept updated. The Chief Executive said that validation on the completion figure would form part of the update to be given to the Committee.

The recommendations, which were changed to reflect the debate, were moved by Councillor Johnson and seconded by Councillor Collett.

RESOLVED:

- (a) That the Committee notes the Workforce Information report for quarter four of 2018/19;

- (b) That disappointment is expressed at the reduction in Appraisals performance and an explanation for this sought;
- (c) That the offer by the Chief Executive to bring a report on Appraisals to the September meeting be accepted; and
- (d) That the Senior Manager speak to Councillor Woolley after the meeting to clarify the headcount and FTE figures provided.

16. COUNCIL PLAN 2019/20

The Chief Executive introduced a report to update the Committee on the annual process to complete the review of the Council Plan 2019/20. Part 1 of the Council Plan would be considered by Cabinet for recommendation to County Council for adoption on 18 June.

The report set out the main outcomes from the two Member workshops and the tracker of changes since the Council Plan 2018/19. A number of suggestions were also included to improve the process for future participation including better alignment between the Council Plan themes and Overview & Scrutiny forward work programmes. Part 2 of the Council Plan, including details of performance measures, would be shared with the Committee in July before consideration by Cabinet.

In speaking about process, Councillor Heesom said that the timing denied Members the opportunity to call-in the decision. He reiterated his concerns about the need to be able to prioritise certain areas of the Council Plan and said that the Integrated Transport Plan did not deal with the issue of the transport corridor strategy which was essential to the Ambitious Council theme. He said that there was too much focus on the Deeside Industrial Park with no sensible links to the wider area of the North Wales Growth Plan.

The Chief Executive said that the Council Plan was adopted each year and only contained actions on which the Council could deliver, ie Council functions. At County Council, Members would have an opportunity to propose changes which should be specific, practical and viable. All themes in the Council Plan had equal status and were built into the budget to deliver in-year. Where agreed at the Member workshops, feedback had been incorporated and the subsequent survey had generated responses from only 17 Members.

Councillor Roberts questioned Councillor Heesom's comments on Member involvement as the consultation process had been inclusive with further opportunity for debate at County Council. On transport, he said that clarification was required from Welsh Government on proposals for the North Wales Metro whereas the issue of roads was not part of the remit for this Committee.

Councillor Jones remarked that the Plan would have been better presented by service area. At the workshop, he had raised queries on the omission of 'maximising income and employability', along with specific mention of NEETS (not in education, employment and training) and Youth Justice.

The Chief Executive said that the workshops were intended to identify specific areas to be incorporated in the draft Plan. He agreed to look into the first point and advised that both NEETS and Youth Justice were included in Part 2 of the Council Plan.

Councillor Roberts said that the Council should be proud of its performance in maintaining low levels of NEETS.

Councillor Mullin thanked Members for their contributions including those who participated in the workshops.

The recommendation in the report was moved by Councillor Collett and seconded by Councillor Johnson. On being put to the vote, this was carried. Councillor Heesom asked that his abstention from the vote be recorded.

RESOLVED:

That the update on actions to complete the review of the Council plan for 2019/20 in readiness for the recommendation of the Plan to Council for adoption, be received.

17. MEMBERS OF THE PUBLIC AND PRESS IN ATTENDANCE

There was one member of the press in attendance.

(The meeting started at 10am and ended at 11.55am)

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Chairman

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CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Thursday, 11 July 2019
Report Subject	Action Tracking
Cabinet Member	Not Applicable
Report Author	Democratic Services Manager
Type of Report	Operational

EXECUTIVE SUMMARY

The report shows the action points from previous meetings of the Corporate Resources Overview & Scrutiny Committee and the progress made in completing them. The majority of the requested actions have been completed. Any outstanding will be reported back to the next monthly meeting.

RECOMMENDATIONS

1	That the committee notes the progress which has been made.
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REPORT DETAILS

1.00	EXPLAINING THE ACTION TRACKING REPORT
1.01	In previous meetings, requests for information, reports or actions have been made. These have been summarised as action points. Following the meeting of the committee in July 2018, it was recognised that there was a need to formalise such reporting back, as 'Matters Arising' is not an item which can feature on an agenda.

1.02	<p>This paper summarises those points and where appropriate provides an update on the actions resulting from them.</p> <p>The Action Tracking details are attached in appendix A.</p>
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2.00	RESOURCE IMPLICATIONS
2.01	The creation of the Action Tracking report increases work flow but should provide greater understanding and efficiency.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	In some cases, action owners have been contacted to provide an update on their actions.

4.00	RISK MANAGEMENT
4.01	Not applicable.

5.00	APPENDICES
5.01	Appendix A – CRO&SC Action Points

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Minutes of previous meetings of the committee as identified in the report.</p> <p>Contact Officer: Robert Robins, Democratic Services Manager Telephone: 01352 702320 E-mail: robert.robins@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	None.

Action Tracking Appendix for June 2019

Meeting	Agenda item	Action Required	Action Officer(s)	Action taken	Timescale
13.12.18	4. Action Tracking	Further reports on Flintshire Bridge to be shared	Robert Robins	Arrangements to be made in due course	When available
11.04.19	Forward Work Programme	4. To discuss with OSC Chairs the approach to scrutinising decisions on NWEAB Reserved Matters at a later stage. 5. To invite WLGA reps to a meeting with Members before the August recess.	Robert Robins	4 and 5 to be determined	End of July 2019
11.04.19	Revenue Budget monitoring 2018/19 Month 11	Future report on the breakdown of Central & Corporate Budget	Robert Robins	Report to July 2019 meeting	July 2019
09.05.19	Forward Work programme	To discuss with OSC Chairs the approach to scrutinising decisions on NWEAB Reserved Matters at a later stage.	Robert Robins	To be determined	To be determined
13.06.19	Action tracking	Include Central and Corporate Budget for July . GF From Sept, Revenue Budget Monitoring reports to expand more on the reasons for monthly variances and risk mitigation	Robert Robins	As required. Members to be briefed at 9.30 on 19.09.19.	July 2019 Immediate
14.06.19	Forward Work programme	1 Add Appraisals report to September. 2. Add contribution to the review of the Council Plan for 2020/21 for November 3. Add Actuarials Sept at the latest.	Robert Robins	FWP amended	Immediate

Meeting	Agenda item	Action Required	Action Officer(s)	Action taken	Timescale
14.06.19	Council Tax Collection Rates	<p>1. That the committee notes, with satisfaction, the latest Council Tax collection levels and the supporting information.</p> <p>2. That the staff involved be congratulated for their performance.</p> <p>3. That given the loss of the committal system, consideration of how this performance can be maintained be included within the MTFs and</p> <p>4 the committee's appreciation of the people of Flintshire for their forbearance with council tax increases be recorded</p>	David Barnes		Immediate 1 and 2. 3 July/ September 2019
14.06.19	Workforce Information report Q4 2018/19	<p>That disappointment is expressed at the reduction in Appraisals performance and an explanation for this sought.</p> <p>3. That the offer by the Chief Executive to bring a report on Appraisals to the September meeting be accepted</p> <p>4. That the Senior Manager speak to Cllr Woolley after the meeting to clarify the headcount and FTE figures in the report</p>	Robert Robins Sharon Carney	<p>FWP amended Detailed analysis on attendance attributed to Stress, Depression & Anxiety from Occupational Health to come to a future meeting.</p> <p>To share a breakdown of statistics for males and females, with age ranges.</p>	3 Report to September meeting 4 Immediate
14.06.19	Council Plan	<p>Cllr Heesom requested that his abstention on the vote for this item be recorded.</p> <p>CE agreed to check on the maximum income employability which was in the 2018/19 Plan but not included here</p>	Sharon Thomas Karen Armstrong	<p>Included in draft minute</p> <p>To investigate</p>	Immediate By 18.06.19



CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Thursday, 11 th July 2019
Report Subject	Forward Work Programme
Cabinet Member	Not applicable
Report Author	Democratic Services Manager
Type of Report	Operational

EXECUTIVE SUMMARY

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

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

RECOMMENDATION

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

REPORT DETAILS

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

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

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Corporate Resources Overview & Scrutiny Committee Forward Work Programme 2019/20

DATE	ISSUE	O&S FOCUS / PURPOSE	REPORT(S) FROM
Thursday 19 th September 2019 9.30 am	Briefing on new Revenue Budget Monitoring report format	Briefing	Gary Ferguson
Thursday 19 th September 2019 10am	Action tracking Forward Work programme	Progress chasing Approval	Robert Robins
	Community Safety Partnership Annual report	Monitoring	Sian Jones
	Council Plan Q1 Monitoring Report	Assurance	Karen Armstrong
	Workforce& Employment Quarterly update	Monitoring	Andrew Adams
	People Strategy	Assurance	Sharon Carney
	Monthly Revenue Budget Monitoring 2019/20	Monitoring	Sara Dulson
	Annual Improvement Report		Karen Armstrong

Corporate Resources Overview & Scrutiny Committee Forward Work Programme 2019/20

Thursday 17 th October 2019 10am	Action tracking Forward Work programme	Progress chasing Approval	Robert Robins
	Asset management plan	Review	Neal Cockerton
	Theatr Clwyd		Chief Executive
	Future of County Hall		Neal Cockerton
	Monthly Revenue Budget Monitoring 2019/20	Monitoring	Sara Dulson
	People strategy Action Plan Update	Monitoring	Sharon Carney
	Complaints and Case handling Update	Monitoring	Rebecca Jones
Thursday 14 th November 2019 10am	Action tracking Forward Work programme	Progress chasing Approval	Robert Robins

Corporate Resources Overview & Scrutiny Committee Forward Work Programme 2019/20

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	Council Plan Q2 Monitoring Report	Monitoring	Karen Armstrong
	Workforce & Employment quarterly Update	Monitoring	Andrew Adams
	Monthly Revenue Budget Monitoring 2019/20	Monitoring	Sara Dulson
Thursday 12th December 10am	Action tracking Forward Work programme	Progress chasing Approval	Robert Robins
	Monthly Revenue Budget Monitoring 2019/20	Monitoring	Sara Dulson
Thursday 16th January 2020 10am	Action tracking Forward Work programme	Progress chasing Approval	Robert Robins
	Monthly Revenue Budget Monitoring 2019/20	Monitoring	Sara Dulson
Thursday 13th February 2020 10am	Action tracking Forward Work programme	Progress chasing Approval	Robert Robins

Corporate Resources Overview & Scrutiny Committee Forward Work Programme 2019/20

	Council Plan Q3 Monitoring Report	Monitoring	Karen Armstrong
	Workforce & Employment Quarterly Update 3	Monitoring	Andrew Adams
	Monthly Revenue Budget Monitoring 2019/20	Monitoring	Sara Dulson
Thursday 12th March 2020 10am	Action tracking Forward Work programme	Progress chasing Approval	Robert Robins
	Monthly Revenue Budget Monitoring 2019/20	Monitoring	Sara Dulson



CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

Date of Meeting	Thursday 11 July 2019
Report Subject	Council Plan 2019/20 – Part 2
Cabinet Member	Leader of the Council
Report Author	Chief Executive

EXECUTIVE SUMMARY

The Council Plan is published as two documents. Part 1 sets out our intent. Part 2 sets out the performance measures, targets and milestones against which achievement will be measured and evaluated.

Part 1 of the Plan was adopted by the County Council in June 2019 and this report provides the mechanism (as Part 2) which we will be using to measure progress and achievement of our priorities. Part 2 will be the document used by Overview and Scrutiny Committees to review progress in-year on a quarterly basis.

The published Plan (of both parts) will be available on the Council's website by the end of July as a more digitally accessible and graphical document.

RECOMMENDATIONS

1	To present Part 2 of the Council Plan – on performance milestones and measures for the year – and invite feedback for Cabinet which will be recommended for approval later in the month.
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REPORT DETAILS

1.00	Council Plan 2019/20 – Part 2
1.01	The achievements to be attained during 2019/20 are clearly described in Part 1 of the Council Plan. Part 2 ensures that these achievements can be monitored for progress and tracking.

	<p>There are two types of measures used: firstly, qualitative milestones when plans or strategies are projected to be attained and; secondly more quantitative, numerical measures which have targets to be met.</p> <p>These numerical measures are classified under three headings:</p> <ul style="list-style-type: none"> • Improvement • Maintenance • Managed Reduction <p>Some examples of Improvement measures include performance which is below nationally recognised standards; has shown a decline in trend; is national policy or regulatory; or demonstrates improved achievement of value for money.</p> <p>Maintenance measures may include performance that has reached or exceeded national or local standards, where budget pressures indicate that further improvement cannot be achieved or has reached the capacity of the service, or where the benchmarking position is acceptable.</p> <p>Managed reduction measures include performance affected by political choice and determination, budget pressures, freedom from regulatory restrictions, or service restructures.</p> <p>Part 2 of the Council Plan identifies the classification of all numerical measures.</p>
1.02	<p>Risks to be managed and mitigated throughout the year are being worked through and will be covered in the first monitoring report.</p> <p>Many will continue from last year, but may have reached a new stage of risk as projects and strategies transfer into new stages.</p> <p>Risks are monitored through the regular reports to Overview and Scrutiny Committees and Audit Committee. In addition they will be individually prioritised for inclusion into Overview and Scrutiny forward work programmes to ensure that due consideration is undertaken.</p>
1.03	<p>The final published Plan will also include the national policy issues will enable or limit our ability to achieve.</p>
1.04	<p>Part 2 of the Plan is the document by which Overview and Scrutiny Committees will review in-year progress on a quarterly basis.</p>
1.05	<p>The published Council Plan of both Parts 1 and 2 will be more digitally accessible and graphical and be available on the Council's website by the end of July.</p>

2.00	RESOURCE IMPLICATIONS
2.01	The Council Plan ambitions are reflected in the Medium Term Financial Strategy and the annual budget setting process.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	All Members have had the opportunity to consider and review the content of the draft Plan themes and priorities through the two workshops and a survey.

4.00	RISK MANAGEMENT
4.01	<p>Progression of the Plan objectives is risk managed with reports made quarterly to Cabinet and the Overview and Scrutiny Committees.</p> <p>The risks to the statutory requirements of the Plan include not publishing the plan within statutory timescales and, not adhering to the prerequisite content. These risks are managed through adherence to well established procedures for publishing the Plan and ensuring that the content of the Plan reflects the requirements of the law.</p>

5.00	APPENDICES
5.01	Appendix 1: Council Plan (Part 2) 2019-20.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Contact Officer: Karen Armstrong, Corporate Business and Communications Executive Officer</p> <p>Telephone: 01352 702740</p> <p>E-mail: Karen.armstrong@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	Council Plan: the document which sets out the annual priorities of the Council. It is a requirement of the Local Government (Wales) Measure 2009 to set Objectives and publish a Plan.
7.02	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.

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FLINTSHIRE COUNTY COUNCIL

Council Plan 2017/2023 In-year priorities 2019/20

PART 2

How achievements will be measured - Supporting milestones and measures

Performance Measures Categorisation 2019/20

The following 3 categories have been used when considering and setting targets for all local and national measures:

- Improvement – a planned uplift in current performance which is not satisfactory
- Maintenance – a planned maintenance of current performance which is satisfactory
- Managed Reduction – a planned reduction in current performance to a level which is still satisfactory

Performance Milestones 2019/20

Milestones have been set to monitor progress against an activity or plan. These are dated according to the target quarter for achievement. Targets set refer to the end of the quarter. Performance will be monitored by percentage progress against the milestone with supporting commentary.

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Adult Services	Extra Care Strategy	Meeting the forecast demand through a sufficient and sustainable supply of quality and adaptable provision Developing the provider market to meet demand with innovation and flexibility	Chief Officer – Social Services

Achievement Milestones:				
<ul style="list-style-type: none"> Opening of the Holywell Extra Care Scheme to extend supply in another community area by quarter four Agreement of a preferred option to further extend supply in a further community area with Buckley as the priority area by quarter four 				
Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
The number of Holywell Extra Care (Plas yr Yrwn) units created	N/A	55	N/A	N/A
The number of Extra Care units provided across Flintshire	183	238	250	Improvement

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Adult Services	Domiciliary Care	Increasing the provision and adapting the models of domiciliary care to meet demand	Chief Officer – Social Services

Achievement Milestones:

- Implementing a Quality Framework for Microcare by quarter four
- Seed funding developed to support the startup and development of new microcare services by quarter four
- Recruitment of Microcare Development Officer by quarter three
- Adopting a new approach to Homecare recruitment using value based recruitment processes by quarter four

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Adult Services	Independent Living	Supporting people to regain their independence, reduce reliance on the statutory sector and access care closer to home.	Chief Officer – Social Services

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
The number of people who access the social prescribing / 3 rd sector service through the Single Point of access.	282	290	300	Improvement
The number of admissions to step up / step down beds.	149	149	149	Maintenance
The number of in house and independent sector domiciliary providers working towards the silver standard for Progress for Providers.	N/A	10	16	N/A
Percentage of urgent requests for equipment that meet or exceed the national 1 Day response standards	90%	98%	100%	Improvement
Percentage of requests for equipment that meet or exceed the national 7 Day standard	80%	100%	100%	Improvement
Percentage of equipment that is re-used	70%	80%	90%	Improvement

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Adult Services	Safeguarding Adults	Protecting adults who have needs for care and support and are at risk of abuse or neglect, and preventing those adults from becoming at risk	Chief Officer – Social Services

Achievement Milestones:

- Implementation of a system for collecting and evaluating feedback from adults involved in the safeguarding process by quarter four
- Include the recommendations from Strategy Meetings in the case file audit process by quarter three
- Implement electronic monitoring for recommendations from Strategy Meetings by quarter four

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
The percentage of adult protection enquiries completed within 7 days	95%	95%	95%	Maintenance
The percentage of adult safeguarding reports which proceeded to an enquiry	88%	89%	90%	Improvement

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Adult Services	Strategic Review of Care needs	Ensuring that the Council's duty to provide care and support is met within available resources	Chief Officer – Social Services

Achievement Milestones:

- Meeting the annual inflationary costs of care providers by quarter four
- Implement active use of digital mapping to assist in the brokerage of domiciliary care by quarter three
- Marleyfield House planning phase completed by quarter four
- Introduction of an online financial self-assessment to give people the opportunity to arrange their own self-funded care by quarter four

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Adult Services	Dementia Friendly Council	Flexibility in the delivery of all services to better support the needs of those living with dementia	Chief Officer – Social Services

Achievement Milestones:

- Successful application to become a Dementia Friendly Council by quarter four

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Percentage of the relevant workforce having refreshed their dementia awareness training.	N/A	50%	100%	N/A

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Children's Services	Improving local placements for Children	Meeting the forecast demand with supply Developing the children's placement market to flexibly meet demand	Chief Officer – Social Services

Achievement Milestones:

- Implementing an agreed Placement Strategy by quarter three
- Agreed provider and implementation plan by quarter four
 - Testing and agreeing new regional models of support to extend and complement local provision by quarter four

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Children's Services	Safeguarding Children	Protecting children who are at risk of abuse and neglect, and preventing children from becoming at risk	Chief Officer – Social Services

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
% pre-birth assessments completed within timescales.	N/A	Baseline year	100%	N/A
The percentage of children who were reported as having run away or gone missing from home who had a return interview	N/A	Baseline year	100%	N/A
The percentage of reviews of children on the Child Protection Register due in the year that were carried out within the statutory timescales.	98%	98%	98%	Maintenance
The percentage of initial child protection conferences that were due in the year and were held within 15 working days of the strategy discussion	89%	95%	96%	Maintenance

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Children's Services	Fostering Service Models	Ensuring a resilient pool of in-house foster carers to provide care for local children with a variety of needs	Chief Officer – Social Services

Achievement Milestones:

- Test and evaluate the *Mockingbird Model* of Fostering in 2019/2020 with the aim to have a proposed model ready for full implementation in 2020/2021
- Approval of regional fostering manager to take forward the work on the National Fostering Framework across North Wales by quarter three

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Number of new foster carer approvals in the year	9	10	10	Improvement

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Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Children's Services	Looked After Children	Reducing the numbers of children entering care and improving outcomes for those in care	Chief Officer – Social Services

Achievement Milestones:

- Agree with Welsh Government a local strategy for effective and cost-efficient *edge of care* services by quarter four
- Achievement of the actions and targets within our Corporate Parenting Strategy by quarter four

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Number of referrals to the Family Group Meeting Service	277	280	285	Improvement
Number of Special Guardianship Orders made	6	5-10	5-10	Improvement

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Adult and Children's Services	Learning Disability Service	Transforming the service for people with a learning disability, in line with the Social Services and Wellbeing Act, to give people the opportunity to live independently and have more control over their lives	Chief Officer – Social Services

Achievement Milestones:

- Opening of Hwb Cyfle, the new learning disability day service in Deeside on time, on budget and to standard by quarter two
- Achievement of the actions and targets for the regional learning disability service transformation project both regionally (as the lead authority) and locally

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
People with a learning disability accessing Project Search to improve their employability skills	N/A	Baseline year	TBC	N/A
Number of people transitioning into Hwb Cyfle	N/A	50	60	N/A

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Housing	Homelessness Strategy and Local Action Strategy	Increase early intervention and support to prevent homelessness and offer a range of options to cater for all needs when relieving homelessness	Chief Officer – Housing and Assets

Achievement Milestones:

- Delivery of key aims and goals as set out within the Local Action Plan covering the period 2019/20 specifically:-
 - Establishing a permanent emergency bed provision in Flintshire;
 - Supporting rough sleepers through the employment of an Outreach Worker;
 - Completion of a feasibility study for short term emergency provision for young people with follow-up actions; and
 - Completion of feasibility study for a Housing First approach in Flintshire for people with complex needs with follow up actions
- Increasing the number of available rented properties in the Private Rented Sector (PRS) to provide housing solutions

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Number of PRS properties available via HAWS contract for Housing Solutions	Nil	50	24	N/A
Number of additional PRS properties available via HAWS contract	Nil	50	50	N/A
Percentage of households successfully prevented from becoming homeless	79.54%	85%	90%	Improvement

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Housing	Welsh Housing Quality Standard (WHQS)	Meet the requirements of the Welsh Housing Quality Standard which will ensure that Council tenants live in good quality homes which as far as possible suit the specific requirements of the household (e.g. specific disabilities)	Chief Officer – Housing and Assets

Achievement Milestones:

- Meeting the targets within the comprehensive capital delivery programme of modernisation and refurbishment work to our housing stock by quarter four
- Achieving WHQS for the total stock by 2020/21
- Capital Expenditure is within budget by quarter four

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
The percentage of council houses that meet the Welsh Housing Quality standards within our annual programme	100%	100%	100%	Maintenance
Tenant satisfaction level	95.8%	95%	95%	Maintenance

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Housing	Housing Strategy	Ensuring the supply of affordable and quality housing of all tenures	Chief Officer – Housing and Assets

Achievement Milestones:

- Meeting the in-year aims and targets of the Housing Strategy and Action Plan for 2019-2024

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Increase supply and variety of affordable homes	249	228	228	Maintenance

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Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Housing	Provision of new social and affordable homes	Ensuring the supply of affordable and quality housing of all tenures	Chief Officer – Housing and Assets Planning, Environment & Economy

Achievement Milestones:

- Providing new social and affordable housing (1) as set out in the Housing Revenue Account (2) through NEW Homes Development Plans and (3) through the commitments of our Housing Association partners drawing on Welsh Government funding where possible
- Maximising the provision of affordable housing through market led schemes and developer obligations in line with planning policy requirements

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
The number of Council homes completed or under construction through the Strategic Housing and Regeneration Programme (SHARP)	153	244	244	Improvement
The number of affordable homes owned and managed by NEW Homes	62	101	101	Improvement
The number of affordable homes completed or under construction through the Strategic Housing and Regeneration Programme (SHARP)	102	136	136	Improvement
Number of affordable homes provided through planning permission	TBC	N/A	N/A	N/A

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Housing	Housing needs of vulnerable groups	Housing which provides a range of options to enable people to be suitably housed Provision of appropriate interventions (i.e. support or adaptations) to assist people to remain in their homes wherever possible	Chief Officer – Housing and Assets

Achievement Milestones:

- The availability of suitable housing through new build social housing developments and other supported housing provision
- Effective implementation of the Welsh Government's recommended Service Standards for delivery of Housing Adaptations by quarter four
- Supporting people to remain in their homes through the provision of housing support and advice
- Adoption of a renewed strategy for our sheltered and supported housing schemes following review by quarter four
- Effective management of the Specialist Housing register in partnership with Housing Associations to ensure the housing needs of vulnerable households are met

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Average number of days taken to deliver a disabled facilities grant	299	247	230	Improvement

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Protecting People from Poverty	Food Poverty	Reducing food poverty and food insecurity in Flintshire	Chief Officer – Housing and Assets

Achievement Milestones:

- Forming a new social food enterprise with short and medium term objectives and targets by quarter four
- Mapping / detailing areas where there are gaps in provision and then developing solutions by quarter four
- Setting a food insecurity / food poverty action plan for Flintshire with partners with short and medium term objectives and targets by quarter three

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Protecting People from Poverty	Fuel Poverty	Increasing the level of funding and work/schemes to reduce fuel poverty in our communities	Chief Officer – Planning, Environment & Economy

Achievement Milestones:

- Agreeing a funded action plan to support those in greatest fuel poverty by quarter two
- Improvement of the energy efficiency ratings of current housing in Flintshire measured through Energy Performance Certificate Scores
- Implement solutions to extend gas supplies to those communities with no gas service including Ffynnongroyw by quarter two
- Increasing the take up of solar, water and electricity systems by supporting their installation in vulnerable households

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Delivery of energy efficiency measures to domestic properties in Flintshire	New Measure	1000	1000	N/A
Number of vulnerable households supported through the Healthy Homes Healthy People programme	New Measure	1000	1000	N/A

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Protecting People from Poverty	Child Poverty	Reduction in the impacts of poverty on children across Flintshire	Chief Officer – Chief Executive

Achievement Milestones:

- In-year mapping and assessment of child poverty to inform future programme and strategy development by quarter four
- Outline our commitments in working with partner agencies to target interventions to reduce levels of child poverty by quarter four
- Effective planning, performance and implementation as the 'Delivery Authority' for the Childcare Offer for Flintshire, Wrexham and Denbighshire and of its supporting capital programme

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Number of children who accessed the Childcare Offer	1900	2,500	2,600	Improvement
Number of childcare providers	360	600	610	Improvement

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Protecting People from Poverty	Period Poverty	Equal and ready access to sanitary products	Chief Officer – Education & Youth

Achievement Milestones:

- Access to sanitary products in schools and youth clubs to support wellbeing and school attendance

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Access to sanitary products in schools	New Measure	100%	100%	N/A
Access to sanitary products in youth clubs	New Measure	100%	100%	N/A
Access to sanitary products in Foodbanks	New Measure	5	5	N/A

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Protecting People from Poverty	Universal Credit / Welfare Reforms	Creating a sustainable and stable environment where tenants can continue to remain in their properties through ongoing support and management of their current tenancies	Chief Officer – Housing and Assets

Achievement Milestones:

- Residents being supported to sustain their tenancies, pay their rent and remain in their property

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Average number of days to process new claims for housing benefit and council tax reduction	25	20	20	Improvement
Average number of days to process change in circumstances for housing benefit and council tax reduction	8	8	8	Maintenance

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Protecting People from Poverty	Flexible Funding Programme	Achieve the best possible outcomes for the most vulnerable people in our communities through the most flexible use of the funding	Chief Officer – Social Services

Achievement Milestones:

- Page 52
- Effective deployment of these two new grants under new governance and management arrangements by quarter four
 - Meeting need through streamlining services and developing new methods of delivery and commissioning by quarter four
 - Successful engagement of stakeholders to inform choices on new service models by quarter two
 - Measured performance using new and meaningful performance measures by quarter four

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Total grant claim achieved	New Measure	100%	100%	N/A

Theme: Caring Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Protecting People from Poverty	Becoming Work-ready	Continued provision of an employability mentor service that covers the whole of Flintshire and focuses on the most deprived areas	Chief Officer – Planning, Environment & Economy

Achievement Milestones:

- Achievement of targets for supporting individuals to enter employment, learning or volunteering

Page 53	Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
	Number of individuals supported through the mentoring service that enter employment, learning or volunteering	366	260	260	Managed Reduction

Theme: Ambitious Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Business Sector Growth and Regeneration	Growth Deal and Infrastructure	Sustaining economic growth through local and regional business development, employment and training support Developing the transport infrastructure and employment sites and transport services, widening access to employment and training sites Meeting demand for business and housing growth through a ready supply of sites Skills and employment support enables individuals to take advantage of economic opportunities	Chief Officer – Chief Executive Planning, Environment & Economy

Achievement Milestones:

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- The Region reaching agreement of a Heads of Terms with the governments of UK and Wales to unlock a Growth Deal for the region and for Flintshire by quarter three
- Assessment of the priority needs of Flintshire for improved digital connectivity to contribute to regional digital strategy by quarter three
- Agreement and the first stage of implementation of a digital strategy for the region which improves connectivity (access and processing capacity / speed) for businesses, public sector partners and communities in Flintshire) by quarter three

Theme: Ambitious Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Business Sector Growth and Regeneration	Regional Business Growth	An environment and infrastructure where business is sustained and grown	Chief Officer – Planning, Environment & Economy Streetscene & Transportation

Achievement Milestones:

- Page 55
- The introduction of a regional hub by Welsh Government (WG) and North Wales Economic Ambition Board (NWEAB) to co-ordinate inward investment and respond to the demands of businesses by quarter four
 - Planning of new infrastructure schemes to provide business growth in Flintshire (Deeside Enterprise Zone (DEZ) etc.) for the medium-term
 - Maximise opportunities to achieve available funding for scheme improvements whilst also achieving timely grant submissions
 - Provision of a new Park and ride facility within Deeside Industrial Park by quarter four
 - Preparation of a support plan for businesses to manage the eventuality of a transition out from the European Union (Brexit) by quarter four

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Number of businesses supported through the regional hub	N/A	120	120	N/A
New jobs created through the support of the regional hub	N/A	1650	1650	N/A

Theme: Ambitious Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Business Sector Growth and Regeneration	Production of the Local Development Plan (LDP)	Identification of a portfolio of sites and policies to meet ambitions in relation to growth in the residential, commercial and industrial sectors Identification of a portfolio of sites and policies to protect and enhance the built and natural environments	Chief Officer – Planning, Environment & Economy Streetscene & Transportation

Achievement Milestones:

- Page 56
- Placing the LDP on deposit on time in quarter two for consultation with stakeholders and the public as the next step towards adoption of the Plan
 - Final preparation of the Plan for submission to Welsh Government by June 2020

Theme: Ambitious Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Business Sector Growth and Regeneration	Future of Town Centres	Town centres and their businesses which can thrive whilst adapting to changing economic circumstances	Chief Officer – Planning, Environment & Economy

Achievement Milestones:

- Adoption of a strategy by quarter one to ensure long term sustainability of town centres leading to updated bespoke local town plans
- Testing of the model of a Business Improvement District for Mold (through a local ballot of rate paying businesses) as a pilot exercise by quarter four

Theme: Ambitious Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Business Sector Growth and Regeneration	Integrated Transport Strategy	Developing the transport infrastructure and employment sites, and transport services, widening access to employment and training sites	Chief Officer – Streetscene & Transportation Planning, Environment & Economy

Achievement Milestones:

- Page 58
- Key interventions for cycleways, active travel, highway improvements, bus network and rail improvements
 - Key interventions for accessing employment, health, leisure and education facilities by accessing national funds with winning business cases
 - The LDP Deposit Plan making provision for local growth which will be supported by new or improved infrastructure

Theme: Ambitious Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Business Sector Growth and Regeneration	Social Enterprises	Supporting local communities to be resilient and self-supporting with resilient service models to sustain local public services	Chief Officer – Planning, Environment & Economy

Achievement Milestones:

- Sustainability of the social enterprises supported/created by the Council
- Implement Project Search with HFT to achieve real jobs for people with a learning disability

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Number of Social Enterprises supported	N/A	50	50	N/A
Number of employees supported through Project Search	N/A	50	50	N/A

Theme: Ambitious Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Investing in our Communities	Theatre Capital Plan	The theatre continues to be sustainable and high performing	Chief Officer – Chief Executive

Achievement Milestones:

- National financial support secured (from Welsh Government and Arts Council for Wales) for major capital investment for refurbishment of Theatr Clwyd by quarter four
- Reaching an agreement between the Board of Theatr Clwyd, the Council and the Arts Council of Wales on the most sustainable, legal, governance and financial / commercial model for the Theatr for the future from 2021/22 by quarter three
- Performance of the theatre against its adopted business plan targets (reported quarterly to the Board of Theatr Clwyd)

Theme: Ambitious Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Investing in our Communities	Future of County Hall Campus / Civic Estate	A sustainable and deliverable plan for the long term future of the campus which supports public sector partners' ambitions	Chief Officer – Housing and Assets / Planning, Environment & Economy

Achievement Milestones:

- Agreement of a Masterplan for the County Hall campus, recognising the needs of existing and future occupiers, with agreed aims and objectives, timelines and financing by quarter four
- Agreement of a preferred solution for a future civic hub to replace county hall by quarter four

Theme: Ambitious Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Investing in our Communities	Implementation of major capital Education Programmes: 21st Century Schools - Band B Welsh Medium Capital Investment	Providing high quality learning opportunities and learning environments for learners of all ages	Chief Officer – Education & Youth

Page 62 Achievement Milestones:	<ul style="list-style-type: none"> • Complete construction projects at Connah's Quay High School (Phase 2) and Ysgol Penyffordd on time, to budget and to standard by quarter three • Commencement of investment projects at Ysgol Glan Aber, Ysgol Castell Alun by quarter two • Commencement of investment projects at Queensferry CP (linked to the Plas Derwen project) and Ysgol Glanrafon, Mold (Welsh Government Welsh Medium Grant) by quarter four • Successful navigation of the proposed remaining Band B through both Council democratic process and Welsh Government Business case process by quarter four
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Theme: Ambitious Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Investing in our Communities	Sustainable and Modern Archive Services	Providing high quality, accessible, responsive and cost effective public archive services	Chief Officer – Education & Youth

Achievement Milestones:

- Creation of a single joint service between Flintshire and Denbighshire County Councils by quarter four
- Securing national support from the Heritage Lottery Fund for capital funding for a new regional facility by quarter four

Theme: Ambitious Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Investing in our Communities	New Pupil Referral Unit – Plas Derwen	Providing high quality learning opportunities and learning environments for learners of all ages	Chief Officer – Education & Youth

Achievement Milestones:

- Entering a framework agreement and beginning the design and development phase of a new combined educational facility at Shotton by quarter four
- Obtain cost certainty and submit a Full Business Case to Welsh Government to release capital funding by quarter four

Theme: Learning Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Education and Skills	Core Education Offer and Performance	Supporting learners from 3 to 18 years of age to aspire to high levels of educational attainment and achievement	Chief Officer – Education & Youth

Achievement Milestones:

- Pupil performance in 2019 assessment/examination outcomes at ages 7, 11, 14, 16 and 18 years exceeding the Wales national average
- Following the Estyn inspection of the Local Authority in June, completion of the post inspection action plan and commence implementation by quarter three

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
(PAM/032) Educational Attainment at Key Stage 4- average capped 9 score for pupils in Year 11	New measure	Baseline Year	N/A	N/A
Capped 9 score for pupils entitled to Free School Meals	New measure	Baseline Year	N/A	N/A
(PAM/007) Percentage of pupil attendance in primary schools	94.8%	95.0%	95.2%	Maintenance
(PAM/008) Percentage of pupil attendance in secondary schools	93.9%	94.1%	94.3%	Maintenance
(PAM/033) Percentage of pupil assessed in Welsh at the end of the Foundation Phase	6.5%	9.0%	11.0%	Maintenance

(PAM/034) Percentage of year 11 pupils studying Welsh first language	5.10%	5.5%	TBC	Maintenance
Percentage of pupils aged 16 achieving 5A*-A grades at GCSE	16.6%	18.0%	22.0%	Improvement
(PAM/009) Percentage of year 11 leavers not in education, training or employment	1.2%	1.2%	1.0%	Maintenance
Percentage of young people aged 16-18 in the youth justice system offered education, training or employment	53%	60%	65%	Improvement
Reduction in the number of fixed term exclusions	1189	1150	1000	Improvement
Reduction in the number of permanent exclusions	28	28	TBC	Maintenance

Theme: Learning Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Education and Skills	Implementation of the new National Curriculum	By 2026, all pupils from 3-16 will be taught the new curriculum which better prepares them for their future lives and employment	Chief Officer – Education & Youth

Achievement Milestones:

- Schools making suitable preparations for the transition to the new curriculum by quarter four
- Teaching staff receiving quality professional development through the self-evaluation system

Theme: Learning Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Education and Skills	Additional Learning Needs (ALN) Tribunal Act	A reform of the current legislative framework by providing a new statutory approach for supporting children with learning needs from birth to age 25 years. Implementation over three years, commencing September 2020	Chief Officer – Education & Youth

Achievement Milestones:

- Effective implementation of the new corporate and schools system to support pupils with Additional Learning Needs by quarter four
- Training completed for all key employees as part of the implementation by quarter four
- Effective implementation of the Communications Strategy as part of the implementation by quarter four

Theme: Learning Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Education and Skills	Post 16 Transport Policy	To have in place an affordable and sustainable model for post 16 transport	Chief Officer – Education & Youth

Achievement Milestones:

- Policy change agreed by quarter one and implementation of a revised and sustainable policy by quarter two

Theme: Green Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Sustainable Development and Environmental Management	Climate Change	Carbon emissions are reduced across all council activities mitigating climate change Making adaptations to our ways of working to become a plastic free Council	Chief Officer – Streetscene & Transportation Planning, Environment & Economy

Achievement Milestones:

- Establishment of an officer group by quarter three to lead on the Council's commitment to be carbon neutral by 2030
- Completion of a 'state of play analysis' of current Council activities on carbon reduction underpinned by the mapping of existing activity data by quarter four
- Completion of a greenhouse gas inventory covering scope 1, 2 and 3 emissions and greenhouse gas sequestration across the Council's land assets by quarter four
- An agreed plan to design and resource further energy efficiency and sustainable energy schemes such as the ground mounted solar PV schemes in Flint and Connah's Quay by quarter four
- Completing the renewable energy assessment through the Local Delivery Plan process in support of the future strategy
- Agreement of a strategy for fleet conversion, away from diesel and petrol vehicles, for the medium and longer-term by quarter four
- Developing a local plan to meet the need access to E- charging points across the county network by quarter four
- Completion of the Council's Leader Project to identify commercially viable sites enabling private sector uptake by quarter four
- Approval of the Council's Strategy to act as an enabler rather than a direct provider for electric charging infrastructure by quarter two
- Identification of commercially viable sites for the introduction of appropriate charging infrastructure by quarter three
- The adoption of a strategy to reduce the Council's reliance on single use plastics by quarter four

Theme: Green Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Sustainable Development and Environmental Management	Affordable and sustainable collection and treatment services for recyclable, compostable and residual waste	Maximising the recovery and rates of recyclable, re-usable and compostable waste, and reduce landfilled waste Treatment of residual waste at the regional Parc Adfer facility as a sustainable and cost-effective solution	Chief Officer – Streetscene & Transportation

Achievement Milestones:

- Page 71
- Revise the Waste Management Strategy for the medium-term with aims, objectives and targets by quarter four
 - Parc Adfer opened on time and to operational requirements with the diversion of regional and local non-recyclable domestic waste to the new facility by quarter three
 - The development and implementation of an education programme to promote behavioural change by quarter four
 - Achievement of Parc Adfer Commissioning / Environmental permit award by quarter three

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Percentage of waste reused, recycled or composted	69.8%	70%	70%	Maintenance
Average Recycling rate across HRCs	77.55%	80%	80%	Improvement

Theme: Green Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Sustainable Development and Environmental Management	Natural Environment	A vibrant natural environment which promotes access to open and green spaces and their value in contributing to well-being	Chief Officer – Planning, Environment & Economy

Achievement Milestones:

- Effective management of our natural environment and accessible green space networks to deliver health, well-being and resilience goals
- Protecting the resilience of our natural environment by increasing the biodiversity value of council owned or managed land

Theme: Green Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Sustainable Development and Environmental Management	Local Development Plan (LDP)	Identification of a portfolio of sites and policies to meet ambitions for growth in the residential, commercial and industrial sectors, and to protect and enhance the built and natural environments	Chief Officer – Planning, Environment and Economy

Achievement Milestones:

- The success of measures to protect the built and environmental assets through the LDP process
 - The publication of policies and proposals within the Deposit Plan to protect the built and natural environment by quarter four

Theme: Green Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Safe and sustainable Travel Services	Alternative local transport arrangements	Connecting passengers to key destination hubs and enable access to education, employment, retails, health, social and leisure destinations	Chief Officer – Streetscene & Transportation

Achievement Milestones:

- The effective introduction of an in-house minibus service as an innovative and sustainable based transport scheme to meet need and demand by quarter four
- Development of area based appropriate and sustainable Local Travel Arrangements

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Provide Local Travel Arrangements in geographical areas of the County	New Measure	4	4	N/A

Theme: Green Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Safe and sustainable Travel Services	Core Bus Network	Connecting passengers to key destination hubs and enable access to education, employment, retails, health, social and leisure destinations	Chief Officer – Streetscene & Transportation

Achievement Milestones:

- The range, quality, reliability and frequency of services on the core bus network either through commercially viable services, partnership arrangements or contracted services

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Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
To have in place a Quality Bus Partnership along Core Network	New Measure	2	TBC	Improvement

Theme: Green Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Safe and sustainable Travel Services	Highway Network	Improved travel connectivity across the road transport network	Chief Officer – Streetscene & Transportation

Achievement Milestones:

- Maintaining the infrastructure on the highway network to ensure the resilience, efficiency and reliability of road transport
- Delivery of the annual Highways Asset Management Plan

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
PAM/020 Percentage of A roads in overall poor condition	1.7%	2%	3%	Maintenance
PAM/021 Percentage of B roads in overall poor condition	1.4%	3%	4%	Maintenance
PAM/022 Percentage of C roads in overall poor condition	5.8%	7%	8%	Maintenance
Undertake post completion inspections of utility works	90.57%	90%	90%	Maintenance

Theme: Green Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Safe and sustainable Travel Services	Active Travel	Developing and increase active travel infrastructure; improve connectivity and enable access to education, jobs and services	Chief Officer – Streetscene & Transportation

Achievement Milestones:

- Meeting the statutory requirements of the Active Travel Act how measured by the spend on projects
- Submission of annual report on active travel development across all portfolios to Welsh Government by quarter four

Theme: Connected Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Resilient Communities	Community Resilience	Supporting local communities to be resilient and self-supporting	Chief Officer – Governance

Achievement Milestones:

- Page 78
- Achievement of the aims, objectives and targets for the four priority projects
 - The Holway, Holywell – community-led regeneration
 - Social Value – a social value framework to maximise local investment in communities (included separately below – p52)
 - Social Prescribing – a model for participation by local people with improvements in personal well-being
 - Get Flintshire Moving – participation by local people with improvements in personal health

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
The number of people who access the social prescribing / 3 rd sector service through the Single Point of access.	282	290	300	Improvement
Number of partner services accessed by residents via the new Holway Hub	New measure	Baseline Year	Baseline + 50%	N/A
Resident involvement in community activities as a measure of vibrancy	New measure	Baseline Year	Baseline + 10%	N/A

Theme: Connected Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Resilient Communities	Community Health	Improving the health of communities through our social value programmes	Chief Officer – Chief Executive

Achievement Milestones:

- Aura Leisure and Libraries activities to add social value through their community activities commissioned by the Council through our Service Agreement
 - Delivery of Aura Business Plan 2019/20

Theme: Connected Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Resilient Communities	Social Value	Securing community benefits through social value investments	Chief Officer – Governance

Achievement Milestones:

- Adopting a Social Value Framework with an action plan with aims, objectives and targets by quarter four
- Progressive impact in the following areas:-
 - the value of investment by contractors and suppliers
 - the value of non-monetary investments by contractors and suppliers
 - the geographic spread of social value investment across communities
 - positive contributions to the social policy priorities of the Council and its partners

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Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Calculated monetary value* of total investment in Flintshire by contractors and suppliers	New measure	Baseline Year	Baseline + 20%	N/A
Calculated monetary value* of investment by social policy priority area	New measure	Baseline Year	TBC	N/A
Calculated monetary value* of investment by geographic area across Flintshire	New measure	Baseline Year	TBC	N/A

* Calculation will be defined within the Social Value Framework to provide transparency for investments where the value is not a cash value.

Theme: Connected Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Customer Journey	Single Integrated Contact Centre	Widening digital access to public services Provide a single, resilient, consistent point of contact for the customer	Chief Officer – Governance

Achievement Milestones:

- A seamless and successful transition to an Integrated Contact Centre by quarter three
- Improvements in customer service response and resolution times
- Extension of the range of digitised services in Social Services, Education and Revenues and Benefits

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Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Call abandonment rate for a combined Housing and Streetscene contact centre	32%	20%	10%	Improvement
Call answering rate for a combined Housing and Streetscene contact centre	1:14	1.00	1:00	Improvement
Satisfaction feedback with redesigned online Education Admissions process	New measure	Baseline Year	TBC	N/A
My Account sign up and usage rates	1,900	5,000	7,500	Improvement

Theme: Connected Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Customer Journey	Customer Strategy	Providing high quality, accessible, responsive and cost effective public services	Chief Officer – Governance

Achievement Milestones:

- Meeting the aims, objectives and targets of the adopted Strategy
- Meeting the set customer standards

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Reduced telephone contact where services are available digitally	New Measure	Baseline Year	TBC	N/A
Increased self-service by customers via My Account across multiple services	New Measure	Baseline Year	TBC	N/A
Extension of ability for customers to pay for services electronically in line with the roll out of digital services	New Measure	Baseline Year	TBC	N/A

Theme: Serving Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Effective Resource Management – Workforce	Sustainable Pay Policy	Continuing to be a high performing and innovative public sector organisation with ethical and social values	Chief Officer – Chief Executive

Achievement Milestones:

- Implementation of a compliant and sustainable new pay model within 2019/20 by quarter two
- Retention rates of key personnel through offering competitive pay and reward

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Percentage of permanent employees who have left within first year of employment	2.00%	1.50%	1.00%	Improvement
Percentage of employee turnover (excluding early retirement and voluntary redundancy)	10.48%	8.00%	7.00%	Improvement

Theme: Serving Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Effective Resource Management – Workforce	Health and Well-being Workforce Plan	Continuing to be a high performing and innovative public sector organisation with ethical and social values	Chief Officer – Chief Executive

Achievement Milestones:

- Adoption of a Well Being Strategy for the overall well-being of the workforce with aims, objectives and targets by quarter three
- Workforce attendance rates
- Reduction in the number of referrals to Occupational Health on the grounds of mental health

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
PAM/001: The number of working days lost per full time equivalent (FTE) local authority employees lost due to sickness absence	10.44	8.00	8.00	Maintenance
Increase in attendance of managers and employee Stress Management training	145	200	250	Improvement
Number of accredited Mental Health First Aiders across the organisation	New Measure	10	20	N/A

Theme: Serving Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Effective Resource Management – Workforce	People Strategy	Continuing to be a high performing and innovative public sector organisation with ethical and social values	Chief Officer – Chief Executive

Achievement Milestones:

- Page 85
- Adoption of a renewed plan for effective succession planning for senior and supporting management positions by quarter three
 - Maintaining competitive pay and reward, and terms and conditions of employment
 - The number of apprenticeships which result in a positive outcome
 - Reductions in the local gender pay gap

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
PAM/044: The number of apprentices (excluding teachers) on formal recognised apprenticeship schemes within the authority during the year per 1,000 employees	New Measure	Baseline Year	TBC	N/A
The number of apprentices that complete the programme with a positive outcome	92%	95%	98%	Improvement
Achieving Foundation Living Wage for all direct employees	New Measure	100%	100%	N/A
Number of appraisals completed for eligible employees	75%	100%	100%	Improvement

Theme: Serving Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Effective Resource Management – Finance / Assets	Sustainable Annual Budgeting	Continuing to be a high performing and innovative public sector organisation with ethical and social values	Chief Officer – Chief Executive

Achievement Milestones:

Page 86

- A report on performance against the adopted set of KPI's is produced alongside the Annual Financial Outturn
 - Selected KPI's are reported monthly in the Monitoring Report.
- Achievement of a balanced annual budget which support the policy aims of the Council by March 2020

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
The percentage of planned efficiencies achieved	98%	95%	95%	Maintenance
% of income target achieved	68%	75%	100%	improvement
Maximise the collection of Council Tax	98.2%	98.2%	98.2%	Maintenance
The percentage variance between the revenue budget out-turn and the budget set	0.02%	0.5%	0.5%	Maintenance

Theme: Serving Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Effective Resource Management – Finance / Assets	Housing Revenue Account Business Plan	Provision of high quality social housing and support services to our tenants through effective business planning	Chief Officer – Chief Executive

Achievement Milestones:

- Management of a cost-effective Housing Revenue Account Business Plan for 2019/20
- Maintaining affordable service charges which achieve income targets
- Effective management of rent arrears to maintain income targets

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Level of Rent Arrears as a percentage of the Annual Rent Yield	4.9%	4.7%	4.5%	Improvement

Theme: Serving Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Effective Resource Management – Finance / Assets	Income and Concessions / Commercialisation	Providing high quality, accessible, responsive and cost effective public services	Chief Officer – Streetscene and Transportation

Achievement Milestones:

- Page 88
- Re-adoption of a fees and charges policy by September 2019
 - Agreement of a set of new commercial models as part of the collaboration sub priority below.
 - Achievement of corporate income target
 - Agreement of a model for cost recovery for application to service level agreements by December 2019

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
% of income target achieved	%	%	100%	N/A

Theme: Serving Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Effective Resource Management - Collaboration	Collaboration – Best Use of Resources	Continuing to be a high performing and innovative public sector organisation with social values Providing high quality, accessible, responsive and cost effective public services as sustainable models	Chief Officer – Chief Executive

Achievement Milestones:

- Page 89
- Maintaining the effective and cost-efficient performance of all principal regional, sub-regional and local collaborative services
 - An annual report will be produced with a set of Red/Amber/Green status' of service (1) Performance and (2) Sustainability
 - Successful transition to a combined CCTV monitoring service hosted by Wrexham County Borough Council*
 - Agreement to implement a sub-regional sustainable urban drainage system approval body as a new statutory service*
 - Successful transition to a new service model for enforcement services*
 - Agreement of the scope and objectives of the next phase of Alternative Delivery Models for Council managed services by Quarter two

*Transition report will be built into forward work programmes.

Theme: Serving Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Effective Resource Management – Digital	Digital Strategy	More people have digital access to public services and make use of digital	Chief Officer – Governance

Achievement Milestones:

- Successful implementation of priority projects within the digital programme plan
 - Procurement and design of replacement Planning & Environment system
 - New online Education Admissions process launched and evaluated
 - Additional services added to combined contact centre: Education, Social Work, Revenues and Benefits
 - Additional services added to My Account: Education, Revs & Bens, Housing Phase 2
- Agreement of a programme for upskilling communities in digital, in partnership with other public and third sector partners, for the medium and longer-term
 - Digital training delivered and available in communities

Theme: Safe and Clean Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Safe and Clean Communities	Community Safety	Reduced crime and re-offending, plus lower levels of anti-social behavior within our communities	Chief Officer – Planning, Environment and Economy

Achievement Milestones:

- Achievement against the actions of the Regional Community Safety Plan and the Flintshire Well-Being Plan
- The performance of North Wales Police in partnership with the Council as statutory Community Safety partners
- Meeting our responsibilities under the Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) programme

Theme: Safe and Clean Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Safe and Clean Communities	Corporate Safeguarding	Protecting people from the risk of any form of abuse	Chief Officer – Social Services

Achievement Milestones:

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- Achievement against the actions and targets of the Corporate Safeguarding Action Plan
 - Corporate Safeguarding Policy reviewed and updated by quarter four

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Number of employees who attend AFTA Thought safeguarding training	New measure	120	120	N/A
Number of employees who complete the Corporate safeguarding e-learning modules	New measure	200	200	N/A

Theme: Safe and Clean Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Safe and Clean Communities	Public Protection (Food Safety and Standards)	Providing high quality, accessible, responsive and cost effective public Services	Chief Officer – Planning, Environment and Economy

Achievement Milestones:

- Maintaining the percentage of broadly compliant establishments within the County for public protection

Page 93	Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
		Percentage of food establishments that meet food hygiene standards	97.9%	97%	97%

Theme: Safe and Clean Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Safe and Clean Communities	Streetscene and Transportation Standards	An agreed set of standards for Streetscene services which can be monitored and provide assurance about performance of the "visible" public realm services	Chief Officer – Streetscene and Transportation

Achievement Milestones:

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- Performance against current performance standards for front-line Streetscene and Transportation
- Completion of a review and of performance standards for front-line Streetscene and Transportation Services by quarter two

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Achieve minimum level of agreed standards	85%	85%	85%	Maintenance

Theme: Safe and Clean Council

What we will do in 2019/20:

Priority	Sub - Priority	Longer term outcome / impact	Lead Officer
Safe and Clean Communities	Environmental Improvement and Enforcement	An agreed set of standards for Environmental services which can be monitored and provide assurance about performance of the "visible" public realm services	Chief Officer – Streetscene & Transportation

Achievement Milestones:

- Page 95
- Levels of enforcement against our standards for car parking, litter and dog fouling
 - Develop and implement five education programmes for environmental awareness by quarter four
 - Patrol Pay and Display Car parks and on street traffic restriction to ensure compliance, monitored via back office technology and reporting
 - Ensure that all Pay and Display infrastructure is operational utilising back office technology and reporting
 - Respond to, and monitor, environmental crime complaints (in line with Streetscene standards)
 - Ensure all Fixed Penalty Notices / Penalty Charge Notices are progressed to ensure ongoing compliance

Achievement Measures	Baseline Data (2018/19)	2019/20 Target	2020/21 Target	Measure Category
Number of targeted environmental educational campaigns	New Measure	5	5	N/A
Progress non-payment of all PCN / FPN	New Measure	100%	100%	N/A

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CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

Date of Meeting	Thursday 11 July 2019
Report Subject	Fees and Charges
Cabinet Member	Cabinet Member for Corporate Management and Assets
Report Author	Chief Officer (Streetscene and Transport)
Type of Report	Strategic

EXECUTIVE SUMMARY

In late 2017 the Cabinet adopted an Income Generation Policy which set the rationale for charging and proposed an annual review of all fees and charges. The Income Generation Policy, including fees and charges and the new income streams identified in this report, forms part of the Medium Term Financial Strategy.

This outcome of the annual review of fees and charges is set out in Appendix A. For each charge the extent to which full cost recovery is being met – one of the objectives of the policy where desirable and achievable – is shown. Further work is required in this area. The report also proposes an approach to the annual indexation of all fees and charges.

This report proposes a policy framework that includes a consistent charging structure across all areas of service.

RECOMMENDATIONS

1	That the Committee reviews and provides feedback on the policy and schedule of fees and charges to Cabinet who will be recommended to adopt the policy at its meeting later this month.
2	That the Committee notes the further work now required to establish full cost recovery, and/or comparable market rates, where it is possible/permissible to do so.
3	That the Committee support an ongoing review of the Income Generation Policy to ensure consistency of charging and cost recovery.
4	That the Committee notes the additional income projects identified in Appendix B which are work in progress.

REPORT DETAILS

1.00	EXPLAINING THE LATEST POSITION ON INCOME GENERATION
1.01	With continued central funding reductions under austerity, changes in sources of funding and increasing demand for many services, Local Authorities are experiencing unprecedented financial change and challenge. By 2020, APSE predict that local government spending "...will be lower than at any time since before 1948." ¹
1.02	Despite these challenges, and in many cases as a direct response to them, there is a growing wealth of research that demonstrates Local Authorities are being innovative and taking a more commercial approach to securing sustainable income streams and financial position. This includes selling services in a commercial market where buyers have a choice of who to buy from, reviewing fees and charges for services (in many cases to reduce the subsidy required to continue to deliver them) and implementing alternative delivery models. ²
1.03	Local Authorities are required by law to have a balanced budget. That is a financial plan that demonstrates how income will equate to expenditure over the short and medium-term. The Council's Medium Term Financial Strategy currently forecasts a funding gap of £13.3m for 2020/21.
1.04	The generation of additional income from fees and charges, along with specific projects to explore the feasibility of new income streams, are two of the solutions available to the Council to help meet the budget shortfall. As such, income generation forms part of the strategy of options to meet the challenge of the Medium Term Financial Strategy with an income target of £200,000 for 2018/19, which increased to £300,000 in 2019/20.
1.05	The income target for 2018/19 was not achieved in full and there remains in the region of £170,000 of additional income to generate (once income related business planning efficiencies have been taken into account) to achieve the 2019/20 target. It is therefore imperative to maintain a focus on income generation and those fees and charges that can be reviewed, or introduced, as part of the Medium Term Financial Strategy to protect Council finances.
1.06	The Council provides a wide range of services some of which customers are required to pay a fee or charge for. Good practice says that Local Authorities should have a clear rationale for charging. This should include what services

¹ APSE (2016) Sustainable local government finance and liveable local areas: Can we survive to 2020? Available from: <https://www.apse.org.uk/apse/index.cfm/research/current-research-programme/sustainable-local-government-finance-and-liveable-local-areas-can-we-survive-to-2020/>

² See for example: Localis (2015) Commercial Councils: The rise of entrepreneurialism in local government. Available from: <https://www.localis.org.uk/research/commercial-councils-the-rise-of-entrepreneurialism-in-local-government/> and LGA (2017) Enterprising councils: Supporting council's income generation activity. Available from: <https://www.local.gov.uk/enterprising-councils-supporting-councils-income-generation-activity>

	are charged for, how much is charged and how charging supports the delivery of corporate priorities ³ .
1.07	<p>The Council's rationale for fees and charges is set out in its Income Generation Policy which was previously endorsed by Cabinet. The objectives and principles of this policy include:-</p> <ul style="list-style-type: none"> • Maximisation of revenue generation with full cost recovery wherever possible; • Ensuring that charges reflect the ability to pay (affordability); • Comparability within the public sector and market; • Adopting differential pricing where warranted; • Ensuring fees and charges complement wider policy goals; • Having, as a minimum, annual increases in line with inflation; and • Transparency in charging.
1.08	The Policy identifies the role income generation plays in contributing and supporting the continuation of key frontline services. Maximising income generation streams is also a key activity and measure to support the Council priority of "Effective Resource Management" as contained in the Council Plan 2017 to 2023 under the theme of "Serving Council".
1.09	The Income Generation Policy requires an annual review of fees and charges with annual cycles of resetting fees and charges and appropriate delegations for enacting changes.
1.10	When setting fees and charges we should be aware of the complexities around charging, including Local Authorities ability to set fees and charges locally. Broadly speaking fees and charges fall under two categories – statutory fees and discretionary charges. Statutory fees are governed by legislation/regulation and may be set by Government with little or no local discretion to alter. For example, Penalty Charge Notices, Enforcement Agent fees, environmental permitting and most Planning fees. Whereas discretionary charges generally allow for greater local discretion in setting charges. For example, allotments, Bereavement Services, market stalls and pest control. However, some discretionary service charges may be restricted to recovering the cost of service delivery only, such as Building Control and Taxi Licensing.
1.11	In line with the Income Generation Policy an annual review of fees and charges has been conducted. This review aimed to identify all of the fees/charges applied by services; the level of fee/charge applied in 2018/19, as of 1 st April 2019 and the proposed fee/charge from 1st October 2019 (including any new fees/charges). Alongside this, services were asked to identify if fees/charges are statutory or discretionary and whether the income generated from the fee/charge recovered the full cost of service delivery. The result of this review can be found at Appendix A.

³ Wales Audit Office (2016) Charging for services and generating income by local authorities. Available from: <https://www.audit.wales/system/files/publications/income-generation-2016-eng.pdf>

	Identifying and capturing all fees and charges across all services is a complex piece of work to verify and the latest draft list of fees and charges is provided. Please note that whilst every effort has been made to capture a full, accurate and up to date list of fees and charges, work is ongoing and as such the list of fees and charges is subject to verification and minor change.
1.12	<p>For ease of reference, the list of fees and charges captured in Appendix A to this report have been risk rated on a RAG (red, amber, green) basis:</p> <ul style="list-style-type: none"> • Red indicates fees/charges which are identified as not achieving cost recovery where it is permissible for them to do so. • Amber indicates further work required to verify whether full cost recovery is being achieved (56% of the total fees/charges captured in Appendix A) • Green indicates statutory fees where there is limited or no scope to alter the amount charged. <p>In addition, cells highlighted in yellow indicate a new fee or charge and cells highlighted blue indicate where information is yet to be confirmed.</p>
1.13	The information contained within Appendix A to this report indicates that of the 605 fees/charges listed, 36% are statutory where the Authority has no or limited discretion in setting the price and 64% are discretionary where there is more room for local discretion when setting the price.
1.14	In addition to income from fees and charges a number of income projects have been identified for further exploration. An overview of these projects and the indicative commencement date can be found at Appendix B to this report.

2.00	RESOURCE IMPLICATIONS
2.01	Additional income generated through fees and charges, and the income projects, will be tracked and monitored against the income target for 2019/20. Failure to achieve the income target will lead to a budget shortfall, which may lead to funding from alternative sources being required.
2.02	<p>Whilst further work is required to calculate income projections for all the proposed fee/charge increases from 1st October 2019, some indicative figures have been calculated, for reference.</p> <p>It is proposed to raise the charge for the garden waste collection service by between £2 and £5 per season, depending on the chosen payment method (detailed in para 4.09 of this report) and the date the payment is received by the Council. This reflects the rising cost of delivering the service and will increase the projected income levels by between £70k and £130k per year.</p>

	<p>The proposed charge for the new Food/Drink Ceremony Packages under Registration Services has been projected to generate additional income in the region of £580 in 2019/20 and £850 in 2020/21.</p> <p>The new charge for the transfer of grave ownership administration is yet to be confirmed. However, comparable charges in other Councils varies from £30 to £55 for this service. Based on current service demand, implementing a £30 charge for this service would generate in the region of £15,600 per annum and a £55 charge £28,600 per annum.</p>
2.03	Further work is required to verify that the services identified as operating at cost recovery in Appendix A (those highlighted as amber) are recovering the full costs of service delivery, where it is permissible for them to do so. That is both the direct and indirect costs associated with service delivery. This work will ensure due diligence and will be undertaken by Finance Managers and the Income Generation and Marketing Manager.
2.04	Discretionary services, where the Council has a power but not a duty to provide the service, are most at risk. Achieving cost recovery wherever possible for these services is therefore a necessity for service sustainability. Where the charge applied for these services does not cover the cost of service delivery, or it is not permitted to, this raises strategic questions for the Council to consider. For example, should these services continue to be provided? If so, how will they be funded? If they are to be subsidised where will the funding come from?
2.05	As outlined in the Income Generation Policy, it is proposed that the annual review of fees and charges is overseen by Programme Boards, with any changes implemented from 1 st October each year following reporting to Cabinet in July.
2.06	Where in-year changes are required to fees and charges, i.e. statutory fee changes or other extenuating circumstances, these should be made in line with the delegated authority process (respective Chief Officer and Cabinet Member).

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	The Income Generation Policy was previously endorsed in October 2017.
3.02	It is proposed that the annual review of fees and charges is reported to Cabinet in July each year to ensure appropriate accountability.
3.03	For the purposes of transparency, a detailed list of all the fees and charges applied by the Council will, going forward, be published.

4.00	RISK MANAGEMENT
4.01	<p>Maximising income generation and the annual review of fees and charges is not simply a case of increasing the fee/charge applied for services. For example, increasing fees/charges for services that operate in a commercial market to above the market rate may reduce demand for services, negatively impacting on income. Similarly, raising fees/charges to a level where customers can no longer afford them is likely to have the same effect. However, the Council does need a consistent approach to reviewing fees and charges and ensuring charging reflects the objectives and principles of the Income Generation Policy, as summarised above.</p>
4.02	<p>It is therefore proposed that a staged approach is adopted to raise fees and charges to a level where they achieve market rate comparison, or full cost recovery, where they are not already doing so and it is permissible for them to. To balance this with considerations of affordability, it is proposed that this is achieved over a period of three years (by 1st October 2022).</p>
4.03	<p>Once services have reached the benchmark of full cost recovery, or market rate comparison, there needs to be an agreed process/formula for ensuring annual increases in line with inflation.</p>
4.04	<p>There are three inflation indexes that the Council needs to consider:</p> <ol style="list-style-type: none"> 1. The Council's inflation rate, which would require a calculation of the annual increases in direct and indirect costs for each service where a fee/charge is applied; 2. Market rate comparison/choice; and 3. The Consumer Prices Index including owner occupiers' housing costs (CPIH) <p>The Council has no scope to increase statutory fees, which are set in legislation/by regulations, in line with inflation.</p>
4.05	<p>The CPIH is an extension of the Consumer Price Index (CPI), which is used for the government's target for inflation and meets both international and European standards and regulations. CPI is used for increasing pensions and benefits, amongst other things. The CPIH is more comprehensive than the CPI as it includes housing associated costs for owner occupiers and as such it became the lead inflation index for government in March 2017⁴.</p>
4.06	<p>It is therefore recommended that the CPIH is used as the normative annual inflation index, with market rate comparison/choice used for services where this is warranted, i.e. those that are delivered in a commercial market.</p>

⁴ Office for National Statistics (2017) Consumer Price Inflation (includes all 3 indices – CPIH, CPI and RPI) QMI. Available from: <https://www.ons.gov.uk/economy/inflationandpriceindices/methodologies/consumerpriceinflationincludesall3indicescpihcpiandrpiqmi>

4.07	The CPIH 12-month inflation rate was 2.0% in April 2019 ⁵ and in most cases this can be applied as an annual uplift to fees and charges as part of the annual review. However, for some fees/charges, implementing an annual inflation increase of around 2% is not practical due to the minimal fee/charge in place (i.e. a 2% increase on a £2 car boot space equates to 4p). In these circumstances it is proposed that inflation increases are implemented every three years and rounded up/down accordingly. The proposed inflation uplift period for each fee and charge has been captured as part of Appendix A.
4.08	Currently, some services seek payment in arrears of service delivery, meaning recovery of fees and charges is not guaranteed. To protect income, and prevent non-payment for services, there will be greater focus on securing upfront payments for applicable services in future. This will be supported through digital mechanisms, such as online payments, wherever possible.
4.09	<p>Online payments are a less costly transaction when compared to payments made over the telephone or face-to-face. As such, the use of online payment reduces the cost of service delivery. These ‘savings’ in service delivery costs may then be passed on to the customer through a slightly reduced charge.</p> <p>An example would be the proposal for garden waste charges, whereby if customers pay online and before the season commences, the charge will be £32, for those who join the scheme late in the season or wish to pay over the phone or face-to-face at local Connects Centres, the charge will be £35 per season.</p> <p>Take up of this reduced charge will however impact on the additional income projection provided in 2.02. For example, if 25% of existing customers renew at £32 and 75% at £35, the projected additional income will be £136,000. If 75% of existing customers renew at £32 and 25% at £35, the projected additional income will reduce further to £88,000.</p>
4.10	The Income Generation Policy should be reviewed with a view to becoming a policy framework that incorporates a consistent charging structure, as outlined above and to include differential charging/concessions. To ensure potential economic, social, and environmental ramifications are considered this should be subject to an Integrated Impact Assessment (IIA).

5.00	APPENDICES
5.01	Appendix A: List of fees and charges
5.02	Appendix B: Overview of income projects and indicative commencement date

⁵ Office for National Statistics (2019) Consumer price inflation, UK: April 2019. Available from: <https://www.ons.gov.uk/economy/inflationandpriceindices/bulletins/consumerpriceinflation/april2019>

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Flintshire County Council's Income Generation Policy can be accessed online: https://www.flintshire.gov.uk/en/PDFFiles/Digital-Customer-and-Community-Resilience/Income-Generation-Policy.pdf</p> <p>The Council Plan 2017-2023 can be accessed online: https://www.flintshire.gov.uk/en/PDFFiles/Policy-and-Performance/COUNCIL-PLAN-2018-23-Final-English.pdf</p> <p>Contact Officer: Kelly Oldham-Jones – Income Generation and Marketing Manager Telephone: 01352 702143 E-mail: kelly.oldham-jones@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	<p>Alternative delivery models – refers to services that are not delivered in-house by the Council but through a different model of delivery such as a Local Authority Trading Company or mutual.</p> <p>Commercialisation – for the purposes of this report commercialisation is defined as “...the development of trading relationships where there is an intention to generate additional funds to ease financial pressure on council services...” APSE⁶, p5</p> <p>Differential pricing – charging different prices for the same product or service. For example, offering concessions (a reduced price) for people in receipt of certain benefits.</p> <p>Direct costs – costs that are completely associated with the delivery of a service or production of a product. They include things like employee costs, transport and supplies and materials.</p> <p>Indirect costs – these are also known as overheads and are the costs that are incurred by organisations as part of their operations but which are not directly attributable to a specific service or product. For example, premises costs such as utilities (water, lighting, heating).</p> <p>Inflation index – is a tool that measures the rate of inflation (rises in prices).</p> <p>Market rate – is the usual price charged for goods and services.</p>

⁶ APSE Taking a commercial approach: A guide for local councils in Wales to income generation, trading and charging. Available from:
[https://www.apse.org.uk/apse/assets/File/Taking%20a%20commercial%20approach%20-%20a%20guide%20for%20local%20councils%20in%20Wales\(2\).pdf](https://www.apse.org.uk/apse/assets/File/Taking%20a%20commercial%20approach%20-%20a%20guide%20for%20local%20councils%20in%20Wales(2).pdf)

	<p>Medium Term Financial Strategy – The Council’s Medium Term Financial Strategy covers a period of three years and collates information on things that affect the financial position of the organisation. This enables objectives to be balanced against the available resources.</p>
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Appendix A: List of fees and charges

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period	
Allotments										
Allotments 1/2 Plot	Discretionary	£25	£30	20	£30	0	Y		3 years	
Allotments - Full Plot	Discretionary	£50	£60	20	£60	0	Y		3 years	
Bed and Breakfast/Emergency Accommodation										
Weekly charge for breakfast as part of homeless payments for bed and breakfast/emergency accommodation	Discretionary	£16	£16	0	£16	0	N	Contribution charge towards breakfast costs. Not intended to recover full costs/costs of accommodation	3 years (next increase 01.10.20)	
Building Control										
Local Land Searches	Discretionary	£8.12	£8.12	0	£8.12	0	N	Competitive market prices	3 years	
Building Control Regulation Notices/Certificates	Discretionary	£8.12	£10.82	33	£10.82	0	N		3 years	
Buy with Confidence Scheme										
Application Fee - 0 to 5 employees	Statutory		£125		£125	0	N	The fee structure of this scheme has been revised, in line with current Buy With Confidence guidelines. These fees have been adopted across North Wales Trading Standards' Departments, and will be subject to annual review. All prices are exclusive of VAT	No/limited local discretion	
Annual Subscriptions fee - 0 to 5 employees	Statutory	£150	£250	67	£250	0	N			
Application Fee - 6 to 20 employees	Statutory		£167		£167	0	N			
Annual Subscriptions fee - 6 to 20 employees	Statutory	£300	£375	25	£375	0	N			
Application Fee - 21 to 49 employees	Statutory		£208		£208	0	N			
Annual Subscription fee - 21 to 49 employees	Statutory	£450	£500	11	£500	0	N			
Application Fee - 50 plus employees	Statutory		POA		POA		N			
Annual Subscription fee - 50 plus employees	Statutory		POA				N			
Cemeteries										
Earth Graves - Resident										
Plot Reservation/Cost	Discretionary	£285	£285	0	£294	3	Y	Cost recovery based on operatives hourly rate + equipment. Will not cover lifetime maintenance or corporate costs	Annual	
New Grave single depth 4'6"	Discretionary	£786	£786	0	£810	3	Y		Annual	
New Grave double depth 6'0"	Discretionary	£865	£865	0	£891	3	Y		Annual	
New Grave triple depth 8'0"	Discretionary	£926	£926	0	£954	3	Y		Annual	
Re-open Existing Grave to depth 4'6"	Discretionary	£559	£559	0	£576	3	Y		Annual	
Re-open Existing Grave to depth 6'0"	Discretionary	£643	£643	0	£662	3	Y		Annual	
Re-open Existing Grave to depth 8'0"	Discretionary	£722	£722	0	£744	3	Y		Annual	
Earth Graves - Non-Resident										
Plot Reservation/Cost	Discretionary	£570	£570	0	£587	3	Y		Annual	
New Grave single depth 4'6"	Discretionary	£1,572	£1,572	0	£1,619	3	Y		Annual	
New Grave double depth 6'0"	Discretionary	£1,730	£1,730	0	£1,782	3	Y		Annual	
New Grave triple depth 8'0"	Discretionary	£1,852	£1,852	0	£1,908	3	Y		Annual	
Re-open Existing Grave to depth 4'6"	Discretionary	£1,118	£1,118	0	£1,152	3	Y		Annual	
Re-open Existing Grave to depth 6'0"	Discretionary	£1,286	£1,286	0	£1,325	3	Y		Annual	
Re-open Existing Grave to depth 8'0"	Discretionary	£1,444	£1,444	0	£1,487	3	Y	Annual		
Burial of Casket After Cremation - Resident										
Plot Reservation/Cost	Discretionary	£113	£113	0	£116	3	Y	Annual		
New Cremation Plot/Burial	Discretionary	£227	£227	0	£234	3	Y	Annual		
Each ashes interment (re-open)	Discretionary	£141	£141	0	£145	3	Y	Annual		
Burial of Casket After Cremation - Non-Resident										
Plot Reservation/Cost	Discretionary	£226	£226	0	£233	3	Y	Annual		
New Cremation Plot/Burial	Discretionary	£454	£454	0	£468	3	Y	Annual		
Each ashes interment (re-open)	Discretionary	£282	£282	0	£290	3	Y	Annual		
Interments for Persons of No Fixed Abode										
Common grave space (no exclusive right of burial) Resident	Discretionary	£299	£299	0	£308	3	Y	Annual		
Common grave space (no exclusive right of burial) Non Resident	Discretionary	£598	£598	0	£616	3	Y	Annual		
Bricked Graves										
Plot Reservation	Discretionary	£602	£602	0	£620	3	Y	Annual		
New Bricked Single Depth 4' 6"	Discretionary	£1,796	£1,796	0	£1,850	3	N	Annual		
New Bricked Double Depth 6'	Discretionary	£1,962	£1,962	0	£2,021	3	N	Annual		
New Bricked Triple Depth 8'	Discretionary	£2,096	£2,096	0	£2,159	3	N	Annual		
Re Open Bricked Single Depth 4' 6"	Discretionary	£1,259	£1,259	0	£1,297	3	N	Annual		
Re Open Bricked Double Depth 6'	Discretionary	£1,566	£1,566	0	£1,613	3	N	Annual		
Re Open Bricked Triple Depth 8'	Discretionary	£1,736	£1,736	0	£1,788	3	N	Annual		

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period
Bricking of Whole Chamber & Concrete Slab (in addition to above excavation) Breeze Block - Single Depth 4' 6"	Discretionary	£1,154	£1,154	0	£1,189	3	N		Annual
Bricking of Whole Chamber & Concrete Slab (in addition to above excavation) Breeze Block - Double Depth 6'	Discretionary	£1,337	£1,337	0	£1,377	3	N		Annual
Bricking of Whole Chamber & Concrete Slab (in addition to above excavation) Breeze Block - Triple Depth 8'	Discretionary	£1,577	£1,577	0	£1,624	3	N		Annual
Conventional Brick - Single Depth 4' 6"	Discretionary	£1,412	£1,412	0	£1,454	3	N		Annual
Conventional Brick - Double Depth 6'	Discretionary	£1,693	£1,693	0	£1,744	3	N		Annual
Conventional Brick - Triple Depth 8'	Discretionary	£2,052	£2,052	0	£2,114	3	N		Annual
Whitewash Charges - Single Depth 4' 6"	Discretionary	£78	£78	0	£80	3	Y		Annual
Whitewash Charges - Double Depth 6'	Discretionary	£97	£97	0	£100	3	Y		Annual
Whitewash Charges - Triple Depth 8'	Discretionary	£120	£120	0	£124	3	Y		Annual
Other Fees									
Right to erect headstone	Discretionary	£143	£143	0	£147	3	Y		Annual
Right to erect tablet	Discretionary	£74	£74	0	£76	3	Y		Annual
Additional inscription	Discretionary	£35	£35	0	£36	3	Y		Annual
Saturday burials (in addition to normal charge) Resident	Discretionary	£345	£345	0	£355	3	Y		Annual
Saturday burials (in addition to normal charge) Non Resident	Discretionary	£690	£690	0	£711	3	Y		Annual
Saturday ashes interment (in addition to normal charge) Resident	Discretionary	£90	£90	0	£93	3	Y		Annual
Saturday ashes interment (in addition to normal charge) Non Resident	Discretionary	£180	£180	0	£185	3	Y		Annual
Use of chapel (1 hr)	Discretionary	£130	£130	0	£134	3	Y		Annual
Supply & Fix Memorial Bench (Monmouth)	Discretionary	£965	£965	0	£994	3	Y		Annual
Supply & Fix Memorial Bench (Colwyn)	Discretionary	£965	£965	0	£994	3	Y		Annual
Supply & Fix Memorial Bench (Cavendish)	Discretionary	£1,016	£1,016	0	£1,046	3	Y		Annual
Supply & Fix Memorial Bench (Westminster)	Discretionary	£1,102	£1,102	0	£1,135	3	Y		Annual
Memorial Plaque (Kelsterton Garden of Remembrance)	Discretionary	£197	£197	0	£203	3	Y		Annual
Memorial Plaque (space reservation)	Discretionary	£143	£143	0	£147	3	Y		Annual
Child's Memorial Plaque (Row 1)	Discretionary	£113	£113	0	£116	3	Y		Annual
Child's Memorial Plaque (Row 2)	Discretionary	£119	£119	0	£123	3	Y		Annual
Child's Memorial Plaque (Row 3)	Discretionary	£125	£125	0	£129	3	Y		Annual
Child's Memorial Plaque (Row 4)	Discretionary	£132	£132	0	£136	3	Y		Annual
Child's Memorial Plaque (Row 5)	Discretionary	£139	£139	0	£143	3	Y		Annual
Transfer of grave ownership - admin fee	Discretionary	N/A	N/A	N/A	TBC	N/A	Y	New fee/charge	Annual
Carelink									
Alarm installation	Discretionary	£25 + VAT	£25 + VAT	0	£25 + VAT	0	N		TBC
Alarm Monitoring - weekly charge	Discretionary	£2.20 + VAT	£2.20 + VAT	0	£2.20 + VAT	0	N		TBC
Alarm monitoring - concessionary weekly charge (in receipt of housing benefit)	Discretionary	£1	£1	0	£1	0	N		TBC
Civil Parking Enforcement									
Higher rate Penalty Charge Notice	Statutory	£70	£70	0	£70	0			No/limited local discretion
Higher rate Penalty Charge Notice - payment within 14 days	Statutory	£35	£35	0	£35	0			
Higher rate Penalty Charge Notice - no payment/challenge after 56 days	Statutory	£105	£105	0	£105	0			
Lower rate Penalty Charge Notice	Statutory	£50	£50	0	£50	0			
Lower rate Penalty Charge Notice - payment within 14 days	Statutory	£25	£25	0	£25	0			
Lower rate Penalty Charge Notice - no payment/challenge after 56 days	Statutory	£75	£75	0	£75	0			
Countryside									

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period
Hire of Wepre field	Discretionary	£260	£350	35	£400	14			Annual
Hire of Buckley field	Discretionary	£260	£350	35	£400	14			Annual
Hire of Garden Room (per hour)	Discretionary	N/A	£15	N/A	£15.50	3			Annual
Hire of Garden Room Half Day (4 hours)	Discretionary	£30	£50	67	£51.50	3			Annual
Hire of Garden Room Full Day (8 hours)	Discretionary	£50	£80	60	£82.50	3			Annual
Education Visit Wepre Half Day - per child	Discretionary	£1.50	£2.50	67	£3	20		Minimum £30 for 2 hours in 2018/19; minimum £40 1st April 19 and £60 1st October 19	Annual
Education Visit Wepre Full Day - per child	Discretionary	£2.50	£3.50	40	£4	14		Minimum £50 for 2 hours in 2018/19; minimum £60 1st April 19 and £80 1st October 19	Annual
Evening ranger talk	Discretionary	£25	£30	20	£33	10			3 years
Domestic Energy Efficiency Project (DEEP)									
LA Flex Declarations	Discretionary	£100	£100	0	£100	0	N	Fee is subject to VAT which is in addition to the charge quoted	TBC
Electoral Services									
Full register of electors and the notice of alteration (data format)	Statutory	£20	£20	0	£20	0	Y		No/limited local discretion
For each 1,000 entries (or part thereof) of full register (data format)	Statutory	£1.50	£1.50	0	£1.50	0	Y		
Full register of electors and the notice of alteration (printed format)	Statutory	£10	£10	0	£10	0	Y		
For each 1,000 entries (or part thereof) of full register (printed format)	Statutory	£5	£5	0	£5	0	Y		
List of overseas electors (data format)	Statutory	£20	£20	0	£20	0	Y		
For each 100 entries (or part thereof) overseas electors (data format)	Statutory	£1.50	£1.50	0	£1.50	0	Y		
List of overseas electors (printed format)	Statutory	£10	£10	0	£10	0	Y		
For each 100 entries (or part thereof)of overseas electors (printed format)	Statutory	£5	£5	0	£5	0	Y		
Edited register (data format)	Statutory	£20	£20	0	£20	0	Y		
For each 1,000 entries (or part thereof) edited register (data format)	Statutory	£1.50	£1.50	0	£1.50	0	Y		
Edited register (printed format)	Statutory	£10	£10	0	£10	0	Y		
For each 1,000 entries (or part thereof) edited register (printed format)	Statutory	£5	£5	0	£5	0	Y		
Marked electoral registers and absent voters' lists	Statutory	£10	£10	0	£10	0	Y		
Per 1,000 entries (or part thereof) marked electoral registers (printed)	Statutory	£2	£2	0	£2	0	Y		
Per 1,000 entries (or part thereof) marked electoral registers (data)	Statutory	£1	£1	0	£1	0	Y		
Overseas pensions - proof of life confirmation (at County Hall)	Statutory	N/A	£20	N/A	£20	0	Y		
Overseas pensions - proof of life confirmation (at home)	Statutory	N/A	£40	N/A	£40	0	Y		
Enforcement Agent fees									
Compliance Notice	Statutory	£75	£75	0	£75	0	Y		No/limited local discretion
Enforcement Visit	Statutory	£235	£235	0	£235	0	Y		
Enforcement Visit - debt over £1,500	Statutory	Plus 7.5%	Plus 7.5%		Plus 7.5%		Y		
Removal Fee	Statutory	£110	£110	0	£110	0	Y		
Removal Fee - debt over £1,500	Statutory	Plus 7.5%	Plus 7.5%		Plus 7.5%		Y		
Environmental Permitting									

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period
The local authority permits for part B installations and mobile plant and solvent emission activities (fees and charges)(Wales) scheme 2016	Statutory	Up to date information on fees are available at: https://gwedhill.gov.wales/legislation/subordinate/nonsi/epwales/2016/local-authority-permits-b/?lang=en					N		No/limited local discretion
Explosives and Petroleum									
Storage of explosives up to 2000kg	Statutory	The schedule of fees can be found under Schedule 7; Part 3; of the Health and Safety and Nuclear Fees Regulations 2016. Available from: http://www.legislation.gov.uk/ukxi/2016/253/made					N		No/limited local discretion
Petroleum (Consolidation) Regulations 2014	Statutory	The schedule of fees can be found under Schedule 7; Part 5; Regulation 6 and 14 of the Health and Safety and Nuclear Fees Regulations 2016. Available from: http://www.legislation.gov.uk/ukxi/2016/253/made					N		No/limited local discretion
Food Export Certificate									
Food Export Certificate	Discretionary	£35	£35	0	£50	43	Y		Annual
Food Export Certificate visit (if required) - per hours	Discretionary	£64	£64	0	£67	4	Y		Annual
Food Hygiene Rating Scheme - Re-rating									
Re-rating inspection	Statutory	£160	£180	12.5	£180	0	N	This fee is set nationally by Wales Heads of Environmental Health Group	No/limited local discretion
Food Safety Business Advice									
Food Safety Business Advice - up to two hours	Discretionary	N/A	N/A	N/A	£150	N/A	Y	New fee/charge	Annual
Food Voluntary Surrender Certificate									
Food Voluntary Surrender Certificate	Discretionary	£35	£35	0	£50	43	Y		Annual
Food Voluntary Surrender Certificate visit (required) - per hour	Discretionary	£64	£64	0	£67	4	Y		Annual
Health and Safety									
Factual Statement - per hour	Discretionary	£64	£64	0	£67	4	Y		Annual
Highway Network									
Section 50 licence	Statutory	£464	£487	5			Y		No/limited local discretion
Emergency road closure	Statutory	£735	£771	5			Y		
Temporary traffic order	Statutory	£1,785	£1,874	5			Y		
Switching off of traffic lights (during working day)	Statutory	£120	£126	5			Y		
Switching off of traffic lights (out of hours)	Statutory	£179	£188	5					
Bus stop closure (during working day)	Statutory	£120	£126	5			Y		
Bus stop closure (out of hours)	Statutory	£179	£188	5					
Skip and Scaffold Licence	Statutory	£40	£42	5			Y		
Unauthorised Scaffolding/Skip	Statutory	£140	£147	5			Y		
Consent to temporarily deposit building materials etc.	Statutory	£40	£42	5			Y		
Unauthorised consent to temporarily deposit building materials etc.	Statutory	£140	£147	5			Y		
Land Charges									
Full Search	Statutory	£115.20	£115.20	0	£115.20	0	N	Land Charges fees calculations are set by legislation and were reviewed recently in line with the correct calculation in terms of number of searches and officer rates. Therefore no plans to review currently	No/limited local discretion
Land Charges - LLC1	Statutory	£6	£6	0	£6	0	N		
Land Charges - CON29	Statutory	£91	£91	0	£91	0	N		
Land Charges - CON29 per additional question	Statutory	£10.80	£10.80	0	£10.80	0	N		
Expedited Search	Statutory	£142.80	£142.80	0	£142.80	0	N		
Additional Parcel of land	Statutory	£13	£13	0	£13	0	N		
Applicant's additional question	Statutory	£23.40	£23.40	0	£23.40	0	N		
Liability Orders									

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period
Council Tax	Statutory	£70	£70	0	£70	0	Y		No/limited local discretion
Business Rates	Statutory	£70	£70	0	£70	0	Y		
Licensing									
HMO/Housing									
HMO Licence application fee for the first five units:	Discretionary	£307	£307	0	£319	4	Y		Annual
HMO each additional unit:	Discretionary	£29	£29	0	£30	4	Y		Annual
Service of an Improvement/Prohibition/Emergency Prohibition Notice under Housing Act 2004	Discretionary	£300	£300	0	£312	4	Y		Annual
Immigration Housing Inspections	Discretionary	£100	£100	0	£104	4	Y		Annual
Caravan Site									
New Site Licences Application 0-14 units	Discretionary	£330	£330	0	£343	4	Y		Annual
New Site Licences Application 15-49 units	Discretionary	£391	£391	0	£407	4	Y		Annual
New Site Licences Application 50+ units	Discretionary	£412	£412	0	£428	4	Y		Annual
Variation of existing licence	Discretionary	£206	£206	0	£214	4	Y		Annual
Private Hire/ Hackney Carriage Driver Licence									
Pre Licensing Checks for new Driver	Discretionary	N/A	N/A		£184	N/A	Y	New fee/charge	Annual
Grant of 3 year Joint Driver Licence - New	Discretionary	N/A	N/A		£118	N/A	Y	New fee/charge	Annual
Grant of 12 month Joint Driver Licence - New	Discretionary	N/A	N/A		£63	N/A	Y	New fee/charge	Annual
New 1 year	Discretionary	£155	£155	0	N/A	N/A		Revised charging for driver licence	Annual
Renewal 1 year	Discretionary	£129	£129	0	£154	19	Y		Annual
New 3 year	Discretionary	£216	£216	0	N/A	N/A		Revised charging for driver licence	Annual
Renewal 3 year	Discretionary	£196	£196	0	£209	7	Y		Annual
Vehicle Plate Deposit	Discretionary	£14	£14	0	£15	7	Y		Annual
Replacement Plate	Discretionary	£14	£14	0	£15	7	Y		Annual
Enhanced DBS Check (Set by DBS)	Discretionary	£44	£44	0	£44	0	Y		Annual
Change of Vehicle Reg.	Discretionary	£29	£29	0	£30	3	Y		Annual
Missed Appointment	Discretionary	£25	£25	0	£26	4	Y		Annual
Private Hire and Hackney Carriages									
Private Hire Operator Licence (grant or renewal) 5 year	Discretionary	£587	£587	0	£610	4	Y		Annual
Private Hire Operator Licence (grant or renewal) 1 year	Discretionary	£237	£237	0	£247	4	Y		Annual
Transfer of Licence	Discretionary	£77	£77	0	£80	4	Y		Annual
New vehicle	Discretionary	£194	£194	0	£202	4	Y	£101 every 6 months	Annual
Renewal vehicle	Discretionary	£165	£165	0	£172	4	Y	£86 every 6 months	Annual
Animal Licensing									
Animal Boarding	Discretionary	£136	£136	0	£141	4	Y		Annual
Home Boarding of Dogs	Discretionary	£96	£96	0	£100	4	Y		Annual
Animal Breeding	Discretionary	£211	£211	0	£219	4	Y		Annual
Dangerous Wild Animals	Discretionary	£202	£202	0	£210	4	Y	Plus vet fees for first inspection	Annual
Pet Shops	Discretionary	£131	£131	0	£136	4	Y		Annual
Riding Establishments	Discretionary	£131	£131	0	£136	4	Y		Annual
Zoos	Discretionary	£145	£145	0	£155	7	Y		Annual
Other Licences									
Sex Establishments and Sexual Entertainment Venues	Discretionary	£942	£942	0	£980	4	Y		Annual
Scrap Metal Dealer 3 year - Site (not due until 2020)	Discretionary	£565	£565	0	£588	4	Y		Annual
Scrap Metal Dealer 3 year - Collector (not due until 2020)	Discretionary	£219	£219	0	£228	4	Y		Annual
Sunday Trading - Loading Control Area	Discretionary	£75	£75	0	£78	4	Y		Annual
Gaming Establishments									
Bingo Premises Licence fees									
New	Statutory	£3,500	£3,500	0	£3,500	0	Y		No/limited local discretion
Annual Fee	Statutory	£800	£800	0	£800	0	Y		
Variation	Statutory	£1,400	£1,400	0	£1,400	0	Y		
Transfer	Statutory	£960	£960	0	£960	0	Y		
Re-instatement Fee	Statutory	£1,200	£1,200	0	£1,200	0	Y		
Provisional Statement	Statutory	£3,500	£3,500	0	£3,500	0	Y		
Provisional Statement Holders	Statutory	£1,200	£1,200	0	£1,200	0	Y		
Copy Licence	Statutory	£25	£25	0	£25	0	Y		
Notification of Change	Statutory	£50	£50	0	£50	0	Y		
Adult Gaming Premises Licence fees									

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period
New	Statutory	£2,000	£2,000	0	£2,000	0	Y		No/limited local discretion
Annual Fee	Statutory	£800	£800	0	£800	0	Y		
Variation	Statutory	£800	£800	0	£800	0	Y		
Transfer	Statutory	£960	£960	0	£960	0	Y		
Re-instatement Fee	Statutory	£1,200	£1,200	0	£1,200	0	Y		
Provisional Statement	Statutory	£2,000	£2,000	0	£2,000	0	Y		
Provisional Statement Holders	Statutory	£1,200	£1,200	0	£1,200	0	Y		
Copy Licence	Statutory	£25	£25	0	£25	0	Y		
Notification of Change	Statutory	£50	£50	0	£50	0	Y		
Betting Track Premises Licence fees									No/limited local discretion
New	Statutory	£2,500	£2,500	0	£2,500	0	Y		
Annual Fee	Statutory	£800	£800	0	£800	0	Y		
Variation	Statutory	£1,000	£1,000	0	£1,000	0	Y		
Transfer	Statutory	£760	£760	0	£760	0	Y		
Re-instatement Fee	Statutory	£950	£950	0	£950	0	Y		
Provisional Statement	Statutory	£2,500	£2,500	0	£2,500	0	Y		
Provisional Statement Holders	Statutory	£950	£950	0	£950	0	Y		
Copy Licence	Statutory	£25	£25	0	£25	0	Y		
Notification of Change	Statutory	£50	£50	0	£50	0	Y		
Betting Shop Premises Licence fees									No/limited local discretion
New	Statutory	£3,000	£3,000	0	£3,000	0	Y		
Annual Fee	Statutory	£480	£480	0	£480	0	Y		
Variation	Statutory	£1,200	£1,200	0	£1,200	0	Y		
Transfer	Statutory	£960	£960	0	£960	0	Y		
Re-instatement Fee	Statutory	£1,200	£1,200	0	£1,200	0	Y		
Provisional Statement	Statutory	£3,000	£3,000	0	£3,000	0	Y		
Provisional Statement Holders	Statutory	£1,200	£1,200	0	£1,200	0	Y		
Copy Licence	Statutory	£25	£25	0	£25	0	Y		
Notification of Change	Statutory	£50	£50	0	£50	0	Y		
Family Entertainment Centre Premises Licence fees									No/limited local discretion
New	Statutory	£2,000	£2,000	0	£2,000	0	Y		
Annual Fee	Statutory	£600	£600	0	£600	0	Y		
Variation	Statutory	£800	£800	0	£800	0	Y		
Transfer	Statutory	£760	£760	0	£760	0	Y		
Re-instatement Fee	Statutory	£950	£950	0	£950	0	Y		
Provisional Statement	Statutory	£2,000	£2,000	0	£2,000	0	Y		
Provisional Statement Holders	Statutory	£950	£950	0	£950	0	Y		
Copy Licence	Statutory	£25	£25	0	£25	0	Y		
Notification of Change	Statutory	£50	£50	0	£50	0	Y		
FEC Machine Permit									No/limited local discretion
New	Statutory	£300	£300	0	£300	0	Y		
Fast Track (Clubs)	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Annual Fee	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Renewal	Statutory	£300	£300	0	£300	0	Y		
Renewal if holder of CPC	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Variation	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Transfer	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Change of name	Statutory	£25	£25	0	£25	0	Y		
Copy of permit	Statutory	£15	£15	0	£15	0	Y		
Club Gaming Permit									No/limited local discretion
New	Statutory	£200	£200	0	£200	0	Y		
Fast Track (Clubs)	Statutory	£100	£100	0	£100	0	Y		
Annual Fee	Statutory	£50	£50	0	£50	0	Y		
Renewal	Statutory	£200	£200	0	£200	0	Y		
Renewal if holder of CPC	Statutory	£100	£100	0	£100	0	Y		
Variation	Statutory	£100	£100	0	£100	0	Y		
Transfer	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Change of name	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Copy of permit	Statutory	£15	£15	0	£15	0	Y		
Club Machine Permit									No/limited local discretion
New	Statutory	£200	£200	0	£200	0	Y		
Fast Track (Clubs)	Statutory	£100	£100	0	£100	0	Y		
Annual Fee	Statutory	£50	£50	0	£50	0	Y		
Renewal	Statutory	£200	£200	0	£200	0	Y		
Renewal if holder of CPC	Statutory	£100	£100	0	£100	0	Y		
Variation	Statutory	£100	£100	0	£100	0	Y		
Transfer	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Change of name	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Copy of permit	Statutory	£15	£15	0	£15	0	Y		
Licensed Premises 2 Machines									No/limited local discretion
New	Statutory	£50	£50	0	£50	0	Y		
Fast Track (Clubs)	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Annual Fee	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Renewal	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Renewal if holder of CPC	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Variation	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Transfer	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Change of name	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Copy of permit	Statutory	N/A	N/A	N/A	N/A	N/A	Y		

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period
Licensed Premises More than 2									
New	Statutory	£150	£150	0	£150	0	Y		No/limited local discretion
Fast Track (Clubs)	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Annual Fee	Statutory	£50	£50	0	£50	0	Y		
Renewal	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Renewal if holder of CPC	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Variation	Statutory	£100	£100	0	£100	0	Y		
Transfer	Statutory	£25	£25	0	£25	0	Y		
Change of name	Statutory	£25	£25	0	£25	0	Y		
Copy of permit	Statutory	£15	£15	0	£15	0	Y		
Prize Gaming									
New	Statutory	£300	£300	0	£300	0	Y		No/limited local discretion
Fast Track (Clubs)	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Annual Fee	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Renewal	Statutory	£300	£300	0	£300	0	Y		
Renewal if holder of CPC	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Variation	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Transfer	Statutory	N/A	N/A	N/A	N/A	N/A	Y		
Change of name	Statutory	£25	£25	0	£25	0	Y		
Copy of permit	Statutory	£15	£15	0	£15	0	Y		
Listed Building Consent									
Pre-application service	Discretionary	N/A	N/A	N/A	TBC	N/A	Y	New fee/charge	Annual
Pre-purchase health check	Discretionary	N/A	N/A	N/A	TBC	N/A	Y	New fee/charge	Annual
Markets									
Connahs Quay - Thursday	Discretionary	£5.15	£5.25	2	£5.25	0	Y		Annual
Holywell - Thursday up to 3m x 3m	Discretionary	£7.70	£7.80	1	£7.80	0	Y		Annual
Holywell - Thursday up to 6m x 3m	Discretionary	£10.90	£11.05	1	£11.05	0	Y		Annual
Holywell - Thursday over 6m x 3m	Discretionary	£14.30	£14.50	1	£14.50	0	Y		Annual
Flint - Friday up to 3m x 3m	Discretionary	£9.15	N/A		N/A			Market has now closed	
Flint - Friday up to 6m x 3m	Discretionary	£10.15	N/A		N/A				
Flint - Friday over 6m x 3m	Discretionary	£11.15	N/A		N/A				
Mold High St - Weds & Sat	Discretionary	£15.45	£15.75	2	£15.75	0	Y		Annual
Mold Daniel Owen Sq - Weds & Sat	Discretionary	£14.10	£14.30	1	£14.30	0	Y		Annual
Public Liability Insurance	Discretionary	£4	£4	0	£4	0	Y		3 years
Community Pitch	Discretionary	£5.15	£5.25	2	£5.25	0	Y		Annual
Registration Fee (all markets)	Discretionary	£9	£9	0	£9	0	Y		3 years
Car Boot Space, Love Lane, Mold - Car	Discretionary	£6	£6	0	£6	0	Y		3 years
Car Boot Space, Love Lane, Mold - Van	Discretionary	£10	£10	0	£10	0	Y		3 years
Car Boot Space, Love Lane, Mold - Charity (Car)	Discretionary	£2	£2	0	£2	0	Y		3 years
Mold Indoor - Unit 1	Discretionary	£111.18	£112.84	1	£112.84	0	Y		Annual
Mold Indoor - Unit 2	Discretionary	£175.59	£178.22	1	£178.22	0	Y		Annual
Mold Indoor - Unit 3	Discretionary	£48.81	£49.54	1	£49.54	0	Y		Annual
Mold Indoor - Unit 4	Discretionary	£85.04	£86.31	1	£86.31	0	Y		Annual
Mold Indoor - Unit 5	Discretionary	£76.69	£77.94	2	£77.94	0	Y		Annual
Mold Indoor - Unit 6	Discretionary	£131.55	£133.52	1	£133.52	0	Y		Annual
Mold Indoor - Unit 7A	Discretionary	£63.55	£64.50	1	£64.50	0	Y		Annual
Mold Indoor - Unit 7B	Discretionary	£84.58	£85.84	1	£85.84	0	Y		Annual
Mold Indoor - Unit 7C	Discretionary	£63.55	£64.50	1	£64.50	0	Y		Annual
Mold Indoor - Unit 8	Discretionary	£128.95	£130.88	1	£130.88	0	Y		Annual
Mold Indoor - Unit 9	Discretionary	£68.50	£69.52	1	£69.52	0	Y		Annual
Mold Indoor - Unit 10	Discretionary	£74.47	£75.58	1	£75.58	0	Y		Annual
Mold Indoor - Unit 11	Discretionary	£51.59	£52.36	1	£52.36	0	Y		Annual
Mold Indoor - Unit 12	Discretionary	£85.19	£86.46	1	£86.46	0	Y		Annual
Mold Indoor - Unit 13	Discretionary	£154.85	£157.17	1	£157.17	0	Y		Annual
Mold Indoor - Unit 14	Discretionary	£139.74	£141.83	1	£141.83	0	Y		Annual
Licence Events/Car Boot Sales - Commercial	Discretionary	£85	£85	0	£85	0	Y		3 years
Licence Events/Car Boot Sales - Charity	Discretionary	£8.50	£8.50	0	£8.50	0	Y		3 years
Licence Local Produce/Craft	Discretionary	£21.50	£21.50	0	£21.50	0	Y		3 years
Licence Permits - Commercial	Discretionary	£8	£8	0	£8	0	Y		3 years
Licence Permits - Charity/Community	Discretionary	free	free		free				Annual
Parking, Parking Permits and Parking Dispensations									
Buckley									
Black Horse, Buckley	Discretionary	30p for 1 hour, 50p for up to 2 hrs	30p for 1 hour, 50p for up to 2 hrs	0	30p for 1 hour, 50p for up to 2 hrs	0	Y		TBC
Brunswick Road, Buckley	Discretionary	30p for 1 hour, 50p for up to 2 hrs	30p for 1 hour, 50p for up to 2 hrs	0	30p for 1 hour, 50p for up to 2 hrs	0	Y		TBC
	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y		TBC

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period
Argoed Road, Buckley	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y	The collective income from car parking tariffs are to enable full cost recovery of the service	TBC
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y		TBC
	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y		TBC
Precinct Way, Buckley	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y		TBC
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y		TBC
	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y		TBC
Bistre Avenue, Buckley	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y		TBC
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y		TBC
	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y		TBC
Lane End, Buckley	Discretionary	No charge	No charge	0	No charge	0	Y		TBC
Coppa View, Buckley	Discretionary	No charge	No charge	0	No charge	0	Y	TBC	
Connahs Quay				0					
Maude Street, Connahs Quay	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y	The collective income from car parking tariffs are to enable full cost recovery of the service	TBC
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y		TBC
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y		TBC
Sommerfield, Connahs Quay	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y		TBC
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y		TBC
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y		TBC
Millennium Cycleway	Discretionary	No charge	No charge	0	No charge	0	Y		TBC
Dock Road	Discretionary	No charge	No charge	0	No charge	0	Y		TBC
Dock Road Layby	Discretionary	No charge	No charge	0	No charge	0	Y		TBC
Flint				0					
Pavilion Leisure Centre, Flint	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y	The collective income from car parking tariffs are to enable full cost recovery of the service	TBC
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y		TBC
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y		TBC
Allt Goch, Flint	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y		TBC
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y		TBC
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y		TBC
Bolingbroke Heights, Flint	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y		TBC
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y		TBC
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y		TBC
Richard Heights, Flint	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y		TBC
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y	TBC	
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y	TBC	
Feather Street, Flint	Discretionary	30p for 1 hour, 50p for up to 2 hrs	30p for 1 hour, 50p for up to 2 hrs	0	30p for 1 hour, 50p for up to 2 hrs	0	Y	TBC	
Swan Street, Flint	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y	TBC	
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y	TBC	
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y	TBC	
Railway Station, Flint	Discretionary	£2.00 for all day	£2.00 for all day	0	£2.00 for all day	0	Y	TBC	
Castle Street, Flint	Discretionary			0		0	Y	TBC	
Holywell				0					
Leisure Centre / Sommerfield, Holywell	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y	TBC	
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y	TBC	
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y	TBC	
	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y	TBC	

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period	
Plas yn Dre, Holywell	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y	The collective income from car parking tariffs are to enable full cost recovery of the service	TBC	
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y		TBC	
Bevans Yard, Holywell	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y		TBC	
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y		TBC	
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y		TBC	
Halkyn Road, Holywell	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y		TBC	
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y		TBC	
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y		TBC	
Mold				0						
New Street, Mold	Discretionary	£1 for up to 3 hrs	£1 for up to 3 hrs	0	£1 for up to 3 hrs	0	Y	The collective income from car parking tariffs are to enable full cost recovery of the service	TBC	
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y		TBC	
Griffiths Square, Mold	Discretionary	£1 for up to 3 hrs	£1 for up to 3 hrs	0	£1 for up to 3 hrs	0	Y		TBC	
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y		TBC	
Love Lane, Mold	Discretionary	£1 for all day	£1 for all day	0	£1 for all day	0	Y		TBC	
King Street, Mold	Discretionary	£1 for up to 3 hrs	£1 for up to 3 hrs	0	£1 for up to 3 hrs	0	Y		TBC	
Grosvenor Street, Mold	Discretionary	£1 for up to 3 hrs	£1 for up to 3 hrs	0	£1 for up to 3 hrs	0	Y		TBC	
Meadow Place, Mold	Discretionary	£1 for up to 3 hrs	£1 for up to 3 hrs	0	£1 for up to 3 hrs	0	Y		TBC	
Town Hall, Mold	Discretionary	£300 / year	£300 / year	0	£300 / year	0	Y		TBC	
County Hall Campus, Mold	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y	TBC		
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y	TBC		
Queensferry				0						
Pierce Street, Queensferry	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y	The collective income from car parking tariffs are to enable full cost recovery of the service	TBC	
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y		TBC	
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y		TBC	
Station Road, Queensferry	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y		TBC	
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y		TBC	
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y		TBC	
Shotton				0						
Plymouth Street, Shotton	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y		The collective income from car parking tariffs are to enable full cost recovery of the service	TBC
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y			TBC
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y	TBC		
Charmleys Lane, Shotton	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y	TBC		
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y	TBC		
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y	TBC		
King George Street, Shotton	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y	TBC		
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y	TBC		
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y	TBC		
Ash Grove, Shotton	Discretionary	30p for 1 hour	30p for 1 hour	0	30p for 1 hour	0	Y	TBC		
	Discretionary	50p for up to 2 hrs	50p for up to 2 hrs	0	50p for up to 2 hrs	0	Y	TBC		
	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y	TBC		
Alexandra Street (P&R), Shotton	Discretionary	£1.50 for all day	£1.50 for all day	0	£1.50 for all day	0	Y	TBC		
Bridge Street, Shotton	Discretionary	No charge	No charge	0	No charge	0	Y	TBC		
Talacre				0						

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period
Gamfa Wen, Talacre	Discretionary	20p for up to 2hrs	20p for up to 2hrs	0	20p for up to 2hrs	0	Y	The collective income from car parking tariffs are to enable full cost recovery of the service	TBC
	Discretionary	£2 for up to 4hrs	£2 for up to 4hrs	0	£2 for up to 4hrs	0	Y		TBC
	Discretionary	£4.00 for all day	£4.00 for all day	0	£4.00 for all day	0	Y		TBC
Community Centre, Talacre	Discretionary	20p for up to 2hrs	20p for up to 2hrs	0	20p for up to 2hrs	0	Y		TBC
	Discretionary	£2 for up to 4hrs	£2 for up to 4hrs	0	£2 for up to 4hrs	0	Y		TBC
	Discretionary	£4.00 for all day	£4.00 for all day	0	£4.00 for all day	0	Y		TBC
Lighthouse Inn, Talacre	Discretionary	20p for up to 2hrs	20p for up to 2hrs	0	20p for up to 2hrs	0	Y		TBC
	Discretionary	£2 for up to 4hrs	£2 for up to 4hrs	0	£2 for up to 4hrs	0	Y		TBC
	Discretionary	£4.00 for all day	£4.00 for all day	0	£4.00 for all day	0	Y		TBC
Permits									
Trader Parking Permit (per annum)	Discretionary	N/A	N/A	0	£48	N/A	Y	New fee/charge	Annual
Designated and Other Parking Permit (per annum)	Discretionary	£300	£300	0	£300	0	Y	The collective income from car parking tariffs are to enable full cost recovery of the service	Annual
Resident Parking Permit (per annum)	Discretionary	£25	£25	0	£25	0	Y		Annual
Staff Parking Permit (per annum)	Discretionary	£12	£12	0	£48	300	Y		Annual
Parking Dispensations									
Daily Permit - per day	Discretionary	£10	£10	0	£12	20	N	Charge for vehicles who need to park on a traffic restriction	Annual
Weekly Permit - per week	Discretionary	£25	£25	0	£35	40	N		Annual
Pest Control									
Rats & Mice – Private Household. Potential Disease Vectors.	Discretionary	£50	£50	0	£52	4	N	£62.50 incl. VAT	Annual
Fleas – Private Household.	Discretionary	£54	£54	0	£56	4	N	£67 incl. VAT	Annual
Wasps – Private Household.	Discretionary	£45	£45	0	£47	4	N	£56.50 incl. VAT	Annual
Ants – Private Household.	Discretionary	£41	£41	0	£43	5	N	£51.50 incl. VAT	Annual
Bees - Private Household	Discretionary	£15	£15	0	£30	100	N	£36 incl. VAT	Annual
Rats, Mice, Wasps, Ants, Fleas – Commercial Business Premises & Internal Council Depts	Discretionary	£48	£48	0	£50	4	N	£60 incl. VAT	Annual
Missed calls Home Owner / Tenant not available at appointment	Discretionary	£25	£25	0	£30	20	N		Annual
Concessionary rate	Discretionary	£30	£30	0	£31.20	4	N	£37 incl. VAT	Annual
Planning									
Planning Pre -Application (Cat A - major development up to 10 dwellings)	Discretionary	£1,200	£1,200	0	£1,200	0	Unknown	Plus £160 per additional dwelling	Annual
Planning Pre -Application (single dwelling)	Discretionary	£80	£80	0	£80	0	Unknown		Annual
Planning Pre -Application (two to nine dwellings) - per dwelling	Discretionary	£120	£120	0	£120	0	Unknown		Annual
Planning Pre-Application (non-residential)	Discretionary	£80	£80	0	£80	0	Unknown		Annual
Planning Pre-Application (householder)	Discretionary	£65	£65	0	£65	0	Unknown		Annual
Compliance and confirmation letter - per hour	Discretionary	£65	£65	0	£130	100	Unknown		Annual
Planning research - per hour	Discretionary	£65	£65	0	£130	100	Unknown		Annual
Rights of Way legal order	Discretionary	Variable, approx. £2,250	Variable to cover full costs		Variable to cover full costs		Unknown		Annual
Road adoption Section 38 agreement	Discretionary	6% of bond figure	10% of bond		10% bond		Unknown		Annual
Section 278	Discretionary	6% of bond figure	10% of bond		10% bond		Unknown		Annual
Vehicular Crossings	Discretionary	£100	£200	100	£200	0	Unknown		Annual
Stopping Up Orders (minimum charge)	Discretionary	£1,800	£1,800	0	£1,800	0	Unknown		Annual
Road & Traffic Scheme Info	Discretionary	£3.00	£3	0	£3.00	0	Unknown		Annual
Search Highways	Discretionary	£12	£45	275	£45	0	Unknown		Annual
Other Planning fees	Statutory	All other Planning fees are set in legislation. Details of current fees can be found at: https://ecab.planningportal.co.uk/uploads/welsh_application_fees.pdf							No/limited local discretion
"The Planning, Environment and Economy Portfolio requires any applicant, agent or relevant third party to pay for any costs incurred by the portfolio when commissioning specialist consultant's to appraise evidence submitted to justify a development proposal".									

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period	
Primary Authority										
Primary Authority - hourly rate	Discretionary	£64	£64	0	£67	4	Y		Annual	
Private Water Supply										
Private water supply sampling and testing	Statutory	Individual priced on the basis of cost recovery including officer time, testing, and all other associated activities. Details of the statutory upper fee levels can be found at: http://www.legislation.gov.uk/wsi/2017/1041/schedule/6/made						Y		No/limited local discretion
Property Rental										
Licence to allow farmers to use land	Discretionary	Variable	Variable		Variable		Y		Annual	
Rental of adhoc plots of land	Discretionary	Variable	Variable		Variable		Y		Annual	
Adhoc buildings that are rented out to external clients	Discretionary	Variable	Variable		Variable		Y		Annual	
Recharge of services from Enterprise Centre	Discretionary	Variable	Variable		Variable		N	Scheduled for review with view to achieve full cost recovery	Annual	
Rental from industrial units	Discretionary	Variable	Variable		Variable		Y		Annual	
Service charges for Industrial units	Discretionary	Variable	Variable		Variable		?		Annual	
Building Insurance for Industrial units	Discretionary	Variable	Variable		Variable		Y		Annual	
Rental from farms	Discretionary	Variable	Variable		Variable		Y		Annual	
Charge for setting up Tenancies	Discretionary	£75	£75	0	£75	0	Y		Annual	
Quarry's and Landfill										
Inspection/monitoring	Statutory	Fees are set in legislation and price per site is dependent on the number of visits required. Fee legislation can be found at: http://www.legislation.gov.uk/wsi/2015/1522/regulation/14/made (paragraph 14)								No/limited local discretion
Records Office										
Reprographics (minimum charge for postal order)	Discretionary	£5	£5	0	TBC	0	Y	Fees and charges subject to future review	Annual	
Photocopies - B&W A4	Discretionary	£0.25	£0.25	0	TBC	0	Y		Annual	
Photocopies - B&W A3	Discretionary	£0.30	£0.30	0	TBC	0	Y		Annual	
Prints from microfilm/fiche - A4	Discretionary	£0.70	£0.70	0	TBC	0	Y		Annual	
Scan or digital photograph by FRO Staff - A4 100gsm paper	Discretionary	£1	£1	0	TBC	0	Y		Annual	
Scan or digital photograph by FRO Staff - A3 100gsm paper	Discretionary	£1.50	£1.50	0	TBC	0	Y		Annual	
Scan or digital photograph by FRO Staff - A4 photographic paper	Discretionary	£5	£5	0	TBC	0	Y		Annual	
Scan or digital photograph by FRO Staff - A3 photographic paper	Discretionary	£7	£7	0	TBC	0	Y		Annual	
Scan or digital photograph by FRO Staff - CD of images - first image	Discretionary	£5	£5	0	TBC	0	Y		Annual	
Scan or digital photograph by FRO Staff - CD of images - additional images	Discretionary	£1	£1	0	TBC	0	Y		Annual	
Self Service Photography Permit - Daily	Discretionary	£5	£5	0	TBC	0	Y		Annual	
Self Service Photography Permit - Weekly	Discretionary	£12.50	£12.50	0	TBC	0	Y		Annual	
Self Service Photography Permit - Monthly	Discretionary	£30	£30	0	TBC	0	Y		Annual	
Self Service Photography Permit - Annually	Discretionary	£50	£50	0	TBC	0	Y		Annual	
Research and other professional services - per hour	Discretionary	£25	£25	0	TBC	0	Y		Annual	
Abandoned mine plan search - per site searched	Discretionary	£50	£50	0	TBC	0	Y		Annual	
Facilities Fee (use of FRO premises for Filming) - per hour	Discretionary	£40	£40	0	TBC	0	Y		Annual	
Reproduction fees - in a book or periodical - per item	Discretionary	£30	£30	0	TBC	0	Y		Annual	
Reproduction fees - Television/Internet Broadband Broadcast - per item	Discretionary	£50	£50	0	TBC	0	Y		Annual	
Reproduction fees - Internet usage - per item	Discretionary	£50	£50	0	TBC	0	Y		Annual	
Meeting room hire - per hour	Discretionary	£40	£40	0	TBC	0	Y	Annual		
Group visits	Discretionary	No charge but donation requested	No charge but donation requested		TBC		Y		Annual	
Conservation work - per hour	Discretionary	£30	£30	0	TBC	0	Y	Plus cost of materials	Annual	
Readers Ticket	Discretionary	No charge	No charge		TBC	N/A				

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period
Registration Services (births, deaths and marriages)									
Change of forename added within 12 months of birth registration	Statutory	N/A	£40	N/A	£40	0	N		No/limited local discretion
Consideration by Registrar / Superintendent Registrar of a correction	Statutory	N/A	£75	N/A	£75	0	N		
Consideration by the Registrar General of a correction	Statutory	N/A	£90	N/A	£90	0	N		
Standard certificate for birth, death, marriage or civil partnership	Statutory	£11	£11	0	£11	0	N		
Certificate issued after registration from an archived register - priority service (24 hours)	Statutory	£35	£35	0	£35	0	N		
Certificate postage and packaging	Statutory	£3	£3	0	£3	0	Y		
Short birth certificate on the day of registration	Statutory	FREE	FREE	0	FREE	0	N		
Fee for Notice of Marriage or Civil Partnership - per person	Statutory	£35	£35	0	£35	0	N	Charge from 01/04/2020	
Deposit for Register Office Ceremonies (non refundable but deducted from full ceremony fee)	Discretionary	£30	£30	0	£30	0	N	£30	Fees set up to and including 2020/21 5% annual inflation increase
Deposit for Ceremony Room (non refundable but deducted from full ceremony fee)	Discretionary	£50	£120	140	£120	0	Y	£125	
Deposit for Approved Premises Ceremonies (non refundable but deducted from full ceremony fee)	Discretionary	£120	£120	0	£120	0	Y	£125	
Advance Booking Fee for all ceremonies between 12-24 months in advance	Discretionary	£75	£75	0	£75	0	Y		
Ceremony at Flintshire Register Office, Mold - Superintendent Registrars Office (Mon - Wed only)	Statutory	£46	£46	0	£46	0	N		No/limited local discretion
Ceremony at The Ceremony Room Llwynegrin Hall (Mon - Thurs)	Discretionary	£140	£195	39	£195	0	Y	£205	Fees set up to and including 2020/21 5% annual inflation increase
Ceremony at The Ceremony Room Llwynegrin Hall (Fri)	Discretionary	£175	£240	37	£240	0	Y	£250	
Ceremony at The Ceremony Room Llwynegrin Hall (Sat)	Discretionary	£175	£260	49	£260	0	Y	£275	
Ceremony at The Ceremony Room Llwynegrin Hall (Sun or Bank Hol)	Discretionary	N/A	£290	N/A	£290	0	Y	£305	
Ceremony at Secular Approved Premises (Mon - Thurs)	Discretionary	£360	£400	11	£400	0	Y	£420	
Ceremony at Secular Approved Premises (Fri)	Discretionary	£435	£485	11	£485	0	Y	£505	
Ceremony at Secular Approved Premises (Sat)	Discretionary	£455	£505	11	£505	0	Y	£530	
Ceremony at Secular Approved Premises (Sun or Bank Hol)	Discretionary	£510	£565	11	£565	0	Y	£590	
Marriage at Place of Worship (Registrars attendance to register marriage)	Statutory	£86	£86	0	£86	0	Y		No/limited local discretion
Celebrants attendance at Celebratory Services at the Ceremony Room (Mon - Thur)	Discretionary	Not applicable - changes in classifications	£120	N/A	£125	4	Y	£125	Fees set up to and including 2020/21 5% annual inflation increase
Celebrants attendance at Celebratory Services at the Ceremony Room (Fri)	Discretionary		£220	N/A	£220	0	Y	£230	
Celebrants attendance at Celebratory Services at the Ceremony Room (Sat)	Discretionary		£270	N/A	£285	6	Y	£285	
Celebrants attendance at Celebratory Services at the Ceremony Room (Sun or Bank Hol)	Discretionary		£315	N/A	£330	5	Y	£330	
Celebrants attendance at Celebratory Services at an Approved Premises (Mon - Thur)	Discretionary		£205	N/A	£205	0	Y	£215	

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period	
Celebrants attendance at Celebratory Services at an Approved Premises (Fri)	Discretionary	No	£240	N/A	£240	0	Y	£250	Fees set up to an annual increase of 5%	
Celebrants attendance at Celebratory Services at an Approved Premises (Sat)	Discretionary		£315	N/A	£315	0	Y	£330		
Celebrants attendance at Celebratory Services at an Approved Premises (Sun or Bank Hol)	Discretionary		£380	N/A	£380	0	Y	£400		
Approved Premises Applications - Secular Premises - New application	Discretionary		£1,050	£1,450	38	£1,450	0	Y		£1,520
Approved Premises Applications - Secular Premises - Renewal application	Discretionary		£950	£1,340	41	£1,340	0	Y		£1,400
Approved Premises Applications - Religious Premises - New application	Discretionary		£830	£830	0	£830	0	Y		
Approved Premises Applications - Religious Premises - Renewal	Discretionary		£567	£567	0	£567	0	Y		
Ceremony Drink/Food Package - non-refundable deposit (packages 1 to 5)	Discretionary	N/A	N/A	N/A	£60	N/A	Y	New fee/charge Food and drink packages are additional	Annual	
Ceremony Drink/Food Package - non-refundable deposit (package 6)	Discretionary	N/A	N/A	N/A	£16	N/A	Y	New fee/charge Food and drink packages are additional	Annual	
Rights of Way										
Temporary closures and extensions by Order	Discretionary	£1,670	£1,720	3	£1,772	3			Annual	
Closure by notice	Discretionary	£500	£515	3	£530	3			Annual	
Permanent closures and diversions	Discretionary	£1,500	£1,545	3	£1,591	3		Advert costs are charged in addition	Annual	
Follow up Property Search queries - per request	Discretionary	£70	£72	3	£74	3			Annual	
Authorisation for rallies - per request	Discretionary	£100	£103	3	£106	3			Annual	
Room Hire										
Greenfield Enterprise Centre										
Mill Suite	Discretionary	£30	£30	0	£30	0	Y		Annual	
Abbey Room	Discretionary	£40	£40	0	£40	0	Y		Annual	
Room 80 & 81	Discretionary	£40	£40	0	£40	0	Y		Annual	
Chater Room	Discretionary	£95	£80	-16	£80	0	Y		Annual	
Deeside Enterprise Centre										
Gloucester Room	Discretionary	£80	£80	0	£80	0	Y		Annual	
Meeting Room 1	Discretionary	£30	£30	0	£30	0	Y		Annual	
Meeting Room 2	Discretionary	£30	£30	0	£30	0	Y		Annual	
Meeting Room 33	Discretionary	£45	£45	0	£45	0	Y		Annual	
Roundabout Sponsorship										
Sponsorship of a Band A Roundabout	Discretionary	£2,500	£2,500	0	£2,500	0	Y		Annual	
Sponsorship of a Band B Roundabout	Discretionary	£3,500	£2,500	-29	£2,500	0	Y		Annual	
Ship Sanitation Certificate										
Up to 1000 tonnes	Statutory	£85	£85	0	£95	12	N	The fee for inspecting a vessel and issuing a Ship Sanitation Certificate is set by the Association of Port Health Authorities and follows a sliding scale dependant on the gross tonnage of the vessel	No/limited local discretion	
Up to 3000 tonnes	Statutory	£120	£120	0	£130	8	N			
Up to 10,000 tonnes	Statutory	£180	£180	0	£200	11	N			
Up to 20,000 tonnes	Statutory	£235	£235	0	£255	9	N			
Up to 30,000 tonnes	Statutory	£305	£305	0	£330	8	N			
Over 30,000 tonnes	Statutory	£360	£360	0	£390	8	N			
Vessels with 50 – 1000 persons	Statutory	£375	£375	0	£390	4	N			
Vessels with over 1000 persons	Statutory	£640	£640	0	£665	4	N			
Skin Piercing Registration										
Skin Piercing Registration - Premises	Discretionary	£126	£126	0	£131	4	Y	These fees will change in year (legislative changes)	No/limited local discretion	
Skin Piercing Registration - Person	Discretionary	£63	£63	0	£66	4	Y			
Social Care										
Day Care - flat rate meal charge	Discretionary	£5	£5	0	£5	0	Y		Annual	

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period
Non-residential Care (domiciliary) - Per week	Statutory	max. £80	max. £90		max. £90		N	This is the maximum cost for non-residential care and short term care stays that are no longer than 8 weeks. If service users have over £24,000 then they will automatically pay this charge. Any service user with capital less than this will be financially assessed based on their ability to pay.	No/limited local discretion
Night care (non-residential) - per week	Statutory	max. £80	max. £90	12.5	max. £90		N		
Adult placement scheme	Statutory	max. £80	max. £90	12.5	max. £90		N		
Short-term care (Stays less than 8 weeks)	Statutory	max. £80	max. £90	12.5	max. £90		N		
Residential care - Local Authority	Statutory	£542	£562	4	£562	0	N	If an individual has capital in excess of £50,000 then they are required to fund their own care home fees. Any service user with capital less than this will be financially assessed based on their ability to pay.	Annual
Residential EMI care - Local Authority	Discretionary	£564	£585	4	£585	0	N		
Residential care - private/independent	Statutory						N	If an individual has capital in excess of £50,000 then they are required to fund their own care home fees. Any service user with capital less than this will be financially assessed based on their ability to pay.	No/limited local discretion
Temporary Residential Care - LA/Private	Statutory	£0	£0		£0		N		
Residential care - private/independent (self-funded)		Determined by the provider							
Day Centre full day	Discretionary	£22	£25	13	£25	0	N	All Social Services fees and charges are reviewed in April	Annual
Day Centre half day	Discretionary	£11	£12	13	£12	0	N		Annual
Deferred Payment Agreed Charges - Valuations (one-off)	Discretionary	£85	£85	0	£85	0	Y		Annual
Deferred Payment Agreed Charges - Legal Fees (one-off)	Discretionary	£400	£400	0	£400	0	Y		Annual
Deferred Payment Agreed Charges - Set Up Fees (one-off)	Discretionary	£250	£250	0	£250	0	Y		Annual
Deferred Payment Agreed Charges - Annual Administration Fee	Discretionary	£92	£92	0	£92	0	Y		Annual
Deferred Payment Agreed Charges - Interest Charge	Discretionary	0.15% above the 'relevant rate'	0.15% above the 'relevant rate'		0.15% above the 'relevant rate'		N		TBC
	Interest will be charged from day 1 of the Deferred Payment Agreement and will be compounded plus an additional charge of 0.15% above the 'relevant rate'. The relevant rate is the Market Gilt Rate which is provided on the Determinants of the fiscal forecast table which can be accessed on the following website - http://budgetresponsibility.org.uk/								TBC
Telecare Monitoring Charge - per week	Discretionary	£2	£2	0	£2	0	N		TBC
Telecare Installation Cost (on-off)	Discretionary	£50	£50	0	£50	0	N	This fee is only relevant to an individual who requires Telecare but who has no other social care needs.	TBC
Court of Protection fees - Set up fee (One off)	Statutory	£745	£745	0	£745	0	N	All Court Of Protection fees are set by the Office of the Public Guardian	No/limited local discretion
Court of Protection fees - Annual Management Fee	Statutory	£650	£650	0	£650	0	N		
Court of Protection fees - Preparation and Lodgement of COP Report	Statutory	£216	£216	0	£216	0	N		
Court of Protection fees - Annual Property Management Fee	Statutory	£300	£300	0	£300	0	N		
Court of Protection fees - Capital Under 16k	Statutory	Annual fees are 3.5% of balance held in all accounts on the anniversary of the order							
Training - non-attendance charge half day	Discretionary	N/A	N/A	N/A	£25	N/A	Y	New fee	Annual
Training - non-attendance charge full day	Discretionary	N/A	N/A	N/A	£50	N/A	Y		Annual
Stray Dogs									
Return direct to Owners	Discretionary	£21	£21	0	£30	43	N		Annual

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period
Kennel fees (per day)	Discretionary	£43	£43	0	£45	5	Y		Annual
Street Naming and Numbering									
House Name Change	Discretionary	£70	£70	0	£70	0	Unknown		Annual
Re-name of street where requested by residents	Discretionary	£112	£112	0	£112	0	Unknown	Plus £36 per additional property	Annual
Re-numbering Houses/Buildings	Discretionary	£112	£112	0	£112	0	Unknown	Plus £36 per additional property	Annual
Confirmation of addresses for Conveyancing purposes	Discretionary	£35	£35	0	£35	0	Unknown		Annual
Conversion of Buildings to form Dwelling/Flats	Discretionary	£100	£100	0	£100	0	Unknown	Plus £10 per additional unit	Annual
New road	Discretionary						Unknown		Annual
Single Dwelling, Self Build plots on existing Road/Street	Discretionary	£100	£100	0	£100	0	Unknown	Plus £10 per additional unit	Annual
New Development 2-5 plots	Discretionary	£150	£150	0	£150	0	Unknown	Plus £25 per additional unit	Annual
New Development 6-10 plots	Discretionary	£250	£250	0	£250	0	Unknown	Plus £20 per additional unit	Annual
New Development over 10 plots	Discretionary	£500	£500	0	£500	0	Unknown	Plus £15 per additional unit	Annual
Industrial - Allocation of addresses to commercial units (1 unit)	Discretionary	£150	£150	0	£150.00	0	Unknown	Plus £25 for each additional unit	Annual
Talks and Presentations									
Environmental Health, Trading Standards and Licensing	Discretionary	£64	£64	0	£67	4	Y		Annual
Trading Standards									
Measuring Instruments Directive									
Automatic discontinuous totalisers, automatic rail weighbridges, automatic catchweighers, automatic gravimetric filling instruments and beltweighers	Statutory	£64	£64	0	£67	4	Y	Minimum one hour. In order to reflect additional cost associated with examination, testing and documentation, and maintenance of MID Notified Body Status, certain classes of instrument covered by MID will be subject to additional charges.	No/limited local discretion
Cold water meters	Statutory	£64	£64	0	£67	4	Y		
Measuring instruments for liquid fuel and lubricants	Statutory	10% surcharge on top of officer hourly rate	10% surcharge on top of officer hourly rate	0	10% surcharge on top of officer hourly rate (minimum 1 hour)	4	Y		
Measuring instruments for liquid fuel delivered from road tankers	Statutory	10% surcharge on top of officer hourly rate	10% surcharge on top of officer hourly rate	0	10% surcharge on top of officer hourly rate (minimum 1 hour)	4	Y		
Special Weighing and Measuring Equipment									
Examining, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment at the place where the service is provided. 1. Automatic or totalising weighing machines 2. Equipment designed to weigh loads in motion 3. Bulk	Statutory	£64	£64	0	£67	4	Y	Fees are based on the Welsh Heads of Trading Standards Specialist Legal Metrology Cymru Group Annual Fees Guidance. Additional charges for officer travel time and equipment hire may apply where necessary.	No/limited local discretion
Weighing Instruments Non-NAWI									
Not exceeding 1 tonne - per item	Statutory		£67		£69.25	3	Y		cretion
Exceeding 1 tonne to 10 tonne - per item	Statutory		£108		£112.18	4	Y		

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period
Exceeding 10 tonnes	Statutory	Yes, unless under the Measuring Instruments (EEC Requirements) Regs 1988	£227		£234.28	3	Y		No/limited local dis
Weighing Instruments NAWI									
Not exceeding 1 tonne - per item	Statutory	£111	£111	0	£115.26	4	Y	Fees are based on the Welsh Heads of Trading Standards Specialist Legal Metrology Cymru Group Annual Fees Guidance.	No/limited local discretion
Exceeding 1 tonne to 10 tonne - per item	Statutory	£172	£172	0	£178.39	4	Y		
Exceeding 10 tonnes - per item	Statutory	£377	£377	0	£390.51	4	Y		
When testing instruments incorporating remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged	Statutory	N/A	N/A	N/A	50% surcharge on officer hourly rate plus travel costs				
Measuring Instruments for Liquid Fuel and Lubricants									
Single/multi-outlets (nozzles):									
First nozzle tested, per site	Statutory	£125	£125	0	£129.87	4	Y	Additional charges for officer travel time and equipment hire may apply where necessary.	No/limited local discretion
Each additional nozzle tested	Statutory	£84	£84	0	£79.78	-5	Y		
Testing of peripheral electronic equipment on a separate visit (per site)	Statutory	£64	£64	0	£67	4	Y		
Testing of credit card acceptor (per unit, regardless of no. of slots/nozzles/pumps)	Statutory	£64	£64	0	£67	4	Y		
Road Tanker Fuel Measuring Equipment (Above 100 Litres)									
Wet hose with two testing liquids - per item	Statutory	N/A	N/A	N/A	£278.75	N/A	Y	New Fee Additional charges for officer travel time and equipment hire may apply where necessary.	No/limited local discretion
Wet hose with three testing liquids - per item	Statutory	N/A	N/A	N/A	£325.21	N/A	Y		
Dry hose with two testing liquids - per item	Statutory	N/A	N/A	N/A	£309.69	N/A	Y		
Dry hose with three testing liquids - per item	Statutory	N/A	N/A	N/A	£356.33	N/A	Y		
Wet/dry hose with two testing liquids - per item	Statutory	N/A	N/A	N/A	£433.59	N/A	Y		
Wet/dry hose with three testing liquids - per item	Statutory	N/A	N/A	N/A	£463.52	N/A	Y		
Certificate of errors									
For supplying a certificate containing results of errors found on testing	Statutory	£64	£64	0	£56.49	-12	Y	Upon request and where no other fee is payable Additional charges for officer travel time and equipment hire may apply where necessary.	No/limited local discretion
Traffic Regulation Orders									
Traffic Regulation Orders - Internal	Discretionary	£2130 - £3150	£2130 - £3150	0	£2130 - £3150	0	Y		Annual
Traffic Regulation Orders - External	Discretionary	£3605 - £4605	£3605 - £4605	0	£3605 - £4605	0	Y		Annual
Transport									
Concessionary Seat	Discretionary	£300	£400	33	£450	12.5	N	£150 per term from September 19	Annual
Replacement concessionary Bus Pass	Discretionary	£5	£5	0	£10	100	Y		3 years
Arriva Scholar Passes	Discretionary	£25	£25	0	£25	0	N		Annual
Adult Social Services - concessionary Seat (per day)	Discretionary	£7	£7	0	£7	0	Y		3 years
MOT	Statutory	N/A	N/A	N/A	TBC	N/A		New fee/charge Max fee set in legislation	Annual
Waste									
Bulky Waste Collection - Collection of 1 - 5 items	Statutory	£40	£40	0	£40	0	N		Annual

	Statutory or Discretionary	Fee/Charge 2018/19	Fee/Charge 1st April 19	%age Change 18/19 to Apr 19	Fee/Charge 1st Oct 19	%age Change Apr to Oct	Full Cost Recovery	Notes	Proposed Inflation Increase Period
Bulky Waste Collection - Each additional item	Statutory	£5	£5	0	£5	0	N		3 years
Bulky Waste Collection - Concessions for persons in receipt of benefits/OAPs *	Statutory	£20	£20	0	£20	0	N		Annual
Garden Waste Collection	Discretionary	£30	£30	0	£35	17	N		Annual
Garden Waste Collection - early bird online payment discount	Discretionary	£30	£30	0	£32	7	N	New fee/charge	
Greenfield Household Recycling Centre - small trader green waste tipping gate fee	Discretionary	£30	£30	0	£35	17			Annual
Youth and Community Services - Room Hire									
Room Hiring - 11-25 age group organisations - per hour	Discretionary	£3.66	£3.66	0	£3.66	0	N		3 years
Room Hiring - Organisations outside 11-25 - per hour	Discretionary	£4.83	£4.83	0	£4.83	0	N		3 years
Room Hiring - Profit making organisations - per hour	Discretionary	£8.00	£8.00	0	£8.00	0	N		3 years
Room Hiring - Hire on Saturdays - per hour	Discretionary	£10.33	£10.33	0	£10.33	0	N		3 years
Room Hiring - Hire on Sundays - per hour	Discretionary	£13.33	£13.33	0	£13.33	0	N		3 years

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Appendix B: Income Projects

Indicative Project Start Date	Service
April to July 2019	Insourcing of Energy Performance Certificates for Council owned buildings with scope to offer to an external market in future
	Listed Building Consent (LBC) – enhancement of discretionary services and implementation of charge to recover costs
	Develop Depot to conduct MOTs – offered to both the internal and external market
	Transfer of grave ownership – introduce administration fee to recover cost of service delivery
	Household Recycling Centre – review of gate fee – (completed as part of 2019 fees and charges annual review)
	Reciprocal arrangement for out of county debt recovery – collaborative agreement with other Local Authorities
	Registration Services – enhanced service offering. Drinks, canapes and/or afternoon tea packages for ceremonies held at LLwynegrin Hall in collaboration with Theatr Clwyd
	Graphic Design – undertake chargeable graphic design services
	Room Hire – review of fees and charges and development of policy
Aug to Nov 2019	Carelink/Telecare – service review with potential to offer as part of a new package of at home services
	Community Centres, sports pitches and grounds – service review with an aim of implementing an updated charging policy
	North Wales Minerals and Waste Service – extend to new markets
	Explore potential of an alternative delivery model for energy services. For example an Energy Trading Company – energy supply, energy advice, audits and renewable energy solutions
	Training – offer the existing internal training to the external market
	Ashes scattering service
	Headstones – repairs and safe removal and reinstatement
	External training/consultancy charging policy
Dec 2019 to March 2020	Energy Service (domestic team) – explore range of options, incl. management fee
	Tree advisory service – offer to external market and/or potential collaboration with other Local Authorities
	Tenant liable repairs/Operational Works – service review to include exploration of potential to extend to new markets
	Enforcement Agents – notice processing
	End to end funeral packages
	Woodland Burials – marketing/promotional plan
2020/21	Suite of at home services (domestic).
	Suite of facility management services (commercial).
	Suite of business support services – HR, payroll, customer services, etc.

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CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

Date of Meeting	Thursday, 11 July 2019
Report Subject	Centrally Held Budgets and Corporate Finance
Cabinet Member	Cabinet Member for Finance
Report Author	Corporate Finance Manager
Type of Report	Operational

EXECUTIVE SUMMARY

As requested at the meeting of this Committee on 11th April 2019 the report provides details and explanation of the specific budget headings included within Central and Corporate. The Central and Corporate Budget for 2019/20 at £23.498m is 9% of the overall Council Fund budget of £264m.

In general terms the Central and Corporate Finance Budget contains the central organisational costs for the Council that are not directly attributable to individual Portfolios and services.

This report provides a detailed breakdown on this budget area based on the 2019/20 budget of £23.498m as requested by Members of this Committee. The report provides further background to all Members prior to the commencement of revenue budget monitoring for the 2019/20 financial year and as part of the Medium Term Financial Strategy.

RECOMMENDATIONS

1	The Committee notes the explanations and provides any advice where (1) more information is needed for assurance or (2) it believes that any of the budget headings could be reviewed further as part of the Medium Term Financial Strategy.
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REPORT DETAILS

1.00	EXPLAINING THE CENTRAL AND CORPORATE BUDGET																
1.01	As requested at the meeting of this Committee on 11 th April 2019 the report provides details and explanation of the specific budget headings within Central and Corporate. The Central and Corporate Budget 2019/20 at £23.498m is 9% of the overall Council Fund budget of £264m.																
1.02	<p>In general terms the Central and Corporate Finance Budget contains the central organisational costs for the Council that are not directly attributable to individual Portfolios and services and a summary is included in Table 1 below:</p> <p>Table 1: Budget Heads</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Amount (£m)</th> </tr> </thead> <tbody> <tr> <td>Corporate Loans & Investment Account (CLIA)</td> <td>12.388</td> </tr> <tr> <td>Levies & Contributions</td> <td>8.940</td> </tr> <tr> <td>Pension Fund</td> <td>2.296</td> </tr> <tr> <td>Centrally Held Provisions</td> <td>1.612</td> </tr> <tr> <td>Corporate Overheads</td> <td>2.596</td> </tr> <tr> <td>Income</td> <td>(4.334)</td> </tr> <tr> <td>Total</td> <td>23.498</td> </tr> </tbody> </table>	Description	Amount (£m)	Corporate Loans & Investment Account (CLIA)	12.388	Levies & Contributions	8.940	Pension Fund	2.296	Centrally Held Provisions	1.612	Corporate Overheads	2.596	Income	(4.334)	Total	23.498
Description	Amount (£m)																
Corporate Loans & Investment Account (CLIA)	12.388																
Levies & Contributions	8.940																
Pension Fund	2.296																
Centrally Held Provisions	1.612																
Corporate Overheads	2.596																
Income	(4.334)																
Total	23.498																
	Corporate Loans and Investment Account (CLIA) - £12.388m																
1.03	The CLIA brings together the income and expenditure associated with the borrowing and investment activities that the Council undertakes. The account shows the net position relating to the Council Fund only. Costs are apportioned between the Housing Revenue Account (HRA) and the Council Fund at the end of the financial year.																
1.04	The CLIA is made up of a number of elements including Interest receivable (income) and payable (expenditure), debt management charges and the Minimum Revenue Provision (MRP). Details of each of these are shown in 1.05 -1.09 below.																
1.05	<p>External Interest Payable</p> <p>At the end of 2018/19 long term borrowing (Council Fund and HRA) totalled £272.8m. This borrowing is financing the Council's capital expenditure where the Council has decided to invest long term in assets needed to deliver its statutory duties such as schools, roads, social and affordable homes, and care homes etc. The costs associated with these long term investment decisions are spread over the lives of the assets built or</p>																

	<p>purchased. Once the decision has been made to invest in assets, the Council is committed to the associated long term revenue costs which cannot be easily reversed.</p> <p>Interest costs associated with this debt is paid from the CLIA. In 2019/20 the total external interest budget is estimated at £14.2m, of which £5.4m is estimated to be recharged to the HRA with £8.8m remaining for the Council Fund.</p>
1.06	<p>Minimum Revenue Provision (MRP)</p> <p>Local Authorities are required each year, under Regulations to set aside some of their revenue resources as provision for the repayment of debt. The Regulations require authorities to each year make an amount of Minimum Revenue Provision (MRP) which it considers to be 'prudent', though the regulation itself does not define 'prudent provision' and Welsh Government (WG) provides guidance which makes recommendations to authorities on the interpretation of the term. Authorities are required to prepare an annual statement of their policy on making MRP. The provision is an accounting charge based on the level of past capital expenditure financed by debt.</p> <p>During 2016/17 and 2017/18 the Council has amended its policy for MRP. In amending the policy the 'prudence' of all options were fully debated by the Council before deciding to amend the policy to an annuity calculation over the life of the asset. As a consequence the change in MRP has resulted in significant savings to the Council Fund revenue budget in 2017/18 – from £3.786m to £2.320m. However, the MRP charge will now increase year on year, over the assets life, to reflect the time value of money.</p> <p>In 2019/20 the estimated charge to the CLIA for the MRP is £2.9m, and represents the Council Fund charge only. MRP on HRA capital expenditure is charged directly to the HRA.</p> <p>The CLIA includes payments totalling £0.9m in respect of finance leases entered into to fund improvements in leisure facilities some time ago at Deeside Leisure Centre and Jade Jones Pavilion Flint. This consists of repaying the capital value of the plant and equipment (which is equated to MRP in the Council's MRP policy) and the associated interest costs.</p>
1.07	<p>Debt Restructuring Charges</p> <p>Historically, the Council has restructured its debt portfolio, which would have been subject to a value for money analysis at the time. Under accounting regulations it is possible to spread the cost of any redemption charges over a number of years. In 2019/20 the charge is £0.4m.</p>
1.08	<p>Debt Management Charges</p> <p>This is the cost of managing the Council's Treasury Management Function, and is in the main the salary and other costs associated with the Treasury Management Team. In 2019/20, the total estimated cost is £0.1m, of which £0.04m is the HRA's proportion.</p>

1.09	<p>Income</p> <p>Interest from Temporary Investments</p> <p>Interest is received from short term investments placed when the Council has surplus funds due to timing differences in receiving and spending funding. In recent years this has been reducing as the Council (Council Fund and HRA) has increased its capital programme funded by borrowing and reserves have declined.</p> <p>Other Income</p> <p>The Council receives other forms of income. Examples include interest on the loan made to New Homes for building affordable homes, and internal recharges from services.</p>												
1.10	<p>Levies and Contributions</p> <p>The Council pays levies and contributions to other organisations. These include the following for 2019/20:</p> <p>Table 2: Levies and Contributions</p> <table border="1" data-bbox="320 965 1386 1272"> <thead> <tr> <th></th> <th style="text-align: right;">Amount (m)</th> </tr> </thead> <tbody> <tr> <td>North Wales Fire & Rescue (1)</td> <td style="text-align: right;">7.791</td> </tr> <tr> <td>Coroners (2)</td> <td style="text-align: right;">0.245</td> </tr> <tr> <td>Cemetery Precepts (3)</td> <td style="text-align: right;">0.009</td> </tr> <tr> <td>Theatre Clwyd (4)</td> <td style="text-align: right;">0.895</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">8.940</td> </tr> </tbody> </table> <p>1) The Council is required to pay the levy set by the North Wales Fire and Rescue Authority which is subject to annual review. In the last financial year this resulted in an increase of £0.381m.</p> <p>2) The Council contributes to the cost of the North Wales Coroner which is hosted by Denbighshire County Council. Charges are based on the number of cases and charged based on population. These costs have increased in recent years and a budget pressure of £0.042m was included as part of the 2019/20 budget.</p> <p>3) Cemetery Precepts of £0.009m are payed to Town and Community Councils on behalf of Flintshire County Council.</p> <p>4) The Council pays an annual contribution to the Theatre which is in proportion to the national funding provided by the Arts Council of Wales. This includes budgets recently transferred to the Theatre for Arts and Culture (£0.159m) and the Music Service (£0.022m).</p>		Amount (m)	North Wales Fire & Rescue (1)	7.791	Coroners (2)	0.245	Cemetery Precepts (3)	0.009	Theatre Clwyd (4)	0.895	Total	8.940
	Amount (m)												
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Coroners (2)	0.245												
Cemetery Precepts (3)	0.009												
Theatre Clwyd (4)	0.895												
Total	8.940												
1.11	<p>Pension Fund Contributions - £2.296m</p> <p>Payments that the Council has committed to make associated with the Pension Fund include contributions to liabilities agreed to and resulting from Local Government Reorganisation, and costs of the pension fund actuarial</p>												

	review. This includes Aura and Newydd as part of agreements on pension fund deficits.
1.12	<p>Centrally Held Provisions - £1.612m</p> <p>Provisions for inflation (£0.886m) that are held centrally prior to being distributed according to need to service portfolios as well as the budgets for pensions auto-enrolment (£0.027m) and the Apprentice Tax Levy (£0.699m).</p>
1.13	<p>Corporate Overheads - £2.596m</p> <p>Budgets for External Audit Fees (£0.361m) and Bank Charges (£0.099m) as well as the budget for the Carbon Reduction scheme (£0.380m).</p> <p>Insurance (£1.756m) is also included within this budget heading. The Council's insurance cover has been arranged to be cost effective. External insurance is in place for risks that are difficult to predict and of low volume that would have significant impact. The Council self-insures for risks that are more predictable, higher in volume but have a lower impact. The budget includes the external premiums payable and amounts set aside to ensure the self-insurance reserve is maintained at an adequate level to meet costs of claims as they fall due. The level of the reserve is independently assessed using actuarial techniques.</p>
1.14	<p>Use of Reserves, Recharges and Income – (£4.334m)</p> <p>Use of Reserves - where there has been a one off contribution drawn from reserves to balance the budget. This is £2.221m in 2019/20.</p> <p>Support Service Recharges – Recharge of the costs of support services being provided to the Clwyd Pension Fund and the HRA which is £1.4m in 2019/20.</p> <p>Other Income – Mainly includes efficiency targets for corporate income on workforce costs including Essential Car user allowances and travel (£0.297m), the remaining budget for income generation (£0.164m), a budget for windfall income (£0.102m) and a budget for the rebate income from the Matrix Agency contract (£0.150m).</p>

2.00	RESOURCE IMPLICATIONS
2.01	As set out in the report.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	As set out in the report.

4.00	RISK MANAGEMENT
4.01	As set out in the report.

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>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>Annual Settlement: the amount of its funds the Welsh Government will allocate annually to local government as a whole, as part of its total budget and to individual councils one by one. The amount of Revenue Support Grant each council will receive is based on a complex distribution formula for awarding Aggregate External Finance (AEF). The formula is underpinned by assessments of local need based, for example, of population size and demographics and levels of social deprivation.</p> <p>Financial Year: the period of 12 months commencing on 1 April</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>



CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

Date of Meeting	Thursday 11 July 2019
Report Subject	Revenue Budget Monitoring 2018/19 (Outturn) and Capital Programme Monitoring 2018/19 (Outturn)
Cabinet Member	Cabinet Member for Finance
Report Author	Corporate Finance Manager
Type of Report	Operational

EXECUTIVE SUMMARY

The purpose of this report is to provide Members with the Revenue Budget Monitoring 2018/19 (Outturn) Report and the Capital Programme Monitoring 2018/19 (Outturn) Report.

RECOMMENDATIONS

1	That the committee considers and comments on the Revenue Budget Monitoring 2018/19 (Outturn) report. Any specific matters for attention will be noted and reported verbally to the Cabinet when it considers the report.
2	That the committee considers and comments on the Capital Programme Monitoring 2018/19 (Outturn) report. Any specific matters for attention will be noted and reported verbally to the Cabinet when it considers the report.

REPORT DETAILS

1.00	EXPLAINING THE REVENUE BUDGET MONITORING POSITION 2018/19 (OUTTURN) AND CAPITAL PROGRAMME MONITORING 2018/19 (OUTTURN)
1.01	The Revenue Budget Monitoring 2018/19 (Outturn) report will be presented to Cabinet on Tuesday 16 July 2019. A copy of the report is attached as Appendix A to this report.
1.02	The Capital Programme Monitoring 2018/19 (Outturn) report will be presented to Cabinet on Tuesday 16 July 2019. A copy of the report is attached as Appendix B to this report.

2.00	RESOURCE IMPLICATIONS
2.01	As set out in Appendix A; Revenue Budget Monitoring 2018/19 (Outturn) and in Appendix B; Capital Programme Monitoring 2018/19 (Outturn).

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None required.

4.00	RISK MANAGEMENT
4.01	As set out in Appendix A; Revenue Budget Monitoring 2018/19 (Outturn) and in Appendix B; Capital Programme Monitoring 2018/19 (Outturn).

5.00	APPENDICES
5.01	Appendix A; Revenue Budget Monitoring 2018/19 (Outturn) Appendix B; Capital Programme Monitoring 2018/19 (Outturn).

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>(1) 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>(2) 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>(3) 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>

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CABINET

Date of Meeting	Tuesday 16 July 2019
Report Subject	Revenue Budget Monitoring 2018/19 (Outturn)
Portfolio Holder	Cabinet Member for Finance
Report Author	Corporate Finance Manager
Type of Report	Operational

EXECUTIVE SUMMARY

This report provides the outturn revenue budget monitoring position (subject to audit) for 2018/19 for the Council Fund and Housing Revenue Account.

The final year end position was as follows;

Council Fund

- An operating surplus of £0.608m (£0.931m at Month 11).
- A Contingency Reserve balance as at 31 March 2019 of £8.252m which, when taking into account the agreed contributions for the 2019/20 budget reduces to £6.031m.

Housing Revenue Account (HRA)

- Net in year expenditure was £0.067m lower than budget.
- A closing un-earmarked balance as at 31 March 2019 of £1.165m.

RECOMMENDATIONS

Members are requested to:	
1	Note the overall report and the Council Fund contingency sum as at 31 March 2019.

2	Note the final level of balances on the Housing Revenue Account as at 31 March 2019.
3	Approve the carry forwards requested (paragraph 1.21).

REPORT DETAILS

1.00	REVENUE BUDGET MONITORING POSITION (OUTTURN 2018/19)																																																																
1.01	<p>Council Fund Overall Position</p> <p>The final position for 2018/19 is an operating surplus (subject to audit) of £0.608m which is a decrease of £0.323m on the operating surplus previously reported in month 11.</p>																																																																
1.02	<p>The table below shows the outturn position by portfolio:</p> <table border="1"> <thead> <tr> <th>TOTAL EXPENDITURE AND INCOME</th> <th>Revised Budget</th> <th>Final Outturn</th> <th>In-Year Over / (Under) spend</th> </tr> <tr> <th></th> <th>£m</th> <th>£m</th> <th>£m</th> </tr> </thead> <tbody> <tr> <td>Social Services</td> <td>65.075</td> <td>64.163</td> <td>(0.912)</td> </tr> <tr> <td>Out of County</td> <td>7.274</td> <td>9.007</td> <td>1.733</td> </tr> <tr> <td>Education & Youth</td> <td>8.254</td> <td>8.073</td> <td>(0.181)</td> </tr> <tr> <td>Schools</td> <td>89.706</td> <td>89.706</td> <td>0.000</td> </tr> <tr> <td>Streetscene & Transportation</td> <td>29.879</td> <td>31.423</td> <td>1.544</td> </tr> <tr> <td>Planning & Environment</td> <td>5.641</td> <td>5.589</td> <td>(0.051)</td> </tr> <tr> <td>People & Resources</td> <td>4.403</td> <td>4.387</td> <td>(0.016)</td> </tr> <tr> <td>Governance</td> <td>8.134</td> <td>7.963</td> <td>(0.172)</td> </tr> <tr> <td>Strategic Programmes</td> <td>4.198</td> <td>4.179</td> <td>(0.020)</td> </tr> <tr> <td>Housing & Assets</td> <td>14.640</td> <td>14.499</td> <td>(0.140)</td> </tr> <tr> <td>Chief Executive</td> <td>2.990</td> <td>2.554</td> <td>(0.437)</td> </tr> <tr> <td>Central & Corporate Finance</td> <td>24.135</td> <td>22.178</td> <td>(1.958)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>264.328</td> <td>263.721</td> <td>(0.608)</td> </tr> </tbody> </table>	TOTAL EXPENDITURE AND INCOME	Revised Budget	Final Outturn	In-Year Over / (Under) spend		£m	£m	£m	Social Services	65.075	64.163	(0.912)	Out of County	7.274	9.007	1.733	Education & Youth	8.254	8.073	(0.181)	Schools	89.706	89.706	0.000	Streetscene & Transportation	29.879	31.423	1.544	Planning & Environment	5.641	5.589	(0.051)	People & Resources	4.403	4.387	(0.016)	Governance	8.134	7.963	(0.172)	Strategic Programmes	4.198	4.179	(0.020)	Housing & Assets	14.640	14.499	(0.140)	Chief Executive	2.990	2.554	(0.437)	Central & Corporate Finance	24.135	22.178	(1.958)					Total	264.328	263.721	(0.608)
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1.03	The negative movement of £0.323m from the previous month is due to a further increase in Out of County Placements, adjustments to the Council Tax																																																																

	collection account and various other minor changes. The reasons for all changes are summarised in Appendix 1 and the reasons for the projected variances in all portfolio areas are summarised within Appendix 2.
1.04	<p>Achievement of Planned In-Year Efficiencies</p> <p>The 2018/19 budget included £5.511m of specific efficiencies which were closely 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 aimed to achieve a 95% rate in 2018/19 as reflected in the Medium Term Financial Strategy's key performance indicators.</p> <p>Within the year £5.405m (98%) of planned efficiencies were achieved which is above the target and further details on the achievement of the efficiencies are included in Appendix 3.</p>
1.05	<p>Brief Overview of the Year – Council Fund</p> <p>The Council set its 2018/19 budget on 20 February 2018 and were advised of a number of risks that could impact on the financial position. These related in particular to a potential reduction in the Single Environment Grant and further information awaited from Welsh Government over future funding of the Minor Ethnic and Language Achievement Grant (MEAG). In addition, the outcome of national pay award negotiations had not been included at the budget setting stage and this was highlighted as a significant risk to be dealt with in year which would need to be funded from the Contingency Reserve. A subsequent allocation of just under £1m was transferred to meet the one off impact of this.</p>
1.06	<p>Month 4 was the first detailed Revenue Monitoring Report for 2018/19 and an initial operating deficit of £0.660m was forecast. The actual net in year expenditure forecast was 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. The Month 4 report recommended that both these amounts be allocated to the Contingency Reserve to support the Medium Term Financial Strategy.</p>
1.07	<p>The Month 4 report detailed a number of positive and negative variances with pressure on the Children's Services budget due in particular to the increased demand on Out of County Placements. Early projections showed an overspend of £1.577m although this was partly mitigated by other underspends within the Social Services portfolio.</p>
1.08	<p>A delay in the development of the new Rockcliffe Household Recycling site and a shortfall in the income gained from recycling contributed to a projected overspend in Streetscene and Transportation, together with a shortfall in car parking income and additional school transport costs.</p>
1.09	<p>Within the Central and Corporate budget a projected underspend in pensions and auto enrolment was reported to be kept under review throughout the year.</p>

1.10	At Month 6 the position improved with the in-year working deficit reduced to £0.222m due in the main to an improvement in a number of areas including demand levels of the Council Tax Reduction Scheme mainly due to a review of single person discounts.
1.11	At Month 8 the Council received additional grant funding of £0.611m from Welsh Government to support costs associated with Supporting Sustainable Social Services which enabled additional costs of Out of County Placements to be mitigated within the month and contributed to a projected surplus of £0.026m.
1.12	At Month 10, the reduction of a number of Out of County Placements together with some additional one off windfall income from non-domestic rates led to an increase projected surplus of £0.743m.
1.13	The final outturn is an operating surplus of £0.608m.
1.14	<p>Reserves and Balances</p> <p><u>Un-earmarked Reserves</u></p> <p>The 2017/18 outturn reported to Cabinet in July showed un-earmarked reserves at 31 March 2017 (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 at the start of the year after taking account of these contributions was therefore £5.523m.</p>
1.15	At Month 4 it was agreed that the financial impact due to a change in accounting policy for the Minimum Revenue Provision of £1.400m and a VAT rebate on some sporting exemptions for £1.940m would be transferred to the Contingency Reserve.
1.16	Taking into account the current projected underspend (subject to audit), and previously agreed allocations, the balance on the Contingency Reserve at 31 March 2019 is £8.252m as detailed in appendix 4.
1.17	<p>As agreed at Council on 18 February 2019, an additional amount of £2.2321m was used from the Contingency Reserve, on a one-off basis to contribute to the 2019/20 budget leaving a total available balance of the Contingency Reserve which can be drawn upon of £6.031m.</p> <p>In addition The Month 11 report recommended allocations from the Contingency Reserve for investment in change and to operate a Sustainable Drainage System (SuDS) Approving Body (SAB). These allocations will be transferred in the new financial year and when taken into consideration the available reserve reduces to £4.969m.</p>

1.18	The table below gives a summary of earmarked reserves as at 31 st March 2019. A full analysis of the movement in reserves from 1 st April 2018 to 31 st March 2019 is contained within the Statement of Accounts.																																																																																																
1.19	<p>Council Fund Earmarked Reserves 2018/19</p> <table border="1" data-bbox="284 405 1236 1765"> <thead> <tr> <th data-bbox="284 405 821 524">Reserve Type</th> <th data-bbox="821 405 1029 524">Balance as at 01/04/18</th> <th data-bbox="1029 405 1236 524">Balance as at 31/03/19</th> </tr> </thead> <tbody> <tr><td data-bbox="284 524 821 562">Service Balances</td><td data-bbox="821 524 1029 562">1,515,041</td><td data-bbox="1029 524 1236 562">855,075</td></tr> <tr><td data-bbox="284 562 821 600">Schools Balances</td><td data-bbox="821 562 1029 600">1,284,798</td><td data-bbox="1029 562 1236 600">1,335,087</td></tr> <tr><td data-bbox="284 600 821 638">Single Status/Equal Pay</td><td data-bbox="821 600 1029 638">1,620,888</td><td data-bbox="1029 600 1236 638">1,184,187</td></tr> <tr><td data-bbox="284 638 821 676">Investment & Organisational Change</td><td data-bbox="821 638 1029 676">1,439,029</td><td data-bbox="1029 638 1236 676">1,039,115</td></tr> <tr><td data-bbox="284 676 821 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1.20	<p>As part of the 2018/19 closedown work it was identified that there was a requirement to set aside earmarked reserves for ongoing legal cases.</p> <p>The earmarked reserves set aside were to fund two current employment tribunal cases, the amount set aside was £0.150m, and a property claim for £0.045m.</p>																																																																																																

	The funding for the employment tribunal cases was transferred from the Contingency Reserve and the property claim was funded from the service.
1.21	Request for Carry Forward of Funding A number of requests to carry forward revenue funding into 2019/20 are included in Appendix 6 and are recommended for approval.
1.22	Housing Revenue Account (HRA) The 2017/18 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.
1.23	The 2018/19 budget for the HRA is £34.805m which includes a movement of £0.018m from reserves.
1.24	The final outturn for the HRA reports expenditure to be £0.067m lower than budget (subject to audit) meaning £0.049m was transferred into un-earmarked reserves. This gives a closing balance as at 31 March 2019 of £1.165m, which at 3.3% satisfies the prudent approach of ensuring a minimum of 3%. £0.078m was transferred to earmarked reserves for self-insurance during the year and £0.176m of the Solar PV feed in tariff was transferred to earmarked reserves for energy efficiency works bringing the balance on earmarked reserves to £1.056m as at 31 March 2019. The total increase in HRA reserves for 2018/19 was therefore £0.303m.

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	As we are reporting the final outturn position there are no further risks for 2018/19. Any known risks with an impact on 2019/20 were included within the 2019/20 budget which was approved at Council on 18 February 2019.

5.00	APPENDICES
5.01	Appendix 1: Council Fund – Movement in Variances from Month 11 Appendix 2: Council Fund – Budget Variances Appendix 3: Council Fund – Programme of Efficiencies Appendix 4: Council Fund – Movement on Un-earmarked Reserves Appendix 5: Housing Revenue Account Variances Appendix 6: Carry Forward Requests

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None required Contact Officer: Sara Dulson 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> <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>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.</p> <p>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.</p> <p>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.</p>
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Budget Monitoring Report
Council Fund Variances

MONTH 12 - SUMMARY

Service	Movement between Periods (£m)	Narrative for Movement between Periods greater than £25k
Social Services		
Older People		
Localities	-0.054	Residential and Nursing Care £0.027m due to reduction in service users, Domiciliary Care £0.026m reduction due to re-categorisation of expenditure previously costed to PDSI.
Minor Variances	-0.006	
Disability Services		
Resources & Regulated Services	-0.028	Reduction in costs of PDSI Residential Care
Disability Services	0.035	Increased costs of Day Care
Minor Variances	0.018	
Mental Health Services		
Residential Placements	-0.049	Additional internal allocation of Supporting People grant £0.035m, plus reduction of Direct payments costs £0.014m.
Minor Variances	-0.044	
Children's Services		
Legal & Third Party	0.065	Additional court costs and legal fees
Residential Placements	0.060	Costs of additional therapeutic services commissioned through Action for Children
Professional Support	0.068	Income previously assumed for Reflect Grant not realised £0.040m, plus Leaving Care £0.047m due to additional expenditure on prepaid cards and historic invoices for Accommodation costs, offset by other favourable movements
Minor Variances	0.028	
Development & Resources		
Minor Variances	-0.006	
Total Social Services (excl Out of County)	0.090	
Out of County		
Children's Services	0.141	Additional costs for 8 new and emerging placements
Education & Youth	-0.011	Minor movement in variance from across service area.
Total Out of County	0.130	
Education & Youth		
Inclusion & Progression	0.006	Minor movement in variance from across service area.
Integrated Youth Provision	-0.015	Minor movement in variance from across service area.
School Improvement Systems	0.004	Minor movement in variance from across service area.
Archives	0.001	Minor movement in variance from across service area.
Minor Variances	-0.000	
Total Education & Youth	-0.005	
Schools	0.000	
Streetscene & Transportation		
Other Minor Variances	0.001	
Total Streetscene & Transportation	0.001	

Planning, Environment & Economy		
Business	-0.015	Minor Variances across the Service
Community	0.014	Minor Variances across the Service
Access	0.057	A number of smaller variances across the Service each less than £0.025m; the largest being £0.024m being additional works carried out at a number Countryside Projects.
Regeneration	-0.022	Minor variances.
Management & Strategy	-0.014	Minor Variances across the Service
Minor Variances	-0.012	
Total Planning & Environment	0.008	
People & Resources		
HR & OD	0.030	Lower than expected physiotherapy recharges £0.008m, agreed movement to reserves for training £0.013m.
Corporate Finance	-0.055	Additional SLA income £0.034m.
Total People & Resources	-0.025	
Governance		
Legal Services	-0.019	Minor variances.
Democratic Services	0.026	Due to software maintenance costs £0.011m, unexpected additional translation costs from Conwy £0.005m and additional IT licenses for Members' Blackberry handsets £0.008m.
Internal Audit	-0.005	Minor variances.
Procurement	-0.003	Minor variances.
ICT	0.020	Minor variances.
Customer Services	-0.012	Minor variances.
Revenues	0.112	Movement on Council Tax Collection Fund due to the increase in the Bad Debt Provision £0.083m. Reduction in projected fines income for 18/19 £0.050m. Minor variances £0.021m reduction.
Total Governance	0.121	
Strategic Programmes		
Minor Variances	-0.009	
Total Strategic Programmes	-0.009	
Housing & Assets		
Property Asset And Development	-0.058	Contractor underspend of £0.050m. Other minor variances £0.008m reduction.
Industrial Units	0.095	£0.144m unachieved rental income offset by a £0.050m contractor underspend.
Housing Programmes	0.027	Transfer of £0.045m to reserves as a provision for the estimated costs of property claims. Minor variances £0.018m underspend.
Disabled Facilities Grant	0.028	Adjustment for Management Fees for 17/18 & 18/19 £0.024m. Minor variances £0.004m.
Minor Variances	-0.031	
Total Housing & Assets	0.062	
Chief Executive's	0.012	Minor variances.
Central and Corporate Finance	-0.062	Central Loans Investment Account reduced variance £0.135m. Windfall Income of £0.065m relating to Non Domestic Rate Revaluations, which related to Education portfolio. Increased Coroners costs £0.024m. Minor variances £0.015m.
Grand Total	0.323	

Budget Monitoring Report
Council Fund Variances

MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Social Services						
Older People						
Localities	16.920	16.540	-0.379	-0.325	Domiciliary Care reflects an underspend of £0.228m 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 £0.065m on Locality team - staffing, £0.042m on day care due to reduced demand, £0.022m on Intake/First Contact due to vacancy savings and £0.012m on Minor Adaptations. Other minor underspends amount to a net £0.010m.	Future budget monitoring will reflect changes in demand for care and market capacity issues
Community Equipment Contribution	0.473	0.326	-0.148	-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 reduced. In the longer term this saving has been earmarked for funding of some of the revenue costs for the new extra care facilities.	This underspend is earmarked for use in 2019/20 and beyond to fund some of the additional budget required for new extra care facilities.
Resources & Regulated Services	6.602	6.461	-0.141	-0.133	The main influence on the net projected underspend of £0.141m is extra care schemes where there is a projected underspend of £0.433m due mostly to the delay to the opening of the new Llys Raddington extra care facility and additional grant income. This is offset by a projected overspend of £0.125m on Home Care due to the need to cover capacity gaps in purchased Domiciliary Care. There are also overspends amounting to a total of £0.166m on Residential Care and Day Centres.	
Minor Variances	0.877	0.837	-0.041	-0.048		
Disability Services						
Resources & Regulated Services	23.078	22.937	-0.141	-0.114	There are underspends of £0.090m on PDSI services, due to a number of service users having passed away, and £0.057m for In-house Supported Living, due to additional income from Betsi Cadwaladr University Health Board (BCUHB) offset by a net overspend of £0.006m from externally provided Supported Living and LD Work Opportunities/Day Centres.	
Disability Services	0.533	0.410	-0.122	-0.158	The underspend is mainly due to increased levels of contributions from BCUHB for two service users.	
Administrative Support	0.194	0.141	-0.053	-0.066	The underspend is influenced by a combination of vacancy savings and budget provision at the top of grades for staff who are currently paid below the top of grades.	
Minor Variances	0.787	0.753	-0.033	-0.038		
Mental Health Services						
Residential Placements	1.184	1.471	0.286	0.335	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 BCUHB. The overspend is offset by £0.150m additional WG grant income.	
Professional Support	0.774	0.721	-0.053	-0.037	Underspend due to some staff being below the top of grade and additional income from BCUHB	
Minor Variances	1.841	1.788	-0.052	-0.025		

Budget Monitoring Report
Council Fund Variances

MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Children's Services						
Family Placement	2.564	2.702	0.138	0.116	The 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. These costs are offset by £0.150m additional Welsh Government (WG) grant income.	
Family Support	0.364	0.452	0.087	0.074	Staff costs are higher than budget and some of these costs are associated with the carrying out of statutory duties to support looked after children in external placements. We have many strategies to resolve this in the longer term but in the short term we need to fulfil our duties to oversee the care of our younger people.	
Legal & Third Party	0.178	0.364	0.186	0.120	Additional numbers of court cases resulting in increased court costs	
Residential Placements	0.462	0.540	0.078	0.018	Costs of additional therapeutic services commissioned through Action for Children	
Professional Support	4.983	5.192	0.209	0.141	The 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 which has been partly mitigated by an allocation of £0.100m from the contingency reserve.	
Minor Variances	0.668	0.660	-0.009	-0.001		
Development & Resources						
Charging Policy income	-2.469	-2.595	-0.126	-0.132	The 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. The additional budget which arises from this surplus is earmarked for future use in funding some of the revenue costs for the new Holywell extra care facility.	
Business Support Service	1.139	1.032	-0.107	-0.100	The underspend of £0.100m is due to a number of short term vacancy savings and some posts currently occupied by staff who are below top of grade.	
Commissioning	0.631	0.575	-0.056	-0.056	The underspend is mainly due to funding of a post from a grant in the short term, plus some reductions of hours following staff returning from maternity leave.	
Vacancy Management	0.417	0.000	-0.417	-0.426	Short term vacancy savings transferred from across portfolio.	
Minor Variances	2.874	2.856	-0.018	-0.004		
Total Social Services (excl Out of County)	65.075	64.163	-0.912	-1.001		

Budget Monitoring Report
Council Fund Variances

MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Out of County						
Children's Services	4.191	5.161	0.970	0.830	There is an overspend of £0.970m in Social Services Children's Services which is based on current clients and packages and which is likely to be subject to variation during the year. These costs are offset by £0.311m from additional WG grant income.	
Education & Youth	3.083	3.846	0.763	0.774	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	9.007	1.733	1.603		
Education & Youth						
Inclusion & Progression	3.817	3.784	-0.034	-0.040	Variance largely relates to delays in recruitment, includes other minor variances from across service area.	
Integrated Youth Provision	1.251	1.206	-0.045	-0.030	Minor variances from across service area. Variance includes delays in recruitment.	
School Improvement Systems	1.736	1.646	-0.091	-0.095	Variance largely relates to Early Entitlement, 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. Includes other minor variances from across service area.	
Business Change & Support	0.414	0.402	-0.013	-0.013	Minor variances from across service area.	
Minor Variances	1.035	1.036	0.001	0.000		
Total Education & Youth	8.254	8.073	-0.181	-0.177		
Schools	89.706	89.706	0.000	0.000		

Budget Monitoring Report
Council Fund Variances

MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Streetscene & Transportation						
Ancillary Services & Performance	3.908	4.107	0.199	0.196	Delay in the development of the new Rockcliffe HRC site resulting in additional running costs of two existing sites continuing to operate until October, 2018 totalling £0.050m. Shortfall in Recycling Income due to falling plastic, card and paper recycling prices resulting from external market factors £0.210m. Additional income of £0.100m above the original projections following the rollout of brown bin charges. Minor Variances £0.039m.	
Highways Network	8.019	8.351	0.332	0.343	<p>Additional in year cost of known Vehicle Insurance Premiums totalling £0.060m.</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 necessary demands of parking enforcement requirements across the County. The overall variance totals £0.260m.</p> <p>Minor variances of less than £0.025m but totalling £0.020m across the service.</p> <p>£0.033m pressure to the service from centralising all utility costs.</p> <p>Rebate for energy overpayments at pumping stations has been taken, with the benefit held centrally so no overall impact to the Council.</p> <p>Underspend on Winter Maintenance of £0.071m, of which £0.035m has been transferred to replenish the Winter Maintenance Reserve to the maximum £0.250m. Requested formal approval for this transfer to reserve.</p>	
Transportation & Logistics	9.374	10.224	0.850	0.846	<p>Additional pressure as a result of the provision of additional school transport for pupils to Connahs Quay, Buckley Elfed and Mold Campus £0.133m. Community Travel pilot schemes of £0.047m commencing January, 2019. Increased transport provision to Social Services £0.074m. Extra School Buses are required due to schools being oversubscribed from September 2018. There is an increase of 95 pupils qualifying for transport resulting in additional pressure of £0.150m. For Special Educational Needs there is an increase of 41 routes for pupils with complex needs requiring solo transport totalling £0.400m.</p>	The additional school transport costs and Special Educational Needs transport will be subject to further review by the Integrated Transport Unit (ITU) to assess all the additional demands and the impact of aligning as many of these costs to existing routes.
Workforce	8.348	8.476	0.128	0.125	Increased Agency and Overtime costs as a consequence of current sickness levels of the workforce operatives.	
Other Minor Variances	0.230	0.264	0.035	0.033		
Total Streetscene & Transportation	29.879	31.423	1.544	1.544		

Budget Monitoring Report
Council Fund Variances

MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Planning, Environment & Economy						
Business	1.550	1.504	-0.046	-0.031	Higher than expected levels of Fee Income together with commitment challenge and vacant post combined to create a favourable variance across the service	
Community	0.940	0.975	0.036	0.021	Full cost recovery income targets have not been achieved in recent years. The Pest Control Service is a customer demand led service with competition from external commercial organisations	
Development	0.060	-0.073	-0.133	-0.130	Higher than expected levels of Planning Fee Income was received during the first three quarters of the financial year. The projection is dependant on the number and value of the applications received, resulting in a changeable outturn to ensure an accurate reflection. An award of Legal Fees from a Planning Appeal in FCCs favour.	
Access	1.328	1.377	0.049	-0.008	Lower than expected Fee income from Footpath Closures £0.006m. Additional works carried out within Conservation £0.010m. Additional contribution to a number of ongoing Countryside Projects £0.024m. Minor Variances £0.016m	
Regeneration	0.435	0.456	0.021	0.043	Energy Efficiency framework unachieved £0.050m. Minor underspends across the service £0.029m.	
Management & Strategy	1.195	1.234	0.039	0.053	Workforce related Business Planning Efficiencies yet to be achieved pending all Service Review outcomes within the Portfolio.	
Minor Variances	0.134	0.117	-0.017	-0.008		
Total Planning & Environment	5.641	5.589	-0.051	-0.059		
People & Resources						
HR & OD	2.433	2.430	-0.003	-0.032	Minor variance	
Corporate Finance	1.970	1.957	-0.013	0.042	Minor variance	
Total People & Resources	4.403	4.387	-0.016	0.009		

Budget Monitoring Report
Council Fund Variances

MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Governance						
Legal Services	0.706	0.713	0.007	0.026	Minor variance	
Democratic Services	2.019	2.026	0.006	-0.020	Minor variance	
Internal Audit	0.454	0.422	-0.032	-0.027	Minor variance	
Procurement	0.320	0.325	0.004	0.007	Minor variance	
ICT	4.471	4.471	-0.000	-0.020	Minor variance	
Customer Services	0.372	0.401	0.029	0.041	Additional registration services income of £0.012m. In year salary saving in Connects including Connects Manager post £0.042m. Prior year efficiency in respect of Contact Centres unachieved in 2018/19 £0.100m. Other minor variances £0.017m underspend.	
Revenues	-0.209	-0.394	-0.186	-0.298	Vacancy savings of £0.138m. Additional income in respect of Enforcement Fees £0.045m. Additional Grant Income relating to New Developments £0.023m. Fines income lower than anticipated by £0.039m. Other minor variances £0.019m underspend.	
Total Governance	8.134	7.963	-0.172	-0.292		
Strategic Programmes						
Public Libraries & Arts, Culture & Events	0.000	-0.000	-0.000	0.000	Minor variance	
Museums	0.000	-0.000	-0.000	-0.000	Minor variance	
County Archives	0.000	0.000	0.000	0.000	Minor variance	
Leisure	4.198	4.179	-0.020	-0.011	Minor variance	
Community Assets	0.000	0.000	0.000	0.000	Minor variance	
Total Strategic Programmes	4.198	4.179	-0.020	-0.011		

Budget Monitoring Report
Council Fund Variances

MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Housing & Assets						
Administrative Buildings	0.390	0.451	0.061	0.071	Due to delay of demolition works at County Hall.	
Property Asset And Development	0.435	0.368	-0.067	-0.009	£0.042m salary underspend. Other minor variances of 0.024m underspend.	
CPM & Design Services	0.448	0.338	-0.110	-0.090	£0.090m income generated above target. Other minor variances of £0.020m underspend.	
Industrial Units	-1.329	-1.234	0.095	0.000	£0.144m unachieved rental income offset with £0.050m contractor underspend.	
Benefits	10.759	10.651	-0.108	-0.104	Underspend on the Council Tax Reduction Scheme (CTRS) £0.185m. Adjustments in respect of closing Housing Benefit Subsidy and the subsidy debt position £0.146m. Staffing savings of £0.094m. Additional cost of IT related expenditure such as software, external printing and postage £0.102m. Additional New Burdens Funding £0.069m. Other minor variances from across the service £0.008m.	Request to carry forward £0.100m from CTRS budget to facilitate an upcoming project for the CTRS take up campaign.
Housing Solutions	1.083	0.917	-0.166	-0.149	Homeless Accommodation underspend £0.095m. Salary savings as a result of grant maximisation £0.071m. Unachieved efficiency in respect of Senior Management restructure £0.035m. Other minor variances £0.035m.	
Minor Variances	2.853	3.009	0.156	0.079		
Total Housing & Assets	14.640	14.499	-0.140	-0.202		
Chief Executive's	2.990	2.554	-0.437	-0.449		
Central and Corporate Finance	24.135	22.178	-1.958	-1.896	Central Loans Investment Account underspend £.135m Coroners Costs £0.096m. Windfall Income £0.164m relating to Non Domestic Rate Revaluations. Pension Deficit recovery, an underspend of £1,071m, this is due to an increase in contributions, while the repayment figure has remained static. Apprentice Tax Levy, underspend of £0.087m. Auto Enrolment, numbers are less than estimated, which gives a favourable variance of £0.427m. Increased Bank charges £0.028m. Inflationary underspend of £0.418m of which £0.144m has been identified to contribute towards the 2019/20 budget. An underachievement on the income target of £0.214m. Support Services recharge £0.019m less than budgeted. Minor variances £0.012m.	Continue to review all variances alongside the continuing work on the MTFS. Contributing to 2019/20 budget. Contributing to 2019/20 budget. Contributing to 2019/20 budget.
Grand Total	264.328	263.721	-0.608	-0.931		

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
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 off)	0.140	0.140	0.000
Single Person Discount additional efficiency	0.160	0.145	(0.015)
Total Governance	0.570	0.555	(0.015)
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
Total Strategic Programmes	0.416	0.416	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	0.179	(0.061)
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	0.435	0.185
Benefits; Remove duplication and provide a single financial assessment service.	0.050	0.050	0.000
Reduction of senior management team	0.050	0.015	(0.035)
Total Housing & Assets	0.991	1.080	0.089
Streetscene & Transportation			
Waste Strategy; Charges for garden waste	0.800	0.900	0.100
Car Park Charges	0.450	0.210	(0.240)
Total Streetscene & Transportation	1.250	1.110	(0.140)
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 pre-application advice	0.030	0.000	(0.030)
Flooding and Drainage; Fees for capital project work.	0.010	0.000	(0.010)
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	0.140	(0.040)
		%	£
Total 2017/18 Budget Efficiencies		100	5.511
Total Projected 2017/18 Budget Efficiencies Underachieved		2	0.106
Total Projected 2017/18 Budget Efficiencies Achieved		98	5.405

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 – transfer from revenue for amount recovered in-year due to change in accounting policy for the Minimum Revenue Provision		1.400
Add – transfer from revenue for the amount of the VAT rebate received		1.940
Less – allocation to meet additional in-year budget pressure for the agreed pay award above the 1% included in the 2018/19 budget		(0.999)
Less – allocation for ongoing resourcing of the Victim Contact Team		(0.100)
Less – allocation for Independent Inquiry into Child Sexual Abuse		(0.005)
Less – allocation to meet historic child abuse claims		(0.039)
Less – allocation from the Contingency Reserve to a ring-fenced reserve to meet the costs of employment tribunals		(0.150)
Add – Amount released from earmarked reserves as agreed by Council as part of 2019/20 budget		0.132

Add – projected outturn underspend		0.608
Total Contingency Reserve as at 31st March 2019		8.252
Less – VAT rebate amount committed as part of balancing 2019/20 budget.		(1.900)
Less – amount committed as part of balancing 2019/20 budget		(0.321)
Less – amount approved to operate a Sustainable Drainage System (SuDS) Approving Body (SAB)		(0.062)
Less – amount approved for investment in change		(1.000)
Total Contingency Reserve available for use		4.969

Budget Monitoring Report
Housing Revenue Account Variances

MONTH 12 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Housing Revenue Account						
Income	(34.497)	(34.234)	0.264	0.302	The final outturn for Income is a pressure of £0.264m. £0.194m of this pressure relates to loss of rental income on properties being void longer than anticipated and £0.073m due to delays on handover/delays on new build schemes. £0.036m 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. A saving of £0.055m on the BDP calculation. The remaining £0.020m relates to minor variances.	
Capital Financing - Loan Charges	8.694	7.543	(1.151)	(1.191)	The underspend of £1.151m relates to expected borrowing costs for SHARP. £0.052m 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 £1.099m relates to interest charges. Batch 3 schemes started on site later than anticipated and this means expenditure will be spread across financial years. In-year interest charges will therefore be lower than originally anticipated. In addition, borrowing costs have been minimised through efficient treasury management.	
Estate Management	1.617	1.477	(0.140)	(0.110)	The final outturn for Estate Management is an underspend of £0.140m. £0.188m relates to salary savings. A pressure of £0.014m relates to additional costs for cleaning. A pressure of £0.023m relates to Court Costs for Rent Arrears. The remaining £0.011m relates to minor variances.	
Landlord Service Costs	1.415	1.408	(0.007)	0.026	Minor Variance	
Repairs & Maintenance	8.044	7.606	(0.438)	(0.409)	The final outturn for Repairs and Maintenance is an underspend of £0.438m. £0.084m relates to savings on employee costs. £0.214m relates to an underspend on Subcontractors. £0.021m relates to savings on materials. £0.169m relates to a reduction in the Fleet Recharge. The savings above have been offset by a loss of income of £0.071m on Recharges leaving minor underspends of £0.021m	
Management & Support Services	2.297	2.014	(0.283)	(0.254)	The final outturn for Management and Support Services is an underspend of £0.283m. £0.185m relates to staffing costs. £0.058m relates to a reduction on insurance premiums for the HRA. £0.026m relates to software costs. The remaining £0.014m relates to minor pressures elsewhere.	
Capital Expenditure From Revenue (CERA)	12.402	14.137	1.735	1.617	The variance of £1.735m relates to an increase in the contribution from revenue towards capital costs. This increase is possible because of decreased costs elsewhere in the HRA. Contributing towards the capital budget from revenue reduces the requirement to borrow.	
HRA Projects	0.047	(0.000)	(0.048)	(0.047)	Minor Variance	
Contribution To / (From) Reserves	(0.018)	0.049	0.067	0.067	The HRA outturn is an underspend of £0.067m which has the impact of bringing the closing un-earmarked reserves balance to £1.165m.	
Total Housing Revenue Account	0.000	(0.000)	(0.000)	0.000		

Carry Forward Requests 2018/19

Chief Executive's

Dashboard Development (£0.020m) – Work has been commissioned for development of a CAMMS dashboard, it had been anticipated that this work would have been completed during 2018/19 however due to delays this will now be completed in 2019/20. There will also be in year costs for an annual subscription which will commence after the dashboard development has been completed.

Streetscene and Transportation

Winter Maintenance (£0.035m) - to transfer a proportion of the Winter Maintenance revenue budget underspend to the Winter Maintenance reserve. This will increase the current level of winter maintenance reserve to a value of £0.250m.

Education and Youth

All Wales Play Opportunities Grant (0.054m) – this was a late grant allocation that enables the Local Authority to carry forward its budget to fund the Summer Play Scheme.

Period Poverty/Feminine Hygiene (£0.114m) – another late grant allocation the use of which enables the Local Authority to carry forward its budget to fund the project next year.

Housing and Assets

Council Tax Reduction Scheme (CTRS) (£0.100m) - A project for CTRS take up campaign is required to be completed, probably during 2019/20, and it is requested that this is funded from a 2018/19 underspend amount which emerged late in the financial year.

Dishwashers (£0.040m) - Funding was identified and orders placed for two dishwashers, one each for Hawarden and Argoed High Schools, in 2018/19. Installation can only take place in the school holidays. The next available opportunity for the installation falls within 2019/20.

CCTV Recorders (£0.027m) – Funding identified an orders placed within 2018/19 but installation is not yet complete. The recorders are required to facilitate the CCTV relocation.



CABINET MEETING

Date of Meeting	Tuesday 16th July 2019
Report Subject	Capital Programme Monitoring 2018/19 (Outturn)
Cabinet Member	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 during the last quarter of 2018/19.

The Capital Programme has seen a net increase of £1.024m during the period. This is comprised of:-

- Net increases in the programme of £4.857m (CF £4.792m, HRA £0.065m);
- Net Carry Forward to 2019/20 of (£3.833m), consisting of; approved at Month 9 (£1.815m), additional School Maintenance Grant (£2.043m) partially offset by Carry Forward reversal of £0.025m.

Actual expenditure was £66.423m.

The final outturn for 2017/18 was a minor funding deficit of £0.068m. There have been a number of capital receipts in year and a small increase in capital funding announced in the Final Settlement. In addition, in November Welsh Government (WG) announced an additional £100m of capital funding spread across 2018/19 to 2020/21. All this, taken together with an original projected shortfall of £8.216m in the capital programme 2018/19 to 2020/21, puts the current funding deficit, for the 3 year period, at £1.187m. This is in advance of any additional 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 1.13.

REPORT DETAILS

1.00	EXPLAINING THE OUTTURN CAPITAL PROGRAMME MONITORING POSITION- 2018/19																																																																																										
	Background																																																																																										
1.01	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 20 th February, 2018.																																																																																										
1.02	For presentational purposes the capital programme is shown as a whole, with sub-totals for the Council Fund and HRA. In reality the HRA programme is ring fenced and can only be used for HRA purposes.																																																																																										
	Changes since Budget approval																																																																																										
1.03	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:-																																																																																										
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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	<p>Changes during this period</p> <p>Funding changes during this period have resulted in a net increase in the programme total of £4.857m (CF £4.792m, HRA £0.065m). A summary of the changes, detailing major items, is shown in Table 2 below:-</p> <p><u>Table 2</u></p> <table border="1" data-bbox="357 647 1348 1901"> <thead> <tr> <th colspan="3" data-bbox="357 647 1348 734">CHANGES DURING THIS PERIOD</th> </tr> <tr> <th data-bbox="357 734 1050 779"></th> <th data-bbox="1050 734 1171 779">Para</th> <th data-bbox="1171 734 1348 779">£m</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="357 779 1348 824"><u>COUNCIL FUND</u></td> </tr> <tr> <td colspan="3" data-bbox="357 824 1348 869">Increases</td> </tr> <tr> <td data-bbox="357 869 1050 913">Additional School Maintenance Grant</td> <td data-bbox="1050 869 1171 913">1.06</td> <td data-bbox="1171 869 1348 913">2.043</td> </tr> <tr> <td data-bbox="357 913 1050 958">Learning Disability</td> <td data-bbox="1050 913 1171 958">1.07</td> <td data-bbox="1171 913 1348 958">1.942</td> </tr> <tr> <td data-bbox="357 958 1050 1003">Highways</td> <td data-bbox="1050 958 1171 1003">1.07</td> <td data-bbox="1171 958 1348 1003">0.959</td> </tr> <tr> <td data-bbox="357 1003 1050 1048">Admin Buildings</td> <td data-bbox="1050 1003 1171 1048">1.08</td> <td data-bbox="1171 1003 1348 1048">0.891</td> </tr> <tr> <td data-bbox="357 1048 1050 1093">Private Sector Renewal/Improv't</td> <td data-bbox="1050 1048 1171 1093">1.09</td> <td data-bbox="1171 1048 1348 1093">0.707</td> </tr> <tr> <td data-bbox="357 1093 1050 1137">Affordable Housing</td> <td data-bbox="1050 1093 1171 1137">1.09</td> <td data-bbox="1171 1093 1348 1137">0.418</td> </tr> <tr> <td data-bbox="357 1137 1050 1182">Other Aggregate Increases</td> <td data-bbox="1050 1137 1171 1182">1.09</td> <td data-bbox="1171 1137 1348 1182">1.599</td> </tr> <tr> <td colspan="2" data-bbox="357 1182 1171 1227"></td> <td data-bbox="1171 1182 1348 1227">8.559</td> </tr> <tr> <td colspan="3" data-bbox="357 1227 1348 1272">Decreases</td> </tr> <tr> <td data-bbox="357 1272 1050 1317">Local Transport Grant</td> <td data-bbox="1050 1272 1171 1317">1.09</td> <td data-bbox="1171 1272 1348 1317">(2.000)</td> </tr> <tr> <td data-bbox="357 1317 1050 1361">School Modernisation</td> <td data-bbox="1050 1317 1171 1361">1.09</td> <td data-bbox="1171 1317 1348 1361">(1.477)</td> </tr> <tr> <td data-bbox="357 1361 1050 1406">Other Aggregate Decreases</td> <td data-bbox="1050 1361 1171 1406">1.09</td> <td data-bbox="1171 1361 1348 1406">(0.290)</td> </tr> <tr> <td colspan="2" data-bbox="357 1406 1171 1451"></td> <td data-bbox="1171 1406 1348 1451">(3.767)</td> </tr> <tr> <td data-bbox="357 1451 1050 1496">Total</td> <td data-bbox="1050 1451 1171 1496"></td> <td data-bbox="1171 1451 1348 1496">4.792</td> </tr> <tr> <td colspan="3" data-bbox="357 1496 1348 1541"><u>HRA</u></td> </tr> <tr> <td colspan="3" data-bbox="357 1541 1348 1585">Increases</td> </tr> <tr> <td data-bbox="357 1585 1050 1630">Other Aggregate Increases</td> <td data-bbox="1050 1585 1171 1630"></td> <td data-bbox="1171 1585 1348 1630">0.065</td> </tr> <tr> <td colspan="2" data-bbox="357 1630 1171 1675"></td> <td data-bbox="1171 1630 1348 1675">0.065</td> </tr> <tr> <td colspan="3" data-bbox="357 1675 1348 1720">Decreases</td> </tr> <tr> <td data-bbox="357 1720 1050 1765">Other Aggregate Decreases</td> <td data-bbox="1050 1720 1171 1765"></td> <td data-bbox="1171 1720 1348 1765">0.000</td> </tr> <tr> <td colspan="2" data-bbox="357 1765 1171 1809"></td> <td data-bbox="1171 1765 1348 1809">0.000</td> </tr> <tr> <td data-bbox="357 1809 1050 1854">Total</td> <td data-bbox="1050 1809 1171 1854"></td> <td data-bbox="1171 1809 1348 1854">0.065</td> </tr> </tbody> </table>	CHANGES DURING THIS PERIOD				Para	£m	<u>COUNCIL FUND</u>			Increases			Additional School Maintenance Grant	1.06	2.043	Learning Disability	1.07	1.942	Highways	1.07	0.959	Admin Buildings	1.08	0.891	Private Sector Renewal/Improv't	1.09	0.707	Affordable Housing	1.09	0.418	Other Aggregate Increases	1.09	1.599			8.559	Decreases			Local Transport Grant	1.09	(2.000)	School Modernisation	1.09	(1.477)	Other Aggregate Decreases	1.09	(0.290)			(3.767)	Total		4.792	<u>HRA</u>			Increases			Other Aggregate Increases		0.065			0.065	Decreases			Other Aggregate Decreases		0.000			0.000	Total		0.065
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1.06	<p>Late on in the final quarter the Council was allocated additional WG grant funding to address maintenance backlog in schools amounting to £2.043m.</p> <p>Part of the Grant Condition letters from the relevant WG officials state:-</p> <p>“I recognise that the allocation is coming very late in the year for you to make the necessary arrangements to spend within this financial year. Therefore I would encourage you to use the allocation in the best way you can now and commit to using a matching sum in the 2019/20 financial year to address the issues for which the allocation was made.”</p> <p>This funding was used towards expenditure on Schools (£1.400m) and Highways (£0.643m) and a corresponding sum carried forward into 2019/20 (See Table 5) to be used as per the Grant Instructions above.</p>
1.07	<p>In addition to the above, the Council also received monies from WG relating to Intermediate Care Fund (ICF) funding for works at Hwb Cyfle and Highways Maintenance Grant. This funding was also used to fund in year works, thereby releasing resources to be carried forward into 2019/20 to meet new year expenditure.</p>
1.08	<p>This amount includes the drawing down of funds from the dilapidations reserve to partially fund the move to Ty Dewi Sant.</p>
1.09	<p>During the final quarter of the year there are a number of adjustments made to schemes that are funded from grants, revenue contributions to fund capital expenditure (CERA) and prudential borrowing, reflecting the need to re-profile funding between financial years to align expenditure incurred with the relevant funding source. This is the case with a number of the movements above.</p>
1.10	<p>Capital Expenditure compared to Budget</p> <p>Outturn expenditure, across the whole of the capital programme was £66.423m. The breakdown of expenditure is analysed in Table 3, along with the percentage spend against budget. This shows that 91.98% of the budget has been spent (CF 87.18%, HRA 100.00%). Corresponding figures for Outturn 2017/18 were 97.02% (CF 94.00%, HRA 100.00%).</p>

1.11 The table also shows a projected underspend (pending carry forward and other adjustments) of £5.793m on the Council Fund and a break even position on the HRA.

Table 3

EXPENDITURE	Revised Budget	Outturn Expenditure	Percentage Spend v Budget	Variance Budget v Outturn (Under)/Over
	£m	£m	%	£m
People & Resources	0.203	0	0.00	(0.203)
Governance	0.476	0.277	58.29	(0.199)
Education & Youth	16.267	15.771	96.95	(0.496)
Social Care	5.690	3.186	55.98	(2.504)
Planning, Environment & Economy	0.691	0.600	86.82	(0.091)
Streetscene & Transportation	12.185	11.661	95.70	(0.524)
Strategic Programmes	3.454	3.097	89.66	(0.357)
Housing & Assets	6.217	4.797	77.16	(1.420)
Council Fund Total	45.183	39.390	87.18	(5.793)
Buy Back / Strategic Acquisition	0.487	0.487	99.99	(0)
Disabled Adaptations	0.747	0.747	99.99	(0)
Energy Schemes	0.221	0.221	100.00	0
Major Works	2.568	2.568	99.99	(0)
Accelerated Programmes	0.756	0.756	99.99	(0)
WHQS Improvements	18.021	18.021	100.00	0
SHARP Programme	4.233	4.233	100.00	0
Housing Revenue Account Total	27.033	27.033	100.00	(0.000)
Programme Total	72.216	66.423	91.98	(5.793)

1.12 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.

Carry Forward into 2019/20

1.13 During the quarter carry forward of £5.793m (all CF) has been identified which reflects reviewed spending plans across all programme areas; these amounts can be split into 2 areas, those required to meet the cost of programme works and/or retention payments in 2019/20 and Corporate provisions that are allocated as requested and approved.

1.14 The Corporate provisions are as follows:-

- Health & Safety - A sum set aside for urgent health and safety works for which no other funding is available;
- Headroom - A sum set aside for urgent works for which no other funding is available; and
- Community Asset Transfers - Community groups have a number of years to draw down their funding once approved. These sums are set aside to ensure that funds are available when called upon.

1.15 A breakdown is provided in Table 4 below, whilst additional information can be found in Appendix B.

Table 4

OUTTURN CARRY FORWARD - ANALYSIS		
	£m	£m
Contractually Committed		
Governance	0.199	
Education - General	0.212	
Primary Schools	0.203	
Secondary Schools	0.079	
Special Education	0.002	
Services to Older People	0.127	
Learning Disability	2.377	
Engineering - Land Drainage	0.041	
Ranger Services - Greenfield Valley	0.050	
Highways	0.510	
Solar Farms	0.013	
Leisure Centres	0.020	
Play Areas	0.140	
Libraries	0.106	
Theatr Clwyd	0.091	
Administrative Buildings	0.034	
Private Sector Renewal/Improv't	0.652	4.856
		4.856
Corporate Allocations		
Headroom	0.180	
Health & Safety Works	0.023	
Community Asset Transfers	0.734	0.937
		5.793
Total		5.793

1.16 In some circumstances amounts which have previously been identified as carry forward are reversed as it becomes clear that the expenditure is going to be incurred in the current financial year, this is shown below. Information relating to each programme area is contained in Appendix B and summarised in Table 5 below:-

Table 5

CARRY FORWARD INTO 2019/20		Month 4	Month 6	Month 9	Reversed	WG Grant	Sub Total	Outturn	Total
		£m	£m		£m	£m	£m	£m	£m
People & Resources						0	0.203	0.203	
Information Technology						0	0.199	0.199	
Education & Youth		1.676	0.150	(0.029)	1.400	3.197	0.496	3.693	
Social Care			0.580			0.580	2.503	3.083	
Planning, Environment & Economy		0.570				0.570	0.091	0.661	
Streetscene & Transportation			0.885	(0.005)	0.643	1.523	0.523	2.046	
Strategic Programmes	0.074			(0.007)		0.067	0.357	0.424	
Housing & Assets			0.200			0.200	1.420	1.620	
Council Fund	0.074	2.246	1.815	(0.041)	2.043	6.137	5.793	11.930	
Housing Revenue Account	0	0	0	0	0	0	0	0.000	
TOTAL	0.074	2.246	1.815	(0.041)	2.043	6.137	5.793	11.930	

Funding of 2018/19 Approved Schemes

1.17 The position at Outturn is summarised in Table 6 below:-

Table 6

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 Ty Dewi Sant	0.500		8.716
Decreases			
Actual In year receipts	(2.371)		
Provisional Settlement - £0.070m pa	(0.140)		
Additional GCG - 2018/19 Confirmed	(2.281)		
Additional GCG - 2019/20 Confirmed	(1.383)		
Additional GCG - 2020/21 Estimated	(0.922)		
Ty Dewi Sant - Alternative Funding	(0.500)		(7.597)
Funding - (Available)/Shortfall			1.187

1.18 The final outturn funding deficit from 2017/18 was £0.068m.

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 Programme' which was presented to Council on 20th February 2018.

Additional allocations (for the move to Ty Dewi Sant) amounting to £0.500m were approved earlier in the year but alternative revenue resources were identified at year end to fund this item so it is no longer an additional pressure on the total balance.

	<p>Actual in year receipts at outturn amounted to £2.371m. This is lower than that quoted at Month 9, due to the accounting for the deposit from the developer of the Maes Gwern site in Mold being reviewed at year end. It's technical accounting treatment is as a receipt in advance and it will be recognised as a capital receipt when the land is transferred from Council ownership.</p> <p>The WG Provisional Settlement, issued on 9th October, increased the Council's capital allocation by £0.070m per annum. This therefore represents an increase of £0.140m for the period 2019/20 and 2020/21 above that taken into account when setting the budget in February.</p> <p>In November 2018, WG announced an additional £100m of capital funding, £50m in 2018/19, £30m in 2019/20 and £20m in 2020/21. Of these, Flintshire's allocations have been confirmed as £2.281m in 2018/19, £1.383m in 2019/20 and an estimated £0.922m in 2020/21.</p> <p>Taken together this indicates a current funding shortfall of £1.187m over the 3 year period, prior to the realisation of additional capital receipts and/or other funding sources.</p>																																												
1.19	<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>																																												
1.20	<p>Table 7 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.</p> <p><u>Table 7</u></p> <table border="1" data-bbox="347 1417 1358 1939"> <thead> <tr> <th colspan="4">INVESTMENT IN COUNTY TOWNS</th> </tr> <tr> <th></th> <th>2017/18 Actual £m</th> <th>2018/19 Revised Budget £m</th> <th>2019 - 2021 Budget £m</th> </tr> </thead> <tbody> <tr> <td>Buckley / Penyffordd</td> <td>1.062</td> <td>5.533</td> <td>2.382</td> </tr> <tr> <td>Connah's Quay / Shotton</td> <td>8.133</td> <td>10.902</td> <td>4.492</td> </tr> <tr> <td>Flint / Bagillt</td> <td>3.180</td> <td>2.202</td> <td>0.241</td> </tr> <tr> <td>Holywell / Caerwys / Mostyn</td> <td>1.564</td> <td>3.905</td> <td>0</td> </tr> <tr> <td>Mold / Treuddyn / Cilcain</td> <td>6.201</td> <td>1.898</td> <td>0</td> </tr> <tr> <td>Queensferry / Hawarden / Sealand</td> <td>1.275</td> <td>8.063</td> <td>8.000</td> </tr> <tr> <td>Saltney / Broughton / Hope</td> <td>0.453</td> <td>0.598</td> <td>4.207</td> </tr> <tr> <td>To Be Confirmed</td> <td>0</td> <td>3.673</td> <td>25.766</td> </tr> <tr> <td>Total</td> <td>21.868</td> <td>36.774</td> <td>45.088</td> </tr> </tbody> </table>	INVESTMENT IN COUNTY TOWNS					2017/18 Actual £m	2018/19 Revised Budget £m	2019 - 2021 Budget £m	Buckley / Penyffordd	1.062	5.533	2.382	Connah's Quay / Shotton	8.133	10.902	4.492	Flint / Bagillt	3.180	2.202	0.241	Holywell / Caerwys / Mostyn	1.564	3.905	0	Mold / Treuddyn / Cilcain	6.201	1.898	0	Queensferry / Hawarden / Sealand	1.275	8.063	8.000	Saltney / Broughton / Hope	0.453	0.598	4.207	To Be Confirmed	0	3.673	25.766	Total	21.868	36.774	45.088
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1.21	<p>The inclusion of actuals for 2017/18 and approved schemes for future years allows a slightly fuller picture of investment plans. However, expenditure</p>																																												

	which has occurred in years' prior to 2017/18 has not been included, and the expenditure and budgets reported should be considered in that context.																																				
1.22	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.																																				
1.23	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.																																				
1.24	Information on the split between internal and external funding can be found in Appendix C.																																				
1.25	<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 8 below, albeit using a slightly different catchment area basis.</p> <p>Table 8</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="4" 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> <th style="text-align: center;">2018/19 Actual £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> <td style="text-align: center;">0.800</td> </tr> <tr> <td>Flint</td> <td style="text-align: center;">2.500</td> <td style="text-align: center;">3.950</td> <td style="text-align: center;">3.040</td> </tr> <tr> <td>Deeside & Saltney</td> <td style="text-align: center;">1.300</td> <td style="text-align: center;">4.550</td> <td style="text-align: center;">4.400</td> </tr> <tr> <td>Buckley</td> <td style="text-align: center;">2.500</td> <td style="text-align: center;">2.150</td> <td style="text-align: center;">2.400</td> </tr> <tr> <td>Mold</td> <td style="text-align: center;">1.500</td> <td style="text-align: center;">1.550</td> <td style="text-align: center;">1.230</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> <td style="text-align: center;">1.740</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">13.550</td> <td style="text-align: center;">13.800</td> <td style="text-align: center;">13.610</td> </tr> </tbody> </table>	WHQS Programme					2017/18 Actual £m	2018/19 Budget £m	2018/19 Actual £m	Holywell	0.250	0.550	0.800	Flint	2.500	3.950	3.040	Deeside & Saltney	1.300	4.550	4.400	Buckley	2.500	2.150	2.400	Mold	1.500	1.550	1.230	Connah's Quay & Shotton	5.500	1.050	1.740	Total	13.550	13.800	13.610
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1.26	The figures in Table 8 relate to the major investment programmes within WHQS. There is additional expenditure on 'mop-ups' from previous programmes plus smaller items such as environmental works, heating replacements etc. which are difficult to allocate to specific areas.																																				

2.00	RESOURCE IMPLICATIONS
2.01	Financial implications - As set out in the body of the report.

2.02	Personnel implications - None directly as a result of this report.
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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	There are no risks associated with the information contained herein relating to capital outturn.

5.00	APPENDICES
5.01	Appendix A: Capital Programme - Changes during 2018/19
5.02	Appendix B: Variances
5.03	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>

Capital Receipts: Receipts (in excess of £10,000) realised from the disposal of assets.

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.

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.

Council Fund (CF): The fund to which all the Council's revenue and capital expenditure is charged.

Housing Revenue Account (HRA): The fund to which all the Council's revenue and capital expenditure relating to its housing stock is charged.

MRA: Major Repairs Allowance. A general capital grant from WG for HRA 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		
	£m	£m	£m	£m	£m	£m
Council Fund :						
People & Resources						
Headroom	0.250	0.110	0	0	(0.180)	0.180
Corporate Finance - H & S	0.000	0.123	0	0	(0.100)	0.023
	0.250	0.233	0.000	0.000	(0.280)	0.203
Governance						
Information Technology	0.408	0.068	0	0	0	0.476
	0.408	0.068	0.000	0.000	0.000	0.476
Education & Youth						
Education - General	0.500	0	(0.100)	(0.311)	0.262	0.351
Primary Schools	1.683	0.059	(0.022)	(1.311)	0.845	1.254
Schools Modernisation	13.967	0.000	1.002	0	(1.477)	13.492
Secondary Schools	0.600	0.071	0.553	(1.076)	0.769	0.917
Special Education	0.250	0.255	(0.004)	(0.499)	0.251	0.253
	17.000	0.385	1.429	(3.197)	0.650	16.267
Social Care						
Intermediate Care Fund	0	0	0	0	0.154	0.154
Services to Older People	0	0	0.363	(0.163)	0	0.200
Learning Disability	1.955	1.735	0	(0.352)	1.942	5.280
Children's Services	0	0.433	(0.363)	(0.065)	0.051	0.056
	1.955	2.168	0.000	(0.580)	2.147	5.690
Planning, Environment & Economy						
Closed Landfill Sites	0	0.250	0	(0.250)	0	0.000
Engineering	0	0.414	0	(0.320)	0.001	0.095
Energy Services	0	0	0.235	0	0.071	0.306
Ranger Services	0	0	0	0	0.050	0.050
Townscape Heritage Initiatives	0	0	0.166	0	0.064	0.230
Urban/Rural Regeneration	0	0	0.009	0	0.001	0.010
	0.000	0.664	0.410	(0.570)	0.187	0.691
Streetscene & Transportation						
Waste - CCP Grant	0	1.000	0.403	0	0	1.403
Waste - Other	0.500	0	0	(0.497)	0	0.003
Highways	0.600	1.497	1.704	(0.693)	1.866	4.974
Local Transport Grant	0	0	7.790	0	(2.000)	5.790
Solar Farms	0	0.348	0	(0.333)	0	0.015
	1.100	2.845	9.897	(1.523)	(0.134)	12.185

	Original Budget 2018/19	Carry Forward from 2017/18	Previously Reported		Changes (Current)	Revised Budget 2018/19
			Changes	Carry Forward to 2019/20		
	£m	£m	£m	£m	£m	£m
Strategic Programmes						
Leisure Centres	0.330	0.254	1.745	0	(0.010)	2.319
Play Areas	0	0	0.423	0	0.212	0.635
Libraries	0	0.110	0	0	0	0.110
Theatr Clwyd	0.330	0.089	0.034	(0.067)	0.004	0.390
	0.660	0.453	2.202	(0.067)	0.206	3.454
Housing & Assets						
Administrative Buildings	0.600	0.134	0.472	0	0.891	2.097
Community Asset Transfers	0	0.755	0	0	0	0.755
Affordable Housing	0	0	0.520	0	0.418	0.938
Private Sector Renewal/Improv't	1.800	0	0.120	(0.200)	0.707	2.427
	2.400	0.889	1.112	(0.200)	2.016	6.217
Housing Revenue Account :						
Buy Back / Strategic Acquisition	0	0	0.500	0	(0.013)	0.487
Disabled Adaptations	1.051	0	0	0	(0.304)	0.747
Energy Schemes	0.357	0	0	0	(0.136)	0.221
Major Works	1.855	0	0	0	0.713	2.568
Accelerated Programmes	0.714	0	0	0	0.042	0.756
WHQS Improvements	18.289	0	0	0	(0.268)	18.021
SHARP Programme	14.230	0	(10.028)	0	0.031	4.233
	36.496	0.000	(9.528)	0.000	0.065	27.033

Totals :

Council Fund	23.773	7.705	15.050	(6.137)	4.792	45.183
Housing Revenue Account	36.496	0	(9.528)	0	0.065	27.033
Grand Total	60.269	7.705	5.522	(6.137)	4.857	72.216

PEOPLE & RESOURCES

Capital Budget Monitoring 2018/19 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Headroom	0.180	0	(0.180)	(100)	0	Corporate provision - to be allocated as requested and approved	Carry Forward - Request approval to move funding of £0.180m to 2019/20	
Corporate Finance - Health & Safety	0.023	0	(0.023)	(100)	0	Corporate provision - to be allocated as requested and approved	Carry Forward - Request approval to move funding of £0.023m to 2019/20	
Total	0.203	0.000	(0.203)	(100)	0.000			

GOVERNANCE

Capital Budget Monitoring 2018/19 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Information Technology	0.476	0.277	(0.199)	(42)	0	Procurement delays for the air-conditioning units as the team responsible had to prioritise work associated with Ty Dewi Sant, Ewloe.	Carry Forward - Request approval to move funding of £0.199m to 2019/20	
Total	0.476	0.277	(0.199)	(42)	0.000			

Variance = Budget v Projected Outturn

EDUCATION & YOUTH

Capital Budget Monitoring 2018/19 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Education - General	0.351	0.139	(0.212)	(60)	0	£0.089m relates to the ongoing programme of Fire Alarm Upgrades. £0.123m relates to the Schools connectivity IT Project	Carry Forward - Request approval to move funding of £0.212m to 2019/20	
Primary Schools	1.254	1.051	(0.203)	(16)	0	£0.203m relates to the ongoing R&M backlog programme, projects which commenced during 2018/19 but bridge the financial years	Carry Forward - Request approval to move funding of £0.203m to 2019/20	
Schools Modernisation	13.492	13.492	(0.000)	(0)	0			
Secondary Schools	0.917	0.838	(0.079)	(9)	0	£0.029m relates to the ongoing R&M backlog programme. £0.050m relates to ongoing works at Castell Alun HS. All projects commenced during 2018/19 but bridge the financial years	Carry Forward - Request approval to move funding of £0.079m to 2019/20	
Special Education	0.253	0.251	(0.002)	(1)	(0.150)	Minor unspent from across DDA/SEN programme	Carry Forward - Request approval to move funding of £0.002m to 2019/20	
Total	16.267	15.771	(0.496)	(3)	(0.150)			

Variance = Budget v Projected Outturn

SOCIAL CARE

Capital Budget Monitoring 2018/19 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Intermediate Care Fund	0.154	0.154	0	0	0.400			
Services to Older People	0.200	0.073	(0.127)	(63)	(0.163)	Delay to progress with feasibility study due to the need to revisit design plans	Carry Forward - Request approval to move funding of £0.127m to 2019/20	
Learning Disability	5.280	2.903	(2.377)	(45)	(0.352)	Additional ICF grant funding unable to be utilised in year	Carry Forward - Request approval to move funding of £2.377m to 2019/20	
Children's Services	0.056	0.056	(0)	(0)	(0.065)			
Total	5.690	3.187	(2.503)	(44)	(0.180)			

Variance = Budget v Projected Outturn

PLANNING, ENVIRONMENT & ECONOMY

Capital Budget Monitoring 2018/19 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Closed Landfill Sites	0	0	0		0			Expenditure on remedial actions to be determined following extensive monitoring and in accordance with NRW
Engineering	0.095	0.055	(0.040)	(42)	(0.003)	Works at Flour Mill Reservoir on going - delays due to legal issues. The FCERM 5 year capital plan is now in its final stages of completion and approval indicating a number of land drainage schemes to be considered within a longer but realistically more deliverable timetable, leading in to 2019/20.	Carry Forward - Request approval to move funding of £0.041m to 2019/20	
Energy Services	0.306	0.306	(0)	(0)	0.021			
Ranger Services	0.050	0	(0.050)	(100)	0	Allocation for Health & Safety works at Greenfield, due to a delay Contractors were unable to start works until April. Allocation carried forward to 2019/20	Carry Forward - Request approval to move funding of £0.050m to 2019/20	
Townscape Heritage Initiatives	0.230	0.230	(0)	(0)	0			As at March, 2019 the THI project is fully completed.
Urban / Rural Regeneration	0.010	0.010	(0)	(3)	0.001			
Total	0.691	0.600	(0.091)	(13)	0.019			

Variance = Budget v Projected Outturn

STREETSCENE & TRANSPORTATION

Capital Budget Monitoring 2018/19 - Outturn

Programme Area	Total Budget	Outturn	Variance (Under)/ Over	Variance %age	Variance Prev Qtr	Cause of Variance	Action Required	Comments
	£m	£m	£m	%	£m			
Waste Services - Collaborative Change Programme (CCP)	1.403	1.403	0	0	0			
Waste Services - Other	0.003	0.003	0	0	(0.497)			
Highways	4.974	4.464	(0.510)	(10)	(0.055)	Continuation of resurfacing programme beyond 31/03/19 (£0.470m). Works on layby at Mount Pleasant Road, Buckley delayed due to ecological constraints (£0.040m)	Carry Forward - Request approval to move funding of £0.510m to 2019/20	
Local Transport Grant	5.790	5.790	(0)	(0)	0			
Solar Farms	0.015	0.002	(0.013)	(89)	(0.333)	Delay in the consultation design service for the review of a private wire for energy conservation from Brookhill Solar Panel farm to Alltami Depot	Carry Forward - Request approval to move funding of £0.013m to 2019/20	
Total	12.185	11.662	(0.523)	(4)	(0.885)			

Variance = Budget v Projected Outturn

STRATEGIC PROGRAMMES

Capital Budget Monitoring 2018/19 - Outturn

Programme Area	Total Budget	Outturn	Variance (Under)/ Over	Variance %age	Variance Prev Qtr	Cause of Variance	Action Required	Comments
	£m	£m	£m	%	£m			
Leisure Centres	2.319	2.299	(0.020)	(1)	0	Continuing works at Mold Leisure Centre and Jade Jones Pavilion	Carry Forward - Request approval to move funding of £0.020m to 2019/20	
Play Areas	0.635	0.495	(0.140)	(22)	0	Continued programme of works to upgrade Play areas	Carry Forward - Request approval to move funding of £0.140m to 2019/20	
Libraries	0.110	0.004	(0.106)	(96)	0	Continuing works at various libraries as part of ongoing AURA Project	Carry Forward - Request approval to move funding of £0.106m to 2019/20	
Theatr Clwyd	0.390	0.299	(0.091)	(23)	0	Ongoing design works as part of theatre redevelopment	Carry Forward - Request approval to move funding of £0.091m to 2019/20	
Total	3.454	3.097	(0.357)	(10)	0.000			

Variance = Budget v Projected Outturn

HOUSING & ASSETS

Capital Budget Monitoring 2018/19 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Administrative Buildings	2.097	2.063	(0.034)	(2)	0.100	Funding is required to meet the cost of retentions in 2019/20	Carry Forward - Request approval to move funding of £0.034m to 2019/20	
Community Asset Transfers	0.755	0.021	(0.734)	(97)	0	Expenditure is incurred as and when schemes are signed off	Carry Forward - Request approval to move funding of £0.734m to 2019/20	
Affordable Housing	0.938	0.938	0.000	0	0			
Private Sector Renewal/Improvement	2.427	1.775	(0.652)	(27)	(0.200)	DFG spend is customer driven and volatile	Carry Forward - Request approval to move funding of £0.652m to 2019/20	
Total	6.217	4.797	(1.420)	(23)	(0.100)			

Variance = Budget v Projected Outturn

HOUSING REVENUE ACCOUNT

Capital Budget Monitoring 2018/19 - Outturn

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Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Buy Back / Strategic Acquisition	0.487	0.487	0	0	0			
Disabled Adaptations	0.747	0.747	0	0	0			
Energy Services	0.221	0.221	0	0	0			
Major Works	2.568	2.568	0	0	0			
Accelerated Programmes	0.756	0.756	0	0	0			
WHQS Improvements	18.021	18.021	0	0	0			
SHARP	4.233	4.233	0	0	0			
Total	27.033	27.033	0.000	0	0.000			

Variance = Budget v Projected Outturn

SUMMARY

Capital Budget Monitoring 2018/19 - Outturn

Programme Area	Total Budget	Outturn	Variance (Under)/ Over	Variance %age	Variance Prev Qtr	Cause of Variance	Action Required	Comments
	£m	£m	£m	%	£m			
People & Resources	0.203	0	(0.203)	(100)	0.000			
Governance	0.476	0.277	(0.199)	(42)	0.000			
Education & Youth	16.267	15.771	(0.496)	(3)	(0.150)			
Social Care	5.690	3.187	(2.503)	(44)	(0.180)			
Planning, Environment & Economy	0.691	0.600	(0.091)	(13)	0.019			
Transport & Streetscene	12.185	11.662	(0.523)	(4)	(0.885)			
Strategic Programmes	3.454	3.097	(0.357)	(10)	0.000			
Housing & Assets	6.217	4.797	(1.420)	(23)	(0.100)			
Sub Total - Council Fund	45.183	39.390	(5.793)	(13)	(1.296)			
Housing Revenue Account	27.033	27.033	0.000	0	0.000			
Total	72.216	66.423	(5.793)	(8)	(1.296)			

Variance = Budget v Projected Outturn

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
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		422		356		325		688		546		438		352			0	3,127	3,127
Highway Maintenance	1,486	156		315		81		240		347		246		101				1,486	0	1,486
Transport Grant	2,443				921		460		121		856		85					0	2,443	2,443
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
	21,868	640	422	4,408	3,725	2,252	928	755	809	4,799	1,402	752	523	101	352	0	0	13,707	8,161	21,868

AREA TOTAL

1,062	8,133	3,180	1,564	6,201	1,275	453	0
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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	
HOUSING - HRA																					
SHARP	4,233	11	94	1,360	320	69		2,083	24	272									3,795	438	4,233
EDUCATION & YOUTH																					
21C Schools:-																					
CQ High School	8,818			3,713	5,105														3,713	5,105	8,818
Holywell High School	399							399											399	0	399
Penyffordd Amalgamation	4,275	1,324	2,951																1,324	2,951	4,275
School Extension & Remodelling:-																					
Ysgol Glan Aber	196					13	183												13	183	196
Castell Alun	100												50	50					50	50	100
SOCIAL CARE																					
LD Day Care Facility	5,280											3,338	1,942						3,338	1,942	5,280
Marleyfield EPH	200	200																	200	0	200
TRANSPORT																					
Highways Asset Management Plan:-																					
Bridges	20			20															20	0	20
Street Lighting	1,479																		0	1,479	1,479
Highway Maintenance	3,435	462	221	127	60	440	210	461	221	259	124	158	75	100	48	469		2,476	959	3,435	
Transport Grant	5,790	61	205		198			115	20	697	75		2,345		350		1,724	81	5,709	5,790	
DEVELOPMENT / REGENERATION																					
Townscape Heritage Initiative	230						230												0	230	230
LEISURE - AURA																					
Leisure Centres	2,251	4				942				1,168		137							2,251	0	2,251
Synthetic Sports Pitches	68											68							68	0	68
	36,774	2,062	3,471	5,220	5,683	1,464	738	2,963	942	1,699	199	3,701	4,362	150	448	469	3,203	17,728	19,046	36,774	

INVESTMENT IN COUNTY TOWNS - 2018 / 19 OUTTURN

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	4,233	11	94	1,360	320	69		2,083	24	272										3,795	438	4,233
EDUCATION & YOUTH																						
21C Schools:-																						
CQ High School	8,818			3,709	5,109															3,709	5,109	8,818
Holywell High School	399							399												399	0	399
Penyffordd Amalgamation	2,355		2,355																	0	2,355	2,355
School Extension & Remodelling:-																						
Ysgol Glan Aber	196					28	168													28	168	196
Castell Alun	50													50						0	50	50
SOCIAL CARE																						
LD Day Care Facility	2,902											960	1,942							960	1,942	2,902
Marleyfield EPH	73	73																		73	0	73
TRANSPORT																						
Highways Asset Management Plan:-																						
Bridges	20			20																20	0	20
Street Lighting	1,479																			0	1,479	1,479
Highway Maintenance	2,966	462	221	127	60	440	210	461	221	259	124	158	75	100	48				2,007	959	2,966	
Transport Grant	5,789	61	205		198		115	20	697		75		2,345		350				81	5,708	5,789	
DEVELOPMENT / REGENERATION																						
Townscape Heritage Initiative	230						230													0	230	230
LEISURE - AURA																						
Leisure Centres	2,186	3				949				1,167		67								2,186	0	2,186
Synthetic Sports Pitches	113											113								113	0	113
	31,809	610	2,875	5,216	5,687	1,486	722	2,963	942	1,698	199	1,299	4,362	100	448	0	3,202		13,372	18,437	31,809	
AREA TOTAL			3,485	10,903		2,209		3,905		1,897		5,661		548		3,202						

INVESTMENT IN COUNTY TOWNS - 2019 - 2022 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	23,694																23,694		23,694	0	23,694
EDUCATION & YOUTH																					
21C Schools:-																					
CQ High School - Phase 2	492			492															492	0	492
CQ High School - Phase 3	4,000			1,400	2,600														1,400	2,600	4,000
Queensferry CP & Plas Derwen	8,000										2,300	5,700							2,300	5,700	8,000
School Extension & Remodelling:-																					
Ysgol Glan Aber	241					241													241	0	241
Castell Alun	4,207													4,207					4,207	0	4,207
SOCIAL CARE																					
Marleyfield Residential Home	2,382	2,382																	2,382	0	2,382
TRANSPORT																					
Highways Asset Management Plan:-																					
Bridges																			0	0	0
Street Lighting																			0	0	0
Highway Maintenance	1,800																1,800		1,800	0	1,800
Transport Grant																			0	0	0
DEVELOPMENT / REGENERATION																					
Townscape Heritage Initiative																			0	0	0
LEISURE - AURA																					
Leisure Centres																			0	0	0
Synthetic Sports Pitches	272																272		272	0	272
	45,088	2,382	0	1,892	2,600	241	0	0	0	0	0	2,300	5,700	4,207	0	25,766	0	36,788	8,300	45,088	

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AREA TOTAL

2,382	4,492	241	0	0	8,000	4,207	25,766
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CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

Date of Meeting	Thursday 11 July 2019
Report Subject	Interim Council Fund Revenue Budget Monitoring 2019/20
Cabinet Member	Cabinet Member for Finance
Report Author	Corporate Finance Manager
Type of Report	Operational

EXECUTIVE SUMMARY

This interim report is the first revenue budget monitoring report for the 2019/20 financial year. Here we report by exception on significant variances which may impact on the financial position in 2019/20 and the progress of achieving planned efficiencies against the targets set for the year.

At this early stage the net impact of the emerging risks and variances as detailed in the report is projected to be £3.101m over the planned budget. This figure is based on known significant variances of over £0.100m. This will be subject to change over the course of the year. A verbal report will be made on possible mitigation measures at the meeting.

This initial revenue monitoring update does not provide the level of detail which will follow in later Revenue Budget Monitoring Reports. The first of these will be the Month 4 report in September.

RECOMMENDATIONS

1	To review the report and provide feedback to Cabinet.
2	To note that Cabinet will be requested to approve a budget virement of £0.471m within Social Services to support the new extra care facilities (paragraph 1.19).

REPORT DETAILS

1.00	REVENUE BUDGET MONITORING 2019/20 (INTERIM REPORT)
1.01	<p>As in previous years the Corporate Finance Team's resources are dedicated to the closure of the annual accounts at this time of year.</p> <p>The full monthly in-year budget monitoring will commence in September once this significant task is complete. In the meantime we provide an interim monitoring report for the first quarter of the new financial year. Here we report by exception on significant variances which may impact on the financial position in 2019/20 and the progress of achieving planned efficiencies against the targets set for the year.</p>
1.02	<p>Work has already been undertaken to review the potential impacts of the in-year risks for the Medium Term forecast from 2020/21.</p>
1.03	<p>ACHIEVEMENT OF EFFICIENCIES</p> <p>The 2019/20 budget includes £6.939m of efficiencies from Portfolio Business Planning and Corporate Finance.</p> <p>Achievement of these efficiencies will be measured each month and reported within the monthly revenue budget monitoring report. A target of 95% has been set for achievement.</p> <p>At this stage it is projected that 90% of efficiencies will be achieved. A more detailed analysis will follow in the Month 4 Revenue Budget Monitoring Report due in September.</p>
1.04	<p>IN-YEAR BUDGET POSITION</p> <p>Budget planning, monitoring and management is tightly controlled by accountable Service Managers and Finance Managers from the outset. Cabinet members are also involved in their respective portfolio areas.</p>
1.05	<p>Members were made aware when setting the budget that there were a number of risks that would need to be kept under close review. An update on these and other emerging risks that have been identified within Portfolios is provided. There are also some positive variations which mitigate some of these risks as detailed within the report.</p>
1.06	<p>Areas that are considered as a high risk of financial volatility will be reviewed as part of the monthly monitoring process and the implications considered as part of the forecast for the medium term. Though considered in detail throughout the report the areas of high risk and concern include:</p>

	<ul style="list-style-type: none"> • Out of County Placements* • Social Services for Children* • Residential Care for Adults* • School Transport Costs* • Potential Grant Reductions • Schools <p>Details of these areas are included in the paragraphs below. Those marked with a * are demand led services and are provided based on set entitlement criteria. A verbal report will be made on possible mitigation measures at the meeting.</p>
1.07	<p>Out of County Placements: £1.545m overspend</p> <p>An additional amount of £1.655m was included in the 2019/20 budget to reflect the number of clients and care packages at that particular time. However, in the early part of the year there has been an increase in the number of high cost placements.</p> <p>This has created in a projected overspend of £1.373m in Social Services Children’s Services and a projected overspend of £0.172m within Education & Youth Inclusion Services. This is based on current clients and their assessed need.</p> <p>This projection includes externally provided placement costs for over 150 children, some of which lie within Flintshire’s geographic boundary. There is the potential for this to impact on future years.</p>
1.08	<p>Social Services: £0.316m overspend (in total)</p> <p><u>Children’s Services; £0.762m overspend</u></p> <p>At this stage of the year there are a number of significant variances within Children’s Services which total £0.762m. The most significant variance is within the Family Placement service (£0.274m) and is due to additional demand for foster care placements.</p> <p>There are also projected overspends on Legal and Third Party (£0.212m) due to the increasing number of direct payments, and legal challenges resulting in additional court costs and legal fees. The remaining amount is from additional costs on Professional Support for child protection issues, and Family Support due to the change of the employment status for formerly casual employed sessional workers onto permanent contracts.</p>
1.09	<p><u>Adult Social Services; £0.126m underspend</u></p> <p>Older People services is projected to be overspent by £0.355m. There is an overspend within Provider Services for Home Care and Residential Care, due to the level of demand, and Extra Care as a result of new facilities in Holywell and Flint. This is partly offset by underspends within Older People’s Localities Service, for independent sector residential & nursing care and domiciliary</p>

	<p>care and a previously reported underspend on the Community Equipment contribution following the Section 33 renegotiation.</p> <p>Services for adults between the ages of 18 to 65 is showing a projected underspend of £0.481m. There is a significant underspend within Disability Services (Resources & Regulated Services) due to a decrease in high cost placements and the impact of the 2018/19 underspend on Transition to Adulthood transferred to the core service budget. The Transition to Adulthood budget in-year is expected to underspend as (1) the budget pressure originally anticipated higher costs for care packages and (2) there have also been higher than expected contributions to some care packages from Welsh Government. There is also a projected overspend for Mental Health residential placements.</p>
1.10	<p><u>Safeguarding & Commissioning; £0.320m underspend</u></p> <p>Factors which contribute to the net underspend are:-</p> <ul style="list-style-type: none"> - Income is expected to rise due to the increase made to the non-residential care maximum weekly charge cap and changes in the base number of service users who pay towards the costs of their non-residential care; and - The cost savings of short term vacancies. <p>This is partly offset by a shortfall in estimated grant contributions in the 2019/20 budget including the allocation of the new Social Care Workforce & Sustainability grant and the all Wales allocation for Children's Services to prevent children from being taken into care (the actual grant allocations were not known from the Welsh Government at the time of setting the annual budget).</p>
1.11	<p><u>Streetscene & Transportation: £1.408m overspend</u></p> <p><u>Additional School Transport Costs; £1.230m overspend</u></p> <p>The pressure in school transport costs are as a result of several factors:-</p> <ul style="list-style-type: none"> - The effect of non-statutory school transport arrangements and ongoing transport policy anomalies; and - An increase in mainstream secondary education pupil transport and Special Educational Needs (SEN) pupil transport, both in-County and for Out of County placements, along with an increase in the number of school escorts to accompany SEN pupils and an increase in the number of single occupancy routes; - An increase in number of school days for 2019/20 due to the calendar. <p>Work is in hand to try to contain this figure within original cost pressure range which had an estimated ceiling of £0.930m.</p>
1.12	<p><u>Car Parking Charges; £0.178m overspend</u></p> <p>The projected shortfall in income against target is £0.178m.</p>

1.13	<p>Planning & Environment: £0.100m overspend</p> <p><u>Development Management and Building Control</u></p> <p>The Building (Local Authority Charges) Regulations 2010 made new provision authorising local authorities (LAs) in England and Wales to fix their own charges in a scheme. The regulations require authorities to achieve full cost recovery on their building regulation chargeable work, meaning any deficit at the end of the financial year is mitigated by the use of a reserve, and any surplus is transferred into a reserve.</p> <p>In previous years, fee income shortfalls have resulted in the Building Control Trading Account Reserve balance being drawn down and not augmented. Building Control fully realised the remaining surplus in the Reserve to help address the fee income deficit within 2018/19. For 2019/20 there is no available reserve to support the service and fund any potential deficit to bring the Trading Account to a neutral position.</p>
1.14	<p>Housing & Assets: £0.247m underspend</p> <p><u>Council Tax Reduction Scheme (CTRS)</u></p> <p>Based on the current number of claimants there is an estimated underspend of £0.274m in this area. This is a demand led scheme and could be subject to upward change.</p>
1.15	<p>Corporate Services: £0.136m underspend</p> <p><u>Workforce Terms & Conditions; £0.100m overspend</u></p> <p>There is an anticipated shortfall in achievement of an efficiency for workforce terms and conditions by £0.100m. The efficiency is made up of essential car user lump sum, reduced mileage costs, and the salary sacrifice scheme for additional voluntary pension contributions.</p>
1.16	<p><u>Employer Pension Contributions; £0.400m underspend</u></p> <p>The 2018/19 outturn position showed a £1.000m underspend of which £0.600m was released to help balance the 2019/20 budget. This is a variable budget requirement throughout the year. Based on the trend during the previous year a positive variance in the region of £0.400m is predicted.</p>
1.17	<p><u>Fees & Charges; £0.164m overspend</u></p> <p>The projected shortfall on fees and charges income is £0.164m. Work is ongoing to reduce this shortfall.</p>
1.18	<p>Strategic Programmes: £0.115m overspend</p> <p>This overspend is due to the agreed re-profiling of the reduction in the annual subsidy to Aura. A planned reduction of £0.115m will be deferred to 2020/21.</p>

1.19	<p>Extra Care Facilities</p> <p>Llys Raddington, Flint opened in October 2018 and Plas yr Ywen, Holywell is expected to open in the latter part of the year. To comply with the Council's Finance Procedure Rules a budget virement is recommended within Social Services to align the budget for two extra care facilities Llys Raddington (£0.171m) and Plas yr Ywen (£0.300m).</p> <p>The above transfers will be met from the Community Equipment budget (£0.144m) and Charging Policy Income (£0.327m) which were set aside for this purpose.</p>
1.20	<p><u>UNEARMARKED RESERVES</u></p> <p>The final level of Council Fund Contingency Reserve brought forward into 2019/20 was £8.252m as detailed in the 2018/19 outturn report. Once the previously agreed contributions from the Contingency Reserve for 2019/20 are taken into account the remaining balance is £4.969m.</p>

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

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None Required.

4.00	RISK MANAGEMENT
4.01	As identified within the main body of the report. A verbal report will be made at the meeting.

5.00	APPENDICES
5.01	None.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None required Contact Officer: Dave Ledsham

	<p>Finance Manager Telephone: 01352 704503 E-mail: dave.ledsham@flintshire.gov.uk</p>
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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>Intermediate Care Fund: Funding provided by Welsh Government to encourage integrated working between local authorities, health and housing.</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> <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>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.</p> <p>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.</p>

<p>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.</p>
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