Pecyn Dogfen Gyhoeddus

Cyngor Sir y Fflint Flintshire COUNTY COUNCIL

Swyddog Cyswllt:
Nicola Gittins 01352 702345
nicola.gittins@flintshire.gov.uk

At: Cyng Aaron Shotton (Arweinydd)

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

Dydd Mercher, 12 Gorffennaf 2017

Annwyl Gynghorydd,

Fe'ch gwahoddir i fynychu cyfarfod Cabinet y Fflint a fydd yn cael ei gynnal am 9.30 am Dydd Mawrth, 18fed Gorffennaf, 2017 yn Ystafell Bwyllgor Clwyd, Neuadd y Sir, Yr Wyddgrug CH7 6NA i ystyried yr eitemau canlynol

R H A G L E N

1   YMDDIHEURIADAU

Pwrpas: I derbyn unrhyw ymddiheuriadau.

2   DATGAN CYSYLLTIAD

Pwrpas: I derbyn unrhyw ddatganiad o gysylltiad a chynghori'r Aelodau un unold a hynny.

3   COFNODION (Tudalennau 9 - 18)

Pwrpas: I gadarnhau, fel cofnod cywir gofnodion y cyfarfod diwethaf.

4   DIWEDDARIAD AR LAFAR – SICRWYDD FFLINT CYNNYDD UCHEL

Pwrpas: Er mwyn rhoi sicrwydd pellach ar fesurau diogelwch tân yn y Fflint fflatiau uchel.

YSTYRIED YR ADRODDIADAU CANLYNOL

ADRODDIAD STRATEGOL

5   BUDDSODDIAD CYFALAF MODEL DARPARIAETH AMGEN HAMDDEN A LLYFRGELLOEDD

Derbyn cyflwyniad am fuddsoddiad cyfalaf model darpariaeth amgen Hamdden a Llyfrgelloedd gan gynrychiolwyr Bwrdd Hamdden a Llyfrgelloedd Aura. Bydd adroddiad yn cael ei ystyried dan wybodaeth eithriedig yn eitem rhif 27 ar y rhaglen.

6   CYNLLUN Y CYNGOR 2017-23 (Tudalennau 19 - 62)

Adroddiad Prif Weithredwr - Aelod Cabinet Rheolaeth Gorfforaethol

Pwrpas: Ardystio Cynllun drafft y Cyngor 2017-23.

7   DIWEDDARIAD STRATEGAETH ARIANNOL TYMOR CANOLIG (Tudalennau 63 - 74)

Adroddiad Rheolwr Cyllid Corfforaethol, Prif Weithredwr - Arweinydd y Cyngor ac Aelod Cabinet Cyllid

Pwrpas: Cyflwyno'r rhagolwg ariannol ar gyfer 2018/19.

8   ADRODDIAD BLYNYDDOL SAFONAU'R GYMRAEG (Tudalennau 75 - 96)

Adroddiad Prif Weithredwr - Aelod Cabinet Rheolaeth Gorfforaethol

Pwrpas: I gymeradwyo'r cynnydd a wneir i gydymffurfio â Safonau'r Gymraeg ac i nodi'r rhaglen waith y dyfodol.

9   CYFLWYNO CREDYD CYNHWYSOL (Tudalennau 97 - 102)

Adroddiad Prif Swyddog (Cymuned a Menter) - Aelod Cabinet Rheolaeth Gorfforaethol

Pwrpas: Rhoi diweddariad ar weithredu Gwasanaeth Credyd Cynhwysol Llawn.

RHAGLEN GWAITH I'R DYFODOL - Y CYNGOR SIR, CABINET, PWYLLGOR ARCHWILIO A'R PWYLLGORAU TROSOLWG A CHRAFFU - ER GWYBODAETH

DEDDF LLYWODRAETH LEOL (MYNEDIAD I WYBODAETH) 1985 - YSTYRIED GWAHARDD Y WASG A'R CYHOEDD

Mae'r eitem a ganlyn yn cael ei hystyried yn eitem eithriedig yn rhinwedd Paragraff(au) 14 Rhan 4 Atodiad 12A o Ddeddf Llywodraeth Leol 1972 (fel y cafodd ei diwygio)

Budd y cyhoedd mewn atal y wybodaeth yn drech na'r buddiant wrth ddatgelu'r wybodaeth nes bod y trefniadau masnachol wedi eu cwblhau

26   **DATBLYGIAD MAES GWERN** (Tudalennau 413 - 430)

Adroddiad Prif Swyddog (Cymuned a Menter) - Dirprwy Arweinydd y Cyngor ac Aelod Cabinet yr Amgylchedd

Pwrpas: Pwrpas: ceisio cymeradwyaeth i ddatblygiad tai ar y safle a gwerthu'r safle i Wates.

Mae'r eitem a ganlyn yn cael ei hystyried yn eitem eithriedig yn rhinwedd Paragraff(au) 15 Rhan 4 Atodiad 12A o Ddeddf Llywodraeth Leol 1972 (fel y cafodd ei diwygio)
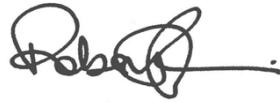
Nid yw'n arfer da o ran cyflogaeth neu er lles y cyhoedd am faterion yn destun ymgynghori â gweithwyr yr effeithir arnynt ac undebau eraill i'w trafod yn gyhoeddus ar y cam hwn o'r broses.

27   **BUDDSODDIAD CYFALAF MODEL DARPARIAETH AMGEN HAMDDEN A LLYFRGELLOEDD** (Tudalennau 431 - 564)

Adroddiad Prif Swyddog (Newid Sefydliadol) - Aelod Cabinet Tai, Arweinydd y Cyngor ac Aelod Cabinet Cyllid

Pwrpas: I gytuno ar gynigion amlinellol a'r dull I gyllido datblygiadau iechyd yn yr Wyddgrug a Fflint yn amodol ar gynllun manwl.

Yn gywir

Robert Robins
Rheolwr Gwasanaethau Democrataidd

Mae'r dudalen hon yn wag yn bwrpasol

Y CABINET
20 MEHEFIN 2017

Cofnodion cyfarfod Cabinet Cyngor Sir y Fflint a gynhaliwyd yn Ystafell Bwyllgora Clwyd, Neuadd y Sir, yr Wyddgrug ddydd Iau, 20 Mehefin 2017.

YN BRESENNOL: **Y Cynghorydd Aaron Shotton (Cadeirydd)**
Y Cynghorwyr: Bernie Attridge, Chris Bithell, Derek Butler, Christine Jones, Billy Mullin, Ian Roberts a Carolyn Thomas.

HEFYD YN BRESENNOL:
Y Prif Weithredwr, Prif Swyddog (Cymunedau a Menter), Prif Swyddog (Addysg ac Ieuenctid), Prif Swyddogion (Newid Sefydliadol), Prif Swyddog (Cynllunio a'r Amgylchedd), Prif Swyddog (Strydwedd a Chludiant), Rheolwr Cyllid Corfforaethol, Uwch-gyfreithiwr a Dirprwy Swyddog Monitro, Uwch-reolwr Dysgu – Cyfnod Sylfaen, Swyddog Gweithredol Cyfathrebu a Busnes Corfforaethol ac Arweinydd Tîm – y Gwasanaethau Democrataidd.

AELODAU ERAILL YN BRESENNOL:
Y Cynghorydd: Patrick Heesom.

178. **DATGAN CYSYLLTIAD**

Ni ddatganwyd unrhyw gysylltiad.

179. **COFNODION**

Roedd cofnodion y cyfarfod a gynhaliwyd ar 14 Mawrth 2017 wedi'u dosbarthu gyda'r rhaglen.

PENDERFYNWYD:

Cymeradwyo'r cofnodion fel cofnod cywir.

180. **ADRODDIAD DEILLIANNAU CYNLLUN GWELLA 2016/17**

Cyflwynodd y Cynghorydd Mullin Adroddiad Deilliannau Cynllun Gwella 2016/17. Roedd yn adroddiad cadarnhaol ac roedd 100% o'r camau a aseswyd yn gwneud cynnydd da ac 82% yn debygol o gyflawni'r canlyniad a ddymunid. Ar ben hynny, roedd 66% o'r dangosyddion perfformiad wedi cyrraedd neu wella ar y targed ar gyfer y flwyddyn ac roedd hanner yn dangos gwelliant neu'n parhau'n sefydlog.

Eglurodd y Prif Weithredwr bod y risgiau hefyd yn cael eu rheoli'n llwyddiannus gyda'r mwyafrif yn cael eu hasesu'n risgiau cymedrol (45%) neu'n fân risgiau/risgiau ansylweddol (42%). Ychwanegodd nad oedd lefel isel (goch) o hyder yn unrhyw un o'r camau gweithredu o ran cyflawni deilliannau.

Eglurodd Swyddog Gweithredol Cyfathrebu a Busnes Corfforaethol y rhannau lle'r oedd y dangosyddion perfformiad yn dangos statws goch ac roedd manylion llawn wedi'u nodi yn yr adroddiad.

Ychwanegodd y Prif Weithredwr y byddai adroddiad diwedd blwyddyn y Cynllun Gwella'n cael ei gyflwyno i'r Pwyllgorau Trosolwg a Chraffu. Yn dilyn hynny, byddai drafft o Gynllun y Cyngor 2017-23 yn cael ei gyflwyno i'r Cabinet ar 18 Gorffennaf cyn i'r Cyngor Sir ei fabwysiadu ar 27 Medi.

O ran y Tai Blaenoriaeth a oedd â statws goch, soniodd y Cynghorydd Thomas am y cynllun cadarnhaol a oedd wedi'i gyflawni gyda thrigolion Treuddyn a oedd wedi newid i wres canolog nwy, ac roeddent oll yn fodlon â'r canlyniad.

Gwnaeth y Cynghorydd Bithell sylwadau ar y gostyngiad cadarnhaol yn nifer y lleoedd ysgol gwag ar ôl agor Campws Treffynnon. Byddai hyn yn cynyddu ymhellach yn y dyfodol agos gan fod Ysgol Uwchradd John Summers ar fin cau.

Diolchodd y Cynghorydd Shotton i'r swyddogion am yr adroddiad a dywedodd ei fod yn edrych ymlaen at fod yr un mor uchelgeisiol dros y misoedd nesaf.

PENDERFYNWYD:

(a)   Cytuno ar y lefelau cynnydd a hyder yng nghyflawniad gweithgareddau lefel uchel sy'n ceisio darparu effeithiau'r Cynllun Gwella;

(b)   Cytuno ar y perfformiad yn erbyn dangosyddion perfformiad y Cynllun Gwella; a

(c)   Y gall yr Aelodau deimlo wedi'u sicrhau o ran cyflawni cynlluniau a chamau gweithredu i gyflawni'r blaenoriaethau yng Nghynllun Gwella 2016/17 yn amodol ar sylwadau adolygiadau'r Pwyllgor Trosolwg a Chraffu.

181.   YMATEB CYNGOR SIR Y FFLINT I DDOGFEN YMGYNGHORI LLYWODRAETH CYMRU AR GORIDOR A55/A494/A548 GLANNAU DYFRDWY

Cyflwynodd y Cynghorydd Thomas yr adroddiad, a oedd yn cynnig ymateb i ymgynghoriad Llywodraeth Cymru ar Goridor A55/A494/A48 Glannau Dyfrdwy.

Dechreuodd yr ymgynghoriad fis Mawrth 2017 ar ddau ddewis posib' i wella ffordd allweddol Coridor Glannau Dyfrdwy o Ogledd Cymru i Loegr. Roedd manylion y ddau ddewis, y Llwybr Glas a'r Llwybr Coch, wedi'u hatodi i'r adroddiad.

Yng nghyfarfod diweddar Pwyllgor Trosolwg a Chraffu'r Amgylchedd, trafodwyd trydydd llwybr, a oedd wedi'i gynnig gan drigolion, gan gyfeirio ato fel y Llwybr Gwyrdd. Eglurodd y Cynghorydd Thomas nad oedd hwn yn un o'r dewisiadau a oedd wedi'u cynnig gan Lywodraeth Cymru. Cynghorwyd y trigolion hynny i gyflwyno'r dewis hwnnw'n uniongyrchol i Lywodraeth Cymru.

Ers anfon y rhaglen, roedd y Fforwm Busnes wedi cysylltu â'r Prif Swyddog (Strydwedd a Chludiant) ac wedi gofyn i fand eang cyflym iawn gael ei ddarparu yn yr ardal yn rhan o'r cynllun, a oedd wedi'i gefnogi gan yr aelodau ac a fyddai'n ffurfio rhan o'r ymateb ffurfiol.

Eglurodd y Prif Swyddog (Strydwedd a Chludiant) yr arfarniadau a gynhaliwyd ar y ddau lwybr, a'r llwybr a ffafriwyd oedd y Llwybr Coch. Fodd bynnag, roedd nifer o elfennau o'r Llwybr Glas yr oedd astudiaeth fewnol wedi casglu y byddent yn gwella'r rhwydwaith cyffredinol drwy eu cynnwys yn y cynllun terfynol ar gyfer y prosiect cyfan. Felly, roedd yr astudiaeth fewnol yn argymell y dylai'r penderfyniad terfynol fod yn gyfuniad o'r ddau ddewis, a fyddai'n cynnwys gwelliannau allweddol ar hyd y llwybrau a oedd wedi'u cynnwys yn y ddau ddewis. Bu iddo hefyd ddiolch i Lywodraeth Cymru am roi estyniad ar ddyddiad cau'r ymgynghoriad. Gofynnwyd am hynny oherwydd yr etholiadau lleol a chan nad oedd y Cyngor wedi cyfarfod dros y cyfnod hwnnw.

Croesawodd y Cynghorwyr Attridge a Jones yr adroddiad a'r cynnig am ddewis cyfun. Dywedodd y Cynghorydd Jones hefyd fod angen pont newydd yn lle Pont Ddyfrdwy.

Dywedodd y Cynghorydd Roberts mai ei bryder mwyaf oedd y traffig o Laneurgain am Helygain, lle'r oedd ciwiau rheolaidd, a phe bai'r Llwybr Coch yn cael ei ddewis, yna fe ddylid gwneud gwaith yn yr ardal honno i gynyddu'r capasiti. Eglurodd y Prif Swyddog (Strydwedd a Chludiant) bod hyn wedi'i gynnwys yn yr ymateb fel "'Lôn Ymlusgo ychwanegol' ar hyd y darn o allt tua'r gorllewin ar yr A55 am Helygain' ac fe nodwyd bod hyn yn hanfodol.

Croesawodd y Cynghorydd Bithell y cynllun a fyddai o fudd i Ogledd Cymru gyfan, gan gynnwys manteision i'r economi leol a thwristiaeth. Cododd bryder tebyg i un y Cynghorydd Roberts, a oedd yn ymwneud â phroblemau traffig o Oakenholt i Laneurgain. Dywedodd y Prif Swyddog (Strydwedd a Chludiant) y byddai pwyslais ar hynny yn yr ymateb terfynol.

Diolchodd y Cynghorydd Shotton i'r Prif Swyddog (Strydwedd a Chludiant) am y gwaith a wnaed ar y cynigion drwy'r arfarniadau llawn o'r dewisiadau.

PENDERFYNWYD:

(a)   Cymeradwyo arfarniad y Cyngor ar y dewisiadau ar gyfer y ddau lwybr arfaethedig a bod yr ymateb ffurfiol arfaethedig gan y Cyngor i Lywodraeth Cymru fel y mae yn Atodiad 2; a

(b)   Bod cais am fand eang cyflym iawn yn rhan o'r cynllun.

182.   CYNLLUN TEITHIO LLESOL

Cyflwynodd y Cynghorydd Thomas yr adroddiad a oedd yn rhoi diweddariad ar gynnydd wrth gyflawni swyddogaethau Deddf Teithio Llesol (Cymru) 2013 ac fe ddwedodd fod y cyfnod ymgynghori wedi dechrau ar gyfer map rhwydwaith integredig arfaethedig y Cyngor yn y dyfodol.

Roedd y Ddeddf yn gofyn bod awdurdodau lleol Cymru'n llunio mapiau teithio llesol ar gyfer yr ardaloedd o aneddleoedd diffiniedig ac yn darparu gwelliannau o un flwyddyn i'r llall ar lwybrau teithio llesol a'r cyfleusterau teithio llesol a oedd arnynt. Roedd hefyd yn gofyn bod awdurdodau priffyrdd Cymru'n gwneud gwelliannau i'r

llwybrau ac yn ystyried cyfleusterau ar gyfer cerddwyr a beicwyr ym mhob cynllun gwella ffyrdd newydd ac yn ystyried anghenion cerddwyr a beicwyr.

Roedd y mapiau rhwydwaith integredig wedi'u datblygu ac roeddent yn barod ar gyfer trafodaethau anffurfiol ac roedd ymgynghoriadau a digwyddiadau gyda budd-ddeiliaid allweddol wedi'u cynnal ers mis Mawrth 2017.

Eglurodd y Prif Swyddog (Strydwedd a Chludiant) y byddai adroddiad yn cael ei gyflwyno gerbron y Cabinet fis Hydref 2017 yn ceisio cymeradwyaeth ar gyfer y map rhwydwaith integredig arfaethedig at y dyfodol a'r atodlenni ategol o welliannau arfaethedig i lwybrau cerdded a beicio yr oedd eu hangen ar y rhwydwaith cyn cyflwyno'r map rhwydwaith integredig i Lywodraeth Cymru erbyn 3 Tachwedd.

Dywedodd y Cynghorydd Attridge pa mor bwysig oedd cyhoeddusrwydd i'r cynllun hwn, gan gynnwys manylion am ddigwyddiadau ymgynghori.

Croesawodd y Cynghorydd Jones yr adroddiad ac fe ddywedodd ei bod yn credu y byddai'r llwybrau beicio sydd eisoes wedi'u darparu yn cael eu defnyddio'n amlach pe bai mwy o oleuadau ar y llwybrau hynny.

PENDERFYNWYD:

Y dylid cymeradwyo cynnwys yr adroddiad a'r cyfnod ymgynghori a oedd i ddod ar Fapiau Rhwydwaith Teithio Llesol Integredig y Cyngor a oedd wedi'u cynllunio, a fyddai'n dechrau fis Gorffennaf 2017.

183. MONITRO CYLLIDEB REFENIW 2016/17 (MIS 12)

Cyflwynodd Rheolwr Cyllid Corfforaethol adroddiad Monitro Cyllideb Refeniw 2016/17 (Mis 12) a oedd yn rhoi manylion sefyllfa derfynol y gyllideb refeniw ar gyfer 2016/17 ar gyfer Cronfa'r Cyngor a'r Cyfrif Refeniw Tai. Byddai'r canlyniad terfynol yn cael ei adrodd fis Gorffennaf ar ôl gorffen cau cyfrifon 2016/17.

Dyma'r sefyllfa diwedd blwyddyn a ragamcanwyd:

Cronfa'r Cyngor

- Roedd y sefyllfa net yn ystod y flwyddyn yn cynnwys diffyg gweithredol o £0.846m; sy'n gynnydd yn y diffyg o £0.131m o'r sefyllfa a adroddwyd ym Mis 10.
- Roedd y sefyllfa gyffredinol a ragamcanwyd yn ystod y flwyddyn yn cynnwys £2.886m oherwydd y newid yn y polisi cyfrifyddu ar gyfer Isafswm Darpariaeth Refeniw (MRP) fel y cytunwyd gan y Cyngor Sir. Effaith hyn oedd dileu'r diffyg gweithredol a rhagamcanwyd y byddai'r gwariant net £2.050m yn is na'r gyllideb.

- Rhagamcanwyd y byddai balans y gronfa wrth gefn yn £5.144m.

Cyfrif Refeniw Tai

- Rhagwelwyd y byddai gwariant net yn ystod y flwyddyn £0.047m yn uwch na'r gyllideb.
- Rhagamcanwyd y byddai'r balans terfynol ar 31 Mawrth 2017 yn £1.050m.

Darparai'r adroddiad fanylion am symudiadau cyllid sylweddol rhwng y gyllideb wreiddiol a'r un ddiwygiedig, y rhaglen o arbedion effeithlonrwydd, chwyddiant, cronfeydd wrth gefn a balansau a cheisiadau i symud cyllid yn ei flaen.

Ychwanegodd y Prif Weithredwr y byddai unrhyw risgiau heb eu datrys ers 2016/17 wedi'u cynnwys yn yr adroddiad a fyddai'n cael ei gyflwyno i'r Cabinet fis Gorffennaf.

Soniodd y Cynghorydd Thomas am y gorwariant yr oedd wedi'i dderbyn ar gyllideb ei phortffolio hi ac fe ddatganodd ei phryder ynglŷn â darparu gwasanaethau sylfaenol pan fo diffyg yn y gyllideb. Eglurodd y Prif Weithredwr y byddai pwysau ar gyllidebau'n cael ei gynnal yn gorfforaethol a phe derbynnid unrhyw gyfraniadau ychwanegol i'r gyllideb, byddai'r rhain yn cael eu defnyddio'n gorfforaethol. Rhoddodd y Cynghorydd Shotton bwyslais ar y lefel o ddarbodaeth ariannol a oedd yn wynebu'r Cyngor a dywedodd fod angen parhau i wrthwynebu hynny.

PENDERFYNWYD:

(a)   Nodi'r adroddiad cyffredinol a'r swm wrth gefn a ragamcanwyd ar gyfer Cronfa'r Cyngor ar 31 Mawrth 2017;

(b)   Nodi lefel derfynol ragamcanol balansau ar y Cyfrif Refeniw Tai; ac

(c)   Y dylid cytuno ar y ceisiadau i symud cyllid ymlaen.

184.   PROSIECT TRIN GWASTRAFF GWEDDILLOL GOGLEDD CYMRU (PTGGGC)

Cyflwynodd y Cynghorydd Thomas yr adroddiad a oedd yn darparu manylion Prosiect Trin Gwastraff Gweddilliol Gogledd Cymru.

Roedd y broses gaffael wedi dod at ei therfyn ac roedd contract wedi'i lofnodi â Wheelabrator Technologies Inc (WTI) er mwyn adeiladu a gweithredu cyfleuster trin gwastraff Parc Adfer yng Nglannau Dyfrdwy ac fe fyddai'r cyfleuster ar waith yn llawn erbyn 2020. Roedd Wheelabrator Technologies Inc (WTI) wedi ymgysylltu â'r gymuned leol ac fe fyddent yn parhau i wneud hynny drwy gydol y broses adeiladu a thu hwnt i hynny.

Ychwanegodd y Prif Weithredwr fod y pum awdurdod partner wedi goruchwylio'r broses gaffael ac wedi ymgysylltu â Chabinetau a Phwyllgorau Craffu ar gamau allweddol yn y broses. Roedd y prosiect wedi'i gefnogi gan Lywodraeth Cymru drwy'r adeg ac roedd y Llywodraeth wedi neilltuo £140 miliwn dros gyfnod 25 mlynedd y contract. Pan fyddai ar waith, byddai'r Gronfa Manteision Cymunedol yn cychwyn, a fyddai werth £230,000 y flwyddyn, gyda £180,000 yn dod gan awdurdodau partner a

£50,000 yn dod gan Wheelabrator. Byddai'r gronfa ar gael i brosiectau cymunedol yn ardal Glannau Dyfrdwy.

Diolchodd y Cynghorydd Attridge i Gyn-aelod Cabinet y Strategaeth Wastraff, Gwarchod y Cyhoedd a Hamdden, Kevin Jones, a oedd wedi gweithio'n galed ar y prosiect, gan gynnwys cael y symiau mwyaf posib' o gyllid gan Lywodraeth Cymru.

Dywedodd y Cynghorydd Butler fod hon yn enghraifft dda o arweiniad gan Gyngor Sir y Fflint mewn prosiectau ar y cyd ar gyfer gwasanaethau hanfodol.

Gofynnodd y Cynghorydd Bithell sut y byddai allyriadau o sylweddau gronynnol mân yn cael eu monitro. Atebodd y Prif Weithredwr y byddai hyn yn cael ei fonitro'n rheolaidd ac yn fwy trylwyr nag oedd ei angen yn unol â safon y diwydiant. Byddai manylion y canlyniadau monitro hynny ar gael i'r cyhoedd. Wrth ymateb i gwestiwn arall gan y Cynghorydd Bithell, eglurodd y Prif Weithredwr y byddai'r Gronfa Manteision Cymunedol wedi'i chyfyngu i ardal Partneriaeth Glannau Dyfrdwy.

Gwnaeth y Cynghorydd Shotton sylwadau ar etifeddu'r prosiect yn 2012 gan y weinyddiaeth flaenorol. Er nad oedd yn cefnogi'r dechnoleg, roedd yn falch o ganlyniad y Gronfa Manteision Cymunedol gan y byddai Cynghorau eraill yn cyfrannu i'r Gronfa honno, a fyddai'n darparu buddion i ardal Glannau Dyfrdwy.

Diolchodd y Cynghorydd Jones i'r swyddogion am y manylion ar lefel y monitro a fyddai'n cael ei gweithredu, a fyddai'n cael ei chroesawu gan drigolion.

PENDERFYNWYD:

(a)   Nodi bod y contract wedi'i ddyfarnu, a

(b)   Nodi'r dyddiad gweithredu sydd wedi'i drefnu ar gyfer Parc Adfer.

185. FFRAMWAITH ADEILADU GOGLEDD CYMRU

Cyflwynodd y Cynghorydd Roberts yr adroddiad a amlinellai Fframwaith Adeiladu Gogledd Cymru ac a fyddai'n dod i ben fis Mai 2018, ac fe gynigodd ddull ar gyfer adnewyddu'r Cytundeb Fframwaith.

Roedd y Fframwaith yn darparu dull effeithlon, cost-effeithiol a chydweithredol o benodi contractwyr ar gyfer prosiectau adeiladu mewn ysgolion ac adeiladau cyhoeddus eraill ar draws Gogledd Cymru.

Dywedodd y Prif Swyddog (Addysg ac Ieuenctid) bod y Fframwaith cyfredol wedi bod yn brosiect cydweithredol llwyddiannus ac roedd yn rhoi enghreifftiau o brosiectau llwyddiannus fel Campws Dysgu Treffynnon a 6^{ed} Glannau Dyfrdwy – Coleg Cambria.

Un o brif fanteision y Fframwaith oedd darparu buddion cymunedol ac roedd yr adroddiad yn darparu manylion 20 o brosiectau rhanbarthol llwyddiannus.

Byddai adnewyddu'r Fframwaith yn sicrhau bod dull effeithiol er mwyn cyflawni cam nesaf rhaglen Ysgolion yr 21ain ganrif, yn ogystal ag adeiladu neu adnewyddu adeiladau cyhoeddus eraill. Roedd manylion Fframwaith Adeiladu diweddaraf Gogledd Cymru wedi'u hamlinellu yn atodiad yr adroddiad, a groesawyd gan yr aelodau.

PENDERFYNWYD:

Bod y dull a amlinellwyd i greu Fframwaith Adeiladu diweddaraf Gogledd Cymru yn cael ei gefnogi.

186. CONTRACT TYMOR MESUREDIG – MÂN WAITH ADNEWYDDU 2017 TAN 2021

Cyflwynodd y Cynghorydd Mullin yr adroddiad a oedd yn egluro y byddai'r Contract Tymor Mesuredig 2015/16 presennol yn dod i ben fis Medi 2017.

Eglurodd y Prif Swyddog (Newid Sefydliadol) bod nifer o Gontractau Tymor Mesuredig wedi bod yn llwyddiannus ers 2010 a thros y saith mlynedd ddiwethaf roeddent wedi cyflawni Rhaglen Gyfalaf y Cyngor ar amser, o fewn y gyllideb ac i safon uchel yn gyson. Byddai Contract Tymor Mesuredig 2017 hyd at 2021 yn parhau gyda'r dull hwnnw.

Mewn ymateb i gwestiwn gan y Cynghorydd Attridge, eglurodd y Prif Swyddog (Newid Sefydliadol) bod pob Contract Tymor Mesuredig yn defnyddio contractwyr arweiniol lleol ac y byddai hyn yn parhau.

PENDERFYNWYD

Y dylid rhoi cymeradwyaeth i barhau â manylu, caffael a darparu Contract Tymor Mesuredig newydd dros gyfnod 2017 hyd at 2021.

187. ARFER PWERAU DIRPRWYEDIG

Cyflwynwyd eitem wybodaeth am y camau gweithredu a gymerwyd o dan bwerau dirprwyedig. Mae'r camau gweithredu wedi eu nodi isod:-

Newid Sefydliadol
- **Gwasanaethau Rheoli Cyfleusterau – Cymeradwyo Amodau er mwyn Galluogi Trosglwyddo Gwasanaethau i Newydd, Cwmni Masnachu Awdurdodau Lleol**
  Gwaith wedi'i gwblhau er mwyn gallu cymeradwyo amodau i alluogi trosglwyddo gwasanaethau i Newydd, cwmni masnachu newydd awdurdodau lleol o 1 Mai 2017 ymlaen.

- **Trosglwyddo Ased Gymunedol sef Canolfan Hamdden Treffynnon, Treffynnon**
  Trosglwyddo Canolfan Hamdden Treffynnon gan gynnwys tir sydd ag amlinell goch ar y cynllun i'r sefydliad newydd, 'Canolfan Hamdden Treffynnon'.

- **Hen Ysgol Fabanod Porth y Terfyn, Ffordd Helygain, Treffynnon**
  Mae'r eiddo'n cael ei werthu i Gymdeithas Dai Wales and West er mwyn datblygu cyfleuster Gofal Ychwanegol.

- **Hen Ysgol Gynradd Llanfynydd, Llanfynydd**
  Mae'r eiddo'n cael ei werthu i brynwr sydd â'r bwriad o drosi'r safle'n Ganolfan Fusnes gyda chyfleusterau cynadledda.

- **Caffael Tir sy'n Ffinio ag Eglwys Sant Andreas, Sealand Avenue, Garden City**
  Mae'r testun yn cynnwys darn o dir sy'n ffinio ag Eglwys Sant Andreas i'w ddatblygu ar gyfer tai fforddiadwy drwy raglen SHARP, ynghyd â safle cyfagos hen lyfrgell Garden City sy'n eiddo i'r Cyngor.

- **Tir ger 29 Brynford Street, Treffynnon**
  Mae'r eiddo'n cynnwys darn bach o dir sy'n ymestyn tua 59 metr sgwâr ger gardd bresennol y prynwr.

- **Carthffos yn Tudor Court, Fagl Lane, yr Hôb, Sir y Fflint**
  Derbyn trosglwyddiad o dir angenrheidiol, hawddfreintiau a swm cynnal a chadw (y Swm) i'r Cyngor mewn perthynas â charthffos dŵr wyneb (y Garthffos) yn Tudor Court, Fagl Lane, yr Hôb, Sir y Fflint yn unol â thelerau Cytundeb Setlo sy'n dwyn dyddiad 26 Medi 2016.

Refeniw
- **Dileu Trethi Busnes**
  Mae Rheolau Gweithdrefnau Ariannol (adran 9.6 - Incwm a Gwariant) yn mynnu y dylai Prif Swyddog Cyllid (Rheolwr Cyllid Corfforaethol/Swyddog Adran 151) gael gwybod am unrhyw ddyled unigol sydd werth rhwng £5,000 a £25,000 i ystyried ei dileu, ar y cyd ag Aelod Cabinet Cyllid. Mae'r atodlen, sydd wedi'i chrynhoi gan y categori o ddileu, yn cynnwys 5 cyfrif Trethi Busnes lle'r oedd dyled gyffredinol ar gyfer pob cwmni'n fwy na £5,000.

- **Dileu Treth y Cyngor**
  Mae Rheolau Gweithdrefnau Ariannol (adran 9.6 – Incwm a Gwariant) yn mynnu y dylai Prif Swyddog Cyllid (Rheolwr Cyllid Corfforaethol/Swyddog Adran 151) gael gwybod am unrhyw ddyled unigol sydd werth rhwng £5,000 a £25,000 i ystyried ei dileu, ar y cyd ag Aelod Cabinet Cyllid. Mae'r ffurflen pwerau dirprwyedig yn nodi 2 gyfrif treth cyngor lle mae'r ddyled gyffredinol yn fwy na £5,000.

PENDERFYNWYD:

Nodi'r camau a gymerwyd o dan bwerau dirprwyedig.

DEDDF LLYWODRAETH LEOL (MYNEDIAD AT WYBODAETH) 1985 - YSTYRIED GWAHARDD Y WASG A'R CYHOEDD

PENDERFYNWYD:

Gwahardd y wasg a'r cyhoedd o weddill y cyfarfod ar gyfer yr eitemau canlynol yn rhinwedd gwybodaeth eithriedig dan baragraff 15 Rhan 4 Atodlen 12A Deddf Llywodraeth Leol 1972 (fel y'i diwygiwyd).

188. MODEL DARPARIAETH AMGEN HAMDDEN A LLYFRGELLOEDD

Cyflwynodd y Cynghorydd Roberts yr adroddiad a oedd yn rhoi diweddariad ar Fodel Darpariaeth Amgen Hamdden a Llyfrgelloedd ac a amlinellai fân newidiadau strwythurol yr oedd eu hangen cyn trosglwyddo gwasanaethau i'r cwmni newydd.

PENDERFYNWYD:

(a)   Bod Gwasanaethau Llyfryddiaethol Sir y Fflint (Newnet), sydd ar hyn o bryd yn rhan o'r Gwasanaeth Llyfrgelloedd, yn cael ei drosglwyddo i'r trefniadau cydweithio rhanbarthol yn Wrecsam;

(b)   Bod trefniadau gweithredol ar gyfer swyddogaethau Mannau Agored, sydd ar hyn o bryd yn rhan o'r Gwasanaethau Hamdden, yn cael eu trosglwyddo i Wasanaethau Strydwedd, Prisio ac Ystadau a Gwasanaethau'r Amgylchedd a Gwasanaethau Addysg ac Ieuenctid; a

(c)   Cytuno ar newid rheolwr atebol swyddogaeth Datblygu'r Celfyddydau o'r Prif Lyfrgellydd i'r Prif Swyddog (Newid Sefydliadol).

189. DARPARIAETH IEUENCTID INTEGREDIG

Cyflwynodd y Cynghorydd Roberts yr adroddiad a oedd yn ceisio cymeradwyaeth ar gyfer cynnig i ailffurfio arweinyddiaeth Darpariaeth Ieuenctid Integredig ar ôl mabwysiadu'r cynllun darparu integredig ar gyfer gwasanaethau ieuenctid a'r model parhad o angen ar gyfer gwasanaethau arbenigol cyffredinol / wedi'u targedu.

Diolchodd y Prif Swyddog (Addysg ac Ieuenctid) i'r holl Gynghorwyr a oedd wedi bod yn rhan o'r gweithdy a'r holl staff yn y timau gweithredol. Roedd y gwaith yn canolbwyntio ar ddiogelu'r bobl ifanc mwyaf agored i niwed i fod yn ddiogel yn y byd rhithwir ac roedd hwn yn gyfnod cyffrous i ymgysylltu â phobl ifanc. Soniodd y Cynghorydd Shotton am y Rhybudd o Gynnig a fyddai'n cael ei ystyried yn y Cyngor Sir yn nes ymlaen y diwrnod hwnnw, a oedd yn cynnig sefydlu Cyngor yr Ifanc ar gyfer Sir y Fflint, a fyddai'n rhan o waith y Gwasanaeth Ieuenctid yn y dyfodol.

Ar y pwynt hwn, cymerodd y Cynghorydd Shotton gyfle i ddiolch i Mr Ian Budd, y Prif Swyddog (Addysg ac Ieuenctid) ar ran yr holl Aelodau Cabinet am ei holl waith caled ers dechrau gweithio i Gyngor Sir y Fflint a dymunodd yn dda iddo yn ei rôl newydd.

PENDERFYNWYD:

(a) Rhoi cefnogaeth i ailffurfio arweinyddiaeth y gwasanaeth i ddarparu arweinyddiaeth effeithlon ac effeithiol ar gyfer darpariaeth ieuenctid integredig ac i alluogi rhoi cefnogaeth i gynllunio ar gyfer olyniaeth;

(b) Cefnogi ailffocysu gwaith cyfranogi uniongyrchol gyda phobl ifanc i gynnwys mwy o ddulliau cyfathrebu dros gyfryngau cymdeithasol a llythrennedd digidol; a

(c) Cefnogi arloesed model gwasanaethau cyfredol sy'n tyfu o gomisiynu sawl maes yn y gwasanaeth i'r 3ydd sector neu i gyrff allanol eraill.

190. AELODAU O'R WASG A'R CYHOEDD YN BRESENNOL

Nid oedd unrhyw aelodau o'r cyhoedd yn bresennol ac roedd dau aelod o'r wasg yn bresennol.

(Dechreuodd y cyfarfod am 9.30 a.m. a daeth i ben am 11.07 a.m.)

…………………………….
Cadeirydd

CYNGOR
Sir y Fflint
Flintshire
COUNTY COUNCIL

CABINET

Date of Meeting	Tuesday, 18th July 2017
Report Subject	Council Plan 2017-23
Cabinet Member	Cabinet Member for Corporate Management and Assets
Report Author	Chief Executive
Type of Report	Strategic

EXECUTIVE SUMMARY

The Council (Improvement) Plan for 2017-23 has been reviewed and refreshed to reflect the key priorities of the Council for the 5 year term of the new administration.

The super-structure of the plan remains the same as previous plans and now comprises of six priorities and relevant sub priorities. The six priorities take a long term view of projects and ambitions over the next five years.

The Council Plan is published in a similar format to previous years highlighting objectives and actions to achieve within each sub priority and referencing national issues which have the potential to impact upon achievement of the priorities. These issues will also be referenced, where relevant, in the next refresh of the Medium Term Financial Strategy for 2017-2020.

RECOMMENDATIONS	
1	To endorse the Improvement Plan 2017-23 prior to adoption by the County Council for final publication.

REPORT DETAILS

1.00	Council Plan 2017-23
1.01	It is a requirement of the Local Government (Wales) Measure 2009 (the Measure) to set Objectives and publish a Council Plan. It is a statutory requirement for the County Council to adopt the Council Plan.
1.02	The title of 'Improvement' Plan is changed to 'Council' Plan as the Plan is a combination of priorities service protection and growth and areas for improvement on current performance.
1.03	Improvement Objectives and an accompanying Improvement Plan were first set and adopted by the Council in 2011. For 2013-14 the Council thoroughly reviewed the priorities to streamline and reset them with clearer outcome based aims which continued through to 2016-17. These have been reviewed again in light of the Well-being for Future Generations (Wales) Act 2015 to reflect a more outcome based approach for the priorities themselves. This has resulted in a revised set of six priorities supported by a structure of sub-priorities is proposed for adoption by the Council as follows: **Priority: Supportive Council** Sub-Priorities: Appropriate and Affordable Homes Modern, Efficient and Adapted Homes Protecting people from poverty Independent Living Integrated Community Social & Health Services Safeguarding **Priority: Ambitious Council** Sub-Priority: Business Sector Growth and Regeneration **Priority: Learning Council** Sub-Priority: Modernised High Performing Education and Training **Priority: Green Council** Sub-Priority: Sustainable Development & Environmental Management Sub-Priority: Support and enable safe and sustainable travel services **Priority: Connected Council** Sub-Priority: Developing and Inspiring Resilient Communities Improving Resource Management **Priority: Serving Council** Sub-Priority: Improving Resource Management

1.04	The Plan presentation remains largely unchanged, as it has been well received and commented upon favourably. The main change has been the amalgamation of priorities from eight to six. National policy issues have been updated and listed within each relevant sub-priority. These are issues over which we have little control and which may restrict successful and or timely delivery of our priorities. They are issues of national interest and have the potential to impact upon achievement of the priorities. These issues will also be referenced, where relevant, in the next refresh of the Medium Term Financial Strategy for 2017-2020.
1.05	For 2017-18 a review of the current priorities and sub-priorities has been undertaken to set: - • priorities that continue into 2017-18 for sustained attention e.g. "New social and affordable homes"; • priorities which could be broadened into more strategic issues e.g. "Regional Economic Growth Deal"; • priorities which could be merged e.g. "Housing" and Living Well" • emerging priorities for 2017-18 e.g. Food poverty, Early Help Hub and Youth Council establishment. Sub-priorities have also been set to take into account Cabinet and Overview and Scrutiny priorities, priorities of partners, public views and service demands and national policy and legislation.
1.06	For each sub-priority for 2017-18 there has been a review based on:- • the reasoning for the priority status; • what we will do and how we will measure achievement; and • the risks that will need to be managed.
1.07	The Council Plan in totality is presented as two inter-related documents - firstly the 'public' version of our statements of intent around the 6 priorities (Appendix 1) and secondly the document that describes the targets and milestones on which achievement will be measured. These targets and milestones in the "How we Measure" document are being considered by the relevant Overview and Scrutiny Committees prior to final agreement by Cabinet in September. This will be the document that is used by Cabinet and Overview and Scrutiny Committees to monitor progress during the year. It is not available for review at this stage.
1.08	The Corporate Resources and Overview Scrutiny Committee has reviewed the 'public' version of the document for its structure, format and overall content. A verbal update will be provided at the Cabinet meeting.
1.09	The final Council Plan will be available as a web-based document published on the website before the end of September following endorsement by County Council.

2.00	RESOURCE IMPLICATIONS
2.01	Resource implications have been considered during preparation of the Medium Term Financial Strategy and will continue to be monitored during the regular budget monitoring and financial planning arrangements.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	All Overview and Scrutiny Committees will have had the opportunity to consider and review the content of the draft Plan priorities including the opportunity to scrutinise targets set for 2017-18. A summary of the considerations will be appended in the September Cabinet and County Council reports.

4.00	RISK MANAGEMENT
4.01	Delivery of the Plan objectives is risk managed within each of the sub priorities of the Council Plan and monitored and reported against quarterly by the Overview and Scrutiny Committees. The risks to the statutory requirements of the Plan include: not publishing the plan within statutory timescales and, not adhering to the prerequisite content. Both these risks are managed through adherence to well established procedures for i) publishing the Plan and ii) ensuring that the content of the plan reflects the requirements of the Measure. An additional risk is that the Plan is not endorsed by Members; consultation with Members both individually and as part of the Scrutiny process allows for full engagement.

5.00	APPENDICES
5.01	Appendix 1: Council Plan 2017-18.

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

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. **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.

Mae'r dudalen hon yn wag yn bwrpasol

Flintshire County Council

Draft Council (Improvement) Plan 2017 to 2023

Contents

Welcome to Flintshire County Council's (Improvement) Plan for 2017 to 2023

The new version of our Council (Improvement) Plan sets out our priorities for the forthcoming five years of the Council and what we aim to achieve. It does however focus on the objectives we intend to deliver during 2017/18. Flintshire prides itself on being a council which performs highly for its local communities and one which is motivated by a set of strong social values.

Flintshire is a well-governed and progressive council. We continue to perform well as a direct provider and commissioner of public services, and as a partner to others. Our recent track record in key services such as education, social care, housing, anti-poverty and environment show that we do deliver on what we say we will do.

Everything we do is important to someone, so selecting a set of priorities for the year is never an easy task. We have set six new priorities for the Council itself. The Council's new themed framework of six priorities has been developed to reflect the impact of the medium term financial strategy and protection of core services. Through our priorities we aim to make a real and noticeable impact.

We are under huge financial pressure during this period of unprecedented austerity. Despite this we still aim high on our priorities. If we fall short against our priorities it will be because of under-funding and not because we are not committed or are not capable. For this reason we have changed the name of the plan from the Improvement Plan to Council Plan.

The plan sets out the Council's six priorities and detailed sub-priorities for action, where we aim to achieve impact this year, page by page. An explanation for the choice of each one is given. In addition we have also taken into consideration the Well-being of Future Generations (Wales) Act by linking the impact statements to the Council's well-being objectives.

For 2017/18 a review of previous priorities and sub-priorities has been undertaken to set: -
- priorities that continue into 2017/18 for sustained attention;
- activities that can now be removed as completion of a time-limited piece of work which are now embedded;
- priorities which could be broadened to include more strategic issues e.g. 'growing the local economy', and sustainability of the social care market;
- emerging priority activities for 2017/18 e.g. managing local impact of the full service Universal Credit (UC) roll out .

Over the five year life of the Council, 2017/18 being the first year, the full set of priorities will be underpinned by the development of strategies. As these are developed new measures and actions will emerge in future years.

We hope that you find the Plan both informative and uplifting. Your feedback on the Plan itself, and on what we aim to achieve, would be very welcome.

Colin Everett
Chief Executive

Aaron Shotton
Leader of the Council

Setting Our Priorities and Judging our Performance

The priorities for Flintshire as a County are set by the Council and its local public sector partners. We work together as a Public Services Board (PSB) combining our resources for the benefit of Flintshire.

The sub-priorities shown with a (insert shaking hands symbol) symbol denote those we share with our partners. These have been selected for special attention where we believe that concentrated effort by the partners working together will make a big difference to the communities of Flintshire. These sub-priorities currently[1] are:

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

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

The Council has also set a number of priorities for itself as an individual partner organisation. Setting priorities helps us focus our attention and resources on the things that matter most; these priorities are echoed in the Council's business plans. We are legally required to set priorities known as Improvement Objectives (under the Local Government (Wales) Measure 2009). We call these our Council Priorities.

In setting our Council Priorities we have to take a number of factors into account from Welsh Government policy, to the expectations of our key partners, to our legal responsibilities, and to the views of local people.

We then set our targets, and judge our performance against them by using a wide range of information both quantitative (performance judged by numbers) and qualitative (performance judged by feedback, the results of consultation etc).

To ensure that we know how well we are doing in meeting the expectations for our priorities we have a series of 'measures' which we keep under regular review. These performance measures are set out for each of our priorities page by page. They are detailed more fully in the supporting document 'How we measure achievement'. Both these e-documents are linked together by hyperlinks.

Each of our sub-priorities is described individually on the following pages. We provide information about:

- The impact - what difference will be made
- Why the priority is important in 2017/18
- The national policy issues which impact on delivery of the sub-priority
- What we will do
- How we will measure achievement
- What risks we need to manage
- What some of our language means

We will let you know how well we have performed against our outcomes in two ways:
1) regular reports to the Council's Cabinet and Scrutiny committees, and
2) next year's published Annual Performance Report for 2017/18.

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[1] The priorities of the Public Services Board are currently under review as part of the development of the County's Well-being Plan, to be published April 2018

Priorities for the 2017/18 Council Plan (Shaking hands symbols to be inserted)

- Business sector growth and regeneration

- Appropriate and affordable homes
- Modern, efficient and adapted homes
- Protecting people from poverty
- Independent living
- Integrated community social and health services
- Safeguarding

Ambitious Council

Supportive Council

Priorities for the 2017-18 Improvement Plan

Learning Council

- Modernised high performing education and training

Serving Council

Green Council

- Sustainable development & environmental management
- Support and enable safe and sustainable travel services

- Improving resource management

Connected Council

- Developing and inspiring resilient communities

Following the Plan – An Easy Guide

The previous page sets out the Council's six priorities and the sub-priorities which support them, where we aim to make a positive impact in 2017/18.

Each standing priority is illustrated with a different colour. For example, **Supportive Council** is **amber** and **Ambitious Council** is **dark pink**. This colour coding should make the priorities easier to follow as the reader works through the document and also the supporting document 'How we measure achievement'.

On the graphic illustration we have set out against each priority the impacts we aim to make. Under each impact we list the sub-priorities where action and achievement will help achieve the impact. A sub-priority is simply a specific programme of work on a given theme. Taken together, success in achieving the aims of a set of sub-priorities will deliver the ambition for the bigger, standing priority of the same theme.

Every organisation has to prioritise its attention and its resources to make an impact. The Council has selected a number of the sub-priorities for special attention in the 2017/18 Council year. Each of these selected sub-priorities then has a dedicated page to itself later in the document.

For example on page 24 you will see the priority for **Learning Council**.
This has 3 impacts: -

- **Providing high quality learning opportunities, and learning environments for learners of all ages.**
- **Supporting children and younger people to achieve their potential.**
- **Supporting learners from 3 to 18 years of age to aspire to high levels of educational attainment and achievement.**

This impact has one sub-priority selected for attention in 2017/18. The reason for selection is explained on the dedicated page (pages 24): -

- **Modernised High Performing Education and Training**

What's changed for 2017/18?

The Council Plan is now based on 6 new themes which are detailed as priorities. The impact statements are our Well-being objectives which outline our commitment to the Well-being of Future Generations (Wales) Act 2015.

Regulation, Audit and Inspection

As a public organisation the Council is regularly inspected to examine and challenge its performance and effectiveness. This work is mainly undertaken by a number of appointed bodies including Wales Audit Office (WAO), Estyn and the Care and Social Services Inspectorate (CSSIW).

The Council received a favourable Corporate Assessment from the Wales Audit Office in 2015 and has sustained a good level of progress and achievement in subsequent reviews and Annual Improvement Reports.

CSSIW's performance review of Social Services (June 2017) notes sustained progress in meeting the requirements of the Social Services and Wellbeing (Wales) Act 2014, with positive comments regarding the development of the Information, Advice & Assistance Service and the Early Help Hub.

CSSIW's focus themes for last year were carers and adult safeguarding; implementation of the new safeguarding thresholds and guidance will continue as a priority into next year.

Other Audit / Regulatory Activity

The Council prepares an annual summary of all external audit and regulatory activity. The last one was produced in May 2017 and considered by the Council's Audit Committee.

How Consultation Informs our Plan

The priorities set for this Council Plan (and the former Improvement Plans) were, from the outset, based on a wide range of previous consultations in service areas with both partners and representative groups (e.g. community safety, anti-poverty, education, economic development) and, in some cases, service users directly (e.g. housing).

There has been no single intensive consultation exercise on the Plan itself, by local choice, given this background. Elected members, on behalf of the communities they represent, have contributed to setting the priorities of the Council and used their representative role to test the relevance of the Plan against local public opinion. This has been facilitated through the sharing of the draft plan with all elected members and through its presentation at Scrutiny Committees covering all service areas. Feedback has been used to develop this final version of the Plan. In addition, elected members have been consulted on the targets and milestones to be used to measure achievement of the Plan and ensure there is sufficient pace and ambition.

Consultation on all parts of the Plan is continuous with stakeholders and Welsh Government. The Council remains open to feedback on the plan and amending it at any time following receipt of feedback as well as through new service based consultations or local and national policy issues.

Council Plan and 'How we measure achievement'

These 2 documents are linked, with the 'measuring achievement' supporting document providing greater detail about the target performance and milestones we have set ourselves. The documents are hyperlinked at the relevant pages, or this table can be used as a guide. (Table to be inserted)

Improvement Plan Page Numbers	Priority	Sub-Priority	Impact	Corresponding page numbers in 'How we measure achievement'
9 - 10	**Supportive Council**	Appropriate and Affordable Homes	Ensuring the supply of affordable and quality council housing of all tenures.	TBA
11 - 12		Modern, Efficient and Adapted Homes	Ensuring the supply of affordable and quality housing of all tenures	
13 - 14		Protecting people from poverty	Protecting people from poverty by maximising their income and employability	TBA
15 - 16		Independent Living	Making early interventions to support healthy and independent living	TBA
			Sustaining a local market of high quality and affordable service provision for those who are highly dependent on care support	TBA
17 - 18		Integrated Community Social & Health Services	Enabling more people to live independently and well at home	TBA
			Giving equal opportunity to all to fulfil their lives	TBA
			Providing joined-up services with public and third sector partners which support quality of life in communities and for individuals and families	TBA
19 - 20		Safeguarding	Protecting people from the risk of any form of abuse	TBA
			Making communities safe places by working with partners to prevent crime, repeat crime and anti-social behaviour	TBA
21 - 23	**Ambitious Council**	Business Sector Growth and Regeneration	Sustaining economic growth through local and regional business development, employment and training sites	TBA
			Sustaining economic growth through local and regional business development, employment and skills strategies	TBA
			Creating a supply of diverse and quality training and employment opportunities	TBA
24 - 27	**Learning Council**	Modernised High Performing Education and Training	Providing high quality learning opportunities, and learning environments for learners of all ages	TBA
			Supporting children and younger people to achieve their potential	TBA
			Supporting learners from 3 to 18 years of age to aspire to high levels of educational attainment and achievement	TBA
28 - 29	**Green Council**	Sustainable Development & Environmental Management	Enhancing the natural environment and promoting access to open and green space	TBA
			Reducing energy consumption and using and developing alternative/renewable energy production	TBA
			Maximising the recovery and recycling of waste	TBA
30 - 31		Support and enable safe and sustainable travel services	Developing the transport infrastructure and employment sites, and transport services, widening access to employment and training sites	TBA
32 - 34	**Connected Council**	Developing and Inspiring Resilient Communities	Supporting local communities to be resilient and self-supporting	TBA
			Committing to resilient service models to sustain local public services	TBA
			Widening digital access to public services	TBA
35 - 37	**Serving Council**	Improving Resource Management	Continuing to be a high performing and innovative public sector organisation with social values	TBA
			Providing high quality, accessible, responsive and cost effective public services	TBA

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Impact: Ensuring the supply of affordable and quality housing of all tenures.

This is a priority this year because we need to:
- Prevent homelessness
- Meet the diverse housing and accommodation needs of the local population
- Develop more opportunities for people to access affordable rent and low cost home ownership
- Build the maximum number of Council houses possible as part of the housing supply solution
- Provide good quality housing for residents and maximise funding to improve homes.

National Policy Issues:
- Welfare Reform and Work Act 2016
- Local Authorities to be able to access grant funding to support new build affordable and social housing
- Sufficiency of resourcing to fulfil the duties of the Wales Housing Act
- Capital limits on borrowing for councils to build new houses.

What we will do in 2017/18:

1. Provide new social and affordable homes.
   Achievement will be measured through:
   - Delivery of HRA and NEW Homes Business Plans by: -

     ➢ Building 79 new Council and 62 new affordable homes through the SHARP programme
     ➢ Increasing the number of properties managed by NEW Homes to 144 in 2017/18
     ➢ Delivering options for new, innovative low rent housing schemes for under 35's.

2. Welsh Housing Quality Standard (WHQS) investment plan targets achieved.
   Achievement will be measured through:
   - Completing WHQS work schemes in line with the housing asset management strategy

3. Consider a new site for transient traveller provision.
   Achievement will be measured through:
   - Develop solutions to the increasing frequency of unauthorised gypsy and traveller encampments in Flintshire

Risks to manage:
- Homelessness will remain a growing area of demand due to the current economic climate
- The supply of affordable housing will continue to be the insufficient to meet community needs
- Department for Works and Pension's Welfare Reform Programme, including Universal Credit full service implementation which would place increasing demand on the Council for affordable and social housing
- Land supply for council housing construction

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- Capital borrowing limits for council housing.

What we mean by:
WHQS: Welsh Government's physical quality standard for modern social housing.
NEW Homes: North East Wales Homes and Property Management provide a service to increase housing options available to local residents.
HRA:
Welfare Reform Programme: A strategy to manage the impact and implementation of welfare reforms in terms of employment, financial inclusion, and integrated support for the most disadvantaged.

Impact: Ensuring the supply of affordable and quality housing of all tenures.

This is a priority this year because we need to:
- Meet the needs of vulnerable groups including the need for adapted housing, Extra Care, Learning Disability and transitional social care beds/units
- Improve housing quality in owner occupied and private rented sectors
- Reduce the number of empty properties in the County
- Provide good quality housing for residents and maximise funding to improve homes.

National Policy Issues:
- Practical implementation of Welsh Government's Rent Smart guidelines across the private rented sector in Flintshire.
- Influencing the direction of national funding priorities for housing regeneration.
- Funding levels needed to address poor housing quality in private rented and owner occupied sectors.

What we will do in 2017/18:
1. Improve standards within the private rented sector.
   Achievement will be measured through:
   - Working positively with private sector landlords to support growth of the sector
   - Ensuring landlords and letting agents comply with the Rent Smart code of practice

2. Develop and deliver programmes to improve housing quality and availability in all tenures, including SHARP, adaptations and private sector homes.
   Achievement will be measured through:
   - Maximising the number of new affordable homes provided through the planning system by 50 during 2017/18
   - Increasing the numbers of affordable units provided through the Social Housing Grant (SHG) Programme by 49 during 2017/18

3. Meeting the housing needs of vulnerable groups.
   Achievement will be measured through:
   - Increasing the number of new homes created as a result of bringing empty properties back into use
   - Reducing the average number of calendar days taken to deliver a Disabled Facilities Grant
   - Providing additional Extra Care homes:
     - Constructing Flint Extra Care (Llys Raddington) providing 70 new units
     - Confirming and agreeing plans for Holywell Extra Care providing 55 new units
   - Working strategically to address housing needs of adults with learning disabilities and other vulnerable individuals.

Risks to manage:

- Customer expectations for the timeliness of adaptations undertaken through disabled facilities grants may not be met due to competing demands on resources
- Availability of sufficient funding to resource key priorities.

What we mean by:

SHARP: Strategic Housing and Regeneration Programme – programme to build 500 new council and affordable homes over the next four years.

Rent Smart: Service to process registrations and grant licenses to landlords and agents who are required to comply with the Housing (Wales) Act 2014.

Transitional Social Care: Transition from inpatient hospital and community or care homes.

Extra Care homes: Development of high quality apartments for rent to meet varying needs of support, some of which are specifically adapted for older people with memory loss or living with dementia.

Social Housing Grant (SHG): funds housing schemes that meet local needs and priorities as identified by local authorities including providing housing for rent or low cost home ownership through new build or the use of existing buildings.

Priority: Supportive Council
Sub-Priority: Protecting people from poverty
Impact: Protecting people from poverty by maximising their income and employability

This is a priority this year because we need to:
- Support people to manage the ongoing impact of Welfare Reform
- Help people claim the benefits they are entitled to
- Help people manage their financial commitments
- Reduce the risk of poverty amongst Flintshire households
- Reduce the impact of rises in fuel cost
- Help people access affordable credit
- Help people to manage their income, and provide support to access employment training.

National Policy Issues:
- Sustainability of funding for fuel poverty measures
- European Social Fund (ESF) Programmes affecting delivery of local targets
- Welfare Reform Act 2016
- Welsh Government approach to regeneration programmes.

What we will do in 2017/18:
1. Support Flintshire residents to better manage their financial commitments.
   Achievement will be measured through:
   - Assisting people with Welfare Reform changes through the effective application of the Council's Discretionary Housing Payment Policy
   - Providing advice and support services to help people manage their income, including supporting people to access affordable credit and local Credit Unions
   - Timely processing of Housing Benefit claims
   - Assisting Flintshire residents to claim additional Social Security and Tax Credits to which they are entitled.

2. Manage local impact of the full service Universal Credit (UC) roll out.
   Achievement will be measured through:
   - Achieving the Homeless prevention target
   - Delivering the UC Operational board action plan
   - Delivering Personal Budgeting and Digital Support Services.

3. Develop and deliver programmes that improve employability and help people to gain employment.
   Achievement will be measured through:
   - Developing an employability proposal as part of the Regional Economic Growth Bid to seek long term investment via a simple and cost effective programme of support
   - Developing an enhanced careers and guidance service for North Wales to match young people to the labour market
   - Increasing the number of local people who, following attendance on a programme report they are closer to work or becoming ready to enter work.

4. Develop and deliver programmes to improve domestic energy efficiency to reduce Co2 emissions and fuel poverty.
   Achievement will be measured through:
   - Reducing the overall annual fuel bill for residents
   - Increasing the number of private sector and Council homes receiving energy efficiency measures
   - Securing Welsh Government ARBED3 Programme Funding by March 2018.

5. Develop a strategy to address food poverty.
   Achievement will be measured through:
   - Developing programmes in partnership with the social and third sector to work towards addressing food poverty.
   - Undertaking feasibility work for the development of a food-based social enterprise by December 2017.

6. Assist residents of Flintshire to access affordable credit
   Achievement will be measured through:
   - Develop effective partnerships with local Credit Unions to enable residents to access banking services and affordable credit.

Risks to manage:
- Universal Credit Full Service roll out - negative impact upon FCC services
- Demand for advice and support services will not be met
- Debt levels will rise if tenants are unable to afford to pay their rent or council tax
- The local economy will suffer if residents have less income to spend
- Residents do not take up the energy efficiency measures available
- Available funding for energy efficiency measures falls short of public demand.

What we mean by:
Welfare Reform: A range of measures introduced by Central Government to reform the Welfare Benefits system.
Discretionary Housing Policy: Aims to provide a fair and consistent approach to help customers who require further financial assistance with their housing costs.
Universal Credit Full Service roll out: a new way of paying benefits on a monthly basis; now being expanded to cover all claimants.
Regional Economic Growth Bid: The proposals for economic growth in North Wales produced by local government, business leaders and the further and higher education sectors
Credit Unions:
ARBED 3 Programme:

Priority: Supportive Council
Sub-Priority: Independent Living

Impacts: **1) Making early interventions to support healthy and independent living.**
2) Sustaining a local market of high quality and affordable service provision for those who are highly dependent on care support.

This is a priority this year because we need to:
- Help people to live independently as they get older
- Support people with dementia
- Develop a model of support for persons with a disability which enables independent living
- Support families to support each other to live independently
- Ensure the sustainability of social care models.

National Policy Issues:
- Implementation of the Social Services & Well-being Act (Wales) 2014
- Registration and Inspection Act
- Living wage issues for care providers
- Care market fragility
- Insufficient national funding to meet escalating social care costs
- Aging population locally and nationally
- Welfare Reform Act 2016.

What we will do in 2017/18:
1. Ensure care provision within Flintshire enables people to live well and have a good quality of life.
   Achievement will be measured through:
   - Agreeing the business model to increase direct provision of residential care and sustain domiciliary care roles to support the wider market
   - Supporting care home providers to ensure service sustainability
   - Delivering dementia awareness training to the care homes workforce
   - Working with Betsi Cadwaladwr University Health Board (BCUHB) to develop an action plan to support the quality and breadth of nursing provision
   - Delivering a strategy for independent sector domiciliary care agencies to support service sustainability.

2. Support greater independence for individuals with a frailty and / or disability, including those at risk of isolation.
   Achievement will be measured through:
   - Adults who are satisfied with their care and support
   - Implementation of a joint Community Resource Team with BCUHB which is able to offer advice and support through the single point of access
   - Ensuring that the workforce are equipped to provide person centred care in line with the requirements of the Social Services and Well-being Act (Wales) 2014.

3. Improve outcomes for looked after children.

   Achievement will be measured through:
   - Supporting children in stable, local placements
   - Strengthening partnership working with BCUHB to ensure timely access to health assessments including CAMHS.

Risks to manage:
- Population needs assessment indicates that demand will outstrip supply.

What we mean by:

Registration and Inspection Act: Registration process to ensure all social workers and social care workers are suitable for work in social care.

Welfare Reform Act 2016: A range of measures introduced by Central Government to reform the Welfare Benefits system.

CAMHS: Child and Adolescent Mental Health Services – NHS – Provision of mental health services for children, generally until school leaving age in the UK.

Priority: Supportive Council
Sub-Priority: Integrated Community Social & Health Services
Impacts: **1) Enabling more people to live independently and well at home.**
2) Giving equal opportunity to all to fulfil their lives.
3) Providing joined-up services with public and third sector partners which support quality of life in communities and for individuals and families.

This is a priority this year because we need to:
- Work with Betsi Cadwaladr University Health Board (BCUHB) to develop Health and Social Care models for the future
- Avoid unnecessary admissions to hospital and support early and successful discharges
- Co-ordinate the provision of support for service users more effectively with BCUHB and other providers
- Work together with BCUHB to support people with dementia within the local community
- Work with the Public Services Board to identify and engage families early, who are at greater risk of escalating needs.

National Policy Issues:
- National trend for increasing demand on Children's Services
- National focus on supporting integrated approaches between health and social care
- NHS Service pressures and capacity
- Parity of funding between local authorities and NHS funded provision.

What we will do in 2017/18:
1. Ensure that effective services to support carers are in place as part of collaborative social and health services.
   Achievement will be measured through:
      - Increasing the number of carers identified through the single point of access
      - Increasing the number of Carers that feel supported
      - Evidencing improved outcomes for carers
      - Developing the Carers Action Plan.

2. Further develop the use of Integrated Care Fund (ICF) to support effective discharge from hospital and ensure a smoother transition between Health and Social Care services.
   Achievement will be measured through:
      - Creating essential additional services such as Step Up/Step Down beds providing choice when leaving hospital
      - Maintaining the rate of delayed transfers of care for social care reasons.

3. Establish an Early Help Hub, involving all statutory partners and the third sector.
   Achievement will be measured through:
      - Establishing the Early Help Hub to provide effective and timely support to families
      - Reducing referrals that result in "no further action".

4. Further develop dementia awareness across the county.
   Achievement will be measured through:
   - Number of events (and take-up) aimed at raising awareness of dementia across the county
   - Increasing number of dementia friendly communities in Flintshire.

Risks to manage:
- Annual allocation of ICF - Short term funding may undermine medium term service delivery
- Unable to secure a multi-agency agreement for an information sharing protocol across all agencies.

What we mean by:
Integrated Care Fund (ICF): Funding from Welsh Government being used to support older people to maintain their independence and remain in their own home for as long as possible.
Looked After Children: Children who are being looked after by their local authority, including with foster parents, at home with their parents under the supervision of social services, in residential children's homes or in other residential settings like schools or secure units.
Child and Adolescent Mental Health Services (CAMHS): NHS-provided mental health services for children, generally until school-leaving age, in the UK.
Early Help Hub: The newly developed multi-agency Hub in Flintshire. The Hub provides a collective response to support families with greater needs to build their resilience and wellbeing.
Step Up/Step Down beds: Step-down beds are used for people who are not well enough to move from hospital straight to their home, but don't need to be in an acute hospital bed. Step-down beds are usually provided by care homes, and provide care for the interim period until the person is well enough to return home. Similarly, these beds can be used as a "step up" for people who become ill enough to need care, but don't need to be in an acute hospital environment.

Priority: Supportive Council

Sub-Priority: Safeguarding

Impacts: 1) Protecting people from the risk of any form of abuse.

        2) Making communities safe places by working with partners to prevent crime, repeat crime and anti-social behaviour.

This is a priority this year because we need to:
- Have a Council wide approach to safeguard and protect vulnerable people
- Develop further awareness and support for the Council's approach to safeguarding including the prevention of human trafficking, modern slavery and child sexual exploitation (CSE)
- Comply with the new codes of practice for Safeguarding within the Social Services and Well-being Act (Wales) 2014
- Ensure the wider council workforce are aware of the Council's approach to Safeguarding
- Develop a consistent approach to regional collaboration for Community Safety
- Support achievement of the regional priorities set by the Police and Crime Commissioner.

National Policy Issues:
- Implementation of the Social Services and Well-being Act 2014
- Development of the National Safeguarding Board and structures
- Management of response to Child Sexual Exploitation
- Sustainability of short-term grant funded schemes.

What we will do in 2017/18:
1. Strengthen arrangements within all council portfolios to have clear responsibilities to address safeguarding.
    Achievement will be measured through:
    - Increasing referral rates from within Council services other than Social Services.
    - Completion of the online child and adult safeguarding module
    - Embedding processes and best practice across the council
    - Reviewing corporate service policies and procedures to identify breadth and depth of safeguarding coverage
    - Implement the safeguarding policy across all Council Services.

2. Ensure that our response rates to referrals remain within statutory targets.
    Achievement will be measured through:
    - Meeting statutory procedural targets for child and adult protection.

3. Preventative approach towards Child Sexual Exploitation (CSE).
    Achievement will be measured through:
    - Delivering a corporate plan linked to regional work to combat CSE

4. Identify and address the signs and symptoms of domestic abuse and sexual violence.
   Achievement will be measured through:
   - Implementing training for Council employees to meet the requirements of the Domestic Abuse and Sexual Violence National Training Framework
   - Delivering the level 1 training programme for all Council employees.

5. Strengthen regional community safety through collaboration and partnership arrangements.
   Achievement will be measured through:
   - Adopting and achieving the priorities of the North Wales Safer Communities Board Plan through formulation of a local delivery plan, which also includes locally identified priorities, and overseen by the Public Services Board.

     Priorities of the North Wales Safer Communities Board include:
     - Domestic Abuse
     - Modern Slavery
     - Organised Crime
     - Sexual Abuse (Including Child Sexual Exploitation)
     - Delivering Safer Neighbourhoods

6. Ensure we meet the requirements of the North Wales Contest Board.
   Achievement will be measured through:
   - Develop a plan to identify and monitor progress of the prevent duties as outlined within the Counter Terrorism and Security Act 2015

Risks to manage:
- Rate of increase of adult safeguarding referrals will outstrip current resources
- Refocusing resources within the Safeguarding Unit is likely to increase the backlog of DoLS assessments
- Knowledge and awareness of safeguarding not sufficiently developed in all portfolios
- Failure to implement training may impact on cases not being recognised at an early stage.

What we mean by:

Child sexual exploitation (CSE): a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol, and may also be groomed online.

Social Services and Well Being (Wales) Act 2014 (SSWB): An Act to reform social services law to make provision about improving well-being outcomes.

Prevent Duty: Forms 1 of the 4 stands of the Government's Counter Terrorism Strategy, known as 'Contest'. The object of this strand is to prevent individuals from within communities becoming radicalised. The Counter Terrorism and Security Act 2015 place statutory requirement on local authorities to meet what is known as 'The Prevent Duties' necessitating the need for effective processes and mechanisms to prevent radicalisation.

Police and Crime Commissioner: The North Wales Police and Crime Commissioner is the local governing body for policing in our area, and the role replaced North Wales Police Authority. The Commissioner has an overarching duty to secure an efficient and effective police force, which demonstrates value for money and, above all, cuts crime.

Priority: Ambitious Council
Sub-Priority: Business Sector Growth and Regeneration

Impacts:
  1) Sustaining economic growth through local and regional business development, employment and training sites.
  2) Sustaining economic growth through local and regional business development, employment and skills strategies.
  3) Creating a supply of diverse and quality training and employment opportunities.

This is a priority this year because we need to:
- Continue to grow the local and regional economy
- Secure infrastructure investment needed to facilitate growth both regionally and locally
- Continue to build upon the success of the advanced manufacturing sector in Flintshire
- Protect the economic viability of our town centres and rural areas providing focus on the wider economic growth approach and, housing and employment impact
- Work collaboratively to achieve key priorities for major infrastructure projects which will support economic growth projects
- Develop transport access solutions for our key employment sites

National Policy Issues:
- Confirmed support for growth deals following the general election
- Devolution of powers to support economic growth in North Wales: opportunity and possible threat if powers are insufficient and do not match those across the UK
- Infrastructure investment to create the platform for advancing economic growth
- Uncertainty over Welsh Government approach to regeneration

What we will do in 2017/18:
1. The Regional Economic Growth Deal will be submitted to UK and Welsh Governments this year and will set out the main priorities for economic development across North Wales.
   Achievement will be measured through:
   - Contributing to the development of a new governance framework for the North Wales Economic Ambition Board
   - The Council playing its parts in the agreement of a Regional Growth Deal with the UK and Welsh Governments
   - Developing a strategy for delivery of the parts of the Regional Growth Deal which will directly benefit Flintshire
   - Developing the Local Development Plan (LDP) economic strategy
   - Supporting the development of the Wales Advanced Manufacturing Institute by Welsh Government with a successful planning application.

2. Guide the development of the Deeside Enterprise Zone (DEZ) and Northern Gateway mixed use development site. Ensure that the developments maximise economic and social value for the County and that they deliver the commitments made in the Regional Economic Growth Deal.
   Achievement will be measured through:
   - Providing clear and responsive guidance to potential developers within the DEZ and Northern Gateway
   - Seeking a revised strategic framework from the Northern Gateway developers
   - Completing phase 1 enabling works by Welsh Government
   - Securing Welsh Government agreement for phase 2 and / or phase 3 enabling works.

3. Develop long term strategic approach to Council's economic estate and land.
   Achievement will be measured through:
   - Completing a review of the Council's economic estate and land.

4. Expand the scale and quality of apprenticeships both regionally and locally and make best use of the Apprenticeship Training Levy (ATL)
   Achievement will be measured through:
   - Ensuring apprenticeships feature in the Regional Economic Growth Deal proposal.

5. Develop a new approach to supporting town centre vitality and regeneration that maximises their role as shop windows for the County and enables them to derive benefit from wider economic growth.
   Achievement will be measured through:
   - Developing and agreeing a multi-agency plan
   - Identifying options to develop new land uses in town centres, especially for residential use.

6. Ensure that the development of regional and local transport strategy and initiatives maximises their potential for economic benefits, especially access to employment.
   Achievement will be measured through:
   - Ensuring that transport infrastructure features in the Regional Economic Growth Deal proposal
   - Implementing the Deeside Plan to co-ordinate transport and economic development programmes.

Risks to manage:
- Infrastructure investment does not keep pace with needs and business is lost to the economy
- Support for businesses in Flintshire doesn't meet their needs and fails to encourage investment.

What we mean by:

Northern Powerhouse: A collaboration concerned with redressing the North-South economic imbalance, aiming to attract investment into northern cities and towns.

LDP Strategy: Delivering sustainable development in the County from 2017 – 2030.

Regional Economic Growth Deal: The North Wales Economic Ambition Board proposal to UK and Welsh Governments to create new employment and housing**.**

Apprenticeship Tax Levy: The Apprenticeship Levy is a UK-wide employment tax introduced by the UK Government that came into force on 6 April 2017. The Levy applies to all UK employers, and employers with an annual 'pay bill' of £3 million or more will have to pay the Levy.

Priority: Learning Council
Sub-Priority: Modernised High Performing Education and Training

Impacts: 1) Providing high quality learning opportunities, and learning environments for learners of all ages.

2) Supporting children and younger people to achieve their potential.

3) Supporting learners from 3 to 18 years of age to aspire to high levels of educational attainment and achievement.

This is a priority this year because we need to:
- Utilise resources effectively to achieve the best possible educational outcomes
- Support the national Welsh Government priorities to improve literacy and numeracy outcomes and reduce the impact of poverty on educational attainment
- Improve digital literacy and skills to deliver digital curriculum and enable access to modern employment and economic development opportunities
- Work collaboratively to develop national reforms to curriculum, assessment and professional development models
- Work effectively with partners across the region to secure efficiency and improved outcomes from educational improvement programmes
- Reduce barriers to engagement, ensure equality of access and participation opportunities
- Make more efficient use of education resources through programmes of School Modernisation
- Engage young people more fully

National Policy Issues:
- Sustainability of Welsh Government short term grant funding
- Rationalisation of the provision, planning and accountability processes for education related specific grants
- Affordability of the 21st Century Schools programme
- Simplification of the process for school place planning and provision
- Additional learning needs reforms
- Increase in national child care offer
- European funding schemes
- Capital provision for schools' repair and maintenance
- Inadequate revenue funding for schools.

What we will do in 2017/18:
1. **Develop Education and Integrated Youth Services by:**
- Continuing to work with the Regional School Improvement Service (GwE) to: -
  - Provide support and challenge to all schools to achieve the best possible educational outcomes for all learners;
  - Identify and target support for those schools most in need;
  - Develop the capacity of schools to respond to national initiatives and curriculum reforms;
  - Improve skills in digital literacy, literacy and numeracy.

- Implementing proposed reforms for the portfolio Pupil Referral Unit provision
- Embedding Welsh in the Education Strategic Plan
- Developing an effective local approach to national inclusion reforms
- Developing strategies to support broader well-being needs of children and young people
- Improving outcomes in Foundation Phase
- Maintain relative performance in Mathematics, English/Welsh 1st Language and Core Subject Indicators at KS2 and KS3
- Improving outcomes in Key Stage 4
- Raising standards achieved by learners who are entitled to free school meals
- Improving attendance
- Developing an effective local approach to national inclusion reforms
- Developing a sustainable strategy for the Flintshire Music Service
- Maintaining levels of 16 year olds in education, employment and training above benchmark position
- Further developing the Youth Engagement and Progression work programme for learners in danger of disengaging through:
  Achievement will be measured through:
  - Delivering and embedding the Families First Programme and Flintshire's Integrated Youth Services Strategy "Delivering Together"
  - Targeting vocational and employability skills
  - Enhancing personal support, including coaching, mentoring and help with transition
  - Realising the benefits of regional European Social Fund programmes
  - Measuring reduction in first time entrance to the youth justice system
  - Improving the number of hours in education, training or employment that young people in the youth justice system can access; and
  - Improving outcomes for targeted groups of vulnerable learners, e.g. Looked After Children and young people exiting the Youth Justice System

- Create a vibrant Youth Council to provide meaningful input from Flintshire young people to our democratic process.
  Achievement will be measured through:
  - Creating a delivery plan for the launch of the young peoples' council by October 2017.

- Developing and implementing a plan for the next phase of Schools Modernisation, through the 21st Century School programme
  Achievement will be measured through:
  - Completing key milestones for in the Schools Modernisation programme

- Maintaining a schedule of repairs and maintenance of school buildings
  Achievement will be measured through:
  - By maintaining an annual repairs and maintenance programme of school buildings through the Council's Capital programme.

5. **Enhance skills to improve employment opportunities by:-**
   - Working with the public, private and voluntary sectors to maximise the number of apprenticeships, traineeships and work experience opportunities
   - Increasing training and apprenticeship opportunities through the Futureworks Flintshire Apprenticeship Academy and major capital programmes
   - Strengthening and cultivating attractive routes into education for the workforce
   - Embedding regional skills strategy for Science, Technology, English and Maths (STEM).
   - Securing schools' active participation in events and activities to promote the development of young people's work-related skills

   Achievement will be measured through:
   - ➢ Improving the local skills base to improve employability and earning prospects through improved qualifications
   - ➢ Reducing the number of 18 – 24 year olds claiming Jobseekers Allowance.

6. **Implementing the Welsh Government pilot of the 30 hour childcare offer by:-**
   - Implementation of the Childcare Pilot project plan from October 2017

   Achievement will be measured through:
   - ➢ Number of registered settings to deliver the 'offer'
   - ➢ Number of children accessing the 'offer'.

7. **Families First Collaborative Programme**
   - Implementation of a Collaborative Families First strategy from 2017 - 2020

   Achievement will be measured through:
   - ➢ Develop a fully Commissioned collaborative Families First
   - ➢ Number of young people accessing the 'offer'.

Risks to manage:
- Those schools who do not recognise their need for improvement and external support
- Leadership capacity does not match school needs
- Impact of Additional Learning Needs reforms
- Local employers and learning providers do not work closely enough to identify and meet the skills based needs of the future
- Sustainability of funding streams.
- Numbers of school places not matching the changing demographics
- Limited funding to address the backlog of known repair and maintenance works in Education & Youth assets

What we mean by:

Regional School Improvement Service (GwE): School Effectiveness and Improvement Service for North Wales, works alongside and on behalf of the Local Authorities to develop excellent schools across the region.

European Social Fund (ESF) Programmes: To increase the employability of local people (aged 25 and over) who have complex barriers to employment.

Core Subject Indicator: Learners achieve the expected level in Mathematics, English or Welsh 1st language and Science.

21st Century Schools: A national programme of funding to improve school buildings and environments.

School Modernisation: The process by which the Local Authority ensures there are a sufficient number of high quality school places, of the right type in the right locations

Youth Justice Service: Aims to prevent children and young people under 18 from offending or re-offending.

Childcare Offer: Welsh Government initiative to offer working parents of 3-4 year olds 30 hours of funded early education and childcare per week (up to 48 weeks of the year).

Priority: Green Council

Sub-Priority: Sustainable Development & Environmental Management

Impacts:
1) **Enhancing the natural environment and promoting access to open and green space.**
2) **Reducing energy consumption and using and developing alternative/renewable energy production.**
3) **Maximising the recovery and recycling of waste.**

This is a priority this year because we need to:

- Address the requirements of the sustainable development principles of the Well-being of Future Generations Act and Environment Bill
- Balance the need for sustainable development with the protection of the natural environment
- Continue to reduce our carbon emissions to meet Welsh Government targets and play our part in helping to address the consequences of climate change.

National Issues:

- Reduction of the Single Environment Grant whilst delivering the priority area of natural resource management
- Reliance on external funding for large scale developments
- Government cap on financial support for solar farms
- Capacity and funding to address flood risks.

What we will do in 2017/18:

1. Improve, protect and enhance the built environment.
   Achievement will be measured through:
   - Adoption of a Local Heritage Strategy.

2. Manage our natural environment and accessible green-space networks to deliver health, well-being and resilience goals.
   Achievement will be measured through:
   - Reviewing rights of way improvement plan
   - Delivering projects set out within the ESD grant application including flood defence, biodiversity duty and greens-pace enhancement
   - Active travel.

3. Maximise the potential of the Council's estate and assets for energy efficiency and renewable energy production, reducing the reliance on fossil fuels.
   Achievement will be measured through:
   - Adoption of a renewable energy delivery plan for the Council's estates and assets
   - Increasing usage of environmentally efficient vehicles
   - Reduction in fuel used (kilowatt hours)
   - Reduction in carbon emissions.

4. Maximise the recovery and recycling of waste with a view to reducing the reliance on landfill.
   Achievement will be measured through:
   - Improving recycling performance
   - Recycling rates per civic amenity site
   - Modernisation of the civic amenity site network.

5. Strengthen regional air quality collaboration to help promote better health and well-being outcomes.
   Achievement will be measured through:
   - Developing a regional strategic approach to the collation of air quality data.

6. Identification of the Local Development Plan preferred strategy.
   Achievement will be measured through:
   - Adoption of the Local Development Plan to support Sustainable Development & Environmental Management.

Risks to manage:
- Reduction of the Single Environment Grant
- Limitations on suitable Council sites with sufficient area for larger scale renewables schemes and suitable connections to the electric grid
- Funding will not be secured for priority flood alleviation schemes
- Customer expectations around the delivery of flood alleviation schemes are not effectively managed
- Lack of holistic air quality data across the region leading to on cost for the Council to manage its own review.

What we mean by:
Well-being of Future Generations Act and Environment Bill: Welsh Government (WG) approaches to managing the country's natural resources.
Single Environment Grant: A WG grant to support integrated delivery of natural resource management, waste and resource efficiency and local environmental quality.
LDP Strategy: Delivering sustainable development in the County from 2017 – 2030.
Local Heritage Strategy: To ensure that the distinct heritage of Flintshire County is fully appreciated and recognised, and enhanced for the overall benefit of the community.
ESD Grant (Environment and Sustainable Development): A Welsh Government grant to support integrated delivery of natural resource management, waste & resource efficiency and local environmental quality.
Civic Amenity Site Network: A network of collection spaces at fixed locations to increase recycling and raise awareness of the positive impact of selective collection.
Single Air Quality Review and Assessment: A strategy which aims to protect people's health and the environment under the provisions of the Environment Act 1995

Priority: Green Council
Sub-Priority: Support and enable safe and sustainable travel services

Impact: Developing the transport infrastructure and employment sites, and transport services, widening access to employment and training sites.

This is a priority this year because we need to:
- Enable people to access key services and link communities across Flintshire
- Minimise congestion and delays on our highway network
- Maximise the benefits of available funding
- Include local transport solutions in the regional Economic Growth Deal bid.

National Policy Issues:
- Uncertainty of future grant funding
- Rail franchise renewal
- Impact of major road and rail infrastructure decisions
- Reductions in bus subsidies
- Outcomes of regional Economic Growth Bid deal

What we will do in 2017/18:
1. Access and use available grant funding to support Council priorities for accessing employment, health, leisure and education.
   Achievement will be measured through:
   - Agreement to and delivery of the Regional Economic Growth Deal bid
   - Submission of successful funding bids to Welsh Government for Local Transport funding including the specific Metro projects
   - Successfully delivering infrastructure schemes funded through the Local Transport Fund
   - Preparing the existing route map and integrated network map for "Active Travel"
   - Securing funding via the Rural and Community Development Fund (community transport)
   - Development of sub-regional and Metro inter-modal transport projects.

2. Prioritise the Council's road infrastructure for repairs and maintenance and implement programmes of work within available funding in order to improve the resilience, efficiency and reliability of the transport network.
   Achievement will be measured through:
   - Monitoring the condition of the highway's infrastructure
   - Undertaking inspections to ensure reinstatements meet the required standards and raise the standard of works undertaken on Flintshire's network.

3. Use available funding to support the Council's priorities to improve road safety on the County's highway network.
   Achievement will be measured through:
   - Delivering Welsh Government funded Grant Aided Safety Schemes to address collision trends and concentration on the road network through the Welsh Government's Grant Aid Programme

- Delivering Welsh Government funded schemes identified as part of Safe Routes in Communities

4. Work closely with the communities to develop innovative and sustainable community based transport schemes.
   Achievement will be measured through:
   - Development of community transport "hubs" within available funding.
   - Developing and supporting community based transport scheme strategies to compliment the core network of bus services

5. Deliver a compliant, safe and integrated transport service.
   Achievement will be measured through:
   - Increasing the number of financially compliant contracts
   - Increasing the number of safety compliant checks.

Risks to manage:
- Sufficient funding to ensure our highways infrastructure remains safe and capable of supporting economic growth
- Sufficient funding will not be found to continue to provide subsidised bus services.
- Supply chain resilience
- Adverse weather conditions on the highway network
- Lack of community support for transport options.

What we mean by:
Infrastructure: Facilities, systems, sites and networks that are necessary for the County to function.
"Active Travel": Walking or cycling as an alternative means to motorised transport for the purpose of making every day journeys.
Community Transport: Passenger transport schemes which are owned and operated by local community groups.
Commercial bus services: Following changes made in the 1980s, the majority of local bus services in Wales are commercially operated by bus companies.
Regional Economic Growth Deal bid: the North Wales Economic Ambition Board proposal to UK and Welsh Governments to create new employment and housing**.**

Priority: Connected Council

Sub-Priority: Developing and Inspiring Resilient Communities

Impact: 1) **Supporting local communities to be resilient and self-supporting.**

2) **Committing to resilient service models to sustain local public services.**

3) **Widening digital access to public services**.

This is a priority this year because we need to:

- Build on what has been completed in 2016/17 with support for local communities. In year two this will concentrate on:

    ➢ Developing the community and social sectors to support local communities to be more self-sufficient

    ➢ Creating alternative delivery models within the community and social sector to sustain valued public services

    ➢ Developing social enterprises, who are able to act for the benefit of local communities and create both employment and economic opportunities

    ➢ Realising social benefits in the community e.g. increasing volunteering and training opportunities for young people; keeping local money in the community.

- Ensuring our Armed Forces Community and their families are recognised for their commitment.

National Policy Issues:

- Lack of support programmes for the development of alternative delivery models
- Role of Town and Community Councils in cooperative working and local governance as detailed in the Local Government Bill 2015
- Strengthening of the social sector to be more commercial and less reliant on grant funding.

What we will do in 2017/18:

1. Build stronger social enterprises with the sector itself leading development of the sector.
   Achievement will be measured through:
    - Develop a strategy to grow existing social enterprises.

2. Grow the capacity of the social enterprise sector and Alternative Delivery Models (ADM's) to become more self-sustaining.
   Achievement will be measured through:
    - Monitoring the level of efficiencies ADMs have supported
    - Establishing two new social enterprises operating in Flintshire through the ADM and Community Asset Transfer Programme
    - Monitoring community benefits delivered by Community Asset Transfers

3. Implement the Digital Strategy and resources to meet future customer needs.
   Achievement will be measured through:
   - Development of an action plan to improve community access to digital services and to raise skill levels
   - Review the Charter between Welsh Government and the Council for digital business to maximise the value of WG support to businesses in the County.

4. Ensuring and delivering community benefits.
   Achievement will be measured through:
   - Establishing a Community Benefits Board with an action plan
   - Commissioning of two Council contracts with specific community benefits that provides the third sector with a competitive edge
   - Monitoring the percentage of community benefit clauses included in new procurement contracts; and
   - Increasing cultural connections.

5. Enabling the third sector to maximise their contribution.
   Achievement will be measured through:
   - Increasing the number of volunteering placements.

6. Getting Flintshire active through partnership objectives via the Public Services Board.
   Achievement will be measured through:
   - Increasing participation in activities that contribute to physical and mental well-being including libraries, theatre and countryside
   - Increasing community assets
   - Identity and equality of participation.

7. Ensure our Armed Forces Community and their families are not disadvantaged when accessing Council Services.
   Achievement will be measured through:
   - Revising portfolio policies to reflect the ambitions of the Armed Forces Covenant
   - Achieving Silver status for our Employee Recognition Scheme
   - Optimising the value of the regional grant monies to support a 2 year programme.

Risks to manage:
- The capacity and appetite of the community and social sectors
- The willingness of the workforce and Trade Unions to embrace change
- Market conditions which the new alternative delivery models face
- Limitations on public funding to subsidise alternative models
- Procurement regulations stifling our ability to develop local community and third sector markets
- Newly established Social Enterprises and Community Asset Transfers failing in their early stages of development.

What we mean by:

Social Enterprise: Businesses with primarily social objectives whose surpluses are mainly reinvested for that purpose in the business or community.

Community Benefit Clauses: Benefits to local communities from major procurements e.g. training and employment opportunities, community facilities.

Alternative Delivery Models (ADMs): New approaches to service delivery designed to sustain important services and meet future need.

Community Asset Transfers (CAT): The leasehold transfer of a Flintshire County Council asset to an organisation with a social purpose who plans to use it for the benefit of the local community.

Priority: Serving Council

Sub-Priority: Improving Resource Management

Impacts: 1) Continuing to be a high performing and innovative public sector organisation with social values.

2) Providing high quality, accessible, responsive and cost effective public services.

This is a priority this year because we need to:
- Manage with reducing resources
- Continue to aim high despite reduced financial and people resources
- Make the best use of our capability and capacity in challenging times
- Have the right buildings in the right places for the right uses
- Make our money go further through smarter purchasing
- Achieve the highest possible standards of customer services.

National Policy Issues:
- Reduction in capital investment and resources
- Ongoing austerity policies
- Non-funding of new legislative and policy commitments.

What we will do in 2017/18:
1. Develop and implement a renewed five year financial plan that reflects anticipated funding, costs and efficiencies to support strategic decision making over the life of the new council.
    Achievement will be measured through:
    - Increasing achievement rate of the budgeted efficiency targets to 95%
    - Revising our plan to meet the relevant funding gap for 2017-2022
    - Matching our priorities with revenue and capital investment
    - Ensure sustainable business plans for service portfolios
    - Develop a range of operational financial performance indicators.

2. Through the People Strategy we aim to operate effectively as a smaller organisation.
    Achievement will be measured through:
    - Improving attendance
    - Attainment of attendance and appraisal targets
    - Increasing the number of managers and employees attending and accessing stress related / management programmes
    - Percentage of employees who have secured employment following completion of apprenticeship training
    - A single consolidated workforce plan and supporting action plan.

3. Maximise benefits from spending power through optimised purchasing efficiencies by exploiting technology and making efficient use of local, regional and national procurement arrangements.
    Achievement will be measured through:

- % of goods, services and works procured through purchasing arrangements established by the National Procurement Service (NPS)
- % of Council spend with Welsh businesses
- % of Council spend with Flintshire businesses.

4. Develop and deliver a programme of activity to support local businesses, increasing their capacity and competency to respond to Council contracts.
   Achievement will be measured through:
   - Development of a programme to support local businesses
   - Developing and delivering training and support to improve the inclusion of community benefits in Council contracts
   - Developing a system to record and monitor Community Benefits centrally.

5. Delivery of key annualised objectives from the Digital Strategy and Customer Strategies.
   Achievement will be measured through:
   - Increasing the number of services available online and via the Flintshire App
   - Increasing the take-up of online services
   - Responding to customer feedback ensuring information is accessed at first point of contact online
   - Development of action plans to deliver the Digital Strategy
   - Deliver agreed actions from the Digital Strategy for 2017/18.

6. Delivery of key annual objectives from the Capital and Asset Management Strategy.
   Achievement will be measured through:
   - Critically challenging our current estate, continue with the programme of asset rationalisation, ensuring that assets retained are effective, efficient and sustainable to deliver services
   - Identifying and considering options available to fund capital expenditure that minimise the ongoing revenue implications of historic capital expenditure and of any new investments
   - Establishing effective arrangements for managing capital projects including assessment of outcomes and achievement of value for money.

Risks to manage:
- The scale of the financial challenge
- The capacity and capability of the organisation to implement necessary changes.

What we mean by:
Procurement Collaborations: Ways of purchasing goods and services within agreed terms and conditions.
NPS – National Procurement Service: Welsh Government sponsored organisation established to procure common and repetitive spend across public sector organisations in Wales.
Flintshire App: ios and android application to enable contact with FCC and find out about available services
Community Benefits: Benefits to the local community through delivery of Alternative Delivery Models and procurement of services and works.

Statement of Responsibility

On-going review about the Council's priorities and this plan is available through our website where feedback forms are available for the public, our partners, our workforce and businesses. We would like to know what you think about our priorities and those for the future. We would value your feedback and hope that you can spend a few minutes to tell us what you think.

In the meantime our contacts for any initial observations are:

Corporate Business and Communications Team:
Tel: 01352 701457
Email: Christopher.x.phillips@flintshire.gov.uk

Mae'r dudalen hon yn wag yn bwrpasol

CYNGOR
Sir y Fflint
Flintshire
COUNTY COUNCIL

CABINET	

Date of Meeting	Tuesday, 18th July 2017
Report Subject	Medium Term Financial Strategy 2018/19
Cabinet Member	Leader of the Council and Cabinet Member for Finance
Report Author	Corporate Finance Manager and Chief Executive
Type of Report	Strategic

EXECUTIVE SUMMARY

This report sets out the financial forecast for 2018/19 as part of the refresh of the Medium Term Financial Strategy (MTFS). The MTFS was last updated in late 2016 and this is the first report to Cabinet which contributes to a review of the MTFS for re-approval and re-publication. This will be followed by further work on forecasting the financial position for future years with the aim to develop an MTFS which forecasts the position of the Council up until 2022 (the term of this Council).

The original forecast for the 2018/19 financial year, the third and final year of the current MTFS, set a likely 'gap' between the total spending requirement, and anticipated income, of £6.2m. When discounting any modelling for a Council Tax increase this forecast gap would stand at £8.5m as a true figure.

This forecast has been revised and updated following the decisions made as part of the 2017/18 budget, receipt of updated information on national, local and workforce pressures, and updated forecasts on inflation.

The revised forecast as detailed in this report shows a projected "gap" of £11.7m prior to any modelling for an increase in Council Tax.

A full budget setting process and timetable will be published by the Cabinet shortly. The re-adoption of the MTFS is an important first step in the annual budget setting process.

RECOMMENDATIONS	
1	Cabinet adopts the framework for the revision of the Medium Term Financial Strategy 2018/19 and accepts the forecast as the first stage.

REPORT DETAILS

1.00	**MEDIUM TERM FINANCIAL STRATEGY FORECAST 2018/19**
1.01	The Council has set a cycle of reviewing its Medium Term Financial Strategy (MTFS) on an annual basis. This initial report gives the first detailed overview of the financial forecast for 2018/19 with further work on forecasting up until 2022 to follow. This will give Members the opportunity to consider the financial position and potential solutions at an early opportunity prior to moving into the annual budget process.
1.02	**Refreshing the Financial Forecast** The original forecast for the 2018/19 financial year, which was published last Autumn, set a likely 'gap' between the total spending requirement, and anticipated income, of £6.2m. Excluding any modelling for an increase in Council Tax this "gap" stands at £8.5m as a true figure. This forecast has been revised to take into account decisions made as part of the 2017/18 budget and updated with the latest information on pressures from service portfolios. The key variable within the forecast will be the eventual local government financial settlement for 2018/19, which at present is assumed at the same level as 2017/18 though this would be reviewed when further information emerges on potential funding scenarios. At present, no modelling has been included for local Council Tax levels.
1.03	A first iteration of a revised forecast for 2018/19 is shown in Table 1 below.
1.04	**Table 1: Financial Forecast 2018/19** <table><tr><td></td><td>**2018/19**</td></tr><tr><td>**Expenditure**</td><td>**£m**</td></tr><tr><td>National Pressures</td><td>1.0</td></tr><tr><td>Local Pressures</td><td>6.5</td></tr><tr><td>Inflation</td><td>2.9</td></tr><tr><td>Workforce Pressures</td><td>1.3</td></tr><tr><td>**Projected Gap**</td><td>**11.7**</td></tr></table> This table groups the pressures into National, Local, Inflation and Workforce pressures and further details are included in the following sections. Pressures are supported by full method statements and this year. Internal Audit will be selecting a sample to review the financial robustness to provide a further level of assurance on the pressures included in this year's forecast.
1.05	**National Pressures** These pressures have arisen from national policy set outside of the Council's control. The largest of these pressures is the Apprenticeship Levy (£0.699m) which was met from reserves in 2017/18 on a one off basis but now needs to be built into the budget on a recurring basis as it will need to be funded each year.

1.06	**Local Pressures** This group of pressures are local to Flintshire and the services it provides. The main pressures are detailed in 1.07 and 1.08.
1.07	**Social Care Pressures** 1. Transition to adulthood - £0.700m which is an estimate based on support for known new service users moving through from Children's to Adult services. 2. Independent Sector Fee increase - £2.021m which is based on a potential increase in fees to support the sector which provides both domiciliary and residential support for Flintshire residents. 3. Flint Extra Care - £0.420m for the revenue cost of the new Extra Care facility which is due to open early 2018. 4. Autism Spectrum disorder (ASD) - £0.300m pressure as a result of the change in eligibility due to the Social Services and Wellbeing Act. 5. Supporting People - £0.387m pressure as a result in the change in eligibility criteria of the Supporting People grant which supports direct care to individuals across various services. Social Care Pressures total £3.828m.
1.08	**Repayment of Reserves** As part of the strategy for balancing the 2017/18 budget one off reserves of £1.646m were used to avoid (1) any further increase in Council Tax over and above the level of 3% and (2) further service changes or reductions over and above those approved as part of Business Planning proposals. As reserves are one off funding only this cost will need to be met on a recurring basis from 2018/19.
1.09	**Other Local Pressures** Of the remaining local pressures the shortfall in levels of planning fee income, and an increase in the level of amount required to fund the Council's borrowing due to the change in the Minimum Revenue Provision (MRP) policy agreed as part of the 2017/18 budget, are the principal ones.
1.10	**Inflation** The current forecast includes projections for increases in inflation as follows: 1. Pay – includes an increase of 1% on current budgets. Any increase above the 1% which might be negotiated at a national level would have a significant impact on the current "gap". 2. Price inflation – included on a critical service need only basis with £0.170m currently included for specific pressures. 3. Food – includes an increase of 5% on current budgets due to latest indications from our suppliers. 4. Fuel – includes an increase of 5% on current budgets to reflect recent increases and current forecasts. 5. Energy – includes increases in energy which range from 2% for fuel oil, to 11% for electricity to 16% for street lighting. Gas is forecast to

| | increase by 30% which has been confirmed by our supplier and is also referenced within the most recent Bank of England Inflation report.

The recent report from the Bank of England (May 2017) noted that it is likely that overall price inflation will increase to 2.8% in quarter 4 but is likely to ease back over the next 2-3 years and remain at 2%.

The position on inflation remains unpredictable in the current economic and political climate   The forecast is subject to further review. |
|---|---|
| 1.11 | **Workforce Pressures**
This group of pressures include the second year impact of the triennial actuarial review of the pension fund, the remaining pressure of the estimated impact of Auto Enrolment of employees into the Pension Fund, additional workforce pressures from the remaining pay increments to be allocated following the Single Status Agreement, and other workforce pressures which have emerged through grading appeals/maintenance and service reviews. Work is ongoing in this area. |
| 1.12 | **Further Risks Identified**
As part of the ongoing review of financial pressures there are some areas which are to be kept under review. These are set out below: |
| 1.13 | Homelessness – there are several pressures which might affect the Homelessness service due to the roll out of Universal Credit:-

1. Increasing demand and limiting options which may lead to an increase in the number of individuals placed in temporary accommodation;
2. There is a risk that there could be a reduction in the homeless prevention funding from Welsh Government. In 2017/18 we received £130,000 of transitional funding to cover the cost of the new legislation. This could end in 2018/19. |
| 1.14 | Social Services and Wellbeing Act – some of the impacts of the Act have already been identified in 1.07 above. Others are difficult to quantify at this stage and are being kept under review. |
| 1.15 | Out of County Placements continue to be an area of volatility often due to the decisions of the Courts. Current levels of placements indicate that the potential pressure could range between £0.200m to £0.828m. This is the level of overspend shown in the outturn report for 2016/17. |
| 1.16 | Ongoing Intermediate Care Fund (ICF) availability is a risk that will need to be monitored throughout the year. The Council receives £1.261m of ICF funding in 2017/18. |
| 1.17 | Potential pressures within Education and Youth which could arise from School Modernisation, Additional Learning Needs (ALN) and continuation of the Early Year family support grant. At this stage we cannot quantify the impact. |

1.18	**Emerging Issues from the Interim 2017/18 Monitoring Report**
	Monitoring of the 2017/18 revenue budget has just commenced and the first high level report of major variances is also being considered by Cabinet as part of this meeting. This has identified a number of variations both positive and negative which, if nothing else changes, would have to be considered as revisions to the financial forecast. These are detailed in 1.19. These variances will require further review to ensure they receive the same level of scrutiny and challenge as the pressures currently included in the forecast.
1.19	**Table 2 - Potential Impacts on 2018/19 identified in interim 2017/18 revenue monitoring report**

Positive impacts	Note	£m
CTRS - Reduction in demand	(1)	(0.250)
ICF - Continuation of funding	(2)	(0.500)
Social Care additional funding	(3)	(0.865)
Care Fees	(4)	(0.514)
Total Positive Impacts		**(2.129)**

1. Current demand on the CTRS is projecting an underspend in 2017/18. This is subject to change if the local economy were to decline.

2. Continuation of ICF funding to provide support to the Independent Sector is anticipated, however this is subject to annual review and may change.

3. The announcement of additional funding for Social Care was confirmed as an additional grant in 2017/18, however the figure is yet to be confirmed. This allocation will become part of the Revenue Support Grant in 2018/19 and details of the overall impact on the level of funding will need to be kept under review.

4. An in-year saving as increases in fees to the Independent Sector were contained within budget provision. There will be a recurring efficiency of £0.514m in 2018/19.

Negative Impacts Note	£m
Markets Income (1)	0.054
Transport Operator Issue (2)	0.675
ESD Grant (3)	0.111
Gas Engine Income (4)	0.200
Shared Specialist Plant (5)	0.050
Motor Insurance Premium (6)	0.100
Street Lighting (7)	0.131

Bus Subsidy Efficiency (8)	0.205
County Hall Parking (9)	0.080
School Transport (10)	0.200
Supplier Charging (11)	0.116
Human Resources Services (12)	0.162
CRB Checks (13)	0.080
Total Negative Impact	**2.164**

Notes:

1. Reduction in Market income has led to a shortfall in 2017/18 which if it continues will lead to a pressure in 2018/19.
2. Additional transport costs due to contractor ceasing trading.
3. In year reduction of grant in 2017/18 with recurring impact in 2018/19.
4. Further reduction in income levels projected in 2017/18 which may be recurring if market not recovered.
5. Lack of engagement from neighbouring authorities to share specialist plant has led to the non-achievement of this efficiency in 2017/18.
6. Above inflation increase in Motor Insurance Premium.
7. In year increase of 16% on street lighting with recurring impact on 2018/19.
8. Unachievable efficiency due to local decision.
9. Lower than anticipated efficiency due on parking permits.
10. Additional transport costs due to relocation of pupils.
11. Efficiency for charging suppliers for use of payment portal now not achievable.
12. Anticipated efficiency lower than projected leading to shortfall.
13. Potential pressure relating to CRB checks.

1.20	**Although there are a number of potential variances occurring in 2017/18 that could potentially impact on the 2018/19 budget, they are broadly cost neutral in total and are not included in the forecast at this stage. Further detailed work will be undertaken and only included once confirmed as recurring or where they cannot be mitigated by other means.**
1.21	**Working with Welsh Government** We also continue to work nationally with Welsh Government on the following areas:- • medium term financial planning at national level • sufficient and sustainable levels of Revenue Support Grant • reform of specific grants and retention of sufficient current grant funding levels to maintain services • relaxing charging levels for services such as domiciliary care • full funding of welfare schemes such as the Council Tax Reduction Scheme • meeting cost pressures of national legislative and public demand in key services such as social care

| 1.22 | Flintshire, as a low funded council per capita, has made the case that it is particularly exposed to the impacts of the significant annualised reductions in public sector funding to meet current and new cost burdens. The risks to Council performance posed by the financial position will continue to be set out to Government Ministers. |

2.00	**Budget Process 2018-19**
2.01	As part of the revision of the Medium Term Financial Strategy, the Council should begin to build its budget proposals for 2018/19.
2.02	Based on the initial forecast, the budget 'gap' for 2018/19 will be £11.7m. There are also a number of known and emerging risks that will need to be carefully considered as set out in paragraphs 1.12 - 1.17 of the report.
2.03	At present business plan proposals are in development.
2.04	A full budget setting process and timetable will be published by the Cabinet shortly. The re-adoption of the MTFS and endorsement of the proposals within the portfolio business plans will be an important first step in the annual budget process.
2.05	As part of good practice the Council has adopted a range of key performance indicators (KPIs) to help measure performance in financial management; these will be reported upon throughout the year as appropriate as part of regular monitoring reports. Details are appended.
2.06	Regular updates will be provided to members on the MTFS and Budget 2018/19 and a member workshop has been arranged for later this afternoon to provide an opportunity for members to gain a better understanding of the financial challenges and some of the ways in which the Council will need to address these challenges.

3.00	**RESOURCE IMPLICATIONS**
3.01	The resource implications are significant. The Medium Term Financial Strategy will continue to carry many risks. Careful risk assessment in planning and decision-making will continue to be a central feature of review and debate.

4.00	CONSULTATIONS REQUIRED / CARRIED OUT
4.01	Consultation with Group Leaders, Overview and Scrutiny Committees, external partners, external advisors and representative bodies, and eventually the communities of Flintshire will follow. The strategic approach advocated for the MTFS builds on the current approach which had majority member and public support in planning the previous 2 years annual budget process.

5.00	RISK MANAGEMENT
5.01	All parts of the financial forecast, all budget solutions are risk assessed stage by stage. An overall risk assessment and risk management statement will be produced both for the revised MTFS and the draft annual budget for 2018/19. In particular, the position regarding inflation is likely to remain volatile as the country moves through its Brexit negotiations. Progress and the effects of this will be monitored so that future financial analysis reflects the impacts.

6.00	APPENDICES
6.01	Appendix 1 – MTFS KPIs

7.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
7.01	**Contact Officers:** Colin Everett and Gary Ferguson **Telephone:** 01352 702101 **E-mail:** gary.ferguson@flintshire.gov.uk

8.00	GLOSSARY OF TERMS
8.01	**Medium Term Financial Strategy (MTFS):** a written strategy which gives a forecast of the financial resources which will be available to a Council for a given period, and sets out plans for how best to deploy those resources to meet its priorities, duties and obligations. **Revenue Support Grant:** the annual amount of money the Council receives from Welsh Government to fund what it does alongside the Council Tax and other income the Council raises locally. Councils can decide how to use this grant across services although their freedom to allocate according to local choice can be limited by guidelines set by Government. **Specific Grants**: An award of funding from a grant provider (e.g. Welsh Government) which must be used for a pre-defined purpose. **Office of Budget Responsibility**: created in 2010 to provide independent and authoritative analysis of the UK public finances.

Institute of Fiscal Studies: formed in 1969 and established as an independent research institute with the principal aim of informing public debate on economics in order to promote the development of effective fiscal policy.

Independent Commission on Local Government Finance in Wales: established to examine how local government funding can be made more sustainable with a view to providing specific recommendations for improvement and reform.

Welsh Local Government Association: the representative body for unitary councils, fire and rescue authorities and national parks authorities in Wales.

Mae'r dudalen hon yn wag yn bwrpasol

Medium Term Financial Strategy – KPIs

Financial Planning

1. The % to which the forecast funding needs of the Council are met through financial planning (to be expressed year on year for the 3 year MTFS period

Target = 100% (reflecting balanced budget)

2. The variance in the cost of forecast and actual local cost pressures (to be expressed overall and by portfolio as out-turn figures)

Target = based on Budget monitoring position

Efficiency Planning

3. The % of planned efficiencies achieved (to be expressed as both a percentage and value and on an annual basis)

Target = 95%

Annual Budget Management

4. The variance between the budget out-turn and the budget set (to be expressed overall and by portfolio)

Target = +/- 0.5% (£1.26m for 2016/17)

Reserves and Balances

5. Reserves as % of Gross Revenue Expenditure – measures the level of funds retained for future plans and unforeseen expenditure (also National PI).

Earmarked Reserves – Average in Wales 2015/16 was 12% (FCC 7.9%)

Unearmarked Reserves – Average in Wales is 3%

Income and Debt Management

6. The % of Council Tax collected (to be expressed as an annual figure)

Target = 99%

7. The % of income collected compared with the net budget (to be expressed as a percentage and as a financial value)

Target = 95% of the set additional income target for the financial year

8. The % of debt recovered (to be expressed as a percentage and as a financial value)

Target = 75% (ytd is 69% and last year 73%)

Treasury Management

9. The rate of return achieved on investments (to be expressed as a percentage and as a financial value)

Target = 0.40% and £100k

Capital Management

10. The % of the aspirational capital programme which is funded (to be expressed as a percentage and as a financial value)

11. The % of major capital projects which are completed a) on time and b) on budget.

Target = Tolerance level of 5%

Further consideration on practicalities and information held required

Housing Revenue Account

12. The rate of return achieved (to be expressed as a percentage and as a financial value against a range target)

Target = 3%

**CYNGOR
Sir y Fflint
Flintshire
COUNTY COUNCIL**

CABINET	

Date of Meeting	Tuesday, 18th July 2017
Report Subject	Welsh Language Annual Report 2016/17
Cabinet Member	Cabinet Member for Corporate Management and Assets
Report Author	Chief Executive
Type of Report	Strategic

EXECUTIVE SUMMARY

The Council has a statutory duty to publish an annual report setting out how it has met the Welsh Language Standards (WLS). The WLS with which the Council has to comply are set out in a Compliance Notice, these Notices are unique to each organisation and specify what the organisations are expected to do and deliver in Welsh and by when they are required to comply.

This report provides an overview of the Welsh Language Annual Report, progress being made to comply with the Standards and identifies areas for improvement.

Flintshire County Council's Annual Monitoring Report 2016/17 is attached as an Appendix. This is the Council's second report on meeting the requirements of the Welsh Language Standards. It includes data specified in the Compliance Notice and actions that have been taken to meet the Standards.

RECOMMENDATIONS	
1	To agree the Welsh Language Annual Monitoring report for the period 2016/17, attached as an Appendix.
2	Note progress being made to implement the Welsh Language Standards and areas for improvement.

REPORT DETAILS

1.00	**EXPLAINING THE WELSH LANGUAGE ANNUAL REPORT**
1.01	The Welsh Language Measure (Wales) Measure 2011 enables the Welsh Ministers to specify Standards relating to the Welsh language. The aim of the Standards is to continue and develop the work of the former Welsh Language Schemes: • improving the services Welsh speakers can expect to receive from organisations in Welsh • increasing the use people make of Welsh language services • making it clear to organisations what they need to do in terms of the Welsh language • ensuring that there is an appropriate degree of consistency in terms of the duties placed on bodies in the same sectors.
1.02	The Welsh Language Commissioner (WLC) served Compliance Notices on each of the 22 local authorities in Wales in September 2015 identifying the Standards with which they must comply. The first set of Standards needed to be met by 30 March 2016. Compliance Notices are unique to each organisation reflecting the linguistic profile of the local community and organisational capacity to meet the Standards. The WLC has the powers to investigate and take action against those organisations who fail to comply with the Standards. This includes imposing financial penalties for non-compliance.
1.03	The Compliance Notice for Flintshire County Council sets out 171 Standards; the majority of the Standards are consistent with the commitments in the Council's former Welsh Language Scheme.
1.04	The Council is required to publish a Welsh Language Annual Report to meet the requirements of the Welsh Language Standards (Standards 158, 164 and 170). The report must include: • The number of employees who have Welsh language skills • The number and % of employees who attended training through the medium of Welsh • The number of posts advertised as : o Welsh essential o Welsh desirable o Welsh skills not necessary o Requirement to learn Welsh • The number of complaints received relating to compliance with the Operational Standards, Policy Making Standards and Service Delivery Standards • Information on how the Council has complied with the Standards. Progress against these requirements is covered in the next paragraph.

1.05	**Progress and areas for improvement**
	• Social Services are implementing the "More than Just Words Framework" which places them in a stable position to comply with the Standards and deliver bilingual services.
	• The Welsh in Education Strategic Plan is being updated and is an important strategy for increasing the number of pupils learning through the medium of Welsh and, over time, the pool of potential Welsh speaking employees.
	• As at 31st March 2017, just over 82% of employees have completed the Welsh language skills audit, compared to 40% on March 31st 2016. Completion of the audit provides baseline data to inform a strategy for managers to plan how they will deliver bilingual services. Further initiatives to increase the response rate to the audit will be introduced over the next 12 months.
	• The results of the Welsh language skills audit show that less than 4% of employees are fluent Welsh speakers and approximately 37% employees have no Welsh skills. This profile will need to develop over time to increase the number of Welsh speaking employees and reduce the number of employees without any knowledge of the Welsh language. This will support the Council to deliver bilingual services and meet the needs of Welsh speaking customers.
	• An increased number of employees are attending Welsh language training compared to 2015/16, however it can take up to seven years before a Welsh learner becomes fluent. Welsh Government are working with adult education providers to modernise Welsh for Workplace training.
	• HR are also reviewing the recruitment and selection processes to attract more Welsh speaking job applicants, including advertising jobs in Welsh media.
	• An increase in the number of employees completing the Welsh language awareness training is encouraged (available on Flintshire Academi at Learning Pool). This aims to show the link between Welsh language, good customer care and high quality services. It is a valuable aid to support employees in understanding why offering Welsh language services should be embedded in how we work.
1.06	There have been 16 complaints relating to Welsh language during 2016/17 compared to three complaints during 2015/16. They related to potential breaches of 17 Standards and concerned:
	• failure to offer an education course through the medium of Welsh • misspelling on signs – (three complaints) • information - signage, posters and forms - available in English only (five complaints) • correspondence- English only correspondence (three complaints) • website and social media – (two complaints) • self- service machines not being available in Welsh • telephony- time taken to respond to callers ringing Welsh telephone lines
	Of these, nine complaints were investigated by the Welsh Language Commissioner, with a further two currently being investigated. The

	Commissioner has found the Council to be in breach of eight Standards and has chosen not to fine the Council but has served enforcement notices and made one recommendation to include S4C as a TV channel choice within Deeside Leisure Centre.
1.07	A series of "workforce news" items, including Frequently Asked Questions, were circulated to assist managers and employees awareness of the changes and the new Standards. A page dedicated to the Standards is on the intranet with resources to support employees. Further "workforce news" items and initiatives to raise awareness are planned to remind employees of the Standards with which they should be already complying.
1.08	The Welsh Language Standards require the Council to produce two new documents: i) a five year Welsh Language Promotion Strategy. The purpose of the Welsh Language Promotion Strategy is to raise the visibility and profile of the Welsh language and maintain or increase the number of Welsh speakers in the county. The strategy will be closely linked with the Welsh in Education Strategic Plan. ii) and a policy for Welsh in the Workplace. Both policy documents are in preparation and will be presented to Cabinet for approval in the autumn.
1.09	To ensure that the reporting timeframe for the Welsh Language Annual Report can be met, a limited number of specific actions and measures will be developed around completion of the Welsh language skills audit and incorporated into CAMMS (the Council's integrated performance management system). This will facilitate effective and efficient reporting for services in the future.

2.00	RESOURCE IMPLICATIONS
2.01	It is difficult to estimate the full financial cost of implementing the Standards. There will be an increased use of interpretation and translation services to meet many of the Standards and meet the needs of Welsh speaking customers and employees. Non - compliance with individual Standards may result in the Commissioner imposing financial penalties on the Council. Continual breaches by services may have a significant cumulative financial impact on the Council.
2.02	There are training implications for employees. Both Welsh language skills training and Welsh language awareness training is provided. The numbers accessing Welsh language awareness training needs to be increased. Managers need to ensure that employees comply with the Standards and are aware of their responsibilities.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Key officers throughout the Council have been asked to contribute to the annual report.

4.00	RISK MANAGEMENT
4.01	Meeting the Standards will promote equality for Welsh speakers in service delivery and for Council Welsh speaking employees. They will ensure that the Council considers the impact of policies and decisions on both Welsh speakers and the Welsh language to promote positive impact and eliminate/reduce negative impact. Actions are being taken as described in the body of the report to ensure that awareness of the Standards and their compliance is supported.

5.00	APPENDICES
5.01	Welsh Language Annual Report 2016/17.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	**Compliance Notice** **Contact Officer:** Fiona Mocko, Strategic Policy Advisor **Telephone:** 01352 702122 **E-mail:** **fiona.mocko@**flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	**CAMMS:** an integrated planning, risk management and programme/project management and reporting system. **Compliance Notice:** specifies the exact standards that each organisation should have to comply with and also the date by which they are required to comply with a standard. **Flintshire Academi:** Flintshire County Council's learning and development intranet pages. **Learning Pool:** web based e-learning management resource which hosts the Council's e-learning modules. **More Than Just Words Framework:** Welsh Government Framework to strengthen Welsh language services in health, social services and social

care.

Welsh In Education Strategic Plan: the Council's plan setting out how it will support, expand and promote Welsh-medium education within the whole community, increasing the number and percentage of pupils receiving Welsh-medium education in compliance with the Welsh Government's 'Welsh-Medium Education Strategy' of developing learners who are fully bilingual.

Welsh Language Measure: Welsh Language (Wales) Measure 2011: confirms the official status of Welsh, creates a new system of placing duties on bodies to provide services through the medium of Welsh and creating the post of Language Commissioner with enforcement powers.

Welsh Language Scheme: previous policy stating the Council's commitment to the Welsh language, this includes an action plan setting out how it plans to deliver bilingual services. The Standards have replaced Schemes.

Welsh Language Standards: specific standards of conduct in relation to the Welsh language.

Flintshire County Council

Welsh Language Annual Report

2016/2017

Monitoring Report 2016- 2017

Executive Summary

Executive Summary

The Welsh Language Standards came into force on 30 March 2016 and the Council was required to comply with 146 Standards by this date. Further Standards came into force at a later date. Many of the Standards that apply to the Council reflect the commitments in our previous Welsh Language Scheme and reflect our existing practice and commitments to Welsh language. This is the second Welsh Language Annual Monitoring Report, and covers the period April 2016 to March 2017, the first year of the implementation of the Standards. It shows actions we have been taking to comply with the Standards and includes data we are required to publish.

We welcome the Welsh Standards and the opportunities that they bring to increase the provision of Welsh medium services and the rights they offer to the public and employees. Throughout Wales this will increase the visibility and audibility of the Welsh language. We are proud to have hosted the Urdd Eisteddfod in Flint during May/June 2016 and supported Menter Iaith Sir y Fflint to celebrate St David's day in Flint Town in March 2017, building on the legacy of the Urdd Eisteddfod.

The Council believes that respecting and meeting the language needs and preferences of our customers is central to good and effective customer care. We provide services to the most vulnerable people in our communities, where being able to access services in an individual's first language is particularly important.

We recognise that we are making progress but there are still improvements to be made. We will strengthen the links between Welsh language and the Council's Improvement Plan to contribute towards mainstreaming Welsh language throughout the Council's functions. The implementation of a new performance management system, CAMMS, and the incorporation of impact assessments within this system will contribute to effective monitoring of implementation of the new Welsh Language Standards.

The Council is working towards the implementation of the Well-being of Future Generations (Wales) Act 2015; our commitment Welsh language will be reflected in the Well-being objectives and action plan.

Colin Everett   Councillor Billy Mullin
Chief Executive   Cabinet Member for Corporate
                                                    Management

Welsh Language Standards Annual Monitoring Report 2016-17

1.   Introduction

1.1   Flintshire County Council has adopted the principle that in the conduct of public business and the administration of justice in Wales it will treat the Welsh and English languages on a basis of equality. The introduction of the Welsh Language Standards builds on this commitment.

1.2   The aim of the Standards is to

   ➢ improve the services Welsh speakers can expect to receive from organisations in Welsh

   ➢ increase the use people make of Welsh language services

   ➢ make it clear to organisations what they need to do in terms of the Welsh language

   ➢ ensure that there is an appropriate degree of consistency in terms of the duties placed on bodies in the same sectors

1.3   The Welsh Language Commissioner (WLC) served Compliance Notices on the Council identifying the 171 Standards to which we must comply. Compliance Notices are unique to each organisation reflecting the linguistic profile of the local community and organisational capacity to meet the Standards. The WLC has the powers to investigate and take action against those organisations who fail to comply with the Standards. This includes imposing financial penalties for non-compliance.

1.4   The Council is required to publish an annual report by 30 June as set out in the Standards 158, 164 and 170. The full list of Standards with which we are required to comply is available here. We will also report annually to the Council's Cabinet on performance in relation to the Standards.
This report focuses on the period 1st April 2016 to 31st March 2017; this is the first annual report on the implementation of the Welsh Language Standards.

1.5   We have published a list of actions we have taken to comply with the Standards on our website.

1.6   The Chief Executive has overall responsibility for ensuring compliance with the Standards.

2.   Compliance with Service Delivery Standards

2.1   To ensure that all employees are aware of the Service Delivery Standards we have been circulating information to managers and employees on a regular basis. Managers were asked to ensure their Services were compliant.

2.2   Specific guidance has been issued to employees for:
   ➢ Arranging meetings and events

- ➤ Corporate Branding
- ➤ Consultation and research
- ➤ Dealing with telephone calls
- ➤ Dealing with correspondence
- ➤ Producing documents, certificates for the public
- ➤ Public address systems
- ➤ Reception services
- ➤ Signage
- ➤ Social media, websites, self - service machines
- ➤ Tenders and contracts
- ➤ Using Welsh at work

2.3   Standard statements offering customers the opportunity to correspond in Welsh have been provided to employees, these are included on letter heads and documents. A standard statement welcoming correspondence in Welsh has now been included as a footer in all emails which are sent externally.

2.4   Iaith Gwaith posters are on display in all reception areas, Welsh speaking employees and Welsh learners wear the Iaith Gwaith lanyards and/or badges. New employees who are Welsh speaking or Welsh learners are asked about their skill level when they have their photographs taken for their ID Identification) cards. Welsh speakers and Welsh learners will then be provided with Iaith Gwaith badges and lanyards.

2.5   The Council's website, Apps and self-service machines are bilingual as is the Council's Twitter page. The Council's Social Media Policy includes a requirement to comply with the Welsh Language Standards.

2.6   Members of the public who apply for courses run by the Council will be asked their preferred language (Welsh or English) to assess the need for lessons to be provided through the medium of Welsh. Swimming lessons are already available through the medium of Welsh.

2.7   The Council's Contract Procedure Rules incorporates the Welsh Language Standards, this reminds commissioning officers of what they need to do to ensure compliance with the Standards.

2.8   A Complaints Procedure is already in place. Complaints about Welsh language are set out in section six.

2.9   A Welsh language delegated leads network, with membership comprising representatives from each of the Council's portfolios, has been established. The aim of this group is to champion Welsh language across the Council, promote the use of Welsh by employees, share good practice within their service and contribute to initiatives to increase the use of Welsh.

2.10   We have developed a Welsh in the Workplace policy to increase the visibility and audibility of Welsh at work, encouraging employees to use Welsh with colleagues as well as with customers.

3. Compliance with Policy Making Standards

3.1   The equality impact assessment toolkit has been reviewed and amended to include Welsh language. Work is currently in progress to incorporate this within the corporate performance management system. This will ensure that progress to completing integrated impact assessments can be monitored more effectively.

3.2   Training will be provided to elected members and employees on completing integrated impact assessments. This is supported by an e-learning module.

3.3   Menter Iaith Sir Y Fflint attend the Equality Impact Assessment Stakeholder Group in which representatives of people with protected characteristics and Welsh speakers contribute to equality impact assessments as they are being undertaken.

3.4   Guidance on consultation and research, including Welsh language is available on the intranet. This has been promoted to employees as has the requirement to comply with the Policy Making Standards.

4. Compliance with Operational Standards

4.1   The front page of the Council's intranet is now available in Welsh, and employees are welcomed by the splash page to view the front page in either English or Welsh.

4.2   Employees and managers have been informed of the Operational Standards and the rights of employees.

4.3   Everyone has been informed of their rights to receive personally addressed business through the medium of Welsh. This information is recorded on iTrent (human resource management system) and by managers.

4.4   Cysgliad (Welsh grammar, spellchecker and dictionary) is available for employees.

4.5   Resources to support Welsh learners and Welsh speakers are available on the intranet.

4.6   Instructions on how to set up Iaith Gwaith on email signatures, bilingual email addresses and bilingual out of office messages have been circulated to employees.

4.7   The Induction checklist includes the Welsh Language Standards and prompts managers to ensure that employees:
  - complete the Welsh language skills assessment;
  - identify the need for any Welsh language training;
  - complete the e-learning Welsh language awareness module;
  - can access Cysgliad;

> ➤ Are provided with the Iaith Gwaith badge and lanyard if they are Welsh speaking or a Welsh learner;
> ➤ Set up their "out of office message" bilingually; and
> ➤ Set up a bilingual email address

4.8 A process to assess the linguistic skills required for new posts is in place. A method to record the number of posts that have been assessed as desirable or essential has been developed. The Council is required to report the number of new and vacant posts which were categorised as posts where:

    i) Welsh language skills were essential
    ii) Welsh needed to be learnt when appointed
    iii) Welsh desirable
    iv) Welsh language skills were not necessary

The data for 2016/2017 is set out below. These are the actual number of new positions/positions which became vacant, a significant number of which will be for the same post i.e. Project Workers, Home Care Assistants, Cleaners, Catering Assistants. For example, there are 32 Cleaners and 52 Catering Assistants positions where Welsh language skills were not required.

Category	Number
i) Welsh language essential	17
ii) Welsh needed to be learnt when appointed	0
iii) Welsh desirable	9
iv) Welsh language skills not essential	277
TOTAL	294

4.9 Application forms for posts have been altered for job applicants to indicate whether they wish to use Welsh at interview.

4.10 The front page of intranet is available in Welsh and employees have the option to choose the Welsh or English page. A designated page is available to support Welsh speakers.

4.11 We have assessed the Welsh language skills of employees (excluding those employed by schools). The results of the assessment show that over 80% of employees have completed the skills audit, an increase of over 40% over the past 12 months. 590 employees have yet to complete this audit. We will continue to take action to increase the number of employees who complete this audit. The breakdown of employees who have completed the audit is shown in Table 1.

Table 1: Number and percentage of employees who have completed the Welsh language skills audit 31st March 2017

Portfolio	Completed	Headcount	%
Chief Executives	45	45	100.00%
Community and Enterprise	338	404	83.66%
Education and Youth	219	269	81.41%
Governance	131	131	100.00%
Org Change 1	322	389	82.78%
Org Change 2	332	437	75.97%
People and Resources	171	171	100.00%
Planning and Environment	151	177	85.31%
Social Services	768	975	78.77%
Streetscene and Transportation	378	521	72.55%
FCC ACTUAL	**2,768**	**3,358**	**82.43%**

4.12 The results from Table 2 on page 8 set out the levels of employees Welsh language skills. It show that of the 82.43% employees who completed the skills audit over 37% of employees do not have any Welsh language skills, compared to 33% of employees who stated that they did not have any Welsh skills in 2016. The number of employees who state they are fully proficient has increased from 65 employees in 2016 to 108 in 2017 but as a percentage of the workforce has decreased from 4.32% to 3.60%. Just under 40% of employees assess themselves at level 1 Entry level –"some Welsh skills". Language skills are assessed at five levels, the description of each level is set out in Appendix 1.

Table 2: The number and percentage of employees and level of Welsh language Skills at 31 March 2017.

Portfolio	Level 0 (None)		Level 1 (Entry)		Level 2 (Foundation)		Level 3 (Intermediate)		Level 4 (Advanced)		Level 5 (Fully proficient)	
	No	%	No.	%	No.	%	No.	%	No	%	No	%
Chief Executives	6	13.33	13	28.89	13	28.89	3	6.67	4	8.89	6	13.33
Community and Enterprise	117	34.62	137	40.53	48	14.20	15	4.44	10	2.96	11	3.25
Education and Youth	56	26.17	83	38.79	40	18.69	10	4.67	11	5.14	14	6.54
Governance	39	30.23	55	42.64	24	18.60	3	2.33	4	3.10	4	3.10
Org Change 1	114	33.14	140	40.70	37	10.76	17	4.94	18	5.23	18	5.23
Org Change 2	196	55.06	127	35.67	12	3.37	9	2.53	3	0.84	9	2.53
People and Resources	41	24.12	84	49.41	25	14.71	7	4.12	9	5.29	4	2.35
Planning and Environment	51	33.12	65	42.21	13	8.44	5	3.25	16	10.39	4	2.60
Social Services	345	40.59	312	36.71	113	13.29	27	3.18	24	2.82	29	3.41
Streetscene and Transportation	173	42.61	163	40.15	39	9.61	13	3.20	9	2.22	9	2.22
Total	1138	37.86	1179	39.22	364	12.11	109	3.62	108	3.60	108	3.60

Table 3: Profile of Welsh language skills of employees as at 31 March 2016 and 31st March 2017

Welsh language skills- number of employees by level of Welsh language skills
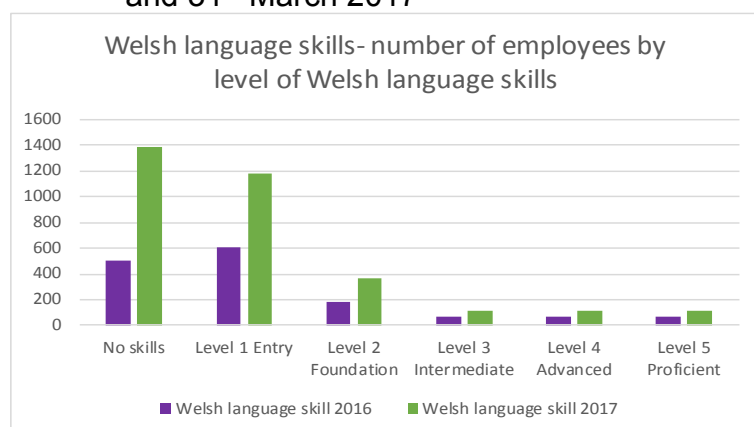
5. Training

5.1 The Council provides Welsh language awareness training for employees. This is provided as an e-learning module. During 2016/17 30 employees completed this training, 0.66% of employees. 12 (0.26%) managers attended a workshop delivered by Coleg Cambria. In addition Welsh language skills training is available for employees. This is set out in Section 5.3.

5.2 We are required to report:
i) the number of employees who attended courses through the medium of Welsh - no employees have attended training through the medium of Welsh during 2016/17.

ii) if a Welsh version of a course was offered - the number and % of employees who attended the Welsh version.

There is information on the Council's intranet pages to inform employees that if they wish to do any of the courses in Welsh to contact Corporate Learning and Development Team. The Council has an informal agreement with Gwynedd County Council that we can arrange for employees to attend courses in Welsh with them. A request was made for the First Aid course to be provided through the medium of Welsh, the awarding body could not organise this in time for the training. This has now been addressed and will be available in future.

5.3 **Welsh language skills training**
A variety of Welsh language skills training courses are provided, these include short courses for employees who have no knowledge of Welsh, to help them learn some basic expressions through to opportunities for fluent Welsh speakers to develop confidence and writing skills.   There was an increase in the number of employees who attended Welsh language skills training during 2016/17, 133 employees compared to 129 employees who attended training during 2015/16. Details of numbers attending training and the level of training is set out below.

Table 4: Number of employees attending Welsh language skills training

Level	2015/16	2016/17	
	Number	Number	%
Basic Language Skills	40	62	1.4%
Entry	29	34	0.75%
Foundation	20	20	0.37%
Intermediate	24	12	0.33%
Advanced	14	2	0.004%
Proficient	2	3	0.006%
Total	129	133	2.95%

5.4   All apprentices, who are not Welsh speakers, are required to complete NVQ level 2 Welsh during their first year and will progress to NVQ level 3 during their second year of their apprenticeship.

5.5   All Welsh courses are being reviewed for September 2017 and the Council is working with Cymraeg Gwaith and Coleg Cambria to ensure that funding available from Welsh Government is used effectively.

5.6   To encourage the use of Welsh in the workplace:
➢ employees who attend Welsh lessons also receive a dictionary in addition to access to Cysgliad.
➢ external training providers have been asked to provide bilingual slides within their presentations such as Welcome/Croeso, Thank you/Diolch.
➢ managers are being provided with book marks with a sample of expressions to use in meetings.
➢ expressions to use in shops and cafes in Council premises are promoted during Su'mae Day.
➢ "Welsh on the Wall" posters have been distributed to Council offices and placed on walls above photocopiers to encourage employees to learn useful phrases.
➢ Panad a sgwrs conversation sessions are held monthly for Welsh learners these are facilitated and supported by Welsh speaking employees.

5.7   We regularly undertake initiatives to promote awareness of Welsh language training and encourage use of Welsh in the workplace. During the Urdd May/June 2016 and Euro 2016 we highlighted the importance of learning Welsh through workforce news items and offered sessions to employees to learn the Welsh national anthem "Hen Wlad fy Nhadau".

6.   Complaints
During 2016/17 we received 15 complaints relating to compliance with the Welsh Language Standards. The complaints related to 17 Service Delivery Standards. These are set out in the following pages.

Portfolio	Complaint	Relevant Standards	Outcome
Governance	English only sent in response to Welsh correspondence	1	WLC investigated- determined Not the responsibility of the Council, but action has been taken to ensure the software system produces information bilingually
Organisational Change	Failure to provide swimming lessons through the medium of Welsh	84, 86	WLC investigated - determined FCC complied with Standard 86 but failed to comply with Standard 84. Enforcement notice given: Information on Welsh medium swimming lessons should be offered and provided to the public. Complete Employees must be instructed on how to offer and provide information related to swimming lessons through the medium of Welsh. Complete
Organisational Change	Form only available in English	50	Form translated
Organisational Change	Misspelling on a sign/incorrect mutation	61, 63	WLC investigated - determined FCC failed to comply with Standards 37, 38, 52, 58, 60, 61 63 Enforcement notice given: Issue guidance on the need to produce and display publicity or advertising materials in Welsh- Complete. Ensure every Welsh language page on website is updated the same time as English pages- Process in place to ensure Welsh pages are updated the same time as English pages. All Facebook messages must be published in Welsh.- Guidance provided Welsh language option must
Organisational Change	English only poster	37, 38	
Organisational Change	Technogym equipment not available in Welsh	60	
Organisational Change	T.V tuned to English only channels. No Welsh TV option available		
Organisational Change	Website and face book –Welsh not equivalent to English	52, 58	
Organisational Change	English only sign placed by	61, 63	

			be included on Technogym equipment –In progress Guidance must be provided to contractors regarding signage- In progress. Arrangements must be put in place to ensure any signs in Welsh are accurate- Arrangements through Conwy Translation Team WLC recommended offering S4C as an option for television channels in Deeside Leisure Centre. Television screens have now been retuned.
	contractor		
Organisational Change	English only sign	61, 63	Contractor informed to change sign
Organisational Change	Instant text message sent in English only	4, 5	Service informed and told to ensure they send bilingual text messages if they do not know their customers'' preferred language
Community and Enterprise	Waiting time for Welsh telephone lines and misspelling on a sign	15	Apology provided – systems in place to ensure telephone calls are answered within time frame and options provided to customer if a Welsh speaker is not available
Planning and Environment	Bilingual form – not fully bilingual Website pages not available in Welsh	6, 52,56	Currently being investigated by Welsh Language Commissioner
Planning and Environment	Letters sent in English only	1, 4, 6, 31	Currently being investigated by Welsh Language Commissioner
Streetscene	Misspellings on Welsh signage and Welsh signage did not make sense	61, 63	Signs are being changed

7. Welsh language Promotion

7.1 We are working with our partners to develop a strategy to promote Welsh language across the county and to set targets for increasing the number of Welsh speakers. The More than just Words Framework and Welsh in Education

Strategic Plan are key strategies supporting our work to promote the Welsh language.

7.2 Social Services are embedding Welsh language services and the Active Offer within their work. They actively seek to identify a person's home language in the assessment process and through implementing their action plan for the More than just Words / Mwy na Geiriau framework they are successfully raising the profile of Welsh language services with their employees and customers. Social Services has the highest number of Welsh speakers within their portfolio equating to just over 6% of employees within this Portfolio.

7.3 The Welsh in Education Strategic Plan aims to:

➢ increase the number of pupils accessing Welsh medium education including early years education;

➢ raise standards for all learners in the Welsh-medium sector (Welsh First Language and subjects taught through the medium of Welsh across the curriculum) and in the English-medium sector (where Welsh is taught and promoted as a second language).

7.4 Promoting Welsh to local businesses and in the community
In October 2016, in partnership with Coleg Cambria and Menter Iaith Sir y Fflint, we promoted Welsh language to businesses during Business Week. This involved encouraging businesses to support employees learn Welsh, promoting bilingual branding and the benefits of offering bilingual services.

7.5 We also distributed, on behalf of Menter Iaith, bilingual signs (Open/Ar Agor Close/Ar Gau) for shops and bilingual banners celebrating different events.

7.6 On Su'mae day we displayed posters on the television screens in one stop shops and in Leisure Centres to encourage people to say something in Welsh. This was supported by messages being posted on Twitter and Facebook pages.

7.7 To promote celebrations of St David's Day in 2017, we provided Menter Iaith Sir y Fflint with a small grant to purchase promotional materials for the celebrations in Flint Town. Local schools also participated in this event. We also posted several messages on social media to promote St David's Day within the community and to encourage everyone to use their Welsh, whatever their skill level.

8. Future Actions

Moving forward during 2017/18 we will continue to remind employees and managers about their responsibilities to meet the Welsh language Standards. We are working with partners to develop and publish a Promotion Strategy to increase the number of Welsh speakers in the county. We will include specific

actions to report on, and ensure compliance with the Standards within the Council's performance management system. The development and implementation of the Well- being plan, as required by the Well-being of Future Generations Act 2015, will be a further opportunity to enhance the work which we are doing to meet the Standards.

From May 2017 agenda and minutes from Committee meetings will be available in Welsh.

During the next 12 months we will continue to focus on:
- ensuring 100% employees complete the Welsh language skills audit;
- increasing the number of employees who complete the Welsh language awareness e-learning module;
- reviewing the recruitment and selection process to increase the number of Welsh speaking job applicants;
- increasing the number of employees who have some basic Welsh language skills (approximately 37% employees report that they do not have any Welsh language skills)
- raising the profile of Welsh language in the workplace and the community.

Appendix 1 WELSH LANGUAGE SKILLS SELF-ASSESSMENT TOOL

	LISTENING / SPEAKING	READING / UNDERSTANDING	WRITING
LEVEL 0	● No appreciable ability	● No appreciable ability	● No appreciable ability
LEVEL 1	**I Can:** ● Pronounce Welsh words, place names, department names, etc. ● Greet and understand a greeting. ● Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. ● Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to…'. ● State simple requests and follow up with extra questions / requests in a limited way	**I Can:** ● Understand simple key words and sentences on familiar / predictable matters relating to my own job area, e.g. on signs, in letters.	**I Can:** ● Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.
LEVEL 2	**I Can:** ● Understand the gist of Welsh conversations in work ● Respond to simple job-related requests and requests for factual information ● Ask simple questions and understand simple responses ● Express opinions in a limited way as long as the topic is familiar ● Understand instructions when simple language is used	**I Can:** ● Understand factual, routine information and the gist of non-routine information on familiar matters related to my own job area , e.g. in standard letters, leaflets, etc.	**I Can:** ● Write short simple notes / letters / messages on a limited range of predictable topics related to my personal experiences or my own job area
LEVEL 3	**I Can:** ● Understand much of what is said in an office, meeting, etc. ● Keep up a simple conversation on a work related topic, but may need to revert to English to discuss / report on complex or technical information ● Answer predictable or factual questions ● Take and pass on most messages that are likely to require attention ● Offer advice on simple job-related matters	**I Can:** ● Scan texts for relevant information ● Understand a fair range of job-related routine and non-routine correspondence, factual literature, etc. when standard language is used.	**I Can:** ● Write a detailed / descriptive letter relating to my own job area, but will need to have it checked by a Welsh speaker ● Make reasonably accurate notes while someone is talking
LEVEL 4	**I Can:** ● Keep up an extended casual work related conversation or give a presentation with a good degree of fluency and range of expression but may need to revert to English to answer unpredictable questions or explain complex points or technical information ● Contribute effectively to meetings and seminars within own area of work ● Argue for/against a case	**I Can:** ● Read and understand information fairly quickly as long as no unusual vocabulary is used and no particularly complex or technical information is involved	**I Can:** ● Prepare formal letters of many familiar types such as enquiry, complaint, request and application ● Take reasonably accurate notes in meetings or straightforward dictation ● Write a report / document relating to my own job area, but will need to have it checked by a Welsh speaker
LEVEL 5	**I Can:** ● Advise on / talk about routine, non-routine, complex, contentious or sensitive issues related to own experiences ● Give a presentation/demonstration ● Deal confidently with hostile or unpredictable questions ● Carry out negotiations using complex / technical terms ● Give media interviews	**I Can:** ● Understand complex ideas and information expressed in complex or specialist language in documents, reports correspondence and articles, etc.	**I Can:** ● Write letters on any subject ● Write full / accurate notes of meetings while continuing to follow discussions and participate in them ● Write reports / documents with confidence but they may need to be checked for minor errors in terms of spelling and grammar

CCompla

Tudalen 95

Mae'r dudalen hon yn wag yn bwrpasol

CYNGOR
Sir y Fflint
Flintshire
COUNTY COUNCIL

CABINET	

Date of Meeting	Tuesday, 18th July 2017
Report Subject	Universal Credit Roll Out
Cabinet Member	Cabinet Member for Corporate Management and Assets
Report Author	Chief Officer (Community & Enterprise)
Type of Report	Strategic

EXECUTIVE SUMMARY

The welfare reforms will, by 2020, have reduced expenditure on social security benefits available to low income working-age households by around £31[1] billion per annum. Since 2012, Flintshire County Council together with its partners have attempted to mitigate the full impacts of the reforms from falling upon vulnerable Flintshire residents and the report considers how to manage the impacts of the reforms being introduced under the provisions of the Welfare Reform and Work Act 2016. An update on the emerging impacts that Universal Credit 'Full Service' is having on residents in Flintshire and how this will impact further as this is rolled our further through both natural and managed migration.

RECOMMENDATIONS	
1	To note the report and continue to support the ongoing work to manage the impacts that Universal Credit Full Service has and will have upon Flintshire's most vulnerable households.

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[1] The Welfare Reform Act 2012 introduced reforms that reduced expenditure on social security benefits by £19 billion pa and the Welfare Reform and Work Act 2016 is introducing reforms which will reduce expenditure by a further £12 billion pa.

REPORT DETAILS

1.00	**EXPLAINING UNIVERSAL CREDIT**
1.01	**Universal Credit – Update** Universal Credit (UC) is part of the UK Government's programme of Welfare reform. The UK Government have introduced it as they believe it will address a number of problems inherent within the current social security system, which result in many workless households developing a culture of benefit dependency
1.02	UC 'Full Service' was implemented in Mold Job Centre on April 5th and Shotton and Flint on April 12th. UC Full Service replaces 6 legacy benefits for working-age claimants: • Housing Benefit, • Income Support, • Job Seekers Allowance, • Employment Support, • Child Tax Credit and • Working Tax Credit
1.03	From April to June there were 362 customers in receipt of UC Full Service.
1.04	65 of these customers have been identified as requiring Personal Budgeting Support which has been provided by Flintshire's Welfare Reform Response Team.
1.05	Connects officers have provided 352 customers with assisted digital support e.g. in making a new claim for UC and managing their online claim. (It is worth noting that assisted digital support is provided for both live and full service customers)
1.06	Footfall has increased by around 4% across the 5 Connects centres which can be attributed to customers requiring assisted digital support to make their initial claim and subsequent visits to update their claims.
1.07	As a comparison, by the end of 2016/17 the total number of customers in receipt of UC live service was 1200, 34 customers received personal budgeting and support and 26 received assisted digital support.
1.08	**Impact on rent arrears** – Flintshire County Council currently has 119 tenants in receipt of UC who have a combined rent arrear figure of around £37,000. It is important to note, however, that some of these arrears will have existed prior to UC full service and it is also possible that some arrears could have accrued due to the delay in payment at the beginning of a UC claim. More detailed analysis is ongoing to provide more specific detail in this area.

| 1.09 | Registered social landlords have around 60 tenants in receipt of UC who have a combined rent arrear figure of around £19,000.

We are in the process of gathering information from all registered social landlords that will highlight the level of arrears at the point of conversion from legacy benefit onto UC. This data will allow us to fully quantify the impact on rent arrears attributed to UC.

However, early indications are that the impact of UC has contributed significantly to the level of arrears |
|---|---|
| 1.10 | Concerns have been raised over the managed recovery of rent arrears directly from a customer's entitlement to UC. The maximum amount will be an amount equivalent to no less than 10% and no more than 20% of the benefit unit's Universal Credit Standard Allowance per month. |
| 1.11 | However, early evidence has shown that this amount can reduce payments of UC to a worryingly low amount of money for a customer to be expected to live on each month if there are other deductions being taken from the customer's monthly payments of UC, therefore increasing their hardship. |
| 1.12 | **Impact on Council Tax arrears:** In May 2016 the collection rate of Council Tax was 20.39% in comparison with May 2017 which is 20.37%. This difference in collection of Council Tax is approx. £17,000, or 0.02% reduction in collection.

We have made an assumption that this could be related to the roll out of UC full service but we will complete further analysis in the year to confirm. |
| 1.13 | **Impact on other services:** We have not seen an increase in customers being referred through Flintshire's Supporting People Gateway.

However, this area will continue to be closely monitored as it will provide further detail on the wider impacts of full service. |
1.14	**Impacts on partners:** Citizens Advice Flintshire (CAF) have also been collating their experiences of UC.
1.15	72 people in Flintshire approached the CAF for help with UC during April and May 2017 and the most common issue they have helped customers with is in relation to calculations of UC.
1.16	CAF confirm an increase in food vouchers being issued in Deeside – 6 in April with an increase to 21 in May. We are in the process of gathering full statics from Flintshire's foodbanks to confirm usage across the authority
1.17	**Support for Customers:**
Since April Personal Budgeting & Support has been delivered by the Welfare Reform Response Team. The decision to deliver this support internally is, to date proving to be having a positive impact on how we support customers on UC.
1.18	It has been identified that in order to ensure customers are fully supported through their UC journey that the local authority had to adapt to meet the

	requirements of an increasing cohort of UC customers.
1.19	In response to the increase in customers a Welfare Reform Response Officer has been assigned to work alongside Job Centre staff to deliver the personal budgeting and support service
1.20	Personal Budgeting & Support cases have already highlighted issues including; payday lenders having direct access to a customer's bank account so that when their monthly UC is paid they are accessing the account and leaving the customer with insufficient funds to live on each month.
1.21	Measures are being put in place to support customers in opening up new bank accounts that their payments can be received into.
1.22	Training and communications are being delivered to all front line staff to provide advice and guidance in how best to support customers in receipt of UC.
1.23	The Welfare Reform Response Team are also responsible for administering Discretionary Housing Payments by customers in receipt of UC who require support due to a shortfall in their housing costs element of their payment.
1.24	**Managed Migration** All UC "live service" customers in Flintshire will be migrated over to full service within a 3 month period commencing July 2017.
1.25	This program of activities is due to start in July when the first local Job Centre will initiate the migration. Flintshire County Council are committed to providing resources to assist the customers through this process to minimise the impacts on them during the transition period.

2.00	RESOURCE IMPLICATIONS
2.01	The ongoing welfare reforms will generate additional financial problems for low-income Flintshire households, many of whom will have been impacted by the previous reforms of their benefit entitlements
2.02	These households will require appropriate advice and support to help them to manage the difficulties the reduction in their household budget will generate.
2.03	In addition, the latest welfare reforms will impact on new Flintshire households, for example, working households, who may also seek advice and support on how to manage their loss of income.
2.04	To manage the increased demand from Flintshire households experiencing social welfare problems, the Council has supported the development of the Flintshire Local Advice and Housing Support Gateways.
2.05	Both Gateways aim to reduce pressures on internal and external providers by effectively triaging referrals to ensure a person is referred to the most

	appropriate service provider.
2.06	In addition the Welfare Reform Response Team is in the process of recruiting 2 full time positions to assist in their proactive and reactive engagement activities, supporting vulnerable customers.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Not applicable with this report.

4.00	RISK MANAGEMENT
4.01	For some Flintshire households the financial impacts of UC is yet to be fully felt in terms of the time taken to receive the first payment of UC. However, the activities that have taken place and are underway to mitigate the negative impacts as far practicably possible have been noted in the main report.
4.02	The expansion Welfare Reform Response Team will assist residents in dealing with the financial pressures felt as a result of the implementation of UC. The team will work to directly target advice and support for households throughout Flintshire whom, due to the impact of the ongoing welfare reforms, are at most risk of losing household income, those facing increasing difficulties in maintaining their rent payments, and those at an increased risk of homelessness.
4.03	The team will, with the extra resources be able to identify, plan support and undertake pro-active activities to assist residents in order to mitigate welfare reforms.

5.00	APPENDICES
5.01	None.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	**Contact Officer: Jen Griffiths** **Telephone:** 01352 – 702929 **E-mail:** Jen.Griffiths@flintshire.gov.uk

7.00	GLOSSARY OF TERMS

7.01	**Housing Benefit** - helps tenants pay all, or part of their rent if they have a low income. Housing Benefit is administered by Local Authorities.
	Universal Credit (UC) – is an integrated means-tested benefit for people of working age whose income is below a specified minimum amount. UC can be claimed by working age people in and out of employment.
	UC Full Service – in a full service area, UC will be claimed by all working age claimants who make a new claim for a means-tested benefit.
	UC Live Service - access to UC within a live service area is controlled by an 'eligibility gateway' which, predominantly, restricts new UC claims being made unless the claimant is a newly unemployed single person.
	UC Managed Migration – a means-tested benefit claimant whose households circumstances do not change will be automatically transferred to UC by the DWP.
	Working Age – for social security benefits 'working age' ends for both men and women at the female statutory retirement pension age. In May 2016 this is 63 years old The female statutory retirement age is gradually increasing to equalise with men (65 year old) in October 2018. The pension age for both men and women will then increase to 66 in 2020.
	Welfare Reforms – changes being introduced to a range of social security benefits and tax credits, which aim to ensure that the United Kingdom has an affordable benefit system.

CABINET

Date of Meeting	Tuesday, 18th July 2017
Report Subject	Housing (Wales) Act 2014 – Homelessness
Cabinet Member	Deputy Leader of the Council and Cabinet Member for Housing
Report Author	Chief Officer (Community and Enterprise)
Type of Report	Strategic

EXECUTIVE SUMMARY

The Housing (Wales) Act 2014 introduced new homeless legislation in April 2015. This report provides an update on how the council has met the requirements of the new homeless legislation and some of the projected challenges that face the council.

The transition funding made available by Welsh Government has been used to support some key areas which contribute to the prevention of homelessness and increase the availability of suitable housing options. The Council welcomed the new legislation which placed a greater focus on prevention activity. The homeless service in Flintshire was restructured to maximise capacity and Supporting People commissioning has focussed services to support prevention activity.

However, there has been an increase in numbers of households seeking assistance and the service is forecasting additional pressures due to a combination of factors. The roll out of Universal Credit will see more families facing financial hardship and needing assistance and the LHA cap will limit the availability of affordable accommodation particularly for single people under 35.

The Council has seen an increase in the numbers of single households where no affordable housing can be identified which are cases that would be at risk of rough sleeping in the county. The Council currently provides accommodation for all households at risk of rough sleeping, irrespective of whether there is a statutory duty to provide accommodation which is placing a growing financial burden on the Council.

The service is forecasting an increase in demand alongside a potential reduction in resources and suitable solutions. This report proposes innovative housing

developments to increase the supply of affordable accommodation for the under 35 age group. It also includes proposals for improved temporary accommodation and more cost effective shelter for rough sleepers. These proposals will enable the Council to continue to prevent homelessness and avoid any rough sleeping within the County.

RECOMMENDATIONS	
1	Cabinet notes the update on the management of the new legislation within the Housing (Wales) Act 2014.
2	Cabinet notes the challenges that the council has faced finding suitable housing options for households and the further risks to this should, transition funding cease and/or Supporting people funding reduce.
3	Cabinet approves in principle, the proposals to develop new housing provision to alleviate homelessness in the county.

REPORT DETAILS

1.00	EXPLAINING THE HOUSING (WALES) ACT 2014 – HOMELESSNESS LEGISLATION
1.01	**Background**
1.02	The Housing (Wales) Act 2014 reflects the Welsh Government commitment to reinforce the prevention of homelessness as set out in its Ten Year Homelessness Plan. The legislation introduced by the Act on the 27th April 2015 represents the most fundamental change to homelessness legislation since the Housing (Homeless Persons) Act was introduced in 1977.

The legislation has introduced an explicit focus upon the prevention of problems rather than simply processing people through crises and, if implemented effectively, aims to result in fewer households experiencing the trauma of homelessness.

Key features of the legislation include:

- A new statutory duty for Local Authorities to take reasonable steps to help people prevent homelessness;
- Extend the definition of 'threatened with homelessness' from 28 to 56 days;
- A power rather than a duty to apply the homelessness intentionality test;
- A new power allowing Local Authorities to discharge their homelessness duty through an offer of suitable private rented sector housing; and
- Stronger duties on Housing Associations to, when requested, provide co-operation and support to local authorities in carrying out their homelessness duties. |

1.03	**Homeless Prevention**
1.04	The legislation places a much stronger emphasis on prevention and the legislation also has a focus on the customer, helping them to identify and address the causes of homelessness and make informed decisions on finding solutions to their housing problem. The new statutory duty upon a Local Authority to prevent homelessness for all those who present with a housing need has meant that many households now receive more help and support than the limited assistance they would have been entitled to under the previous legislation. The Council welcomed the new legislation and the sections below detail how services have been developed to manage the new requirements and focus on homeless prevention.
1.05	**Triage Service**
1.06	The triage service is the 'gateway' for all enquiries from people who are in housing need or require assistance. The triage team not only identify whether someone is eligible to go on the register for social housing but also identify if someone is at risk of homelessness or requiring housing advice and assistance. As the confidence and experience of this team has developed, it has been able to provide better advice and housing options to customers. For example, those looking for affordable housing are provided with wider options of how a sustainable housing solution can be attained and those identified at risk of homelessness are forwarded directly to the Housing Options Team. The effectiveness of the triage service has relieved pressure on the specialist Homeless Officers who are carrying large caseloads. For example, the triage team take detailed information to form an individual's initial housing assessment and, as appropriate, provide low level housing advice and assistance. Consequently, the Homeless Officers are freed up to manage more complex homeless cases and no longer process referrals and applications for the housing register, Bond Scheme or support services. The triage service is available over the phone or face to face within any Connects Centre. The training provided to triage staff on available housing options in the county has been rolled out to staff in Housing Options, NEW Homes and the Housing Management Team so that all staff are providing consistent detailed information to all our existing tenants and new customers. In 21016/17, there were 3,362 triage applications completed for customers approaching for housing assistance which represents a 35% increase in enquiries when compared to the same reporting period in 2015/16. The chart below shows how the number of cases being dealt with and resolved by the triage team has released pressure on Housing Options through the year with 63% of cases being managed at first point of contact or referred to other teams.

	Number of Triages	Number of Referrals to Duty	%	Number of referrals to other Housing Solutions	%
Quarter 1	828	269	33%	559	67%
Quarter 2	960	388	40%	572	60%
Quarter 3	768	363	47%	405	53%
Quarter 4	806	212	26%	594	74%
Total	**3,362**	**1,232**	**37%**	**2,130**	**63%**

1.07	**Housing Options**
1.08	During the period April 2016 to March 2017, the Housing Options Team received 1,232 referrals from triage for households who were homeless or at risk of homelessness within 56 days. The figures at the end of the year demonstrate the team has successfully prevented or relieved homelessness in 79% of cases that were closed within the reporting period. The figures for the full year show that despite a significant increase in customers approaching the triage service, the number of customers being referred to Housing Options has remained steady over the past three years.
1.09	**Supporting People**
1.10	The continued join up and focus of Supporting People services on homeless prevention activity has contributed to the outcomes of the service. A restructure of the Customer Support Service in March following a voluntary redundancy request brings the Supporting People Service and the Housing Options Team under one manager providing further opportunity to align the services. The services will further develop early intervention activities and positive outcomes for families by working with other statutory services as part of the multi-agency Early Help Hub based in Flint.
1.11	**CHALLENGES FACING THE COUNCIL**
1.12	**Availability of Housing**
1.13	The focus of the Housing Options Team, wherever possible, is to prevent homelessness and enable a household to remain in their home. However, there are many examples where this is not an achievable outcome and alternative accommodation must be sourced for a household. The team could not adequately meet the need for the provision of alternative accommodation through relying on social housing alone. To achieve a successful homeless prevention outcome the service needs a supply of affordable housing options, which can be made available to households accessing the service.

1.14	**The Social Housing Register**
1.15	The numbers on the social housing register are increasing, there were 960 households on the list in April 2016 and this has risen to 1,573 in June 2017. The average wait time for a 3-bed social housing property for a local household at risk of homelessness or with a non-urgent housing need is 11 months. This is a reasonable timeframe for those in most categories of housing need but does lead to short temporary accommodation stays for those at risk of homelessness within 56 days. However, the demand for smaller social stock outstrips supply and presents a much more challenging situation. 37% of all households on the common housing register are individuals under 60 years requiring single 1-bed accommodation. However, only 6% of the stock across all the social landlords in the county are 1-beds or bedsits available for single applicants under 60. This leads to excessive waiting times for single households. The housing associations in the county are working with the council to provide shared spaces in family accommodation to relieve this issue.
1.16	**Private Rented Sector**
1.17	North East Wales (NEW) Homes and the Bond Scheme make available a supply of private sector options for households. Furthermore, the management of properties by NEW Homes increases the sustainability of tenancies and helps the private rented sector be viewed by households as a more settled option. Transition funding provided by Welsh Government to assist councils manage the implementation of the new legislation has been used to fund a post in the Environmental Health team. The role works with landlords to improve the condition of properties to prevent homelessness in the first instance and also to check that any properties used to relieve homelessness or discharge a homeless duty are of an adequate quality and meet the requirements of the current legislation which includes Rent Smart Wales. The service has been carrying out Healthy Homes Healthy People Visits of those tenants seeking assistance from the Housing Solutions Service to see what other assistance can be provided to the tenants while at the properties, such as reducing fuel bills. This shift does not just focus on the property condition but takes a holistic approach considering the wider issues that could affect the tenant's health and wellbeing. A significant proportion of private rented properties, particularly shared housing, in Flintshire is below the minimum required standard and the requirement to meet these standards has caused delays and reduced the availability of suitable private rented options. There were 46 Bonds issued in 2016/17 to help people access private rented properties compared to 133 the previous year. This reduction in available properties has reduced available options for households being assisted by the council. The services continue to work together to raise standards and encourage landlords to work with NEW Homes and the council to provide sustainable solutions for households.

1.18	**Interim Accommodation**
1.19	Once the Council has accepted a duty to prevent homelessness for a household, the focus is to enable the household to stay in their existing accommodation, if this is possible, or identify a suitable and affordable alternative accommodation. If neither of these options are successful and a household has to leave their property, if there are no safe options to stay with family or friends then the council has a duty to accommodate those who are deemed an apparent priority need.

In Flintshire, the council goes beyond the statutory duty and provides interim accommodation for anyone who has nowhere to stay irrespective of their priority need status. Families with dependent children are always a priority so it is mainly single people with no vulnerability who are placed under a 'power' whilst support is provided to find alternative options. In 2016/17 some of these placements became quite extended stays due to the lack of suitable and affordable move on options from interim accommodation.

Reducing the use of B&B accommodation remains a priority for the service but the availability of accommodation presents a challenge particularly for single people. In 2016/17, the cost of B&B accommodation was £150,000 which does represent an increase on the previous year.

In order to reduce B&B costs the service needs to focus more pro-active activity at the earliest opportunity. The capacity, structure and focus of the Housing Options Team in 2017/18 has been modelled to deliver improved outcomes in this area. However, there has been a general increase in B&B expenditure in 2016/17 in other councils across the region which reflects some of the external pressures. The two main factors affecting the increased use in Flintshire are highlighted below:

   i)   Welfare Reforms
The shortage of accommodation for single people is a huge challenge in relieving homelessness in the first instance and moving people on from interim accommodation. This has been exacerbated by various welfare reforms, which have been introduced since 2013. For example, applying the single room rent rules until a person is 35 years old, has resulted in more single people being advised that within the private rented sector, their maximum Housing Benefit award will be capped at the rent for a room in a shared house. Frequently, such accommodation is not appropriate especially for those with access to children to have overnight stays. Very often this means that for those in receipt of benefits, the only affordable option is a one-bedroomed property in social housing.

However, as mentioned above the demand for one-bedroomed social housing flats outstrips supply. The single room rent rules will be introduced for social housing in 2019 for all tenants signed up after April 2016. This means the availability of options for those under 35 years old in receipt of benefits will be further reduced. There are only 21 general needs bedsits in the current social housing stock in Flintshire.

In addition, it is important to recognise that the county does not have a large supply of shared housing within the private rented sector and even good |

	quality shared housing does not meet the expectations of many single households and some choose to not accept the accommodation.
	ii) Rough Sleepers
	In addition to the pressures detailed above, one of the factors leading to this increase is the issue relating to rough sleepers. Rough sleeper figures show a 30% increase in rough sleepers across Wales between 2015/16 and 2016/17. In the last year, the Night shelters in Denbighshire and Wrexham have introduced local connection policies in line with funding requirements that give priority to local people within those counties. This has left an increased number of people in Flintshire with no other options who are being provided with interim accommodation.
	The council currently accommodates all those that have no safe place to stay and the lack of available move on options means that these stays can become weeks rather than days. A review of the placements and costs during the key winter months would suggest that 14% of the B&B budget is spent on households where the council has no duty to accommodate but does so to prevent rough sleeping. In addition, these individuals are placed in the range of other temporary accommodation units available which does not cost the council. However, this creates a lack of capacity within temporary accommodation and leads to additional B&B placements for those with a priority need who are owed a duty by the council. Other councils in the region have a cold weather policy in place so that if the temperature dips to a certain level they will then accommodate all rough sleepers irrespective of priority need status.
1.20	**MANAGING THE PRESSURES**
1.21	Transition Funding and Supporting People
1.22	The Welsh Government has made available transition funding to support the implementation of the new legislation. Flintshire was awarded £228,000 in 2015/16 to support the transition. This funding allocation was reduced to £140,000 in 2016/17 and £130,000 in 2017/18, which is expected to be the final year of allocation.
	It is pleasing to report that Flintshire was commended for its use of the transition funding in a review by Shelter Cymru evaluating the success of the new legislation.
	The funding is providing two additional homeless prevention officers in the team and supporting some key roles in the Private Sector Team and Environmental Health. Removal of this funding in 2018/19 will mean a reduction in 4.5 important posts. The service would be unable to prevent homelessness at the same level with such a reduced capacity and would need to submit a budget pressure.
	The Council has also focussed its Supporting People commissioning function on ensuring that services funded by Supporting People Programme Grant are contributing to homeless prevention. Targeting funding at those

	services that can demonstrate the contribution and evidence of homeless prevention outcomes is a core aspect of the monitoring and review process.

The Support Gateway which sits alongside the Housing Solutions Service handled 1,420 referrals in 2016/17. This represents a higher number than the cases at immediate risk of homelessness forwarded to the homeless service and demonstrates the key role these services play in easing pressure on the statutory service by delivering early support, advice and assistance. Figures for quarter one suggest this number will increase in 2017/18.

Reductions to either of these funding streams presents a significant risk of a growing financial burden and increases in homelessness. |
| 1.23 | New Developments |
| 1.24 | **i) Increase Availability**

In order to reduce B&B use for single households awaiting a permanent housing solution, the service set a target to bring on line 27 leased temporary units which are all up and running. It is intended that single people reside in these properties as a 'short-term' solution to their housing need as the rents are high and can act as a disincentive for a person to enter employment. However, it is already apparent that the required move through to permanent accommodation is not being achieved. To ensure that there are available properties to prevent homelessness and a proactive movement of homeless single households from the temporary units (and consequently reduce the number of single people within B&B's) addressing the lack of permanent suitable and affordable accommodation for single people within Flintshire must be viewed as a priority for the Council.

The restrictions on single households mean that there is an increased need for a different type of housing which is affordable for single people under 35.

The Council is working with partners to make available more shared accommodation within existing private rented and social housing properties.

In recognition of the urgent need to increase affordable provision for the under 35 age group, the Council will be prioritising this group and seeking support from the Innovative Housing Fund to develop small self-contained units for single people that are affordable and an increased number of shared units with ensuite facilities. The Council recognises that adequate availability of permanent, affordable housing is key to preventing homelessness in the county.

ii) Temporary Accommodation

The council has a good supply of supported temporary accommodation for families and occasionally has to use private hotels in urgent cases or when spaces are not available.

The council currently uses private shared accommodation for single people. This accommodation is expensive to use and delivers limited positive |

outcomes in terms of move on or tenants sustaining accommodation. It is expected that moving forward in the interim, even taking forward other initiatives and developments, there will remain a requirement for some level of temporary accommodation for single households.

There is the potential to deliver this in a more efficient and effective way by providing a better quality accommodation that has links to other services and focuses on education, work and learning. For many single households, the need to address barriers to accessing work will be essential to a move on option that meets customer expectations for a permanent housing solution.

A recent report commissioned by the North Wales Supporting People Regional Collaborative Committee identified the need for this kind of temporary accommodation for people leaving prison. The report notes that this provision needed to be in addition to existing supporting people funded services for single people.

The Council will be seeking support from the Innovative Housing Fund to develop temporary accommodation which provides a transformational, positive environment and an opportunity for a period of assessment and stabilisation targeted for those who wish to address issues and break the cycle of homelessness.

iii)   Rough Sleeping

The Council currently accommodates all those without a safe place to stay in B&B or temporary accommodation. This approach is not in line with other Local Authorities in Wales who will accommodate those deemed a priority need and all others in line with a cold weather policy.

This approach is creating an increasing financial burden on the Council. Current legislation places a duty on the Council to accommodate anyone with an apparent priority need, this will include for example someone with a vulnerability due to age, mental health issues, a learning difficulty or drug and alcohol problems.

The Council is committed to preventing rough sleeping but recognises the need to seek alternative options to the use of B&B and hotel places that are costly and at certain times are scarcely available.

The council will be seeking to develop temporary shelter for rough sleepers which can be brought into use when needed.

The Council will also be working with third sector providers and charities to set up a fund to support those who are homeless or at risk of homelessness. This fund will provide essential items for those who are homeless and will support the running of a Temporary Shelter, funds will also be used to support positive move on for those that have experienced homelessness. The Council will provide funding which it is hoped will be boosted by support from partners, charities and fundraising activity.

iv) Housing First

The Council also wants to explore a completely different approach which aims to reduce some of the trauma of homelessness particularly for families with children and young people. Housing First is a different approach that aims to end the use of temporary accommodation by rethinking how we deal with homelessness altogether.

It is a model that has been used widely in Canada, the USA and some countries in Europe for people with medium and high support needs and has proven to be effective in terms of people sustaining their accommodation and reducing their use of temporary accommodation, emergency health, prison and other services.

The approach sets no preconditions on people in order for them to access accommodation, for example no requirement to be drug or alcohol free or to have sustained temporary accommodation. Accommodation is provided, quite often in the private rented sector, and support provided to meet the needs of the individual. Housing First support requires a multi-disciplinary approach that goes beyond homelessness and housing-related support.

This approach would involve housing being provided by social landlords or private sector landlords with the legal agreement being held by the council or a third sector provider with rent guaranteed until the household is ready to take over responsibility. Pursuing this approach requires a commitment from a range of statutory partners.

This report proposes that the service develops a 'Housing First' scheme in partnership with social landlords, private landlords and statutory and support services. The availability of accommodation means that this will only be a suitable solution in limited cases but could play a significant role in preventing homelessness, B&B stay and unnecessary moves for vulnerable single people or families with children.

2.00	RESOURCE IMPLICATIONS
2.01	The Welsh Government recognised that the implementation of the new homelessness prevention duties would lead to increased costs for Local Authorities. Therefore, in 2015/16, 2016/17 and 2017/18 they made transitional funding available to assist Local Authorities to meet these additional costs on a sliding scale. Flintshire has received £130,000 in 2017/18 which is less of a reduction than originally projected. The funding is providing two additional homeless prevention officers in the team and supporting some key roles in the Private Sector Team and Environmental Health. Removal of this funding in 2018/19 will mean a reduction in 4.5 important posts. The service would be unable to prevent homelessness and with reduced capacity and would need to submit a budget pressure.
	The new developments will be reliant on successful bids to the Innovative Housing Fund for initial capital investment. The exact figures for these developments will be scoped and included in detailed bids for funding. The initiatives would realise a significant reduction in ongoing spend on temporary accommodation.

The Housing First Model on a small scale could be implemented within existing resources in Housing. The model does rely on sign up and commitment of staffing resources from other services but this should be achieved by targeting existing resources in a preventative approach. If implemented successfully this initiative can reduce pressure on statutory services by reducing hospital admissions, custodial sentences, costs of mental health and drug and alcohol services as well as reduced evictions and temporary accommodation costs.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None

4.00	RISK MANAGEMENT
4.01	The need to use B&B/temporary accommodation is dependent on the balance between the number of households presenting in need of housing assistance and the availability of suitable and affordable accommodation. The priority is for the team to prevent homelessness by assisting households to stay in their own property by overcoming the various problems which are putting their continued occupation at risk.

However, each year there are a number of households who cannot remain at home and the team must source alternative suitable and affordable accommodation either in the social housing or private rented sectors. Where this cannot be sourced in a timely fashion, then households may have to be placed in temporary accommodation or B&B accommodation. Should the availability of affordable housing options reduce then the requirement to use temporary housing options, including B&B, will increase.

Even if the number of households presenting to the Council at risk of homelessness remains steady over the next few years, there is already evidence that the availability of alternative accommodation for these households, to prevent their homelessness, is reducing and predicted to reduce further. This will lead to the increased usage of B&B as temporary accommodation for homeless households.

The largest risk to increased use of B&B will be single people. In order to maintain or reduce the level of B&B, there is a need to focus on:-

- Alternative housing solutions particularly for single under 35 group
- Maintain the level of prevention activity with a focus on performance and demonstrable outcomes.

Mitigation
Continue the effective use of funding spend to save prevention projects that should become self-funding if they successfully reduce the need for B&B to be used as temporary accommodation.

	For example;
	- An Environmental Health officer who works with landlords in the private sector to resolve issues that make the home unsuitable and therefore prevent homelessness in the first place (without this work a household could be a priority for rehousing and we lose valuable accommodation in the PRS) - A post focussed on working with landlords and increasing the availability of affordable housing options in the private rented sector through incentives and management options for landlords. - Additional prevention activity and funding to reduce the numbers that become homeless by assisting them to remain in their home or support to move to alternative accommodation. - The change in homeless legislation with an additional focus on prevention is intended to achieve a reduction in numbers actually becoming homeless and requiring temporary accommodation. This remains a key performance target for the officers who are encouraged to think and use the budget available to them creatively. - Taking forward alternative models to increase supply i.e. shared housing models and re-designation of existing stock. - A focus on modelling Supporting People projects to ensure they are contributing to homeless prevention. There are wider factors to consider and reductions to the Supporting People budget is a significant unknown that could impact on the risks and ability to mitigate against these risks. Also, the implementation of Universal Credit will result in households having more responsibility for managing their household budget, including their rent payments. If the safeguards built into the Universal Credit do not work effectively, more households will become at risk of homelessness and the number of private landlords willing to let to low income households may reduce.

5.00	APPENDICES
5.01	None

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None **Contact Officer: Katie Clubb** **Telephone: 01352 703518** **E-mail: Katie.clubb@flintshire.gov.uk**

7.00	GLOSSARY OF TERMS
7.01	**Welsh Government Ten Year Homelessness Plan –** This ten year plan describes how homelessness in Wales will be tackled between 2009 - 2019. This Ten Year Plan sets out some guiding principles for the

development and delivery of homelessness services.

Housing Solutions Triage – the initial discussion with the customer about their circumstances and housing need.

Transition Funding – a grant made available to Local Authorities to assist with the implementation of the new legislation. This is available over three years with the level reducing over the period.

Single Access Route to Housing (SARTH) Policy – the regional common policy for all major social landlords allocating social housing properties across Conwy, Denbighshire and Wrexham.

Early Help Hub – a multi-agency team focussed on delivering preventative services and interventions for families to prevent issues escalating and reduce pressure on statutory services.

Mae'r dudalen hon yn wag yn bwrpasol

CYNGOR
Sir y Fflint
Flintshire
COUNTY COUNCIL

CABINET MEETING	

Date of Meeting	Tuesday 18th July 2017
Report Subject	Capital Programme Monitoring 2016/17 (Outturn)
Cabinet Member	Leader of the Council and Cabinet Member for Finance
Report By	Corporate Finance Manager
Type of Report	Operational

EXECUTIVE SUMMARY

The report summarises changes made to the Capital Programme during the last quarter of 2016/17.

The Capital Programme has seen a net increase of £4.848m during the period.

This is common for the final quarter of the year as funding streams are introduced and budgets re-profiled to match the actual level of expenditure at outturn.

Actual outturn was £63.493m.

Resources available for funding future capital expenditure are currently £5.066m, the whole of which is needed to fund capital schemes from 2017/18 onwards.

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

REPORT DETAILS

1.00	**EXPLAINING THE OUTTURN CAPITAL PROGRAMME MONITORING POSITION- 2016/17**
	Background
1.01	The Council approved a Housing Revenue Account (HRA) capital programme for 2016/17 of £25.933m and a Council Fund (CF) capital programme of £21.143m at its meeting of 16th February, 2016.
1.02	For presentational purposes the capital programme is shown as a whole, with sub-totals for the Council Fund and HRA. In reality the HRA programme is ring fenced and can only be used for HRA purposes.
	Changes since Budget approval
1.03	Table 1 below sets out how the programme has changed during 2016/17. More detailed cumulative information relating to each Portfolio is provided in Appendix A:-

Table 1

REVISED PROGRAMME	Original Budget 2016/17	Carry Forward from 2015/16	2016/17 Previously Reported			This Period		Revised Budget 2016/17
			Changes	Carry Forward to 2017/18	Savings	Changes	Savings	
	£m	£m	£m	£m	£m	£m	£m	£m
Chief Executives	0	0	0	0	0	0	0	0.000
People & Resources	0.250	0.143	(0.240)	0	0	0	0	0.153
Governance	0	0.249	0.590	0	0	0	(0.019)	0.820
Education & Youth	13.887	1.044	0.077	(0.021)	0	(0.106)	(0.004)	14.877
Social Care	0	0	0	0	0	0.391	0	0.391
Community & Enterprise	3.681	0.634	1.455	0	0	3.913	0	9.683
Planning & Environment	0.175	0.905	0.337	(0.721)	0	0.200	0	0.896
Transport & Streetscene	2.050	0.738	3.102	(0.372)	0	0.949	0	6.467
Organisational Change 1	0	0.026	0.230	0	0	0.104	(0.004)	0.356
Organisational Change 2	1.100	0.953	0.194	0	0	0.167	0	2.414
Council Fund Total	21.143	4.692	5.745	(1.114)	0.000	5.618	(0.027)	36.057
Housing Revenue Account Total	25.933	1.500	2.178	0	0	0.300	0	29.911
Programme Total	47.076	6.192	7.923	(1.114)	0.000	5.918	(0.027)	65.968

	Carry Forward from 2015/16
1.04	Carry forward sums from 2015/16 to 2016/17, totalling £6.192m (CF £4.692m, HRA £1.500m), were approved by Cabinet.

	Changes during this period
1.05	Changes during this period have resulted in a net increase in the programme total of £5.918m (CF £5.618m, HRA £0.300m). A summary of the changes, showing major items, is shown in Table 2 below:-

Table 2

CHANGES DURING THIS PERIOD

	£m
COUNCIL FUND	
Increases	
Loan to NEW Homes for Flint affordable housing scheme	3.409
Intermediate Care Fund - Introduction of funding for works at Arosfa	0.391
Increase in Private Sector Renewal/Improv't works - funded by CERA	0.385
Street Lighting improvement scheme - funded by Salix loan	0.350
Highways - increased expenditure on resurfacing - funded by CERA	0.350
Admin Buildings - increased expenditure on H&S and Target Hardening	0.213
Other Aggregate Increases	0.933
	6.031
Decreases	
21C Schools - reduced expenditure - Pru borrowing budget reprofiled to match expenditure	(0.241)
Other Aggregate Decreases	(0.172)
	(0.413)
Total	**5.618**
HRA	
Increases	
Increase in works to empty properties (voids) - funded by CERA	1.312
Increase in installation of PV Panels - funded by CERA	0.366
Other Aggregate Increases	0.375
	2.053
Decreases	
Whole House works reduced expenditure - reprofile of Pru Borrowing budget	(1.690)
Other Aggregate Decreases	(0.063)
	(1.753)
Total	**0.300**

1.06	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 the majority of the movements above, including the HRA.

1.07	During the final quarter the Council issued the first instalment of the agreed loan to NEW Homes for the construction of affordable housing at 'The Walks' scheme in Flint of £3.409m. The payment to NEW Homes, in accounting terms, qualifies as capital expenditure and therefore is included within the capital programme monitoring report. Further, more detailed information can be found in the 'Minimum Revenue Provision and Prudential Indicators - Policy Amendments' report to Council on 14th June 2016.
1.08	During the year Portfolios will have purchased equipment which in accounting terms is classed as capital expenditure. Portfolios have revenue budgets to fund the costs which are charged over the useful life of the equipment. An option appraisal to assess the best funding method is undertaken comparing leasing with prudential borrowing. Prudential borrowing was the most suitable option for various equipment including gym and CCTV equipment purchased during 2016/17 which has been added to the capital programme at outturn.
	Capital Expenditure compared to Budget
1.09	Outturn expenditure across the whole of the capital programme was £63.493m. The breakdown of expenditure is analysed in Table 3, along with the percentage spend against budget. This shows that 96.25% of the budget has been spent (CF 93.14%, HRA 100%). Corresponding figures for Outturn 2015/16 were 97.02% (CF 95.59%, HRA 100%).
1.10	The table also shows an underspend (pending carry forward adjustments) of £2.475m on the Council Fund and a break even position on the HRA.

Table 3

EXPENDITURE	Revised Budget £m	Outturn Expenditure £m	Percentage Spend v Budget %	Variance Budget v Outturn (Under)/Over £m
Chief Executives	0	0	0	0
People & Resources	0.153	0	0	(0.153)
Governance	0.820	0.675	82.32	(0.145)
Education & Youth	14.877	14.445	97.10	(0.432)
Social Care	0.391	0.391	0	0
Community & Enterprise	9.683	9.683	100.00	0
Planning & Environment	0.896	0.606	67.63	(0.290)
Transport & Streetscene	6.467	6.019	93.07	(0.448)
Organisational Change 1	0.356	0.356	100.00	0
Organisational Change 2	2.414	1.407	58.29	(1.007)
Council Fund Total	36.057	33.582	93.14	(2.475)
Disabled Adaptations	0.967	0.967	100.00	0
Energy Schemes	2.160	2.078	96.20	(0.082)
Major Works	3.062	3.040	99.28	(0.022)
Accelerated Programmes	0.600	0.861	143.50	0.261
WHQS Improvements	16.164	18.148	112.27	1.984
SHARP Programme	6.958	4.817	69.23	(2.141)
Housing Revenue Account Total	29.911	29.911	100.00	0.000
Programme Total	**65.968**	**63.493**	**96.25**	**(2.475)**

1.11	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 2017/18 has been identified, this is also included in the narrative.
	Carry Forward into 2017/18
1.12	During the quarter carry forward of £2.475m (all CF) has been identified which reflects reviewed spending plans across all programme areas; these committed amounts have been identified as now required to meet the cost of programme works and/or retention payments in 2017/18.
1.13	Information relating to each programme area is contained in Appendix B and summarised in Table 4 below:-

Table 4

CARRY FORWARD INTO 2017/18	Previously Reported						Total
	Month 4 £m	Month 6 £m	Month 9 £m	Reversed £m	Sub Total £m	Outturn £m	£m
People & Resources	0	0	0	0	0	0.153	0.153
Governance	0	0	0	0	0	0.145	0.145
Education & Youth	0.012	0.004	0.005	0	0.021	0.432	0.453
Planning & Environment	0	0	0.733	(0.012)	0.721	0.290	1.011
Transport & Streetscene	0.055	0	0.325	(0.008)	0.372	0.448	0.820
Organisational Change 2	0	0	0	0	0	1.007	1.007
Council Fund	**0.067**	**0.004**	**1.063**	**(0.020)**	**1.114**	**2.475**	**3.589**
Housing Revenue Account	**0**	**0**	**0**	**0**	**0**	**0**	**0.000**
TOTAL	**0.067**	**0.004**	**1.063**	**(0.020)**	**1.114**	**2.475**	**3.589**

1.14	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. These are shown in the column 'Reversed' above.
1.15	If approved this will bring the total amount carried forward into 2017/18 to £3.589m (£6.192m in 2015/16). This represents a significant reduction on the previous year (5.44% of the total programme as against 9.84% in 2015/16), and is further evidence of the continued scrutiny of the programme by both Officers and Members.
	Additional Allocations
1.16	No additional requests for resources have been received in this quarter.

Savings

1.17 At Outturn minor savings of £0.027m have been identified in the programme. These are shown in Table 5 below.

Table 5

IDENTIFIED SAVINGS	Savings £m
Information Technology	(0.019)
Primary Schools	(0.004)
Leisure Centres	(0.004)
Total	**(0.027)**

Financing

1.18 The capital programme is financed as summarised in Table 6 below:-

Table 6

FINANCING RESOURCES	General Financing[1]	Specific Financing[2]	Total Financing
	£m	£m	£m
Latest Monitoring			
Council Fund	6.459	29.598	36.057
Housing Revenue Account	5.050	24.861	29.911
Total Financing Resources	**11.509**	**54.459**	**65.968**

1 Supported Borrowing / General Capital Grant / Capital Receipts / MRA

2 Grants & Contributions / CERA / Reserves / Prudential & Other Borrowing

1.19 Given the continuing uncertainty over the realisation of asset disposals, no capital receipts were assumed for 2016/17 budget setting purposes. However, any assets realised in year would be available for capital investment (see Sections 1.21 to 1.22 below).

	Funding of 2016/17 Approved Schemes
1.20	The position at Outturn is summarised in Table 7 below:-

Table 7

FUNDING OF APPROVED SCHEMES

	£m	£m
Surplus from 2015/16		(3.134)
Increases		
Previously Approved	0.955	
		0.955
Decreases		
Actual In year receipts	(2.615)	
Savings	(0.027)	
Unallocated Funding	(0.245)	(2.887)
Funding Available		(5.066)

1.21	The final outturn surplus from 2015/16 was £3.134m (£3.168m as per Outturn report to Cabinet 19 July, 2016).

Actual in year receipts amount to £2.615m, capital funding unallocated remains at £0.245m and savings identified in year amount to £0.027m.

Taken as a whole this indicates that £5.066m is available to fund future capital schemes. |
| 1.22 | Portfolios, through their business plans, have identified significant capital investment needed to develop new or reconfigure service business models. Business cases were submitted for consideration and a wide range of schemes have been approved by Council in setting the 2017/18 capital programme. Further information on these approved schemes can be found in the 'Council Fund Capital Programme - 2017/18 - 2019/20' report to Council on 14th February 2017.

£3.567m of accumulated capital receipts (balance available at the time) was used in setting the 2017/18 capital programme. Furthermore, there was a shortfall in funding for approved schemes starting in 2018/19 onwards, the options for the funding of which was kept flexible. Options including a combination of future capital receipts, alternative grants, prudential borrowing or phasing schemes over several years would be considered during 2017/18, and included in future capital programme reports.

The whole of the balance referred to in 1.20 is therefore already earmarked for future schemes. |

1.23	Table 8 below was included in the report to Council referred to in 1.22.
	Table 8

SUMMARY CAPITAL PROGRAMME 2017/18 - 2019/20

	2017/18 £m	2018/19 £m	2019/20 £m	Total £m
Expenditure				
Statutory / Regulatory Section	2.726	2.146	2.146	7.018
Retained Assets Section	3.287	2.350	2.350	7.987
Investment Section	3.922	3.488	4.241	11.651
Specific Section	9.500	10.602	2.477	22.579
Total Programme (All Sections)	**19.435**	**18.586**	**11.214**	**49.235**
Funding				
General Funding	10.201	6.634	6.634	23.469
Grant Funding	2.847	4.116	1.238	8.201
Unsupported (Prudential) Borrowing	6.653	5.406	1.239	13.298
Local Govt Borrowing Initiative - 21st C Schools	0.000	1.080	0.000	1.080
Total Projected Funding	**19.701**	**17.236**	**9.111**	**46.048**
Surplus / (Shortfall)	**0.266**	**(1.350)**	**(2.103)**	**(3.187)**

This illustrates that the additional £1.499m of receipts (£5.066m estimated outturn minus £3.567m already allocated) will be used to address part of the £3.187m projected shortfall over the life of the 3 year programme, with the balance (£1.688m) to be met by one of the methods referred to in 1.22 above.

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.

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 related to capital outturn.

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

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Capital Programme monitoring papers 2016/17. **Contact Officer:** Andrew Elford Accountant **Telephone:** 01352 702291 **E-Mail:** andrew.elford@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	**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. **Capital Expenditure:** Expenditure on the acquisition of **non-current assets** or expenditure which extends the useful life of an existing asset **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. **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: C**apital **E**xpenditure charged to **R**evenue **A**ccount. 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.

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 2016/17

	Original Budget 2016/17	Carry Forward from 2015/16	Previously Reported			This Period		Revised Budget 2016/17
			Changes	Carry Forward to 2017/18	Savings	Changes	Savings	
	£m	£m	£m	£m	£m	£m	£m	£m
Council Fund :								
Chief Executives								
Clwyd Theatr Cymru	0	0	0	0	0	0	0	0.000
	0.000	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**
People & Resources								
Headroom	0.250	0	(0.240)	0	0	0	0	0.010
Corporate Finance - H & S	0.000	0.143	0	0	0	0	0	0.143
	0.250	**0.143**	**(0.240)**	**0.000**	**0.000**	**0.000**	**0.000**	**0.153**
Governance								
Information Technology	0	0.249	0.590	0	0	0	(0.019)	0.820
	0.000	**0.249**	**0.590**	**0.000**	**0.000**	**0.000**	**(0.019)**	**0.820**
Education & Youth								
Education - General	0.350	0.001	(0.250)	0	0	(0.001)	0	0.100
Primary Schools	0.740	0.257	0.089	(0.021)	0	0.049	(0)	1.110
Schools Modernisation	12.637	0.116	0.009	0	0	(0.241)	0	12.521
Secondary Schools	0.160	0.082	(0.012)	0	0	0.091	0	0.321
Special Education	0	0.558	0.244	0	0	0.023	0	0.825
Minor Works, Furn & Equip	0	0.030	(0.003)	0	0	(0.027)	0	0.000
	13.887	**1.044**	**0.077**	**(0.021)**	**0.000**	**(0.106)**	**(0.004)**	**14.877**
Social Care								
Partnerships & Performance	0	0	0	0	0	0.391	0	0.391
	0.000	**0.000**	**0.000**	**0.000**	**0.000**	**0.391**	**0.000**	**0.391**
Community & Enterprise								
Flintshire Connects	0	0	0	0	0	0.014	0	0.014
Community Coastal Fund	0	0	0.113	0	0	0.027	0	0.140
Town Centre Regeneration	0.100	0.280	0.018	0	0	(0.101)	0	0.297
Vibrant & Viable Places	1.600	0	0.439	0	0	(0.011)	0	2.028
NEW Homes	0	0	0	0	0	3.409	0	3.409
Private Sector Renewal/Improvt	1.981	0.354	0.885	0	0	0.575	0	3.795
	3.681	**0.634**	**1.455**	**0.000**	**0.000**	**3.913**	**0.000**	**9.683**
Planning & Environment								
Closed Landfill Sites	0	0	0.250	(0.250)	0	0	0	0.000
Engineering	0	0.678	0	(0.471)	0	0.145	0	0.352
Energy Services	0.100	0.002	0.094	0	0	0.032	0	0.228
Rights of Way	0	0	0.034	0	0	0.022	0	0.056
Planning Grant Schemes	0	0	0	0	0	0.001	0	0.001
Ranger Services	0	0.050	(0.041)	0	0	0	0	0.009
Townscape Heritage Initiatives	0.075	0.175	0	0	0	0	0	0.250
	0.175	**0.905**	**0.337**	**(0.721)**	**0.000**	**0.200**	**0.000**	**0.896**

CAPITAL PROGRAMME - CHANGES DURING 2016/17

	Original Budget 2016/17	Carry Forward from 2015/16	Previously Reported			This Period		Revised Budget 2016/17
			Changes	Carry Forward to 2017/18	Savings	Changes	Savings	
	£m	£m	£m	£m	£m	£m	£m	£m
Transport & Streetscene								
Waste Services	0	0	0.100	0	0	(0.005)	0	0.095
Waste - CCP Grant	0	0.182	1.926	0	0	0.130	0	2.238
Engineering	0	0.012	0.005	0	0	0	0	0.017
Highways	0.600	0.301	0.193	0	0	0.700	0	1.794
Local Transport Grant	0	0.243	0.878	0	0	0.124	0	1.245
Solar Farms	1.450	0	0	(0.372)	0	0	0	1.078
	2.050	**0.738**	**3.102**	**(0.372)**	**0.000**	**0.949**	**0.000**	**6.467**
Organisational Change 1								
Leisure Centres	0	0.025	0	0	0	0.019	(0.004)	0.040
Recreation - Other	0	0.001	0	0	0	(0.001)	0	0.000
Play Areas	0	0	0.230	0	0	0.086	0	0.316
	0.000	**0.026**	**0.230**	**0.000**	**0.000**	**0.104**	**(0.004)**	**0.356**
Organisational Change 2								
Administrative Buildings	0.600	0.453	0.194	0	0	0.167	0	1.414
Community Asset Transfers	0.500	0.500	0	0	0	0.000	0	1.000
	1.100	**0.953**	**0.194**	**0.000**	**0.000**	**0.167**	**0.000**	**2.414**
Housing Revenue Account :								
Disabled Adaptations	1.030	0	0.000	0	0	(0.063)	0	0.967
Energy Schemes	0.800	0	0.893	0	0	0.467	0	2.160
Major Works	1.650	0	0.100	0	0	1.312	0	3.062
Accelerated Programmes	0.450	0	0.150	0	0	0.000	0	0.600
WHQS Improvements	17.240	1.500	(1.060)	0	0	(1.516)	0	16.164
SHARP Programme	4.763	0	2.095	0	0	0.100	0	6.958
	25.933	**1.500**	**2.178**	**0.000**	**0.000**	**0.300**	**0.000**	**29.911**
Totals :								
Council Fund	21.143	4.692	5.745	(1.114)	0	5.618	(0.027)	36.057
Housing Revenue Account	25.933	1.500	2.178	0	0	0.300	0	29.911
Grand Total	**47.076**	**6.192**	**7.923**	**(1.114)**	**0.000**	**5.918**	**(0.027)**	**65.968**

CHIEF EXECUTIVES

Capital Budget Monitoring 2016/17 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Clwyd Theatr Cymru	0	0	0	0	0			
Total	**0.000**	**0.000**	**0.000**	**0**	**0.000**			

PEOPLE & RESOURCES

Capital Budget Monitoring 2016/17 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Corporate Finance - Health & Safety	0.143	0	(0.143)	(100)	0	**Carry Forward** - Unspent Corporate Provision	Request approval to move funding of **£0.143m** into 2017/18	Corporate provision - to be allocated as requested and approved
Headroom	0.010	0	(0.010)	(100)	0	**Carry Forward** - Unspent Corporate Provision	Request approval to move funding of **£0.010m** into 2017/18	Corporate provision - to be allocated as requested and approved
Total	**0.153**	**0.000**	**(0.153)**	**(100)**	**0.000**			

Variance = Budget v Projected Outturn

GOVERNANCE

Capital Budget Monitoring 2016/17 - 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	0.820	0.675	(0.145)	(18)	0	Skype installation continuing into 2017/18 **(£0.065m)** Microsoft Share Point continuing into 2017/18 **(£0.080m)**	Request approval to move funding of **£0.145m** into 2017/18	
Total	**0.820**	**0.675**	**(0.145)**	**(18)**	**0.000**			

Variance = Budget v Projected Outturn

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EDUCATION & YOUTH

Capital Budget Monitoring 2016/17 - 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	0.100	0.068	(0.032)	(32)	0	Carry Forward - provision for Legionella Monitoring, Radon Remedial Work and Health & Safety Work	Request approval to move funding of **£0.032m** into 2017/18	Budget commited for on-going work across Education and Youth buildings
Primary Schools	1.110	1.054	(0.056)	(5)	(0.005)	Carry Forward against project at Ysgol Gwenffrwd, Holywell. Replacement of windows and doors	Request approval to move funding of **£0.056m** into 2017/18	Project set to complete early 2017/18
Schools Modernisation	12.521	12.449	(0.072)	(1)	0	Retentions held against link project at Hawarden Village School	Request approval to move funding of **£0.072m** into 2017/18	Retentions due 2017/18
Secondary Schools	0.321	0.294	(0.027)	(8)	0	Carry Forward and retentions against projects across Secondary Schools	Request approval to move funding of **£0.027m** into 2017/18	Retentions due 2017/18
Special Education	0.825	0.580	(0.245)	(30)	0	Carry Forward and retentions against DDA/SEN projects. Larger projects being £0.143m against an on-going project at Castell Alun HS and £0.065m against a project at Flint HS	Request approval to move funding of **£0.245m** into 2017/18	Projects set to complete early 2017/18. Retentions due during 2017/18
Minor Works, Furn & Equip	0	0	0		0			
Total	**14.877**	**14.445**	**(0.432)**	**(3)**	**(0.005)**			

Variance = Budget v Projected Outturn

SOCIAL CARE

Capital Budget Monitoring 2016/17 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Partnerships & Performance	0.391	0.391	0	0	0			
Total	**0.391**	**0.391**	**0.000**	**0**	**0.000**			

Variance = Budget v Projected Outturn

COMMUNITY & ENTERPRISE

Capital Budget Monitoring 2016/17 - 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
Flintshire Connects	0.014	0.014	0	0	0			
Community Coastal Fund	0.140	0.140	0	0	0.018			
Town Centre Regeneration	0.297	0.290	(0.007)	(2)	0			
Vibrant & Viable Places	2.028	2.028	0	0	0			
NEW Homes	3.409	3.409	0	0	0			
Private Sector Renewal/Improvement	3.795	3.802	0.007	0	0			
Total	**9.683**	**9.683**	**0.000**	**0**	**0.018**			

Variance = Budget v Projected Outturn

PLANNING & ENVIRONMENT

Capital Budget Monitoring 2016/17 - 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		(0.250)			
Engineering	0.352	0.192	(0.160)	(45)	(0.483)	WG funding received in March for Land Drainage/Flooding issues in Bagillt therefore releasing core funding (**£0.100m**). Coast protection survey to be completed early 2017/18 (**£0.011m**). Talacre Sand Dune improvements costs lower than estimated (**£0.005m**). Prirority given to larger scale projects required other smaller projects to be carried forward into 2017/18 (**£0.044m**).	Request approval to move funding of **£0.160m** into 2017/18	Various delays, including legal challenges, on existing projects have caused them to overrun into 2017/18. The design stage has been completed and these projects will now continue to completion in 2017/18.
Energy Services	0.228	0.228	0	0	0			
Rights of Way	0.056	0.056	0	0	(0.001)			
Planning Grant Schemes	0.001	0.001	0	0	0			
Ranger Services	0.009	0.009	0	0	0			
Townscape Heritage Initiatives	0.250	0.120	(0.130)	(52)	0	Priority given to a number of specific schemes resulting in lower than expected overall in year costs.	Request approval to move funding of **£0.130m** into 2017/18	Various delays, including legal challenges and planning issues, on existing projects have caused them to overrun into 2017/18.
Total	**0.896**	**0.606**	**(0.290)**	**(32)**	**(0.734)**			

Variance = Budget v Projected Outturn

TRANSPORT & STREETSCENE

Capital Budget Monitoring 2016/17 - Outturn

Tudalen 135

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Waste Services - Other	0.095	0.095	0	0	0			
Waste Services - Collaborative Change Programme (CCP)	2.238	2.238	0	0	0			
Engineering	0.017	0.017	0	0	0			
Highways	1.794	1.343	(0.451)	(25)	0	Phase 3 works on Flintshire Bridge started late March leading into the major maintenance works due later in 2017/18 **(£0.051m)**. Continuing works on the average speed cameras on Sealand Road **(£0.035m)**. Resurfacing works out to tender, due to start in June **(£0.362m)**	Request approval to move funding of **£0.448m** into 2017/18	
Local Transport Grant	1.245	1.248	0.003	0	0			
Solar Farms	1.078	1.078	0	0	(0.325)			
Total	**6.467**	**6.019**	**(0.448)**	**(7)**	**(0.325)**			

Variance = Budget v Projected Outturn

ORGANISATIONAL CHANGE 1

Capital Budget Monitoring 2016/17 - Outturn

Tudalen 136

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	0.040	0.040	0	0	0			
Recreation - Other	0	0	0		0			
Play Areas	0.316	0.316	0	0	0			
Total	**0.356**	**0.356**	**0.000**	**0**	**0.000**			

Variance = Budget v Projected Outturn

ORGANISATIONAL CHANGE 2

Capital Budget Monitoring 2016/17 - 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
Administrative Buildings	1.414	1.112	(0.302)	(21)	0	Ongoing programme of statutory and committed schemes including:- Corporate Property Maintenance **(£0.137m)** Target Hardening works **(£0.070m)** DDA works **(£0.048m)** Council Chamber Microphone system **(£0.027m)**	Request approval to move funding of **£0.302m** into 2017/18	
Community Asset Transfers	1.000	0.295	(0.705)	(71)	0	Funding has been allocated to a number of schemes, however these funds will only be released once the Organisations concerned have made the request to draw allocations down and met the relevant criteria	Request approval to move funding of **£0.705m** into 2017/18	This will continue to be the case in future years with allocations needing to be carried forward at the end of each financial year if allocations have not been drawn down yet
Total	**2.414**	**1.407**	**(1.007)**	**(42)**	**0.000**			

Variance = Budget v Projected Outturn

HOUSING REVENUE ACCOUNT

Capital Budget Monitoring 2016/17 - 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
Disabled Adaptations	0.967	0.967	0	0	0			
Energy Services	2.160	2.078	(0.082)	(4)	0	Energy Company funding used against the programme		
Major Works	3.062	3.040	(0.022)	(1)	0.150			
Accelerated Programmes	0.600	0.861	0.261	44	0.100	Overspend is due to unforeseen asbestos works		
WHQS Improvements	16.164	18.148	1.984	12	(0.100)	Delayed 2015/16 roofing works in Holway, completed early 2016/17. Also additional kitchens and bathrooms have been completed that were scheduled for the 2017/18 programme		
SHARP	6.958	4.817	(2.141)	(31)	0	Batch 2 commencement delayed. Works imminent		
Total	29.911	29.911	0.000	0	0.150			

Variance = Budget v Projected Outturn

SUMMARY

Capital Budget Monitoring 2016/17 - Outturn

Programme Area	Total Budget	Outturn	Variance (Under)/ Over	Variance %age	Variance Prev Qtr	Cause of Variance	Action Required	Comments
	£m	£m	£m	%	£m			
Chief Executive's	0	0	0		0			
People & Resources	0.153	0.000	(0.153)	(100)	0			
Governance	0.820	0.675	(0.145)	(18)	0			
Education & Youth	14.877	14.445	(0.432)	(3)	(0.005)			
Social Care	0.391	0.391	0	0	0			
Community & Enterprise	9.683	9.683	0	0	0.018			
Planning & Environment	0.896	0.606	(0.290)	(32)	(0.734)			
Transport & Streetscene	6.467	6.019	(0.448)	(7)	(0.325)			
Organisational Change 1	0.356	0.356	0	0	0			
Organisational Change 2	2.414	1.407	(1.007)	(42)	0			
Sub Total - Council Fund	**36.057**	**33.582**	**(2.475)**	**(7)**	**(1.046)**			
Housing Revenue Account	29.911	29.911	0	0	0.150			
Total	**65.968**	**63.493**	**(2.475)**	**(4)**	**(0.896)**			

Variance = Budget v Projected Outturn

Tudalen 139

Mae'r dudalen hon yn wag yn bwrpasol

CYNGOR
Sir y Fflint
Flintshire
COUNTY COUNCIL

	CABINET

Date of Meeting	Tuesday, 18th July 2017
Report Subject	Revenue Budget Monitoring 2016/17 (Outturn)
Cabinet Member	Leader of the Council and Cabinet Member for Finance
Report Author	Corporate Finance Manager
Type of Report	Operational

EXECUTIVE SUMMARY

This report provides the outturn revenue budget monitoring position for 2016/17 for the Council Fund and Housing Revenue Account (subject to audit).

The final year end position is as follows:

Council Fund

- The net in-year outturn comprises of an operating deficit of £0.846m.

- The overall outturn includes a positive impact of £2.886m due to the change in accounting policy for MRP as agreed by County Council. This had the effect of eliminating the operating deficit with net spend being £2.039m lower than budget.

- A contingency reserve balance as at 31 March 2017 of £5.133.

Housing Revenue Account (HRA)

- Net in year expenditure was £0.018m lower than budget.
- A closing balance as at 31 March 2016 of £1.116m and earmarked reserves of £0.526m.

	RECOMMENDATIONS
1	Note the overall report and the Council Fund contingency sum as at 31st March 2017.
2	Note the final level of balances on the Housing Revenue Account.

REPORT DETAILS

1.00	THE REVENUE BUDGET MONITORING POSITION FOR OUTTURN - 2016/17
1.01	**Council Fund Outturn** The table below shows the final position by portfolio. As has been the practice in recent years where a variance has been due to a conscious decision to change policy or practice, the resulting variance is managed corporately with the relevant Portfolio not expected to meet any shortfall.
1.02	

TOTAL EXPENDITURE AND INCOME	Original Budget £m	Revised Budget £m	Outturn £m	Over/ (Under) spend £m
Social Services	58.534	60.551	60.821	0.270
Community & Enterprise	12.035	12.492	11.868	(0.624)
Streetscene & Transportation	27.011	28.556	29.364	0.808
Planning & Environment	4.978	5.052	5.368	0.316
Education & Youth	11.225	11.389	11.196	(0.193)
Schools	86.162	87.751	87.751	0.000
People & Resources	4.319	4.660	4.574	(0.086)
Governance	8.159	7.722	7.779	0.057
Organisational Change 1	5.560	6.042	6.112	0.070
Organisational Change 2	2.244	2.423	1.967	(0.456)
Chief Executive	3.204	2.930	2.892	(0.038)
Central & Corporate Finance	28.558	22.423	20.260	(2.163)
Total	**251.990**	**251.990**	**249.950**	**(2.039)**

1.03	The reasons for the variances occurring are summarised within appendix 1.

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1.04	**Variance between month 12 to outturn** There has been a minor variance of £0.011m at outturn, compared with month 12, which relates to the Central Loans and Investment Account within Central & Corporate Finance.
1.05	**Brief Overview of the Year – Council Fund** Early on in the year, the Council were made aware that one of its contracted transport operators was going into immediate liquidation. Urgent action was required to secure the school and public transport subsidised routes. Additional costs of £0.440m were projected to be incurred to procure a full replacement service.
1.06	Month 4 was the first full Revenue Monitoring Report for 2016/17 and an initial working deficit of £1.641m was forecast.
1.07	Conscious decisions to change proposals for household recycling centres, community assets transfers, town centre & County Hall car parking charging and workforce essential car user allowances resulted in an additional pressure for £0.861m and this pressure was met using the Contingency Reserve which reduced the working deficit to £0.780m.
1.08	At Month 5 the forecast was revised to project an increase on the working deficit to £0.981m which was mainly due to additional care packages within Social Services.
1.09	The monthly variance continued to increase until Month 8 at which point the operating deficit was projected to be £1.810m. This was mainly due to increases in Out of County Placements, which influenced by court considerations based on the Social Services and Wellbeing Act (Wales), underachievement of planning fee income, due to reduced number of application fees than anticipated, and under recovery of pension deficit costs.
1.10	As part of the 2017/18 budget proposals the Council's policy for accounting for minimum Revenue Provision (MRP) was reviewed and approved by Council on 6 December 2016. This resulted in a positive impact of £2.886m on the 2016/17 budget which was reported in Month 8 and meant the projected spend was £1.076m less than the budget.
1.11	At Month 9 a decrease of £1.011m, from the previous month, was reported which decreased the operating deficit to £0.799m. The largest contributing factor to this decrease was as a result of ongoing negotiations with Betsi Cadwaladr University Health Board as the funding partner in the joint use of Continuing Health Care (CHC) Fund, agreement was reached that the Health Board would increase the funding for a number of high cost Learning Disability care packages.
1.12	The final outturn is reporting an operating deficit of £0.846m. Which when taken

	into account the change in accounting policy for the MRP results in spend being £2.040m less than budget.
1.13	Throughout the financial year, the Council has successfully lobbied Welsh Government for a fairer funding settlement which led to a lower than anticipated reduction in funding of Revenue Support Grant (RSG). For 2017/18 levels of funding have remained the same, though increasing costs from inflation and the impact of National decisions meant that the Council still had considerable pressures to meet in balancing the 2017/18 budget.
1.14	Further success has been achieved through our campaigning for national and regional funding on Social Care, though this needs to be continued to deliver sustainable services to our residents in the future against a backdrop of increasing demand.
1.15	Work will continue nationally with Welsh Government to enable to build on this success and incorporate into the Council's Medium Term Financial Strategy.
1.16	**Programme of Efficiencies** The 2016/17 budget initially contained £11.282m of specific efficiencies. An amount of £0.761m was approved from the Contingency Reserve in the month 4 report to meet the impact of conscious decisions to change proposals for household recycling centres, community asset transfers, town centre car parking charging and workforce essential car user allowances resulting in a revised efficiency target of £10.521m.
1.17	Within the year £9.557m (91%) of planned efficiencies were achieved which is an improvement on the previous year where 83% were achieved.
1.18	**Inflation** Included within the 2016/17 budget was provision for pay (£0.936m), targeted price inflation (£0.573m) and income (£0.185m).
1.19	Following the allocation to portfolios of the provisions described in paragraph 1.14 there was a remaining balance of £0.070m which is included within the overall outturn figure.
1.20	**Reserves and Balances** **Unearmarked Reserves** The 2015/16 outturn reported to Cabinet on 19 July 2016 showed un-earmarked reserves at 31 March 2016 (above the base level of £5.769m) of £4.375m.
1.21	Taking into account the final outturn and previously agreed allocations the balance on the Contingency Reserve at 31 March 2017 is £5.133m as detailed in appendix 3.
1.22	The table below gives a summary of earmarked reserves as at 31st March

	2017. A full analysis of the movement in reserves from 1st April 2016 to 31st March 2017 is contained within the Statement of Accounts.
1.23	**Council Fund Earmarked Reserves 2016/17**

Reserve Type	Balance as at 1/4/16	Balance as at 31/3/17
Service Balances	5,024,743	4,285,376
Schools Balances	2,306,721	1,556,300
SingleStatus/Equal Pay	7,548,813	4,484,743
Investment & Organisational Change	1,268,651	937,736
Budget Strategy - General Reserves	4,460,118	2,891,326
Benefits Equalisation	192,699	119,070
County Elections	193,857	137,840
Supporting People	832,163	386,638
Unitary Development Plan (UPP)	646,982	480,000
Building Control	90,611	121,719
Waste Disposal	370,859	312,080
Flintshire Enterprise Ltd	72,892	67,387
Design Fees	200,000	200,000
Winter Maintenance	250,000	215,000
Car Parking	86,284	26,252
Insurance Funds	1,221,558	1,471,156
Cash Receipting Review	241,295	79,337
Grants & Contributions	2,737,077	2,554,749
Total	27,745,323	20,326,710

1.24	**Housing Revenue Account** The 2015/16 Outturn Report to Cabinet on 19 July 2016 showed an un-earmarked closing balance at the end of 2015/16 of £1.178m and earmarked balances of £0.338m.
1.25	The 2016/17 budget for the HRA is £31.979m which includes a movement of £0.080m from reserves.
1.26	The final outturn for the HRA reports expenditure to be £0.018m lower than budget and a closing balance as at 31 March 2017 of £1.116m, which at 3.5% of total expenditure satisfies the prudent approach of ensuring a minimum level of 3%.
1.27	In 2016/17 the HRA generated £31m income. £8m was spent on repairs and maintenance. £7m contributed towards capital financing costs for existing borrowing and self–financing costs. The HRA budget also provided a total revenue contribution of £11m towards the funding of capital expenditure (CERA); an increase of £1m on the previous year and £1.5m more than budget. The closing balance on general reserves was £1.116m at 31st March 2017. Earmarked reserves of £0.526m for software, insurance and solar panel income were also carried forward.
1.28	The continued improvement in the financial management of the HRA during

2016/17 has helped to enable delivery of the following service developments and achievements.

- Work on the first SHARP scheme to build 12 Council homes at Custom House School, Connah's Quay was completed in December 2016.
- Good progress is also being made on The Walks, Flint with the construction of 92 new homes. Thirty of these new homes will be managed by the Council through the HRA. The first phase of new Council properties on the scheme were handed over in June 2017.
- Work on the construction of 40 new Council homes on five sites at Mold, Leeswood and Connah's Quay has also begun. These will be handed over to the Council later in 2017. This will bring the total number of new Council homes to 82.
- Successfully delivered the second year programme of the 6 year WHQS delivery plan (£25m)
- Commenced full review of Sheltered & Garage Stock (phase 1)
- Completed the Installation of Sprinklers and New Heating/Water Supply Pipe to the High Rise Block in Flint
- Completed Phase 1 of the V&V Project works to the Pen Y Llan Courts in Connahs Quay
- Completed the first 6 pilots for the Environmental Programme (Car Parking etc.)
- Recruitment of 3 Capital Works Team Leaders and 7 Contract Inspectors into the Capital Works Team.
- Completed refurbishment works of 4 main communal areas to residential properties in Flintshire.
- Fully implemented Total Mobile for Responsive Repairs teams
- Delivered c£1m of efficiency savings including voids security costs, material efficiencies and staffing efficiencies
- Outperformed all Responsive Repair targets throughout the year
- Achieved an average of 99.67% for Gas Safety certificates
- Introduced a revised fleet of vehicles for all trades staff
- Implemented a revised Housing Management structure and service policies and procedures
- Completed 526 disabled adaptations which enable tenants to return home from hospital or maintain independence. The team works closely with the WHQS team so that WHQS work is completed at the same time and disruption is kept to a minimum.
- Our Apprentice Alex McClareon won FCC Apprentice of the year, Coleg Cambria learner of the year (Electrical) and has made the final round of the national Electrical Apprentice competition.
- Achieved full roll out of van stocks to Responsive Repairs
- Implementation of Service Charges

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 we have closed the 2016/17 accounts are no significant risks to the Final Outturn reported. The summary of in-year risks are therefore not included.

5.00	APPENDICES
5.01	Appendix 1: Council Fund – Budget Variances Appendix 2: Council Fund – Programme of Efficiencies Appendix 3: Council Fund – Movement on Un-earmarked Reserves Appendix 4: Housing Revenue Account Variances

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None required **Contact Officer:** Sara Dulson **Telephone:** 01352 702287 **E-mail:** sara.dulson@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	**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. **Council Fund:** the fund to which all the Council's revenue expenditure is charged. **Financial Year:** the period of twelve months commencing on 1 April. **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. **Projected Outturn:** projection of the expenditure to the end of the financial year, made on the basis of actual expenditure incurred to date.

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.

Revenue: a term used to describe the day-to-day costs of running Council services and income deriving from those services. It also includes charges for the repayment of debt, including interest, and may include direct financing of capital expenditure.

Underspend: when referring to expenditure the actual expenditure incurred is less than budget. Shown as a –ve. When referring to income the actual income achieved exceeds the budget. Shown as a –ve.

Variance: difference between latest budget and actual income or expenditure. Can be to date if reflecting the current or most up to date position or projected, for example projected to the end of the month or financial year.

Virement: the transfer of budget provision from one budget head to another. Virement decisions apply to both revenue and capital expenditure heads, and between expenditure and income, and may include transfers from contingency provisions. Virements may not however be approved between capital and revenue budget heads.

Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Social Services						
Older People						
Localities	15.692	15.073	(0.619)	(0.619)	Domiciliary Care reflects a projected underspend of (£0.300m) based on existing service users and is influenced by recruitment and retention factors affecting external providers. Other significant influences on this projected underspend include Minor Adaptations (£0.066m) for which local demand is currently being met by the Intermediate Care Fund (ICF). Additional one-off income has also been received from the ICF to contribute to external provider fee increases. Other underspends are as a result of full year vacancy savings from within the Single Point of Access team (£0.116m). Residential Care has a projected underspend of (£0.047m). Locality Teams staffing reflects a projected underspend of (£0.070m) due to short term vacancy savings. Overall net minor variances amount to (£0.020m).	
Reablement Services	0.405	0.297	(0.108)	(0.108)	The underspend is mostly influenced by additional CHC income from Betsi Cadwaladr University Health Board.	

Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Community Equipment Contribution	0.477	0.324	(0.153)	(0.153)	Following review of and implementation of an updated Section 33 partnership agreement for the North East Wales Community Equipment Store (NEWCES), the contribution levels of partners have been updated resulting in a reduced level of contribution from FCC going forward.	
Resources & Regulated Services	5.938	5.580	(0.358)	(0.358)	Short term vacancy savings within provider day care services and extra care schemes plus reduced projections for internal catering recharges at Residential Care homes.	
Minor Variances	0.228	0.226	(0.002)	(0.002)		
Disability Services						
Resources & Regulated Services	17.560	18.152	0.592	0.592	Service user demand level is in excess of current budget provision. A number of budget areas have been reviewed and realigned and projections revised. The allocation of £0.146m for external providers fee increase from the budget strategy reserve to meet a shortfall against the increases made to external care providers from April 2016 aided to reduce the pressure.	
Disability Services	0.660	0.713	0.052	0.052	Projected overspend on school leavers on Transition into Adulthood - mainly in residential college placements and domiciliary care.	

Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Forensic budget	0.529	0.448	(0.081)	(0.081)	The significant projected underspend of (£0.081m) based on current projected costs and increased income from joint funded care packages has been reduced at period 12 following the re-classification of a care package to Forensic.	
Administrative Support	0.111	(0.249)	(0.359)	(0.359)	This underspend has been influenced by additional joint funding income from Betsi Cadwaladr University Health Board (BCUHB). The income relates to 4 service users from April 2015 and is the outcome of a lengthy disputes process for such cases.	
Minor Variances	0.682	0.660	(0.022)	(0.022)		
Mental Health Services						
Residential Placements	0.844	0.998	0.154	0.154	Service user demand level is in excess of current budget provision. A number of budget areas have been reviewed and projections revised.	
Minor Variances	2.740	2.722	(0.018)	(0.018)		
Children's Services						
Family Placement	2.464	2.519	0.055	0.055	This overspend relates to the high demand for fostering placements and related expenses	
Grants	0.259	0.202	(0.058)	(0.058)	Reduction in contributions to the Integrated Family Support Service (IFSS).	

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Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Early Years & Family Support	0.325	0.382	0.057	0.057	Impact of historic NOVUS grant claw back of £82k offset by other savings	
Professional Support	4.800	5.144	0.345	0.345	Demand influenced staffing pressures within a number of teams including Children's Integrated Disability Services (CIDS) and Prevention and Support. Further significant influences are legal costs and direct payments within the CIDS.	
Out of County Placements	3.484	4.329	0.845	0.845	There has been an unprecedented increase in the number of Child and Parent placements, being 8 placements of which 7 have been the subject of court/legal determinations	
Minor Variances	1.130	1.211	0.082	0.082		
Development & Resources						
Charging Policy income	(2.002)	(2.056)	(0.054)	(0.054)	Impact of changes to disregards within service user financial assessments	
Good Health	0.860	0.777	(0.083)	(0.083)	The underspend is mainly due to short term vacancy savings and reductions in payments to voluntary organisations.	
Minor Variances	3.367	3.370	0.003	0.003		
Total Social Services	**60.551**	**60.821**	**0.270**	**0.270**		

Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Community & Enterprise						
Customer And Housing Services	1.452	1.482	0.029	0.029	Implementation of the Contact Centre Review is expected to begin towards the end of the 2016/17 financial year resulting in a shortfall of £0.100m. Flintshire Connects efficiency (£0.055m). Customer Services efficiencies due to reduced running costs, additional registrars income and additional Welsh Translation income of (£0.041m). Additional expenditure in respect of Homelessness £0.063m. Other Customer and Housing Services efficiencies identified resulting from vacancy and other service savings of (£0.038m).	
Council Fund Housing	(0.335)	(0.395)	(0.061)	(0.061)	Accommodation Support vacancy savings of (£0.124m) identified to offset the pressures on Telecare resulting from equipment purchase and repairs £0.032m and reduced Telecare income £0.047m. Other minor variances of (£0.016m).	

Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Regeneration	0.416	0.464	0.048	0.048	Estimated shortfall of £0.044m in markets due to income targets increasing in line with inflation each year, where charges have not increased at the same rate. Regeneration efficiency due to the reallocation of officer time to specific grants (£0.031m). Energy Efficiency Framework delayed due to the procurement process - the efficiency will be achieved from 2017/18 onwards, £0.050m. Additional income in respect of Roundabout Sponsorship in year (£0.014m). Other minor variances (£0.001m).	
Revenues & Benefits	10.837	10.065	(0.773)	(0.773)	Underspend on the budgeted provision for the Council Tax Reduction Scheme of (£0.413m). Surplus on the Council Tax Collection Fund of (£0.385m). In-year vacancy savings in the revenues service (£0.045m). Housing Benefit Subsidy budgeted shortfall of £0.078m. Other minor variances (£0.008m).	

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Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Housing Programmes	0.120	0.253	0.133	0.133	Pressure of £0.081m on the SHARP programme relating to feasibility works at the Flint Police Station site. A delay in the progression of the SHARP framework has resulted in a variance of £0.020m. Additional costs in respect of the clean up of unauthorised travellers encampments £0.025m. Other minor variances £0.007m.	
Total Community & Enterprise	12.492	11.868	(0.624)	(0.624)		

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Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Streetscene & Transportation						
Ancillary Services & Performance						
Waste Collection	7.559	7.889	0.330	0.330	Solar Energy Production at Landfill commenced from October, resulting in an in-year shortfall of £0.080m. Adverse variance of £0.310m relating to reduced electricity sales from reducing levels of gas extraction at the Standard and Brookhill landfill sites. Final part-year reduced payment of prudential borrowing for black bins (£0.100m). Improved position from recycling income of (£0.180m). Additional costs for disposal of hazardous waste from HRC sites £0.055m. Additional plant hire costs at Greenfield HRC and composting site of £0.060m and cumulative minor variances within waste services of £0.067m.	Gas engine income levels are being monitored monthly and contracts being prepared for the service to be outsourced. Reported in Programme Tracker. Budget Pressure in 2017/18 relating to the ESD grant. WG have confirmed a 3.7% reduction in the grant.

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Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Highways Network						
Highways Network	7.477	7.653	0.177	0.177	Due to ongoing discussions on Community Asset Transfers (CATs), the maintenance liability being transferred for Cemeteries to Town/Community Councils totalling £0.050m has not yet been implemented. Probation Service Litter Collection will be implemented later than anticipated, totalling £0.050m. £0.061m of improvement works on the Bagillt flooding event has been capitalised in the land drainage programme. Additional costs and staff time still being picked up by the area teams for ongoing maintenance works. Cumulative minor variances within highways services of £0.030m. Winter maintenance programme to be over spent by £0.035m which will be absorbed by the winter maintenance reserve.	Keep under review as part of MTFS. Reported in Programme Tracker.
Transportation & Logistics						
Logistics & Resource Services	4.524	4.699	0.175	0.175	Neighbouring Authorities not willing to share specialist plant, £0.050m. Fleet insurance recharge of £0.085m above the budgeted level for the service creating an adverse movement due to late notification of final recharge. Further overspends relate to minor variances across the service area.	Keep under review as part of MTFS. Reported in Programme Tracker.

Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
School Transport	4.972	5.117	0.145	0.145	Estimated additional subsidy costs following re-procurement for covering former GHA services for school transport following the company going into liquidation of £0.125m.	WG have been consulted upon with regard to funding the additional costs. Funding highly unlikely due to Statutory provision requirements. Therefore, consideration will be required in the MTFS 2017/18 taking account of full year effect.
Transportation	1.927	2.001	0.075	0.075	Estimated additional subsidy costs following re-procurement for covering former GHA services following the company going into liquidation of £0.285m. This includes the costs of former commercial services routes. Additional bus revenue funding of £0.300m has been awarded in 2016-17 for the North Wales Authorities, of which at this stage it has been confirmed that FCC will receive up to £0.155m following discussions with the Authorities concerned.	Consideration in MTFS 2017/18 if no WG funding is forthcoming after 2016/17, taking account of full year effect.
Other Minor Variances	1.429	1.379	(0.050)	(0.050)		
Total Streetscene & Transportation	**28.556**	**29.364**	**0.808**	**0.808**		

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Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Planning & Environment						
Business						
Pollution Control	0.470	0.544	0.074	0.074	2 Environmental Health Officer posts were taken on due to service demands. Internal funding had been anticipated, however this was not available and the cost has been borne by the service.	
Minor Variances	1.147	1.097	(0.050)	(0.050)	Minor variances less than £0.050m.	
Community						
Minor Variances	0.891	0.853	(0.038)	(0.038)	Minor variances less than £0.050m.	
Development						
Highway Development Control	0.230	0.175	(0.055)	(0.055)	Introduction of Supervision and Plan Vetting fee income from completed schemes.	

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Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Development Management	(0.345)	0.074	0.419	0.419	Provisional outturn confirms the planning fee income shortfall is finalised at £0.350m as the economy has not continued to recover to the extent which the 3 year Business Plan had forecast. The impact of Welsh Government requirements for major developers to enter into pre consultation for a period of 28 days prior to submitting an application has delayed the submission of some high value applications which in turn will affect the fee income received. This has resulted in a lesser volume of applications being submitted than previously predicted.	

Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Minor Variances	(0.049)	(0.046)	0.004	0.004	Minor variances less than £0.050m.	
Access						
Minor Variances	1.319	1.264	(0.055)	(0.055)	Minor variances less than £0.050m.	
Shared Services						
Minor Variances	0.162	0.139	(0.023)	(0.023)	Minor variances less than £0.050m.	
Strategy						
Minor Variances	0.847	0.820	(0.027)	(0.027)	Minor variances less than £0.050m.	
Management Strategy	0.380	0.447	0.067	0.067	Unachieved Business Planning Efficiencies. Expected to be in-year only.	
Total Planning & Environment	**5.052**	**5.368**	**0.316**	**0.316**		

Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Education & Youth						
Inclusion & Progression	7.080	7.067	(0.013)	(0.013)	Minor variance only.	
Integrated Youth Provision	1.395	1.364	(0.031)	(0.031)	Minor variance only.	
School Improvement Systems	1.884	1.843	(0.041)	(0.041)	Variance largely relates to Early Entitlement and is from a reduction in support applications. Includes other minor variances.	
Business Change & Support	0.416	0.307	(0.109)	(0.109)	Variance of £0.049m relates to a current secondment in advance of a regional collaboration service from April 2017, funded by GwE. Additionally, £0.035m relates to delays in the implementation of new School Admission software, costs to be met in 2017/18. Includes other minor variances.	
School Planning & Provision	0.614	0.614	0.000	0.000	Minor variances only.	
Total Education & Youth	**11.389**	**11.196**	**(0.193)**	**(0.193)**		
Schools	**87.751**	**87.751**	**0.000**	**0.000**		

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Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
People & Resources						
HR & OD	2.280	2.220	(0.060)	(0.060)	The underspend is due to workforce variances.	
Corporate Finance	2.380	2.354	(0.026)	(0.026)	Minor variances.	
Total People & Resources	**4.660**	**4.574**	**(0.086)**	**(0.086)**		
Governance						
Legal Services	0.642	0.709	0.067	0.067	The overspend is due to legal costs incurred.	
Democratic Services	1.872	1.875	0.003	0.003	Minor variances.	
Internal Audit	0.434	0.365	(0.069)	(0.069)	The underspend is due to workforce variances.	Vacancies are expected to remain vacant until the end of the financial year while the level of service is being assessed with reduced capacity.
Procurement	0.166	0.254	0.088	0.088	No income from supplier charging.	The impact of no longer charging suppliers £50 for access to Flintshire County Council's purchasing portal will result in an ongoing pressure which will need to be considered as part of the MTFS.
Business Support	0.001	0.000	(0.001)	(0.001)	Minor variance.	
ICT	4.607	4.576	(0.031)	(0.031)	Minor variances.	
Total Governance	**7.722**	**7.779**	**0.057**	**0.057**		

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Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Organisational Change 1						
Public Libraries & Arts, Culture & Events	1.620	1.588	(0.032)	(0.032)	Minor variances.	
Museums	0.064	0.068	0.004	0.004	Minor variances.	
County Archives	0.281	0.272	(0.009)	(0.009)	Minor variances.	
Leisure	4.051	4.149	0.097	0.097	The CAT transfer at Holywell Leisure Centre was completed at 1st April 2017. Continuing to operate the centre as a Council prior to full handover to the community, to ensure continuity of operation, resulted in a pressure of £0.070m in 2016/17 which was identified and reported earlier in the year. Other minor variances of £0.027m.	
Community Assets	0.025	0.034	0.010	0.010	Minor variances.	
Total Organisational Change 1	**6.042**	**6.112**	**0.070**	**0.070**		

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Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Organisational Change 2						
Administrative Buildings	1.352	1.283	(0.069)	(0.069)	(£0.024m) Backdated Service charges from Mold Town Hall. (£0.045m) Utility savings due to Asset Rationalisation.	
Agricultural Estates	(0.168)	(0.181)	(0.013)	(0.013)	Minor variances.	
Property Holdings	0.023	(0.007)	(0.031)	(0.031)	Minor variances.	
Property Asset And Development	0.588	0.289	(0.299)	(0.299)	(£0.260m) in year salary savings as a result of the proposed staffing structure. (£0.039m) minor variances	
CPM & Design Services	0.413	0.323	(0.090)	(0.090)	(£0.090m) additional Design Fees generated above income target.	
Industrial Units	(1.237)	(1.136)	0.101	0.101	£0.158m shortfall in rental is offset by in year salary savings. (£.057m) windfall income from the Deeside Power Station.	
Catering	0.790	0.784	(0.006)	(0.006)	Minor variances.	
Facilities HQ	0.200	0.203	0.004	0.004	Minor variances.	
Cleaning	0.005	(0.038)	(0.043)	(0.043)	Minor variances.	
CCTV & Open Spaces	0.192	0.198	0.006	0.006	Minor variances.	
Minor Variances	0.265	0.250	(0.015)	(0.015)		
Total Organisational Change 2	**2.423**	**1.967**	**(0.456)**	**(0.456)**		
Chief Executive	2.930	2.892	(0.038)	(0.038)		

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Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
Central and Corporate Finance	22.423	20.260	(2.163)	(2.174)	An underspend of (£3.076m) within the Central Loans and Investment Account, (£0.189m) is due to reduced level of borrowing, and higher than projected income from investments, (£2.887m) is due to changes to the Minimum Revenue Provision (MRP) policy as agreed.	
					Additional matrix rebate income of (£0.140m).	
					One off pressure of £0.197m due to liabilities on an unoccupied commercial property.	
					Pension deficit recovery pressure has reduced to £0.141m due to realignment of budget from another portfolio.	Included as a 2017/18 budget pressure
					Increase in Bank Charges of £0.029m.	
					Employment Tribunal provision £0.030m.	

Budget Monitoring Report
Council Fund Variances

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Period 12 Variance (£m)	Cause of Major Variance	Action Required
					In year underspend on Audit Fees of (£0.127m).	Included as a 2017/18 budget pressure
					Workforce efficiencies, an underachievement of £0.276m.	
					Additional income generating activities, an underachievement of £0.408m.	
					Charges for Support Services have resulted in a budget shortfall of £0.241m, costs for Support Services have decreased.	
					Remaining Eutical Provision balance (£0.131m), the site has now been sold and the balance remaining in the provision has now been returned to revenue.	
					Minor variances (£0.012m).	
Grand Total	251.990	249.940	(2.039)	(2.050)		

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2016/17 Efficiencies Outturn - Under or Over Achieved

Portfolio	Original Efficiency 2016/17 £(m)	Revised Efficiency 2016/17 £(m)	(Under)/Over Achievement 2016/17 £(m)
Central & Corporate Finance			
Additional Income Generating Activities.	0.500	0.092	(0.408)
Essential Car User Allowance.	0.500	0.494	(0.006)
Workforce Efficiency.	0.500	0.224	(0.276)
Total Central & Corporate Finance	**1.500**	**0.810**	**(0.690)**
Chief Executive's			
Voluntary Sector Grants review.	0.070	0.072	0.002
Total Chief Executive's	**0.070**	**0.072**	**0.002**
People & Resources			
Finance Modernisation	0.135	0.103	(0.032)
Total People & Resources	**0.135**	**0.103**	**(0.032)**
Organisational Change 1			
Community Asset Transfers.	0.544	0.474	(0.070)
Total Organisational Change 1	**0.544**	**0.474**	**(0.070)**
Community & Enterprise			
Telephone Contact Centre savings.	0.100	0.069	(0.031)
Energy Efficiency Framework.	0.050	0.000	(0.050)
SHARP Framework.	0.020	0.000	(0.020)
Galw Gofal Contract Fees.	0.030	0.015	(0.015)
Council Tax Reduction Scheme.	0.329	0.742	0.413
Total Community & Enterprise	**0.529**	**0.826**	**0.297**
Streetscene & Transportation			
Shared Specialist Plant with neighbouring authority.	0.050	0.000	(0.050)
Introduce non-generic streetscene roles (3 year plan).	0.115	0.085	(0.030)
Develop energy production at landfill.	0.100	0.020	(0.080)
Remove the existing policy of returning for missed bin waste collections.	0.075	0.035	(0.040)
Construction of a waste handling and biomass production facility at Greenfield.	0.100	0.080	(0.020)
Charge maintenance of Bus Shelters to Community & Town Councils.	0.020	0.000	(0.020)
Externalise the Stores Managed Service.	0.050	0.020	(0.030)
Pass Maintenance Liability and Cleanliness of Cemeteries to Town & Community Councils.	0.050	0.000	(0.050)
Probation Service to take on Litter Collections in some areas.	0.100	0.050	(0.050)
Total Streetscene & Transportation	**0.660**	**0.290**	**(0.370)**
Planning & Environment			
Various Planning Efficiencies.	0.101	0.000	(0.101)
Total Planning & Environment	**0.101**	**0.000**	**(0.101)**

	%	£
Total 2016/17 Budget Efficiencies		**11.282**
Met from Contingency Reserve		**0.761**
Revised Efficiency Target	**100**	**10.521**
Total Projected 2016/17 Budget Efficiencies Underachieved	**9**	**0.964**
Total Projected 2016/17 Budget Efficiencies Achieved	**91**	**9.557**

Movements on Council Fund Unearmarked Reserves

	£m	£m
Total Reserves as at 1 April 2016	10.144	
Less - Base Level	(5.769)	
Total Reserves above base level available for delegation to Cabinet		**4.375**
Less - allocation from the Contingency Reserve to meet historic child claims		(0.154)
Less - allocation from the Contingency Reserve to meet costs of summer play schemes		(0.076)
Less - allocation from the Contingency Reserve to meet shortfall in the essential car user allowance efficiency		(0.211)
Less - allocation from the Contingency Reserve to meet shortfall in the community asset transfers efficiency		(0.200)
Less - allocation from the Contingency Reserve to meet shortfall in the rationalisation of household recycling centres efficiency		(0.250)
Less - allocation from the Contingency Reserve to meet shortfall in the Flint car park income efficiency		(0.100)
Less - allocation from the Contingency Reserve to meet shortfall in the County Hall car park income efficiency		(0.100)
Less - allocation from the Contingency Reserve to meet the resource requirements for specialist social work for child protection		(0.100)
Less – allocation from the Contingency Reserve to support a Flintshire play scheme programme for 2017		(0.040)
Less – allocation from the Contingency Reserve to support initial set up costs and final technical support for the Community Asset Transfer (CAT) of Holywell Leisure Centre and Alternative Delivery Model (ADM)		(0.050)

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Plus – final outturn underspend   2.039

Total Contingency Reserve as at 31st March 2017   **5.133**

Budget Monitoring Report
Housing Revenue Account Variances

FINAL OUTTURN SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance
Housing Revenue Account					
Income	(31.796)	(32.245)	(0.449)	(0.449)	The projected underspend is £0.449m. £0.099m of the movement relates to the use of a historic HRA subsidy balance which is no longer required. £0.095m relates to savings on void properties such as council tax and costs of respite. £0.198m relates to a reduction in the expected provision for bad debts on rent and is supported through better management of arrears. £0.048m relates to additional water surplus. The remaining £0.009m relates to minor variances.
Capital Financing - Loan Charges	7.285	6.940	(0.345)	(0.280)	£0.267m relates to a reduction in the anticipated borrowing costs apportioned to the HRA. This is due to the reduction in Flintshires total borrowing requirement and the reduction in interest rates following the BREXIT referrendum. £0.078m relates to the projected corporate support services recharge. The recharge has been reviewed and has been reduced by a number of items which are now charged directly to the HRA. The accommodation charge has also reduced as the amount of office space occupied has also significantly reduced
Estate Management	1.530	1.531	0.002	0.002	Minor variance
Landlord Service Costs	1.207	1.273	0.066	0.066	£0.077m relates to settlement of the council wide British Gas account. The remaining £0.011m relates to minor variances.
Repairs & Maintenance	9.546	9.267	(0.279)	(0.279)	The projected underspend of £0.279m consists of £0.148m savings on staff costs because of vacant positions. £0.036m relates to savings on fleet recharges. This is because some of the expenditure relating to work on disabled adaptations can be capitalised. £0.075m relates to increased expenditure on materials. £0.131m relates to a reduction in recharges to other departments. £0.290m relates to savings on subcontractor budgets. The remaining £0.011m relates to minor variances.
Management & Support Services	2.232	2.095	(0.137)	(0.137)	£0.072m relates to a reduction in the corporate support services recharge relating to office accommodation and other corporate recharges. £0.054m relates to an underspend on site investigation fees for the SHARP as these have been capitalised as schemes were approved. The remaining £0.011m relates to minor variances.
Capital Expenditure From Revenue (CERA)	10.077	11.200	1.123	1.123	£1.123m relates to an increase in CERA which will contribute towards capital WHQS expenditure. This is a re-classification of expenditure from revenue to capital.
Contribution To / (From) Reserves	(0.080)	(0.062)	0.018	(0.047)	Minor variance
Total Housing Revenue Account	**0.000**	**0.000**	**0.000**	**0.000**	

CYNGOR
Sir y Fflint
Flintshire
COUNTY COUNCIL

CABINET

Date of Meeting	Tuesday, 18th July 2017
Report Subject	Revenue Budget Monitoring 2017/18 (Interim)
Cabinet Member	Leader of the Council and 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 of 2017/18. The report provides information on the progress of achieving planned efficiencies against the targets set and reports by exception on significant variances which may impact on the financial position in 2017/18.

This initial revenue monitoring update does not provide the level of detail which will follow in later Revenue Budget Monitoring Reports, the first being the Month 4 which will be reported to Cabinet on 26 September 2017.

RECOMMENDATIONS
1	Cabinet is recommended to note the report.

REPORT DETAILS

1.00	**REVENUE BUDGET MONITORING 2016/17 (INTERIM REPORT)**
1.01	As in previous years, during the early part the 2017/18 financial year Corporate Finance resources have been dedicated to the closure of the accounts for 2016/17 to ensure that the statutory deadline for completion of the draft statement of accounts by the end of June is achieved. Full budget monitoring will commence following this deadline with the first detailed monitoring report being the Month 4 which will be reported to Cabinet on 26 September 2017. Pending the resumption of full monthly reporting an interim report is presented at the end of month 2 with reporting by exception only. For information the draft Statement of Accounts are to be presented to the Audit Committee on 19 July 2017, and the 2016/17 revenue final outturn report is included on the agenda for this Cabinet Meeting.
1.02	Work has already been undertaken to review the progress and risks within this report to identify any emerging pressures or unachieved efficiencies which may impact on the latest MTFS forecast for 2018/19.
1.03	Although at a very early stage in the financial year, the initial net impact of the emerging risks and variances as detailed in the report is that expenditure is projected to be £0.978m higher than budget. It should be noted that this figure only includes significant variances as specified, and does not reflect a complete projected outturn position. The first detailed monitoring of all risks and variances will be reported to Cabinet on 26 September 2017.
1.04	The 2017/18 budget includes £8.433m of efficiencies from Portfolio Business Planning and Corporate Financing. Achievement of these efficiencies will be measured each month and reported within the revenue report. As part of the MTFS KPI's agreed in 2016/17, the target for achievement of the 2017/18 efficiencies is 95%. As this is an interim report by exception only, it does highlight some efficiencies that will not be achieved. A high level analysis of these against the target suggest that 94% will be achieved but it should be noted that a full analysis of the achievement on all efficiencies will be included from the Month 4 Revenue Budget Monitoring Report and this position is likely to change.
1.05	Budget planning, monitoring and management is tightly controlled by accountable Service Managers and Finance Managers from the outset. Cabinet members are also fully involved in their respective portfolio areas.
1.06	Members were made aware when setting the budget that there were a number of risks that would need to be kept under close review and an update on these are included together with other emerging risks that have been identified within Portfolios. There are also some positive variations that mitigate some of these risks as detailed below.

1.07	**Social Services**
	Within Social Services there are a number of variances identified at this early stage of the year. Many of these variances may recur in later years providing the level of care packages remain at the current level and may require realignment of budgets in accordance with Financial Procedure Rules (FPR's) to reflect current demand.
1.08	Older People – Purchasing (Localities) There is a projected underspend of £0.525m on purchased care within the Localities group of services. The main influences on this underspend are Residential & Nursing Care £0.226m, mostly due to an additional allocation from Welsh Government for an increase in the capital limit used when assessing charging implications for Residential Care, as well as a projected underspend on Domiciliary Care £0.142m, and in-year workforce savings of £0.157m due to short term vacancies.
1.09	Older People - Provider Services (Resources & Regulated Services) There are projected underspends within Day Centres, Home Care and Extra Care, with some offsetting overspends within Residential Care and a shortfall of grant income within Supporting People, in total this nets off to a projected underspend of £0.394m.
1.10	Older People - Provider Services (Contribution to North East Wales Community Equipment Store (NEWCES)) There is a projected in year underspend of £0.160m following renegotiation with our NEWCES partners. This recurring saving has been earmarked for use as part of the funding strategy for the Council's new extra care facilities.
1.11	Mental Health services - Residential Placements There is a projected overspend of £0.267m on Mental Health residential placements due to a number of new high cost placements.
1.12	Learning Disabilities There is a projected net overspend within the service of £0.440m, which is mainly due to ongoing pressures within the externally provided supported living provision. The service will be looking for budget realignment opportunities to address this. Following completion of this review, recommendations will be made within a future budget monitoring report to seek approval for any proposed budget realignment to be undertaken to address this.
1.13	Adult Social Services – Various In 2017/18 the service received additional budget to fund a pressure for Independent Sector Fee increases in year. Due to the increase being less than anticipated, there is a recurring efficiency of £0.513m, which is to be held centrally to mitigate other in year pressures.
1.14	Children's Services - Out of County Placements There is a projected overspend of £0.746m within this service which is based on current clients and packages which is likely to be subject to variation during the year. This projection includes placement costs for 63 children. There is the potential for this to impact on future years, however due to the volatility in this area it is difficult to forecast accurately.

1.15	Welsh Government - additional funding allocations (including regional ICF allocation to help fund external provider fee inflation) Following finalisation of 2017/18 budget Welsh Government announced additional all Wales funding of a recurring £20m in recognition of the funding pressures being faced by the Social Care sector. This £20m of additional funding is to be invested in 3 key areas; £9m to increase funding already made available to manage workforce costs and promote the stability of the social care market £8m to support work to prevent children from entering care and improve outcomes for those experiencing care £3m to support respite for carers given the critical role they play The first of these elements is in the form of the Social Care Workforce grant 2017/18 for which the Council will now receive a total allocation of £0.827m. This is an excess of funding above the budgeted sum of £0.399m. It is estimated Flintshire's share of the other two elements of all Wales funding will total is £0.466m, however this is still to be confirmed by Welsh Government. It has been confirmed that an allocation of £0.500m will be received in 2017/18 from the Intermediate Care Fund grant to help towards the funding of external provider fee inflation. The service had already received funding for external provider fees and therefore £0.500m can be returned from the service, as a one-off adjustment to be held centrally to fund in year pressures.
1.16	Operation Lenten (considering contribution from reserve) Children's Services Professional support was overspent by £0.344m in 2016/17 due in the main to court and child protection costs. The service is considering opportunities for realignment to manage this pressure but will require some additional funding (early estimate of £0.060m) in year in respect of the ongoing costs of Operation Lenten.
1.17	**Community & Enterprise** Council Tax Reduction Scheme (CTRS) There is a projected underspend of £0.300m on the CTRS based on an initial review of the demand levels in the early part of the year. Scheme. This underspend is expected to reoccur in future years at an anticipated level of £0.250m if demand levels remain the same.
1.18	**Streetscene & Transportation** Transport Routes A projected overspend of £0.675m is forecast due to the full year impact of procuring transport routes after a major transport provider entered into liquidation last financial year. This is made up of £0.185m for School Routes and £0.490m for Public Routes. There is likely to be an ongoing pressure in 2018/19 of £0.690m.
1.19	Environment & Sustainable Development (ESD) Grant Pressure There is a confirmed reduction of 3.7% in the 2017/18 grant of £0.111m. This will reoccur in 2018/19 and this has been built into the latest MTFS forecast.

| 1.20 | Gas Engine Income
A £0.150m pressure built into the budget in 2017/18. Based on latest calculated income levels from gas generation at our landfill sites, a further pressure is emerging in year of £0.200m and is expected to be a recurring pressure into 2018/19. |
| --- | --- |
| 1.21 | Street Lighting Energy
A pressure of £0.131m is expected above the 2% standard inflation provided within the 2017/18 budget which is due to a potential inflationary increase of 16% which will reoccur into 2018/19. |
| 1.22 | Motor Insurance Premiums
Motor Insurance premium increases (notified in April 2017) have resulted in a projected pressure for £0.100m. Potential to reoccur in 2018/19. |
| 1.23 | Delay of Bus Subsidy Efficiency
Delay in the implementation of the removal of the bus subsidies for rural routes (delayed until 01/11/17) has resulted in a shortfall in the efficiency of £0.205m. The pressure will recur if not implemented. |
| 1.24 | County Hall Car Park Income
There is a shortfall in the efficiency for car parking permits at County hall of £0.080m due to the reduction in the cost of the car parking permits which is a recurring pressure. |
| 1.25 | Integrated Transport Unit (ITU)
There is an additional in year pressure of £0.135m due to the additional transport costs of pupils from John Summers High School transferring to Connah's Quay High School. The full year pressure from 2018/19 will be £0.200m. |
| 1.26 | **Planning & Environment**
Planning
There is an in year risk of not achieving the Planning Fee Income target with a substantial shortfall of approximately £0.350m projected. This will impact in 2018/19 and is included in MTFS. |
| 1.27 | **People & Resources**
Human Resources & Organisational Design Business Planning Efficiency
The efficiency for £0.222m is unlikely to be achieved in full. Early estimates indicate achievement of only £0.060m. This is likely to be recurring. |
| 1.28 | Criminal Record Bureau Checks (CRB)
The efficiency of £0.080m relating to reducing costs for CRB checks is unlikely to be achieved. This will be a pressure for future years unless policy for CRB charging is altered. |
| 1.29 | Occupational Health
The Occupational Health Service has previously provided services to Wrexham Borough Council through a Service Level Agreement (SLA) which has generated income of £0.164m per annum. This SLA will cease on 1 July 2017 therefore only a quarter of the SLA income will be received in 2017/18. |

	There is the potential for a subsequent reduction in costs and alternative income opportunities will be pursued to mitigate the impact where possible. The will need to kept under review, however the service may be redesigned to mitigate some of this pressure.
1.30	**Governance** <u>Procurement</u> The 2015/16 income efficiency from client charging for subscription to the payment software portal will not be achieved resulting in a pressure of £0.116m. This will be a recurring pressure.
1.31	<u>ICT</u> There a potential shortfall in the achievement of the ICT in year efficiency of £0.091m which will be monitored throughout the year.
1.32	The emerging risks and issues identified in 1.07 – 1.30 are the significant items that have been raised at this early stage in the year. A full detailed budget monitoring position will be reported for the first quarter of the year to Cabinet in September.
1.33	**<u>UNEARMARKED RESERVES</u>** The final level of Council Fund Contingency Reserve brought forward into 2017/18 was £5.134m as detailed in the 2016/17 outturn report elsewhere on this agenda (subject to Audit).
1.34	**<u>Emerging Risks</u>** Out of County Placements remain a volatile area of spend to forecast due to the high cost of individual placements and the frequent changes of packages of care to meet the complex needs of individual children.
1.35	There are a number of pressures which may affect the Homelessness service due to the rollout of Universal Credit. There is a risk that increasing demand and limiting options may lead to an increase in the number of individuals placed in temporary accommodation. Also there is a risk that there could be a reduction in the homelessness prevention funding which provides prevention services that reduce the number of people becoming homeless.
1.36	Some of the impacts of the Social Services and Wellbeing Act have already been identified as potential impacts on the 2018/19 budget, such as the Autism Spectrum Disorder, although there are other areas which are difficult to quantify but are being kept under review.
1.37	Ongoing Intermediate Care Fund (ICF) availability is a risk that will need to be Monitored throughout the year.
1.38	There are potential risks within Education and Youth Services which could arise from School Modernisation, Additional Learning Needs (ALN) and continuation of the Early Year family support grant. At present we cannot

quantify what the impact of these may be but the area will be kept under review.

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 Section 1.33 – 1.37 of the report.

5.00	APPENDICES
5.01	None.

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	**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. **Council Fund:** the fund to which all the Council's revenue expenditure is charged. **Financial Year:** the period of twelve months commencing on 1 April. **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.

Intermediate Care Fund: Funding provided by Welsh Government to encourage integrated working between local authorities, health and housing.

Projected Outturn: projection of the expenditure to the end of the financial year, made on the basis of actual expenditure incurred to date.

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.

Revenue: a term used to describe the day-to-day costs of running Council services and income deriving from those services. It also includes charges for the repayment of debt, including interest, and may include direct financing of capital expenditure.

Underspend: when referring to expenditure the actual expenditure incurred is less than budget. Shown as a –ve. When referring to income the actual income achieved exceeds the budget. Shown as a –ve.

Variance: difference between latest budget and actual income or expenditure. Can be to date if reflecting the current or most up to date position or projected, for example projected to the end of the month or financial year.

Virement: the transfer of budget provision from one budget head to another. Virement decisions apply to both revenue and capital expenditure heads, and between expenditure and income, and may include transfers from contingency provisions. Virements may not however be approved between capital and revenue budget heads.

CABINET

Date of Meeting	Tuesday, 18th July 2017
Report Subject	Care and Social Services Inspectorate Wales (CSSIW) Performance Review of Flintshire County Council Social Services
Cabinet Member	Cabinet Member for Social Services
Report Author	Chief Officer (Social Services)
Type of Report	Operational

EXECUTIVE SUMMARY

The annual letter from Care and Social Services Inspectorate Wales (CSSIW) relates to the period April 2016 to March 2017 and is informed by CSSIW's inspection, performance review and engagement activity during the year.

The letter notes sustained progress in meeting the requirements of the Social Services and Wellbeing (Wales) Act 2014, with positive comments regarding the development of the Information, Advice & Assistance Service and the Early Help Hub.

CSSIW's focus themes for last year were carers and adult safeguarding; implementation of the new safeguarding thresholds and guidance will continue as a priority into next year.

RECOMMENDATIONS	
1	Cabinet receive this report for information.

REPORT DETAILS

1.00	EXPLAINING THE ANNUAL LETTER
1.01	The annual letter from Care and Social Services Inspectorate Wales (CSSIW) relates to the period April 2016 to March 2017 and is informed by CSSIW's inspection, performance review and engagement activity during the year.
1.02	The letter sets out the areas of progress and development for Flintshire Social Services for the year 2016/17, provides feedback on annual engagement themes, comments on progress arising from CSSIW inspections, and briefly describes CSSIW's plans for future inspection, engagement and review.
1.03	The overall tone of the letter is very positive. In summary, the council has made sustained progress in meeting the requirements of the Social Services and Well-being (Wales) Act 2014. The local authority has aligned its review of its own performance (the Director's Report) within the context of the national outcomes framework, signalling a more open evaluation and more robust scrutiny of its own effectiveness.
1.04	The letter notes a clear sense of direction and ambition in relation to the development the Information, Advice & Assistance Service and the Early Help Hub.
1.05	Information, advice and assistance arrangements continue to evolve and there is a clear sense of direction, however, a more integrated gateway for the public will necessitate a single point of access that also incorporates health matters – this will require greater commitment from Betsi Cadwaladr University Health Board (BCUHB) for it to reach its full potential.
	Proposals for the development of the early help hub in children's services are promising, and reflect an ambition to rebalance resources to build resilience at an earlier stage, when preventative work can have a greater chance of delivering successful well-being outcomes. CSSIW will monitor progress in its implementation during 2017/18.
1.06	The letter further comments on other positive service developments, including: • The transformation of learning disability services, which has continued with the development of alternative delivery models that will enable people to better access new skills that secure greater independence; • The development of social enterprises that underpin local authority priorities. The continued growth of initiatives such as Double Click – a design and print studio that supports people in the community with mental health needs - provides strong evidence of this commitment,

	whilst also delivering a thriving and sustainable service that additionally stimulates the local economy; • An increasing commitment to Welsh language services and the establishment of an Equality and Welsh Language Network in order to embed the 'more than just words' legal framework.; • Increasing the opportunities for people to have a say in shaping strategic commissioning, and effective engagement with providers, as shown through initiatives such as 'Progress for Providers' that aims to deliver more personalised services; • A strong commitment to strategic partnerships with an increasing emphasis upon measurable outcomes. This is reflected, for example, in the development of the Repatriation and Prevention project with the clear aim of supporting local foster placements, thereby reducing the need for placements for children and young people that are out of county.
1.07	The letter acknowledges continuing challenges in relation to the implementation of the new safeguarding thresholds and guidance, which the authority continues to prioritise into the forthcoming year, and with respect to strategic partnership working with Betsi Cadwalader University Health Board (BCUHB), which is being taken forward as a strategic priority for the region. The service priorities for safeguarding for the forthcoming year involve targeting resources to support consistency and deliver the greatest impact. We will be reviewing the model for Adult Safeguarding and Deprivation of Liberty Safeguards to ensure that resources are effectively aligned, and ensuring that services are available to support effective and timely step down from the Child Protection Register. Refreshed strategic direction is being led by BCUHB's new Executive Boards and new operating structure. The structure has more of a locality focus with a strengthened focus on increasing capacity within community based services. BCUHB have successful recruited to two key management positions which has created some collaborative stability. There is BCUHB management attendance at the Health, Wellbeing and Independence Board which meets every quarter. The BCUHB/FCC Strategic Partnership continues to meet quarterly chaired by Flintshire County Council (FCC) Chief Executive. Partnership Friday is held monthly and is attended by BCUHB managers and FCC Chief Officers; BCUHB managers also attend Heads meetings as relevant to discuss specific issues.
1.08	New areas identified for inspection, engagement and review for the forthcoming year are support provided for people with mental health needs and placement decisions for children who are looked after by the local authority.

2.00	RESOURCE IMPLICATIONS
2.01	None.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None.

4.00	RISK MANAGEMENT
4.01	None.

5.00	APPENDICES
5.01	Annual letter from Care and Social Services Inspectorate Wales (CSSIW).

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None **Contact Officer:** Jacque Slee, Performance & Quality Manager **Telephone:** x4021 **E-mail:** Jacque.slee@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	**Information, Advice and Assistance Service -** A requirement under Section 17 of the Social Services and Well-being Act (Wales) 2014 that a local authority must establish and maintain a service for providing people in its area with information and advice in relation to care and support. **Early Help Hub -** A new approach by Flintshire Social Services, BCUHB, North Wales Police and Flintshire Local Voluntary Council in line with the Social Services & Wellbeing Act (Wales) 2014 & statutory powers to prevent crime & disorder, keep children safe & improve the wellbeing of children by intervening early and coordinating a multiagency response.

To: Neil Ayling   June 2017

Director of Social Services

Dear Director

CSSIW Performance Review of Flintshire County Council Social Services

This letter is informed by CSSIW's inspection, performance review and engagement activity during 2016/17. At the Performance Review meeting on 16 March 2017 we provided feedback on our inspection, engagement and performance review activity over the past 12 months.

Progress on key areas for improvements and developments in the last year

There has been sustained progress in meeting the requirements of the Social Services and Well-being (Wales) Act 2014 and the local authority has aligned its review of its own performance within the context of the national outcomes framework. This provides an effective measurement tool for determining the success of personal well-being outcomes. The explicit adoption of this methodology signals a more open evaluation by the local authority and invites more robust scrutiny of its effectiveness.

Information, advice and assistance arrangements continue to evolve and there is a clear sense of direction, however, a more integrated gateway for the public will necessitate a single point of access that also incorporates health matters – this will require greater commitment from Betsi Cadwaladr University Health Board (BCUHB) for it to reach its full potential.

Proposals for the development of the early help hub in children's services are promising, and reflect an ambition to rebalance resources to build resilience at an earlier stage, when preventative work can have a greater chance of delivering successful well-being outcomes. CSSIW will monitor progress in its implementation during 2017/18.

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

The transformation of learning disability services has continued with the development of alternative delivery models that will enable people to better access new skills that secure greater independence. This approach will result in the delivery of modernised operations, with greater emphasis upon the development of more meaningful, and sustainable, day and work opportunities

Work has continued to promote the development of social enterprises that underpin local authority priorities. The continued growth of initiatives such as Double Click - a design and print studio that supports people in the community with mental health needs - provides strong evidence of this commitment, whilst also delivering a thriving and sustainable service that additionally stimulates the local economy.

There is an increasing commitment to strengthening Welsh language services, and the local authority has established an Equality and Welsh Language Network in order to embed the 'more than just words' legal framework.

People have a greater say in shaping strategic commissioning, and this is evidenced in developments such as 'working together for change'. Likewise, there is increasingly effective engagement with providers, as shown through initiatives such as 'progress for providers' that aims to deliver more personalised services.

There is a strong commitment to strategic partnership with an increasing emphasis upon measurable outcomes and this reflected, for example, in the development of the Repatriation and Prevention project with the clear aim of supporting local foster placements, thereby reducing the need for placements for children and young people that are out of county.

Strategic partnership working with BCUHB continues to be a challenge that local authorities in the region need to address collectively.

Feedback on annual engagement themes

During 2016 – 17 we carried out a range of engagement activities across all authorities in Wales. This engagement activity focuses on two main themes, adult safeguarding and carers.

- Safeguarding adults

A Corporate Safeguarding Panel was established in December 2015 and has resulted in the creation of a corporate policy, a structured communication plan.

The local authority was a strong advocate and supporter of National Adult Safeguarding Week in November 2016, during which a number of information points were set up for the provision of advice to the public.

Safeguarding systems have been restructured with the aim of providing a more consistent response, with increased emphasis upon cross-learning with children's services. Systems are largely responsive and contract monitoring services remain a key element in the early identification of adults at risk. However, safeguarding thresholds are inconsistently applied, and sometimes there is not enough urgency in risk mitigation. The local authority is addressing these issues and is establishing more robust systems that will better monitor the effectiveness of practice and

subsequent outcomes. This will remain an area for further monitoring over the next year.

- Carers

A new co-produced carer's strategy has been developed that is more rooted in the needs of people and their views of the things that matters to them. Referrals for young and adult carers have reportedly increased by 23% during the past year.

The Barnados Young Carers Project provides advice and support whilst Flintshire Young Carers works with young people aged 5 to 18 who provide care to someone in their family with a disability, long-term illness, substance misuse or mental health needs. The local authority has previously developed the innovative A2A card to facilitate additional support whilst at school.

NEWCIS facilitates a wide range of information and support for adult carers – this is reinforced by the practical support provided by Carers Trust Crossroads Care Services, British Red Cross, The Neuro Therapy Centre and Daffodils.

CSSIW met with carers at an event commissioned by Hafal and, whilst social services was a valued resource, few were aware of the support social services could potentially offer at times of mental health crisis.

Progress on recommendations arising from CSSIW inspections

The inspection of children's services in 2015 has been subject to a structured series of progress review meetings that have tracked and evaluated action by the local authority to address recommendations. Good progress has been made so far and the implementation of the early help hub will be reviewed in due course as a continuation of this process.

Inspection, Engagement & Performance Review Plan

In 2017-18 in addition to areas identified for follow up above, CSSIW themes for inspection, engagement and performance review are:

- Support provided for people with mental health needs with a focus on Community Mental Health Team's

- Placement decisions for children looked after

CSSIW will provide six weeks notice if the authority is scheduled for an inspection during 2017/18.

CSSIW will also continue to consider what actions have been taken by the local authority in relation to recommendations contained in its national thematic reviews including Deprivation of Liberty Safeguards, services for people with learning disability, domiciliary care and Public Law Outline.

CSSIW work with partner inspectorates

You will note that this letter has been copied to colleagues in WAO, Estyn and HIW. CSSIW works closely with partner inspectorates to consider the wider corporate perspective in which social services operate as well as the local context for social services performance.

As this is the first year we have written to you in this format we will not be publishing this letter, but will do so in subsequent years.

Yours sincerely

Vicky Poole

Regional Director

Copy sent to

Chief Executive of Flintshire County Council
Healthcare Inspectorate Wales
Estyn
Wales Audit Office

CABINET	

Date of Meeting	Tuesday, 20th June 2017
Report Subject	Approval of Costs for the former Resource Centre, Melrose Avenue, Shotton
Cabinet Member	Deputy Leader of the Council and Cabinet Member for Housing
Report Author	Chief Officer (Community and Enterprise)
Type of Report	Operational

EXECUTIVE SUMMARY

This report seeks Cabinet approval to progress the next key stages of the Council's Strategic Housing And Regeneration Programme (SHARP) and sets out proposals to develop a new Council housing scheme at the former Resource Centre, Melrose Avenue, Shotton which is a strategic priority for the Council and is a pre-agreed site for inclusion within the SHARP.

This report provides information on the proposed scheme, including proposed property types, design and layout and projected build costs.

The report identifies prudential borrowing as the preferred funding option and details the Development Scheme Assumptions against which the viability of the scheme will be measured and assessed.

RECOMMENDATIONS	
1	Cabinet approve the development of 9 new Council homes on the site of the former Melrose Centre, Shotton.
2	Cabinet approve that prudential borrowing to the value of £1,191,092 (subject to final approval and verification) is used to fund the proposed development.

REPORT DETAILS

1.00	BACKGROUND
1.01	**Former Resource Centre, Melrose Avenue. Shotton**
1.02	The redevelopment of the former Melrose Resource Centre with new Council housing is a strategic priority for the Council. The building had become a target for vandalism and anti-social behaviour in recent months following the closure of the Resource Centre. As a consequence of this, the building was demolished in Spring 2017 and the site secured. It is proposed to re-develop the site with a Council housing scheme consisting of 5x 2 bed houses and 4x 1 and 2 bed apartments (Appendix 1).
1.03	**Project Build Costs**
1.04	The table below details the projected costs for the proposed scheme. These have been subject to on-going verification and challenge by the Council to ensure the schemes delivers value-for-money. (See Appendix 2 which provides details on the overall scheme costs and financial assumptions). <table><thead><tr><th>Scheme</th><th>Cost</th></tr></thead><tbody><tr><td>Former Resource Centre, Melrose Avenue, Shotton</td><td>£1,191,092</td></tr></tbody></table>
1.05	**Flintshire House Standard**
1.06	Properties and land associated with the scheme will be designed to comply with the Council's Flintshire House Standard and will inform the design and specification of all the new housing delivered through the SHARP and form a benchmark to ensure consistent, good quality of internal layout, and fixtures and fittings, high standards of energy efficiency and external appearance in keeping with local circumstance, low maintenance product specifications, adequate parking and a public realm designed to promote cohesive and inclusive communities.
1.07	**Local Lettings Policy**
1.08	A Local Lettings Policy will be developed for the proposed scheme to ensure the opportunities to house local people are maximized.
1.09	**Funding**
1.10	The option of self-financing funding solutions has been explored for the new Council homes to be built. These solutions range from private borrowing; lease back; buy back options or Council borrowing which will be then recouped through rental incomes (which are predicted through robust models making agreed allowances for voids; maintenance costs; rental income levels (including CPI etc.).
1.11	The Council undertakes long term borrowing for capital purposes only. This

	can include property acquisition and development, major maintenance, improvement in land, plant and equipment etc. The length of period over which the Council may borrow to finance its capital expenditure is determined by the life of an asset. There are no fixed rules for determining the life of an asset, it is for the Council to agree what it considers to be reasonable when investing in a particular asset.
1.12	Detailed financial assessment has been undertaken by the Council to ensure that sufficient rental payment revenue is generated from the proposed new scheme at the former Melrose Resource Centre to service the borrowing (i.e. repay the Loan and to pay interest, Appendix 2).
1.13	The Council's position is strong given the voluntary agreement for Housing Revenue Account (HRA) self-financing Alongside completion of the Welsh Housing Quality Standard (WHQS) for the existing stock, the Council has been successful in securing an additional allocation of borrowing headroom for a HRA new build programme. The Council has already utilised prudential borrowing for its Council building programme as it offers routes to long-term debt which remain the most cost effective and most stable funding product available. The HRA is likely to generate further revenue and borrowing headroom during the life of this programme.
1.14	With this in mind, it is considered appropriate for prudential borrowing to be utilised by the Council (as the preferred option) for the provision of new Council Housing within the Programme. Whilst this approach will be reviewed on a site by site basis, this option is cost effective and considered appropriate for the schemes as the Council properties will remain in the ownership of the Council and the anticipated level of expenditure is sustainable within the context of HRA self-financing.
1.15	**Development Scheme Assumptions**
1.16	The Development Scheme Assumptions detailed below have been applied to all of the Council-approved schemes and make agreed allowances for voids; maintenance costs; rental income levels (including CPI etc.) and will be used to assess all potential future development schemes to determine scheme feasibility and viability with a requirement for all Cabinet approved schemes to pay back the scheme costs within 50 years.
1.17	For the proposed scheme at the former Melrose Resource Centre, the following assumptions have been made: • Management costs - £400 per annum • Maintenance - Year 1 - £100 (defects liability should cover anything apart from gas servicing) Years 2/3 - £200, yr. 4+ £400 (graded rate to reflect reality with new stock) • Major repairs - As per capital replacement schedule deferred for 10 years • Voids/bad debts - 2.5%

1.18	It is proposed to review the Development Scheme Assumptions periodically to ensure these remain prudent, but also that they do not become so demanding that genuine value for money schemes are deemed unviable.

2.00	**RESOURCE IMPLICATIONS**
2.01	**Melrose Centre**
2.02	£15.5M borrowing approval is available for a council house building programme. The Financial Appraisal for the proposed scheme at the former Melrose Resource Centre is attached at Appendix 2. This shows the total scheme cost of £1,191,092 and how the scheme performs against Development Scheme Assumptions identified in paragraph 1.22. The scheme will achieve pay back in year 50 and excludes Welsh Government Grants.
2.03	The scheme will be batched with the former Dairy, Connah's Quay (which is scheduled to start on site later in 2017) to generate savings in site mobilisation costs.
2.04	The scheme has been assessed as providing best value for the Council by The Council's Design and Consultancy and Finance Teams.
2.05	**Council Tax Yield**
2.06	Total Council Tax yield on the Melrose development (9 units) would be in the region of £10,872 per annum, made up as follows:

| Tenure	Type	No.	Total Council Tax Yield (per annum)
Council	1 Bed Apartment	2	£2,174 total (based on 'Band B' Council Tax)
Council	2 Bed Apartment	2	£2,485 total (based on 'Band C' Council Tax)
Council	2 Bed House	5	£6,213 total (based on 'Band C' Council Tax)
Total			**£10,872**

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	The scheme has been discussed in depth with planners, highways officers and local elected members which has informed the current proposal.
3.02	A public consultation event was held 10th of March 2017 in the adjacent primary school hall, although this event was sparsely attended the principle of residential development was welcomed. The principle concerns raised at the event were: • Noise and disruption from construction activities • Parking of contractors vehicles, particularly during school drop off and collection times • Safety of children and pedestrians during construction activities.
3.03	Subsequent to this event a full planning application was submitted at the beginning of April and we are currently awaiting approval of the proposals.

4.00	RISK MANAGEMENT
4.01	The Operational Risk Register is in place for the SHARP Housing Programme which is regularly updated in relation to emerging and changing risks. This is in addition to Project specific Risks and Strategic Risks.
4.02	The SHARP team continues to develop a framework for managing risk and opportunities the programme generates. Further work is on-going in order to improve the robustness in risk identification and management as part of the new CAMMS system which will contain Development Framework procedures.

5.00	APPENDICES
5.01	Appendix 1 - Site Plan Former Resource Centre, Melrose Avenue, Shotton
5.02	Appendix 2 - Financial Summary Appraisal Former Resource Centre, Melrose Avenue, Shotton

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	**Contact Office: Clare Budden** **Job Title: Chief Officer Community and Enterprise** **Telephone: 01352 703800** **E-mail: clare.budden@flintshire.gov.uk**

7.00	GLOSSARY OF TERMS
7.01	**Strategic Housing And Regeneration Programme (SHARP)** – Flintshire County Council House Building Programme which will build 500 new homes (200 Council) and 300 (affordable). **Welsh Housing Quality Standard (WHQS) -** Flintshire County Council will be spending £111 million over six years on a major refurbishment and maintenance programme of works bring its 7,200 Council homes up to the Welsh Government's Welsh Housing Quality Standard (WHQS) new properties across the Council during the next five years. **Standard Development Scheme Assumptions** - agreed allowances for voids; maintenance costs; rental income levels (including CPI etc.) and will be used to assess all potential future development schemes to determine Scheme feasibility and viability. **Housing Finance Grant II** - The Welsh Government (WG) has made available additional revenue funding of approximately £8 million each year, over a 30 year period for the second phase of the Housing Finance Grant (HFG) scheme. For this second phase of the HFG funding, delivery partners have now been extended to not only include Registered Social Landlords but also Local Housing Authorities due to the recent exit of the Housing Revenue Account System.

Proposed Site Layout

N

Private Drive

Melrose Avenue

MELROSE AVENUE

Type 1
Type 1
Type 2
Type 3

4-9

YSGOL-CADWCH-YN-GLIR — CLEAR-KEEP

Existing building indicated dashed to be demolished

Proposed splay to new entrance

Tudalen 197

NOTES

DO NOT SCALE FROM DRAWING.

LAYOUT AND LEVELS ARE BASED ON A PROMAP SURVEY & ARE SUBJECT TO A FULL MEASURED TOPOGRAPHICAL SURVEY.
ANY DISCREPANCIES TO BE REPORTED TO THE ARCHITECT.

SITE AREA
0.17HA
0.42 ACRES

HOUSING
Type 1 - 2 BED   71m² / 764ft²   5 No.

APARTMENTS
Type 2 - 1 Bed 2P   50m² / 538ft²   2 No.
Type 3 - 2 Bed 3P   62m² / 667ft²   2 No.

TOTAL DWELLINGS   9 No.
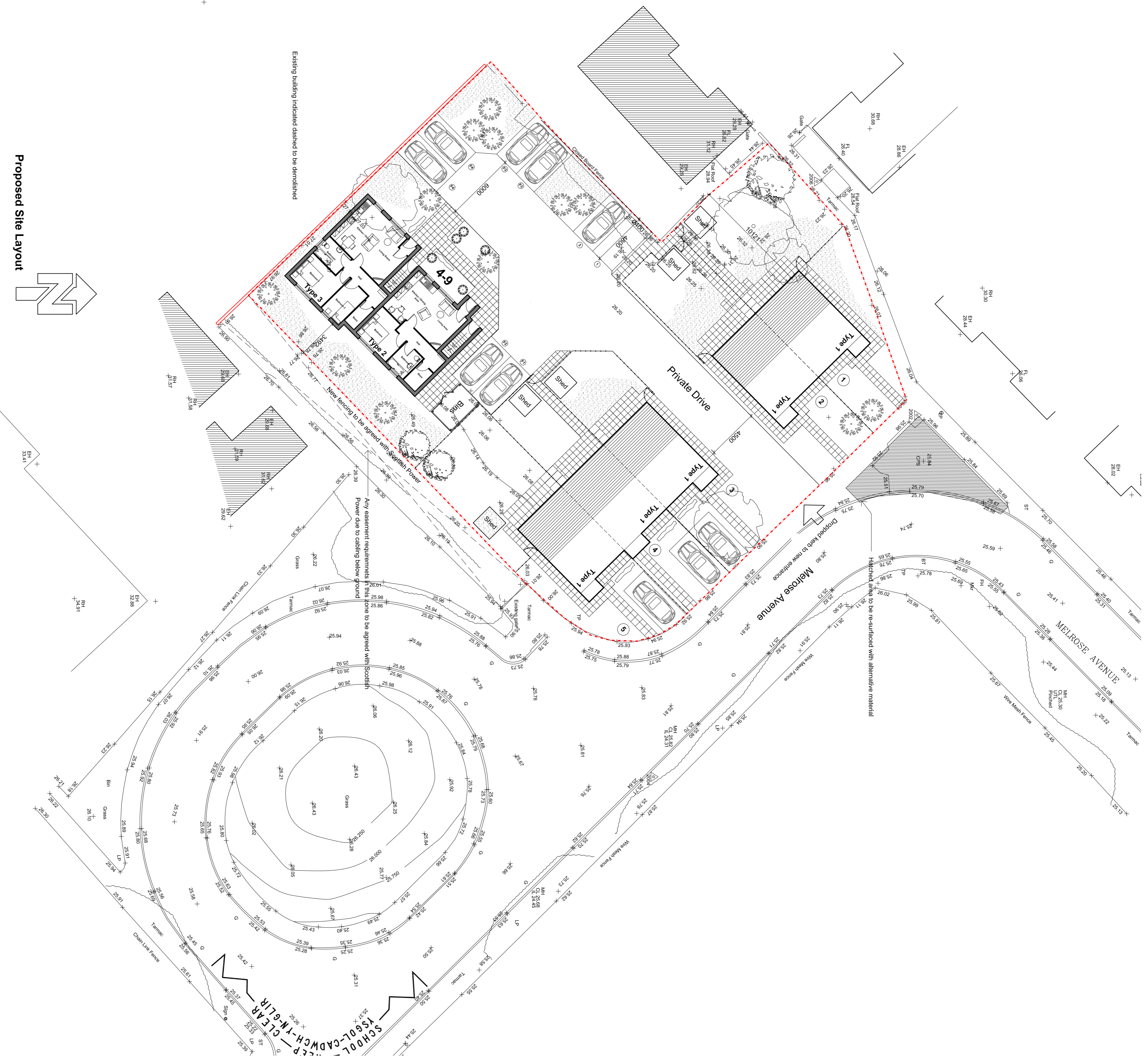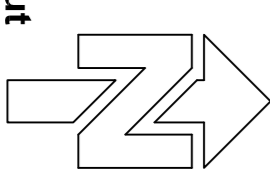
REVISION - DATE
INITIAL ISSUE
-        FEBRUARY 2017
A - 22.02.2017
Revised Site Layout as per Wates instruction

FOR COMMENT

Melrose Centre,
Melrose Avenue
Deeside

FOR
WATES LIVING SPACE

PROPOSED SITE LAYOUT
SCHEME 4

Scale   1:200 @ A1

HALLIDAY CLARK
A R C H I T E C T S

Halliday Clark Limited
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Shipley BD17 7DB

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DRWN / CHKD
SJ / DCH

Mae'r dudalen hon yn wag yn bwrpasol

Melrose Centre Shotton - Financial Appraisal

Summary	Social
	50 year Scheme
Parameters	
Rents (% of target rent)	105%
Inflation	CPI @ 2%
Rent Inflation	2.00%
Maintenance	2.00%
Cyclical Major Repairs	2.00%
Management Costs	2.00%
Completion Date	Aug-18
Development Cost	
Number of Properties	9
Construction Costs	£ 1,146,766
Abnormal Costs	£ -
Land Cost	£ -
Grant/S106	£ 6,597
Design Fees 0.9%	£ 11,709
Contingency	£ 26,020
Total Cost	**£ 1,191,092**
Income Generated	
Opening Gross Rental Income	£ (44,688)
Av. yrly Maintenance allowance	5,961
Av. yrly Management allowance	6,089
Av. yrly Voids and Bad Debts allowance	1,844
Av. Yrly Major Repair Allowance	10,954
% Of Gross Rent	33.7%
Funded:	
Term (years)	50
Interest Rate	4.30%
Repayment Type	Pru Borrowing
Total Financing Cost over Life	**£ 2,434,156**

Allowances	Parameters		
	Yr 1	Yrs 2-5	Yrs 5+
Management	£ 400	£ 400	£ 400
Maintenance	£ 100	£ 200	£ 400
Void/Bad Debts	2.50%	2.50%	2.50%

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CABINET	

Date of Meeting	Tuesday, 18th July 2017
Report Subject	North East Wales (NEW) Homes Business Plan
Cabinet Member	Deputy Leader of the Council and Cabinet Member for Housing
Report Author	Chief Officer (Community and Enterprise)
Type of Report	Operational

EXECUTIVE SUMMARY

This report seeks Cabinet approval of the NEW Homes Business Plan 2017/22.

The plan sets out key elements of the company's proposed growth plan to increase the number of properties managed and owned as affordable housing over the next five years.

The business plan was approved by NEW Homes Board as a strategic planning document 28 March 2017; subject to ongoing scheme by scheme final approval and validation of financial appraisals by the company's Board and the Council's Cabinet. This includes any new homes to be developed via the SHARP programme, Section 106 properties and any property acquired through borrowing against existing assets.

RECOMMENDATIONS	
1	Cabinet is asked to approve the NEW Homes Business Plan 2017/22; noting that any proposed developments requiring capital funding will be brought to cabinet for specific scheme by scheme approval following approval by NEW Homes board.

REPORT DETAILS

1.00	**BACKGROUND TO NEW HOMES**
1.01	North East Wales Homes, (NEW Homes) is a Housing company established by Flintshire County Council and begun trading in April 2014. NEW Homes owns, leases and manages properties across Flintshire. The company was established to increase the quantity and quality of affordable housing available; increasing housing choice for those who may not qualify for social housing but for whom market housing is unaffordable or difficult to access.
1.02	In addition NEW Homes provides a professional service to landlords as a managing agent as a means to increase the supply of quality affordable rental housing.
1.03	The business plan assumes consistent levels of growth in both Managed and S106 properties over the next 5 years.

In addition, income from the Walks development has been included on a phased basis throughout 2017/18.

Cash reserves are expected to reach £0.826m by year 5. Consideration will now be given to setting aside reserves for major repairs and other emergencies.

Ongoing annual surpluses will be held and agreed amounts returned to the council at intervals for reinvestment in Council priorities. |
1.04	The Board of NEW Homes met in September 2016 to review the development of the company to date and progress against the original business plan objectives and targets. A range of ideas and plans emerged from this session and after further analysis and development work over a six month period this was developed into a revised business plan for NEW Homes.
1.05	This work has been supported by independent expertise and challenge; and after detailed consideration and risk analysis was approved by NEW Homes Board on the 28 March 2017 as an achievable, moderate plan for growth over the next five years.
1.06	As part of this process, the Board reviewed progress of the three main portfolio areas against the projections made in the original Business Plan.
1.07	**Strategic Housing And Regeneration Programme (SHARP)**
1.08	The business plan includes The Walks, Flint which will see the delivery of 62 affordable houses and apartments. The capital funding was provided from the Council in the form of a 45 year annuity loan. Following NEW Homes Board approval in March 2017 the loan was signed on the 31st March 2017.
1.09	The first seven NEW Homes properties on The Walks, Flint were let during June 2017, with a phased handover scheduled for all future properties on

	the scheme.
1.10	All proposed future SHARP schemes will be approved by both NEW Homes Board and Council Cabinet on a scheme-by-scheme basis.
1.11	**Section 106 Units**
1.12	NEW Homes currently have 33 Section 106 Units and is anticipating to receive a further 26 homes over the next 5 years from developers meeting their affordable housing provision obligations through Section 106 Agreements.
1.13	These properties are transferred to the company as "unencumbered assets" and are currently the most profitable element of its commercial activities. The positive working relationship which has evolved between the Council, NEW Homes and construction partners through the development of this product has facilitated the rapid delivery of a high quality product in communities where this supply of Affordable Rent properties has enabled local people to remain living within their own communities.
1.14	**Management Offer**
1.15	NEW Homes manages and lets property on behalf of landlords who own property, through a management agreement. The product enables the company to take on the functions of the landlord in return for a one off £195 sign-up fee and a 10% of rental income monthly management fee which is subject to annual review. NEW Homes currently has 29 properties within its management portfolio.
1.16	Growth has been slow in 2016/17 compared to 2015/16 with the emergence of Rent Smart Wales and the highly competitive nature of the market within this sector. The company however has retained the majority of landlords once signed. The relative costs of running this service, as compared to the company's other business activities and the level of competition that is being faced have raised questions about continued investment in this service.
1.17	However this service does contribute towards the council's corporate objective to increase the range of housing options available and NEW Homes has committed to use income from other activities to support this aim. The Housing Options Service agreed at the end of 2016/17 to provide grant funding for a post to enable continued growth in this area.

2.00	**RESOURCE IMPLICATIONS**
2.01	The Business Plan details the financial implications of the company's Growth Strategy for the duration of the Business Plan 2017-22.

3.00	**CONSULTATIONS REQUIRED / CARRIED OUT**

3.01	No consultation undertaken as part of this report.

4.00	**RISK MANAGEMENT**
4.01	NEW Homes has developed a strategic Risk Register which is regularly reviewed by the NEW Homes Board. In addition, an operational Risk Register for The Walks, Flint scheme has been established and is regularly reviewed at each NEW Homes Board Meeting.
4.02	The funding model for The Walks scheme makes prudent allowances for vacant units and bad debt to ensure that there is sufficient headroom within the funding model to minimise the potential of any shortfall of income over expenditure; therefore providing a high level of assurance that arrangements will be self-financing from rental incomes.
4.03	In order to ensure both the Council and NEW Homes realise value for money for both the scheme build costs and the proposed funding option adopted will be independently verified by a Cost Consultant.
4.04	A Performance and Financial Update Report is also presented at each NEW Homes Board meeting to review the operational and financial performance of the company.

5.00	**APPENDICES**
5.01	Appendix 1 – NEW Homes Business Plan 2017-22.

6.00	**LIST OF ACCESSIBLE BACKGROUND DOCUMENTS**
6.01	**Contact Office: Clare Budden** **Job Title: Chief Officer Community and Enterprise** **Telephone: 01352 703800** **E-mail: clare.budden@flintshire.gov.uk**

7.00	**GLOSSARY OF TERMS**
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unaffordable or difficult to access. In addition NEW Homes provides a professional service to landlords as a managing agent as a means to increase the supply of quality affordable housing.

Section 106 Planning Obligations and Conditions – Planning obligations, also known as Section 106 agreements (based on that section of The 1990 Town & Country Planning Act) are private agreements made between local authorities and developers and can be attached to a planning permission to make acceptable development which would otherwise be unacceptable in planning terms. The land itself, rather than the person or organisation that develops the land, is bound by a Section 106 Agreement, something any future owners will need to take into account.

Rent Smart Wales - Rent Smart Wales is a service within Cardiff Council, in place to administer the requirements for landlord registration and agent and landlord licensing under the Housing (Wales) Act 2014. The Licensing Authority is working with local authorities to carry out their functions under the Act. Local authorities for each area may lead enforcement action against those landlords and agents not complying with their legal obligations on behalf of the Licensing Authority. In order to offer a complete service for the private rented sector in Wales, Rent Smart Wales also has information available to assist tenants living in, or looking to live in, the private rented sector.

Mae'r dudalen hon yn wag yn bwrpasol

North East Wales Homes LTD

Draft Business Plan
2017/22

North East Wales Homes LTD
Business plan 2017 - 2022

Our Corporate Objectives

NEW Homes has the following Corporate Objectives:

- To increase the range of housing options for the "squeezed middle" housing market.
- To provide a competitive offer to landlords to encourage growth of the private rented sector.
- To use the income derived from Company assets and activity to help support the affordable offer to tenants.
- To build an asset base to enable a long term vision of building future affordable homes.
- To stay true to the commitment to increase access to affordable housing.
- To provide a professional service with financial stability for NEW homes.

Growth Strategy

NEW Homes growth strategy contains three key strands to increase the number of new, affordable units within NEW Homes housing portfolio. The plan assumes a steady growth to 211 units by 2021/22. The three strands are as follows:

Strategic Housing and Regeneration Programme (SHARP)

The business plan includes the Walks scheme, Flint a new build scheme of 62 affordable houses and apartments. The capital funding is to be provided from the council in the form of a 45 year annuity loan. The loan is due to be signed on the 31st March 2017 and the rate will be agreed at point of transfer.

Further schemes are not included in the business plan at this stage as they are only in early discussions.

The table below shows the properties received to date and projected dates of future pipeline properties.

Total Stock Numbers	2015.16	2016.17	2017.18	2018.19	2019.20	2020.21	2021.22
SHARP 2 Bed House Affordable	0	0	23	0	0	0	0
SHARP 3 Bed House Affordable	0	0	15	0	0	0	0
SHARP 1 Bed Apartment	0	0	6	0	0	0	0
SHARP 2 Bed Apartment	0	0	18	0	0	0	0
Total	**0**	**0**	**62**	**0**	**0**	**0**	**0**

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Gifted Units

NEW Homes currently have 33 gifted units and are anticipating to receive a further 26 homes over the next 5 years from developers meeting their affordable housing provision obligations through Section 106 Agreements.

The table below shows the properties received to date and projected dates of future pipeline properties.

Total Stock Numbers	2015.16	2016.17	2017.18	2018.19	2019.20	2020.21	2021.22
S106 1 Bed Units	0	0	0	0		0	0
S106 2 Bed Units	13	10	2	5	5	5	5
S106 3 Bed Units	8	2	4	0	0	0	0
S106 4 Bed Units	0	0	0	0	0	0	0
Total	**21**	**12**	**6**	**5**	**5**	**5**	**5**

Pipeline properties 2017/18
Northop 2 * 3 bed houses April 2017
Ewloe 2 * 3 bed houses June 2017
Ewloe 2 * 2 bed houses June 2017

Pipeline properties July 2018/19
Kinnerton 5 * 2 bed houses

The plan assumes that NEW Homes will have 57 gifted units by 2021/22.

Managed Lettings Units

The private rented sector is increasingly becoming the tenure of choice for those unable to access mortgage finance. Research suggests there are a number of investors happy to invest in property, but not keen to take on management responsibilities.

The managed offer enables NEW Homes to increase its affordable offer in Flintshire, NEW Homes currently has 29 units within this portfolio.

The plan reflects steady growth in the budget and forecasts a further 70 managed lettings by the end of 2021/22. The plan assumes the following products are available for our customers:-

- Full managed offer
- Over 55's Housing choice

Total Stock Numbers	2015.16	2016.17	2017.18	2018.19	2019.20	2020.21	2021.22
1 Bed Managed Lettings	3	1	0	0	0	0	0
2 Bed Managed Lettings	14	1	7	7	7	7	7
3 Bed Managed Lettings	13	-5	7	7	7	7	7
4 Bed Managed Lettings	2	0	0	0	0	0	0
HMO	1	-1	0	0	0	0	0
Over 55's 3 bed Housing choice	1	0	0	0	0	0	0
total Stock	**34**	**-4**	**14**	**14**	**14**	**14**	**14**

Growth has been slow in 2016/17 compared to 2015/16 however NEW homes have managed to retain the majority of landlords once signed. The increased growth in future years reflects the recruitment of a full time lettings negotiator to increase the managed business.

The plan assumes that NEW Homes will have 92 managed units by the end of 2021/22.

The relative costs of running this service, as compared to the company's other business activities and the level of competition that is being faced have raised questions about continued investment in this service. However this service does contribute towards the corporate objective to increase the range of options of affordable provision and NEW homes have committed to use income from activities to support this aim. The council agreed at the end of 2016/17 to provide grant funding for a post to enable continued growth in this area.

The over 55's housing choice does not assume any growth. If a home owner decides to go ahead with the scheme, it is dependent on the availability of Council sheltered property in the area they choose, this is sometimes restricted by availability of stock particularly in high demand areas. Whilst this offer is one which NEW Homes would like to remain in their portfolio of products it is also one which is likely to have low take-up.

There may be further scope with this scheme once the SHARP portfolio becomes available. A small new build with low maintenance may also be appealing to potential over 55's which could increase uptake.

Inflation

Assumed at CPI @ 1.3% for all SHARP and S106 properties, rent review will take place annually. A rent review on managed units is to be introduced annually, currently it is only on change of tenant. No inflation increases are shown in the business plan as a prudent measure.

Rental income

Rent levels will be set at 90% of market value or LHA whichever is higher for all properties. Market value will be set by an independent letting agent when property valuations take place.

General income

General income assumptions are as follows:
- Full managed offer charged at 10% of rental income plus a £195 set up fee
- Over 55's housing choice charged at 25% of rental income to reflect the increased risk of leasing the property.

Voids rent loss
- 1.50% of rental income for all landlord units.

Bad Debt Provision
- 1.00% of rental income for S106 and SHARP units
- 8.00% of rental income for 'over 55' units, based on 2 month's rent loss.

Routine repair and Cyclical repair
- £408 per unit for S106 and SHARP units which includes gas and electrical safety checks.

Major Repairs

As all S106 properties are currently under 5 years old no budget has been provided for major repairs in 2017/18. Budget is included from 2019/20 at 0.6% of asset value. Further analysis is currently being undertaken to agree the costs of a capital replacement scheme for the gifted units.

The SHARP unit's replacement scheme are based on £22.7k per property (pre inflation) over the 45 year life.

Five year Profit and Loss Forecast

North East Wales Homes LTD
Profit and Loss Forecast

	Actual	Actual	Estimated	Year 1	Year 2	Year 3	Year 4	Year 5
All Units	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Income								
Rent Receivable	(52.5)	(96.7)	(161.9)	(402.6)	(644.1)	(683.9)	(723.9)	(765.0)
Management fee Income	(5.2)	(23.4)	(30.1)	(22.2)	(30.9)	(39.7)	(48.4)	(57.1)
Sign up Income	0.0		(1.5)	(2.8)	(2.8)	(2.9)	(2.9)	(2.9)
Grant income				(35.0)	(35.0)	(35.0)	(35.0)	(35.0)
Voids rent loss	0.0		0.0	6.0	9.7	10.3	10.9	11.5
Net Rental Income	**(57.7)**	**(120.2)**	**(193.5)**	**(456.5)**	**(703.2)**	**(751.2)**	**(799.3)**	**(848.6)**
Direct Costs								
Sign up costs			0.0	1.3	0.3	0.3	0.3	0.3
Routine repair and Cyclical costs			6.5	20.3	28.4	37.4	40.4	57.1
General Management Costs	39.1	94.1	156.8	186.2	194.2	197.1	200.1	203.1
Loan Arrangement Fee			73.8					
Bad Debt Provision			0.0	4.0	6.4	6.8	7.2	7.6
Major Repairs costs			0.0	0.0	0.0	33.5	37.1	40.7
Total Operating Costs	**39.1**	**94.1**	**237.1**	**211.8**	**229.4**	**275.2**	**285.1**	**308.8**
Financing Costs								
Interest Payable	0.3	0.3	0.0	0.0	226.6	224.2	221.7	219.1
Total Financing Costs	**0.3**	**0.3**	**0.0**	**0.0**	**226.6**	**224.2**	**221.7**	**219.1**
(Profit)/Loss Before Tax	**(18.4)**	**(25.8)**	**43.6**	**(244.7)**	**(247.2)**	**(251.8)**	**(292.6)**	**(320.7)**
Corporation Tax	3.7	5.2	0.0	41.0	42.0	44.0	51.0	55.8
(Profit)/Loss after Tax	**(14.7)**	**(20.6)**	**43.6**	**(203.7)**	**(205.2)**	**(207.9)**	**(241.7)**	**(264.9)**
Cumulative Retained Surplus	**(14.7)**	**(35.3)**	**8.3**	**(195.4)**	**(400.6)**	**(608.5)**	**(850.1)**	**(1,115.0)**

Five Year Profit and Loss Forecast – S106 properties

North East Wales Homes LTD
Profit and Loss Forecast

S106	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£'000	£'000	£'000	£'000	£'000	£'000
Income From Lettings						
Rent Receivable	(165.2)	(238.3)	(261.5)	(296.3)	(331.2)	(367.2)
Management fee Income	0.0	0.0	0.0	0.0	0.0	0.0
Grant income	0.0	0.0	0.0	0.0	0.0	0.0
Sign up Income	0.0	0.0	0.0	0.0	0.0	0.0
Voids rent loss	2.5	3.6	3.9	4.4	5.0	5.5
Net Rental Income	**(162.8)**	**(234.7)**	**(257.6)**	**(291.8)**	**(326.2)**	**(361.7)**
Operating Costs						
Sign up costs	0.2	0.1	0.1	0.1	0.1	0.1
Routine repair and Cyclical costs	10.8	14.7	17.3	19.7	22.3	25.0
Cyclical costs	0.0	0.0	0.0	0.0	0.0	0.0
General Management Costs	59.8	68.5	59.7	59.8	60.6	61.4
Bad Debt Provision	1.7	2.4	2.6	3.0	3.3	3.7
Major Repairs costs	0.0	0.0	0.0	33.5	37.1	40.7
Depreciation charges	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating Costs	**72.4**	**85.7**	**79.6**	**116.0**	**123.3**	**130.8**
Interest Payable	0.0	0.0	0.0	0.0	0.0	0.0
(Surplus)/Deficit Before Tax	**(90.4)**	**(149.0)**	**(177.9)**	**(175.8)**	**(202.9)**	**(230.9)**

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Five Year Profit and Loss Forecast – Managed Units

North East Wales Homes LTD
Profit and Loss Forecast

Managed units	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£'000	£'000	£'000	£'000	£'000	£'000
Income From Lettings						
Rent Receivable	0.0	0.0	0.0	0.0	0.0	0.0
Management fee Income	4.0	(22.2)	(30.9)	(39.7)	(48.4)	(57.1)
Grant income	0.0	(35.0)	(35.0)	(35.0)	(35.0)	(35.0)
Sign up Income	0.8	(2.8)	(2.8)	(2.9)	(2.9)	(2.9)
Voids rent loss	0.0	0.0	0.0	0.0	0.0	0.0
Net Rental Income	**4.8**	**(60.0)**	**(68.7)**	**(77.5)**	**(86.3)**	**(95.1)**
Operating Costs						
Sign up costs	(0.1)	0.2	0.2	0.2	0.2	0.2
Routine repair and Cyclical costs	0.0	0.0	0.0	0.0	0.0	0.0
Cyclical costs	0.0	0.0	0.0	0.0	0.0	0.0
General Management Costs	79.5	80.8	79.9	87.3	94.6	100.9
Bad Debt Provision	0.0	0.0	0.0	0.0	0.0	0.0
Major Repairs costs	0.0	0.0	0.0	0.0	0.0	0.0
Depreciation charges	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating Costs	**79.4**	**81.1**	**80.1**	**87.5**	**94.8**	**101.2**
Interest Payable	0.0	0.0	0.0	0.0	0.0	0.0
(Surplus)/Deficit Before Tax	**84.2**	**21.1**	**11.4**	**10.0**	**8.5**	**6.1**

Five Year Profit and Loss Forecast – SHARP

North East Wales Homes LTD
Profit and Loss Forecast

SHARP	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£'000	£'000	£'000	£'000	£'000	£'000
Income From Lettings						
Rent Receivable	0.0	(164.3)	(382.7)	(387.6)	(392.7)	(397.8)
Management fee Income	0.0	0.0	0.0	0.0	0.0	0.0
Grant income	0.0	0.0	0.0	0.0	0.0	0.0
Sign up Income	0.0	0.0	0.0	0.0	0.0	0.0
Voids rent loss	0.0	2.5	5.7	5.8	5.9	6.0
Net Rental Income	**0.0**	**(161.9)**	**(376.9)**	**(381.8)**	**(386.8)**	**(391.8)**
Operating Costs						
Sign up costs	0.0	1.0	0.0	0.0	0.0	0.0
Routine repair and Cyclical costs	0.0	5.6	11.2	17.7	18.1	32.1
Cyclical costs	0.0	0.0	0.0	0.0	0.0	0.0
General Management Costs	19.7	36.9	54.6	50.0	44.9	40.7
Bad Debt Provision	0.0	1.6	3.8	3.9	3.9	4.0
Major Repairs costs	0.0	0.0	0.0	0.0	0.0	0.0
Depreciation charges	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating Costs	**19.7**	**45.1**	**69.6**	**71.6**	**66.9**	**76.9**
Interest Payable	0.0	0.0	226.6	224.2	221.7	219.1
(Surplus)/Deficit Before Tax	**19.7**	**(116.8)**	**(80.7)**	**(86.0)**	**(98.2)**	**(95.9)**

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General management costs

The management costs are split between the services based on the level of stock, but include a 10% additional charge taken by the gifted units split 5% contribution to SHARP and 5% contribution to managed units. The cost per unit is shown in the table below:-

Management costs p.u	2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £
SHARP	1,189	881	807	725	657
S106	1,904	1,438	1,285	1,176	1,087
Managed(incl grant)	1,273	898	817	764	717
Total	1,808	1,246	1,109	999	909

Finance Service level agreement

This service is bought back via an SLA with the Council. The SLA for 2017/18 is proposed at £32.7k (net of VAT), and includes the following:-

Finance Director support – 15 days for strategic planning, capital projects, Corporate Governance, risk management.

Accountant support – 70 days (5 days a month, plus 12 days support for budget, year end and audits) for regulatory provision, statutory accounting, annual accounts, audit, SHARP project appraisal and monitoring, management accounting, board support, treasury, investment funding and cashflows.

Accounting Technician and Finance assistant support – 73.6 days (6 days a month) for daily running of the transactional finances of NEWH, monthly reporting and pack and support to the accountant.

Operational Staff

These staff are currently provided via a service level agreement with the Council.

Service Manager – 0.25 FTE
Private Sector Manager – 0.57 FTE
Lettings Negotiator – 1.00 FTE (funded by grant*)
Travel costs - £3.5k

Total cost £86.9k (net of VAT)

*Although grant funding is only guaranteed for 2 years, both Lettings Negotiator costs and grant income have been included throughout the plan.

Legal Costs
£3.0k via a service level agreement with the Council.

I.T costs
£3.3k I.T costs for Wifi, support for Landlord Manager and hosting of Sage Financials.

Subscriptions

£0.9k subscription costs. Membership of UKALA costing £650pa and the RLA costing £125pa.

Consultancy/Legal Advice

£15.0k – Anticipated for SHARP and business planning.

Audit

£9.2k for client account audit and audit for group accounts (inclusive of VAT).

Bank charges

£0.2k Bank and loan charges. e-payments account at £6.50 per month. Daily internet payments and transactions, which are the majority of our transactions, are free of charge, payments made in cash are subject to a small fee. This rises to £0.3k in 2018/19 with the increased stock.

Marketing

£5.0k on General marketing.

Set up loan

The original loan agreement from Flintshire County Council was £100k of which £25k was drawn down by NEW Homes in August 2014. The agreement is to repay this over 3 years at half yearly instalments at an interest rate of 1.83%. One payment of £4.1k remains to be paid in 2017/18.

Depreciation

Following advice from our accountants all properties are classified as investment units and are not depreciated but are revalued every year, any negative revaluation will be required to be taken to the profit and loss in the year of revaluation. Costs of valuing the properties each year are estimated at £1.5k.

All major repairs are taken straight to the profit and loss as revenue costs.

Walks Annuity

NEW Homes is due to sign up for a 45 year annuity provided by the Council on the 31st March 2017. The projected loan value is £7.55m and the business plan projects the rate at 3.00% although this will not be set until the day of transfer. Yearly interest repayments starting at £226.6k in 2017/18 are included in the business plan.

Five Year Cash flow Forecast

NEW Homes Cashflow Forecast	£'000	£'000	£'000	£'000	£'000
	Year 1	Year 2	Year 3	Year 4	Year 5
	2017/18	2018/19	2019/20	2020/21	21/22

Operating Activities

Cash Received From Customers					
Rent - The Walks	(164.3)	(382.7)	(387.6)	(392.7)	(397.8)
Rent - S106	(238.3)	(261.5)	(296.3)	(331.2)	(367.2)
Void & Bad Debt Rent Loss	10.1	16.1	17.1	18.1	19.1
Management Fee Income	(22.2)	(30.9)	(39.7)	(48.4)	(57.1)
Sign Up Income	(2.8)	(2.8)	(2.9)	(2.9)	(2.9)
Grant Income	(35.0)	(35.0)	(35.0)	(35.0)	(35.0)
Total Cash Received From Customers	**(452.5)**	**(696.8)**	**(744.4)**	**(792.1)**	**(840.9)**
	0.0				
Cash Paid To Suppliers					
Sign up costs	1.3	0.3	0.3	0.3	0.3
Routine repair and Cyclical costs	20.3	28.4	37.4	40.4	57.1
Major Repairs costs	0.0	0.0	33.5	37.1	40.7
Management Costs	186.2	194.2	197.1	200.1	203.1
Total Cash Paid to Suppliers	**207.8**	**222.9**	**268.3**	**277.8**	**301.2**
Net Cash From Operating Activities	**(244.8)**	**(473.8)**	**(476.0)**	**(514.3)**	**(539.8)**

Returns On Investments & Servicing of Finance

Provisions for tax	0.0	41.0	42.0	44.0	51.0

Investing Activities					
Acquistion And Construction Of Properties	0.0	0.0	0.0	0.0	0.0
Net Cash From Investment Activities	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**

Net Cash Before Financing	**(244.8)**	**(432.8)**	**(434.0)**	**(470.3)**	**(488.8)**

Financing					
Debt Draw Down	0.0	0.0	0.0	0.0	0.0
Loan Arrangement Fee	74.0	0.0	0.0	0.0	0.0
Capital Repayments (Annuity)	0.0	81.5	83.9	86.4	89.0
Interest (Annuity)	0.0	226.6	224.2	221.7	219.1
Working Capital Loan	4.2	0.0	0.0	0.0	0.0
Net Cash From Financing	**78.2**	**308.1**	**308.1**	**308.1**	**308.1**

BALANCE BROUGHT FORWARD	**(65.5)**	**(232.1)**	**(356.8)**	**(482.7)**	**(645.0)**
INCOME LESS PAYMENTS	**(166.6)**	**(124.7)**	**(125.9)**	**(162.2)**	**(180.7)**
CLOSING BANK POSITION	**(232.1)**	**(356.8)**	**(482.7)**	**(645.0)**	**(825.7)**

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Annual Cash flow Forecast 2017/18

NEW Homes Cashflow Forecast	£'000 Apr 17/18	£'000 May 17/18	£'000 Jun 17/18	£'000 Jul 17/18	£'000 Aug 17/18	£'000 Sep 17/18	£'000 Oct 17/18	£'000 Nov 17/18	£'000 Dec 17/18	£'000 Jan 17/18	£'000 Feb 17/18	£'000 Mar 17/18

Operating Activities

Cash Received From Customers												
Rent - The Walks	0.0	(1.7)	(3.5)	(3.5)	(4.8)	(10.6)	(17.4)	(24.4)	(20.6)	(28.2)	(24.2)	(25.3)
Rent - S106	(18.1)	(18.1)	(20.2)	(20.2)	(20.2)	(20.2)	(20.2)	(20.2)	(20.2)	(20.2)	(20.2)	(20.2)
Void & Bad Debt Rent Loss	0.5	0.5	0.6	0.6	0.6	0.8	0.9	1.1	1.0	1.2	1.1	1.1
Management Fee Income	(1.5)	(1.5)	(1.5)	(1.5)	(1.5)	(1.5)	(2.2)	(2.2)	(2.2)	(2.2)	(2.2)	(2.2)
Sign Up Income	0.0	0.0	0.0	0.0	0.0	0.0	0.0	(2.8)	0.0	0.0	0.0	0.0
Grant Income	(35.0)											
Total Cash Received From Customers	**(54.1)**	**(20.8)**	**(24.6)**	**(24.6)**	**(25.9)**	**(31.5)**	**(38.9)**	**(48.5)**	**(42.0)**	**(49.4)**	**(45.5)**	**(46.6)**

Cash Paid To Suppliers												
Sign up costs	0.0	0.1	0.0	0.0	0.0	0.5	0.1	0.2	0.1	0.1	0.0	0.2
Routine repair and Cyclical costs	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7
Major Repairs costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Management Costs	16.1	1.1	1.1	1.9	1.1	1.1	1.1	1.1	1.1	1.1	1.1	158.5
Total Cash Paid to Suppliers	**17.8**	**2.9**	**2.8**	**3.6**	**2.8**	**3.3**	**2.8**	**3.0**	**2.9**	**2.8**	**2.8**	**160.4**

Net Cash From Operating Activities	**(36.4)**	**(18.0)**	**(21.8)**	**(21.0)**	**(23.1)**	**(28.3)**	**(36.1)**	**(45.5)**	**(39.2)**	**(46.6)**	**(42.7)**	**113.7**

Returns On Investments & Servicing of Finance

Provisions for tax	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**

Investing Activities												
Acquistion And Construction Of Properties	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Net Cash From Investment Activities	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**

Net Cash Before Financing	**(36.4)**	**(18.0)**	**(21.8)**	**(21.0)**	**(23.1)**	**(28.3)**	**(36.1)**	**(45.5)**	**(39.2)**	**(46.6)**	**(42.7)**	**113.7**

Financing												
Debt Draw Down												
Loan Arrangement Fee	74.0											
Capital Repayments (Annuity)												
Interest (Annuity)												
Working Capital Loan	4.2											
Net Cash From Financing	**78.2**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**

BALANCE BROUGHT FORWARD	**(65.5)**	**(23.7)**	**(41.7)**	**(63.5)**	**(84.4)**	**(107.5)**	**(135.8)**	**(171.9)**	**(217.4)**	**(256.6)**	**(303.1)**	**(345.8)**
INCOME LESS PAYMENTS	**41.8**	**(18.0)**	**(21.8)**	**(21.0)**	**(23.1)**	**(28.3)**	**(36.1)**	**(45.5)**	**(39.2)**	**(46.6)**	**(42.7)**	**113.7**
CLOSING BANK POSITION	**(23.7)**	**(41.7)**	**(63.5)**	**(84.4)**	**(107.5)**	**(135.8)**	**(171.9)**	**(217.4)**	**(256.6)**	**(303.1)**	**(345.8)**	**(232.1)**

Sensitivity Analysis

Ref.	Risk		2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
		Original (profit)/loss after tax	(203.7)	(205.2)	(207.9)	(241.7)	(264.9)
		Original closing bank position	(232.1)	(356.8)	(482.7)	(645.0)	(825.7)
1	6 month delay in practical completion or in finding tenants for the Walks	Income lost	140.2	51.1	-	-	-
		Revised (profit)/loss after tax	(91.5)	(164.3)	(207.9)	(241.7)	(264.9)
		Revised closing bank position	(95.4)	(198.3)	(334.5)	(496.7)	(677.4)
2	Rent increased by 1% instead of 1.3%	Revised (profit)/loss after tax	(203.1)	(203.2)	(203.9)	(235.7)	(256.5)
		Revised closing bank position	(230.8)	(353.1)	(474.8)	(630.6)	(802.4)
3	Rent increased by 0.5% instead of 1.3%	Revised (profit)/loss after tax	(202.2)	(199.8)	(197.2)	(225.5)	(242.6)
		Revised closing bank position	(228.7)	(347.0)	(461.4)	(606.4)	(763.5)

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Mae'r dudalen hon yn wag yn bwrpasol

CABINET

Date of Meeting	Tuesday, 18th July 2017
Report Subject	Communal Heating Charges 2017/18
Cabinet Member	Deputy Leader of the Council and Cabinet Member for Housing
Report Author	Chief Officer (Community &Enterprise)
Type of Report	Operational

EXECUTIVE SUMMARY

To outline and seek the agreement of Cabinet for the proposed heating charges in Council properties with communal heating systems for 2017/18, 2018/19 and 2019/20.

RECOMMENDATIONS	
1	Cabinet is asked to approve changes to heating charges at council properties with communal heating schemes as outlined in the table on page 2 of this report. All changes will take effect from 1st September 2017.

REPORT DETAILS

1.00	**EXPLAINING COMMUNAL HEATING RECHARGES**
1.01	Community & Enterprise Portfolio currently operates 9 communal heating schemes within Flintshire. The Council negotiates fuel costs in advance and tenants benefit from the Council's Industrial and Commercial Contract rate. The cost of fuel used within these schemes is paid for initially by the Authority and collected from tenants in addition to their weekly rent. The charges and income received are paid into a holding account, and it is expected this account should be in a break even position at each financial year end.
1.02	New communal heating charges are implemented in the summer each year to enable an accurate picture to be gathered on the previous year's costs and any corresponding surplus or deficit on the heating account.
1.03	Any proposed changes to charges are intended to ensure that each communal heating scheme recovers the full energy cost charged in respect of each scheme and aims to keep a nil balance on the heating reserve account.
1.04	The Council charges tenants for the energy consumed within each block. This is a basic flat rate charge irrespective of individual usage. The method of applying tenants heating charges is to apply increases or decreases to tenant's each year, based on previous year's usage plus energy rate costs.
1.05	The cost of gas has increased by an average of 32% per Kwh in 2017/18 due to the current deal expiring. As the price has increased so significantly, Members are asked to agree a stepped increase in the weekly heating charge across 6 of the 9 communal heating schemes from September 2017. Where heating accounts were in credit at the end of 2016/17, it is proposed to use any credit to offset any increases.
1.06	Usage has reduced for the Heights in 2016/17 following the energy efficiency measures completed as part of WHQS works. For Bolingbroke and Richard Heights, the council proposes keeping the weekly charge at the same level, utilising credit on the account to enable this to happen. For Castle Heights the council proposes reducing the weekly charge as per the table below (usage has fallen by 29%). Castle Heights WHQS improvements were completed later in 2016/17 than for the other blocks and so now prices can be reduced based on revised usage.
1.07	The table below sets out recommended heating charges based on actual usage in 2016/17 and the assumption that costs and usage remain at the same level for the next 3 years.

Communal Area	Avg. Weekly Charge 2016/17	Avg. Increase 2017/18	Avg. Weekly Charge 2017/18	Avg. Increase 2018/19	Avg. Weekly Charge 2018/19	Avg. Increase 2019/20	Avg. Weekly Charge 2019/20
Bolingbroke Heights, Flint	£ 4.50	£ 0.00	£ 4.50	£ -	£ 4.68	£ -	£ 4.68
Richard Heights, Flint	£ 4.50	£ 0.00	£ 4.50	£ -	£ 4.68	£ -	£ 4.68
Castle Heights, Flint	£ 6.29	£ (1.19)	£ 5.10	£ -	£ 5.10	£ -	£ 5.10
Llwyn Beuno, Holywell	£ 6.87	£ 0.67	£ 7.53	£ 0.62	£ 8.15	£ 0.54	£ 8.69
Llwyn Aled, Holywell	£ 7.85	£ 0.64	£ 8.48	£ 0.55	£ 9.03	£ 0.51	£ 9.54
Panton Place, Holywell	£ 4.68	£ 0.70	£ 5.38	£ 0.70	£ 6.09	£ 0.50	£ 6.59
Acacia Close, Mold	£ 7.55	£ 0.61	£ 8.17	£ 0.51	£ 8.68	£ 0.45	£ 9.13
Glan-y-Morfa Court, Connahs Quay	£ 5.66	£ 0.91	£ 6.57	£ 0.81	£ 7.38	£ 0.81	£ 8.20
Chapel Court, Connah's Quay	£ 6.05	£ 0.76	£ 6.81	£ 0.71	£ 7.52	£ 0.61	£ 8.12

N.B Please note this is an average charge and each property will actually receive a charge relevant to its size.

2.00	RESOURCE IMPLICATIONS
2.01	As identified above.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	No formal consultation required, however, the Cabinet Member for Housing supports the proposals.

4.00	**RISK MANAGEMENT**
4.01	Tenants cannot claim Housing Benefit for the cost of domestic heating.
4.02	Estimates have been based on energy usage during 2016/17. A severe winter could lead to higher costs which could lead to an increased charge in 2018/19.
4.03	Proposals have been made assuming energy prices remain at the same level until 2020/21. If rates increase, revised proposals may be required for recovering costs and a further report will be presented to Cabinet.

5.00	**APPENDICES**
5.01	None.

6.00	**LIST OF ACCESSIBLE BACKGROUND DOCUMENTS**
6.01	None. **Contact Officer:** Sian H Jones, Accountant **Telephone:** 01352704080 **E-mail:** sianhjones@flintshire.gov.uk

7.00	**GLOSSARY OF TERMS**
7.01	**Housing Revenue Account:** records all revenue expenditure and income relating to the provision of council dwellings and related services. **Tenant:** a person who occupies land or property rented from a landlord (in this instance Flintshire County Council). **Heating Reserve Account:** the account which records all expenditure on communal heating and all income from tenants.

CABINET

Date of Meeting	Tuesday, 18th July 2017
Report Subject	Changes to the Waste Collection Rounds and the New Operating Arrangements at the Council's Household Recycling Centres
Cabinet Member	Cabinet Member for Streetscene and Countryside
Report Author	Chief Officer (Streetscene And Transportation)
Type of Report	Operational

EXECUTIVE SUMMARY

In 2011 Flintshire introduced its Managed Weekly Collection service (MWC) which changed waste collections in the County from a weekly, black sack and back door service to weekly recycling and food collections with fortnightly collections of non-recyclable waste alternating with garden waste - with all of the various waste streams being collected at the kerbside.

This change significantly improved the Council's recycling performance and the Council have since met all of the statutory targets set by Welsh Government (WG), with the next significant targets being 64% in 2019/20 and 70% in 2025. The Council continues to perform well and the performance for 2016/17 was 67%, which is already ahead of the scheduled 2019/20 target but without further operational and policy changes, it is likely that the performance will now level off.

This reports provides an update on the previously approved changes to the waste collection rounds, which will help improve recycling levels and provides an update on the Councils Household Recycling Centres (HRC) redevelopment programme, which will also contribute significantly to future recycling levels. The report also seeks approval for the updated Household Waste Collection and Household Recycling Centre Operations policy, which has been amended to reflect the above changes.

RECOMMENDATIONS

1.	That Cabinet approves the changes to the Council's Household Waste Collection and Household Recycling Centre Operations policy. **(Appendix1).**
2.	That Cabinet approve the changes to the waste and recycling rounds, due to be implemented in September 2017.

REPORT DETAILS

1.00	EXPLAINING THE BACKGROUND TO THE CHANGES TO THE POLICY
1.01	In 2010, Welsh Government (WG) published its policy for dealing with municipal waste in Wales 'Towards Zero Waste' (TZW). This policy set out statutory recycling targets for all Councils in Wales to meet.
1.02	In June 2010, the Council adopted its own Municipal Waste Strategy. The strategy contained a number of key actions which were required to meet the challenging targets set out in TZW.
1.03	In 2011, WG published its Municipal Sector Plan which was a partnering document to TZW which provided guidance to Welsh Councils in the form of a blueprint describing WG's recommended service delivery for Councils to follow.
1.04	WG are currently reviewing their national policies with a view to revising future targets with further incremental targets increasing up to 100% by 2050.
1.05	In 2011 the Council's Executive formally approved the Household Waste Collection and Household Recycling Centre Operations policy which supported the introduction of its MWC service to help deliver higher recycling performance to achieve WG's statutory recycling targets. Further revisions of the policy were approved by the Council's Cabinet in December 2013 and again in April 2015 when 7 day collections were introduced.
1.06	In 2016, a WG funded review of the Councils waste and recycling collections service and HRC provision was carried out using the Blueprint set out in the 2011 Municipal Sector Plan. The outcomes of the review, in respect of the Councils waste and recycling collections, are set out further in this report.
1.07	In relation to HRC sites, the review recommended a three site strategy in the County as the optimum solution however this was deemed unacceptable and the Cabinet requested officers to explore a more localised solution for the service.
1.08	As a result a report was approved by Cabinet in October 2016 outlining the redevelopment of two of our existing sites (Buckley and Mold) and the development of a new site in Oakenholt to replace the out dated sites in Connahs Quay and Flint. This would then deliver a network of five modern user friendly HRC sites across the Authority.
1.09	A capital bid of £1.7 million, submitted by Flintshire County Council, was approved by WG from their Capital Change Programme fund. The funding has been used for the redevelopment of Mold and Buckley and a further £0.6 million capital funding has been provided by the Council to complete the redevelopment programme.

1.10	Since the reports in October 2016, the sites at Buckley and Mold have been redeveloped into new modern and more user friendly facilities. Work began shortly after Christmas and the sites were opened to the public in time for Easter 2017 and both have been well received by the communities they now serve.
1.11	The next and final phase of the redevelopment programme will be the construction of a new facility in Oakenholt which will serve the towns of Connahs Quay and Flint and replace the existing sites in these two towns. The design work for the new facility has been completed and planning permission was granted for the scheme, by the Council in March this year.
1.12	The Oakenholt site is to be built on privately owned land and discussions with the landowner regarding a long term lease are reaching a conclusion with an agreement in principle already established. It is expected that the lease will be signed in the coming weeks and that works will shortly start on site, with an opening date for the new facility of September this year.
1.13	A further Cabinet report in February 2017 further explained that within the Portfolio Business Planning proposals for 2016/17 and 2017/18, revenue savings had been identified from the proposed rationalisation of HRC sites and that these savings would now need to be met through a new operating model and a need to meet a 90% recycling target across all HRC sites.
1.14	Although the 5 site strategy will deliver large modern facilities with a wider range of recycling skips on offer to the public, in order to meet our target of 90% recycling and achieve the revised budget, the following operational changes are proposed in the management and operation of the sites. 1. Retention of the Resident Van Permit Scheme 2. Introduction of new opening times. 3. A review the management arrangements for the sites.
1.15	**1. Resident Van Permit Scheme** A van permit scheme has operated in Flintshire since 2005, which has been successful in reducing the amount of commercial waste that is deposited at the HRC sites. The current scheme restricts vans and twin axled trailers to 12 visits per annum and limits these visits to only 2 of the HRC sites at Greenfield and Mold. There are currently 530 van owning residents who use the scheme.
1.16	The arrangement will continue to operate and permit holders will still be required to satisfy the following criteria in order to gain a permit: • The vehicle must be registered to the resident, not a business or other organisation. • The vehicle must be registered to an address in Flintshire. • The vehicle must not be sign-written or display advertising. • The vehicle must only be used to dispose of waste from the permit holders own household. Permit holders proven to be tipping trade waste will have their permit

	revoked.
1.17	Following completion of the redevelopment work at all of the Councils HRC facilities, van permit holders will be able to use all sites instead of just Greenfield and Mold, thus reducing travel times for permit holders.
1.18	**2. HRC Opening times** It is evident from the previous footfall surveys and waste tonnages received at the sites, when the majority of residents choose to visit the HRC's. It is therefore proposed opening hours of the sites will be brought in line to match the hours when the sites are most used, this being to 9am to 5pm (Winter) and 10am to 6pm (Summer)
1.19	**3. HRC Management** The Council's target for recycling at all sites is 90%. Whilst our sites are now both modern and more user friendly offering a greater range of recycling skips, this target will only be achieved through continual regular engagement with the residents who use the sites to encourage them to present their waste as recycling or reuse.
1.20	Cabinet approved In April 2015 to contract the operations and management of the HRC sites via a performance based contract, which will guarantee the recycling levels and change the branding of the sites from a traditional 'skip site' to emphasise the wide ranging benefits of recycling. To deliver this change of emphasis, the proposal is to seek to engage a Business Partner with links to a social enterprise or charitable organisation on an incentivised contract, to manage and operate the sites in future.
1.21	The new contract will operate for a period of 5 years, with a possible extension of a further 2 years, subject to the satisfactory performance of the Business Partner. TUPE may apply and if appropriate, staff will transfer to the new Business Partner.
1.22	**Waste and recycling round changes** The report presented to Cabinet in October 2016 outlined proposals to carry out a round review and obtained approval to purchase new modern recycling vehicles that would allow a wider range of recycling materials to be collected at kerbside. The report set out a deadline of September 2017 for the introduction of the new service.
1.23	Since the report was presented, officers and workforce operatives within the waste service have been working to the September 2017 deadline when new waste rounds will begin across the Authority.
1.24	New rounds have been designed that accommodate the predicted housing growth in the County over the next 5 years. The round design and route-optimisation has inevitably led to changed collection days for some residents, but the numbers are relatively low with only 500 having a change of collection day and a further 5,000 properties where the collection week will change.

1.25	New Recycling Recovery Vehicles (RRV's) have been procured with delivery expected in August. These vehicles are lightweight and more fuel efficient and have multiple compartments which will allow us to now collect a wider range of materials. The workforce have been involved in the design of these new vehicles and also the livery which will be used on the vehicles themselves.
1.26	The wider range of materials will be collected from kerbside from September and will include : • Mixed plastic and waxed cartons* • Tin cans • Paper and cardboard • Glass bottles and Jars • Food • Household batteries *Mixed plastic now includes plastic bottles, food trays, yogurt pots and margarine tubs
1.27	As the Council will now be offering a collection service for a wider range of recycling materials all of which would have been previously placed in the black wheel bins, the Council intends to continue to take a robust line with those residents who continue to present side waste with their wheeled bin.
1.28	The majority of households in Flintshire use the recycling services offered to them but there is still a small minority who do not and these properties inevitably generate additional bags of waste which are left out on collection day and often become a target for animals or are blown about in the wind resulting in the waste spilling out onto the streets.
1.29	Although we will continue to collect any side waste presented, those residents who choose to ignore the recycling services offered and repeatedly present side waste could be subject to enforcement action in the form of a fixed penalty notices under powers within the Environmental Protection Act. This will require evidence to be gained from within the side waste, indicating the source of the waste e.g. addressed envelope etc. This approach sends out a more consistent and fair message to the majority of residents who do recycle their waste each week.
1.30	A Communications Plan has been produced for the project and a County wide communication campaign to inform residents of the changes to the service will be undertaken before the new rounds are launched which will highlight both the additional materials that will be collected and the date the new collection service will commence.

2.00	**RESOURCE IMPLICATIONS**
2.01	Engaging a Business Partner will result in the possible TUPE transfer of the staff that currently operate on the HRC sites. The staff will be entitled to apply for existing vacancies within the service if they wish to remain with the Council.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	A Members workshop was held in October 2016 seeking views on the proposed changes to waste services and the outcome has been built into the proposals detailed in the report.
3.02	The Workforce and Trade Unions have been consulted on the proposed changes to the waste and recycling rounds, a workforce group has been set up to help deliver the changes.
3.03	Further consultation is required on the engagement of the Business Partner and the subsequent staff transfers.
3.04	Environment Overview and Scrutiny considered the changes at their meeting in June 2017 and recommended Cabinet approve both the changes to the collection service and the operating arrangements at HRC sites.

4.00	RISK MANAGEMENT
4.01	A project team is in place to monitor and oversee the changes to ensure the project stays on target.

5.00	APPENDICES
5.01	Appendix 1 – **Revised** Household Waste Collection and Household Recycling Centre Operations Policy 2017.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	**Contact Officer:** Stephen O Jones **Telephone:** 01352 704700 **E-mail:** stephen.o.jones@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	WG – Welsh Government TZW – Towards Zero Waste MWC – Managed Weekly Collections HRC - Household Recycling Centres RRV – Recycling Recovery Vehicle

Flintshire County Council

HOUSEHOLD WASTE COLLECTION
and
HOUSEHOLD RECYCLING CENTRE
OPERATIONS
POLICY

June 2017

recycle for Flintshire
ailgylchu dros Sir y Fflint

POLICY FOR HOUSEHOLD WASTE COLLECTION

Tudalen 229

1.0   Legislation

1.1   Under the terms of the Environmental Protection Act, 1990, Flintshire County Council (the "Council") is classed as a Waste Collection and Disposal Authority, and as such has a statutory duty to collect household waste from all domestic properties in the County. Under Section 46(4) of the Act, the Council has specific powers to stipulate:

- The size and type of the collection receptacle(s);
- Where the receptacle(s) must be placed for the purpose of collecting and emptying;
- The waste types which may or may not be placed within each of the receptacle(s).

1.2   In addition Section 51 sets out the authorities statutory duty as a waste disposal authority. In that;

- It shall be the duty of each waste disposal authority to arrange—

  (a)for the disposal of the controlled waste collected in its area by the

  waste collection authorities; and

  (b)for places to be provided at which persons resident in its area may

  deposit their household waste and for the disposal of waste so deposited;

1.3   This policy sets out the Council's collection and disposal arrangements for householders in the authority and also the householder's duty all in accordance with the above legislation.

2.0   Household Waste Collection Eligibility

2.1   Each household in Flintshire registered on the Council Tax Register will be entitled to receive a waste collection service.

2.2   Places of religious worship, registered charities and community halls (where no business activity takes place for profit) may be entitled to the same standard of waste collection service offered to householders.

3.0   Collection Frequency

3.1   The Council operates a Managed Weekly Collection (MWC) service offering the following:

- A weekly collection of all recyclable material which should be cleaned and separated by the residents. This includes – Glass, Mixed plastics, Card/Paper and Tin cans
- A weekly collection of food waste
- A fortnightly collection of a general domestic wheeled bin
       Alternating with:
- A fortnightly collection of wheeled bin for garden waste.

4.0   Containers for the Storage of Waste Materials

4.1 Where operationally possible all households are included in the MWC service and these properties will receive curtilage collections. However in some locations specific collection points have been identified by the Council and in some locations (particularly flats) local collections will be provided from communal wheeled bin(s) which are provided for the purpose of storing waste materials prior to collection.

4.2 All containers supplied to householders for the purpose of the waste/recycling collection service shall remain in the ownership of the Council. When householders move home they will be required to leave all wheeled bins and recycling boxes at the property for the new occupant to use. The only exemptions are additional garden waste bins (Brown Bins) that have been purchased by the householder from the Council.

4.3 Householders are responsible for the storage, safe keeping and cleaning of waste containers provided by the Council.

Non recyclable waste containers

Each householder shall be provided with the following containers free of charge in which to store and present their waste non-recyclable waste

- 1 180L black wheeled bin for non-recyclable waste. Only waste produced by a household on a normal day to day basis should be placed in this wheeled bin (i.e. it should not contain non-standard items such as bulky waste, commercial waste or recyclable waste).

4.4 Where a household has 6 or more permanent occupants, they may make a request for a larger, 240 litre wheeled bin for the storage of non-recyclable waste. This service shall be subject to annual review and the 240 litre wheeled bin will be exchanged for a standard 180 litre wheeled bin once the number of permanent occupants reduces below 6.

Recyclable waste containers

Each householder shall be provided with the following containers free of charge in which to store and present their recyclable waste

- One blue recycling box for glass bottles and jars.

- One reusable weighted woven sack for mixed plastic bottles, tubs, pots and trays, tin cans and waxed cartons

- One blue reusable plastic sack for paper and cardboard.

- Additional sacks will be available on request.

- Recycling products placed in these receptacles should be rinsed and be free of the material originally stored in them.

- One kitchen caddy for the storage of food waste and a larger kerbside caddy for presentation at kerbside

- Householders will also be supplied with a roll of 52 biodegradable bags for food waste when they notify the collection crew by tying a bag to the handle of their kerbside caddy on collection day.

<u>Garden waste containers</u>

Each householder shall be provided with the following container free of charge in which to store their garden waste

- One 140L wheeled bin for green garden waste. If an additional bin is required please see paragraph 4.9

4.5 All containers supplied by the Council should only be used for the storage of items as prescribed by the Council. Failure to do so may result in the Council retrieving the container(s) from the households.

4.6 Households must separate their waste items into the appropriate containers as per the advice provided by the Council. If the householder fails to correctly segregate their waste materials into the prescribed containers as required, the waste **may not** be collected and this **shall not** be classed as a missed collection. Following such an incident the householder must place the waste items in the correct container which will then be collected at the next scheduled collection.

4.7 Any request to provide a new or replacement wheeled bin, recycling box/bag or food bags (e.g. due to damage or for a new property etc) shall be made by contacting the Streetscene service through the Streetscene Contact Centre (01352 701234) or through the Councils web-site.

4.8 Only wheeled bins will be delivered by the Council to the householder's property. All other items (bags/boxes etc) can be collected from a network of collection sites across the authority. A list of these sites can be found on the Council's website.

4.9 Where a household produces large quantities of green garden waste, they may purchase up to 2 additional 140 litre wheeled bins for the storage of this material. The charge for additional brown bins will be reviewed annually and details of current charges are available on the Council's Fees & Charges listing.

5.0 **Collection Points**

5.1 All wheeled bins, food containers and recycling boxes/bags must be placed on the drive or footway within one metre of the curtilage or boundary of the property and be easily accessible to the crews without the need to open gates etc. Where this is not possible the containers should be placed on the footway/verge outside the property, at a point causing minimal obstruction to the highway users. See paragraph 8.0 for residents registered as on the Council's assisted collection scheme.

5.2 The collection point for householders with long private drives will be the point where their drive meets the adopted highway.

5.3 Where possible collection vehicles will travel along un-adopted roads allowing residents to present their waste containers at the same point on their property as though the road were adopted (5.1).

5.4 This does not mean that the Council will maintain the road and should the road be deemed unsuitable for the vehicles involved and poses the risk of damage to the vehicle or if the owner of the road refuses to allow the vehicle to use the road, the residents will be required to bring their containers to the nearest adopted highway.

5.5 Where required, site specific arrangements will be made for collections at flats or properties with narrow or difficult access arrangements. These specific collection arrangements will be advised to the householder by the Council.

5.6 Wheeled bins and recycling containers will be returned to their point of origin by the collection crews immediately after collection with the lid of the container closed.

5.7 The householder must collect their wheeled bins/recycling boxes after they have been emptied and return them to within the boundary of their property on the day of collection. Containers must not be permanently stored on the public highway. See paragraph 7.4 regarding enforcement activity.

6.0 **Collection Day and Time**

6.1 Wheeled bin and recycling collections, where operationally possible, will generally take place on the same day each week.

6.2 All wheeled bins, food bins and recycling containers should be presented for collection by 7.00 am on the day of collection and removed after collections have taken place (which could be up until 5pm). Containers may be placed at their collection point on the evening before collection however the Council will not accept liability for any injury or damage to third parties as a result of any incidents occurring with a container left on the public highway outside of these periods unless caused by the acts or omissions of its employees, contractors or agents.

6.3 It may be necessary for the Council to change collection days from time to time e.g. over the Christmas and New Year period and on some occasions the waste collection service will have to be suspended due to a service disruption (e.g. during heavy snow, fuel shortage etc). The Council will make every effort to minimise the level of disruption to householders during these periods and will try to rectify any missed collections as soon as the cause of the disruption comes to an end. Notification of changed collection days in these instances will be available on the Councils website and from the Councils Streetscene Contact Centre.

6.4   Where the Council is unable to collect any missed waste collections due to a service disruption, householders should retain their waste materials until the next scheduled collection when all of the material will be collected. The Council would encourage residents to use their nearest HRC for the disposal of all waste types in these instances.

7.0   Presentation

7.1   All waste must be presented in Council supplied containers to ensure its safe collection. Lids on wheeled bins must be shut when the waste is collected in order to ensure that the waste is properly contained and to protect the health and safety of the collection crews when handling the bin.

7.2   Any waste jammed in a wheeled bin that does not fall out following the normal mechanical emptying process on the waste collection vehicles will not be taken. In these cases householders will have to loosen the materials themselves ready for the next scheduled collection.

7.3   All non recyclable waste must be contained within the wheeled bin provided by the Council.

7.4   Side waste presentation and enforcement

7.6   Properties presenting side waste will be noted by the crews and advice stickers will be placed on the householders wheeled bin to advise them of the recycling services that the Council provides. The sticker will also advise them that if they continue to present side waste then the Council's environmental crime team will be informed and they may face prosecution under the powers listed in 1.1 of this policy if evidence can be found within the side waste that links the waste to the particular property.

8.0   Assisted Collections

8.1   Where, through frailty or incapacity, a householder cannot present their wheeled bin or recycling boxes at the curtilage, and subject to there being no other able bodied adult person living at the property, the householder may make a formal request to the Council for an Assisted Collection.

8.2   If an Assisted Collection is approved a suitable collection point on the property shall be agreed with the householder and collections will then take place from this point. All containers will be returned to the collection point by the waste teams once they have been emptied.

8.2   Assisted Collections will be restricted to those households who are in genuine need following approval of an application to the Council. The Council will review every individual case every two years.

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9.0   Missed Wheeled bin and food caddy

9.1   If a wheeled bin or food waste caddy is placed out ready for collection at a collection point as specified in section 5 and on the correct collection day and time, and is not picked up by the Council, then this will be classed as a missed collection.

9.2   Where a genuine missed collection is reported the Council will endeavour to return and collect the wheeled bin or food caddy the following working day after receipt of notice.

9.3   Where it is proven that the householder has failed to place the bin out for collection at a collection point as specified in section 5 or on the designated day and time; the Council will not return for the collection and the resident will be required to place their waste for collection on the next collection date.

9.4   Missed collections can be reported through the Streetscene Contact Centre (01352 701234) or through the Councils web-site.

9.5   Missed recycling

9.6   Where a recycling container (box/bag) is not collected this can be reported as in 9.4. However, the Council will not return for a missed recycling collection and the householder will be expected to place the recycling out for collection on the next due collection day.

9.7   Alternatively, if the householder is unable to wait until the next collection then the recycling can be taken to one of the Council's HRC's to be recycled.

10.0   Clinical Household Waste Collection

10.1   The Council provides a collection service for clinical household waste from householders upon request from the relevant Health Care provider, via a prescribed application form.

10.2   The Council shall provide a suitable container for the householder to store their clinical waste.

10.3   An agreed collection point, day of collection, frequency of collection and any other specific instructions regarding this service, will be agreed between the Council and the householder.

11.0   Bulky Household Waste Collection

11.1   The Council provides a bulky waste collection services for householders. This is a chargeable service for 1 to 5 items (or up to 10 bin bags). Extra items, up to a maximum of 5, are also collected at an additional charge.

11.2 The cost for each of these services will be shown in the Council's Fees & Charges listing which is reviewed each year. Domestic Fridges and Freezers are collected free of charge.

11.3 A subsidy to the standard charges is applied to householders in receipt of Income Support, Unemployment Benefit, Disability Living Allowance, State Pension or Guaranteed Pension Credits. Proof of benefit will be required.

11.4 Typical examples of bulky waste that will be accepted include the following - mattress's, bed frames, chairs, tables, TV's, carpets, hi-fi's, cupboards, standard cookers, sideboards, lamps, children's toys, computers, bookcases etc. A three piece suite will count as three items.

11.5 Home Improvements including kitchen/bathroom renewals, fitted wardrobes and any soils & rubble from landscaping works **will not be collected** as part of a bulky waste collection and households should make the appropriate arrangements with their contractor to ensure they comply with their own duty of care for the safe disposal of the material.

11.6 No commercial or industrial waste will be collected.

11.7 The Council reserves the right to refuse the collection of any waste items that may cause harm or that may put at risk the health and safety of waste collection staff.

11.8 Bulky collection can be requested through the Streetscene Contact Centre or through the Councils web-site where a collection appointment with the householder will be made.

12   Household Recycling Centres (HRC's)

12.1 Flintshire County Council currently manages and operates 6 HRC sites for Flintshire residents to recycle/reuse household items that cannot be collected by the kerbside collections vehicles. They are situated at the following locations across the County:

- Greenfield (7 day opening)
- Sandycroft (7 day opening)
- Mold (7 day opening)
- Buckley (7 day opening)
- Connahs Quay (3 day opening only)
- Flint (3 day opening only)

12.2 The number of HRC sites will reduce to 5 during in the Summer of 2017 when a new site situated in Oakenholt will open to serve the towns of Flint and Connahs Quay. The existing sites in these towns will close on the opening of Oakenholt.

12.3 The opening hours for the facilities will be as follows:

Summer(April to September)	Open	10.00hours
	Close	18.00 hours
Winter(October to March)	Open	09.00 hours
	Close	17.00 hours

12.6 Trade or commercial waste will not be accepted at any of the Council's HRC's.

12.7 Resident Van Permits Scheme

12.8 The Council operates a resident van permit scheme for Flintshire residents only. The permit allows a total of 12 visits per annum and residents owning the following vehicles must be in possession of a permit to dispose of their waste at HRC sites:

- Pick up & Crew cab
- Minibus (no internal modifications)
- Camper van & mobile home (no internal modifications)
- Trailers greater in size than 6' x 4'

The following vehicles will **not** be permitted to use the Council's HRC sites:

- Large box vans
- Tipper vehicles
- Horse boxes
- LGV'S
- Sign written vans
- Vans towing trailers

12.9 The Criteria for residents to obtain a van permits is as follows:

- The vehicle must be registered to the resident, not a business or other organisation.
- The vehicle must be registered to an address in Flintshire.
- The vehicle must not be sign-written or display advertising.

12.10 If the resident cannot satisfy the above conditions, they will not be issued with a van permit.

12.11 Permit holders proven to be tipping trade waste will have their permit revoked.

12.12 Hired Van 'One Off' Permits

12.13 If the van is hired or borrowed and taking household waste to a Flintshire County Council HRC a "one off" permit will be required. 'One Off' permits

will be issued at the HRC sites and are subject to a maximum of 3 visits. Residents will need to provide proof of Flintshire residency and any hire documents in the event that the vehicle is hired. Sign written borrowed vehicles are not permitted.

13   The Councils 'Bring Sites'

13.1   In addition to the HRC sites the Council also operates a number of strategically placed Bring Sites across the County. Since the introduction of the Council's MWC in 2012 the waste and recycling collected through these sites has significantly reduced.

13.2   In future bring sites will only provide banks for materials that cannot be collected by the kerbside services such as textiles, shoes etc.

13.3   The latest list of sites can be found on the Council's website:

CABINET

Date of Meeting	Tuesday, 18th July 2017
Report Subject	Update on the Council's Car Parking Strategy
Cabinet Member	Cabinet Member for Streetscene and Countryside
Report Author	Chief Officer (Streetscene and Transportation)
Type of Report	Operational

EXECUTIVE SUMMARY

In 2015, Flintshire County Council's car park strategy was introduced to improve the vibrancy and vitality of the Town Centres in Flintshire through effective car park management.

The introduction of parking charges in Flint was suspended due to the redevelopment work in the town and this report provides an update on the planned phased introduction of charges in Flint, in line with the strategy agreed by Cabinet in April 2015. The report also details options for additional on street parking restrictions in the town to promote the effective and free movement of traffic and the provision of some additional limited short stay, on-street, free parking within the town.

Holywell and Buckley Town Centres currently benefit from pedestrianised zones on their High Streets which provides a safe and unobstructed shopping experience for pedestrians. There is an opinion that these zones can have a limiting effect on High Street businesses as shoppers cannot stop to quickly visit and collect items from shops in the town. The report recommends a review of these zones which would then allow the provision of some free, on-street, short stay parking which could potentially be a tool to further support local businesses and discourage visitors from using alternative 'out of town' shopping centres.

Finally, Holywell town centre has a limited all-day parking provision and a private car park, owned by the Catholic Church, has been identified as a potential location to secure 50 additional parking places for the town. The report seeks approval to add the carpark to the existing Holywell Parking Strategy.

RECOMMENDATIONS	
1.	That Cabinet approves the phased roll out for implementing the Flint Car Parking Strategy **(Appendix 1).**
2.	That Cabinet approves the review of on-street parking orders, the review of the Church Street Cycleway and Resident Parking Scheme within Flint Town Centre.
3.	That Cabinet approves that Buckley and Holywell Town Councils are requested to undertake informal consultation to establish their position in respect of a formal review of the pedestrian zones within the respective town centres.
4.	That Cabinet approves the inclusion of Well Street car park into the Holywell car parking strategy.

REPORT DETAILS

1.00	EXPLAINING THE CAR PARKING AND RESIDENT PARKING REVIEW
1.01	In 2015 Flintshire County Council adopted a countywide car parking strategy which saw the introduction of minimal car parking charges in town centres where the number of available spaces exceeded 50. The strategy was introduced to maintain and support the vibrancy and vitality of the towns.
1.02	**Flint Parking Strategy** Since the approval of the Car Parking Strategy in April 2015, parking charges have been implemented or reviewed in six town centres across Flintshire and as part of that strategy it was proposed to introduce charges within Flint town centre in September 2015.
1.03	Due to the ongoing regeneration works and the local car parks being utilised as temporary works compounds, the strategy was not progressed at that time. As these works are now drawing to a close and some of the car parks are being released, the Council are now in a position to progress the strategy in Flint in a phased manner which is shown in **Appendix 1.**
1.04	The Council Car Parking Strategy stated that every opportunity would be considered to provide a level of on-street, short stay parking options to encourage shoppers and visitors to utilise town centre businesses for short shopping visits.
1.05	Flint currently benefits from some free time limited, on street parking but at present these time limitations are varied from 1 hour closest to the town centre to 30 minutes furthest from the town centre. It is proposed that these time restrictions are reviewed with the shortest stay parking closest to the centre changing to a 30 minute stay - in line with other towns in the County and increasing the permitted length of stay on roads further from the centre to 1 hour on roads where a current traffic restrictions exists.

1.06	The cycle path on Church Street, Flint, was established in 2003, in conjunction with Welsh Government to improve Active Travel provisions in the town and the cycle path currently runs the full length of Church Street in both directions.
1.07	Following requests from Local Members and the Town Council, it is proposed to consult on the potential to relocate the cycle path to an adjacent street which will allow for the provision of additional free short stay parking spaces on Church Street.
1.08	In line with the Council's formal process for managing traffic schemes of this nature, it is proposed that the Town Council are requested to consider its position on the matter, after consulting with traders and local residents. The Council will then move to the formal consultation period, if the Town Council supports the process.
1.09	Clearly the proposal will meet with objections from the cycling representative groups and the rerouting of the cycle-paths cannot be guaranteed ahead of the formal consultation process.
1.10	During 2015, consultation was undertaken on a number of streets in Flint to establish the level of support for a Residents Only parking scheme, in line with the Council's Residents Parking policy. Consultation in the defined zone concluded that there was insufficient support to progress the scheme at that time.
1.11	Prior to the implementation of the car parking charges in Flint, it is proposed that consultation should be undertaken once again as it is assumed that vehicle displacement will occur as town centre visitors attempt to avoid the car parking charges. Consultation with the Elected Member and Town Council will establish the revised zone which will be consulted on.
1.12	**Pedestrianisation Orders – Holywell and Buckley** Pedestrian only zones are in operation on Holywell High Street and Buckley High Street and have been established since 1992 and 2000 respectively. They were adopted to provide a safe and unobstructed shopping experience in the town centres.
1.13	The Council's Car Parking Strategy states that every opportunity should be considered to provide on-street short stay parking options in every town however, the pedestrianisation order clearly restricts these options and consequently there are limited on-street parking provisions in either town centre.
1.14	It is proposed to review the pedestrian zones in both town centres and explore the possibility of placing free limited waiting parking places on both of the High Streets in order to support local businesses.
1.15	Once again before the formal consultation process can commence, in line with Council policy on changes to Traffic Regulation Orders, it is proposed that the Town Councils are asked to confirm their preferred position on the proposed changes and to undertake an informal consultation process to gauge local support (or otherwise) for the proposed changes.
1.16	If the change is supported it can then be progressed to formal design and

	consultation process by Flintshire County Council and during this period options to fund the changes will be explored.
1.17	**Additional Car Parking in Holywell** Parking charges were introduced to Holywell town centre in September 2015 in line with the Car Parking Strategy agreed by Cabinet in April 2015. Due to town centre parking spaces being utilised by commuters, the majority of car parks were designated short stay (2 hour) or medium stay (4 hour) facilities. This reduced the amount of full day parking provision available for visitors and workers within the town centre.
1.18	A private car park owned by the Catholic Church on Well Street was previously leased to Flintshire County Council however when charges were removed from Holywell in 2013 this lease agreement was terminated. This car park is currently underutilised and could provide an additional 50 long stay parking places for the town centre.
1.19	A preliminary conversation has been held with the Church and they are now in support of re-establishing the previous agreement which will allow the management of the site to pass to Flintshire CC. Approval is therefore sought to re-establish the lease agreement with The Church and include the car park in to the Holywell strategy Charges and operational hours will be in line with the other long stay car parks within the town: **20p up to 2 hours** **50p for up to 4 house** **£1 for all day** **Monday to Saturday 8am – 5pm**

2.00	RESOURCE IMPLICATIONS
2.01	The cost of the formal legal consultation for the traffic orders and the installation of Pay and Display facilities in Flint have been accrued within capital budget for car parks.
2.02	There are no budgets available to fund the changes to the Pedestrian Orders for Buckley and Holywell and if these are supported funding will be required to develop the projects.
2.03	Additional Pay and Display infrastructure and lease payment will be recovered from projected income in Well St, Holywell.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	With Cabinet Member.
3.02	With Elected Members in affected wards.

3.03	With local Town or Community Council.
3.03	With residents and businesses.
3.04	Environment Overview and Scrutiny considered the changes at their meeting in June 2017 and recommended Cabinet approve the proposals detailed in this report.

4.00	**RISK MANAGEMENT**
4.01	Objections to the formal consultation process for off street car parking orders could delay implementation of the parking charges in Flint.
4.02	Vehicle displacement to on street areas from Pay and Display car parks will increase requests for Traffic Regulation Orders and Resident Only Parking Schemes (Flint).

5.00	**APPENDICES**
5.01	Appendix 1 – Proposed phased introduction for car parking charges in Flint.

6.00	**LIST OF ACCESSIBLE BACKGROUND DOCUMENTS**
6.01	**Contact Officer: Stephen Jones** **Telephone: 01352 704700** **E-mail: Stephen.o.jones@flintshire.gov.uk**

7.00	**GLOSSARY OF TERMS**
7.01	None.

Mae'r dudalen hon yn wag yn bwrpasol

Appendix 1 – Programme to roll out the Flint Car Parking Strategy

Phase 1

June 2017	Consultation with Local Members regarding zones/streets for inclusion for resident parking schemes.
July 2017	Informal resident parking scheme consultation
	Review of 'on street' parking orders for Market Square, Sydney Street and Mumforth Street
August/Sept 2017	Statutory consultation on Railway Station, Swan Street, Bolingbrooke and Richard Heights car parks and resident parking scheme (subject to outcome of informal consultation)
	Statutory consultation following review of 'on street' parking orders for Market Square, Sydney Street and Mumforth Street
October 2017	Introduction of charges at Railway Station, Swan Street, Bolingbrooke and Richard Heights car parks and resident parking schemes.
	Introduction of parking orders following review of 'on street' parking orders for Market square, Sydney Street and Mumforth Street

Phase 2

November 2017	Review of remaining town centre 'on street' car parking orders
	Consult on the potential to relocate the cycle path from Church Street to an adjacent Street.

Phase 3

January 2018	Statutory consultation on Allt Goch Large, Allt Goch Small, Pavilion Leisure Centre, Feather Street and Magistrates car parks.
	Statutory consultation on changes to town centre 'on street' car parking orders and cycle path relocation.
June 2018	Introduction of charges on Allt Goch Large, Allt Goch Small, Pavilion Leisure Centre, Feather Street and Magistrates car parks.

Mae'r dudalen hon yn wag yn bwrpasol

CYNGOR Sir y Fflint Flintshire COUNTY COUNCIL

CABINET	

Date of Meeting	Tuesday, 18th July 2017
Report Subject	Update on the Integrated Transport Unit Procurement Project.
Cabinet Member	Cabinet Member for Streetscene and Countryside
Report Author	Chief Officer (Streetscene & Transportation)
Type of Report	Operational

EXECUTIVE SUMMARY

Since the introduction of the new Integrated Transport Unit (ITU) in May 2015, the service now manages all of the Council's transport and transportation activities.

At any one time, the ITU has approximately 450 individual contracts in place with local suppliers, delivering all of the transport needs for schools, colleges, social care and the general public transport service. The day to day management and re-procurement of these contracts creates a large and continuous workload for staff within the service and also puts pressure on the local supply chain to deal with the regular and on-going tender process. The contracts are also complicated by the regular changes to the routes which are made necessary by changes to the individual user's circumstances, with each change requiring negotiated amendments to the existing contractual arrangements.

The Transport Service Diagnostic and Gain-Share delivery project, approved by Cabinet in 2015, is coming to an end with the final report due to be received by the Council in June 2017. One of the main recommendations for change is a revised procurement process, the introduction of which is being overseen by the Business Partner. This report provides an update on the procurement process and details of the main changes in transport provision as a result of the new process which will be introduced from September 2017.

RECOMMENDATIONS	
1.	That Cabinet notes the likely impact from the School Transport procurement process detailed in this report.

REPORT DETAILS

1.00	EXPLAINING THE BACKGROUND TO THE PROPOSED CHANGES
1.01	Following Cabinet approval in May 2015, it was agreed that an ITU should be established within the Authority to ensure an integrated approach to service delivery and operational management, as well as offering benefits of the economies of scale, resources and best use of the specialist technical skills available to deliver operational and financial efficiencies in the future. The aim was to establish the ITU as the "one-stop shop" for the organisation for the delivery of all the Council's transport needs.
1.02	Under the changes, service delivery, budget management and day-to-day operational management for Social Services transport transferred to the ITU. Eligibility assessment and policy setting remained within the Social Services Portfolio with ITU involvement at Panel Assessments as and when required.
1.03	Budget management and eligibility assessment for mainstream home to school transport also transferred to the ITU within the Streetscene & Transportation portfolio; however, policy setting for school transport remained within the Education & Youth portfolio.
1.04	In May 2015, Cabinet approved the engagement of a suitably qualified Business Partner (on a gain share basis) to assist with the assessment and delivery of the financial benefit that would be derived from the new ITU. With the advice and guidance of the Corporate Procurement Unit, the engagement of the Business Partner was subsequently undertaken and JMP Consultants were duly appointed following a compliant procurement exercise.
1.05	The subsequent review has been undertaken into two phases: **Phase 1** – A diagnostic review of all transport operations across the Authority in order to identify any savings opportunities and efficiencies within the current operating model. (This work was completed in May 2016). **Phase 2** – Support to deliver and implement the opportunities and efficiencies identified within Phase 1 - on a gain-share basis. In particular, the diagnostic review was intended to make clear recommendations on the future of all transport services and on the best delivery model, in order to integrate services and derive the maximum benefit from the introduction of a fully integrated transport solution.
1.06	The early outcomes of the diagnostic review identified a number of areas of potential savings, particularly in the area of procurement. The Business Partner promoted an alternative procurement option, recommending an area, framework approach known as a Dynamic Purchasing System (DPS), rather than the current method of procuring each journey through an individual tender process.

1.07	As a procurement tool, the DPS has some aspects that are similar to a framework agreement, but differ in that new suppliers can apply to join the DPS at any point during its lifetime. The DPS has to be run as a completely electronic process and is a two-stage process: firstly, the pre-qualification stage, where all suppliers who meet the selection criteria are admitted to the DPS, during the second stage, the routes are awarded after the Authority has invited all suppliers on the DPS to bid for the specific contract in a mini-competition.
1.08	The first stage of the procurement process is now complete with 47 suppliers now admitted onto the DPS framework, having passed the pre-qualification stage. The second stage of the process (Mini-Competitions) commenced on 11th June 2017 with route information being made available to all suppliers admitted onto the DPS from this date. Suppliers will be invited to price each route, on a rate per mile basis and provide rates per mile for each category of vehicle required to deliver the service within a stated area. Any changes to the length of the route (brought about by changes to passenger travel arrangements) will be covered by payment for the additional mileage - at the contracted variation rate, with no re-negotiation of the contract required. The closing date for tender submissions will be 11th July 2017.
1.09	A thorough optimisation exercise has been completed by the ITU prior to the commencement of the tender process. The optimisation exercise was intended to deliver maximum benefit by ensuring the most efficient use of vehicles and deliver the most cost-effective routes for the required number of eligible passengers.
1.10	As outlined in the current transport policy, the efficient use of resources will dictate the mode of transport (subject to the above conditions). Transport may be provided by means of school contract transport services or existing public transport services which, together with the type of transport (bus, minibus, train, taxi, etc.) will be dictated by cost effectiveness. In some cases, one contract bus may transport different pupils to more than one school site. Transport will normally be to and from bus stops or pick-up points for groups of pupils and it will only be provided from door-to-door in exceptional circumstances. The maximum distance a pupil is expected to walk to and from pick-up point will depend upon, for example, the age of the child, their individual needs and the nature of the route they are expected to walk. As part of the optimisation exercise, pick-up and drop-off points and time of pick up are being reviewed however the existing policy will be applied, unless there are exceptional circumstances.
1.11	Once the tenders are returned and have been evaluated, staff from the ITU will then notify parents of any changes to the service they receive. Subject to approval, it is intended that these arrangements will be implemented from September 2017.
1.12	The final report from the Business Partner will be completed by the end of June 2017 and the final proposals on the extent of potential savings in the overall Transportation Service will be presented to the September Cabinet for consideration.

2.00	RESOURCE IMPLICATIONS
2.01	The new procurement arrangements will deliver the savings planned for the service, identified by the Business Partner and detailed within the Portfolio Business Planning proposals for 2017-18.
2.03	The Council currently employs around 120 school transport escorts and passenger assistants, whose purpose is to support and ensure the safe transportation of children with additional learning needs and vulnerable adults. It is not anticipated that there will be a change in roles or reduction in the number of posts as part of this procurement project. However, some staff may be required to travel on different routes with different pupils and different operators from September 2017, which may require minor changes in the number of hours worked by some individual employees. Briefing sessions have been held for staff to ensure that they have been kept informed of the main changes and it is intended that any individual changes will be communicated to staff in early July 2017.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	With former and new Cabinet Member.
3.02	The existing contracted operators have attended a number of stakeholder engagement events and 'drop-in' sessions with staff from the ITU and have been consulted regularly on the proposed changes to the procurement arrangements.
3.03	All school transport escort staff and passenger assistants have attended briefing sessions to keep them informed of the proposed changes to the procurement arrangements.
3.04	Consultation has been undertaken with the Head Teachers Forum and with staff at the Special Schools on the proposals.
3.05	Further consultation with parents, schools and day care centres will be required once the new routes have been procured and awarded to the successful operators.
3.06	Consultation is ongoing with internal departments, such as Social Services and Education.
3.07	Consultation has taken place with the Chief Officer Team.
3.08	Environment Overview and Scrutiny considered the changes at their meeting in June 2017 and supported the proposed changes to the procurement process.

4.00	RISK MANAGEMENT
4.01	A Project Review Board has been set up to monitor and oversee the implementation of the proposals, and to ensure that the project stays on target. The Board consists of Chief Officer (Streetscene & Transportation); Transportation and Logistics Manager; ITU Manager, Finance, Internal Audit and Procurement.

5.00	APPENDICES
5.01	None.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	**Contact Officer:** Stephen O Jones **Telephone:** 01352 704700 **E-mail:** stephen.o.jones@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	**ITU** - Integrated Transport Unit.

Mae'r dudalen hon yn wag yn bwrpasol

CABINET

Date of Meeting	Tuesday, 18th July 2017
Report Subject	Halkyn Mountain Sustainable Management Scheme
Cabinet Member	Cabinet Member for Streetscene and Countryside
Report Author	Chief Officer (Planning & Environment)
Type of Report	Operational

EXECUTIVE SUMMARY

Following a successful expression of interest for Halkyn Mountain Common, Welsh Government have invited an application to their Sustainable Management Scheme to address the decline in grazing through appropriate vegetation and stock management. The project will also look to improve the management of recreational activities and encourage activity to highlight the health and well-being benefits of the Common. The submission deadline is 1st September 2017. The proposed scheme will run from 1st Jan 2018 – 31st Mar 2021 with a cost of £400,000.

RECOMMENDATIONS	
1	Members note this collaborative initiative and support the grant application to Welsh Government's Sustainable Management Scheme.

1.00	**EXPLAINING THE ISSUES**
1.01	In 2008 an Integrated Strategy and Action Plan for Halkyn Mountain Common was devised to establish a strategic and integrated approach to managing its unique landscape. The resulting vision of this work was: *"To manage Halkyn Mountain in an active partnership between all stakeholders so that the whole of the common is effectively grazed to fulfil its ecological potential, the outstanding cultural heritage is conserved and celebrated, the common is enjoyed for informal countryside by local people and visitors, the individual communities are sustainable with an excellent range of services and the common becomes a special and safe place in which to live, work and visit."* Since the production of this strategy, the Halkyn Mountain Joint Consultative Board (HMJCB) and organisations such as Flintshire County Council (FCC) and Natural Resource Wales (NRW) have been striving to make this vision a reality.
1.02	The Sustainable Management Scheme (which is part of the Rural Development Programme, RDP, and is administered by Welsh Government, WG) provides an opportunity to deliver a cohesive package of meaningful activities within a framework designed to be collaborative and inclusive. The purpose of the Sustainable Management Scheme is to support collaborative landscape scale projects taking action to improve the resilience of our natural resources and ecosystems in a way that also delivers benefits to farm businesses and rural communities and provides the mechanism to deliver against the new Environment (Wales) Act and Well-being of Future Generations (Wales) Act.
1.03	Halkyn Mountain is a unique 800 hectare common, designated a Special Area of Conservation (SAC), for its wide range of habitats. It has been grazed for centuries and has been heavily mined for lead, leaving fascinating industrial remains strewn across the open landscape. The mountain common is divided between five communities. It is used for recreation, with many local people and visitors coming to experience its unique landscape and wildlife and the stunning views across North-Wales and the Dee Estuary. Management of the mountain is challenging, with issues such as an ageing farming population with few graziers actively implementing their grazing rights. This results in fewer sheep grazing the common and significant scrub encroachment. Recreational pressure, dogs and traffic have contributed to the decline in the number of animals put out to graze.
1.04	This collaborative project seeks to address the decline in grazing through appropriate vegetation management on the landscape scale, the installation of cattle grids and management of recreational pressure.

1.05	A project officer will work with stakeholders to deliver key projects. To ensure long term sustainability they will engage with the graziers and endeavour to steer the Common into Glastir or a Management Agreement and halt the declining economic value of the common and invigorate farm businesses. The project officer will also provide opportunities for people from different backgrounds to make a positive difference to wildlife and help community groups to engage in outdoor exercise, improve their mental wellbeing and develop skills to help enrich their lives, leading to more resilient and healthier communities.
1.06	An expression of interest was submitted January 2017 and was successful. Partners are now asked to submit a full application by 1st September 2017, with proposed project start date 1st January 2018.

2.00	**RESOURCE IMPLICATIONS**
2.01	Total Project Cost: £400,000 Total Grant Amount: £285,000
2.02	Summary cost breakdown: Project Officer - to be employed by North Wales Wildlife Trust and managed with the Countryside Service. £100,000 Cattle Grids - contract management by FCC engineers £200,000 Vegetation Management - £60,000 Led by NRW Independent Evaluation - £10,000 Promotion and Awareness Raising - £15,000 Project Management, Finance/Admin - £15,000 **Total** **£400,000**
2.03	Summary match funding to be provided by: Grosvenor Estate (landowner) £50,000 Flintshire County Council £15,000 to be met from existing Countryside Service balances Natural Resources Wales £30,000 Cemex Quarry £5,000 Brynford Community Council £5,000 Chester Zoo £5,000 Pet Cemetery £5,000 **Total** **£115,000**

3.00	**CONSULTATIONS REQUIRED / CARRIED OUT**
3.01	In 2008 the Integrated Strategy and Action Plan for Halkyn Mountain Common was the subject of a comprehensive participatory exercise to secure the views and comments of all individuals and parties with an interest and stake in the future of the common, including the Halkyn

	Mountain Joint Consultative Board (MHJCB), a group of representatives from organisations which have an interest in Halkyn Mountain Common. The HMJCB'S purpose is to provide a platform for the exchange of views and the discussion of issues of mutual concern thus helping to improve communication between public and private sectors, commoners and graziers, commercial organisations, statutory agencies, conservation and recreational interests who have steered this initiative from the outset.
3.02	Additional consultation has been carried out with the Graziers Association.

4.00	RISK MANAGEMENT
4.01	Failure to attract significant funding to this landscape and developing sustainable management will see a decline in its special habitat qualities and in particular there will be decline in the grazing industry. This will also have an impact on the common, as a lack of management will lead to a reducing resilience to increasing access pressures. Working collaboratively with partners with this funding will provide a long term solution to the management of this landscape.

5.00	APPENDICES
5.01	Appendix 1 - Submitted expression of interest – RDP SMS Halkyn Mountain EOI Oct-Nov 16v2

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None **Contact Officer: Tom Woodall,** **Access & Natural Environment Manager** **Telephone: 01352 703902** **E-mail: tom.woodall@flintshire.gov.uk**

7.00	GLOSSARY OF TERMS
7.01	**Halkyn Mountain Joint Consultative Board** - a group of representatives from organisations which have an interest in Halkyn Mountain Common. Its purpose is to provide a platform for the exchange of views and the discussion of issues of mutual concern thus helping to improve communication between public and private sectors, commoners and graziers, commercial organisations, statutory agencies, conservation and recreational interests who have steered this initiative from the outset. **Glastir** – a sustainable land management programme, coordinated by Welsh Government, offering support to farmers and land managers.

Welsh Government RuralCommunities – Rural Development Programme 2014–2020

Sustainable Management Scheme – Expression of Interest – Criteria and Application Form

EOI Window 3rd October – 30th November 2016

Welsh Government Rural Communities - Rural Development Programme 2014-2020
Expression of Interest (EOI)
Sustainable Management Scheme Criteria and Application Form.

CONTENTS

Page

1   INTRODUCTION

Welsh Government Rural Communities - Rural Development Programme 2014-2020
Expression of Interest (EOI)
Sustainable Management Scheme Criteria and Application Form.

These Guidance Notes explain how the Expression of Interest (EOI) process for the **Sustainable Management Scheme (SMS)** will be operated.

Please read these notes carefully. You will also need to refer to

- The Welsh Government Rural Communities - Rural Development Programme 2014-2020 Expression of Interest Guidance Notes.
- The Guidance Notes for the Sustainable Management Scheme. These can be found at the web address below;

http://gov.wales/topics/environmentcountryside/farmingandcountryside/cap/ruraldevelopment/wales-rural-development-programme-2014-2020/?lang=en

2 TIMESCALES

The window for expressions of interest (EOI) is expected to be open for two calendar months. Dates will be published on the Welsh Government (WG) website (see link above) and are subject to review. This will enable applicants to forward plan their application to meet their business needs in terms of timescales, project seasonality and the phasing of activities.

As detailed by section 43 of the key requirements of the *Measure 16.5 Sustainable Management Scheme Guidance Notes* all projects have a maximum duration of 3 years and funding is agreed in principle for successful full applications undertaking activities over this timescale.

Any change to this position will be formally notified on the Welsh Government website at:

http://gov.wales/topics/environmentcountryside/farmingandcountryside/cap/ruraldevelopment/wales-rural-development-programme-2014-2020/sustainable-management-scheme/?lang=en

3 FUNDS AVAILABLE

The indicative funding available for each window will be published in advance on the WG website. For this window the Welsh Government would expect the maximum requested funding within a submitted EOI **not to exceed GBP 700,000**. This is an upper limit and not intended as a guide. Submissions for collaborative landscape scale projects will be considered provided they are complete and meet the published criteria.

4 HOW TO APPLY

Welsh Government Rural Communities - Rural Development Programme 2014-2020
Expression of Interest (EOI)
Sustainable Management Scheme Criteria and Application Form.

For full details of how to apply please refer to the Sustainable Management
Scheme Guidance Notes.

EOIs must be completed on the form at the end of this document.

Applicants should complete the EOI form electronically. Sections can be
expanded as required. Please note that all the information must be provided within
the EOI form. Additional documents or supporting information will not be accepted
at EOI stage.

Completed EOI Forms should be submitted via email to:

sustainablemanagementscheme@Wales.gsi.gov.uk

No EOI will be accepted after the closing date.

5   EOI SELECTION CRITERIA

The purpose of the Sustainable Management Scheme is to support collaborative
landscape scale projects taking action to improve the resilience of our natural
resources and ecosystems in a way that also delivers benefits to farm businesses
and rural communities. It will also support the reduction of greenhouse gases
from the sector and the vital action needed to help farm businesses and rural
communities adapt to the impacts of climate change.

There is often a time commitment needed to develop fully functioning
collaborations and to undertake the planning required for some land management
activities linked to seasonality. In recognition of this, the SMS will also support
proposals seeking to facilitate, develop or establish new collaborations and
activities; to facilitate agreements of local priorities and to help potential new
collaborations develop project proposals. Projects of this type will need to provide
clear evidence that this activity will include or is likely to result in the delivery of
tangible action on the ground with environmental, social or economic benefits.

The selection criteria are informed directly from the Sustainable Management
Scheme guidance and are essential to help achieve the purpose of the scheme as
set out above. There is no restriction on the scope of the intended collaborative
activities funded by the scheme; however a non exhaustive list of the type of
activities that will qualify for support is included at ANNEX A of the Sustainable
Management Scheme Guidance Notes.

An EOI proposal will be scored where a score of 4 is the highest and a score of 0
is the lowest with three increments in between.

For each criterion the assessment will be made on the basis of the information
and explanations given. Higher scores will be achieved by providing clear

explanations supported by examples of proposed activities and details of how those activities will be taken forward and managed.

The adoption of the principles of Sustainable Management of Natural Resources (SMNR) is key to achieving the aim of the SMS therefore this has been given the highest weighting of the five criteria. Projects that provide clear evidence of how they have considered and applied the nine principles of sustainable management of natural resources, to the approach they are proposing in their EOI, will score more highly.

In addition to the principles, when taking forward projects under this scheme it is important for the applicant to ensure that they have addressed one or more of the national emerging priorities, as set out in the Welsh Government's Natural Resources Policy Statement 2015[1] and summarised in ANNEX B of the SMS Guidance Notes.

As well as these emerging national priorities, applicants must also demonstrate that the project addresses the local challenges and opportunities presented within the landscapes and communities of the proposed project focus area. The equal high weighting reflects the importance of an EOI being inclusive of both national and local priorities.

The final two selection criteria are an opportunity for applicants to show they are planning a well thought out and structured project with clearly defined outcomes and deliverables. Working in collaboration can present a number of challenges and so clarity and good project management will be essential to success. Equal importance is given to the early consideration of the appropriate level of requirements for monitoring and evaluating the proposed project as it progresses against its aims, this is reflected in the weighting given to these criteria.

	Selection Criteria	Score	Weighting	Total
1	Action to tackle one or more of the emerging national priorities from the Natural Resources Policy Statement 2015	0-4	x 3	
2	Application of the principles of sustainable management of natural resources	0-4	x 4	
3	Action to tackle Local area challenges and take forward opportunities	0-4	x 3	
4	Ensuring good governance, project management & clearly identified outcomes	0-4	x 2	

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[1] http://gov.wales/docs/desh/publications/150914-natural-resources-policy-statement-en.pdf

5	Clear and appropriate monitoring and evaluation plans.	0-4	x 2	
	Final Score			

An explanation of what is required for each criterion is given in the next section.

1.   Addressing emerging national priorities

The aim of SMNR resources is to maintain and enhance the resilience of ecosystems and the benefits they provide and, in so doing, meet the needs of present generations of people without compromising the ability of future generations to meet their needs.

The Welsh Government's Natural Resources Policy Statement illustrates some of the emerging priorities and opportunities for the SMNR at a national level.

Emerging Priorities of the Natural Resources Policy Statement

- Better lowland soil, water, planting and habitat measures

- More good quality, urban green infrastructure and sustainable urban drainage

- Better coastal habitat flood management

- Improved diversity and extent of outdoor recreation facilities

- Better management and use of designated sites

- Better located woodlands and trees

- More upland peat management

Please refer to ANNEX A of the SMS Guidance Notes for examples of activities that can help to deliver to these priorities.

Projects that can demonstrate how they will address one or more of these priorities will score higher.

Score 4   The applicant has provided a comprehensive explanation of how the proposed project will directly address more than one of the emerging priorities. Innovative approaches are proposed and offer real potential for delivery within the project and with the potential to be used elsewhere The applicant has set out a clear rationale for the proposed interventions. The applicant has provided extensive evidence of the need for the proposed activities and assurances that the activities proposed do not duplicate activities already underway or previously undertaken through other funding mechanisms within the project focus area.

Score 3   The applicant has provided a full explanation of how the proposed project will directly address more than one of the emerging priorities.

Where innovative approaches are proposed, the applicant has set out a clear rationale for the proposed interventions. The applicant has provided good evidence of the need for the proposed activities and assurances that the activities proposed do not duplicate activities already underway or previously undertaken through other funding mechanisms within the project focus area.

Score 2   The applicant has provided a satisfactory explanation of how their proposed project will address one or more of the emerging priorities. The applicant has provided some explanation of how each of the elements of the project will address the emerging priorities. Where innovative activities are proposed the applicant has given some explanation for including these activities. The applicant has provided evidence of the need for the proposed activities and some (but limited) assurances that the activities proposed, do not duplicate activities already underway or previously undertaken, through other funding mechanisms within the project focus areas.

Score 1   The applicant has provided very little or an unrealistic explanation of how their proposed project will address the emerging priorities. The applicant has provided little or no explanation of how each of the elements of the project will address the emerging priorities. Where innovative activities are proposed the applicant has given little or no explanation for including these activities. The applicant has provided little or no evidence of the need for the proposed activities and there is possible duplication with activities already underway or previously undertaken through other funding mechanisms, within the project focus area.

Score 0   No evidence has been provided to demonstrate that the project will address any of the emerging priorities

2.   **Application of the principles of Sustainable Management of Natural Resources**

Principles of Sustainable Management of Natural Resources:

a) **Manage adaptively** by planning monitoring, reviewing and where appropriate, changing action
b) Consider the appropriate **spatial scale** for action
c) Promote and engage in **collaboration and cooperation**
d) Make appropriate arrangements for **public participation** in decision-making
e) Take account of all relevant **evidence**, and gather evidence in respect of **uncertainties**
f) Take account of the **benefits** and intrinsic value of natural resources and ecosystems
g) Take action to **prevent** serious or irreversible damage to ecosystems
h) Take account of the **short, medium and long term consequences** of actions
i) Take account of the **resilience of ecosystems**, in particular:
   - Diversity within and between ecosystems
   - The connections between and within ecosystems
   - The scale of ecosystems
   - The condition of ecosystems
   - The adaptability of ecosystems

Applicants should be able to demonstrate how they have considered each of the principles of SMNR in relation to their project and how they are applying the principles both in the planning and delivery of their proposed activities.

Score 4   The project has been clearly designed utilising all the principles and provides a robust and clear description and evidence where appropriate. There is a comprehensive explanation of how each of the principles have or will be applied across the whole project and associated activities. The applicant has made an extensive investigation of the social, economic and environmental benefits that the proposed project will deliver. The applicants has provided a clear, well researched and achievable description or expectation of these social, economic and environmental benefits in the EOI.

Score 3   The applicant has provided a robust and clear description and evidence where appropriate, illustrating how each of the principles have or will be applied across the whole project and associated activities. The applicant has considered the social, economic and environmental benefits that the proposed project will deliver and has provided a clear

description or expectation of these social, economic and environmental benefits in the EOI.

Score 2   The applicant has provided a satisfactory description and some evidence where appropriate illustrating how each of the principles have or will be applied across the whole project and associated activities. The applicant has briefly considered the social, economic and environmental benefits the proposed project will deliver and has provided a satisfactory description of these expected benefits.

Score 1   The applicant has provided an incomplete or insufficient description of how each of the principles have or will be applied across the whole project and associated activities. The applicant may have provided some description but has misapplied or misunderstood the principles. The applicant has shown little consideration of the expected social, economic and environmental benefits the proposed project will deliver and provided a limited description.

Score 0   The applicant has provided an incomplete or insufficient response, failing to demonstrate both an awareness of the principles of SMNR and to utilise these principles in the design or implementation of the project.

3. **Action on local area challenges and opportunities**

In keeping with the principles of SMNR it is important for projects supported by the SMS to have also been developed in response to local area sector or community priorities and opportunities. Projects need to take account of the environmental, social and economic opportunities and challenges specific to the area, which may include but not be restricted to new business and market opportunities, soil erosion and flood management, protected areas and biodiversity, social and economic deprivation and social exclusion; local resilience to climate change or health and education issues.

Score 4   The applicant has provided a comprehensive explanation of how the proposed project, will directly address more than one identified local challenge or opportunity within the project focus area. The explanation includes clear extensive rationale and evidence, including stakeholder engagement or collaborative activities where appropriate to justify the intervention. The applicant has provided a clear description of how the proposed project activities, will contribute significantly and demonstrably towards these local challenges or opportunities. The applicant has clearly identified and set out the main beneficiaries of the proposed project outputs and where appropriate engaging them more collaboratively as partners. The applicant has given consideration to, and provides assurances that, the proposed activities do not duplicate activities already underway or previously undertaken with other funding mechanisms within the project's focus area.

Score 3   The applicant has provided a good explanation of how the proposed project, will directly address more than one identified local challenge or opportunity within the project focus area. The explanation includes clear rationale and evidence, including stakeholder engagement where appropriate to justify the intervention. The applicant has provided a clear description of how the proposed project activities, will contribute towards these local challenges or opportunities. The applicant has clearly identified and set out the main beneficiaries of the proposed project outputs. The applicant has given consideration to, and provides assurances that, the proposed activities do not duplicate activities already underway or previously undertaken with other funding mechanisms within the project's focus area.

Score 2   The applicant has provided a satisfactory explanation of how the proposed project, will directly address one or more of the identified local challenges or opportunities in the focus area. The explanation includes some evidence, including limited stakeholder engagement where appropriate to justify the intervention. The applicant has provided a basic description of how the proposed project activities, will contribute towards these local challenges or opportunities. The applicant has attempted to identify the main beneficiaries of the proposed project outputs. The

applicant has given some consideration and assurances that, the proposed activities do not duplicate activities already underway or previously undertaken with other funding mechanisms within the project's focus area.

Score 1   The applicant has provided very little or incomplete explanation of how the proposed project, will address local challenges or opportunities in the focus area. The applicant has not considered the main beneficiaries of the proposed project outputs. The proposed activities appear to potentially duplicate activities already underway or previously undertaken, with other funding mechanisms within the project's focus area.

Score 0   No evidence has been provided to demonstrate that the project will address any local challenges or opportunities

4.   Governance, Project Management and Outcomes

In this section applicants should explain how the project's activities will be managed over initiation, development and delivery phases, and explain how key decisions will be made. This section should include the governance and structure of the proposed collaboration and details of the programme or project management to deliver the proposed activities on a day to day basis. This should also include details of key project roles and who will undertake these roles if known at this time. Information on the approach to risk and issue management should also be included. Where a new collaboration is proposed and doesn't currently exist, the applicant should include good evidence that there is the potential for the new collaboration to be developed successfully in the full application stage, to a level where the proposed project can be effectively governed, managed and delivered.

The proposal should clearly identify and explain the expected project outputs and outcomes, and when these will be realised and reported. Good proposals should also explain how the outputs and outcomes will help tackle the emerging priorities of the national policy statement, and the opportunities and challenges of the local area.

[Note - the outputs might be in the form of a new collaborative structure and defined project proposals for activities to be supported under future EOI's and other parts of the Rural Communities – Rural Development Programme or supported by other funding sources. The outputs might also be in the form of study reports or information dissemination sessions so that lessons learned can be shared more widely. These types of outputs can still be put in the context of the benefits they could deliver, and how they contribute towards the emerging national priorities and local level challenges and opportunities]

Score 4   The applicant has provided a clear, comprehensive description outlining the lead organisation, the proposed collaboration, and where possible an organisational plan on how the project will be governed, delivered, financially managed and supported (Information on the proposed organisational and governance structure to be given where the collaboration is yet to be established). Proposals looking to set up a new collaboration have already engaged with potential collaborators and are able to provide strong evidence that there is the potential for the new collaboration to be developed successfully in the full application stage, to a level where the proposed project can be effectively governed, managed and delivered. The applicant has provided a clear comprehensive description of the proposed outputs and outcomes the project is expected to deliver including timescales. There should be evidence provided through reference to research, studies or previous work to provide assurance of the stated deliverables, outputs and outcomes   There is a comprehensive description of how these outcomes will provide social, environmental and economic benefits that relate to the priorities of the national policy statement and the opportunities and challenges of the local area.

Score 3   The applicant has provided a clear and robust description outlining the lead organisation, the proposed collaboration, and where possible an organisational plan on how the project will be governed, delivered, financially managed and supported (Information on the proposed organisational and governance structure to be given where the collaboration is yet to be established). Proposals looking to set up a new collaboration have provided good evidence that there is the potential for the new collaboration to be developed successfully in the full application stage, to a level where the proposed project can be effectively governed, managed and delivered. The applicant has provided a clear description of the proposed outputs and outcomes the project is expected to deliver including timescales. This should include a description of how these provide benefits that relate to the priorities of the national policy statement and the opportunities and challenges of the local area.

Score 2   The applicant has provided a satisfactory description outlining the lead organisation, the proposed collaboration, and where possible a basic organisational plan on how the project will be governed, delivered, financially managed and supported (Information on the proposed organisational and governance structure to be given where the collaboration is yet to be established).   Proposals looking to set up a new collaboration have provided sufficient evidence that there is the potential for the new collaboration to be developed successfully in the full application stage, to a level where the proposed project can be effectively governed, managed and delivered. The applicant has provided a satisfactory description of most of the proposed outputs and outcomes the project is expected to deliver, including an indication of timescales and how these relate to the priorities of the national policy statement and the opportunities and challenges of the local area.

Score 1   The applicant has provided an incomplete or insufficient description outlining the lead organisation, the proposed collaboration, and where possible a basic organisational plan on how the project will be governed, delivered, financially managed and supported (Information on the proposed organisational and governance structure to be given where the collaboration is yet to be established).   Proposals looking to set up a new collaboration haven't provided sufficient evidence that there is the potential for the new collaboration to be developed successfully in the full application stage to a level where the proposed project can be effectively governed, managed and delivered. The applicant provided a limited or insufficient description of the proposed outputs and outcomes the project is expected to deliver with little or no indication of timescales, and how these relate to the priorities of the national policy statement and the opportunities and challenges of the local area.

Score 0   The applicant has provided an incomplete or insufficient response. There is no evidence of the organisations' capability to deliver the proposed project scope. There is no real consideration on how any

proposed activities can deliver outputs or outcomes that will result in a range of benefits.

5.   Monitoring and Evaluation

A critical aspect to the successful delivery and subsequent reporting of the benefits of a project is a clear understanding of the monitoring and evaluation requirements. The consideration of these requirements when beginning the development of a project is key to ensuring relevant data collection, monitoring arrangements and early evaluative activities are suitable for the type of project It is important to also consider the cost and procurement of any of these independent services during the development of a project.

In this section the applicant should explain what the monitoring and evaluation arrangements will be. The applicant should explain how monitoring will be undertaken, including an explanation of how the immediate and wider stakeholders will be consulted, and how the evaluation will be organised and managed. Applicants should outline the range of methods to be employed to monitor and evaluate the activities delivered throughout the project including the rationale for the utilisation of any innovative methodologies, modelling or equipment. It is important to include processes to monitor and evaluate both the quantitative and qualitative social, environmental and economic benefits to the area and associated community.

Applicants should plan to collaborate with those with appropriate specialisms, or obtain an external independent assessment on any beneficiary site to ensure that there is no overall negative benefit to local biodiversity, other natural resources or the local community. Applicants should plan to put in place monitoring, to ensure the clear collection of data and associated evidence for the outputs and outcomes of the project. This will include an effective evaluation of the tangible and intangible benefits and how they relate to the national emerging priorities, local opportunities and challenges.

Score 4	The applicant has provided a comprehensive, robust proposal describing clearly the monitoring and evaluation methodology to be utilised. The applicant demonstrates outstanding knowledge and / or experience of the collaborating organisations in monitoring and evaluating projects effectively. The applicant has provided a full, clear description on how the monitoring activities proposed, intend to collect all the relevant information for each element to be able to effectively report and evaluate the successful delivery of the project. This will include a full description on how each of the outcomes will be monitored and evaluated. There is detailed consideration of both the tangible and intangible benefits that may result from these outcomes with a focus on contributing to the well-being goals in the Well-being of Future Generations (Wales) Act 2015. Where innovative methodologies are proposed, the applicant has provided a clear rationale for using the approach. The applicant has also evidenced the mechanisms for reviewing project issues, to provide lessons learned and to evaluate the strengths and weaknesses of the project and any cost associated with this acceptably budgeted for.

Score 3   The applicant has provided a detailed proposal describing the monitoring and evaluation methodology to be utilised. The applicant demonstrates a high level of knowledge and / or experience of the collaborating organisations in monitoring and evaluating projects effectively. The applicant has provided a clear description on how the monitoring activities proposed, intend to collect all the relevant information for each element to be able to effectively report and evaluate the successful delivery of the project.   Where innovative methodologies are proposed, the applicant has provided a clear rationale for using the approach. The applicant has also evidenced the mechanisms for reviewing project issues, to provide lessons learned and to evaluate the strengths and weaknesses of the project.

Score 2   The applicant has provided a satisfactory outline describing the monitoring and evaluation methodology to be utilised. The applicant demonstrates some knowledge and / or experience of the collaborating organisations in monitoring and evaluating projects effectively. The applicant has provided an outline on how the monitoring activities proposed, intend to collect all the relevant information for each element to be able to effectively report and evaluate the successful delivery of the project.   Where innovative methodologies are proposed the applicant has provided some rationale for using the approach. The applicant has also provided an outline of the mechanisms for reviewing project issues, and to provide lessons learned and to evaluate the strengths and weaknesses of the project.

Score 1   The applicant has provided an incomplete or insufficient outline or description of a monitoring and evaluation methodology. The response demonstrates little knowledge and or experience of the collaborating organisations in monitoring and evaluating projects. The response may give some information regarding monitoring and / or evaluation, but fails to provide sufficient evidence regarding the methodology or how it will be adopted or report on the project benefits.

Score 0   The applicant has provided an incomplete or insufficient response. There is no evidence of a plan to monitor or evaluate the proposed project.

Sustainable Management Scheme
EXPRESSION OF INTEREST APPLICATION FORM

Project Overview

1. **Project Name and Description** (**A short working project title maximum 50 characters**)

Project Name:

Halkyn Mountain Living Landscape Project

Project Description (**Maximum 250 words**)
Please ensure this briefly but clearly identifies what the project is about, what investments are proposed to be made and very briefly why these are needed.

Halkyn Mountain is a unique 2000 acre common, designated a Special Area of Conservation (SAC), for its wide range of habitats. It has been grazed for centuries and has been heavily mined for lead, leaving fascinating industrial remains strewn across the open landscape.

The mountain common is divided between five communities. It is used for recreation, with many local people and visitors coming to experience its unique landscape and wildlife and the stunning views across North-Wales and the Dee Estuary.

Management of the mountain is challenging, with issues such as an ageing farming population with few graziers actively implementing their grazing rights. This results in fewer sheep grazing the common and significant scrub encroachment. Recreational pressure, dogs and traffic have contributed to the decline in the number of animals put out to graze.

This collaborative project seeks to address the decline in grazing through appropriate vegetation management on the landscape scale, the installation of cattle grids and management of recreational pressure.

A project officer will work with stakeholders to deliver key projects. To ensure long term sustainability they will engage with the graziers and endeavour to steer the common into Glastir or a Management Agreement and halt the declining economic value of the common and invigorate farm businesses.

The project officer will also provide opportunities for people from different backgrounds to make a positive difference to wildlife and help community groups to engage in outdoor exercise, improve their mental wellbeing and develop skills to help enrich their lives, leading to more resilient and healthier communities.

2. Project Location

```
ADDRESS:
Halkyn Mountain
Flintshire
SJ 1955 7188


POST CODE:
CH8
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3.   Other details

Proposed Start Date   : 1st September 2017
Likely End Date   : 31st March 2021
Total Project Cost: £400,000
Total Grant Amount: £285,000
Proposed additional funding source(s) and amount(s):

```
BREAKDOWN OF THE PROJECT COSTS
Please give a breakdown (where known) of the estimated project costs under the
project's key activity headings.
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Costs:

Project Officer -	£100,000
Cattle Grids -	£200,000
Vegetation Management -	£60,000
Independent Evaluation -	£10,000
Promotion and Awareness Raising -	£15,000
Project Management, Finance/Admin -	£15,000
Total	**£400,000**

Match funding to be provided by:

Grosvenor Estate (landowner)	£50,000
Flintshire County Council	£15,000
Natural Resources Wales	£30,000
Cemex Quarry	£5,000
Brynford Community Council	£5,000
Chester Zoo	£5,000
Pet Cemetery	£5,000
Total	**£115,000**

Welsh Government Rural Communities - Rural Development Programme 2014-2020
Expression of Interest (EOI)
Sustainable Management Scheme Criteria and Application Form.

Applicant Details and Background

4. Applicant Name and full Postal Address

Applicant / Company Name: Flintshire County Council

Address: Countryside Service
Wepre Park Visitor Centre
Wepre Park
Connah's Quay
Flintshire

Post Code: CH5 4HL

Contact name: Tom Woodall   Position: Access & Natural Environment Manager

e-mail: tom.woodall@flintshire.gov.uk

Telephone No: 01352 703902
(incl. STD code)

5. Applicant's business status

Please tick appropriate box:

• Sole Trader	☐	• Charity	☐
• Partnership	☐	• Not for profit Company	☐
• Private Limited Company	☐	• Public Sector Body	✓
• Public Limited Company	☐	• Other	☐
• Community Group	☐	• Social Enterprise	☐
• Cooperative	☐		

If other, please specify

Company Number and / or Charity Number (if appropriate):

Customer Reference Number CRN (if known):
(CRN is the Welsh Government grant payment reference number)

6. Company Structure

Is the applicant company a member of a group of companies?

Yes ☐ No ✓

If **yes,** please give the name of the immediate, and if different, the ultimate Parent company and the country in which they are registered:

Is the applicant business a micro-enterprise, SME or intermediate enterprise:

Micro-enterprise ☐Yes☐No

SME ☐Yes☐No

Intermediate Enterprise ☐Yes☐No

Large Enterprise ☐Yes☐No

Please give details:

No of Employees (Full Time equivalents based on 30 hours per week)	
Annual gross turnover (for last Financial Year)	
Annual gross profit (for last Financial Year)	

7. Will your organisation be the lead organisation in delivering the programme of activities detailed in the EOI?

✓ Yes ☐No

If **no** please give details (as referenced in 1-3 above)

8. **Collaborative group details**

If the activities detailed in this EOI are to be delivered wholly or partly by an existing collaborative group (e.g. Partnership, Forum, Working Group, Strategic Board) please give details.

The Halkyn Mountain Joint Consultative Board (HMJCB) will provide the strategic direction and the project will report progress and findings to the HMJCB. The Halkyn Commoners' & Graziers Association are a key partner in this project guiding the project officer and driving the delivery and facilitating grazier involvement.

In addition there will be a number of partner organisations that will be responsible for implementing the schemes and activities or will be providing guidance and support to the project. These include:

Flintshire County Council – Countryside Service, Streetscene Service, Enterprise & Regeneration Service, Leisure Service, Finance
Grosvenor Estate (Landowner)
Natural Resources Wales
Flintshire Local Access Forum (LAF)
PONT, Pori, Natur a Threftadaeth
Cemex Quarry
North Wales Wildlife Trust
Chester Zoo
ARC, Amphibian Reptile Conservation
Troedio Clwyd
North Wales Fire and Rescue and Police

A project operation group comprising of the key stakeholders and deliverers will manage the day-to-day operations of the project.

Will the collaborative group be set up as an entity able to undertake legal and fiscal transactions as a single party?

☐ Yes   ✓ No

If **No**, one of the organisations in the partnership will be required to provide this function **on behalf of the group** should the EOI be successful and the project is invited to full application.

9. **Details of engagement with Natural Resources Wales**

Please give details of your current engagement with Natural Resources Wales including the name of any case officer or official the project team is currently or previously been engaged with in developing this project. Please indicate no engagement by stating *NONE* in box below.

Nick Thomas, Regional Manager of NRW has been actively involved in the design and development of this project.
Ceirios Davies, Conservation Officer has been providing advice on habitat management and liaising with the Graziers

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Project Details

Please explain how your proposed project will deliver against the Sustainable Management Scheme EOI priority criteria

1. Action against Natural Resource Policy Priorities

This project will deliver against two of the emerging priorities of the Natural Resources Policy Statement:

- **Improved diversity and extent of outdoor recreation facilities**
- **Better management and use of designated sites**

In 2008 an Integrated Strategy and Action Plan for Halkyn Mountain Common was devised to establish a strategic and integrated approach to managing its unique landscape. A comprehensive participatory exercise was undertaken to secure the views and comments of all individuals and parties with an interest and stake in the future of the common. The resulting vision of this work was:

"To manage Halkyn Mountain in an active partnership between all stakeholders so that the whole of the common is effectively grazed to fulfil its ecological potential, the outstanding cultural heritage is conserved and celebrated, the common is enjoyed for informal countryside by local people and visitors, the individual communities are sustainable with an excellent range of services and the common becomes a special and safe place in which to live, work and visit."

To achieve this vision a number of objectives were agreed. Those that are pertinent to this project and meet the above Natural Resource Policy Priorities are:

- To manage key habitats and species to be in favourable condition.
- To support sustainable grazing practices of the commoners.
- To increase the biodiversity of the mountain with the return of species that used to be here.
- To ensure that local people appreciate the unique and dynamic character of the common, and what it is, and to understand that management is required to keep the common open and ecologically rich.
- To raise awareness and understanding as to what makes commons special thereby influencing the attitudes and behaviour of local people and visitors and reducing litter, dumping, illegal off road vehicle use, poorly controlled dogs and erosion.
- To promote Halkyn Mountain for low volume high value sustainable tourism based around walking, cycling and riding and providing interpretation using new media so that it is not intrusive in the landscape.
- To manage the area, with its great ecological, geological and historic interest, in a way that provides enjoyment for local residents and visitors.
- To involve local people in recording and monitoring the natural and cultural heritage of the common.

Since the production of this strategy and action plan, the HMJCB and organisations such as Flintshire County Council (FCC) and Natural Resource Wales (NRW) have been striving to make this vision a reality. The Sustainable Management Scheme provides an opportunity to deliver a cohesive package of meaningful activities within a framework designed to be collaborative and inclusive.

The actions that the stakeholders have identified as priorities for this project are:

Appointment of a Project Officer

Whilst there are several stakeholder organisations that have a mutual interest in the longevity of the common, the majority of them do not have the resources to commit to funding a dedicated project officer. Whilst the organisations endeavour to protect and safeguard the mountain's future, other priorities and commitments mean that the mountain is not necessarily afforded the focused attention that is required. Building on good practice where a project officer has been in post, such as the Halkyn Mountain Cultural and Heritage Ranger, it is the intention to appoint a project officer for the duration of the project to effectively deliver this project.

Vegetation Management

Halkyn Mountain SAC is designated for the following features:

Feature 1: Calaminarian grassland
Feature 2: European dry heath
Feature 3: Semi – natural dry grassland and scrubland
Feature 4: Molinia meadows on calcareous peaty or clayey-silt-laden soils
Feature 5: Great crested newt *Triturus cristatus*

This project seeks to provide a holistic approach to vegetation management across the common, tackling the overgrown areas to improve diversity and resilience of habitat.

All four feature habitats above are found to be in unfavourable and declining condition with a dominance of western gorse and bracken.

This project aims to improve this position by delivering specific management activities in line with the conservation objectives, in particular tree, scrub and bracken management which have a very low bio-diversity value. Scrub removal and flailing will increase the extent of all grassland and heathland types. Scrub management will also target uncommon vascular plants and control invasive species. Bracken crushing will primarily increase the extent of calcareous grassland and heathland. The aim is to create areas of heathland that are a mosaic of different age classes across the whole common.

The implications if the vegetation management programme is not undertaken is that this unique common's ecosystem will be disrupted and become dominated by impenetrable gorse and bracken. This will result in low value habitats and limited bio-diversity. It will reduce the area available for grazing and recreation uses, thus placing more stress and pressure on those areas that are currently accessible.

The vegetation management will be carried out under the supervision of the project officer, in collaboration with the graziers, NRW, PONT, Chester Zoo, North Wales Wildlife Trust and Grosvenor Estate. Local contractors with a specialism and experience of working in environmentally sensitive sites will be invited to tender for the work.

This activity will complement and add value to the work that has been undertaken by Chester Zoo in partnership with the Graziers. A programme of cutting gorse and heather has opened up further areas of the common for grazing and increased access for recreation. The benefits of this work have been evident this year with the emergence of rarer wildflowers and plants returning to the area. It is the intention that this work could be replicated through this project on a much larger scale across the whole common.

The vegetation management will contribute to the Natural Resources Policy priority of 'better management and use of designated sites' by maximising the bio-diversity opportunities for the various species and enabling unique common land ecosystems to thrive. The scrub management will also address the priority 'improved diversity and extent of outdoor recreation facilities' by improving access across the common for walking in areas that were previously inaccessible due to heavy gorse and thick bracken growth. Routes across the common will link the five communities and larger unban area of Holywell improving social cohesion.   There will also be opportunity to develop compost product from the arising's to improve the economic viability of the common to local farm businesses.

Grazing Management and Enhancement
The proposed grazing improvement scheme will help address the 'better management and use of designated sites' priority. The act of grazing is so crucial to maintaining the ecological importance of the mountain landscape. However the economics of upland sheep farming coupled with an aging commoner population is putting this at risk in the medium to longer term. The decline in grazing has led to some areas becoming overgrown and inaccessible which then places a focus on 'easier' areas which then become overgrazed. A CCW study in 1996 identified the stocking levels as the main factor in effective management of the common. A sympathetic grazing regime and the vegetation management programme outlined above will enhance both the quality and accessibility of grazing land. It is hoped that these improvements will also encourage a younger generation to engage in the grazing tradition and boost the economic viability of farm businesses on the common. Welsh Government produced an overgrazing report in 2000 which also referenced areas which were under grazed. A stocking rate of 1650 sheep is suggested but currently levels are around 1000, there is a recognition that grazing is not carried out in a holistic manner.

This positive action will run alongside the installation of five cattle grids which will enable new graziers to come forward to provide sustainable and appropriate management of the common. The cattle grids will encourage the sheep to remain within their own area of the common thus reducing the likelihood of sheep drifting into the villages and the tendency for some areas to be grazed more heavily than others.

Three cattle grids have been installed previously through Aggregate Levy funding and the Graziers Association have reported an improving quality of available grazing and an increase in stock number around these grids.

Leisure, Recreation, Health and Wellbeing
The project officer will explore how the mountain can be utilised to address the health and wellbeing of local residents and subsequently deliver actions that will result in 'improved diversity and extent of outdoor recreation facilities'.
Working in partnership with Flintshire Local Access Forum (LAF), FCC Leisure Service and local GP practices, innovative and engaging exercise and recreational programmes capitalising on the common's unique physical assets will be developed. The Flintshire LAF have explored ways to work better with the health sector and are supportive of this project. Troedio Clwyd, a walking for health initiative, is also keen to develop routes on the mountain for their members. The Flintshire Leisure Tour route directs visitors onto the common. Working with the Flintshire Tourism Association the project officer will explore ideas designed to encourage visitors to get out of their cars and explore the common by foot. Thus increasing the profile of the area, whilst offering opportunities to benefit from some outdoor exercise.

Community Awareness and Participation
The project officer, as well as overseeing the management works, will encourage and enable appropriate visitor and community usage of the landscape. This will be achieved through the delivery of events, awareness raising and volunteer action. They will also be pro-active in tackling inappropriate behaviour by users such as illegal off-roading, arson and irresponsible dog owners, through working in partnership with the appropriate bodies and user groups. This urban common has pressures from recreation, positive and negative, which also has had an impact on the ability of farm businesses to graze.

There are several organisations which all have a stake or interest in the future development and sustainability of Halkyn mountain. Several of these are represented on the HMJCB but the engagement with the wider community can be sporadic. The project officer will have a key role in establishing more effective communication channels and broadening networking opportunities. Engaging local communities through their participation in volunteering activities and providing them with an opportunity to express their views and ideas will engender a sense of ownership and pride in the area, it will look at a 'whole family approach' from creating childhood memories to enhancing family days through to active retirement activity. Halkyn lies adjacent to one of the most deprived communities in Flintshire and residents will be encouraged to 'step out' into this unique environment and in turn improve their own mental health and wellbeing.

Throughout the duration of this project, all proposed actions will be discussed and agreed with NRW to avoid any potential detrimental impacts and to ensure an effective balance of recreation development and environmental conservation is achieved. Through working in partnership this project seeks to reduce negative behaviours and celebrate positive involvement, thus providing improved social

cohesion.

This project will build on a previous successful model which raised awareness and appreciation of the significant heritage sites across the mountain. The employment of a project officer was successful in safeguarding prominent features such as the lime kilns and educating the public on the mining and industrial activity that has had such an impact on shaping the landscape and communities on the common. The appointment of a project officer will be replicated through this project, however the emphasis will now be on improving the bio-diversity, increasing grazing opportunities, community participation and exploring the potential to utilise the common for recreation, health and wellbeing benefit.

2. Adoption of the Principles for the Sustainable Management of Natural Resources

This project will address the principles of sustainable management of natural resources in the following ways:

Manage adaptively by planning, monitoring, reviewing and where appropriate, changing action
The project management methodology will comprise of four distinctive phases: the initiation, the development, the implementation and the completion of the project. The principles of PRINCE2 project management will be utilised to ensure an effective project management process is achieved. The project officer, in conjunction with the project operation group will plan the anticipated delivery mechanism and monitoring process. In addition they will delegate, monitor and control the various elements of the project to ensure that the project's aims and objectives are fulfilled whilst meeting anticipated expenditure, performance indicators, timescales and key milestones. All risks and issues will be assessed and remedial actions explored with delivery partners, stakeholders and the Welsh Government.

The implementation of issue and change control procedures will ensure that any changes that may affect the project's agreed baselines are identified, assessed and proposed solutions are agreed beforehand to achieve an effective implementation. Issue and change control will be a continual process which will be performed throughout the life of the project.

Grazing can be an adaptive approach to a sensitive landscape, the habitat will be monitored and the evidence obtained will be instrumental in directing the grazing activity to the most appropriate location at the correct time to meet certain stock levels. The overall project management will be adaptive, responding to the needs of the local community, farm businesses and recreation pressures whilst protecting a sensitive environment and eco-system.

Consider the appropriate spatial scale for action
Halkyn Mountain is an area of just under 800 hectares of open access common land. It is firmly embedded in County Council, regional, national and even international policies and strategies. Much of Halkyn Mountain is of national importance as evidenced by designation of 699 hectares as a Site of Special Scientific Interest

(SSSI) and of European importance through designation of 610 hectares Special Area Conservation (SAC). It is a living landscape including five communities and smaller isolated settlements, active 'rights of common', a couple of operational quarries and open access and leisure amenities. The whole of the mountain area is considered to be an appropriate scale and size to achieve the project's objectives. The vegetation management will be undertaken on a scale that will ensure an appropriate approach to grazing in order to achieve a more balanced distribution of grazing activity.

Promote and engage in collaboration and cooperation
NRW Regional Manager, Nick Thomas, has been involved in the design and development of the project and will be an active representative on the project operation group. A range of organisations (as identified in Section 4) will be involved in the design and subsequent operation delivery or strategic direction of the project. Their involvement and participation will ensure local buy-in to the project and provide those with an interest on the mountain an opportunity to influence the project. Groups such as the Grazing Association and the Local Access Forum have key roles to play in driving delivery on this project and are essential in its ongoing sustainability.

Make appropriate arrangements for public participation in decision making
Public participation will be a key measure of the project's success. The project officer will enthuse and encourage a wider involvement and interest in the common by facilitating volunteering opportunities, action days, events and awareness raising activities. Feedback and comments will be obtained and recorded which will be reported back to the project operation group for them to consider and amend the project accordingly. Articles in the 'Halkyn Mountain News' and reports to the town and community councils will provide the means for communicating progress and success to the wider community. Involvement from GPs and leisure activity providers will determine the most appropriate exercise and recreational regimes.

Take account of all relevant evidence and gather evidence in respect of uncertainties
The preparation of an evaluation brief and the appointment of an independent evaluation organisation during the initiation of the project will inform the action planning and monitoring during the subsequent phases of the project. The regular review of progress and evidence by the project operation group will allow the project to adapt in response to any changes or uncertainties that may arise during the lifetime of the project. All social, economic and environmental evidence will be collected on a regular basis and assessed against the project's target indicators and overall aims and objectives. Each partner will also evaluate the success of the project for example NRW's SAC monitoring team could provide a rapid assessment method to inform the project of changes to the habitat to enable an adaptive response to be put in place.

Take account of the benefits and intrinsic value of natural resources and ecosystems
The positive vegetation management programme will reduce the decline in the ecosystem resilience, whilst the long term uplift in grazing will reduce serious damage to the mountain's landscape and habitat. The project officer will have a significant role in raising awareness of the common's special qualities and its intrinsic natural value. The consequences of non-action would be the reduction in grazing, an increase in scrub, and eventually woodland, a loss of biodiversity and a decline in the

special features that are significant to Halkyn Mountain.

Take action to prevent serious or irreversible damage to ecosystems
All of the required biodiversity/ecological habitat assessments will be included within the monitoring and evaluation process. This evidence will be continuously reviewed and if necessary, alternative approaches will be adopted in order to prevent significant damage to ecosystems occurring both during, and after, the project. Throughout the duration of this project, proposed actions will be discussed and agreed with NRW to prevent any potential detrimental impacts on the fragile environment and ecosystems. Fire, antisocial behaviour and in inappropriate management are all factors which can damage this sensitive ecosystem and will be tackled as part of this project.

Take account of the short, medium and long term consequences of actions
The regular project review regime implemented by this project will make it easier to identify the short, medium and long term consequences. The frequency of the reviews by the project operation group will enable the project to act swiftly in response to any consequential actions that are deemed inappropriate.

Take account of the resilience of ecosystems, in particular:
-   Diversity within and between ecosystems
-   The connections between and within ecosystems
-   The scale of ecosystems
-   The condition of ecosystems
-   The adaptability of ecosystems

The natural, diverse and well-managed ecosystems that could be achieved through this project will be more resilient to long term influences such as climate change. If carefully managed the ecosystems will become more adaptable and resilient to other threats such as recreation pressures, grass/heath fires and over grazing.

The 4 features (calaminarian grassland, European dry heath, semi-natural grassland and scrubland and molinia meadows) identified in the SAC Management Plan will be retained and appropriately managed to encourage their growth and increase biodiversity. These habitats will then support the existence of other species and wildlife, which are critical to the ecosystems of Halkyn mountain.

3. Meeting local opportunities and challenges of targeted area(s)

Halkyn mountain common is a remarkable area which continues to be influenced by a range of often conflicting factors. It is defined as an urban common, although sits in a particularly rural setting with some communities suffering from social and economic deprivation and isolation. The land is almost entirely in the ownership of the Grosvenor Estate.

The HMJCB is a local strategic group representing the wider community and users of the common. Its members have recognised that for many years the common has suffered from a multitude of conflicting users. The general consensus of the HMJCB is that more effective coordinated management of activities on the common will improve the possibility of it realising its full potential. It recognises that the Sustainable

Management Scheme presents an opportunity to resolve a number of these problems through sustained partnership working between all stakeholders working to an agreed vision and end goal. However it acknowledges that a number of challenges and pressures will need to be addressed to reap the rewards of this commitment. The specific issues facing this project are:

Challenges and Pressures:
- Spreading bracken and gorse has the effect of reducing the area available for grazing and for recreation and amenity.
- The dominance of bracken and gorse also diminishes the value of the species-rich grassland and results in a low value ecosystem.
- The common is very exposed and requires effective barriers to protect the landscape from livestock and walkers.
- There are many footpaths and several bridle paths across the common and if not carefully controlled, there is the potential for people to wander over grazing land and sensitive sites.
- Anti-social behaviour such as fly tipping, fires and unauthorised vehicles becomes a cumulative problem if appropriate measures are not put in place.
- An ageing grazing population demographic and declining interest due to poor quality grazing, the economics of upland sheep farming and a feeling that there is no mechanism in place to assist the graziers.
- A lack of understanding by residents and visitors as to what common land is and the implications this imposes on behaviour.
- The lack of public awareness and understanding of the SSSI and SAC designations and their meaning.
- Perception that Halkyn Mountain is an unattractive, sparse environment preventing people for enjoying the unique qualities of the area.

Through the continued involvement of the HMJCB, Graziers and with wider community engagement and participation, it is envisaged that this project will realise and achieve the following:

Opportunities and Solutions
- Gorse and bracken clearance schemes have the advantage of releasing further grazing and therefore preventing problems of overgrazing in other areas of the common.
- Self-seeded indigenous trees are given a better opportunity to establish and flourish.
- Controlled access to environmentally sensitive areas is easier to manage and maintain.
- The appearance of the landscape is vastly improved and the bio-diversity of the common will be enhanced with the presence of high-value and varied wildlife habitats.
- The introduction of cattle grids will prevent livestock from roaming onto certain areas of the common, thus reducing overgrazing and providing areas previously subject to intensive grazing the opportunity to recover and rejuvenate. These grids assist the graziers with the management and

movement of their livestock.

- There is potential to develop a marketable product in the form of Halkyn lamb with local food suppliers, learning good practice from existing schemes, such as the Clwydian Range and Dee Valley AONB grazed lamb or Halkyn compost from the vegetation management, to supply the local communities and reduce the need for peat base composts and improving the economic viability of the common.
- Improved interpretation and awareness raising activities will enable walkers and riders to follow less sensitive routes. This will reduce potential disturbance to grazing stock and provide an opportunity to tackle recreational pressures.
- The common is a popular local amenity site frequently used for traditional recreational activities such as walking, cycling and horse riding. The varied and, in some locations, challenging landscape lends itself to the more contemporary forms of exercise, for example green gyms and outdoor boot camps.
- Embracing visitors and sympathetic high value, low impact tourism development based on a quality product can bring economic benefit to local communities and safeguard and sustain local services.
- The landscape shaped by many years of mining, quarrying and other industrial activity has a certain charm and features which could be promoted as positive qualities.
- The project officer by engaging effectively with a wide cross-section of the community can communicate and educate on the significance of the activities being undertaken and the relevance to the common.
- The project officer, in collaboration with North Wales Police and North Wales Fire Service, could implement a range of measures to tackle the problems of misuse on the common.

The beneficiaries of the project include:
- Local communities and residents
- Local businesses, quarries
- Visitors and tourists
- Graziers
- Land owner

Local people and organisation have strong opinions about the future of 'their' common, which are sometimes divergent. This project provides the opportunity to bring together these differing views to find a common ground. What is clear, is that there a strong sense of loyalty and affection for the common and a desire to safeguard it for the benefit of future generations. This commitment is evidenced not only through active participation in groups such as the HMJCB, but also through the financial contributions made by a number stakeholders towards this project.

4. Governance, Project Management and Outcomes

Governance
The overarching steering group for the project will be the HMJCB. It will provide

strategic direction, determine priorities and advise on where resources should be targeted. The group was established in 1990 with the primary objectives to:
- Promote liaison between the different bodies and organisations.
- Identify areas that would benefit from joint initiative and the promotion of necessary action to achieve results.
- Act as the forum for the exchange of views and ideas.
- Assist with the resolution of potential conflicts of interest.
- Preserve Halkyn Mountain Common's conservation value.

It comprises membership of a wide range of organisations that represent varied interests on the common. Organisations that sit on the HMJCB include:
- Flintshire County Council
- Natural Resources Wales
- Grosvenor Estates
- Halkyn Mountain Graziers
- Town and Community Councils
- Fire and Rescue, North Wales Police
- Local Access Forum
- Quarries

The HMJCB has historically worked closely with a number of delivery organisations, such as FCC and NRW, and have been able to support various conservation and countryside schemes undertaken on the common.

A project operation group has already been established and has been instrumental in the design and development of the proposed project. This group initially comprises representatives from FCC, NRW, Graziers and North Wales Wildlife Trust, with the potential to encompass the involvement of other organisations that will play a key role in project delivery. This will operate as a working group, assessing progress and performance, identifying problems, assessing risk and recommending solutions and remedial actions. This group will report on a quarterly basis to the HMJCB.

The project will be managed on a day-to-day basis by FCC's Countryside Service. The project officer will be employed by North Wales Wildlife Trust but will be line managed by FCC's Access and Natural Environment Manager. A Service Level Agreement will be in place between the two organisations, setting out the roles and responsibilities and lines of accountability for the project.

In addition to the supervision of the project officer, FCC will have responsibility for a number of duties associated with running a project of this nature:
- Countryside Services – overall accountability of the project, line management of project officer, monitoring and evaluation, performance management, procurement, contract management, promotion and publicity, regular dialogue with Welsh Government.
- Enterprise and Regeneration Service – assist with establishing the required programme management systems and procedures, ensure working practices and governance arrangements comply with European programme regulations.

- Finance – compilation and submission of financial claims, provision of accounting information.
- Streetscene Service – procurement and contract management of the installation of the cattle grids.

In addition to the above, independent specialists will be commissioned to undertake a comprehensive evaluation of the project.

The project officer will also attend the Quarries Forum (which comprise membership of Cemex, Tarmac) and Local Access Forum to inform of progress and identify potential collaborative actions.

The governance structure, reporting and communication channels are illustrated in the diagram below.
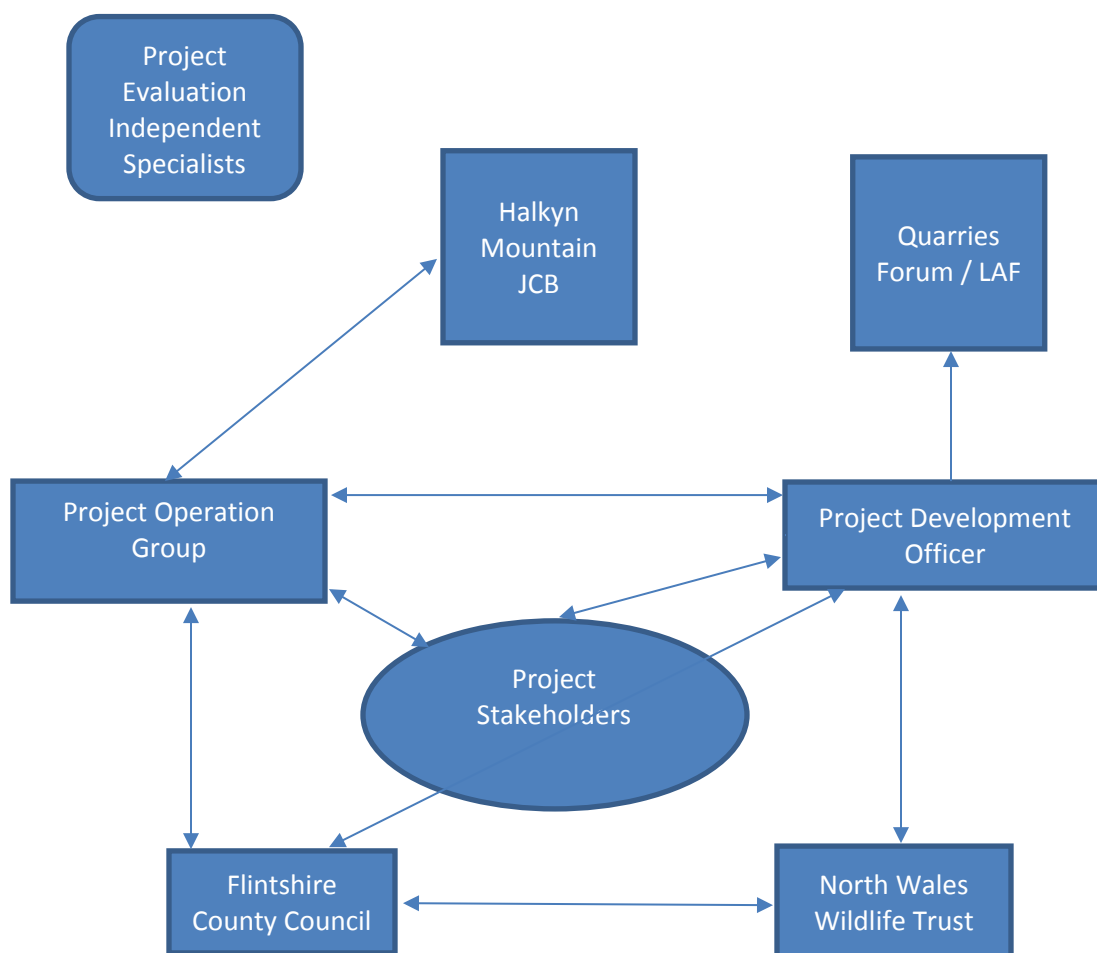
Project Management
Day-to-day project management responsibility would sit with FCC with support and advice provided by the project operation group. If in the event that the proposal was

successful in its application for funding, the following methodology would be adopted:

Initiation of Project
- Advertise, recruit and appoint the project officer.
- Prepare project evaluation brief, invite organisations with the relevant experience and specialist skills to tender and appoint successful company.
- Prepare designs and specification for the cattle grids.
- Remind and inform key stakeholders, beneficiaries and partners of the objectives of the project and identify measures to secure their effective participation.
- Devise an appropriate communication strategy.
- Devise a project exit strategy with successor activities and recommendations for sustainable actions.
- Establish project management procedures that comply with EU funded programme regulations.

Development of Project
- Identify priority locations where vegetation management is critical.
- Design a programme of activity for community engagement.
- Project officer to forge effective working relationships, particularly with the HMJCB and the project operation group representatives.
- Identify appropriate, complementary health and recreation activities.
- Promote the project to the public and wider community.
- Undertake baseline monitoring and evaluation.
- Procure a specialist company to install the cattle grids.

Implementation of Project
- Monitor bracken and gorse clearance activities to ensure that they are sympathetic to the sensitive environment and will maximise grazing opportunities.
- Promote the benefits of grazing and encourage graziers to consider the benefits of a land management scheme such as Glastir.
- Monitor the project's impact on the mountain's ecosystem and wildlife habitats.
- Implement a range of community actions, including volunteering opportunities, events and awareness raising activities.
- Implement an exercise and recreation programme designed to improve the physical, mental and emotional wellbeing of the local communities.
- Ensure the cattle grids have been installed in line with the design specification.
- Monitor the project's performance regarding timescales, budget, milestones and performance indicators.
- Undertake regular liaison and reporting with all partners, stakeholders and the Welsh Government.

Completion of Project
- Ensure that all activities are completed to schedule, budget and in accordance with the project brief and overall aims and objectives.

- Complete project evaluation and disseminate findings with all interest parties.
- Obtain feedback from partners, stakeholders and the local community.
- Promote the success of the project, its benefits and impacts.
- Implement the actions identified in the exit strategy designed to ensure sustainable results.
- Submit final claim and all performance measurement evidence to Welsh Government.

Outputs
The specific outputs that the project will achieve are as follows:

- Delivery of 2 cattle grids in year 1
- Development of 3 grids in year 2
- Delivery of 3 grids in year 3
- Project officer employed for the duration of the project
- 8Ha gorse cut per annum
- 2Ha scrub cut per annum
- 8Ha bracken crushed per annum
- Invasive species controlled, e.g. Cotoneaster, Crassula
- 10 grazing rights activated with an increase in 300 stock on the mountain
- 30 Ha increase in grazing pasture
- 15 events and education activities held per annum
- 15 recreation and exercise activities held per annum
- 6 community action days per annum (including volunteering activity, litter picks, environmental enhancement schemes).
- 2 articles in the Halkyn Mountain News per annum
- 2 Police coordination exercises per annum
- 1 fire control exercise per annum

Outcomes
It is anticipated that the outcomes and achievements of this project will address 'improved diversity and extent of outdoor recreation facilities' and 'better management and use of designated sites' through the following:

- Vegetation management and clearance schemes will release further land for grazing, thus minimizing pressure on areas that are currently being overgrazed. This will result in a more balanced approach of land uses on a delicate environment.
- Indigenous plants and species will be given the opportunity to flourish resulting in a more resilient and diverse ecosystem.
- Livestock movement will be controlled, assisting graziers and safeguarding sensitive habitats and landscapes.
- Additional graziers, particularly the younger generation, will exercise their rights to graze.
- The appearance of the landscape will be enhanced and be more aesthetically appealing.

- Controlled access and management of leisure and recreation activities will reduce disturbance to livestock and wildlife whilst conserving and protecting sensitive sites.
- The negative image attached to the mountain has the potential to be reversed with the sparse landscape portrayed as an unusual feature capable of hosting or attracting innovative activities.
- Through the implementation of a range of exercises and recreational activities, significant health conditions such as obesity, diabetes and mental health conditions could be alleviated.
- A more cohesive approach to the management and long term sustainability of the common will be adopted, with local buy-in and ownership from key stakeholders and the mountain's communities.
- Economic activity in farm businesses is improved

5. Monitoring and Evaluation

Monitoring and evaluation will play an essential part of the process in assessing the effectiveness of the project and its results. It will help inform whether the project's aims and objectives are being met and will reveal areas where activity has been successful or areas where revisions are required and where improvements need to be made.

The project officer will be required to submit project updates detailing information such as: vegetation management results, grazier engagement and levels of grazing activity, engagement with communities, stakeholders and partner organisations, development of leisure, recreation, health and wellbeing activities and promotion and awareness raising campaigns.

The data and information to be collected and reviewed will be obtained from a range of sources. NRW will provide baseline habitat quality data and maps to establish a starting position for the project which will be reviewed annually. Fixed point photography over the duration of the project will evidence the landscape changes. The graziers will report on the increase in sheep grazing as a result of the improved vegetation and the installation of cattle grids. Local GP practices and the health board will provide statistics and feedback on the numbers participating in the health and recreation initiatives and their impact on addressing debilitating illnesses. Visitor counters and feedback forms will capture the numbers of people participating in the volunteering activities, community awareness days and promotion events.

The various FCC officers participating in the project will be involved in collecting and collating all information and evidence that will be used to steer the project, evaluate its impact and provide the necessary detail to compile reports and financial claims to Welsh Government. Individual project files will be set up and the information will be kept in a clear and transparent manner for project management and audit purposes.

This information and the progress of the project will be reviewed on a monthly basis by the project operation group. The purpose of these reviews will be to measure the

progress of the project against the anticipated outputs and indicators, identify whether the project is in line with the expected expenditure profile and check that milestones and timescales are met. These reviews will also provide the opportunity to take the necessary measures at an operational level to address any problems that are arising.

Quarterly reporting will be then conducted with the HMJCB. This will measure the impact of the project on a more strategic level and determine whether it is achieving its overall aim and objectives. The various partners will have the opportunity to recommend remedial courses of action and for alternative approaches to be considered if the project is failing to make the anticipated impact.

Welsh Government will be notified of any fundamental changes to the project, at an operational or strategic level, and where required project amendment documentation will be submitted.

Evaluation from the onset of the project will be required to ensure that the approach adopted is still relevant to the situation and circumstances. Targets and performance measures will enable the assessment of specific tasks to determine whether they are having any impact.

Independent evaluation of the project will be undertaken by a third party organisation. Project partners with particular areas of expertise and specialisms will also have the opportunity to participate in the evaluation process. The appointment of the evaluation organisation will be carried out in the initiation phase of the project. This will engender a better understanding of the project's aims and objectives, allow an input into the design and delivery of the project and develop an effective working relationship with the various delivery partners and stakeholders.

An agreed baseline will be established representing the starting or current position against which the project can be measured and the evaluators will then adopt various evaluation techniques to measure performance and the project's effectiveness. The process will involve:
- Identifying the objectives to be measured.
- Selecting the most appropriate techniques or tools.
- Applying the techniques and obtaining the results.
- Analysing the results.
- Evaluating what this means and adapting the project accordingly to ensure improvement.

Examples of evaluation techniques that could be utilised for this project include:
- Ecological monitoring
- Vegetation surveys
- Recording grazing numbers
- Focus groups
- Household surveys
- Business surveys
- Website blogs providing feedback and suggestions

- Participation forms
- Attendance at stakeholder meetings to gauge opinions
- Visitor counters
- Analysis of health statistics

Through regular review meetings with the project operation group and the HMJCB, steps will be put in place to devise an exit strategy for the project. The overall intention of this project is to raise the quality and diversity of the common's landscape and wildlife habitats and sympathetically develop its grazing, leisure and recreation potential. Thus the legacy of this project is that through the investments made and the support provided the quality, the viability and sustainability of Halkyn Mountain common will be enhanced and continue beyond the life of the project.

Declaration by Applicant

- I declare that the information contained in this application is true to the best of my knowledge and belief.

- I confirm that I have read and understood the Scheme and EOI Guidance Notes and any other technical guidance that has been issued and that I am authorised to sign / submit this application.

- I undertake to notify the Welsh Government of any other application for grant aid for this project.

- I confirm that no work on this project has started.

- I acknowledge that neither the Welsh Government nor any adviser appointed by the Welsh Government shall be responsible for any advice given, including without limit any advice given in relation to this application and business plan, and that I am solely responsible for all business decisions undertaken.

ELECTRONIC SIGNATURE: By emailing this form to the Welsh Government's Sustainable Management Scheme email address you are making the declaration above.

Date: 25th November 2016

Name: Tom Woodall

Company / Organisation: Flintshire County Council

Position: Access & Natural Environment Manager

CABINET	

Date of Meeting	Tuesday, 18th July 2017
Report Subject	Executive Bodies
Cabinet Member	Cabinet Member for Corporate Management and Assets
Report Author	Chief Officer (Governance)
Type of Report	Operational

EXECUTIVE SUMMARY

The list of Internal or executive bodies which are both contained in the Constitution has increased over the years, but not been reviewed since 2012. Following the elections it is appropriate to conduct a review now.

RECOMMENDATIONS	
1	That the Cabinet approves the appointment and composition of the Internal/Executive bodies identified in the appendix.
2	That where any those bodies are deemed to be redundant, but are referred to within the Constitution, the Chief Officer be authorised to make the deletion.

REPORT DETAILS

1.00	EXPLAINING THE NEED TO REVIEW THE INTERNAL OR EXECUTIVE BODIES
1.01	There are a number of member bodies that fulfil executive functions to which the Leader can make the appointments. The full list of bodies is attached. Some are listed in the Constitution, whilst others have historically been treated as outside bodies, although they are not. Some are redundant and can be deleted. Where they are still required, this has been noted in the appendix.

2.00	RESOURCE IMPLICATIONS
2.01	Minimal: the report is intended to remove bodies which are no longer required from the Constitution.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	The Leader and Deputy Leader together with appropriate officers from relevant services have been consulted on bodies to be deleted.

4.00	RISK MANAGEMENT
4.01	The deletion of redundant bodies is an act of efficiency.

5.00	APPENDICES
5.01	Appendix 1 – Internal bodies as shown in the Constitution

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None. **Contact Officer:** Gareth Owens, Chief Officer (Governance) **Telephone:** 01352 702344 **E-mail:** gareth.legal@flintshire.gov.uk

7.00	**GLOSSARY OF TERMS**
7.01	**Internal/executive Bodies:** member bodies that fulfil executive functions to which the Leader can make the appointments.

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Internal bodies as shown in the Constitution

(Shown as Appointments to Bodies undertaking or advising on Executive functions)

Body	Membership	Information Source	Nominations/ comments	Recommendations
1. Adoption Panel	2 Flintshire County Council (FCC) Members, 2 Wrexham County Borough Council (WCBC), 2 Betsi Cadwaladr University Health Board (BCUHB), 4 Independents	Constitution, Para 6.5.1	One nominee only required. Previously the Flintshire nominee was Cllr Dunbobbin, but he has resigned from the role.	Amend to one councillor from each authority and seek a new Flintshire nominee.
2. Foster Care panel	5 FCC Members, 3 BCUHB, 4 independent	Constitution, Para 6.5.2	Cllr Mackie has been nominated, having served as the sole member previously	Amend to one councillor from each authority and confirm Cllr Mackie as the Flintshire nominee
3. Children's Services Forum	Cabinet Members for Education, Social Services, Housing and Corporate Management, one from each political group, one from BCUHB (Exec Dec 2011) two young people from the Children's services Participation Group, two young people to join the Children's services forum, a foster carer, Chief Executive, Chief Officers for Governance,	Constitution Para 6.5.3	For the meeting on 14th June, we used the following as the political group nominees: Adele Davies-Cooke, Carol Ellis, Dave Mackie, Hilary McGuill, Chris Bithell and Dave Williams.	Continue to operate with the current membership.

	Education & Youth, Social Services, Community & Enterprise, senior manager , Children & Workforce, a senior manager from Education or a head teacher (Aug 2006)			
4. Health & Safety Board	Constitution silent on membership.	Constitution. Para 6.5.4	Cabinet Member for Planning & Public Protection and Cabinet Member Corporate Management and Assets.	Confirm Cabinet Member for Planning & Public Protection and Cabinet Member Corporate Management and Assets.
5. Planning Strategy Group	11 members including the Cabinet member for Planning, members of the Planning Committee and officers	Constitution, para 6.5.5	Cabinet member for Planning, Chair of the Planning committee and Cllrs Derek Butler, Ian Dunbar, David Evans, Mike Peers, Richard Jones, Marion Bateman, Patrick Heesom, Owen Thomas and Neville Phillips have been nominated	Confirm Cabinet member for Planning, Chair of the Planning committee and Cllrs Derek Butler, Ian Dunbar, David Evans, Mike Peers, Richard Jones, Marion Bateman, Patrick Heesom, Owen Thomas and Neville Phillips
6. Joint Consultative Committee	18 – 9 employer representatives, 9 employee representatives	Constitution, para 6.5.6		This body is to resolve disputes and will meet only when required. Appointments will be made if it needs to meet. The size and role of the body will be reviewed.
7. Education Consultative	18 – 9 Local Education Authority and 9 trades union	Constitution, para 6.5.7	Was Councillors: Marion Bateman, Chris Bithell,	Confirm existing serving members and seek

Committee			David Healey, Ray Hughes, Dave Mackie, Nancy Matthews, Ian Roberts, Aaron Shotton and Nigel Steele-Mortimer Representatives: Merrill Tanton (FlintshireTrades Unions Joint Negotiating Committee Secretary) (Chair), Stephen Baldwin (Association of Teaches and Lecturers), Freya Catt (National Association of Schoolmasters Union of Women Teachers, Jane Cooper (Association of School and college leaders), Mick Holt (Unite), Melissa Kendrick (National Association of Head Teachers), Michelle McNamee (National Union of Teachers), Dilwyn Roberts-Young (Undeb Cenedlaethol Athrawon Cymru**)** and Merfyn Tomos (Unison)	replacements to fill the two vacancies.
8. School Performance Monitoring	Cabinet member for Education, Chair of Education & Youth	Constitution, Para 6.5.8	Cabinet member for Education, Chair of E&Y O&SC, the co-opted	Confirm the Cabinet member for Education, Chair of E&Y O&SC, the co-opted members of E&Y

Group	Overview & Scrutiny Committee (E&Y O&SC), the co-opted members of E&Y O&SC		members of E&Y O&SC	O&SC
9. Tenant Working Group	Cabinet Member for Housing, 3 other FCC Members, Chair of tenants Federation and three other tenants	Constitution, Para 6.5.9	No longer operational as other means of engaging with tenants have been developed	The Tenant Involvement Strategy will come to a later meeting and it is likely that new arrangements will supersede the Tenant Working Group.
10. Flintshire Local Voluntary Council	8 members	Constitution, Para 6.5.10	This body deals with the Flintshire Community Chest Fund. One Member only is required: currently it is Cllr David Wisinger	Change the name to **Flintshire Community Chest Fund Panel** and confirm Cllr Wisinger as nominee
11. Inclusion Service Steering Group	2 members	Constitution, para 6.5.12	No longer operational	No longer required- delete from Constitution
12. Welsh in Education Strategic Forum	Cabinet Member for E&Y only	Constitution, Para 6.5.12	Cabinet Member for Education & Youth	Confirm Cabinet Member for Education & Youth
13. North East Wales (NEW) Homes Previously treated as an Outside body	6 plus 1 officer. Previously Cllrs Aldridge, Attridge, Steele-Mortimer , McGuill, Sharps and Banks		Members to be asked for expressions of interest in becoming a director of NEW Homes	The governance arrangements for NEW Homes and the new Alternative Delivery Models (ADMs) will be incorporated into the Constitution
14. Theatr	13 - Cllrs Tim Newhouse,		Consider a reduction in the	Appoint the 9 existing Members

Clwyd Board of Governors Previously treated as an Outside body	Veronica Gay, Dave Mackie, Marion Bateman, Robin Guest, Bithell, Ron Davies, Derek Butler, David Evans, Brian Lloyd, Ron Hampson, Glyn Banks and Alison Halford		number of councillor nominations to 5, to reduce the size of the Board	pending a report on the composition of the Theatr Board.

Joint Committees with other Local Authorities

1. Clwydian Range Area of Outstanding Natural Beauty (AONB) Joint Committee	Cabinet members for Environment and Economic Development (Constitution actually states Cllrs Attridge and Butler, rather than positions)	Constitution para 6.6.1	Cabinet Members for Economic Development and Streetscene & Countryside	Confirm Cabinet Members for Economic Development and for Streetscene & Countryside
2. North & Mid Wales Trunk Road Agency (NMWTRA)	2 members from each North Wales Council.	Constitution, para 6.6.3	Continuing, but requirement is now for one nominee and one deputy. Cabinet Member for Streetscene & Transportation and one	Cabinet Member for Streetscene & Transportation and one other Cabinet Member as deputy?

			other Cabinet Member as deputy?	
3. North Wales Residual Waste Joint committee	Two from each constituent authority.	Constitution para 6.6.4	Leader and Cabinet Member for Streetscene	Leader and Cabinet Member for Streetscene
4. The GwE Joint Committee	One member from each of the 6 North Wales authorities plus their Chief Education Officers	Constitution; para 6.6.5	Cabinet Member for Education & Youth	Cabinet Member for Education & Youth

Bodies also shown on the Outside Bodies list but should be incorporated into section 6.5 of the Constitution

(Appointments to Bodies undertaking or advising on Executive functions)

Body	Previous Membership	Nominations	Comments & Recommendations
1. Standing Advisory Council on Religious Education (SACRE)	Was Chris Bithell, Colin Legg, Nigel Steele-Mortimer, Adele Davies-Cooke, Dave Mackie and 3 vacancies which could not be filled	Cabinet member for Education & Youth.	Reduce the number of places? This has been operating effectively with 5 members in the last year.
2. Schools Budget Forum	Was Aaron Shotton and Chris Bithell – Amend to Leader and Cabinet Member for E&Y?	Leader and Cabinet Member for E&Y	Leader and Cabinet Member for E&Y
3. Local Access Forum	David Evans	David Evans	There is a proposal to replace the current Flintshire Local Access

			Forum with a joint Flintshire & Wrexham body. A joint Local Access Forum for Conwy and Denbighshire has been operating successfully for some time. The proposal should be supported.

The following were identified as being redundant early in the review and should be removed from the:

Body	Constitutional reference	Comments	Recommendation
1.Single Status board	6.5.4	Redundant and should be deleted?	No longer operational or required: delete from Constitution
2. TAITH	6.6.2	Redundant? Was 2 members from each North Wales council except Anglesey	No longer operational or required: delete from Constitution

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Sir y Fflint Flintshire COUNTY COUNCIL

CABINET	

Date of Meeting	Tuesday 18 July 2017
Report Subject	Prudential Indicators - Actuals 2016/17
Cabinet Member	Leader of the Council and Cabinet Member for Finance
Report Author	Corporate Finance Manager
Type of Report	Operational

EXECUTIVE SUMMARY

Under the Prudential Code for Capital Finance in Local Authorities (the Prudential Code), authorities are required to set a range of Prudential Indicators. This report provides details of the Council's actual Prudential Indicators for 2016/17 compared with the estimates set:-

- Prudential Indicators for Capital Expenditure

- Prudential Indicators for Affordability

- Prudential Indicators for Prudence

- Prudential Indicators for External Debt and Treasury Management

RECOMMENDATIONS	
1	That members note and approve the report.

REPORT DETAILS

1.00	EXPLAINING THE PRUDENTIAL INDICATORS
	Background
1.01	The background to this item is provided in the reports to; Cabinet 19 July 2016 - Prudential Indicators Actuals 2015/16, Cabinet 14 February 2017 - Prudential Indicators 2017/18 - 2019/20 and in the report to Council 14 June 2016 - Minimum Revenue Provision and Prudential Indicators - Policy Amendments.
1.02	The framework established by the Prudential Code is intended to support local strategic planning, local asset management planning and robust option appraisal. The objectives of the Code are to ensure, within a clear framework, that the capital investment plans of local authorities are **affordable, prudent and sustainable**, and that treasury management decisions are taken in accordance with good professional practice; the 2016/17 capital programme was prepared on this basis – affordable in terms of the implications for Council Tax and housing rents, prudent and sustainable in terms of implications for external borrowing.
1.03	The Prudential Code sets out the indicators that must be used, and the factors that must be taken into account in preparing such.
	CONSIDERATIONS **General**
1.04	Actual (2016/17) Prudential Indicators have now been calculated in respect of the following:- • Capital expenditure • Ratio of financing costs to net revenue stream • Incremental impact of capital investment • Capital financing requirement • Authorised limit for external debt The Code does not specify how the Council should have regard to these factors, but instead concentrates on the means by which it demonstrates that the proposals are affordable, prudent and sustainable.

	Capital Expenditure
1.05	The Prudential Indicators for capital expenditure are based on the Council's capital programme (that takes into account the Council's asset management and capital investment strategies), and are supplemented (for capital accounting purposes) by the value of finance leases held. The capital expenditure totals are the starting point for the calculation of the Prudential Indictors and essentially provide the base financial data from which all other indicators follow.
1.06	Prior year (2015/16) actuals and 2016/17 estimate totals are included for information purposes, together with forward totals for 2017/18.
1.07	Actual 2016/17 capital expenditure for the Council Fund (CF) and the Housing Revenue Account (HRA) is £63.493m as shown in Table 1 below.

Table 1

CAPITAL EXPENDITURE				
	2015/16	**2016/17**	**2016/17**	**2017/18**
	Actual	**Estimate**	**Actual**	**Estimate**
	£m	**£m**	**£m**	**£m**
Council Fund	40.661	25.243	33.582	19.435
Housing Revenue Account	99.626	25.933	29.911	27.744
Total	**140.287**	**51.176**	**63.493**	**47.179**

1.08	Detailed analysis and commentary regarding 2016/17 actual expenditure is provided in the capital outturn report which is also on this agenda.
	Ratio of financing costs to net revenue stream
1.09	The actual ratio of financing costs to net revenue stream for 2016/17 are as indicated in Table 2 below.

Table 2

RATIO OF FINANCING COSTS TO NET REVENUE STREAM				
	2015/16	**2016/17**	**2016/17**	**2017/18**
	Actual	**Estimate**	**Actual**	**Estimate**
	%	**%**	**%**	**%**
Council Fund	5.9%	6.1%	4.8%	5.1%
Housing Revenue Account	18.4%	24.6%	22.7%	25.2%

1.10	The HRA ratio (2016/17 estimate and actual), reflects the increase in

financing costs attributable to the settlement payment required to exit the HRA negative subsidy system. The ratio does not include the revenue savings as a result of no longer paying negative subsidy which outweigh the increase in finance costs.

Incremental impact of capital investment

1.11 The incremental impact of capital investment on the Council Tax reflects planned unsupported (prudential) borrowing charges. During 2016/17 £0.039m of charges were incurred. Table 3 below indicates that the impact of this would be a £0.61p increase in Council Tax levels, however these charges are funded from resources elsewhere within the Council Fund and so the actual effect on Council Tax levels was nil in 2016/17.

Table 3

ESTIMATED INCREMENTAL IMPACT OF CAPITAL INVESTMENT				
	2015/16	2016/17	2016/17	2017/18
	Actual	Estimate	Actual	Estimate
	£	£	£	£
Council Fund	11.19	0.00	0.61	0.00
Housing Revenue Account	n/a	n/a	0.00	0.00

Capital Financing Requirement

1.12 The actual (average) capital financing requirement for 2016/17 is £292.811m, being the measure of the Council's underlying need to finance capital expenditure by borrowing or other long term liabilities during the year. The HRA debt outstanding total has increased partly as a result of the subsidy buyout and also as a result of increased borrowing to fund investment in the housing stock, as evidenced in Table 4 below:

Table 4

CAPITAL FINANCING REQUIREMENT				
	2015/16	2016/17	2016/17	2017/18
	Actual	Estimate	Actual	Estimate
	£m	£m	£m	£m
Council Fund	171.172	187.564	183.338	208.091
Housing Revenue Account	64.184	112.202	109.473	120.711
Total	**235.356**	**299.766**	**292.811**	**328.803**

Prudential Indicators for External Debt and Treasury Management

1.13	Actual external debt for 2016/17 was £264.300m, with separately identified limits for borrowing and other long term liabilities such as finance leases, as shown in Table 5 below.

Table 5

AUTHORISED LIMIT FOR EXTERNAL DEBT				
	2015/16	2016/17	2016/17	2017/18
	Actual	Estimate	Actual	Estimate
	£m	£m	£m	£m
All Borrowing (Cap/Rev)	251.400	303.400	258.500	340.000
Other Long Term Liabilities	6.500	24.100	5.800	35.000
Total	**257.900**	**327.500**	**264.300**	**375.000**

2.00	RESOURCE IMPLICATIONS
2.01	There are no resource implications as a result of this report.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	No consultation is required or carried out.

4.00	RISK MANAGEMENT
4.01	Decisions made which involve the Council's assets and its Capital Programme often have very large and long term financial implications which carry a variety of risks. This report assesses the affordability, prudence and sustainability of the capital plans to manage those associated risks.

5.00	APPENDICES
5.01	None.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Various Welsh Government papers. **Contact Officer:** Liz Thomas - Finance Manager, Technical Accountancy **Telephone:** (01352) 702289 **E-mail:** liz.thomas@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	**Capital Expenditure** - Expenditure on the acquisition of **Non-current Assets** or expenditure that extends the life or value of an existing asset **Council Fund** - The fund to which all the Council's revenue and capital expenditure is charged **Financing** - The process of allocating resources to meet the cost of capital expenditure, which can be done on a project, asset or whole programme basis. This contrasts with making the invoice payments relating to capital expenditure, which should be managed within the authority's overall treasury management policy **Housing Revenue Account -** The fund to which all the Council's revenue and capital expenditure relating to its housing stock is charged. **Prudential Code** - The code of practice drawn up by the Chartered Institute of Public Finance and Accountancy (CIPFA) to underpin the requirements of the Local Government Act 2003 in respect of an authority's duty to determine the affordability, prudence and sustainability of its capital investment needs **Prudential Indicators** - Required by the **Prudential Code**, these take the form of limits, estimates or actual figures used to support the local decision making process for capital investment **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.

CYNGOR Sir y Fflint Flintshire COUNTY COUNCIL

CABINET

Date of Meeting	Tuesday, 18 July 2017
Report Subject	Food Service Plan for Flintshire County Council 2017-18
Cabinet Member	Cabinet Member for Planning and Public Protection
Report Author	Chief Officer (Planning & Environment)
Type of Report	Operational

EXECUTIVE SUMMARY

The Food Service Plan 2017-18 provides an overview of the Food Service. It sets out the aims and objectives for the forthcoming year and how these are to be achieved. The Plan also contains a review of performance of the service against the Food Service Plan 2016-17.

RECOMMENDATIONS	
1	That members approve the Food Service Plan 2017-18.

REPORT DETAILS

1.00	**EXPLAINING THE FOOD PLAN FOR FLINTSHIRE COUNTY COUNCIL 2016-17**
1.01	Local Authorities throughout the U.K. have been directed by the Food Standards Agency (FSA) to take the necessary action to implement the Framework Agreement on Official Feed and Food Controls by Local Authorities. This Framework Agreement became operational from 1st April 2001. The Framework has been developed to ensure a consistent food law enforcement service throughout the country.
1.02	The Service Plan has been produced by officers of the Food Safety and Standards Team within the Planning and Environment portfolio in line with the model format contained within the Framework Agreement. It outlines the proposals for service delivery for the period 1st April 2017 to 31 March 2018. It also contains a review of the Service Plan for 2016-17 with overall performance for 2016-17 detailed in Appendix 3 within the Service Plan.
1.03	The elements of the Food Service, namely Food Safety, Food Standards and Animal Feed are managed by two Team Leaders, namely the team leader Food Safety and Food Standards and Team Leader Trading Standards Compliance and Animal Health. Both team leaders report in to the Community and Business Protection Manager.
	Key Achievements for 2016 – 17 include: • Achieving 100% of programmed Food Hygiene across all risk bands, as defined by the Food Law Code of Practice (Wales) April 2014 • Exceeding the target for the percentage of new food businesses we became aware of within the year receiving an inspection for both Food Hygiene and Food Standards • Achieving 100% of programmed A and B risk band Food Standards inspections • Achieving 94% of programmed C risk band (low risk) Food Standards inspections. • The percentage of premises with a Food Hygiene rating of 5 has increased from 71.9% to 74.5%. with 96.3% of businesses have a rating of 3 or higher compared to 95.7% in the previous year. • Carried out survey work on non-display of food hygiene ratings in all 0 - 2 rated premises • As a result of the work carried out in Opson VI on Food Supplements, we identified a product which contained a substance not permitted in food. This resulted in a national Food Incident and the product being removed from the market. • Achieving 100% of Feed inspections and sampling • Developing one officer to become fully qualified and competent on the delivery of Feed official controls Targets for 2017 – 18 include: • To inspect all premises for both Food Hygiene and Food Standards

that are due their food inspections this year.

- To identify and inspect all premises that are not currently registered as a food business but sell food supplements to customers.
- To inspect all premises that fall within the scope of the Food Hygiene Rating (Wales) Act 2013 but have had an Alternative Enforcement Strategy questionnaire as their last intervention since mandatory display of ratings was introduced in November 2013.
- To develop our website pages in relation to our service area to signpost businesses and consumers to advice and updates on food legislation.
- To further develop two officers to the Competent level for delivering the Feed service
- To inspect all premises programmed for Feed inspections and to undertake all sampling allocated to us.

2.00	RESOURCE IMPLICATIONS
2.01	The cost of implementing the plan will be met within the existing Planning and Environment portfolio budget.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None required.

4.00	RISK MANAGEMENT
4.01	The Plan follows the 'farm to fork' principle to ensure food is safe for consumption by all.

5.00	APPENDICES
5.01	Appendix 1 - Food Service Plan 2017-18

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None **Contact Officer:** Helen O'Loughlin Team Leader Food Safety and Food Standards **Telephone:** 01352 703390 **E-mail:** helen.o'loughlin@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	**Food Standards Agency Wales** - is a non-ministerial government department supported by seven agencies and public bodies. It is the central competent authority for the UK in relation to European Union food legislation. In Wales, it is responsible for Food Safety and Hygiene and Food Labelling Policy. It works with local authorities to enforce Food Safety, Standards and Feed regulations. **The Framework Agreement on Official Feed and Food Controls by Local Authorities** – sets out what the Food Standards Agency expects from local authorities in their delivery of official controls on feed and food law. It was developed in consultation with local authorities, local government associations and the relevant professional bodies. **Food Law Code of Practice (Wales) 2014** - the Food Law Code of Practice is issued under section 40 of the Food Safety Act 1990 (the Act), regulation 24 of the Food Hygiene (Wales) Regulations 2006, 1 and regulation 6 of the Official Feed and Food Controls (Wales) Regulations 2007, and sets out the execution and enforcement of that legislation by Food Authorities. It relates to Wales only. The code specifies how a local authority should risk rate a food business following its inspection which determines the frequency of food hygiene and standards inspections of that business. For Food Hygiene there are five risk bands A – E, for Food Standards there are three risk bands, A – C. **Opson VI** - Opson is an international operation which is ran annually. Interpol and Europol take the lead for this and its purpose is to target counterfeit and substandard foodstuffs worldwide. For last year's operation, Opson VI, Food Supplements was chosen in Wales as this is a priority area for the Food Standards Agency and has been an issue across Europe due to the use of unsafe substances such as DNP, the adulteration of food supplements or the mislabelling of products such as making unsubstantiated health claims. **The Feed Law Code of Practice (Wales) 2014 (FLCP)** - sets out instructions and criteria to which local authorities 'the feed authorities' should have regard when engaged in the enforcement of animal feed law. Feed authorities must follow and implement the provisions of the Code that apply to them. It relates to Wales only. There is separate provision in England. This also specifies the level of qualification and competency of the officers who undertake Feed official controls. **Food Hygiene Rating (Wales) Act 2013** – this Act introduces a national food hygiene rating scheme in Wales. **Alternative Enforcement Strategy** – every Competent Authority must devise an Alternative Enforcement Strategy to determine how they will conduct official controls duties at premises rated as low risk (i.e. risk band E for food hygiene and risk band C for food standards). Food Hygiene Ratings cannot be awarded as a result of this type of intervention. Ratings can only be awarded on the basis of a full food hygiene inspection of the

	premises.

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FOOD SERVICE

SERVICE PLAN

2017-2018

FLINTSHIRE COUNTY COUNCIL
FOOD SERVICE PLAN 2017-18

INTRODUCTION

The Service Plan relates to the year commencing 1st April 2017 and ending 31st March 2018.

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

The purpose of this Plan is to provide:

- Information about the scope of the Service.

- Information about the services provided.

- Information about the means of Service provision.

- Information about performance of the Food Service against Performance Targets set out in the Plan as well as against national or locally defined Performance Indicators.

- Information relating to reviewing performance in order to address any variance from meeting the requirements of the Service Plan.

Service Plans will be produced annually to allow for meaningful review and progression, in accordance not only with the requirements of the Food Standards Agency "Framework Agreement on Local Authority Food Law Enforcement" but also with the principles of the "Wales Programme for Improvement". In respect to Feed this function has been delivered for the last 2 years (and is again this year) as part of the FSA Funded North Wales Regional Feed Enforcement Delivery Plan, with all inspection and sampling targets being set by FSA (Wales).

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

FLINTSHIRE COUNTY COUNCIL
FOOD SERVICE PLAN 2017-18

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1.0 SERVICE AIMS AND OBJECTIVES

1.1   Aims and
       Objectives

The aims of the Food Service are to:

1.   Promote, through education and enforcement, the sale and/or production of food which is fit and without risk to health.

2.   Prevent and control the spread of food borne illness through education and enforcement.

These will be achieved by:

(a)   Providing a complete and holistic food law enforcement service covering the areas of food hygiene and safety, food standards and animal feed in accordance with relevant food legislation and Codes of Practice, thereby fulfilling statutory obligations.

(b)   Providing a responsive service to demand driven elements such as food safety incidents, outbreaks of food related infectious disease, complaints and request for advice from both businesses and members of the public, in accordance with the National and locally defined performance indictors, relevant Codes of Practice, plans and protocols.

(c)   Assisting businesses to comply with all relevant legislation by using a balance of techniques and approaches in order to ensure the safety and well being of the Public and of the environment in line with the Public Protection Enforcement Policy 2010.

(d)   Maintaining an up-to-date database of all food establishments in the County so that resources can be effectively defined and utilised to meet statutory, national and locally defined targets of inspection, sampling, specific initiatives and tasks set by Food Standards Agency Wales (FSA), other agencies, or based on local need.

(e)   Providing an open and transparent Food Service with clear lines of communication for all service users.

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

1. Economic Prosperity

2. Health Improvement

3. Learning and Skills for Life

4. Living Sustainably

5. Safe and Supportive Communities

The Food Service Plan has direct links with the County Improvement Priorities and Improvement Plan. The Improvement Plan is framed around the well-being goals identified within the Well Being of Future Generations (Wales) Act 2015. This features within the Planning and Environment Business Plan, with targets being set around national ones. Each year, sub-priorities are chosen which will receive significant attention over a particular year and where we will make a bigger impact.

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

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

(a)   The percentage of High Risk Food Safety inspections carried out.

(b)   The percentage of High Risk Food Standards inspections carried out. This is reported in the

Trading Standards figure, as are (d) and (e).

(c)   The percentage of new businesses inspected for Food Safety.

(d)   The percentage of new businesses inspected for Food Standards.

(e)   The percentage of significant breaches resolved in relation to Food Standards.

(f)   The percentage of High Risk Feed inspections carried out.

(g)   The percentage of new businesses inspected for Feed.

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

2.0 BACKGROUND

2.1 Authority Profile

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

2.2 Organisational Structure

As previously state the Food Safety and Food Standards functions both fall under the responsibility of the Team Leader – Food Safety and Food Standards. Feed is managed by Team Leader - Trading Standards Compliance and Animal Health. Both team leaders report in to the Community and Business Protection Manager. The organisation structure of the Food Service is illustrated on the chart detailed in Appendix 1. Appendix 1 also includes the Management and Cabinet structure of the Council.

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

2.3 Scope of the Food Service	The scope of the respective component parts of the service are detailed below:

Food Safety

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

- Undertake a pre-planned programme of inspections of food premises within Flintshire.
- Enforcement of relevant food safety and food hygiene legislation in all food establishments in Flintshire.
- Registration of food businesses and approval of premises subject to compliance with product specific legislation (meat products, fish, shellfish, fishery products and dairy products).
- Implementation of the Food Hygiene Rating (Wales) Act 2013.
- Investigation of food complaints that relate to fitness of food for human consumption and investigation of all complaints which relate to hygiene matters (premises, practices, personnel) in food businesses.
- Investigation of sporadic cases of food and water related notifiable diseases and suspected cases of food poisoning.
- Investigation and control of outbreaks of food poisoning and food related notifiable diseases.
- Response to Food Alerts and food related incidents taking appropriate action as necessary.
- Advice to new and existing business, responses to plans, licensing and land charges referrals.
- Providing Export Health Certificates to allow movement of food from the UK to countries outside the EU.
- Act as Primary Authority for Iceland Food Retail Stores and act as Home and/or Originating Authority for other companies where necessary.
- Undertake food sampling in accordance with the Sampling Programme and in response to incident.
- Educational and promotional initiatives

Food Standards

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

- Undertake a pre-planned programme of inspections to food premises within Flintshire.
- Respond to requests for consumer advice in matters regarding food standards, labelling and composition.
- Investigation of complaints relating to the nature, quality or substance of food and complaints relating to mislabelling of food taking appropriate action as necessary.
- Provide advice, information and assistance to food businesses.
- Undertake food sampling in accordance with the Sampling Programme and in response to incidents.
- Undertake promotional and educational initiatives.
- Undertake duties and responsibilities as Primary Authority for Iceland Food Retail Stores and act as Home Authority and Originating Authority for other food businesses within Flintshire where necessary.

Feed

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

- Undertake a pre-planned programme of visits to feed premises within Flintshire.
- Undertake a pre-planned programme of targeted feed sampling and analysis (as determined by FSA Wales).
- Provide advice, information and support to feed businesses.
- Investigation of complaints relating to feedstuffs and sampling of feed as when required as part of complaint investigation.

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

2.4	Demands of the Food Service	There are 1286 food premises in Flintshire. Of the total number of food premises in Flintshire, 890 premises are caterers, with the remainder being made up predominantly by 324 retailers. The catering establishments cover a wide range of premises varying from restaurants, schools, hotels, pubs, residential care homes, hospitals to mobile food vehicles.

There are 1286 food premises in Flintshire. Of the total number of food premises in Flintshire, 890 premises are caterers, with the remainder being made up predominantly by 324 retailers. The catering establishments cover a wide range of premises varying from restaurants, schools, hotels, pubs, residential care homes, hospitals to mobile food vehicles.

There are currently 47 food manufacturers and 27 distributors within Flintshire, 18 of which are approved under EU Regulation 853/2004 as they handle products of animal origin. These regulations place additional control measures on these types of premises and on the Local Authority.

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

Dee Estuary

The Dee Estuary has two cockle beds falling within Flintshire's jurisdiction. There is also one mussel bed. Two previously fished cockle beds and one mussel bed are remain unclassified for shellfish harvesting due to very low stock levels.

The shellfish beds can place significant demands on the Team, particularly during the six month cockle opening season. The management of the Dee accounts for a large portion of the Sampling Budget due to the statutory sampling of the water and shellfish.

Enforcement on the Dee involves a cross-agency partnership working with National Resources Wales, Wirral Council, the Centre for Environment, Fisheries and Aquaculture Science (CEFAS), other neighbouring Local Authorities, the North Western Inshore Fisheries and Conservation Authorities and the Food Standards Agency Wales.

Port Health

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

Food Hygiene Rating (Wales) Act 2013

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

There have been further changes to the legislation in November 2016, with the introduction of the Food Hygiene Rating (Promotion of Food Hygiene Rating) (Wales) Regulations 2016, which require takeaway food premises to provide a specific bi-lingual phrase on all their promotional literature which contains a price of the food and a method of ordering it remotely.

Premises Profile

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

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

FOOD STANDARDS				FOOD SAFETY		
Risk	**Min.**	**No. of**		**Risk**	**Min.**	**No. of**
High	12 months	13	High	A	6 months	3
				B	12 months	22
Medium	2 years	409		C	18 months	465
Low	5 years	814	Low	D	2 years	251
				E	3 years	504
OUTSIDE		15		OUTSIDE		18
UNRATED		35		UNRATED		23
TOTAL		**1286**		**TOTAL**		**1286**

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

Feed

Under the EU Feed Hygiene Regulation (183/2005) feed activities are clearly defined and are broken down in to 'Approved' and 'Registered' feed activities. Activities requiring Approval include any activity involving the manufacture and/or placing on the market of feed additives including zootechnical products (the technology of animal husbandry), with all such activities being classed as high risk. There are currently no businesses in Flintshire that have an Approval under the Regulation. 'Registered' feed activities are all other feed activities that are undertaken of which there are 14 registerable feed activities defined and coded by the FSA these are termed as 'R Codes' and run consecutively from R01 (the highest risk activity) through to R14 (the lowest risk activity).

In Flintshire there are currently a total of 420 registered feed premises which are registerable across a wide range of feed activities. These activities are made up as follows: 342 are registered as farms (Livestock or arable), 9 as feed manufacturing and packing businesses, 35 as on farm feed mixers, and 25 businesses registered for the supply of surplus food or co-products of manufacture. The remainder of the registered premises are engaged in storage, transportation and distribution of feed, 1 and 8 respectively.

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

Following a review by Food Standards Agency Wales in 2014 of the delivery of Animal Feeding Stuffs Enforcement across Wales, with effect from 1st April 2015 the system for risk assessing feed activities was simplified with all registerable feed activities across Wales being broken down in to one of two categories based on risk. These two categories are referred to as '*Above the Line'* (or High Risk) and '*Below the Line'* (or Low Risk).

Above the line activities are the high risk activities and those premises include all businesses undertaking any 'Approved' feed activity and those engaged in

'Registered' feed activities involving production, processing, storage, transportation, sale of feed, or supply of food co-products, or surplus foods for use in animal feed and ultimately human consumption of those animals as part of the human food chain. These activities require a 'qualified' and 'competent' officer to inspect them.

Below the line activities are the low risk activities that include premises that are feeding animal feed stuffs to livestock or growing straight feed crops that are to be consumed in their natural state such as silage. This applies to all of Flintshire's farms. These activities have a lower requirement for officers to be able to perform these activities, only requiring that an officer be 'competent' to complete this work.

The frequency of inspection of feed premises has since 1st April 2015 been determined by FSA Wales with the launch of the FSA Wales sponsored North Wales Feed Enforcement Delivery Plan. The plan for 2016/17 required Flintshire to inspect premises across the county for a total of 76 registered feed activities, 54 of these were above the line with the remaining 22 being below the line.

The figures for 2017/18 are 37 above the line inspections (High Risk), and 80 below the line (Low Risk) inspections giving a total of 117 for the year. The breakdown of the Feed premises profile is detailed below by risk band:

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

FEEDINGSTUFFS		
Risk	**Frequency of Inspection**	**No. of registered activities subject to inspection**
High	Every 3 years (as per Feed Code of Practice) However, currently inspections are being determined by FSA as part of Regional Delivery Plan. Inspections due for 2017/18 = 37 High Risk.	78
Low/Medium	Every 14 years (as per Feed Code of Practice) However, currently inspections are being determined by FSA as part of Regional Delivery Plan. Inspections due for 2017/18 = 80 Low Risk.	342
TOTAL inspectable registered activities		**420**

		The vast majority of food business owners are English speaking with a minor requirement for written reports in Welsh. All advisory literature is produced bilingually in accordance with the Welsh Language Standards of the Council which came in to force on 30 March 2016. Approximately 14% of residents in Flintshire are recorded as Welsh speaking.
		Approximately 4% of food businesses are of ethnic origin (Asian, Chinese, Turkish and Greek) and once again advisory literature is available in a range of ethnic languages to assist in understanding.
2.5	Enforcement Policy	The Food Service undertakes enforcement in accordance with the Public Protection Enforcement Policy which has been updated and approved by Members in 2010. This policy has been based upon the principles of the Enforcement Concordat adopted by Members in September 2000 and the Regulators Compliance Code.
		There is also an Enforcement Policy for residents entitled "Regulation and Enforcement – Involving Local Residents", which was approved by Council in September 2011.

3.0   SERVICE DELIVERY

3.1.	Food Premises Inspections	The Service has one Performance Accountability Measure detailed in the Local Government Performance Improvement Framework 2017-18 and a number of Service Improvement Data relating to all 3 areas of the Service for 2017/18 which are detailed in 1.2.
		The Food Service will carry out inspections in relation to the Performance Indicator, in accordance with pre-planned programmes drawn up annually and commencing on 1st April each year, to coincide with the reporting requirements for the Service to the Food Standards Agency Wales, as part of the Local Authority Enforcement Monitoring System (LAEMS). These inspection programmes are based on the risk rating of the premises/trader so that there is a targeting of resources.
		Food Safety and Food Standards
		The performance of the Food Safety and Food Standards Team in 2016/2017 was excellent with the Team achieving 100% of High Risk inspections for both

Food Safety and Food Standards.

The target of 87% of new businesses to be inspected for Food Hygiene was exceeded with 90.4% actually being achieved. The Food Standards New Business target of 75%, which is part of the overall Trading Standards target, was also exceeded by achieving 89.9%. This was enabled by the majority of new business inspections being undertaken by the officers who are authorised to carry out both Food Standards and Food Safety inspections thereby facilitating the inspections being completed by one visit. This also ties in with the Reducing the Burden on Business agenda by combining the two types of inspection.

There is a Public Accountability Measure in place, namely the percentage of businesses which are Broadly Compliant with Food Hygiene legislation. For 2016-17, this figure has improved slightly from 96.4 to 96.5% of food businesses within Flintshire falling into this category.

For D and E risk band Food Hygiene inspections (i.e. the lower risk premises), a figure of 100% of inspections was achieved. For the E risk band premises, this was by way of a physical inspection in most cases with only a few businesses being subject to an alternative enforcement questionnaire as permitted by the Food Law Code of Practice (Wales) 2014.

For Food Standards, the work that has been achieved is excellent such that the majority of businesses that have previously not been visited by the team, have now received an inspection.

All low risk premises have received a physical inspection or an alternative enforcement questionnaire has been completed to assess risk of activity with the exception of nine businesses that did not respond by the end of March 2017. These businesses have subsequently been prioritised for inspection the first quarter of 2017-18.

A full breakdown of performance for 2016-17 is provided in Appendix 3.

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

Food Safety

- Inspect 100% of all food businesses due a food hygiene inspection in 2017-18.
- Undertake a physical inspection all E risk band premises for Food Hygiene that fall within the scope of the Food Hygiene Rating (Wales) Act 2013 but have not had a physical inspection since the introduction of the legislation. Approximately 50 businesses which fall in to this category are not technically due their Food Hygiene programmed inspection this year. However, they are going to be inspected by March 2018 so that all businesses within Flintshire that fall within the scope of the legislation will have a food hygiene rating which they must display.
- To revisit all premises receiving a Food Hygiene Rating of 2 or lower to assess compliance, in line with the All Wales Revisit Policy written by the All Wales Food Safety Expert Group. Please note – this type of revisit does not result in a new food hygiene rating.
- To inspect all Flintshire school canteens as part of this service being moved over to Newydd Catering and Cleaning Ltd.
- To inspect all Flintshire afterschool clubs that fall in to the scope of activity as being a food business.

Food Standards

- Inspect 100% of all food premises due a Food Standards inspection in 2017-18.
- To revisit all premises with Significant Breaches or non-compliance with Allergen Information requirements.
- To inspect all Flintshire school canteens, as above
- To inspect all Flintshire afterschool club, as above

A full breakdown of premises programmed for inspection 2017-2018 in relation to their risk band is given in Appendix 2. For Food Hygiene this gives a total of 605 inspections due and for Food Standards a total of 310 inspections due. These figures are those premises that are due inspection this financial year. However, the team are also undertaking additional inspection work in premises that fall within scope of the Food Hygiene Rating (Wales) Act 2013 and Flintshire schools, which is detailed above. This equates to a further 90 inspections

for Food Hygiene and Standards.

Last year, the number of Food Hygiene enforcement revisits was 52. It is anticipated, the figure for this year will be similar. For Food Standards, it is anticipated the enforcement revisit figure will increase as the Revisit policy has been strengthened to include premises with Allergen Information non-compliance.

Feed

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

Currently the FSA are specifying the level of inspection each year as part of their plan. This has seen during 2016/17 a premises inspection target of 78 high and low/medium risk premises inspections being set by FSA for Flintshire. This target was met in full. The target set for 2017/18 by FSA is for 37 High Risk inspections and 80 Medium/Low Risk inspections.

3.1.1 Additional Targeted Inspection/ Enforcement Activity	Additional targeted inspection and enforcement activity due to be undertaken is as follows:

- Effective and professional liaison, communication and co-operation with Iceland Frozen Foods, other LA's and Regulatory Deliivery relating to Primary Authority (PA) matters.
- Investigation of notified food safety related fraud incidents, such as illegal slaughter of meat, including referrals made anonymously.
- Issue of Sanitary Certificates as appropriate for incoming vessels to the Port of Mostyn.
- Appropriate response and liaison with other agencies as necessary for Civil Contingency matters.
- Assessing non-compliance with the Food Hygiene Rating (Wales) Act 2013 and associated regulations in regard to mandatory display of food hygiene ratings stickers and the inclusion of the mandatory bi-lingual statement on promotional literature for takeaways.

3.1.2 Resources for Inspections and Additional Enforcement Activity	**Food Safety and Food Standards** The programmed food hygiene inspections will be undertaken by Environmental Health Officers (EHO) and Food Safety Officers (FSO). A full breakdown of resources is given in 4.2 – Staffing Allocation. Food Standards work will be carried by our Trading Standards Officer, EHOs and FSOs who have completed their Food Standards module. The remaining officer who was not Food Standards competent, is undertaking the Higher Certificate in Food Standards so that all team members will be able to undertake Food Standards inspections from around quarter three onwards. Other areas of Trading Standards work within food premises such as Weights and Measures will be carried out by the Trading Standards Officer within the Food Team. This places an absolute requirement for a fully competent Trading Standards Officer to be within the Team. **Feed** All aspects of feed work will be carried out by 0.2 FTE fully qualified Trading Standards Officer and 0.2 FTE Trading Standards Enforcement Officer. This work is to be distributed across 5 officers who are qualified and/or competent in accordance with FSA/Code of Practice requirements who are all based in the Trading Standards Compliance and Animal Health Team.
3.2 Food/Feed Complaints	Food complaints cover the full range relating to fitness for human consumption, presence of extraneous matter in foods, microbial contamination and Food Standards issues such as food labelling, chemical adulteration and spoilage of food. It is the policy of the Food Service to investigate all food complaints reported including those made anonymously. **Food Safety and Food Standards** All food complaints are dealt with in accordance with the Food Law Code of Practice (Wales) April 2014, having regard to the documented Public Protection Enforcement Policy 2010.

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

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

Feed

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

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

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

Complaints received when investigated are generally down to the user rather than the producer and the effects are therefore limited to one premises or business. This makes this area quite a complex one to deal with, where a heavy reliance on the honesty of the buyer to be open with officers with regard to their own acts or omissions that may have caused illness or injury to their livestock is important, although where this is not the case this can normally be detected on investigation including where necessary complaint sampling and analysis of feed products where sufficient suitable feed is found present to enable accurate and representative sampling and

	analysis of the product.

Complaints are largely dealt with between the industries themselves (feed producers and livestock producers) and the intervention of Trading Standards Officers is treated as a last resort to act as arbiters where the usual protocols have failed. |
| 3.3 Primary Authority Principle | <u>Food Safety and Food Standards</u>

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

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

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

<u>Feed</u>

There is currently no formal Primary Authority relationship between FCC and any Flintshire based Feed Business Operator. Iceland Stores have recently engaged in a pilot trial scheme working directly with the FSA. This has involved the company registering all of its UK stores for the supply of surplus food (morning goods) for use in the animal feed chain and ultimately the human food chain.

There has been no formal PA relationship entered in to between FCC and Iceland due to the significant demands that this would place on FCC officer resource, that we are unable to meet, that have been explained to and accepted by FSA. FCC officer workload has increased significantly since Iceland registered all of their UK shops earlier this year, due to requests for information being received from other UK local authorities for information on Iceland's systems and Inspection Plans. |

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

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

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

Food Safety and Food Standards

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

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

Based on last year's trends, the estimated number of requests for advice, including those proposing to start up a food business for the forthcoming year, is anticipated to be approximately 160 in relation to Food Safety and Standards. Advice to businesses is provided by all members of the Team.

Feed

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

	• During inspections and as part of follow up documentation. • Start-up advice on request to New Business. • Through sign posting to guidance information available on the Trading Standards Wales and FSA Wales websites. • Distribution of relevant feed hygiene and standards material to feed businesses. • Advice and information is normally given to businesses requesting guidance either by telephone, e-mail or post, or where appropriate through a visit to the business operator by an officer The launch of the North Wales Feed Service Delivery Plan in April 2015 that has now entered its third year has led to an increased demand for business advice and support.
3.5 Food Inspection and Sampling	Food Safety and Food Standards Sampling will be carried out in accordance with the documented Sampling Policy for the Food Service which was referred for Member Approval in July 2001. The sampling programme is devised so that the procurement of samples will follow a risk based approach. The programme will takes in to account statutory requirements as well as the requirements of the Food Standards Agency, the Welsh Food Microbiological Forum and local need. Samples taken for Food Standards issues are submitted for analysis by the formally appointed and NAMAS accredited Public Analyst for the Council (and Agricultural Analyst for Animal Feed purposes): Public Analyst Scientific Services Valiant Way Wolverhampton WV9 5GB Samples taken as part of the Sampling Programme for Food Safety issues are submitted for microbiological examination by the designated and NAMAS accredited laboratory of: Public Health Wales Ysbyty Gwynedd

Penrhosgarnedd
Bangor

Each Local Authority is allocated sampling accreditation by the Public Health Wales.

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

The Service took part in several successful bids for funding for Food Standards sampling from FSA Wales in 2016-2017. These were undertaken in collaboration with the North Wales Region. The regional grant amounted to £22,962.50 in total across the region, of which approximately one sixth was awarded to Flintshire Food Safety and Standards Team. The Team were also awarded approximately one sixth of £2,219 for taking part in Opson VI, which focussed on Food Supplements for 2016-17.

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

All samples are submitted using the UK-Food Surveillance System (UK-FSS) to better target resources in respect of the Food Sampling for Food Standards and by using the latest Internet-based version of the database. This will continue to be used for Food Safety and Food Standards sample submission during 2017-18.

Sampling Projects undertaken during 2016-2017 included:

- Colours in sauces from takeaways
- Allergens in loose foods
- Alcohol Authenticity
- Meat Species Substitution
- Opson VI Operation on Food Supplements

Samples were also taken as part of programmed inspections at manufacturers and premises where

product specific legislation applies. The budget for sampling will remain the same as it was in 2016-17.

Sampling Projects for 2017-18 are:

- Allergen Management (as part of the North Wales Regional Collaboration project)
- Alcohol Authenticity
- Meat Speciation
- Food Supplements

The anticipated number of samples for Food Standards is around 100 including samples taken for labelling checks. The level of grant available from FSA Wales is much reduced this year as the funding stands at £20,000 for the whole of Wales. Therefore the types of samples taken will change such that labelling checks and alcohol dip stick testing will be undertaken with fewer samples being sent to the Public Analyst.

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

For Food Safety, there will be statutory sampling at approved premises and taking part in WFMF surveys to include:

- Microbiological Examination of diced and sliced cooked chicken – Quarter 1 and 2
- Microbiological Examination of Shopping Basket items – Quarter 1 and 2
- Microbiological Examination of school meals - Quarter 3 and 4

Feed

Sampling of Feeding stuffs during 2017/18 will be undertaken as part of the FSA funded North Wales Feed Service Delivery Plan (part of the North Wales Trading Standards Collaboration). Details have not yet been supplied by FSA of what sampling project work will be required during 2017/18. However, once details are known FCC will participate in any FSA Wales funded sampling projects that are planned during the year. Other than sampling directly funded by FSA Wales Flintshire will not be in a position to take any feed samples other than in response to complaints received or feed safety incidents.

Feed sampling undertaken during 2016/17 included:
- Sampling and analysis of Silage for presence of Heavy Metal Residues.
- Sampling and analysis of Maize for presence of Mycotoxins.
- Sampling and analysis of Poultry Layers Pellets for presence of Salmonella.

With all products found to be sound and wholesome in constitution and to be within permitted limits or free of the contaminants sampled for.

3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease	Investigation and control of outbreaks of food related infectious disease will be carried out in accordance with the Communicable Disease Outbreak Plan for Wales, which was approved by Members in 2011. It has been developed from the amalgamation of several Plans relating to water borne incidents, food poisoning and communicable disease outbreaks. Investigations of sporadic notifications of food related infections disease shall follow the existing documented procedure within the Section. Based on previous years' trends, it is estimated that there will be approximately between 200 and 230 cases of sporadic notifications and between 0 and 10 outbreaks. *Campylobacter* was the highest incidence of food-borne illness for 2016-2017 in Flintshire, which follows a National trend. The reduction of the incidence of *Campylobacter* is identified as a priority within the Food Standard Agency's Strategy 2015-2020. Outbreaks are characteristically resource intensive but do not follow an annual trend, therefore the anticipated burden on staffing cannot be predicted. However, should they occur the impact on resources cannot be over-estimated and would require rapid contingency planning for maintaining the delivery of the rest of the Service. They also involve close liaison and cross-agency working between Public Health Wales and other Local Authorities.

3.7 Food/Feed Safety Incidents	<u>Food Safety and Food Standards</u> Food Alerts will be initiated and responded to in accordance the Food Law Code of Practice (Wales) April 2014. Responses to Food Alerts will be kept in a centralised documented format and the contact details for the Team and relevant Agencies (including out of hour's contacts) will be kept up to date. It is difficult to quantify the resource implication of this function as it depends upon the category of Food Alert and the extent of food or businesses affected within Flintshire. There were several incidents within 2016-17 which required considerable investigation work and enforcement action by the Team. These ranged from serious foreign body and microbiological contamination of food, mislabelling and undeclared allergen through to food supplements containing 'novel foods'. <u>Feed</u> Alerts will be initiated and responded to in accordance with the Feed Law Code of Practice (Wales) 2014. Responses to Feed Alerts will be kept in a centralised documented format and the contact details for the Team and relevant Agencies (including out of hour's contacts) will be kept up to date. It is difficult to quantify the resource implication of this function as it depends upon the nature of the Feed Alert and the source of supply, type, and quantity of feed product involved as well as the distribution of the feed, local regional, national, international.
3.8 Liaison with Other Organisations	The Food Service as a whole is committed to ensuring effective liaison with other relevant organisations to enforce consistency of approach. This includes liaison with: • Food Standards Agency Wales (FSA Wales). • Regulatory Delivery • Professional bodies such as the Chartered Institute of Environmental Health and Chartered Trading Standards Institute. • Public Health Wales, National Resources Wales, CEFAS, Animal and Plant Health Agency and other relevant advisory/liaison bodies.

- Other Local Authorities in Wales as a whole. Additionally, representatives from the Team attend and actively participate on the All Wales Food Safety Expert Group and the All Wales Communicable Disease Expert Panel. These Panels act as a means of optimizing regional and countrywide consistency in enforcement and guidance given.
- Neighbouring LA's. The Team Leader sits on the North Wales Regional Food and Communicable Disease Task Group. There is also close liaison with the North Wales Trading Standards Collaboration Project.
- Liaison with other relevant local bodies, e.g. Magistrates Courts, the Licensing Committee as well as liaison with local fishermen by way of the North Wales and Deeside Shellfish Liaison Group.
- Liaison with other Departments within Flintshire County Council, such as the Planning Department. A system of formal consultation with relevant sections of the Community & Business Protection Service has been set up, so that prompt, appropriate advice may be given to ensure compliance with relevant legislation.

In addition to all of the above, liaison is also maintained between members of the Food Team by monthly Team Meetings. There is also a weekly management meeting for Team Leaders and the Service Manager within Community and Business Protection.

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

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

| | | WHoTS/FSA Feed Working Group, WHoTS and UK Animal Health and Welfare Panels etc.

In addition to the above, liaison is maintained within the Feed element of the Trading Standards Compliance and Animal Health Team through monthly team meetings, and 1:1's. There is also a weekly management meeting for Team Leaders and the Service Manager within Community and Business Protection. |

3.9   Food Safety/ Food Standards and Feed Promotion

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

<u>Food Safety and Food Standards</u>

Last year, these were achieved in the following ways:

We delivered 2 presentations on updates in Food Safety legislation and guidance and on Allergen Information Compliance at the Food and Hospitality Conference held at Coleg Cambria in September 2016. This was a full day event and was attended and very well received by approximately 200 food businesses from across the North Wales region.

We sent out advice to takeaways on new legislative requirements brought in by the Food Hygiene Rating (Promotion of Ratings) (Wales) Regulations 2016. We also added advice to all our programmed inspections to provide in situ advice to businesses in the lead up to and after introduction of the legislation. This was grant funded by Welsh Government to a capped amount of £2431.00.

We took part in Operation Opson VI during January 2017, which focused on Food Supplements. This is an international operation which is ran annually. Interpol and Europol take the lead for this and its purpose is to target counterfeit and substandard foodstuffs worldwide. For this year's operation, Food Supplements was chosen in Wales as this is a priority area for the Food Standards Agency and has been an issue across Europe due to the use of unsafe substances such as DNP, the adulteration of food supplements or the mislabelling of products such as making unsubstantiated health claims. We contacted all gyms, tanning salons, beauty spas and similar types of premises with a letter and advisory leaflet which had been provided by the FSA, advising them of their legal duties and to advise how such products should be sourced and labelled. This was followed up by sampling

at several premises.

We completed survey work in relation to the display of food hygiene ratings in premises with a rating of 0, 1 and 2. All businesses within this category were written to and a hygiene rating sticker sent to them before any sticker checks were carried out. From this, the majority of premises visited were displaying the correct valid food hygiene rating sticker at the time the officer entered the premises. No Fixed Penalty Notices had to be issued as a result of this survey.

Promotional work programmed for this year includes:

- This year's Food Safety Week theme is Safe Summer Eating and is being launched on 19th June 2017 to coincide with National Picnic Week. The promotional activity is to be ran throughout the year on 3 key themes of Safe Summer Eating, Christmas (Sept - Dec) and Spring Clean (Jan – March).
- Allergen Management North Wales Region Collaboration Project. The project is being overseen by Gwynedd County Council and will involve all six North Wales authorities. The funding is being sought from FSA Wales by way of grant funding. The application is due to be submitted by July 2017.
- Two members of the team are carrying out talks on Food Hygiene ratings and Allergens at the Women's Institute in June 2017.

Feed

Officers of the service work with the trade offering advice and guidance on compliance with legal and best practice standards during routine inspection work conducted on farms, in shops, and in factories on behalf of FSA Wales and during our work at Critical Control Points (CCP's) including Mold livestock auction when carrying out routine animal health and welfare and disease control work. Promotion work is done as part of routine inspection or in response to enquiries made by business to the service.

4.0 RESOURCES

4.1 Financial Allocation

The financial allocation for the Food Service is split between budgets provided for the Animal Health and budgets provided for the Food Safety and Food Standards Service. The overall level of expenditure providing the Food Safety and Food Standards Service for 2017-18 is detailed below in Table 3.

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

COST ITEM	FINANCIAL ALLOCATION
(a) Staffing (total staff costs)	£509,356
(b) Travel (lump sum and mileage) and Subsistence	£5,546
(c) Equipment (including investment in I.T.*)	£2,981
(d) Sampling	£3,677
(e) Shellfish Sampling	£9001
(f) Support Costs for Printing and Translation	£398
(g) Training	Centrally held budget which is accessed via application for funding of training

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

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

Table 4: Budget for the Feed Service Delivery 2017/18

COST ITEM	FINANCIAL ALLOCATION
(a) Staffing (total staff costs)	£12994.80
(b) Travel (lump sum and mileage) and Subsistence	£2000.00
(c) Equipment (including investment in I.T.*)	£500.00
(d) Sampling	No current budget but funding may be available from FSA Wales later in 2017/18 for targeted project work.
(e) Training	Centrally held budget which is accessed via application for funding of training
(f) Total	£15494.80

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

4.2   Staffing Allocation

Food Safety and Food Standards

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

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

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

Officers also hold the Higher Certificate in Food Control.

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

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

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

Table 5: Full Breakdown of Resources by Full Time Equivalent (FTE) to Deliver the Food Safety and Food Standards Service

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

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

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

Feed

All aspects of Feed work will be carried out by six officers of the service as part of their duties as members of the Trading Standards Compliance and Animal Health Team. These are 0.1 FTE Team Leader Trading Standards Compliance and Animal Health, 0.1FTE Trading Standards Officer, and and 0.2 FTE Trading Standards Enforcement Officer.

The Team Leader and the teams Trading Standards Officer are currently the only two officers within the team that satisfy all criteria as a 'qualified' and 'competent' feed officer, this includes holding the Diploma in Trading Standards (or equivalent), successful completion of the five day QMS Auditor/Lead Auditor Training Course, completion of CIEH accredited HACCP training, and participation in an FSA programme of feed training in conjunction with their approved training provider. Such qualification means that these two officers are suitably qualified and competent to undertake all aspects of feed work, while the Trading Standards Enforcement Officers satisfy the 'competency' criteria based on experience and training that enables them to perform Below the Line (Low Risk) feed work on both Livestock and Arable Farms. All six officers satisfy the FSA requirements re qualification and /or competency to enable them to undertake feed enforcement work. This includes meeting the requirement to undertake a minimum of 10 hours relevant CPD annually.

4.3 Staff Development Plan

During the forthcoming year the following training is planned:

(i)   Support of national and regional seminars on relevant subject matters.

(ii)   In-house training sessions on relevant subject matters.

Each individual's training requirements are going to be set out in the Planning and Environment Learning and

Development Plan 2017-2018.

Each member of the Team will receive the required ten hours Continuing Professional Development as required by the Food Law Code of Practice (Wales) April 2014.
.
Staff will be subject to annual individual Staff Appraisals in line with the Corporate H.R. Policy with a mid-year review which identifies and tracks training and development needs. All staff also have monthly One to Ones with the Team Leader to identify and monitor areas requiring development.

Some of the training courses attended by staff during 2016-17 include:

- All Wales Food Hygiene Rating Consistency
- Food Standards Improvement Notices Enforcement
- Food Standards for Food Safety Officers
- Enforcement Sanctions
- Law, Evidence gathering, Best Practice
- Internal Food Hygiene and Food Standards update

Attendance at the Lead Officer for Communicable Disease Training included a test of the All Wales Communicable Disease Outbreak Plan.

Training planned for 2017-18 includes:

- All Wales Consistency on Food Hygiene Ratings
- Regulatory Investigatory Powers Act
- Food Standards – Higher Certificate
- Food Standards for Food Safety Officers
- HACCP Refresher
- Communicable Disease legislation refresher

A full list of training required has been submitted to the All Wales Food Technical Panel as they provide the FSA with guidance on training programmes to be delivered on an All Wales basis. Team members attend this training as per the allocation given to each local authority.

Feed

The two qualified and competent Trading Standards Officers of the team along with two of the four Trading Standards Enforcement Officers have all attended

specialist training on Feedstuffs during the period 2016-2017, to ensure continued competence and qualification and will continue to undertake ongoing training as part of CPD for feed during 2017/18. They will be joined by two additional officers to complete both course based and on the job training to improve competence and knowledge during 2017/18 including on-going CPD.

All feed training is provided regionally as part of the North Wales Regional Feed Enforcement Delivery Plan that is funded by FSA.

5.0 QUALITY ASSESSMENT

5.1	Quality Assessment

Food Safety and Food Standards

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

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

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

Feed

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

In addition, for the whole service external audits including focused audits, are undertaken by the Food Standards Agency Wales (frequency determined by FSA). The Service received a full audit by the Food Standards Agency Wales in October/November 2013. The revisit to this audit was carried out by 3 auditors in November 2015.

6.0 REVIEW PROCESS

6.1 Review against Service Plan

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

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

(b) Monthly minuted Team Meetings with actions and relevant timescales detailed.

(c) Monthly One to Ones with individual Team Members.

(d) Weekly informal Team Briefings which set the focus and priorities for that coming week.

6.2 Review of Performance Against 2016-2017 Service Plan

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

Appendix 3 provides full quantitative analysis of service delivery during 2016-17.

Food Safety and Food Standards

General achievements of note are listed below:

- Achieved 100% of High Risk Food Hygiene inspections
- Achieved 100% of D and E Risk Band Food Hygiene Inspections
- Exceeded the target for the percentage of new food businesses we became aware of within the year

receiving an inspection for both Hygiene and Standards

- Achieved 100% of High Risk Food Standards inspections
- Achieved 100% of B Risk band Food Standards inspections
- Achieved 94% of C Risk (Low risk) Food Standards inspections.
- The percentage of premises with a Food Hygiene rating of 5 has increased from 71.9% to 74.5%. 96.3% of businesses have a rating of 3 or higher compared to 95.7% in the previous year.
- Carried out survey work on non-display of food hygiene ratings in all 0-2 rated premises
- As a result of the work carried out in Opson VI, we identified a product which contained a substance not permitted in food. This resulted in a national Food Incident and the product being removed from the market.

Feed

Achievements for 2016/17:

- FCC continued to work with FSA Wales and in collaboration with the five other North Wales Local Authorities to develop and implement the FSA Wales funded North Wales Feed Service Delivery Plan. The plan is to enable a uniform and consistent approach to feed service delivery across Wales making best use of limited financial and officer resource in improving and maintaining feed hygiene and standards across the industry.
- The overall target for inspection of registered feed premises for Flintshire for 2016/17 was 78 premises in total (made up of 52 High Risk and 26 Low Risk) as set by FSA Wales. However, on inspection it was found that some businesses had ceased trading while others had changed the feed activities that they are performing as part of their business from high risk activities to those classed as low risk. In addition to this on inspection it was found that a number of Feed Business Operators had registered their businesses incorrectly as being high risk rather than low risk. Following these inspections the Flintshire Feed Register has been updated to reflect these changes and to ensure that the record is an accurate reflection of registered feed activities being undertaken. The end result of inspection work conducted was a total of 81 premises inspections made up of 23 High Risk

and 51 Low Risk, plus 7 premises found to have ceased trading.

- The four feed officers (0.4 FTE) attended a number of feed training events organised by both FSA Wales and the North Wales collaboration. These included sampling and inspection training/refresher events and update training on legislation. All officers have maintained their CPD and met the minimum requirements set for CPD by FSA Wales.

6.3 Areas of Improvement 2017-2018	Areas requiring focus for the forthcoming year are as follows: - Continue work on full implementation of the FSA audit action plan in line with the stated completion dates. These are detailed in Appendix 4. - Identify and inspect businesses that are not currently registered as a food business but that sell food supplements and so require registration and inspection. - Inspect all schools due to changes in provider of school meals. - Inspect all after school clubs that fit within the scope of being classed as a food business. - Further develop the website pages in relation to our service area to signpost businesses to advice and updates on legislation. - Inspect all premises which have not had a full food hygiene inspection since the introduction of mandatory display and are not due a full inspection this year. This is to ensure all business that fall within the scope of the Food Hygiene Rating (Wales) Act will have a food hygiene rating sticker which they must display. **<u>Feed</u>** - Flintshire are to continue as a member of the North Wales Feed Enforcement Delivery Plan collaboration and will deliver a Feed Service in compliance with the requirements of the FSA funded regional delivery plan and in accordance with the Feed Law Enforcement Code of Practice (FLECP). - Continue to maintain and update the Flintshire Register of Feed Premises.

- Further develop and improve feed premises records systems and continue to improve recording of all feed enforcement and advice work including use by officers of written inspection reports with copies supplied to business on completion of each inspection/intervention.

- Continue to develop and implement a documented Alternative Enforcement Strategy (AES) for use with low risk premises and premises that have 'earned recognition'.

- Continue the further development of documented procedures for Feed in line with the documents that have been produced by WHoTS/FSA Working Group for use by all Welsh Local Authorities.

- Continued review and updating of the feed premises database to be undertaken to ensure accuracy and compliance with the requirements of the FLECP.

6.4   Forthcoming Considerations

There are several considerations which may influence or impact on Service Delivery for 2017/18. These are detailed below:

Food Safety and Food Standards

The Service Plan relies on the current level of staffing to be maintained. These posts will need to remain filled for the whole of 2017/18 for the commitments made for Service Delivery to be met.

A further consultation is due on the Food Law Code of Practice (Wales). We have been informed by FSA Wales this will be undertaken over the summer period. It is not yet known when the revised Code of Practice will be introduced.

The Food Standards Agency launched a consultation early in 2016 regarding changing the delivery model for Food and Feed Controls called Regulating the Future (RoF). The objective of the programme is to 'define and then deliver a new regulatory blueprint for a food industry unrecognizable from the one that existed when the current system was designed'. The proposal is to radically alter the blueprint of the delivery model to best support compliance and protecting consumers' interests in line

with the FSA's 2015-20 Strategy of 'food we can trust'. The FSA are working to a timetable of January 2020 for the blueprint to be finalised. However, they have stated that where immediate incremental improvements can be made, these will be introduced sooner. A RoF Local Authority Update day is being held in July 2017, to which each LA is expected to attend.

Effect of EU Exit – initial details of EU exit in the context of Food Hygiene and Food Standards legislation are going to be delivered at the RoF update day being held in July 2017

Feed

The current delivery model for feed service delivery on a regional basis is now entering its third year of operation, with targets being set by FSA Wales and all work being paid for on completion against a fixed price menu dependent on feed activity and inspectable risk. Although the new delivery model appears to be working well the FSA's intentions are not known beyond the end of 2017/18 with regard to expectations from Local Authorities or any funding to Local Authorities for feed service delivery.

The Service Plan relies on the current level of staffing to be maintained. These posts will need to remain filled for the whole of 2017/18 for the commitments made for Service Delivery to be met.

The impact of the UK's exit from the EU on Feed Law Enforcement is currently unknown.

The Regional coordinator for the North Wales Feed Enforcement Delivery Plan has advised all LA's including Flintshire that the FSA propose to carry out an audit of Feed Service delivery across North Wales during 2017, although no date has yet been set for this.

Point of Special Note

Following the FSA audit in 2013, the Food Safety and Food Standards elements of the Food Service received a follow up audit in November 2015 to assess progress with the audit action plan.

It is anticipated we will receive a further revisit sometime within 2017-18. It is hoped the majority, if not all recommendations can be signed off at this time.

There may also be a national focused audit on the implementation of The Food Hygiene Rating (Wales) Act 2013. The proposed format for this audit is desk top for all Local Authorities in Wales with physical audit at a reduced number of Local Authorities for verification purposes.

GLOSSARY OF TERMS

Food Standards Agency Wales - is a non-ministerial government department supported by seven agencies and public bodies. It is the central competent authority for the UK in relation to European Union food legislation. In Wales, it is responsible for Food Safety and Hygiene and Food Labelling Policy. It works with local authorities to enforce Food Safety, Standards and Feed regulations.

Food Law Code of Practice (Wales) 2014 - the Food Law Code of Practice is issued under section 40 of the Food Safety Act 1990 (the Act), regulation 24 of the Food Hygiene (Wales) Regulations 2006, 1 and regulation 6 of the Official Feed and Food Controls (Wales) Regulations 2007, and sets out the execution and enforcement of that legislation by Food Authorities. It relates to Wales only.

EU Regulation 853/2004 – is one of a set of three regulations that relate to Food Hygiene. This specific set of regulations supports the general hygiene requirements set out in EU Regulation 852/2004 and lays down specific regulations for products of animal origin.

Natural Resources Wales (NRW) – is the largest Welsh Government sponsored body. It was formed in 2013 and took on the functions of the Environment Agency, Countryside Council for Wales, and Forestry Commission Wales in addition to other Welsh Government functions. It is the principal advisor to Welsh Government on issues relating to the environment and its natural resources as well as being a regulator of these areas.

Centre for Environment, Fisheries and Aquaculture Science (CEFAS)
– is an executive agency sponsored by the Department for Environment, Food, Fisheries and Rural Affairs which collects, manages and interprets data on the aquatic environment, biodiversity and fisheries.

North Western Inshore Fisheries and Conservation Authority (NW IFCA) - the North Western Inshore Fisheries and Conservation Authority was established under the Marine and Coastal Access Act 2009 and the North Western Eastern Fisheries and Conservation Order 2010. NWIFCA is one of 10 IFCA managing and regulating English coastal waters. The statutory duties of the IFCA are set out in the Act

Ship Sanitation Certificate - A Ship Sanitation Certificate is a document that corroborates a ship's compliance with maritime sanitation and quarantine rules specified in article 39 of the International Health Regulations (2005) issued by the World Health Organization.

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

North Wales Feed Law Enforcement Delivery Plan (NWFLEDP) - is the FSA Wales funded plan that was introduced in April 2015 following a review by FSA Wales in 2014 of the delivery of feed law enforcement across Wales. The plan is delivered regionally through the collaboration of the six North Wales local authorities with Wrexham CBC

acting as the project lead authority to deliver against priorities that are reviewed and set annual by FSA Wales.

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

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

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

Local Government Performance Improvement Framework – The framework under which local government collects, compares and publishes its own set of performance indicators alongside the Welsh Government's national set of performance indicators. The Performance Improvement Framework focuses on three distinct areas:
 National Strategic Indicators (NSIs): statutory indicators set by Welsh Ministers
 Public Accountability Measures (PAMs)– local authority owned measures designed to contribute to public accountability; and
 Service Improvement Data (SIDs)- meaningful datasets for use by services and their regulators to support service improvement.

Local Authority Enforcement Monitoring Systems (LAEMS) – LAEMS is a web-based system used to report local authority food law enforcement activities to the Food Standards Agency.

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

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

Primary Authority - the principles of Primary Authority are set out in the Regulatory Enforcement and Sanctions Act 2008 (as amended), and is overseen by the Better

Regulation Delivery Office (BRDO) on behalf of the Secretary of State for the Department for Business, Innovation and Skills (BIS). The FSA works closely with BRDO in its work to support the delivery of Primary Authority for food regulators.

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

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

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

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

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

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

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

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

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

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

Wales Heads of Trading Standards (WHoTS) - represents the 22 Trading Standards Services in Wales. The aim of WHoTS is to work in partnership to provide a coordinated, consistent and improved service to Welsh Businesses and Welsh Consumers. WHoTS was formed in response to the demand for continuous service improvement in Wales.

The organisation acts under the auspices of the Directors of Public Protection Wales and provides a strategic leadership role for the Welsh Service.

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

Continuing Professional Development - Continuing Professional Development (CPD) is the means by which professionals maintain and enhance their knowledge and skills.

Regulating Our Future – is the Food Standards Agency programme of fundamental redesign of regulatory roles and of the way in which regulation is delivered. The aim is to provide a sustainable regulatory model for food businesses in England, Wales and Northern Ireland by 2020.

Chart 1

FLINTSHIRE COUNTY COUNCIL - ORGANISATIONAL STRUCTURE

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| Chief Executive | Chief Officer People And Resources | Chief Officer Governance | Chief Officer Education and Youth | Chief Officer Social Services | Chief Community and Enterprise | Chief Officer Streetscrene and Transportation | Chief Officer Planning and Environment | Chief Officer Organisational Change | Chief Officer Organisational Change |
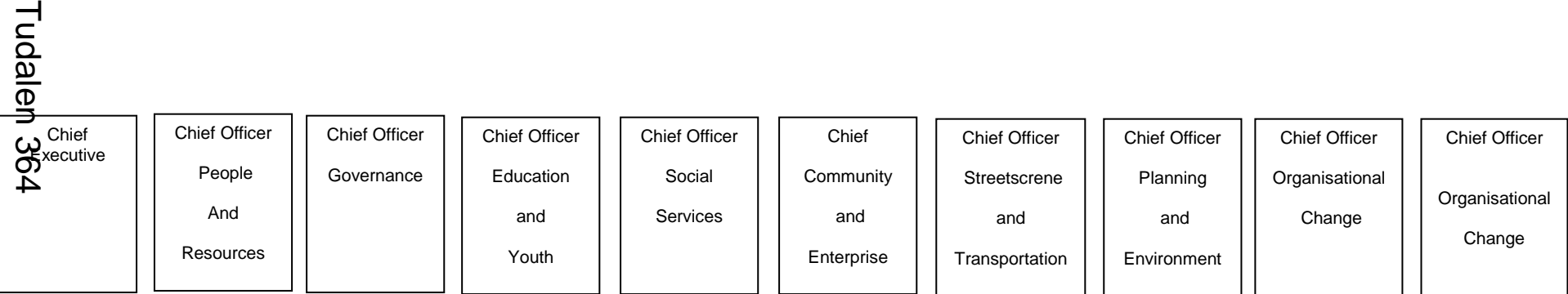
FLINTSHIRE COUNTY COUNCIL – POLITICAL STRUCTURE

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┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│    Standards    │──────│  County Council │──────│     Cabinet     │
│    Committee    │      │                 │      │                 │
└─────────────────┘      └─────────────────┘      └─────────────────┘
                                                            │
                                                  ┌─────────────────┐
                                                  │ Children's       │
                                                  │ Services Forum   │
                                                  └─────────────────┘
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┌──────────────────┐  ┌──────────────────┐  ┌─────────────┐  ┌─────────────┐  ┌─────────────┐
│ Democratic       │  │ Planning &       │  │ Audit       │  │ Licensing   │  │ Constitution│
│ Services         │  │ Development      │  │ Committee   │  │ Committee   │  │ Committee   │
│ Committee        │  │ Control          │  │             │  │             │  │             │
│                  │  │ Committee        │  │             │  │             │  │             │
└──────────────────┘  └──────────────────┘  └─────────────┘  └─────────────┘  └─────────────┘
         │
┌───────────┬──────────────┬──────────────┬──────────────┬──────────────┬──────────────┐
│ Corporate │ Community &  │ Education &  │ Social Care &│ Environment  │ Organisational│
│ OSC       │ Enterprise   │ Youth        │ Health       │ OSC          │ Change        │
│           │ OSC          │ OSC          │ OSC          │              │ OSC           │
└───────────┴──────────────┴──────────────┴──────────────┴──────────────┴──────────────┘
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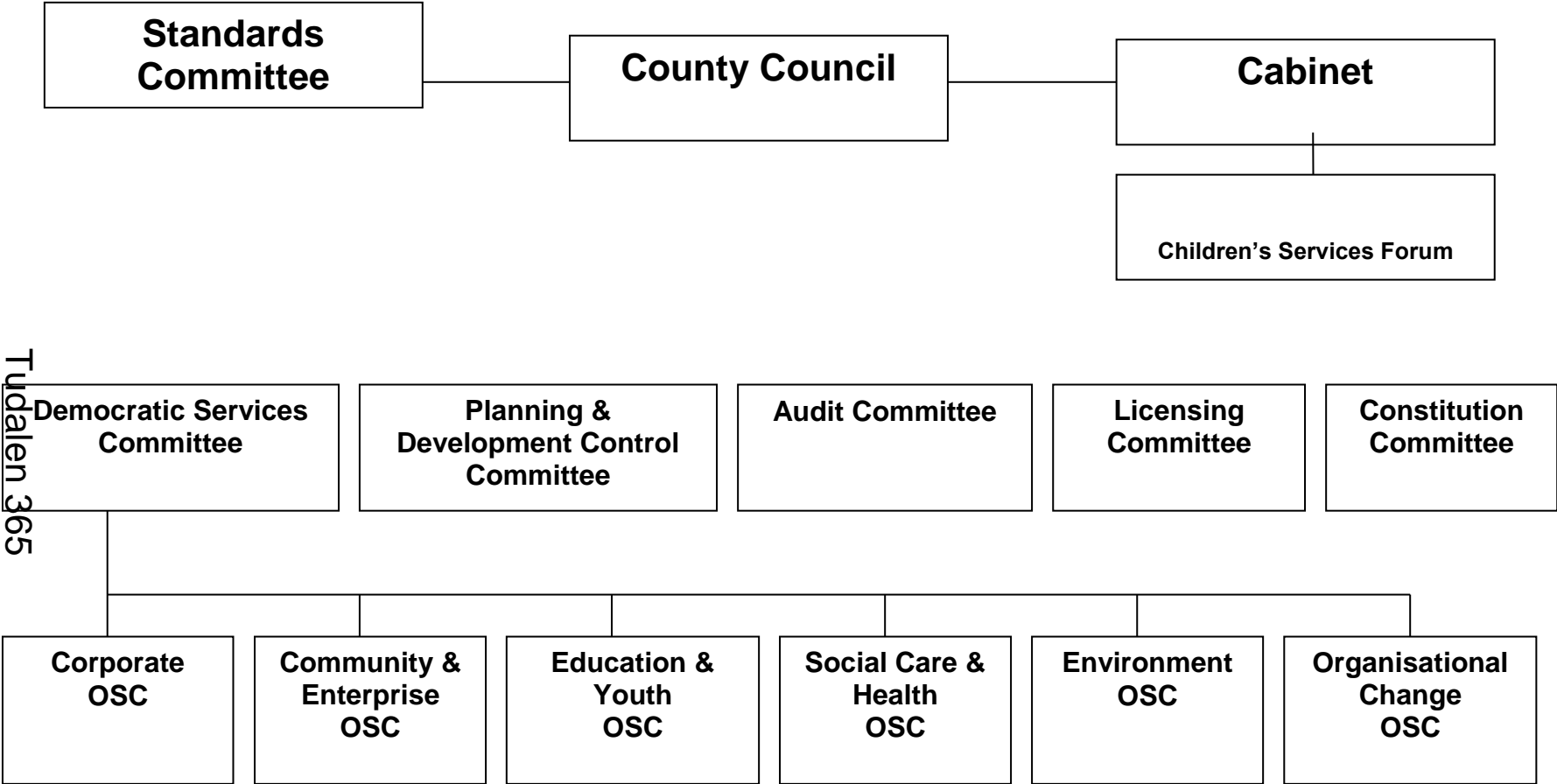
Chart 3

COMMUNITY AND BUSINESS PROTECTION - FOOD SERVICE

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                    ┌─────────────────────────┐
                    │     Chief Officer        │
                    │ (Planning & Environment) │
                    └─────────────────────────┘
                               │
                 ┌─────────────────────────────┐
                 │  Community and Business      │
                 │    Protection Manager        │
                 └─────────────────────────────┘
```

Team Leader – Trading Standards Compliance and Animal Health
1.0 FTE

Team Leader – Food Safety and Food Standards
1.0 FTE

Trading Standards Enforcement Officer
4.6 FTE

Trading Standards Officer

1.0 FTE

Regional Commissioning and Development Officer (Substance Misuse)

1.0 FTE

Technical Assistant
1.0 FTE

Environmental Health Officer
x 5.5FTE

Trading Standards Officer
x 1.0 FTE

Food Safety Officer
x 3.0 FTE

APPENDIX 2

Please find below a breakdown of the profile of programmed Food Safety and Food Standards inspections for 2017-18 by Risk Rating:

Table A

PROGRAMMED INSPECTIONS - FOOD SAFETY	
Risk	**Number Due**
A	5
B	20
C	284
D	121
E	151
Unrated	24
TOTAL	**605**

Table B

PROGRAMMED INSPECTIONS - FOOD STANDARDS	
Risk	**Number Due**
A	13
B	187
C	72
Unrated	32
TOTAL	**304**

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

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

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Please find below a breakdown of the profile of programmed Feed inspections for 2017/2018 by Feed Business Activity:

Table C

High Risk (ATL)/Low Risk (BTL)	PROGRAMMED INSPECTIONS - FEED	
	Registered/Approved Feed Business Activity	Number Due
High Risk	Manufacturer of Feed	2
High Risk	Co Product Producers	0
High Risk	Feed Stores	0
High Risk	Feed Distributor	1
High Risk	Feed Transporter	4
High Risk	On Farm Feed Mixers	21
High Risk	Supplier of Surplus Food	8
High Risk	Pet Food Manufacturer	1
Low Risk	Livestock Farms	80
Low Risk	Arable Farms	0
Total		**117**

The type (by feed activity) and number of feed inspections to be conducted during 2017/18 by Flintshire has been determined by FSA Wales. This is as part of year three of the current FSA Wales funded North Wales Feed Enforcement Delivery Plan.

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APPENDIX 3 – PERFORMANCE 2016-17

Food Safety

Risk	Programmed	Achieved
A) High Risk	2	100%
B) High Risk	31	100%
C) High Risk	262	100%
D Low Risk	124	100%
E Low Risk	198	100%
Unrated	30	100%
TOTAL	**647**	

TOTAL Number of Interventions Undertaken (including Revisits)	**955**

Food Standards

Risk	Programmed	Achieved
High	13	100%
Medium	187	100%
Low	151	94%
Unrated	144	93.8%
TOTAL	**495**	

TOTAL Number of Interventions Undertaken (including Revisits)	**608**

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Feed Inspections (as per requirements of FSA/WHoTS Regional FLEDP 2016/17)

Risk	Programmed	Achieved
High	52	23
Medium/Low	26	51
Premises found on inspections to have ceased trading	0	7
TOTAL	**78**	**81**

- Please note that the discrepancy between targets set and what was achieved during 2016/17 was due to premises that were subjected to a first feed premises inspection after the business registering with Flintshire being found to have been incorrectly registered by the Feed Business Operator when they applied for their initial registration.
- In all cases where this was found to be the case the business had registered for a High Risk (above the line) feed activity either by mistake rather than the correct Low Risk (below the line) activity or in some cases the business had changed feed activity since first registering.
- In addition to this a total of 7 premises registered with Flintshire were found on inspection to have ceased any feed activity and as a result have had their feed registration cancelled on the Flintshire Feed Register.

Food Hygiene Ratings

Profile of Ratings within Flintshire: May 2017

	5	4	3	2	1	0
	Very Good	Good	Generally Satisfactory	Improvement Necessary	Major Improvement Necessary	Urgent Improvement Necessary
% of Premises *	74.5	17.3	4.6	1.7	1.5	0.0

*Figures have been rounded to one place of decimal so does not = 100%

Number of Requests for Rescore Visit to be undertaken   -   31

Number of Appeals on Rating   -   3

Other data in relation to Demands on Food Service

Food and Feeding Stuffs Complaints
Food Safety number of complaints   -   96
Food Standards number of complaints   -   13
Feeding Stuffs number of complaints   -   0 (Nil)

Advice to Business

Food Safety   -   158 requests for advice
                                                  98.7% responded to within 10 working days

Food Standards   -   13 requests for advice
                                                  84.6% responded to within 10 working days

Feeding Stuffs   -   15 requests for advice – primarily regarding new registrations were received, all were
                                                  responded to within 5 working days.

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<u>Food and Feeding Stuffs Inspection and Sampling</u>

Food Safety   -   62   samples – statutory and monitoring
Food Standards   -   103   samples – monitoring for composition and labelling

Feeding Stuffs   -   No complaints regarding animal feeding stuffs were received during the period 2016/17 and therefore no complaint samples were taken. Sampling was undertaken across North Wales as part of project work carried out at the request of FSA Wales as part of the North Wales Feed Law Enforcement Delivery Plan. In Flintshire this sampling included the taking of the following samples:

- 1 x Silage sample taken for analysis for the presence of Heavy Metal residue.
- 1 x Maize sample taken for analysis for presence of Mycotoxins.
- 1 x Poultry Layers Pellets sample taken for analysis for presence of Salmonella

<u>Control and Investigation of Outbreaks and Food Related Infectious Disease (Food Safety only)</u>

Sporadic Notifications   -   216   (of which 154 were Campylobacter)
Outbreaks   -   2   (found not to be food-related)

<u>Other Types of Service Requests (Food Safety only)</u>

<u>Water Disconnections</u>   -   21

<u>Shellfish Requests for Registration Documents</u> -   these are now administered by Natural Resources Wales on our behalf

<u>Ship Sanitation</u>   -   2

<u>Export Certificates</u>   -   57 – substantial increase as a business changed production to their Flintshire site

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Status Key

■■■■	Completed
■■■■	Good Progress
■■■■	Limited Progress
■■■■	No Action Taken

Updated Action Plan for Flintshire County Council (Excluding Feed Service*)
Audit Date: 28 October - 1 November 2013

Follow-Up Visit Date: 26 November 2015

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

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

<div style="writing-mode: vertical-rl">Tudalen 373</div>

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

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

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

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

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

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

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

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

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TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING ACTIONS
		being sent out later will be recorded on file.	being sent out within 14 days in compliance with the Food Hygiene Rating Scheme. Any deviation on reports going out is recorded on the database.	
Food Standards 16.15(i) Maintain up to date and accurate records in retrievable form on all food establishments in its area in accordance with the Food Law Code of Practice and centrally issued guidance. These records shall include reports of all interventions/inspections, the determination of compliance with legal requirements made by the authorised officer, details of action taken where noncompliance was identified, details of any enforcement action taken, and relevant food registration information. [The Standard -16.1]		This recommendation relates to: a.) Paper-based premises files not being available for all premises in relation to Food Standards. b.) The database records not being comprehensive. c.) Inspection report forms not giving a breakdown of legal contraventions and what was only recommendation. d.) The report of inspection form did not have all the information on it that it is supposed to have. Improvements:- a.) Merge premises files between Food Hygiene and Food Standards. b.) Database records to be comprehensive by scanning	All team members are now in the same office. This has allowed the merging of premises files to start. Food Safety already had a file for each premises and so Food Standards information is being put on to these same files. All documents are being scanned on to the database as part of the new Mobile and Agile working practice. Prior to the audit, documented instruction had been given to ensure	Ensure food standards reports / records distinguish clearly between contraventions and recommendations and clearly specify the legislation. Revised date for completion: 27/05/16

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

Summary (excluding feed)

Total Recommendations	**18**
Completed	**7**
Good Progress	**11**
Limited Progress	**0**
No action	**0**
Total Outstanding	**11**

Mae'r dudalen hon yn wag yn bwrpasol

EXERCISE OF DELEGATED POWERS – DECISIONS TAKEN

Organisational Change

- **The Sale of the Front Garden of 14 Merllyn Avenue, Connah's Quay, Deeside**
  The front garden of the above was originally excluded from the Right to Buy purchase by the owner.

- **Land Adjoining the Former Llanfynydd C.P. School, Llanfynydd**
  The property is to be sold to a purchaser who intends to convert the premises into a Business Centre with Conference facilities. This land is to be added to the overall demise.

- **Land Adjacent to Yvonne's Café (Crumps Yard – West End), Dock Road, Connah's Quay**
  The subject comprises a 0.3 acre parcel of land which the purchasers intend to utilise for car parking provision for the Cafe.

Community and Enterprise

- **Business Rates – Adoption of High Street Rate Relief Grant Scheme**
  Welsh Government (WG) have introduced a business rate relief scheme aimed at high street retailers in Wales which will provide two tiers of relief, of either £500 (tier 1) or £1,500 (tier 2) to eligible retailers occupying premises with a rateable value of £50,000 or less in the financial year 2017-18. The scheme is a one-off temporary measure, fully funded by WG. There is also requirement for individual local authorities to adopt a scheme and determine which businesses can be awarded relief. To enable rate relief to be awarded in a timely way, early adoption of this scheme will allow relief to be granted to eligible businesses in line with WG published guidance.

- **Business Rate – Application for Hardship Rate Relief – Shotton Cricket Club**
  An application from Shotton Cricket Club had been received in respect of a 20% liability in 2017-18 and is supported for Hardship Rate Relief. The club is open to all members of the community providing facilities for cricket and other sports and there is evidence that the obligation to meet the 20% rate liability will create financial hardship in 2017-18.

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

Mae'r dudalen hon yn wag yn bwrpasol

FLINTSHIRE COUNTY COUNCIL FORWARD WORK PROGRAMME ITEMS
COUNCIL, CABINET, AUDIT AND GOVERNANCE & SCRUTINY
1 July 2017 TO 31 December 2017

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) *(Cabinet only)*	PORTFOLIO *(Cabinet only)*
July					
Environment Overview & Scrutiny Committee	11/07/17	Streetscene and Transportation	**Active Travel Plan** To update the Committee ahead of the formal consultation period on the Active Travel Plan.	Operational	Cabinet Member for Streetscene and Countryside
Environment Overview & Scrutiny Committee	11/07/17	Planning and Environment	**Food Service Plan 2017/18** To approve the Food Service Plan 2017-18	Operational	Cabinet Member for Planning and Public Protection
Environment Overview & Scrutiny Committee	11/07/17	Overview and Scrutiny	**Improvement Plan 2016/17 Outturn Report** To enable Members to fulfil their scrutiny role in relation to performance monitoring.	Strategic	Cabinet Member for Planning and Public Protection, Cabinet Member for Streetscene and Countryside

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	11/07/17	Overview and Scrutiny	**Forward Work Programme** The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Environment Overview & Scrutiny Committee.	Operational	
Corporate Resources Overview & Scrutiny Committee	13/07/17	Finance	**Revenue Budget Monitoring 2016/17 (Month 12) Report** This regular monthly report provides the latest revenue budget monitoring position for 2016/17 for the Council Fund and Housing Revenue Account. The position is based on actual income and expenditure as at Month 12, and projects forward to year-end.	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) *(Cabinet only)*	PORTFOLIO *(Cabinet only)*
Corporate Resources Overview & Scrutiny Committee	13/07/17	Finance	**Revenue Budget Monitoring 2016/17 (Outturn) and Capital Programme Monitoring (Outturn)** This report provides the revenue budget outturn position for 2016/17 for the Council Fund and Housing Revenue Account and to present the Capital Programme outturn for 2016/17.	Operational	Leader of the Council and Cabinet Member for Finance
Corporate Resources Overview & Scrutiny Committee	13/07/17	Finance	**Revenue Budget Monitoring 2017/18 (INTERIM)** This report provides known key risks and issues to the revenue budget outturn position for 2017/18 for the Council Fund and Housing Revenue Account	Operational	Leader of the Council and Cabinet Member for Finance
Corporate Resources Overview & Scrutiny Committee	13/07/17	Finance	**Medium Term Financial Strategy Update** To present the financial forecast for 2018/19.	Strategic	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	13/07/17	Overview and Scrutiny	**Improvement Plan 2016/17 Outturn Report** To enable Members to fulfil their scrutiny role in relation to performance monitoring.	Strategic	Cabinet Member for Corporate Management and Assets, Leader of the Council and Cabinet Member for Finance
Corporate Resources Overview & Scrutiny Committee	13/07/17	Chief Executive's	**Council Plan 2017-23** To consider and endorse specific targets set within the Council Plan 2017-23, plus national performance indicators	Strategic	Leader of the Council and Cabinet Member for Finance
Corporate Resources Overview & Scrutiny Committee	13/07/17	Overview and Scrutiny	**Forward Work Programme** To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.	Operational	
Organisational Change Overview & Scrutiny Committee	17/07/17	Overview and Scrutiny	**Improvement Plan 2016/17 Outturn Report** To enable Members to fulfil their scrutiny role in relation to performance monitoring.	Strategic	Cabinet Member for Corporate Management and Assets

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Organisational Change Overview & Scrutiny Committee	17/07/17	Chief Executive's	**Council Plan 2017-23** To consider and endorse specific targets set within the Council Plan 2017-23, plus national performance indicators	Strategic	Leader of the Council and Cabinet Member for Finance
Organisational Change Overview & Scrutiny Committee	17/07/17	Organisational Change	**Alternative Delivery Model Review** To provide the Committee with an update	Operational	Cabinet Member for Corporate Management and Assets
Organisational Change Overview & Scrutiny Committee	17/07/17	Organisational Change	**Holywell Leisure Centre Community Asset Transfer Review, Facilities Management** To provide the Committee with an update	Operational	Cabinet Member for Corporate Management and Assets
Organisational Change Overview & Scrutiny Committee	17/07/17	Organisational Change	**NEWydd Catering and Cleaning Alternative Delivery Model** To provide the Committee with an update	Operational	Cabinet Member for Corporate Management and Assets
Organisational Change Overview & Scrutiny Committee	17/07/17	Organisational Change	**Holywell Leisure Centre Community Asset Transfer** To provide the Committee with an update	Operational	Cabinet Member for Corporate Management and Assets

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Organisational Change Overview & Scrutiny Committee	17/07/17	Overview and Scrutiny	**Forward Work Programme (Organisational Change)** To consider the Forward Work Programme of the Organisational Change Overview & Scrutiny Committee	Operational	Not Applicable
Cabinet	18/07/17	Planning and Environment	**Food Service Plan for Flintshire County Council 2017-18** To approve the Food Service Plan for 2017-18.	Operational	Cabinet Member for Planning and Public Protection
Cabinet	18/07/17	Governance	**Executive Bodies** To note the membership of the Executive Bodies and to delete those bodies that are no longer required.	Operational	Cabinet Member for Corporate Management and Assets
Cabinet	18/07/17	Finance	**Medium Term Financial Strategy Update** To present the financial forecast for 2018/19.	Strategic	Leader of the Council and Cabinet Member for Finance
Cabinet	18/07/17	Chief Executive's	**Capital Programme 2016/17 (Outturn)** To provide the final outturn for the Capital programme 2016/17 (subject to audit).	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) *(Cabinet only)*	PORTFOLIO *(Cabinet only)*
Cabinet	18/07/17	Chief Executive's	**Revenue Budget Monitoring 2016/17 (Outturn)** To present the revenue budget outturn position for 2016/17 for the Council Fund and Housing Revenue Account.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	18/07/17	Chief Executive's	**Revenue Budget Monitoring 2017/18 (Interim)** To provide details of known key risks and issues to the revenue budget outturn position for 2017/18 for the Council Fund and Housing Revenue Account.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	18/07/17	Chief Executive's	**Council Plan 2017-23** To endorse the draft Council (Improvement) Plan 2017-23.	Strategic	Cabinet Member for Corporate Management and Assets
Cabinet	18/07/17	Chief Executive's	**Welsh Language Standards Annual Report** To endorse the progress made in complying with the Welsh Language Standards and to note the future work programme.	Strategic	Cabinet Member for Corporate Management and Assets

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) *(Cabinet only)*	PORTFOLIO *(Cabinet only)*
Cabinet	18/07/17	Community and Enterprise	**Communal Heating Charges 2017/18** To outline and seek agreement for the proposed heating charges to the communal HRA properties in 2017/18.	Operational	Deputy Leader of the Council and Cabinet Member for Housing
Cabinet	18/07/17	Community and Enterprise	**Maes Gwern Development** To seek approval for housing development on the site and sale of the site to Wates.	Operational	Deputy Leader of the Council and Cabinet Member for Housing
Cabinet	18/07/17	Community and Enterprise	**Approval of costs for the former Resource Centre, Melrose Avenue, Shotton** To seek approval of the Council Scheme at the former Melrose Centre, Aston.	Operational	Deputy Leader of the Council and Cabinet Member for Housing
Cabinet	18/07/17	Community and Enterprise	**North East Wales (NEW) Homes Business Plan** To seek approval of the North East Wales (NEW) Homes Business Plan.	Operational	Deputy Leader of the Council and Cabinet Member for Housing
Cabinet	18/07/17	Community and Enterprise	**Universal Credit Roll Out** To provide an update on the implementation of Universal Credit Full Service.	Operational	Cabinet Member for Corporate Management and Assets

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COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) *(Cabinet only)*	PORTFOLIO *(Cabinet only)*
Cabinet	18/07/17	Community and Enterprise	**Housing (Wales) Act 2014 – Homelessness** To discuss implementation of new legislation and emerging challenges.	Strategic	Deputy Leader of the Council and Cabinet Member for Housing
Cabinet	18/07/17	Social Services	**Care and Social Services Inspectorate (CSSIW) Performance Review of Flintshire County Council Social Services** To provide an update on the annual letter from Care and Social Services Inspectorate Wales (CSSIW) for the period April 2016 to March 2017.	Operational	Cabinet Member for Social Services
Cabinet	18/07/17	Streetscene and Transportation	**Update on the Council's Car Parking Strategy** To seek approval of the revised Flint and Holywell car parking strategy. To seek approval to formally request the local Town Council's position on a review of the Pedestrianisation Order for Buckley and Holywell Town Centres.	Operational	Cabinet Member for Streetscene and Countryside

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	18/07/17	Streetscene and Transportation	**Update on the Integrated Transport Unit Procurement Project** To update on the outcome of the Integrated Transport Unit (ITU) tendering exercise for School and Social Care transport and the adoption of the new contracting arrangements in September 2017.	Operational	Cabinet Member for Streetscene and Countryside
Cabinet	18/07/17	Streetscene and Transportation	**Changes to the Waste Collection Rounds and the New Operating Arrangements at the Council's Household Recycling Centres** To advise of the proposed changes to the waste rounds and seek approval of the new policy and operating model at the HRC sites.	Operational	Cabinet Member for Streetscene and Countryside

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	18/07/17	Chief Executive's	**Prudential Indicators - Actual 2016/17** To provide the 2016/17 (actual) Prudential Indicator figures as required under the Prudential Code for Capital Finance in Local Authorities (the Prudential Code).	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	18/07/17	Organisational Change	**Leisure and Libraries Alternative Delivery Model Capital Investment** To agree outline proposals and the approach to funding for health developments in Mold and Flint subject to detailed design.	Operational	Cabinet Member for Education
Cabinet	18/07/17	Planning and Environment	**Halkyn Mountain Sustainable Management Scheme** To note the project initiative and support the application for funding.	Operational	Cabinet Member for Streetscene and Countryside

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	19/07/17	Chief Executive's	**Treasury Management Annual Report 2016/17 and Treasury Management Update Quarter 1 2017/18** The report presents the draft Treasury Management Annual Report 2016/17 for review and seeks the Committee's recommendation for approval to Cabinet. The report provides an update on matters relating to the Council's Treasury Management Policy, Strategy and Practices 2017/18 to the end of May 2017.	Strategic	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	19/07/17	Chief Executive's	**Supplementary Financial Information to Draft Statement of Accounts 2016/17** Report presents the information to accompany the draft Statement of Accounts for 2016/17 for Members information and follows the requirements of a notice of motion approved by the Council on 29th January 2013.	Operational	Leader of the Council and Cabinet Member for Finance
Audit Committee	19/07/17	Chief Executive's	**Draft Statement of Accounts 2016/17** Report presents the draft Statement of Accounts for 2016/17 for Members information only at this stage.	Strategic	Leader of the Council and Cabinet Member for Finance
Community and Enterprise Overview & Scrutiny Committee	19/07/17	Overview and Scrutiny	**Quarter 4/Year-End Improvement Plan Monitoring Report 2016/17** To enable Members to fulfil their scrutiny role in relation to performance monitoring.	Strategic	Cabinet Member for Corporate Management and Assets

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Community and Enterprise Overview & Scrutiny Committee	19/07/17	Community and Enterprise	**Flint High Rise Assurance** To assure the Committee and share fire safety measures in Flint high rise	Operational	Deputy Leader of the Council and Cabinet Member for Housing
Community and Enterprise Overview & Scrutiny Committee	19/07/17	Chief Executive's	**Council Plan 2017-23** To consider and endorse specific targets set within the Council Plan 2017-23, plus national performance indicators	Strategic	Leader of the Council and Cabinet Member for Finance
Community and Enterprise Overview & Scrutiny Committee	19/07/17	Overview and Scrutiny	**Forward Work Programme (Community & Enterprise)** To consider the Forward Work Programme of the Community & Enterprise Overview & Scrutiny Committee.	Operational	
Social & Health Care Overview & Scrutiny Committee	20/07/17	Overview and Scrutiny	**Quarter 4/Year-End Improvement Plan Monitoring Report 2016/17** To enable Members to fulfil their scrutiny role in relation to performance monitoring.	Strategic	Cabinet Member for Corporate Management and Assets
Social & Health Care Overview & Scrutiny Committee	20/07/17	Social Services	**Comments, Compliments and Complaints** To consider the Annual Report	Operational	Cabinet Member for Social Services

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Social & Health Care Overview & Scrutiny Committee	20/07/17	Social Services	**CSSIW Performance Review of Flintshire County Council Social Services** The annual letter from Care and Social Services Inspectorate Wales (CSSIW) relates to the period April 2016 to March 2017 and is informed by CSSIW's inspection, performance review and engagement activity during the year.	Operational	Cabinet Member for Social Services
Social & Health Care Overview & Scrutiny Committee	20/07/17	Chief Executive's	**Council Plan 2017-23** Cynllun y Cyngor 2017-23	Strategic	Leader of the Council and Cabinet Member for Finance
Social & Health Care Overview & Scrutiny Committee	20/07/17	Social Services	**Flintshire Early Help Hub** To provide Scrutiny with information on the development of a multi – agency Early Help Hub. The Hub provides a proactive response to referrals and is based on the premise that Early Help Supports Resilient Families.	Operational	Cabinet Member for Social Services

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) *(Cabinet only)*	PORTFOLIO *(Cabinet only)*
Social & Health Care Overview & Scrutiny Committee	20/07/17	Social Services	**Young Carers** To inform members of changes to Young Carers Services and outline the strategy moving forward	Strategic	Cabinet Member for Social Services
Education and Youth Overview & Scrutiny Committee	28/07/17	Education and Youth	**Early Intervention Hub and ACEs (adverse childhood experiences)** To update on new multi-agency arrangements for early intervention to address adverse childhood experiences.	Operational	Cabinet Member for Planning and Public Protection
Education and Youth Overview & Scrutiny Committee	28/07/17	Education and Youth	**TRAC/Wellbeing** To inform Members about projects that are being developed / implemented to support wellbeing in schools.	Operational	Cabinet Member for Education
Education and Youth Overview & Scrutiny Committee	28/07/17	Overview and Scrutiny	**Quarter 4/Year-End Improvement Plan Monitoring Report 2016/17** To enable Members to fulfil their scrutiny role in relation to performance monitoring.	Strategic	Cabinet Member for Corporate Management and Assets

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Education and Youth Overview & Scrutiny Committee	28/07/17	Chief Executive's	**Council Plan 2017-23** To consider and endorse specific targets set within the Council Plan 2017-23, plus national performance indicators	Strategic	Leader of the Council and Cabinet Member for Finance
Education and Youth Overview & Scrutiny Committee	28/07/17	Overview and Scrutiny	**Forward Work Programme (Education & Youth)** The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Education & Youth Overview & Scrutiny Committee.	Operational	
August					
September					
Environment Overview & Scrutiny Committee	19/09/17	Planning and Environment	**Planning Enforcement Policy** To consider the proposed changes to the policy	Strategic	
Environment Overview & Scrutiny Committee	19/09/17	Chief Executive's	**Council Plan 2017-23** To consider and endorse specific targets set within the Council Plan 2017-23, plus national performance indicators	Strategic	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	19/09/17	Overview and Scrutiny	**Forward Work Programme (Environment)** To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee	Operational	Not Applicable
Community and Enterprise Overview & Scrutiny Committee	20/09/17	Overview and Scrutiny	**Forward Work Programme (Community & Enterprise)** To consider the Forward Work Programme of the Community & Enterprise Overview & Scrutiny Committee	Operational	Not Applicable
Corporate Resources Overview & Scrutiny Committee	21/09/17	People and Resources	**Workforce Information Report – Quarter 1** To consider the Workforce Information Report for Quarter 1 of 2016/17.	Operational	Cabinet Member for Corporate Management and Assets
Corporate Resources Overview & Scrutiny Committee	21/09/17	Overview and Scrutiny	**Forward Work Programme (Corporate Resources)** To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee	Operational	Not Applicable
Cabinet	26/09/17	Governance	**Digital Strategy** To approve the action plan.	Strategic	Cabinet Member for Corporate Management and Assets

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	26/09/17	Governance	**Procurement Strategy** To approve the action plan.	Strategic	Cabinet Member for Corporate Management and Assets
Cabinet	26/09/17	Education and Youth	**School Transport Policy** To commission consultation on discretionary school transport policies.	Strategic	Cabinet Member for Planning and Public Protection
Cabinet	26/09/17	Education and Youth	**Free Childcare Offer** To update on the developing free childcare offer programme.	Strategic	Cabinet Member for Planning and Public Protection
Cabinet	26/09/17	Chief Executive's	**Treasury Management Annual Report 2016/17.** To present to Members the draft Annual Treasury Management Report for 2016/17 for recommendation to Council.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	26/09/17	Education and Youth	**Early Intervention Hub and Adverse Childhood Experiences (ACEs)** To update on new multi-agency arrangements for early intervention to address adverse childhood experiences.	Operational	Cabinet Member for Planning and Public Protection

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	26/09/17	Chief Executive's	**'Council' Plan 2017-23** Endorse final draft Council Plan 2017-23 prior to adoption by County Council	Strategic	Cabinet Member for Corporate Management and Assets
Cabinet	26/09/17	Education and Youth	**School Organisation** Update on Federation and other school organisation proposals.	Strategic	Cabinet Member for Planning and Public Protection
Flintshire County Council	27/09/17	Governance	**Appointments to Outside Bodies** To inform the Council of progress which has been made on our appointment of members to national and regional Outside Bodies.		
Flintshire County Council	27/09/17	Chief Executive's	**'Council' Plan 2017-23** Adoption of the Council's Plan 2017-23		
Flintshire County Council	27/09/17	Chief Executive's	**Treasury Management Annual Report 2016/17** To present to Members the draft Annual Treasury Management Report for 2016/17		

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COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) *(Cabinet only)*	PORTFOLIO *(Cabinet only)*
Flintshire County Council	27/09/17	Governance	**Reappointment of Town and Community Council Representative** To reappoint the Town and Community Council representative for a further term on the Standards Committee		
October					
Education and Youth Overview & Scrutiny Committee	5/10/17	Education and Youth	**School Organisation** Update on Federation and other school organisation proposals.	Strategic	Cabinet Member for Planning and Public Protection
Education and Youth Overview & Scrutiny Committee	5/10/17	Education and Youth	**Forward Work Programme (Education & Youth)** To consider the Forward Work Programme of the Education & Youth Overview & Scrutiny Committee	Operational	Not Applicable
Environment Overview & Scrutiny Committee	17/10/17	Overview and Scrutiny	**Forward Work Programme (Environment)** To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee	Operational	Not Applicable

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) *(Cabinet only)*	PORTFOLIO *(Cabinet only)*
Corporate Resources Overview & Scrutiny Committee	19/10/17	Overview and Scrutiny	**Forward Work Programme (Corporate Resources)** To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee	Operational	Not Applicable
November					
Community and Enterprise Overview & Scrutiny Committee	15/11/17	Overview and Scrutiny	**Forward Work Programme (Community & Enterprise)** To consider the Forward Work Programme of the Community & Enterprise Overview & Scrutiny Committee	Operational	Not Applicable
Corporate Resources Overview & Scrutiny Committee	16/11/17	Overview and Scrutiny	**Forward Work Programme (Corporate Resources)** To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee	Operational	Not Applicable
Cabinet	21/11/17	Chief Executive's	**'Council' Plan mid-year report** Endorse progress made against the aims and objectives of the 'Council' Plan at the mid year point	Operational	Cabinet Member for Corporate Management and Assets

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) *(Cabinet only)*	PORTFOLIO *(Cabinet only)*
Audit Committee	22/11/17	Chief Executive's	**Treasury Management Mid-Year Review 2017/18** To present to Members the draft Treasury Management Mid-Year Review 1st April – 30th September 2017 for comments and recommendation for approval to Cabinet.	Operational	Leader of the Council and Cabinet Member for Finance
Education and Youth Overview & Scrutiny Committee	23/11/17	Education and Youth	**Forward Work Programme (Education & Youth)** To consider the Forward Work Programme of the Education & Youth Overview & Scrutiny Committee	Operational	Not Applicable
December					
Environment Overview & Scrutiny Committee	12/12/17	Overview and Scrutiny	**Forward Work Programme (Environment)** To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee	Operational	Not Applicable
Corporate Resources Overview & Scrutiny Committee	14/12/17	People and Resources	**Workforce Information Report – Quarter 2** To consider the Workforce Information Report for Quarter 2 of 2017/18.	Operational	Cabinet Member for Corporate Management and Assets

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	14/12/17	Overview and Scrutiny	**Forward Work Programme (Corporate Resources)** To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee	Operational	Not Applicable
Cabinet	19/12/17	Chief Executive's	**Treasury Management Mid-Year Review 2017/18** To present to Members the draft Treasury Management Mid-Year Review for 2017/18 for recommendation to Council.	Operational	Leader of the Council and Cabinet Member for Finance
Community and Enterprise Overview & Scrutiny Committee	20/12/17	Overview and Scrutiny	**Forward Work Programme (Community & Enterprise)** To consider the Forward Work Programme of the Community & Enterprise Overview & Scrutiny Committee	Operational	Not Applicable
Education and Youth Overview & Scrutiny Committee	21/12/17	Education and Youth	**Forward Work Programme (Education & Youth)** To consider the Forward Work Programme of the Education & Youth Overview & Scrutiny Committee	Operational	Not Applicable

Eitem ar gyfer y Rhaglen 26

Mae'r dudalen hon yn wag yn bwrpasol

Yn rhinwedd paragraff(au) 14 of Part 4 of Schedule 12A
 o Ddeddf Llywodraeth Leol 1972.

Dogfen Gyfyngedig - Ni ddylid ei chyhoeddi

Mae'r dudalen hon yn wag yn bwrpasol

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Dogfen Gyfyngedig - Ni ddylid ei chyhoeddi

Mae'r dudalen hon yn wag yn bwrpasol

Eitem ar gyfer y Rhaglen 27

Mae'r dudalen hon yn wag yn bwrpasol

Mae'r dudalen hon yn wag yn bwrpasol

Yn rhinwedd paragraff(au) 15 of Part 4 of Schedule 12A
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