

# Pecyn Dogfen Gyhoeddus

**Gareth Owens LL.B Barrister/Bargyfreithiwr**  
Chief Officer (Governance)  
Prif Swyddog (Llywodraethu)



Swyddog Cyswllt:  
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At: Cyng Ian Roberts (Arweinydd)

Y Cynghorwyr: Sean Bibby, Chris Bithell, Mared Eastwood, David Healey,  
Dave Hughes, Paul Johnson, Christine Jones a Billy Mullin

Dydd Mercher, 12 Gorffennaf 2023

Annwyl Gyngorydd,

**RHYBUDD O GYFARFOD RHITHIOL**  
**CABINET**  
**DYDD MAWRTH, 18FED GORFFENNAF, 2023 10.00 AM**

Yn gywir

Steven Goodrum  
Rheolwr Gwasanaethau Democrataidd

Bydd y cyfarfod yn cael ei ffrydio'n fyw ar wefan y Cyngor. Bydd y ffrydio byw yn dod i ben pan fydd unrhyw eitemau cyfrinachol yn cael eu hystyried. Bydd recordiad o'r cyfarfod ar gael yn fuan ar ôl y cyfarfod ar <https://flintshire.publici.tv/core/portal/home>

Os oes gennych unrhyw ymholiadau, cysylltwch ag aelod o'r Tîm Gwasanaethau Democrataidd ar 01352 702345.

## R H A G L E N

### 1 YMDDIHEURIADAU

**Pwrpas:** Derbyn unrhyw ymddiheuriadau.

### 2 DATGAN CYSYLLTIAD

**Pwrpas:** I dderbyn ddatganiad o gysylltiada chynghori's Aelodau yn unol a hynny.

### 3 COFNODION (Tudalennau 7 - 14)

**Pwrpas:** Cadarnhau cofnodion y cyfarfodydd a 20 Mehefin 2023.

YSTRID YR ADRODDIADAU CANLYNOL

### ADRODDIAD STRATEGOL

### 4 STRATEGAETH ARIANNOL TYMOR CANOLIG CYLLIDEB 2024/25 (Tudalennau 15 - 30)

Adroddiad Prif Weithredwr, Rheolwr Cyllid Corfforaethol - Aelod Cabinet Cyllid, Cynhwysiant, Cymunedau Cryf gan gynnwys Gwerth Cymdeithasol a Chaffael

**Pwrpas:** Cyflwyno'r amcangyfrif cyntaf ar gyfer y gofyniad ychwanegol cyllideb 2024/25 a'r strategaeth ac amserlen y gyllideb sy'n datblygu.

### 5 ADRODDIAD PERFFORMIAD BLYNYDDOL 2022/23 (Tudalennau 31 - 80)

Adroddiad Prif Weithredwr - Aelod Cabinet Llywodraethu a Gwasanaethau Corfforaethol gan gynnwys Iechyd a Diogelwch ac Adnoddau Dynol

**Pwrpas:** Cymeradwyo Adroddiad Perfformiad Blynyddol 2022/23 cyn i'r Cyngor Sir roi sêl bendith iddo.

### 6 MABWYSIADU STRATEGAETH TOILEDAU LLEOL (Tudalennau 81 - 110)

Adroddiad Prif Swyddog (Stryd a Chludiant) - Dirprwy Arweinydd y Cyngor a'r Aelod Cabinet Gwasanaethau Stryd a'r strategaeth cludiant rhanbarthol

**Pwrpas:** Y Cabinet i nodi'r dull o weithio sy'n cael ei gymryd a chynnydd hyd yma ar y Strategaeth Toiledau Lleol ac amserlenni'r adolygiad ffurfiol.

## **ADRODDIADAU GWEITHREDOL**

### **7 MONITRO'R GYLLIDEB REFENIW 2022/23 (CANLYNIADAU)** (Tudalennau 111 - 136)

Adroddiad Rheolwr Cyllid Corfforaethol - Aelod Cabinet Cyllid, Cynhwysiant, Cymunedau Cryf gan gynnwys Gwerth Cymdeithasol a Chaffael

**Pwrpas:** Cyflwyno gwybodaeth fonitro canlyniad y Gyllideb Refeniw ar gyfer 2022/23.

### **8 2023/24 MONITRO CYLLIDEB REFENIW (INTERIM)** (Tudalennau 137 - 146)

Adroddiad Rheolwr Cyllid Corfforaethol - Aelod Cabinet Cyllid, Cynhwysiant, Cymunedau Cryf gan gynnwys Gwerth Cymdeithasol a Chaffael

**Pwrpas:** Mae'r adroddiad hwn yn nodi'r risgiau allweddol a'r problemau sy'n hysbys o ran sefyllfa derfynol y gyllideb refeniw ar gyfer 2023/24 ar gyfer Cronfa'r Cyngor a'r Cyfrif Refeniw Tai.

### **9 MONITRO RHAGLEN GYFALAF 2022/23 (SEFYLLFA DERFYNOL)** (Tudalennau 147 - 174)

Adroddiad Rheolwr Cyllid Corfforaethol - Aelod Cabinet Cyllid, Cynhwysiant, Cymunedau Cryf gan gynnwys Gwerth Cymdeithasol a Chaffael

**Pwrpas:** Cyflwyno'r wybodaeth am Sefyllfa Derfynol Rhaglen Gyfalaf 2022/23.

### **10 DANGOSYDDION DARBODUS – GWIRIONEDDOL 2022/23** (Tudalennau 175 - 180)

Adroddiad Rheolwr Cyllid Corfforaethol - Aelod Cabinet Cyllid, Cynhwysiant, Cymunedau Cryf gan gynnwys Gwerth Cymdeithasol a Chaffael

**Pwrpas:** Mae'r adroddiad yn cynnwys manylion ynghylch gwir Ddangosyddion Darbodus y Cyngor ar gyfer 2022/23 o'i gymharu â'r amcangyfrifon a bennwyd o ran Darbodusrwydd a Fforddiadwyedd.

### **11 DILEU ARDRETHI BUSNES** (Tudalennau 181 - 184)

Adroddiad Prif Swyddog (Llywodraethu) - Aelod Cabinet Llywodraethu a Gwasanaethau Corfforaethol gan gynnwys lechyd a Diogelwch ac Adnoddau Dynol

**Pwrpas:** Cabinet i gymeradwyo dileu drwgddyledion unigol ar gyfer Ardrethi Busnes dros £25,000.

12 **YMGYNGHORIAD LLYWODRAETH CYMRU – RHYDDHAD ARDRETHI GWELLIANNAU ARDRETHI BUSNES** (Tudalennau 185 - 190)

Adroddiad Prif Swyddog (Llywodraethu) - Aelod Cabinet Llywodraethu a Gwasanaethau Corfforaethol gan gynnwys Iechyd a Diogelwch ac Adnoddau Dynol

**Pwrpas:** Darparu gwybodaeth ac ymateb a argymhellir i'r Cabinet ar gyfer ymgynghoriad Ardrethi Busnes Llywodraeth Cymru ar gynigion i gyflwyno cynllun 'Rhyddhad Ardrethi Gwelliannau'.

13 **ADOLYGIAD BLYNYDDOL O FFFIOEDD A THALIADAU 2023** (Tudalennau 191 - 228)

Adroddiad Prif Weithredwr, Rheolwr Cyllid Corfforaethol - Aelod Cabinet Cyllid, Cynhwysiant, Cymunedau Cryf gan gynnwys Gwerth Cymdeithasol a Chaffael

**Pwrpas:** Gofyn am gymeradwyaeth i ganlyniadau'r adolygiad blynyddol o ffioedd a thaliadau ar gyfer 2023.

14 **ADNEWYDDU FFRAMWAITH ADEILADU GOGLEDD CYMRU** (Tudalennau 229 - 252)

Adroddiad Prif Swyddog (Addysg ac Ieuenctid), Rheolwr Corfforaethol, Rhaglen Gyfalaf ac Asedau - Cabinet Member for Education, Welsh Language, Culture and Leisure

**Pwrpas:** Mae'r cytundeb fframwaith Adeiladu Gogledd Cymru cyfredol yn dod i ben fis Mai 2024, ac mae'r adroddiad hwn yn amlinellu'r dull arfaethedig ar gyfer adnewyddu'r Cytundeb Fframwaith.

15 **ADOLYGU RHWYSTR MYNEDIAD – LLWYBR ARFORDIR CYMRU** (Tudalennau 253 - 342)

Adroddiad Prif Swyddog (Cynllunio, Amgylchedd ac Economi) - Aelod Cabinet Newid Hinsawdd a'r Economi

**Pwrpas:** Hysbysu aelodau am adolygiad diweddar i rwystrau mynediad ar hyd Llwybr Arfordir Cymru (Rhan Caer i Lannau Dyfrdwy) a cheisio eu cymeradwyaeth i weithredu'r argymhellion.

16 **CYNLLUN GWASANAETH BWYD 2023-24 CYNGOR SIR Y FFLINT** (Tudalennau 343 - 388)

Adroddiad Prif Swyddog (Cynllunio, Amgylchedd ac Economi) - Aelod Cabinet Cynllunio, Iechyd y Cyhoedd a Gwarchod y Cyhoedd

**Pwrpas:** Cymeradwyo'r Cynllun Gwasanaeth Bwyd 2023-24.

17 **CYDNERTHEDD A GALLU I GYFLENWI YN Y GWASANAETHAU STRYD A CHLUDIANT** (Tudalennau 389 - 394)

Adroddiad Prif Swyddog (Stryd a Chludiant) - Dirprwy Arweinydd y Cyngor a'r Aelod Cabinet Gwasanaethau Stryd a'r strategaeth cludiant rhanbarthol

**Pwrpas:** Rhoi gorolwg i'r Cabinet ar y sefyllfa staffio bresennol, sy'n effeithio ar gydnerthedd y timau Gwasanaethau Fflyd a Strategaeth Gwastraff a'u gallu i ymateb i'r galw am y gwasanaeth a chyflawni'r blaenoriaethau'n effeithiol ac yn hyblyg, ac argymhellion i ddatrys y problem.

18 **YMARFER PWERAU DIRPRWEDIG** (Tudalennau 395 - 396)

**Pwrpas:** Rhoi'r wybodaeth ddiweddaraf am effaith diwygiadau lles a'r Gwaith sy'n mynd rhagddo i'w lliniaru.

**RHAGLAN GWAITH I'R DYFODOL - Y CYNGOR SIR, CABINET, PPWYLLGOR ARCHWILIO A'R WYLLGOR TROOLWG 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)

Mae budd y cyhoedd o gadw'r wybodaeth yn ôl yn drech na'r budd o'i datgelu hyd nes y bydd y contract wedi'i ddyfarnu.

19 **TAIR FFORDD A PHROSIECT ADLEOLI GROWING PLACES (DATBLYGIAD MAES GWERN)** (Tudalennau 419 - 476)

Adroddiad Prif Swyddog (Gwasanaethau Cymdeithasol) - Dirprwy Arweinydd y Cyngor a'r Aelod Cabinet Gwasanaethau Cymdeithasol a Lles

**Pwrpas:** I roi diweddariad i'r Cabinet am gynnydd datblygiad Maes Gwern yn Yr Wyddgrug.

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)

Mae budd y cyhoedd o gadw'r wybodaeth yn ôl yn drech na'r budd o'i datgelu hyd nes y bydd y contract wedi'i ddyfarnu.

20 **CAFFAEL CONTRACT ASIANTAETH A REOLIR NEWYDD** (Tudalennau 477 - 492)

Adroddiad Rheolwr Corfforaethol, Pobl a Datblygu Cyfundrefnol - Aelod Cabinet Llywodraethu a Gwasanaethau Corfforaethol gan gynnwys lechyd a Diogelwch ac Adnoddau Dynol

**Pwrpas:** Ceisio cymeradwyaeth i ddyfarnu contract i'r cyflenwr a ffefrir yn dilyn proses gaffael i sicrhau parhad busnes pan fydd y contract presennol yn dod i ben ar 28 Awst 2023.

***Sylwch, efallai y bydd egwyl o 10 munud os yw'r cyfarfod yn para'n hirach na dwy awr.***

# Eitem ar gyfer y Rhaglen 3

## CABINET 20<sup>TH</sup> JUNE 2023

Minutes of the meeting of the Cabinet of Flintshire County Council held virtually via Zoom on Tuesday 20<sup>th</sup> June 2023.

### **PRESENT: Councillor Ian Roberts (Chair)**

Councillors: Sean Bibby, Mared Eastwood, Dave Hughes, Paul Johnson, Christine Jones and Billy Mullin.

### **IN ATTENDANCE:**

Chief Executive, Chief Officer (Governance), Corporate Finance Manager, Corporate Manager – Capital Programme and Assets, Corporate Manager, People and Organisational Development, Senior Manager, Integrated Services and Adults Lead, Strategic Finance Manager – Housing and Assets, Benefits Manager, Service Manager – Housing Assets, Senior Manager – Business Change and Support, Policy Development Officer – Equalities, and Team Leader – Democratic Services.

### **APOLOGIES:**

Councillors: Chris Bithell and Dave Healey.

### **OTHER MEMBERS IN ATTENDANCE:**

Councillor Bernie Attridge.

## **10. DECLARATIONS OF INTEREST**

Councillor Roberts declared a personal and prejudicial interest in agenda item number 9 – Exercise of Delegated Powers.

## **11. MINUTES**

The minutes of the meeting held on 23<sup>rd</sup> May 2023 were submitted and confirmed as a correct record.

### **RESOLVED:**

That the minutes of the meeting be approved as a correct record.

## **12. WELSH LANGUAGE ANNUAL MONITORING REPORT 2022/23**

Councillor Eastwood introduced the report and explained that the Welsh Language (Wales) Measure 2011 enabled the Welsh Ministers to specify standards for the Welsh language. The aims of the Standards were to:

- Improve the services Welsh speakers could expect to receive from organisations in Welsh;
- Increase the use people made of Welsh language services;
- Make it clear to organisations what they needed to do in terms of the Welsh language; and

- Ensure that there was an appropriate degree of consistency of the duties placed on bodies in the same sectors.

The report presented the Welsh Language Standards Annual Monitoring Report 2022/23 and provided an overview of the Council's progress in complying with the Welsh language standards and identifying areas for further progress and improvement.

The Policy Development Officer – Equalities added that the Council was required to adhere to Welsh language standards, as set out in a Compliance Notice that was served on the Council in 2015. The Notice placed a statutory duty on the Council to publish an annual report that set out how it had met the Welsh language standards.

Details of the complaints received were outlined in the report.

Although there were positive areas of progress, some issues remained as areas in which to progress and improve. Given the challenges recruiting to vacant posts, and filling Welsh essential posts, key areas for improvement included:

- Developing employees' Welsh language skills, particularly those in public facing posts, to support services to be delivered bilingually
- Supporting employees to use Welsh, naturally, in the workplace, to increase the audibility of the language and opportunities to use Welsh

Next steps were outlined as the Council aiming to:

- Increase the number of employees who speak Welsh (this was an action in the Council Plan 2023-28)
- Introduce initiatives to encourage the use of Welsh at work
- Continue completing self-assessments against the Welsh language standards to ensure services were complying

Councillor Roberts thanked the Chief Executive for his leadership in the promotion of the Welsh language. He advised that courses were available to Members as well as staff who wished to learn the Welsh language.

The Chief Executive concurred with the view that using Welsh phrases regularly in the workplace helped to build confidence in the use of the language.

### **RESOLVED:**

That Cabinet be assured of the Council's compliance with the Welsh Language Standards and supports the areas for further progress and improvement.

## **13. SOCIAL SERVICES DIRECTOR'S ANNUAL REPORT**

Councillor Jones introduced the report and explained that the Statutory Director of Social Services was required to produce an annual report summarising



their view of the local authority's social care functions and priorities for improvement as legislated in the Social Services and Wellbeing (Wales) Act 2014 and the Regulations and Inspections Act (Wales) 2015.

The purpose of the annual report was to set out the improvement journey and evaluate Social Services' performance in providing services to people that promoted their wellbeing and supported them to achieve their personal outcomes.

Janet Bellis – very proud of the report and promote the voice of vulnerable people in Flintshire. Proud of Project Search. Active discharge from hospital and work closely with partners in health. Use this report to ensure we build on our successes and continue to listen to the people of Flintshire and respond accordingly.

Councillor Roberts thanked the Chief Officer for all of the excellent work that was undertaken throughout Social Services and said that the contribution from staff at all levels to make the service a success was valued.

**RESOLVED:**

That the draft report, which includes the key developments of the past year and priorities for 2023/24 be approved.

**14. FLINTSHIRE CONNECTS ANNUAL REPORT**

Councillor Mullin introduced the report and explained that it provided an overview of the annual performance of Flintshire Connects, the service responsible for providing face to face and digital access to Council services during the financial year 2022/23.

As part of the Council's business planning process, Flintshire Connects completed a review of vacancies in 2022/23 which led to a £60,000 efficiency at the same time avoiding any redundancies. The report described the impact of that saving on the service.

The Chief Officer (Governance) explained that as with many services Flintshire Connects had faced significant staffing challenges over the last twelve months. With vacancies running at over 50% at times, the service could not continue to operate full time hours across all five Centres.

In October 2022, Buckley and Mold Connects Centres reduced their opening hours on a temporary basis, alternating days between the two Centres. In February the decision to retain the changes on a permanent basis was made as part of the annual budget process.

Connah's Quay and Flint Connects Centres experienced intermittent disruption to opening hours towards the end of 2022 before the opening hours were temporarily reduced in January 2023.

Recruitment had been challenging but as the service moved in to 2023/24, vacancies were filled and training and development for new staff was being

undertaken to ensure Connah's Quay and Flint reverted to full-time hours as soon as possible.

Councillor Roberts welcomed the additional opening hours and thanked the staff in the Connects Centres who provided invaluable support to residents.

**RESOLVED:**

- (a) That the Flintshire Connects annual performance 2022/23 be noted;
- (b) That the historic change to opening hours in Buckley and Mold resulting in part-time opening hours at both centres be noted;
- (c) That an increase to opening hours at Buckley Connects Centre (one additional day) to give parity with Mold, be approved, which would take effect when all new employees are training; and
- (d) That the priorities for the service be supported.

**15. COMMUNAL HEATING CHARGES 2023/24**

Councillor Bibby introduced the report and explained that the Housing and Communities portfolio operated eight communal heating schemes within Flintshire, with 417 properties on communal heating systems. The Council had recently renegotiated the fuel tariff to be charged for 2023/24 as the previous contracted ended in March 2023.

The rate changeable for gas was increasing by approximately 420% for the next 12 months. To date, communal tenants had benefitted from the Council's Industrial and Commercial Contract rate and had been protected from the energy price increases which other social tenants had been impacted by. However, the increase in the tariff would now also impact on those tenants who lived in the properties on the communal heating systems. When notifying tenants of their communal heating charges for 2022/23 notice was given of the likely increase in charges in 2023/24 to reflect global energy costs.

New communal heating charges were based on the prior year's energy use which ensured an accurate assessment of costs and impacted on the heating reserve account. In order to recover the projected heating charges in full, the Council needed to increase communal heating charges in line with tariff increases.

The Strategic Finance Manager – Housing and Assets said that the proposed recharges for 2023/24 were set out in the report and were effective from July. Any delay in implementing the charges would mean that the cost to tenants would need to be recovered in a shorter period of time which would be a detriment to those tenants as the weekly charge would be higher. Support would be continued for those tenants who were eligible to apply for assistance.

Councillor Bibby provided details of the discussion that had taken place at Community and Housing Overview and Scrutiny Committee the previous week where

the Committee requested that the proposed increases be spread over a longer period of time. However, he explained that if that was to be implemented, there would be financial implications attached to it. Officers did commit to undertake a piece of work to establish if the significant increases could be mitigated. That work had been undertaken and there was no scope to spread the costs over a longer period of time.

**RESOLVED:**

That the proposed changes to the current heating charges at Council properties with communal heating schemes, as outlined in the report, be approved.

**16. APPOINTMENT OF LOCAL AUTHORITY GOVERNORS IN SCHOOLS**

Councillor Eastwood introduced the report and explained that Current council policy provided that the Elected Member(s) of the electoral Ward where a school was located could nominate a person(s) to be a Local Authority (LA) Governor. The policy, however, only provided for nomination. The statutory duty to accept or decline the nomination was a decision of the governing body.

The Government of Maintained Schools (Wales) Regulations 2005 (the Regulations) prescribed how 'stakeholder' groups were elected or appointed to governing bodies and provided the discretion for a local authority to determine its own process for confirming LA governors to its governing bodies.

The Cabinet Member for Education, Welsh Language, Culture and Leisure and the Chief Officer (Education and Youth) subsequently authorised the appointments through the Council's delegated powers having first been assured that the eligibility criteria to be a governor under the regulations had been met.

A summary of the revisions was:

1. That the current procedure which required elected Members to find and nominate persons to LA governor positions is removed
2. That it be replaced with an automatic consideration for that Elected Member to be nominated as an LA Governor to a vacancy in a school in their Ward should they wish (subject to the regulatory requirement that no governor could be a governor at more than two schools and subject to acceptance by the Governing Body)
3. That in all other positions the Governing Body be asked to nominate to their LA governor positions based on their own identified skills and experience needs in membership. This nomination can include elected Members (subject to the regulatory requirement that no governor can be a governor at more than two schools)
4. That Governing Bodies must duly notify the Chief Officer (Education and Youth) of their candidates as approved by the Governing Body.
5. That the Chief Officer (Education and Youth) under delegated powers, duly confirms the appointment subject to the regulatory checks on the eligibility criteria to be a governor.

**RESOLVED:**

That the proposed revisions be approved.

**17. EXERCISE OF DELEGATED POWERS**

Having declared a personal and prejudicial interest in this item, Councillor Roberts was moved into the virtual waiting room. At this point in the meeting, the Deputy Leader, Councillor Hughes, chaired the meeting.

Councillor Hughes moved deferral of the item which was seconded by Councillor Jones, and carried.

**RESOLVED:**

That the delegated power listed below be deferred.

**Streetscene and Transportation**

- **Prince of Wales Avenue, Park Avenue, St Catherine's Close and Allt Goch, Flint – Proposed Prohibition of Waiting and Waiting at Any Time Restrictions**

To advise Members of the unresolved matters received following the advertisement of the proposed Prohibition of Waiting at Any Time on the roads listed above.

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

**RESOLVED:**

That the press and public be excluded for the remainder of the meeting for the following items by virtue of exempt information under paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended).

**18. COMMERCIAL RENT WRITE OFF**

Councillor Mullin introduced the report and explained for individual debts of more than £25,000, Financial Procedure Rules required Cabinet approval to write off the debt.

**RESOLVED:**

That the write off of the Commercial Rent circa £56,000 be approved.

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

There were no members of the public in attendance.

(The meeting commenced at 10.00 a.m. and ended at 11.04 a.m.)

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**Chair**

Mae'r dudalen hon yn wag yn bwrpasol

# Eitem ar gyfer y Rhaglen 4



## CABINET

<b>Date of Meeting</b>	Tuesday, 18 <sup>th</sup> July 2023
<b>Report Subject</b>	Medium Term Financial Strategy and Budget 2024/25
<b>Cabinet Member</b>	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
<b>Report Author</b>	Corporate Finance Manager and Chief Executive
<b>Type of Report</b>	Strategic

### EXECUTIVE SUMMARY

The Council reviews and updates the Medium Term Financial Strategy (MTFS) annually, and in advance of planning the annual budget for the following financial year. The MTFS forecasts the resources the Council will need to meet its ever-changing cost base for the years ahead. Refining our forecast is the first step in planning our budget requirement for the following financial year.

As part of budget setting for 2023/24 an initial additional budget requirement of £16.987m was projected for 2024/25 which was based on broad assumptions for pay, social care commissioning and other known pressures at that time.

Our forecast for the 2024/25 financial year has been updated to take into account the latest national position on public sector pay, the estimated impact of changes to service demand and the ongoing impacts of inflation. The revised forecast shows that, at this early stage, we are likely to have an additional budget requirement of £32.222m for 2024/25.

Appendix A shows the detail of all the cost pressures for 2024/25 as well as early indications of pressures for 2025/26 and 2026/27.

This is the first stage of developing our budget for 2024/25.

The main purpose of this report is to set out in detail the forecast cost pressures for 2024/25 and a workshop has been scheduled for 31 July to enable members to have a better understanding of the financial position and to contribute to a developing budget strategy.

As part of the 2023/24 local government settlement we were given indicative funding figures for 2024/25 which was an increase of 3.1%. This only equates to an uplift of around £7.8m for the Council.

The Council clearly has a major budget challenge for the financial year 2024/25 if there is no movement in the indicative uplift. 3.1% is far below the level required to meet current service demand and inflationary impacts – most of which are outside of the Council’s control.

A detailed budget strategy needs to be developed with urgency in parallel to contributing to national discussions on the financial outlook across Wales including any options available to increase the overall quantum available for local government.

## RECOMMENDATIONS

1	To receive the update on the additional budget requirement for the 2024/25 financial year.
2	To agree the process and timeline for budget setting for 2024/25.

## REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE MEDIUM TERM FINANCIAL STRATEGY FORECAST FOR 2024/25</b>
1.01	The Council reviews and updates its Medium Term Financial Strategy (MTFS) annually, and in advance of planning the annual budget for the following financial year.
1.02	<p>The MTFS forecasts the resources the Council will need to meet its ever changing cost base for the years ahead. Refining our forecast is the first stage in planning our budget requirement for the following financial year.</p> <p>Our forecast for the 2024/25 financial year has been updated and takes into account the latest national position on public sector pay, the estimated impact of changes to service demand and the ongoing impacts of inflation.</p> <p>The forecast will need to be kept under close review and updated as appropriate throughout the year.</p>
1.03	The updated forecast shows that, at this early stage we are likely to have an additional budget requirement of £32.222m as summarised in the table below



**Table 1: Summary of Cost Pressures 2024/25**

<b>Summary of Pressures</b>	<b>£m</b>
Prior Year Decisions / Approvals	0.986
Legislative/Unavoidable Indexation	2.260
National Funding Requirement (Pay Awards)	14.506
Social Care	7.022
Education & Youth	0.461
Out of County Placements	0.500
Planning, Environment & Economy	0.191
Housing & Communities	2.518
Streetscene & Transportation	2.684
Governance	0.694
Corporate	0.401
<b>Total Pressures</b>	<b>32.222</b>

Some cost pressures are still under review due to constantly changing service demands and therefore there is likely to be some refinement to figures over the summer.

1.04 The main purpose of this report is to set out in detail the forecast cost pressures for 2024/25. A workshop has been scheduled for 31 July to enable members to have a better understanding of the financial position and to contribute to a developing budget strategy.

1.05 **Explaining the Cost Pressures**

All estimated cost pressures are included in Appendix A with further background provided below:

1.06 Prior Year Decisions/Approvals

Some of the cost pressures have been subject to previously approved decisions. These include borrowing requirements for the 21<sup>st</sup> Century Schools Programme and the annual inflationary uplift in the Minimum Revenue Provision (MRP).

1.07 Impact of National Pay Awards

NJC (Green Book)

The latest pay offer for NJC (Green Book) employees for the current year (2023/24) has been rejected and Trade Union Members are currently being balloted for potential industrial action. The offer made is at a similar level to that awarded in 2022/23 with an increase on each scale point of £1,925.

	<p>This equates to more than the 5% included in the 2023/24 budget. The amount of the final award in excess of the 5% will need to be funded from reserves in the current financial year. It will also have the impact of increasing the budget requirement for 2024/25.</p> <p>The estimated impact of the current pay offer is an additional £2.727m which is included in the forecast but may be subject to change.</p> <p>The assumptions for the 2024/25 pay award has been increased to 5% from the 3.5% previously included in the forecast.</p> <p><u>Teacher Pay</u></p> <p>Assumptions for teachers' pay calculations are in line with current awards by the Minister for Education and Welsh Language. They are an increase of 6.5% from September 2022 and an increase of 5% in September 2023. These have not been accepted by all teaching unions and a formal dispute is on-going.</p> <p>The 2023/24 budget contained funding for a 5% pay award for Teachers from September 2022. The Minister has increased the pay award to 8%, with 1.5% being a non-consolidated payment, leaving a recurring element of 6.5% which is now included in the forecast.</p> <p>Grant funding has been made available by Welsh Government to fully fund the additional September 2022 pay award in financial years 2022/23 and 2023/24 (over and above the 5% originally awarded).</p> <p>Funding from 2024/25 onwards is still uncertain and the additional annual cost to the council for the shortfall of £1.118m has been included in the forecast. However, it is expected that Welsh Government will provide additional funding in the Revenue Support Grant to cover the shortfall in Council's budgets.</p> <p><u>Pay Modelling</u></p> <p>No figures are currently included for any impact of the pay modelling review which is needed to try and address the difficulties currently being experienced in recruitment and retention. It is due to be completed later this year.</p>
1.08	<p><u>Impact of Inflation / Indexation</u></p> <p>The forecast includes estimated increases in costs for services such as the coroner service, Independent Remuneration Panel for Wales (IRPW) award for councillors, North Wales Fire and Rescue Authority (NWFRA) as well as anticipated inflationary increases for service contracts with external bodies.</p> <p>There are no new cost pressures included at this stage for utility and fuel costs although these remain subject to high volatility. These will be kept under review throughout the current financial year, and the forecast will be updated accordingly as further information becomes available.</p>

	<u>Portfolio Cost Pressures</u>
1.09	<p><u>Social Care</u></p> <p>The impact of inflation and increases in service demands continues to be challenging. The cost pressures identified to date include transition to adulthood, social care commissioning costs, children’s group homes and additional revenue costs for Croes Atti residential home.</p> <p>Additional costs for increased homecare capacity, special guardianship orders and the outcome of the social work pay review are also included within the forecast.</p> <p><u>Education and Youth</u></p> <p>The forecast includes pressures from school improvement and inclusion and progression services. Both services are struggling to cope within existing budgets with the needs, demands and complexity of service requirements from children and young people which have all increased following the pandemic. Increased budgets are necessary to continue to deliver safe and acceptable levels of service.</p> <p>There is a need to enhance the level of support provided to schools with safeguarding and child protection issues. Following an Estyn inspection at Plas Derwen Pupil Referral Unit, there is a need to review the management arrangements of the specialist foundation learning provision and the provision of education to the growing numbers and needs of pupils educated other than at school (EOTAS).</p> <p>An additional pressure has also been included to fund the revenue costs of increasing the capacity at our specialist schools, which are currently full, using capital grant from Welsh Government.</p> <p><u>Streetscene and Transportation</u></p> <p>The forecast reflects an estimate for the significant increase anticipated in the cost of the fleet renewal contract, which is due to be concluded in quarters 3-4 of this financial year.</p> <p>The Workplace Recycling Regulations are expected to come into force in April 2024, which will require Local Authorities to undertake additional services that are likely to result in additional revenue costs. Further details are awaited from Welsh Government including information on the potential to charge for this service, which may enable us to mitigate the pressure. Capital funding may be provided by Welsh Government for new equipment and/or infrastructure, but this has not yet been confirmed.</p> <p>There are some essential additional posts included due to the need to increase capacity and resilience to ensure that the portfolio can meet its statutory responsibilities for both waste and fleet services.</p>

	<p><u>Housing and Communities</u></p> <p>The forecast includes an inflationary uplift on the Council Tax Reduction Scheme (CTRS) to reflect the impact of an annual increase in council tax.</p> <p>There has been a significant growth in numbers presenting as homeless and needing to be accommodated within temporary accommodation. This has created an emerging pressure in the current financial year with further growth anticipated. An initial pressure of £2m has been included in the forecast for 2024/25 to reflect this significant growth although this will need to be kept under close review as the position evolves throughout this financial year.</p> <p><u>Out of County Placements</u></p> <p>Increased demand on the service is continuing and a cost pressure of £0.500m is included which will be kept under review throughout the 2023/24 financial year.</p> <p><u>Digital / Information Technology</u></p> <p>Pressures have been included for an increase in unavoidable licence costs and improvements to cyber security which is needed for the Council to obtain the Cyber Essential Plus accreditation, which is regarded as the minimum level of security for a public sector organisation.</p>
	<p><b>Other Known Risks</b></p>
<p>1.10</p>	<p><b>Homelessness</b></p> <p>As referenced earlier in the report the demands on the service are substantial. Whilst an initial pressure of £2m has been included in the current forecast the potential for demand to be higher is plausible and that risk will be kept under close review throughout the year.</p>
<p>1.11</p>	<p><b>Social Care</b></p> <p>There are a number of risks within the service that need to be kept under review, such as on-going recruitment and retention challenges, new statutory responsibilities and the impact of inflationary increases and match funding for projects such as the Regional Integration Fund (RIF).</p> <p>On-going support from existing grants is an area on which the service depends, so the continuation of these is critical. Any reduction would pose a risk to service delivery.</p>
<p>1.12</p>	<p><b>Streetscene and Transportation</b></p> <p>The review of the Waste Strategy is likely to impact on future costs of the service in relation to the ongoing risk of potential infraction fines for failing to achieve the statutory recycling targets in 2022-2023 (estimated to be in the region of £470k).</p> <p>There is also a risk that the continuation of the Sustainable Waste Management Grant may be stopped or reduced. This is a revenue grant</p>

	<p>provided by Welsh Government to support the provision of re-use and recycling services, as well as preventing waste. Any reduction of this grant from the current level could impact on further revisions to the forecast.</p> <p>Welsh Government is making £46m available to support the Bus Emergency Scheme and the Bus Transition Fund to ensure that the majority of the current services will be protected across Wales for the whole financial year 2023-2024. However, the funding arrangements beyond March 2024 are currently unknown. This could have an adverse impact on the transport network due to the uncertainty of funding by transport providers and consequential impact on home to school transport services, so will need to be kept under review.</p>
1.13	<p><b>Education and Youth</b></p> <p>An increase in the cost of employer teachers' pension contributions is anticipated from April 2024 and could potentially be significant. There are no specific indications of the likely scale of any increase at this stage, although it is expected that the increase will be fully funded by UK Government.</p> <p>Increases in demand and complexity for Additional Learning Needs, Specialist Provision and EOTAS is currently being funded by additional Welsh Government grant. There are a number of risks relating to the continuation of grant funding into 2024/25 which will need to be kept under review.</p> <p>Further work will be undertaken on demography and the impact of any changes due to school modernisation on the revenue costs for schools.</p>
	<p><b>Funding Solutions</b></p>
1.14	<p>The 2023/24 local government settlement provided an updated indicative figure for 2024/25 of 3.1% which equates to an uplift of around £7.8m for the Council.</p> <p>The indicative allocation is welcome. However, this is at a much lower level than previous years so will present significant challenges and will increase the requirement for budget contributions from other sources.</p>
1.15	<p>Members will be aware that whilst we are able to identify some cost savings and efficiencies as part of our annual budget setting process, there are no cost savings of any scale remaining following a decade of underfunding of local government.</p> <p>In previous years the Council has rightly stood on the principle that it will not reduce the budget for any service to the point where the service is unsafe, or to do so would mean we would fail to meet our statutory duties or our quality standards. The impacts of budget reduction options have been risk-assessed year on year.</p> <p>Any future options which councillors recommend we explore as a contribution to the budget will need to be risk assessed on this basis.</p>
1.16	<p>The Council has adopted a comprehensive policy for fees and charges for chargeable services. By applying this policy, we have balanced cost recovery of service provision with affordability and fairness for the payer.</p>

	<p>The annual review of the policy is also included on this agenda and shows an estimated contribution of £0.310m to the 2024/25 budget. There is no more scope for generating additional income or new income streams for 2024/25 over and above this report.</p>																		
1.17	<p>It is too early to make an assumption on council tax levels for 2024/25 as this will be largely dependent on how successful the Council is in identifying portfolio and corporate efficiencies. As in previous years council tax levels will be a key consideration in the final stage of the budget process.</p>																		
1.18	<p><b>Summary and Conclusions</b></p> <p>The Council clearly has a major budget challenge for the financial year 2024/25 if there is no movement in the indicative uplift in the settlement of 3.1%. This is significantly below the level required to meet current service demand and inflationary impacts – most of which are outside of the Council’s control.</p> <p>A detailed budget strategy needs to be developed with urgency in parallel to contributing to national discussions on the financial outlook across Wales, including any options available to increase the overall quantum available for local government.</p> <p>Regular updates will be provided to members in conjunction with the budget timeline detailed in the report.</p>																		
1.19	<p>An outline of the budget timeline is set out in the table below:</p> <p><b>Table 2: Budget Timeline</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Event</th> </tr> </thead> <tbody> <tr> <td>July 2023</td> <td>Report to Cabinet and Corporate Resources Overview and Scrutiny Committee - Initial additional budget requirement 2024/25</td> </tr> <tr> <td>31 July 2023</td> <td>1<sup>st</sup> Member Workshop</td> </tr> <tr> <td>September 2023</td> <td>Report to Cabinet and Corporate Resources Overview and Scrutiny Committee - Updated additional budget requirement and emerging budget solutions</td> </tr> <tr> <td>September/October 2023</td> <td>2<sup>nd</sup> Member Workshop</td> </tr> <tr> <td>October/November 2023</td> <td>Overview &amp; Scrutiny Committees</td> </tr> <tr> <td>December 2023</td> <td>Report to Cabinet and Corporate Resources Overview and Scrutiny Committee - Budget Update</td> </tr> <tr> <td>December 2023</td> <td>WG Draft Budget/Provisional Settlement</td> </tr> <tr> <td>January 2024</td> <td>Report to Cabinet and Corporate Resources Overview and Scrutiny</td> </tr> </tbody> </table>	Date	Event	July 2023	Report to Cabinet and Corporate Resources Overview and Scrutiny Committee - Initial additional budget requirement 2024/25	31 July 2023	1 <sup>st</sup> Member Workshop	September 2023	Report to Cabinet and Corporate Resources Overview and Scrutiny Committee - Updated additional budget requirement and emerging budget solutions	September/October 2023	2 <sup>nd</sup> Member Workshop	October/November 2023	Overview & Scrutiny Committees	December 2023	Report to Cabinet and Corporate Resources Overview and Scrutiny Committee - Budget Update	December 2023	WG Draft Budget/Provisional Settlement	January 2024	Report to Cabinet and Corporate Resources Overview and Scrutiny
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		Committee - Proposed budget requirement and solutions
	February 2024	Report to Cabinet and Council - Final Budget Proposals
	March 2024	WG Final Budget/Settlement

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	<p><b>Revenue:</b> the revenue implications for the 2024/25 budget are set out in the report.</p> <p><b>Capital:</b> there are no new implications for the approved capital programme for either the current financial year or for future financial years – the capital programme will be subject to a separate report.</p> <p><b>Human Resources:</b> there are some potential implications for additional capacity as set out in the report.</p>

<b>3.00</b>	<b>IMPACT ASSESSMENT AND RISK MANAGEMENT</b>		
3.01	<p><b>Ways of Working (Sustainable Development) Principles Impact</b></p> <table border="1"> <tr> <td>Long-term</td> <td>Negative – the absence of longer-term funding settlements from Welsh Government means that sustainable support for service delivery is challenging for the longer term. Sustainable funding from Welsh Government that provides</td> </tr> </table>	Long-term	Negative – the absence of longer-term funding settlements from Welsh Government means that sustainable support for service delivery is challenging for the longer term. Sustainable funding from Welsh Government that provides
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		additional funding for Indexation, Service demands and new legislation will provide a positive and sustainable position for the Council in the longer term.
	Prevention	As above
	Integration	Neutral Impact
	Collaboration	Services continue to explore opportunities for collaboration with other services and external partners to support positive impacts.
	Involvement	Communication with Members, residents and other stakeholders throughout the budget process.
<b>Well-Being Goals Impact</b>		
	Prosperous Wales	Longer term funding settlements from Welsh Government that provide additional funding for indexation, service demands and new legislation will aid sustainability and support a strong economy that encourage business investment in the region. The opposite will be true if settlements are inadequate.
	Resilient Wales	Continuation of services to support communities and social cohesion will have a positive impact. The opposite will be true if settlements are inadequate.
	Healthier Wales	An appropriate level of funding will ensure that communities are supported and will have a positive impact. The opposite will be true if settlements are inadequate.
	More equal Wales	A positive impact with greater parity of funding from Welsh Government for all Welsh Local Authorities. The opposite will be true if settlements are inadequate.
	Cohesive Wales	Appropriate level of funding will support services working alongside partners. The opposite will be true if settlements are inadequate.
	Vibrant Wales	As Healthier and Cohesive Wales above
	Globally responsible Wales	Neutral impact.

<b>4.00</b>	<b>CONSULTATIONS REQUIRED/CARRIED OUT</b>
4.01	The Forecast for 2024/25 – 2026/27 will be considered by Overview and Scrutiny Committees during September and October.



	Member Workshops will be held in July and in September/October 2023.
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<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix A. MTFs Forecast 2024/25 – 2026/27.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	None.

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<b>Contact Officer:</b> Gary Ferguson,, Corporate Finance Manager <b>Telephone:</b> 01352 702271 <b>E-mail:</b> <a href="mailto:gary.ferguson@flintshire.gov.uk">gary.ferguson@flintshire.gov.uk</a>

<b>8.00</b>	<b>GLOSSARY OF TERMS</b>
8.01	<p><b>Medium Term Financial Strategy (MTFS):</b> a written strategy which gives a forecast of the financial resources which will be available to a Council for a given period, and sets out plans for how best to deploy those resources to meet its priorities, duties and obligations.</p> <p><b>Revenue:</b> a term used to describe the day to day costs of running Council services and income deriving from those services. It also includes charges for the repayment of debt, including interest, and may include direct financing of capital expenditure.</p> <p><b>Budget:</b> a statement expressing the Council’s policies and service levels in financial terms for a particular financial year. In its broadest sense it includes both the revenue budget and capital programme and any authorised amendments to them.</p> <p><b>Revenue Support Grant:</b> the annual amount of money the Council receives from Welsh Government to fund what it does alongside the Council Tax and other income the Council raises locally. Councils can decide how to use this grant across services although their freedom to allocate according to local choice can be limited by guidelines set by Government.</p> <p><b>Specific Grants:</b> An award of funding from a grant provider (e.g. Welsh Government) which must be used for a pre-defined purpose.</p> <p><b>Welsh Local Government Association:</b> the representative body for unitary councils, fire and rescue authorities and national parks authorities in Wales.</p>

**Financial Year:** the period of 12 months commencing on 1 April.

**Local Government Funding Formula:** The system through which the annual funding needs of each council is assessed at a national level and under which each council's Aggregate External Finance (AEF) is set. The revenue support grant is distributed according to that formula.

**Aggregate External Finance (AEF):** The support for local revenue spending from the Welsh Government and is made up of formula grant including the revenue support grant and the distributable part of non-domestic rates.

**Provisional Local Government Settlement:** The Provisional Settlement is the draft budget for local government published by the Welsh Government for consultation. The Final Local Government Settlement is set following the consultation.

**Funding Floor:** a guaranteed level of funding for councils who come under the all-Wales average change in the annual Settlement. A floor has been a feature of the Settlement for many years.

MTFS - SUMMARY OF PRESSURES			
Pressure	2024/25	2025/26	2026/27
	£m	£m	£m
<b>Prior Year Decisions / Approvals</b>			
Private Water Supplies	(0.052)		
Minimum Revenue Provision (MRP) - Existing	0.300	0.300	0.300
21C Schools Band B Borrowing Costs	0.738	0.854	0.166
<b>Total - Prior Years Decisions / Approvals</b>	<b>0.986</b>	<b>1.154</b>	<b>0.466</b>
<b>CUMULATIVE TOTAL</b>	<b>0.986</b>	<b>1.154</b>	<b>0.466</b>
<b>Legislative / Unavoidable Indexation Pressures</b>			
Fee Increases - Coroners	0.031	0.033	
Independent Review Panel for Wales (IRPW)	0.084	0.084	0.084
North Wales Fire and Rescue Authority	1.341	1.523	1.728
Apprentice Tax Levy	0.070		
Business Systems Inflationary Rises	0.036		
CJC / Growth Deal Inflation	0.017	0.019	0.021
ADM's / CAT's - Service Contract Inflation	0.365	0.312	0.328
ADM's / CAT's - Other Pressures	0.056	(0.025)	
NEWCES Contribution Increase	0.080		
Increase to Regional Collaboration Team	0.050		
Newydd & Emergency Duty Team Uplift	0.130	TBC	
Mockingbird Loan Repayment		0.287	
<b>Total - Legislative / Unavoid Index'n Pressures</b>	<b>2.260</b>	<b>2.233</b>	<b>2.161</b>
<b>CUMULATIVE TOTAL</b>	<b>3.245</b>	<b>3.387</b>	<b>2.627</b>
<b>National Funding Requirement</b>			
NJC Pay Award Estimate (Non Schools) - 23/24	1.694		
NJC Pay Award Estimate (Non Schools)	4.767	4.986	5.275
NJC Pay Award Estimate (Schools) - 23/24	1.033		
NJC Pay Award Estimate (Schools)	1.718	1.812	1.906
Teachers - Pay Award - Prior Year	1.152		
Teachers - Pay Award - April - August	1.671	1.765	1.863
Teachers - Pay Award - Sept - March	2.472	2.608	2.739
Pay Modelling - Potential Pressure	TBC	TBC	TBC
<b>Total - National Funding Requirement</b>	<b>14.506</b>	<b>11.172</b>	<b>11.783</b>
<b>CUMULATIVE TOTAL</b>	<b>17.752</b>	<b>14.558</b>	<b>14.410</b>

<b>MTFS - SUMMARY OF PRESSURES</b>			
<b>Pressure</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
	<b>Strategic Decisions</b>		
<b>Social Care</b>			
Transition to Adulthood	0.840	0.517	0.990
Social Care Commissioning	5.137	5.744	6.300
Childrens Services Group Homes	0.400	0.400	
Croes Atti Extension - Revenue Costs	0.330	0.991	
Social Work Pay Review	0.115	0.108	0.055
Increased Homecare Capacity	0.150		
Special Guardianship Orders (SGOs)	0.050		
Buckley Extra Care Facility			0.680
	<b>7.022</b>	<b>7.760</b>	<b>8.025</b>
<b>Education &amp; Youth</b>			
Joint Archive Service - Borrowing Costs	0.018	0.108	0.014
Additional Capacity for Supporting Schools with Safeguarding	0.045		
Management of Specialist Foundation Provision - Estyn	0.105		
Resource Provision at Flint High School		0.170	
EOTAS / Specialist Provision - Estyn Inspection of Plas Derwen	0.075	0.236	0.012
Specialist Primary - Revenue Costs of 2 Additional Classrooms	0.218	0.156	
EOTAS / Specialist Provision - Medical Need	TBC	0.300	
ALN Reforms - Transfer of Post 16 Responsibilities	0.000	0.130	0.225
	<b>0.461</b>	<b>1.100</b>	<b>0.251</b>
<b>Out of County Placements</b>			
Out of County Placements	<b>0.500</b>	<b>0.500</b>	
<b>Planning, Environment &amp; Economy</b>			
Additional Licencing Scheme for HMO's	0.144		(0.056)
Private Water Supplies (See also line 11)	0.047		
	<b>0.191</b>	<b>0.000</b>	<b>(0.056)</b>
<b>Housing &amp; Communities</b>			
Homelessness Demand	2.000	TBC	TBC
Benefits - CTRS	0.518	0.539	
	<b>2.518</b>	<b>0.539</b>	<b>0.000</b>
<b>Streetscene &amp; Transportation</b>			
Fleet Contract Renewal	2.000		
Business Recycling Collections (new duties)	0.438		
Mayrise Replacement	0.010	0.060	0.005
Recycling & Compliance Officers	0.133		
Assistant Fleet Manager	0.055		
ULEV Transition Officer	0.049		
	<b>2.684</b>	<b>0.060</b>	<b>0.005</b>

<b>MTFS - SUMMARY OF PRESSURES</b>			
<b>Pressure</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
<b>Governance - Digital Strategy</b>			
Schools Information Management System	0.123	0.009	0.010
Digital Delivery - Digital Solutions Technician		0.038	
Microsoft Power BI Licences	0.032		
Digital Officers		0.060	
Corporate GIS Software Reprocurement		0.030	(0.023)
Corporate LLPG Compliance & Software Reprocurement		0.033	(0.020)
Digital Business Analyst (0.6 FTE)		0.030	
IT Technician Cyber Security	0.037		
Microsoft E5 Security Licenses	0.266	0.038	0.050
Security, Information & Event management (SIEM) Solution	0.162		
Network Connected Device Compliance & Assurance Solution	0.042	(0.015)	
IT Technician Schools	0.032		
	<b>0.694</b>	<b>0.223</b>	<b>0.017</b>
<b>Corporate</b>			
Capital Borrowing Costs 22/23	0.056	0.083	0.002
Croes Atti Extension - Borrowing Costs	0.161	0.041	0.001
Levelling Up Fund (Match Funding)	0.050	0.013	
Replacement Financial Management System (FMS)			0.052
ADM Resource	0.024	(0.024)	
Audit Fees	0.040		
Bank Charges	0.070		
	<b>0.401</b>	<b>0.114</b>	<b>0.055</b>
<b>Total - Strategic Decisions</b>	<b>14.470</b>	<b>10.296</b>	<b>8.298</b>
<b>CUMULATIVE TOTAL</b>	<b>32.222</b>	<b>24.854</b>	<b>22.707</b>

Mae'r dudalen hon yn wag yn bwrpasol

# Eitem ar gyfer y Rhaglen 5



## CABINET

<b>Date of Meeting</b>	Tuesday 18 <sup>th</sup> July 2023
<b>Report Subject</b>	Annual Performance Report 2022/23
<b>Cabinet Member</b>	Leader of the Council
<b>Report Author</b>	Chief Executive
<b>Type of Report</b>	Strategic

## EXECUTIVE SUMMARY

The Annual Performance Report for 2022/23 reviews the Council's progress against the Council Priorities as detailed in the Flintshire County Council Reporting Measures 2022/23.

2022/23 has seen the Council move out of the recovery approach as part of the Covid-19 pandemic and move into a more 'business as usual' approach. Performance against the Council Plan measures was positive overall with 61% of the performance indicators meeting or exceeding target for the year and we are also now reporting on more 'Actions' and 'Measures' than in 2021/22; a total of 160 Actions and 111 Measures compared to 2021/22 when 144 Actions and 60 Measures were reported upon.

## RECOMMENDATIONS

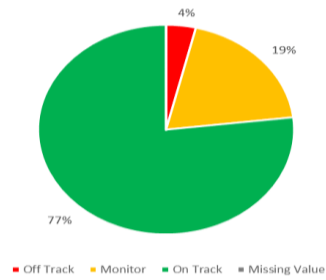
1	Cabinet to approve the 2022/23 Annual Performance Report noting the performance achieved.
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## **REPORT DETAILS**

<b>1.00</b>	<b>EXPLAINING THE ANNUAL PERFORMANCE REPORT 2022/23</b>
1.01	<p>The Annual Performance Report (the Report) is produced in accordance with two key legislations;</p> <p><b><u>Well-being of Future Generations (Wales) Act 2015</u></b></p> <p>The performance and governance provisions in the Act are framed within the context of the well-being duty in the Well-being of Future Generations (Wales) Act 2015 which sets out a legally binding common purpose for the public bodies subject to that Act to improve the social, economic, environmental, and cultural well-being of Wales. It sets out seven well-being goals which these public bodies must work towards and five ways of working to guide how public bodies should deliver.</p> <p><b><u>Local Government and Elections (Wales) Act 2021</u></b></p> <p>Councils are democratically accountable for the performance of their services, including their governance arrangements. They are supported through external audit, inspection and regulatory bodies who have a key role in assuring the quality of our public services in Wales</p>
1.02	<p>The Annual Performance Report must be approved by the full Council prior to publication.</p>
1.03	<p>The Annual Performance Report for 2022/23 reviews our progress against the Priorities as detailed in the Flintshire County Council Reporting Measures 2022/23. This assessment takes into consideration assessments of our performance:</p> <ul style="list-style-type: none"><li>• Performance indicator outturns</li><li>• Regulatory, audit and inspection activity</li><li>• Progress against the Well-being of Future Generations (Wales) Act 2015 sustainable development principles and goals.</li><li>• Progress against the Council's Well-being Objectives</li></ul>
1.04	<p><b><u>Council Plan 2022/23 Performance</u></b></p> <p>Performance for 2022/23 against our Council Plan Actions and Measures are summarised in the chart below.</p>



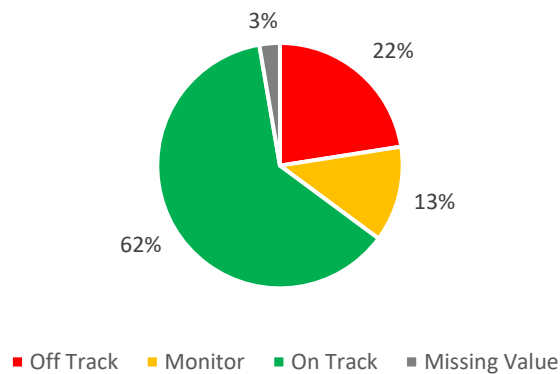
### Council Plan – Action RAG Status



In summary our overall progress against the actions are;

- Good (green) progress was achieved in 77% (123) of activities
- Satisfactory (amber) progress was achieved in 19% (31) of activities
- Limited (red) progress was made in 4% (6) of activities

### Council Plan - Measure RAG Status



In summary our overall progress against the measures are;

- 69 (62%) indicators/measures achieved the target or better compared to 73% in 2021/22
- 14 (13%) indicators/measures are being monitored compared to 9% in 2021/22
- 25 (22%) indicators/measures missed target compared to 18% in 2021/22
- 3 (3%) measures have not been fully updated for End of Year (Q4)

Unfortunately, due to unforeseen circumstances, the end of year performance for three measures was not provided. These being:

- CGV004M - Number of contracts delivering community benefits

Unavailable for the last six months of 2022/23 for reporting, but efforts will be made to provide this for a future update.

- CGV005 - Monetary value of community benefits as measured against the Flintshire Themes Outcomes and Measures (TOMs) Framework

	<p>Unavailable for the last six months of 2022/23 for reporting, but efforts will be made to provide this for a future update.</p> <ul style="list-style-type: none"> <li>CAU016M - Number of courses accessed through Open Learn</li> </ul> <p>The Open University (OU) Wales, are unable to provide the required Open Learn data at present therefore, the Council are unable to report against the measure.</p>
1.05	<p><b><u>Regulation, Audit and Inspection Activity</u></b></p> <p>The Audit Wales publishes an Annual Audit Summary Report each year on behalf of the Auditor General for Wales. This report is currently being produced for Flintshire which will summarise its findings and give recommendations from the various reports that have been produced.</p>
1.06	<p>The Auditor General has not made any statutory recommendations with which the Council must comply thus far.</p>
1.07	<p>The Report will be made available via the Council's website once published. Paper copies will also be available with supporting documents which provide the more detailed information will be available as 'hyperlinked' documents.</p>
1.08	<p>Both Cabinet and Corporate Resources Overview and Scrutiny Committee have continued to consider performance areas which under-performed (downward trend and/or low quartile benchmark position) throughout 2022/23.</p>
1.09	<p>Progress against these action plans with mid-year performance will be monitored and reported in December 2023 as part of the mid-year performance reports.</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	There are no specific resource implications as part of this report.

<b>3.00</b>	<b>IMPACT ASSESSMENT AND RISK MANAGEMENT</b>
3.01	<p><b>Ways of Working (Sustainable Development) Principles</b></p> <p>In regard to the impact on the Ways of Working (Sustainable Development) Principles, the Council Plan 2023-28 continues to be aligned to these Principles;</p> <ul style="list-style-type: none"> <li>Long-term</li> <li>Prevention</li> <li>Integration</li> <li>Collaboration</li> <li>Involvement</li> </ul> <p>By completing a high-level IIA for the Council Plan 2023-28, it will enable the Council to have an overview of the various additional IIA's that will be</p>

	<p>carried out to support the actions identified within the Council Plan 2023-28.</p> <p><b>Well-being Goals Impact</b></p> <p>The Council Plan 2023-28 continues to provide evidence of alignment with the seven Well-being Goals (part of the Well-being of Future Generations (Wales) Act 2015). To do this effectively the Council ensures that specific strategic and policy reports include impact and risk assessments and considers the Well-being Goals.</p> <p>The Well-being Goals are;</p> <ul style="list-style-type: none"> <li>• Prosperous Wales</li> <li>• Resilient Wales</li> <li>• Healthier Wales</li> <li>• More Equal Wales</li> <li>• Cohesive Wales</li> <li>• Vibrant Wales</li> <li>• Globally Responsible Wales</li> </ul> <p><b>Council's Well-being Objectives</b></p> <p>The Council's Well-being objectives have been reviewed as part of this exercise. The evidence demonstrates the progress which have been made against the Well-being Objectives.</p>
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<b>4.00</b>	<b>CONSULTATIONS REQUIRED/CARRIED OUT</b>
4.01	Consultation with Senior Managers, Chief Officers and Members has been supported online. Consultation is undertaken throughout the year by Cabinet and Overview and Scrutiny Committees regularly reviewing performance reports.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix A - Draft Annual Performance Report 2022/23

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	Council Plan 2022-23 End of Year Report Flintshire County Council's Well-being Objectives

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<p><b>Contact Officer:</b> Emma Heath, Strategic Performance Advisor  <b>Telephone:</b> 01352 702744  <b>E-mail:</b> <a href="mailto:emma.heath@flintshire.gov.uk">emma.heath@flintshire.gov.uk</a></p>

<b>8.00</b>	<b>GLOSSARY OF TERMS</b>
8.01	<b>Council Plan:</b> the document which sets out the annual priorities of the Council. It is a requirement of the Local Government (Wales) Measure 2009 to set objectives and publish a Plan.



# **Annual Performance Report**

## **2022/23**

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### 1. Introduction

Welcome to Flintshire’s Annual Performance Report (APR). This document gives an overview of the performance of the Council during 2022/23 against the priorities set and progress against our Well-being Objectives;

- Protecting people from poverty by supporting them to meet their basic needs
- Housing in Flintshire meeting the needs of our residents and supporting safer communities
- Limiting the impact of the Council’s services on the natural environment and supporting the wider communities of Flintshire to reduce their own carbon footprint
- Enabling a sustainable economic recovery and growth
- Supporting people in need to live as well as they can
- Enabling and Supporting Learning Communities

The report covers:

- Actual and comparative performance information.
- Our performance against the Well-being of Future Generations (Wales) Act 2015, Five Ways of Working and our Own Well-being objectives.

### 2. Priority Setting

The COVID-19 Pandemic was a challenging time for the many and even during 2022, we, the Council still continued to face a number of challenges. However, the pandemic has allowed us to redefine and evaluate our strategies, future goals and plans. What was previously the Council’s response to the pandemic, for most part has now become ‘a new business as usual’ model.

The four themes identified for further improvement as the future Council’s priorities have been shaped by Councillors across our Cabinet and Overview and Scrutiny functions, these being;

- Improvement in Internal and external stakeholder engagement, consultation and participation
- Development of the Integrated Impact Assessments (IIAs)
- Sustainability of Resources and Resilience of Workforce
- Members Training due to the high intake of new members

These are detailed further in the Council’s Annual Governance Statement

### 3. Alignment of Council Plan Priorities and Well-Being Objectives

The APR aligns closely with the Council Plan 2022/23 priorities. For 2022/23, the Well-being Objectives have been allocated to the respective portfolios as detailed below:

Portfolio	Well-Being Objectives
Education and Youth	<ul style="list-style-type: none"> <li>Protecting people from poverty by supporting them to meet their basic needs</li> <li>Enabling and Supporting Learning Communities</li> <li>Supporting people in need to live as well as they can</li> </ul>
Housing and Assets	<ul style="list-style-type: none"> <li>Protecting people from poverty by supporting them to meet their basic needs</li> <li>Housing in Flintshire meeting the needs of our residents and supporting safer communities</li> <li>Supporting people in need to live as well as they can</li> </ul>
Governance	<ul style="list-style-type: none"> <li>Protecting people from poverty by supporting them to meet their basic needs</li> </ul>
Planning, Environment and Economy	<ul style="list-style-type: none"> <li>Enabling a sustainable economic recovery</li> <li>Protecting people from poverty by supporting them to meet their basic needs</li> <li>Limiting the impact of the Council’s services on the natural environment and supporting the wider communities of Flintshire to reduce their own carbon footprint</li> <li>Housing in Flintshire meeting the needs of our residents and supporting safer communities</li> </ul>
Social Services	<ul style="list-style-type: none"> <li>Supporting people in need to live as well as they can</li> </ul>
Streetscene and Transportation	<ul style="list-style-type: none"> <li>Limiting the impact of the Council’s services on the natural environment and supporting the wider communities of Flintshire to reduce their own carbon footprint.</li> <li>Supporting people in need to live as well as they can</li> <li>Enabling a sustainable economic recovery</li> </ul>
Chief Executives	<ul style="list-style-type: none"> <li>Protecting people from poverty by supporting them to meet their basic needs</li> <li>Enabling a sustainable economic recovery</li> </ul>

**Note:** The colour scheme used in this table is used throughout the document for ease of recognition.

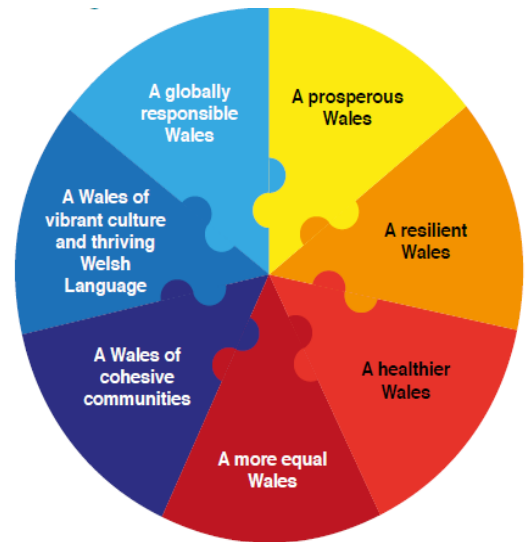
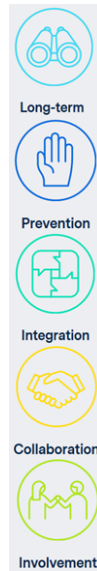


### 3.1 Assessment of Our Wellbeing Objectives

The Council set its Well-being Objectives in to meet the requirements of the Well-being of Future Generations (Wales) Act 2015.

Designated public bodies are required to work individually and collectively to improve well-being in Wales. The seven well-being goals and the five ways of working set a general purpose for public bodies. They also aim to ensure better decisions by:

- considering the long-term
- prevention
- integrated working
- working collaboratively
- being inclusive of people of all ages.



Further details on the Well-being of Future Generations (Wales) Act 2015 (FGA) and the seven wellbeing goals can be found by using this [link](#).

The section ‘Future Generations – Five Ways of Working Case Studies’ provides examples of how we have met the ‘Future Generations’ ways of working in some specific area of work.

Our Well-being Objectives reflect the ‘Impacts’ we intend to make through the actions and activities within each priority. An assessment of the progress against each Objective is made as part of the overall performance for each priority.

### 4. Areas of High Performance

Services for you – a compilation of the range of services we offer the communities of Flintshire and some figures against how well we have performed last year 2022/23;

- There were **1,102** two-hour playscheme sessions delivered across Flintshire during the summer holidays. **30** children were supported to attend via the buddy scheme.
- The Welsh Language Officer delivered **13** projects with **7,346** children and young people benefitting. These innovative projects have promoted the Welsh language greatly
- **55** primary schools have engaged in the Early Language and Communication training and have accessed toolkits for free to support delivery of the intervention to learners.
- The majority of Flintshire Youth Clubs are participating in Cymraeg Bob Clwb with **628** young people engaging
- **217** Carelink alarms and **73** telecare alarms installed to support people to live independently in their own homes.
- Resettlement of **280** Ukrainians within Flintshire with the **2<sup>nd</sup>** highest move-on rate across the whole of Wales.
- **16** sheltered community centres and **35** local groups supported to deliver Croeso Cynnes (Warm Welcome) from November 2022 to March 2023
- ‘In-year’ Council Tax collection levels for 2022/23 were **97.4%**
- Delivered **146** business support sessions to **48** social enterprises within Flintshire
- **43** micro and small rural businesses in North East Wales were supported by the Enterprise Renewal Fund to introduce new products and/or processes
- Number of Micro-carers has increased in 2022/23, with an additional **11** people delivering services in the county, bringing the total to **34**
- The North Wales Community Equipment Service has responded to **100%** of its requests for urgent equipment within the **1 day** national response standard
- Streetscene has successfully installed a total of **15** Dual Electric Vehicle (EV) within **8** council owned car parks enabling a maximum of **30** vehicles to charge at any one time.
- **26** apprentices across **14** disciplines were appointed and commenced work in September 2023
- **53** young people moved from a NEET (Not in Education, Employment or Training) status into further education or employment.
- Flintshire Sorted (Drug & Alcohol Team), with support of the YJS Anti-Social Behaviour Officer have delivered **59** drug and alcohol community outreach sessions in **7** locations, with **1693** young people engaged. They have also delivered **725** sessions in **13** schools in Flintshire (**5233** young people engaged)
- Approximately 150 children and young people who were at the Eisteddfod in Denbigh participated in activities provided by the Council’s Youth Services
- **75** young people that have benefitted from the Mindful Art Project

## Annual Performance Report – 2022.23

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- **£330,024** (DHP allocation and additional Government funding) spent supporting households with additional payments to assist with rent due to impact of the cost-of-living rising costs.

## 5. Highlights of Performance and What Has Been Achieved

### 5.1 Portfolio: Education and Youth

#### Strong Performance

- The Integrated Youth Provision team have successfully implemented Upshot, a monitoring, evaluation and learning tool which is improving data collection and usage.
- A total of 3,975 children were registered across the county summer holiday playschemes. In total there was an overall attendance of 15,556 and 1,102 two-hour playscheme sessions delivered across Flintshire. 30 children were also supported to attend via the buddy scheme.
- The Welsh Language Officer delivered 13 projects with 7,346 children and young people benefitting. These innovative projects have allowed us to promote the Welsh language greatly.
- 53 young people moved from a NEET (Not in Education, Employment or Training) status into further education or employment. The Resilience Team supported 105 young people in total.
- Period Dignity Grant: The Portfolio commissioned an external provider for a second year to deliver period products to a range of services within education and the wider community. 'Home packs' were provided direct to homes of girls and young women aged 8-18 years that attend a Flintshire school. The benefit of this approach means that students get a wider range to choose from. All primary and secondary schools were provided with a proportion of grant funding to purchase sanitary products to 'top up their existing supplies'. Period products were distributed to each of the 9 Foodbank centres and all youth groups / projects.
- Period Dignity Grant continued; We also linked with the Council's resettlement coordinator to support the refugees from Ukraine, Afghanistan and Syria now based in Flintshire. Distribution took many forms including via community hubs and libraries.
- Recruit, Recover and Raise Standards (RRRS) grant funding was used to support training for early years staff in playgroups and day nurseries, delivering early years education on behalf of the Council known as Early Entitlement. The focus was on the Leuven Scales of Wellbeing. 39 of the 45 settings attended the 2-part Leuven Scales course (81 staff). Some settings have since used the Scales as part of their support of children's wellbeing.
- Primary schools in Flintshire continue to embrace the Siarter Iaith and Cymraeg Campus objectives in order to increase the social use of Welsh. 4 schools have been awarded the Silver award and 4 schools the Bronze award for Cymraeg Campus since April 2022. The 'Criwiau Cymraeg' in all schools work actively to determine the school priorities and help to decide on activities for their schools and some are effective in involving the wider school community.
- In 2022/23 we have implemented the of Ministry of Justice (MoJ) Turnaround Programme
- Flintshire Sorted (Drug & Alcohol Team), with support of the YJS Anti-Social Behaviour Officer have delivered 59 drug and alcohol community outreach sessions in 7 locations, 1693 young people engaged. They have also delivered 725 sessions in 13 schools in Flintshire (5233 young people engaged)
- The YJS has supported 61 victims and delivered 756 hours of reparation activity within the community and the YJS continue to implement Public Health Wales Trauma Informed Toolkit

- A number of policy documents including Participation Strategy and Disproportionality Action Plan have been agreed upon this year
- Devised a Youth Violence Action Plan and this is being aligned to the work of the Regional Serious Violence Duty Task and Finish Group.
- Continue to deliver community workshops with Theatr Clwyd, Sorted and Youth Services to increase awareness of the impact of anti-social behaviour has on communities and individuals
- At Ysgol Croes Atti, Glannau Dyfrdwy refurbishment of internal and external areas was completed. This included classroom structural alterations, improving safeguarding, improving accessibility and replacement of some windows and doors, along with improvements to the play area and fencing. This was completed in January 2023, with an investment circ. £0.850m. In addition to refurbishments a new standalone dedicated childcare unit for 20 children was delivered, and funded through Welsh Government Childcare Grant investment circ. £0.375m
- At Ysgol Glanrafon, Mold, work undertaken included a new extension to increase Welsh medium capacity from 309 full time pupils to 356, refurbishment of existing school buildings and the conversion of space to form dedicated childcare unit. Works completed and handed over in Summer 2022 investment circ. £4.3m.

### Strong Stories

- **Consent Project** - in partnership with Theatre Clwyd, the Youth Service delivers an annual project around “Consent”. Consent delivers interactive workshops, using live performance, to explore the issues arising from Sexual Consent. In a safe and supportive environment, young people explore what makes a healthy relationship, the effects of alcohol and drugs on decision making, and finally, how the law works in relation to Consent. The young people are presented with a scenario performed by professional actors. The Consent Project is delivered bi-lingually to all schools and entirely through the medium of Welsh at Ysgol Maes Garmon. In 2022-23 we have delivered The Consent Project to all Year 9 students across Flintshire Schools.
- **LGBT+ Engagement work** - The Youth Service currently work in partnership with Viva and Pride Cymru. This partnership enables a weekly provision for LGBT+ Youth Club based in Deeside. The collaboration came as a result of discussions with young people in Flintshire who identified the need to have a specific group for LGBT+. The group is funded by Pride Cymru and the sessions are delivered by Youth workers with LGBT+ knowledge.
- **Ysgol Maes Garmon** - The School and Community Immersion Youth Worker based at the school sourced funding for the Proud Trust to deliver information sessions to year 9 students. This was following issues identified around hate speech and some young people feeling targeted and bullied. Following on from the work with the Proud Trust, the School and Community Immersion Youth Worker delivered education sessions to year 9 students during their English lessons based on gender identity, pronouns, and sexuality.
- **Event** - A group of young people in Connah’s Quay who struggle with anxiety, low mood, self-esteem, and confidence took part in a special event to support their specific needs. Although these young people struggle with school attendance due to their mental health, they all turned up and engaged in every part of the session.

- **Steering Group** – a group of young people from Ysgol Maes Garmon and Connah’s Quay High School met to create the new logo for the Youth Service. The new logo is currently being developed by a design team and will soon be used as part of the Youth Service re-branding.
- **Ysgol Trefynnon** - the Community Immersion Youth Worker was asked to deliver 6 weeks of sessions for a group from the LGBTQ+ community in April 2022. The group enjoyed the sessions and stressed they would like to have a space where they could express themselves and talk freely about their feelings and emotions; an LGBTQ+ group was set up in school to accommodate this and the group meet during lunchbreaks. The sessions have been young person led and students have been able to discuss personal issues such as - how and when they feel it is appropriate to ‘come out’ to parents and friends. The ‘Proud Trust’ have provided support with session ideas and advice. The young people have been creative and expressed emotions through mask making, which were displayed at school in June 2023 to celebrate Pride month. The students have enjoyed and owned a regular supportive space of their own where they can use their voices, be heard and to be able to express themselves.
- **Celf a Lles (Bilingual Arts Project)** - This project was run and delivered via our Youth Clubs with the main aim of supporting young people to use art as a tool to improve their mental health and wellbeing. Eight of our youth clubs participated in this project with 44 young people entered their work into the Urdd National Arts, Crafts and Technology Eisteddfod. Many pieces of work made it through to the county level stage, and one young person’s work made to the national level.
- **Can a Lles (Welsh Music Project ‘Dal I Ddod’)** - The main purpose of this music project was to allow young people to be creative and express their thoughts and feelings around the disruption of the global pandemic. We hosted weekly sessions during GCSE music lessons at Ysgol Maes Garmon with twelve Year 10 students over the course of 8 weeks. The students engaged in a song writing process. The song can be found [here!](#)
- **Cwrs Trochi** - Ysgol Maes Garmon run a successful Welsh immersion course for children wishing to move from an English primary school into their Welsh medium secondary school. The Welsh Language Officer runs sessions for the young people who are considering making this switch. 41 young people participated, and many joined the Year 6/7 immersion course, choosing to move to Ysgol Maes Garmon for their secondary education.
- **Urdd National Eisteddfod Denbigh** – Flintshire’s Youth Service attended the Urdd Eisteddfod in May 2022 in Denbigh to run arts and play sessions with over 150 children and young people at the Eisteddfod participating in the activities. The day on the Eisteddfod Maes was a great experience for the Youth Service team to be immersed in the language and culture of Wales.
- **Cymraeg Bob Clwb** – is a project that is being delivered in our youth clubs. The main aim is to have the Welsh language and culture more prominent in our Youth Club buildings. There are easy everyday Welsh phrases relevant to the setting around the buildings to encourage use of the language. The majority of Flintshire Youth Clubs are participating well in the project, with 628 young people engaging. This aim is to normalise the use of the Welsh language outside of the school boundaries and bring it into our communities.

- **Cymraeg Bob Cynllun** - The main aim of this project was to deliver training to encourage the Summer Community Playscheme Members to use more conversational Welsh during the open access Summer Playschemes.
- **Digital Composing and 'DJ' Workshops** – The essence of this project was to allow young people to express themselves through electronic music but and learn new skills as a 'DJ'. In total 12 sessions were delivered with 101 young people participating.
- **Mindful Art** – This project aimed to give young people skills to learn how to use sketching as a way of keeping their mind active and a way of channelling their positive creativity. Four youth clubs ran sessions providing young people the opportunity to express themselves visually. In total there were 75 young people that have benefitted from this project.
- **Children's Charter Event** – An event led by Betsi Cadwallader University Health Board (BCUHB) in spring 2022. The event brought children and young people to Erddig Hall in Wrexham to gather their thoughts and ideas on various topics that will then enable BCUHB to create a new Children's Charter. The Charter will be a set of standards that organisations work to, to make sure children and young people are treated fairly and have a voice. The various sections included, 'What is kindness?', 'What helps me learn?', and 'What helps me keep positive?'. There were approximately 250 children and young people in attendance at the event.
- **Clwb Pontio / Transition Club** – During January through to March 2022, our Youth and Play Team worked closely with Ysgol Derwenfa. The team attended the school to encourage Welsh through play for several weeks. Following these sessions, a transition club has begun and 28 children from Year 5 and 6 have been attending weekly and this will encourage them to join the Youth Club when they reach eleven years of age.
- **Wellbeing And Music** – This project has concentrated on a group of 15 young people who have been struggling with their mental health and dealing with friendships. The young people have been supported to write a song on positivity and kindness.
- **Hungary Trip** – Following a successful funding application from Taith, the Urdd partnered with Flintshire Youth Services. In April 2023, 13 young people from disadvantaged backgrounds went on a fully funded trip to Hungary. The trip provided opportunities that these young people may never have had and boosted their confidence and independence skills.
- **More Than A Language** – The Welsh Language Officer has visited several schools to deliver engaging and interactive sessions on the benefits of bilingualism. The sessions consist of looking back at the history of Wales and the Welsh language, how it has evolved, and how important it is that we protect it. These sessions have been delivered to 550 young people.
- The team deliver accredited courses to young people who are at risk of becoming NEET, suffer with anxiety and / or find attending mainstream school challenging. The young people work towards Agored awards in cooking, housing, and homelessness. The sessions raise awareness of hidden homelessness, risk factors and what homelessness is. The sessions also include budgeting, tenancy sustainment and independent living sessions. Achieving Agored awards will help improve the chances of young people attending college or integrating back into school.
- The young people worked with a theatre group to produce an art piece and a film about what community means to them. In the community garden, young people were given the opportunity to grow their own produce and to work with other members of the community.

The young people also took part in volunteering opportunities in shops, offices and at Forest School. 7 young people took part in a Residential Course to improve their mental health and have also helped plan a summer music festival.

### **The Impact of the Progression Service on Children and Young People who are Potentially Not In Education, Employment Or Training (NEET)**

- The Council's Progression Service has provided an extensive range of opportunities to help re-engage children and young people who have struggled to attend education, employment, or training.
- The team works in close collaboration with a number of services and providers and offers a range of activities to support the development of important skills, such as independent living.
- Children and young people are also able to access a range of accreditation in relevant vocational areas such as Hair & Beauty, Sport & Leisure, Food Hygiene and Construction.
- There has been a real community focus for some of the activities, including cooking for individuals who are homeless and the upcycling of furniture with participants, developing a greater awareness of the importance of community and an understanding of others who may be less fortunate than themselves.
- For a number of individuals, this intervention has been the key to enable them to leave the house and start to see an improvement in their mental health, with many now re-engaging with school or further/higher education. The intervention has also supported some of the young people not to self-harm and is having a positive impact on self-worth and wellbeing.

### **Education and Inclusion Service Collaboration with Speech and Language Colleagues In BCUHB**

- The Communication and Language Advisory Support Service (CLASS) has worked collaboratively with speech and language colleagues in BCHUB to roll out an evidence-based intervention package to support all pupil aged 3 to 7 with delayed attention, language and communication needs. This project has been a priority given the significant impact of the COVID-19 pandemic on children's communication skills.
- 55 primary schools have engaged in the Early Language and Communication training and have accessed toolkits for free to support delivery of the intervention to learners. The provision is targeted at learners who have below average language skills, with 45% being identified as being significantly below.
- Impact data collated so far shows a pleasing level of improvement following the intervention with 35% of learners demonstrating age-appropriate language skills after following the 10-week programme and a reduction to 25% of those still presenting with a significant level of need, for whom, additional targeted provision will be made.
- Flintshire is the only Local Authority in Wales to offer training on this intervention to schools, while waiting for the Welsh Government intervention 'Talk with Me' to be published.

### **Improvement Areas**

- Improving the levels of pupil attendance.
- Reducing pupil exclusions.



## 5.2 Portfolio: Housing and Communities

### Strong Performance

- £330,024 of the Discretionary Housing Payment allocation and additional Government funding was used to support households with additional payments to assist with rent, due to the impact of the cost-of-living rising costs.
- More than 200 households were provided with specialist advice and support, including access to services such as the Discretionary Assistance Fund, Warm Wales, Dwr Cymru (Welsh Water), Housing Support Gateway, Free School Meals and Uniforms.
- Received 59 responses to the Welsh Government questionnaire, which was in relation to the delivery of disabled facilities grants, with only one response with dissatisfied feedback.
- 59 medium adaptations were granted, whereas previous means testing methods, may have deemed individuals ineligible.
- 16 sheltered community centres and 35 local groups were supported to deliver Croeso Cynnes (Warm Welcome) from November 2022 to March 2023, allowing sheltered residents to enjoy a hot meal and drinks. 10,000 meals were provided, ensuring residents continued to eat well over the winter.
- Four 'Well-Fed' meals on wheels road shows were completed to promote the Meals on Wheels service. These will be delivered to community centres weekly, whilst residents are attending activities.
- The Council has supported with the resettlement of 280 Ukrainians as part of the 'Home for Ukraine' UK scheme. This has been the 2<sup>nd</sup> highest move-on rate across the whole of Wales.
- During 2022/23, the Council has supported over 400 gypsy travellers across 16 sites within the County.
- The Benefits and Grants Assessment Team delivered several extra schemes and initiatives on behalf of Welsh Government, whilst continuing to deliver their main area of work, which includes processing over 2653 new claims for Housing Benefit (HB) and Council Tax Reduction Scheme (CTRS) and 48,165 change of circumstances for HB and CTRS.
- During 2022/23, the Council have awarded 3824 School Essentials Grants, 698 Free School Meetings claims, processed 1,606 applications for Blue Badges and answered over 26,000 telephone calls.
- Delivery of the Survey of Tenants and Residents (STAR) received a 25% response rate, this was a higher-than-average response rate, in comparison to all other regions across Wales.
- The implementation of Dynamic Resourcing System (DRS) is in its pilot stages, which aims for delivering a more customer focused housing repairs function.
- Additional Transitional Accommodation Capital Programme (TACP) funding was granted by the Welsh Government due to the Council exceeding targets of refurbishing long term voids properties – from c.£200,000 to over £500,000.
- Housing First continues to support 20 residents through its seven principles, including Principle 1 – People Have a Right to a Home.
- There continues to be a positive engagement when working on complex homelessness cases and this is achieved through embedding a multi-disciplinary and joint working approach.

### Strong Stories

- Responded to the biggest legislative change in the housing sector in a generation, following implementation of Renting Homes (Wales) Act 2016.
- There has been an increase in ‘Welfare’ referrals received, by 10% when compared with 2021/22.
- The Council have seen a successful delivery of a range of Welsh Government support schemes, this includes, Unpaid Carers, Winter Fuel, Energy Bills, Alternative Fuel and the extension to the School Essentials Grants.
- The Benefits and Grants Team exceeded their speed of processing target for HB and CTRS change of circumstances. The target was 8 days but achieved 6 days to process these claims.
- During 2022/23, 29 stair lifts were recycled, which has resulted in a cost saving of £20,000 to the Council.
- Over 4000 residents were supported through the delivery of Croeso Cynnes (Warm Welcome) and positive feedback was received from residents.
- The Council has been working collaboratively with North Wales Police and other partners to reduce anti-social behaviour in a specific area in Holywell.
- Delivery of Welsh Government’s grant funded retrofit programme (ORP 2). The Council were successful in obtaining one of the highest amounts in Wales (£3m) and over 200 properties received major refurbishment, investment, and installation of energy efficiency measures, i.e., solar panels etc.
- Targets were exceeded for apprenticeships from the local area and delivered through the Welsh Housing Quality Standard (WHQS) investment programme.
- A successful Housing Support Forum was delivered and a dedicated ‘Housing Hub’ webpage is available on the Council’s website and provides a wide range of information regarding housing.
- 2 larger (5 bed plus) homes have been acquired utilising Welsh Government funding of over £290k.
- £12.5 million of Welsh Government funding was secured for 100+ new social rented homes.

### Improvement Areas

- To continue the delivery of the Voids Action Plan to improve voids performance.
- Commence thematic re-commissioning of Housing Support Grant projects, including Floating Support Services and Supported Housing Schemes.
- Purchase of the Dynamic Purchasing System in relation to the delivery of disabled facilities grants.
- Review the future of NEW Homes and provide recommendations to the NEW Homes Board and Cabinet.
- Increase pace of property acquisitions to increase the number of homes available and reduce pressure on services.

### 5.3 Portfolio: Governance

#### Strong Performance

- ‘In-year’ Council Tax collection levels for 2022/23 were 97.4% and despite the challenging economic climate and the rising costs-of-living impacting on the ability of some households to make payment of council tax on time, we still managed to maintain an upper quartile collection position compared to the national average.
- **Supporting people to use digital technology** – the Digital Flintshire Hub promotes a range of initiatives to help people to use digital technology now and in the future. The Digital Flintshire Hub includes resources to keep people safe online, training, health and wellbeing resources, digital events, and activities. The Digital Flintshire Hub also provides information about the Council’s ambitious plans contained in the Digital Strategy.
- **Registration Service** – following the coronavirus pandemic and restrictions on getting married, the service has managed a high demand for marriage ceremonies over the last 12 months.

#### Strong Stories

- **Cost of living payments/grants** – working in partnership with Welsh Government, the Council prioritised the payment of the £150 cost-of-living grants to support residents with rising energy bills and household costs. Using technology, digital e-forms and data matching, payments were automated in many cases without residents needing to register for the payment and the grant scheme resulted in 53,000 payments being awarded quickly to the value of £7.9m. Overall, grant take-up rates of 98.4% in Flintshire were achieved, which was well above the national average of 95.9%.
- **National Data Bank** – free SIM cards and data vouchers are available from our Connects Centres to eligible residents. The free data has been provided by Virgin Media, O2, Vodafone and Three. The Connects Centres work with the Good Things Foundation, a charity helping people improve their lives through digital.

#### Improvement Areas

- **Collection of Housing Rent** - continues to remain challenging with the rise in costs-of-living and the impacts on tenants’ ability to pay, especially as social tenants are typically less likely to have sufficient disposable income to cope with inflationary cost-of-living increases and this is having a direct impact on rent arrears.
- **Customer service standards and engagement** – both require a review and policy development to ensure our service offer is clear to residents. A review of customer service standards will also help us manage customer expectations.

### 5.4 Portfolio: Planning, Environment and Economy

#### Strong Performance

- Received 4401 respondents to the online town centre Place Making public consultation held in February 2023, relating to the towns of Buckley, Holywell and Shotton.
- The Council exceeded its decarbonisation targets within two of its key themes. Building's theme had a target of 9% reduction in CO2e emissions, and we saw an actual reduction of 13%. Mobility & Transport theme also had a 9% reduction target in CO2e emissions, and we saw an actual reduction of 16%. This is the result of many decarbonisation activities across the Council including reduction in unnecessary car journeys, energy efficiency measures in our buildings, and generation of energy from building-mounted solar and wind.
- 2022 saw the launch of our public Climate Change webpages and e-newsletter. The bi-monthly e-newsletter already has a readership of over 1000
- 46 large private commercial investors were supported, of which 6 large investments have reached the planning permissions stage.
- Delivered 63 impartial coaching and mentoring sessions to commercial directors to encourage decision making relating to investment.
- Delivered 22 business events and engaged with a total of 795 delegates. This included 5 x Deeside Decarbonisation Forum network events and engaged with 210 business delegates.
- A weekly average of 70 regular market street traders attend the markets at Mold (64) and Holywell (6). In addition, 60 casual traders were accommodated throughout the year around the towns.
- Mold indoor market has an average occupancy rate of 80% with regular enquiries to occupy the Market Hall.
- Delivered 146 business support sessions to 48 social enterprises within Flintshire.
- The Council supported 11 social enterprises through the business registration process.
- Delivered 4 social enterprise business network events during 2022/23.
- Supported 5 private sector enterprises to explore their Corporate Social Responsibility relating to supporting the social enterprise sector.
- Worked with a Social Enterprise Working Group consisting of 7 social enterprise leaders from within Flintshire to develop and pilot an innovative 'Social Impact Toolkit', which has identified £2,814,274.08 worth of social value through the activities of the seven participating social enterprises. On the back of this work, the Council was invited to speak at the National Social Return on Investment Conference in Manchester to share best practice.
- 43 micro and small rural businesses in North East Wales were supported by the Enterprise Renewal Fund to introduce new products and/or processes that they had not delivered before. A total value of £160,000 funding allocated in 2022/23.
- Delivered a North East Wales Heritage Showcase event which strengthened links between the heritage and tourism sector. In excess of 120 people attended the event with 19 exhibitors representing 22 groups and societies.
- Received very positive feedback from the Royal Welsh Show Committee about our presence as feature county (Clwyd: Denbighshire; Flintshire; Wrexham; Conwy) at the 2022 show (18<sup>th</sup> to 21<sup>st</sup> of July). We were supported by our local businesses who provided over 20

prizes to show attendees and with a very positive teamwork from the four local authorities. The North Wales Way was used as the theme to link all four of the counties.

- Delivered a series of 10 business networking events in collaboration with local tourism and hospitality groups and engaged a total in excess of 280 delegates.
- Supported organisers in hosting a successful return of the Mold Food and Drink Festival in September after a two-year break due to the pandemic. The festival weekend attracted over 10,000 people and excess of 100 exhibitors showcased their products – the majority being producers in North East Wales.
- Delivered a series of Familiarization trips to a variety of places across North East Wales. The trips were designed to highlight interesting and key destinations to local tourism businesses so that they can share the knowledge and encourage visitors to delve deeper into the local history, culture, landscapes, attractions, and hospitality venues. 60 businesses and 170 people in total attended the 6 trips.

### Strong Stories

#### Place Making Plan Development:

- Engagement of community and businesses in Place Making Plans process. A mixture of methodologies has been used to engage and consult local people including digital consultation via an online web-based interactive survey and also face-to-face consultation events.
- Key consultation topics included: general usage and perceptions of town centres, reasons to visit and key barriers, identifying future needs and improvement opportunities, gathering perceptions about public safety, green spaces, travel, quality of offer and environment.
- Feedback and public perceptions will be used to inform way forward/ emerging priorities that will feed into the Place Making Plans. Additionally, a comprehensive review of statistics and data available per town (based on evidence of need along with local people's views and perceptions).
- Partnership working amongst stakeholders, including a range of the Council's portfolios and their services, North Wales Police, BCUHB, Town Councils, voluntary/ community sector organisations, Welsh Government, Design Commission for Wales.
- Opportunities to work more collaboratively across services internally and with external organisations have been realised through the Place Making work completed to date.
- Excellent feedback from Design Commission for Wales particularly regarding the approach used to developing Place Making Plans in Flintshire to date.
- The successful prosecution of a local business person for offences under Consumer Protection from Unfair Trading Regulations and Fraud Act. He was sentenced to 16 week custodial, suspended for 12 months, 150 hours unpaid work, £900 fine and ordered to pay £3209 costs.
- The Council has made significant progress in delivering its biodiversity duty under Section 6 of the Environment (Wales) Act 2016. The Access & Natural Environment Service, in delivering the Biodiversity Duty Delivery Plan 2020 – 2023, titled 'Supporting Nature in Flintshire', has achieved:

- Secured and delivered over £515k Welsh Government funding 2022/23 to realise biodiversity improvement
- Building strong cross portfolio connection to improve sites and management for biodiversity e.g. Streetscene, collect mowers and chemical free weed treatments
- Coordinated the first ever ‘Greener development’ conference hosted in Nov 22 with approx. 150 delegates
- Facilitated approximately 30 Council Members biodiversity training session in January 2023
- 3.9Ha wildflower sites created
- 3 town centre Green Infrastructure Masterplans developed
- Collaboration with 9 schools for biodiversity improvements
- Flintshire swift recovery project: a total of 126 nest chambers were erected, 16 on 5 school sites. Plus 110 nest chambers on all other buildings, including 4 on Holywell Town Council and 4 on Mold County Hall.
- Tree planting: 118 standard trees and 2482 whips (creating over 500m of new hedgerows) across 16 sites in Flintshire and set up monitoring programme.
- Total of 95 GI interventions with wildflower sites and tree sites combined
- Conservation grazing enabled at Bettisfield with installation of water system and improvements to fencing
- Greenfield Valley community growing space created
- 2 Ponds restored and 5 sites with improved habitat management

### Improvement Areas

- Provides opportunities for individuals to move into employment, learning or volunteering opportunities
- Improving digital connectivity across the County for businesses and residents

### 5.5 Portfolio: Social Services

#### Strong Performance

- There are currently 34 Micro-carers delivering services in the county.
- 100% of urgent requests for equipment was met within the national one-day response standards and 94% of equipment was cleaned and reused.
- The North Wales Community Equipment Service has responded to 100% of its requests for urgent equipment within the one-day national response standard from April to September 2022 and 100% of its requests within the 7-day response standard.
- The percentage of equipment re used is 94% (against a standard of 70%) for April to June 2022, and 93% for June to September 2022.
- The Workforce Development Team delivered 407 training sessions, offering a total of 9,933 places to employees, carers, unpaid carers and volunteers working across Flintshire social care settings, including those in domiciliary care, the independent and voluntary sector. This was an increase of over 70 courses delivered compared to 2021/22 with almost treble the number of places being offered, reflecting the growth and movement across the sector.

#### Strong Stories

- Children’s residential services have seen significant development, with its two small group homes opening and the completion of building work on two 4 bed properties, one of which has emergency accommodation.
- The number of Micro-carers has increased with an additional 11 people in setting up Micro-Enterprises in Flintshire this year, bringing the total number of Micro-Carers setup since the pilot launch to 34.
- Work has progressed with the development of a new 56 bedroom residential care home in Flint, offering residential care of the highest quality with state of the art facilities across 4 floors.
- Properties at Larchway, Sandycroft, and Glan y Morfa, Connah’s Quay have been refurbished to support people with physical disabilities. Flintshire now has three units available to support people in urgent need of accommodation.
- A new team, Discharge to Assess Reablement (DART), has been set up by Flintshire Social Services to support citizens in hospital and beyond. DART is the social care link between hospital and the community, and we aim to make the move as smooth as possible for people.
- In September 2022, Empowering Parents Empowering Communities (EPEC) successfully delivered its third cohort of Parent Group Leader training.
- The Project SEARCH programme for adults over 25 was launched with 7 interns undertaking work placements.
- Next Steps ran their advanced volunteering program, with all learners completing the course and awarded with a Level 1 Certificate in Personal & Social Education.
- The Young Carers ID card has been launched and successfully working in partnership with young carers.
- The Autism Team have planned, delivered, and attended events to raise awareness and provide support to Autistic Individuals and their families.
- Over the past year Empowering Parents Empowering Communities (EPEC) has grown from strength to strength. In September 2022 EPEC delivered their third cohort of Parent Group

Leader training, with five parents completing the training and gaining their certification and Agored Accreditation.

- North Wales Integrated Autism Services (NWIAS) were successful in bidding for additional monies of £148,000 from the Welsh Government and have used this to purchase 120 assessments to reduce the waiting list to approximately 19 months, for new clients to the service requesting an autism assessment.

### **Improvement Areas**

- Develop short term emergency accommodation for people who find themselves homeless or in need of accommodation urgently.
- Further improve the digital skills of our workforce.



## 5.6 Portfolio: Streetscene and Transportation

### Strong Performance

- The service retained its ISO 9001, ISO 14,001 and ISO 45,001 management systems
- The service retained its Publically Available Specification PAS100 and Quality protocol accreditation for the production of soil conditioner from household garden waste
- A funding application has been submitted to Welsh Government to increase repair and reuse of items that would be wasted
- A review of the Councils waste strategy is ongoing to identify measures to maximise the amount of waste reused, recycled and composted.
- The Service was successful in acquiring over £1.7m Welsh Government Grant funding for the progression of the following projects;
  - A5119 Northop to Flint route corridor treatment
  - Active Travel Core allocation - including Buckley Higher Common Path and Saltney / Broughton cycle path
  - Safe Routes in Communities – Six schools in Flint
  - National 20mph roll out
- The Council took the lead role in developing the required legal process enabling the successful implementation of Welsh Government forthcoming change in restricted road legislation across Wales.
- A total of 15 Dual Electric Vehicle (EV) within 8 council owned car parks enabling a maximum of 30 vehicles to charge at any one time have successfully been installed.
- The Council was successful in the re-procurement exercise of the school transport network.
- Successfully introduced an additional Fflecsi Service operating in the Buckley area of the County, with the Fflecsi service having 2 integrated school routes and a growing patronage.
- Continued to respond effectively to an increasing number of burials and requests for Public Health Funerals in excess of the previous annual averages.
- During 2022/23 the service procured, project managed and designed highway / infrastructure improvement works in excess of £5 million
- The Council has won an award for Street data for at the 2023 Exemplar Awards, recognising the achievements during the last 12 months.

### Strong Stories

- The compliance and training team have developed and implemented a number of inhouse training programmes for delivery to the workforce and staff. Commercial opportunities are also being explored to provide operational training sessions to the wider industry.
- PAS100 soil conditioner has been provided to residents and community groups within the county
- A revised vehicle permit policy was introduced on the household recycling centers (HRCs) to improve site operations and staff safety
- Through the Keep Wales Tidy Caru Cymru project, a number of community engagement and support events have taken place to reduce environmental crimes and improve the local environmental quality
- The Parc Adfer (regional waste to energy plant) education facility has welcomed a number of community groups to learn about the process and waste minimisation

- A portfolio communication standard has been introduced to improve internal communication
- The service has developed a Mental Health and Wellbeing Calendar aimed at promoting events that may assist employees with matters effecting their personal health and wellbeing, providing them with the knowledge and support required to seek effective help and advice. A number of events have successfully been undertaken to date.
- The service responded to two significant snow events this season, which saw severe disruption to the highway network resulting in widespread school closures. On the 14<sup>th</sup> January 2023 snow fell and was present for over 10 days. Winter maintenance operations were 24hrs a day throughout the whole event. 29 turnouts covering over 16,000 km, spreading 1940 tons of salt, were completed. Resources were redeployed to assist with hand treating highstreets, carparks and cemeteries. Over 350 tons of salt was used in hand salting and replenishing salt bins and salt piles. On the 6<sup>th</sup> March 2023 snow fell and was present for 6 days. We completed 18 turnouts covering over 10,000km in 6 days. 24hrs a day operations spreading 1032 tons of salt through the gritters. 100 tons of salt was spread by hand treating highstreets, carparks and cemeteries
- The service is implementing the National 20mph roll-out scheme following the Welsh Government's change in legislation. This will be one of the biggest, single projects within Wales to have a positive effect on road safety.
- The service has progressed the counties Consolidated Speed Limit Order following a 7 year speed limit review project.
- Bereavement Services won the APSE Performance Network Award for Most Improved Cemetery Service which looks at continual service improvement over a 3 year period
- a fully digital and cloud based Cemetery Management System, has now gone live and which includes fully interactive digital Cemetery Plans. Additionally, continue to progress a number of cemetery expansion projects as well as exploring the options to expand the counties existing suite of burial services.

### Improvement Areas

- 2022/23 saw a continued downturn in the Councils recycling performance due to an increase in the amount of black sack residual waste being collected from residential properties resulting in potential financial penalties and therefore, need to consider areas of improvement.
- Over the next 12 months The Integrated Transport unit will be focusing on contractor compliance.

## 5.7 Portfolio: Chief Executives

### Strong Performance

- The number of working days lost per full time equivalent (FTE) local authority employees lost due to sickness absence has improved when compared to 2021/22.
- There was 77,677 payments processed during 202/23 Payroll with 99.25% accuracy.

### Strong Stories

- A number of applicants were considered for apprenticeships at the Council. A total of 26 apprentices across 14 disciplines were appointed and commenced work in September 2022.
- There was an increased attendance on the 'Coaching Skills for Managers' course over the year
- An increase in the attendance of managers and employees at a range of awareness training sessions, including stress awareness and mindfulness.
- A significant amount of policy to practice training was provided to support the roll out of our new Disciplinary Policy and amended Attendance Management Policy, as follows:
  - 7 Briefing Sessions on the new disciplinary policy with 109 managers participating
  - 5 full day training sessions resulting in 61 trained Investigating Officers
  - 3 training sessions resulting in 23 trained Authorised Officers
  - 2 case administration sessions where we have trained 10 administrators on how to support a disciplinary policy
  - 7 Attendance Management sessions where we have trained 87 managers and supervisors on the policy.

### Improvement Areas







- The corporate target for agency expenditure for 2022/23 was exceeded, in part, due the number of vacancies being carried in a number of front line services who need additional resources to maintain service delivery.
- Whilst there has been an improvement when compared to 2021/22 the corporate target for days lost per full time equivalent (FTE) was not achieved by all portfolios.

## 6. Council Plan Progress – Infographic of RAGs

### 6.1 Assessment of Our Performance

The table below provides an overview of progress against Council Plan Key Performance Indicators. For more detailed information please refer to the End of Year Monitoring Report.

The key below defines the Red / Amber / Green (RAG) for measures contained in the End of Year Monitoring Report.

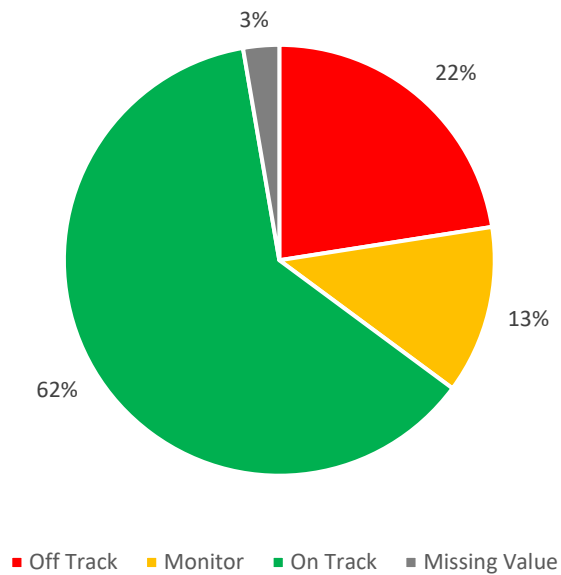
<u>Performance Status Key</u>		<u>Trend Status Key</u>	
	<b>Limited Progress</b> - delay in scheduled activity; not on track		<b>Downturned</b> – In comparison to the previous year’s data, the performance outturn has reduced
	<b>Satisfactory Progress</b> - some delay in scheduled activity, but broadly on track		<b>Maintained</b> – In comparison to the previous year’s data, performance is the same as last year
	<b>Good Progress</b> - activities completed on schedule, on track		<b>Improved</b> - In comparison to the previous year’s data, performance has increased

## 6.2 Council Plan Performance Summary 2022/23

Performance for 2022/23 against our Council Plan Measures is summarised in the chart below.

**Chart 1a: Council Plan Performance Measures 2022/23**

Council Plan - Measure RAG Status

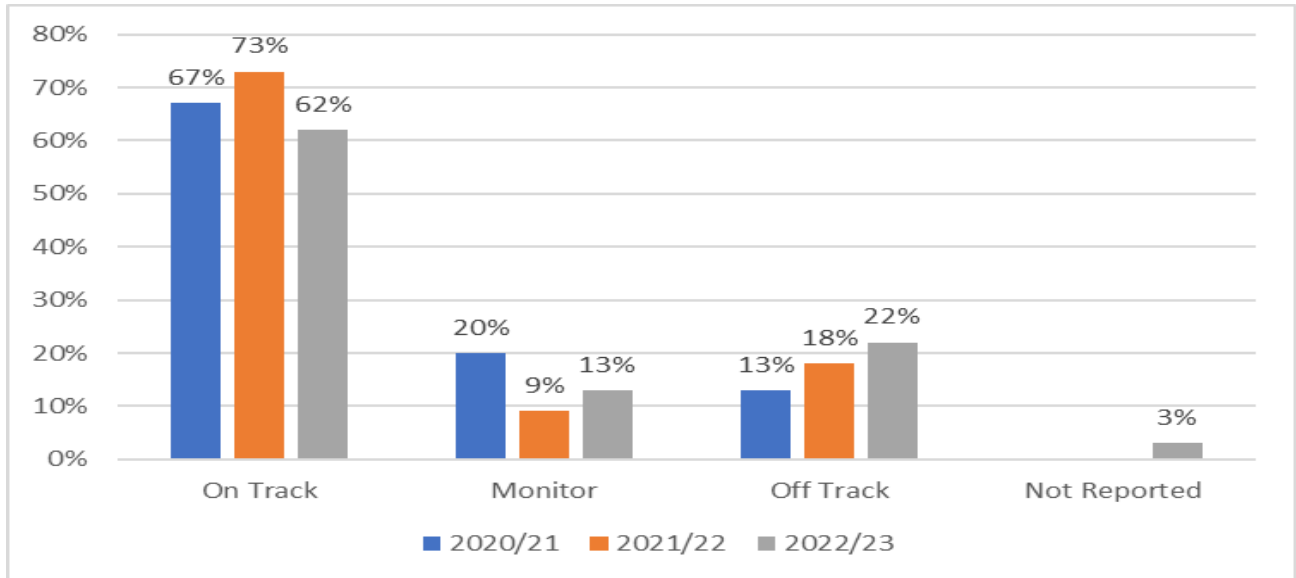


In summary our overall progress against the measures are;

- 69 (62%) indicators/measures achieved the target or better compared to 73% in 2021/22
- 14 (13%) indicators/measures are being monitored compared to 9% in 2021/22
- 25 (22%) indicators/measures missed target compared to 18% in 2021/22
- 3 (3%) measures have not been fully updated for End of Year (Q4)

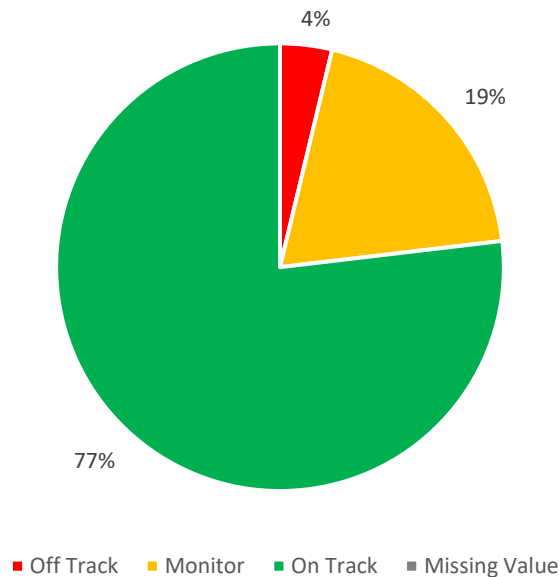
\*Due to unforeseen circumstances, we are unable to report against 3 of the measures for 2022-23\*

**Chart 1b: Comparison of Performance RAG Status for Council Plan Measures - 2020/21, 2021/22 and 2022/23**



**Chart 2a: Council Plan Action RAG Status 2022/23**

Council Plan - Action RAG Status



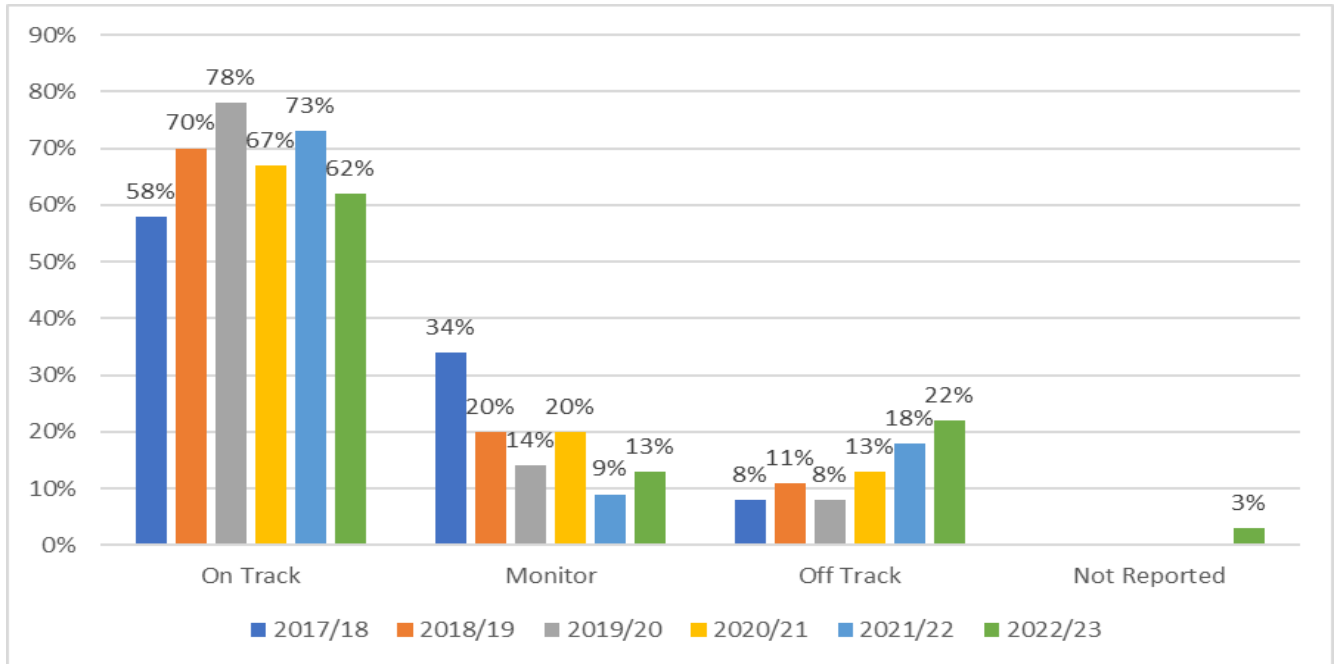
In summary our overall progress against the actions are;

- Good (green) progress was achieved in 77% (123) of activities
- Satisfactory (amber) progress was achieved in 19% (31) of activities
- Limited (red) progress was made in 4% (6) of activities

### 6.3 Council Plan Performance Data Summary

The table below demonstrates a comparison of performance data from 2017/18 through to 2022/23.

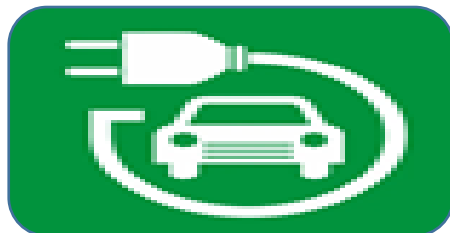
**Chart 3: Percentage of Council Plan Measures Against Target - 2017/18, 2018/19, 2019/20, 2020/21, 2021/22 and 2022/23**



## 7. Future Generations (Wales) Act 2015 - Five Ways of Working

The following case studies are just a few examples of positive performance during 2022/23 and demonstrate how the Council considered the five ways of working.

### Case Study 1: Implementation of Electric Vehicle (EV) Charging Points in Council Owned Car Parks



In October 2018, Cabinet approved the Councils strategy to adopt the role of an ‘enabler’ to facilitate the implementation of electric vehicle (EV) charging points rather than assuming the role of a direct provider. Due to the technological risks associated with this fast-moving sector, this approach eliminated the risk of the County being burdened with outdated / superseded infrastructure whilst also facilitating the Council to enter into long term lease agreement with specific suppliers providing long term income potential.

Following the successful award of grant funding through Cadwyn Clywyd, the Council commissioned a feasibility study to identify the most suitable locations across the County for the implementation of publicly accessible EV charging infrastructure taking into consideration key criteria such as business need and financial viability.

Upon completion of the above study and following identification of the Councils immediate priority sites, the Council were successful in obtaining ‘On-Street Residential Charge-point Scheme’ (ORCS) funding, which enabled the installation of 15 Dual EV chargers to be successfully installed at the following 8 locations in January of this year (2023).

Site	Location Type	Charger Specification
Griffiths Square, Mold	Residential / Town Centre	Fast chargers have been utilised within these locations due to the predicted nature of usage.  *The installation of x15 Dual EV chargers enables a maximum of 30 vehicles to charge at any one time.
Richard Heights, Flint	Residential / Town Centre	
Castle Street, Flint	Tourism / Residential / Leisure	
Allt Goch, Flint	Residential / Town Centre	
Pierce Street, Queensferry	Local Centre	
Tower Gardens, Holywell	Public / Local Centre	
Precinct Way, Buckley	Local Centre	
Pavilion Leisure Centre, Flint	Leisure Centre / Local Centre	



As required under the ORCS Scheme, residents have 24/7 unrestricted access to all car park locations to enable them to charge their electric vehicles both during the day and overnight. The EV charging bays satisfy the requirements of disabled users and are marked and signed bilingually. Car Park Legal Orders have also been amended to reflect the implementation EV charging bays and can be enforced effectively by the Councils Enforcement Officers.

The aim of this project is to kick-start the development of the counties EV charging network whilst also stimulating Private Sector investment (as defined within the authority's approved strategy to act as an 'enabler'). The implementation of charge-points not only provides the county with much needed infrastructure but will also serve as the catalyst required to increase local confidence, thus providing a much needed boost to EV ownership across the region.

### Long Term

Implementation of the Councils first phase of EV chargers will facilitate the behavioural change required for residents to switch to more environmentally friendly and sustainable modes of transport. The visual presence of infrastructure will have a positive effect on public awareness and display the authority's outward commitment to climate change and future vision for a zero carbon future as defined within Central and Welsh Government legislation.

The move to low carbon transport options aligns itself with the long term aspirations of The Environment (Wales) Act 2016, The Well-Being of Future Generations (Wales) Act 2015 and The Air Quality Standards (Wales) Regulations 2010. The concept is also strongly endorsed within the Council Plan under the priority of a 'Green Council', for which is reinforced by the Council's approach to integrated and sustainable transport.

### Prevention

Expansion of the Counties EV charging network will reinforce the Council's commitment to climate change whilst also facilitating a vision for a zero carbon future as defined within Welsh Government legislation. Implementation of the required infrastructure will also boost the Council's status as a 'key player' within the region, thus reducing the risk of public abandonment in terms of tourism, residential and business growth.

The adoption of electric vehicles for use on the highway network has obvious benefits to air quality through the reduction of Co2 emissions. Improved air quality will benefit the Council's most deprived communities, who often reside within the counties most densely populated areas. This will also greatly assist the Council to achieve decarbonisation targets set within Central and Welsh Government legislation.

### Integration

The adoption of electric vehicles is key to the success of a sustainable, integrated transport network and will form an integral element of the Councils forthcoming review of its integrated transport strategy whilst also contributing to the pan Wales EV charging network.

Whilst a regional strategy has yet to be developed, it is hoped that the implementation of the above project will facilitate the development of a future joint procurement framework, in order

to standardise the provision of charging infrastructure, operating models and maintenance, thus enabling a collaborative, and regional approach to the network of charge points across North Wales.

Not only does a regional approach recognise the relationship between cross-border travel movements and sustainability of local economies, it would also have the advantage of injecting a much needed element of consistency and availability of charging infrastructure. Should a standardisation of the region's EV charging network be achieved, there is no doubt that this will be the catalyst required to increase local confidence, thus providing a much-needed boost to EV ownership across the region.

### Collaboration

To accommodate both existing and forecasted demands for EV's and the associated charging infrastructure, Flintshire County Council have been working in collaboration with Welsh Government (WG), neighbouring authorities and specialist consultants.

The Councils overarching EV strategy recognises and supports the importance of collaboration with the Private Sector (as defined within the authority's approved strategy to act as an 'enabler'). It also recognises the importance of strategic cross-border movements to the local economy in terms of commuter movements, business and tourism.

The Council have also developed a collaborative relationship with key industry stakeholders. The recently implemented infrastructure has been registered on the national charge-point registry and other live status maps such as Zap-Map where users can view the availability of the charging points.

The recently implemented scheme was 25% match funded by Flintshire County Council.

### Involvement

Completion of studies thus far demonstrates the Council's engagement with key stakeholders both cross border and within Welsh Government.

Representing local members were involved throughout the duration of the project and have been instrumental in raising both awareness and the requirements of their local communities.

Forming part of the ORCS grant application, Flintshire County Council have developed an information gathering questionnaire which will be sent to the effected communities in order to inform further expansion of the Councils EV network.

A section on the Flintshire County Council website has also been developed to raise the awareness of the charge points and to promote their use for residents and the public. Please see link below for more information.

<https://www.flintshire.gov.uk/en/Resident/Streetscene/Introduction-of-Electric-Vehicle-EV-Charging-Infrastructure.aspx>

### Case Study 2: New Grass Cutting Policy that Promotes Biodiversity

Grass cutting is an important aspect of maintaining public spaces, but traditional grass cutting methods can have negative impacts on the environment and biodiversity. The new policy adopted by Flintshire County Council takes a more sustainable approach to grass cutting that aims to support nature and the well-being of local communities.

The new policy considers reducing the frequency of grass cutting, leaving areas of grass uncut to allow wildflowers to grow and support biodiversity, whilst being considerate to highway safety. These approaches not only help to support biodiversity but can also provide benefits for local communities, such as improving the aesthetic appeal of public spaces, reducing noise and air pollution, and providing opportunities for people to connect with nature.

A reduction in the usage of glyphosate-based herbicide, which is frequently used to treat weeds but is categorised as "Probably carcinogenic" by the World Health Organisation, was also authorised by the council in addition to a move to manage grasslands.

Flintshire County Council has already invested grant funding in a Foamstream system that uses heated foam containing plant starches to control weeds from the Welsh Government Local Places for Nature fund. Flintshire County Council is now considering alternative methods to glyphosate use and looking at choices that are better for the community's residents and the environment. To develop a more diversified grassland asset, the improvements include establishing wildflower spaces and areas of limited mowing, backed by Welsh Government grant funds. This policy is a fantastic illustration of the kind of initiative local governments may take to improve sustainability and community well-being.

The strategy now includes measures to promote nature in each of the places it addresses, such as public open spaces and roadside verges, giving priority to road-user safety and making sure sites seem purposeful by using mowed boundaries, pathways, and when appropriate, signs.

This action is a crucial step towards establishing substantial habitats across the county, supporting essential pollinators and a healthy natural environment, which is critical for the wellbeing of communities given that just 2% of typical grassland habitats remain in the UK.

Overall, the new grass cutting policy adopted by Flintshire County Council is a step in the right direction towards encouraging sustainability and community well-being. It highlights how local governments may act in a realistic way to protect biodiversity and enhance community wellbeing while also preserving public spaces for their intended use.

#### Long Term

By taking a more sustainable approach to grass cutting, the council can contribute to a healthier and more resilient environment, support biodiversity, and enhance the well-being of local communities by leaving areas of grass uncut or reducing the frequency of grass cutting can allow wildflowers to grow, providing food and habitats for bees, butterflies, and other pollinators. This,

in turn, supports the wider ecosystem, contributing to a healthier and more resilient environment.

By allowing wildflowers to grow and reducing the frequency of grass cutting, public spaces can become more visually appealing, contributing to a more pleasant and attractive environment for local communities into the future.

Connecting with nature has been shown to have positive effects on mental health and well-being. By promoting biodiversity and providing opportunities for people to connect with nature, the new grass cutting policy can contribute to the long-term well-being of local communities.

### Prevention

Traditionally, grass cutting has been done frequently to maintain a neat appearance of public spaces, but this approach has negative impacts on the environment and biodiversity. Over time, the loss of habitats and food sources due to regular mowing can have a significant impact on the populations of pollinators such as bees and butterflies, which can in turn affect the wider ecosystem. By reducing the frequency of grass cutting and leaving areas uncut, the new policy aims to prevent the decline in biodiversity and the problems associated with it, rather than simply treating the symptoms by planting wildflowers or installing beehives in already degraded areas. In this way, the new grass cutting policy adopts a preventative approach, by aiming to address the underlying causes of the problem rather than simply responding to the symptoms. By promoting biodiversity, the policy helps to maintain a healthy and resilient ecosystem and contributes to a sustainable future for the local community.

### Integration

The policy promotes an integrated approach by considering the well-being of future generations and considering the long-term impacts of the council's actions on the environment, economy, society, and culture. The policy aims to support biodiversity and create habitats for wildlife, which can have a positive impact on the local environment and also provide opportunities for educational and cultural activities.

The policy is designed to be integrated with other policies and strategies, such as the council's climate change strategy and by aligning with these wider strategies, the policy aims to support the achievement of broader sustainability commitments and to ensure that actions taken in one area do not have negative impacts on others.

### Collaboration

The policy involved collaboration between different stakeholders, including the council members, local communities, Welsh Government, cross-portfolio colleagues and environmental organisations and suppliers.

The development of the new policy involved consultation and collaboration with local communities and environmental organisations, to understand their needs and concerns and to ensure that the policy was developed with their input. This collaboration helps to ensure that the policy is aligned with the needs and values of the local community and has their support.

Additionally, the policy itself promotes collaboration by encouraging local communities to take an active role in the maintenance and management of public spaces. For example, the policy may involve working with community groups to identify areas that could benefit from reduced grass cutting and to monitor the success of the new approach. This collaboration helps to build stronger relationships between the council and local communities and can also help to empower local communities to take ownership of the public spaces in their area.

### **Involvement**

The policy can have a positive impact on the well-being of the local community by providing opportunities for people of all ages and diversity to connect with nature and to engage in outdoor activities. By creating more natural and biodiverse public spaces, the policy encourages people to spend time outdoors and can help to promote physical and mental well-being.

### Case Study 3: Development of Town Centre Place Making Plans

#### Short Overview of Project

Welsh Government (WG) has recently outlined its strategic direction and approach for Place Making\* across Wales. As part of this, WG has asked each local authority across Wales to develop 'Place Making Plans' to set out how they will identify, plan and deliver Place Making in each of their towns. WG has confirmed that having up to date Place Making Plans will be a condition to accessing grant funding for regeneration in the future.

In response to this, the Council's Regeneration Team has developed an approach to engage and consult local people and bringing together key partners and stakeholders to develop and later implement local town centre Place Making Plans. This case study relates to progress to date with the first three of seven plans to be produced for town centres across Flintshire: Buckley, Holywell and Shotton.

*\*Place Making can be defined as a process which involves working collaboratively across sectors and disciplines to comprehensively consider the future development of a place, and if done successfully can result in the place becoming more aligned to the needs of the local population and more vibrant.*

#### Engaging and Consulting Local People

It is important that local people are able to be involved in shaping the emerging Place Making Plans for their town centres, and in order to capture their views and opinions, an interactive online consultation was launched in addition to face-to-face open door public consultation events being delivered.

Over 4400 local people participated in the online consultations which was operated via a website named 'Give My View' via partnership between Flintshire County Council and a company named Built-ID. A social media campaign was run to encourage local people within the vicinity of the town centres to participate in the online consultation, which was live for 17 days earlier in 2023. A significant amount of information was gathered through the online consultation, and in addition, over 130 people attended the face-to-face events to be involved in the consultation process. The local knowledge and perceptions gathered along with data and statistical information which was also gathered for each town has begun to steer the focus of our Place Making Plans and what activity is needed in our towns in the future.

Information about Place Making was made available to the public via social media, at face-to-face events and also online via the council's website: <https://www.flintshire.gov.uk/en/Business/Town-Centre-Regeneration/What-we-are-currently-working-on/Place-Making-in-Flintshire.aspx>

#### Long term vision / approach

Flintshire's Place Making approach is closely aligned to WG's 'Town Centre First' strategic approach which was launched in 2020, which aims over a medium to long-term period (10-15 years) to locate services and buildings in town centres to help breathe new life into town centre

across Wales. This is essential in the wake of the covid-19 pandemic, declining retail sales and changes in the way town centres are used. Like most towns in the UK, Flintshire has experienced a loss of key retailers from our town centres and a general decline in the quality of what is on offer in our town centres.

The aim of the emerging Place Making Plans for town centres in Flintshire is to identify priorities and actions that are able to be addressed in the short term (within the next few years) in addition to establishing medium to longer term vision and steps to achieve this.

### Prevention

The emerging place making plans aim to prevent further decline of the town centres in Flintshire – particularly issues such as declining footfall and the number of run down and vacant premises, in addition to the loss of retail businesses. Local people and key stakeholder’s views and needs are being used to inform what is needed in the future to bring about positive change and create vibrancy in town centres across Flintshire. The delivery of plans to prevent the further decline of the towns is a collaborative approach involving lots of partners and stakeholders.

### Integration

WG expects local authorities and their partners to put the health and vibrancy of town centres at the heart of their policies and decision making, as part of their strategic decision making and delivery of services at an operational level. The emerging Place Making Plans for Flintshire therefore play an integral part in ensuring place making activity is sustainable and well-integrated as an approach within the Council but also within the work of our partners and key stakeholders.

### Collaboration

The development of Place Making Plans in Flintshire has created an excellent opportunity to work more collaboratively not just across services within the council, but also with key partners from other public, private and community sectors. Strategic and operationally focussed groups of stakeholders responsible for ‘place’ and ‘people’ based services now meet regularly to consider data, public consultation findings and the outcomes of technical reports to steer and contribute towards the development of Place Making Plans and take ownership for their implementation in the future. There is a real buzz amongst stakeholders involved who feel this approach is beneficial to them in their roles, and most importantly to current and future generations.

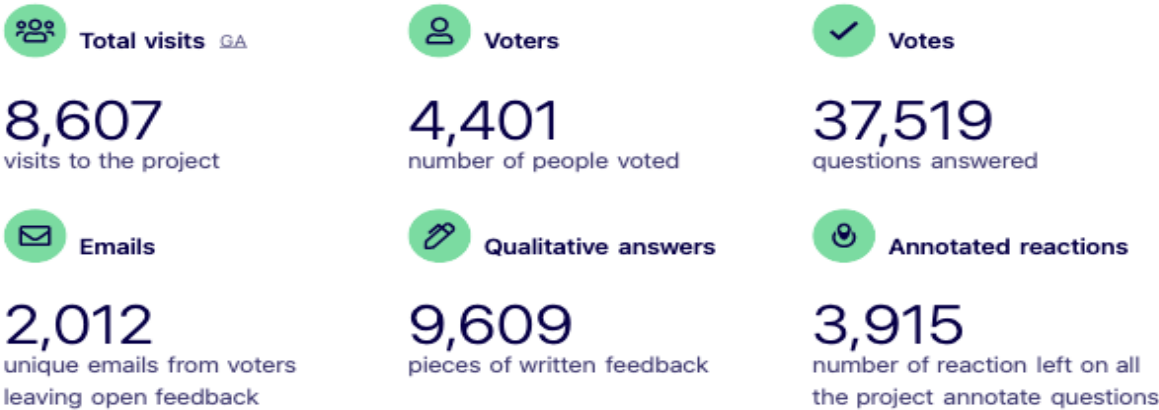
### Involvement

The level of involvement and engagement from the public and key stakeholders during the development of the Place Making Plans for Buckley, Holywell and Shotton has been overwhelming, in fact more than three times the amount of people we anticipated would respond to the Place Making consultation. Over 1500 local people provided their contact details when completing the online consultation, wishing to be kept informed of progress and the outcome of the Place Making Plan work and the place making journey we’ve embarked upon. It is important that our emerging Place Making Plans are dynamic working documents that reflect the needs of our communities who have clearly taken an interest already in shaping the future of our town centres.

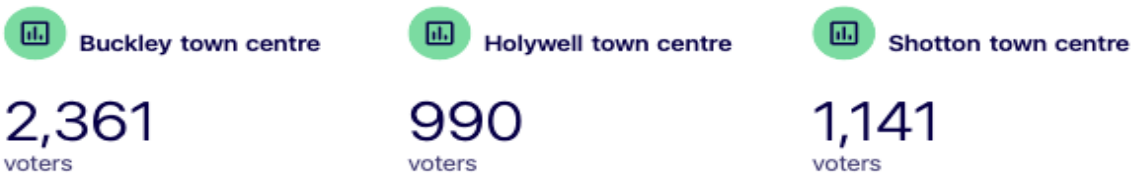
Image 1: Summary of Responses From Online Consultation Relating to Buckley, Holywell and Shotton which was Completed in February 2023

 **Final results: Flintshire's place making plan**  
19/12/2022 – 13/02/2023

**Users**



**Surveys**



**Segmentation**

What is your relationship to Flintshire?





Image 2: Two of the Place Making Banners Llyon Display at the Public Face To Face Consultation Event



## Case Study 4: Early Years and Family Services Speech, Language and Communication Support



Roll out of the Talkboost training allows school staff to be better equipped to support children's speech and language development.

Talk Boost is a targeted intervention for children who need help with talking and understanding words to boost their language skills to narrow the gap between them and their peers.

Currently 86% of Flintshire schools are trained in the Talk Boost programmes. Therefore, moving forward into the next reporting period, the focus is going to be on the implementation of the programmes, ensuring staff feel equipped and confident to run the interventions with children in school and are sharing the data with the Trainers, the Speech and Language Therapy Technical Instructor and the Learning Advisor – Speech, Language and Communication, to ensure measurement and impact of the Talkboost programme.

### Collaboration

Collaboration between Flintshire's Early Years Integration and Transformation Programme and Flintshire Local Education Authority - The collaborative work between the Early Years Integration and Transformation team and the Local Education Authority has ensured the successful planning and delivery of the Talkboost Programme, as well as offering ongoing support to those schools implementing the intervention. The knowledge of early years, speech and language and education from both trainers has bolstered the project as well as helping to build and sustain good working relationships with school staff.

### Integration

Adopting a collaborative approach to the delivery of the Talkboost Programme has ensured a consistent model of delivery with all primary schools being targeted and encouraged to take up the free training.

The trainers have worked hard to ensure the Talkboost programme is embedded into the school's offer to children to ensure children's speech and language development needs are supported as early as possible to help:

- Narrow the gap, allowing children to catch up with their peers
- Track Pupils progress

### Involvement

By training a mix of Teachers and Teaching Assistants the Council are ensuring that school staff have access to knowledge and resources that enable them to provide additional speech and language support for all children who require it. As well as ensuring that all school staff have this additional training resource to build on their skills and knowledge. Enabling children from all backgrounds to access early support to enable them to catch up to their peers and have the best start in life, mitigating longer term problems relating to speech and language delay.

### Long Term

In the short term, this process does require an investment in time from schools and partners, as well as funding to deliver the training, however the funding is currently being provided by the Early Years Integration and Transformation programme.

This investment will reinforce skills and processes over time to develop an effective intervention as required for children entering the educational system.

The longer-term impact will see improved speech and language skills in children, a higher standard of education achieved at the end of Primary school, an increase in social skills and interactions which in turn will benefit those children into adulthood allowing better opportunities for social relationships and job prospects, particularly for males, a reduction in mental health disorders and reductions in the Youth Justice system.

### Prevention

Providing this training to schools and partners who work with younger children allows for a greater opportunity to make the appropriate interventions through identifying the support needed as early as possible and increasing the likelihood of all children reaching their potential future.

### 8. Equality

During the past 12 months the Council has signed up to Victim Support’s Hate Crime Charter, making a commitment to listen to victims of hate crime and support them to report concerns. We have extended the range of equality related courses available to employees, including offering Unconscious bias training and neuro diversity awareness training.

We have reviewed Welsh Government’s Anti-racist Wales action plan to identify actions for the Council. These will be incorporated within our new Strategic Equality Plan 2024-28. Some services have now started to review their equality data to review any disproportionality and unequal outcomes for people with protected characteristics and take action to address any identified inequalities.

We have continued to participate in awareness events and days such as Lesbian, Gay, Bisexual and Transgender History month, Hate Crime awareness week and Holocaust Memorial Day.

### 9. Welsh Language

We are pleased to report that we have continued to support Menter Iaith Fflint a Wrecsam to celebrate Dydd Gŵyl Dewi and promote and share our Welsh heritage. Activity packs were provided to all care homes in the county, including to those within the independent sector, supporting older people to participate in the celebrations.

We are very proud of the achievements of students from Ysgol Maes Garmon, The Council’s Integrated Youth Provision (IYP) teamed up with a group of young people from Ysgol Maes Garmon for a pilot project called ‘Cân a Lles’ (“Song and Well-being”). The project was led by singer songwriter Tom Collins, who supported the students to write, compose and record their own song. The song Dal i Ddod (Still to Come), mirrored the students’ experience of the pandemic, the good and the bad. This recording became one of the songs played on the Council’s IT Help Desk, hold-line.

We received six complaints about non-compliance with the Welsh language standards. We are now putting in place actions to ensure these do not happen again. We have continued to make progress complying with the Welsh language standards, however, there have been some challenges with recruitment, in particular, the recruitment of Welsh speakers to some public facing posts. This impacts on the Council’s capacity to deliver bilingual services. We are pleased to report that the Contact Centre has successfully increased the number of Welsh speaking team members. Services complete annual self-assessments against the standards to help identify areas for improvement and we will continue to do this during 2023/24.

### 10. Partnership and Collaboration Activity

Flintshire has a longstanding and proud track record of partnership working. The communities it serves rightly expect the statutory and third sector partners to work together to manage shared priorities through collaboration. The Flintshire Public Services Board is at the heart of promoting a positive culture of working together, setting shared priorities and combining resources for the benefit of Flintshire, with an overall aim of improving local well-being.

The Flintshire Public Services Board was formally established in April 2016 following the Well-being of Future Generations (Wales) Act 2015 coming into effect. Realising the common challenges presented by the COVID-19 pandemic, the Flintshire Public Services Board and Wrexham Public Services Board began working together in 2020, sharing knowledge and resource, with a focus on community resilience.

Building on the success of collaborative working formed in response to the COVID-19 pandemic, the Flintshire Public Services Board and Wrexham Public Services Board formally merged and in January 2023 the Flintshire and Wrexham Public Services Board was formed.

Membership of the Flintshire and Wrexham Public Services Board includes Natural Resources Wales, Betsi Cadwaladr University Health Board, North Wales Fire and Rescue Service, Flintshire County Council, Wrexham County Borough Council, Association of Voluntary Organisations Wrexham, Flintshire Local Voluntary Council, Coleg Cambria, DWP, North Wales Police, Wrexham Glyndwr University and Welsh Government.

The Flintshire and Wrexham Public Services Board is working with its communities to change how we do things, to make sure we will be able to face the challenges ahead such as the climate and nature emergency, and how we ensure good mental health and wellbeing for all.

A key focus for the Flintshire and Wrexham Public Service Board has been the development of a new five-year Well-being Plan, drawing on the findings of the Well-being Assessments produced in 2022. The Flintshire and Wrexham Public Services Board Well-Being Plan 2023 - 2028 has just been finalised and approved and contains two-well-being objectives for the Public Services Board over the coming five years:

- Building flourishing communities by reducing inequalities across environment, education, employment, income, and housing.
- Improve community well-being by enabling people of all ages to live safe, healthy, and independent lives.

Under these objectives are several outcomes, which fall under three themes: Children and Young People, Our Communities, and Where We Work.

The Well-being Plan 2023 – 2028 will shape the work of the Public Services Board over coming years and there will be close working with other Public Services Boards across North Wales, along with local communities.

### 11. Risk Management

All Council Plans, business as usual and emerging risks are identified, assessed, treated and monitored using the Council's Risk Management Framework. Risks are identified using qualitative (milestones & actions) and quantitative (performance indicators, financial) data. Now we have found ourselves out of the Covid-19 Pandemic the recovery approach is no longer required and, in some areas, has become 'business as usual'. However, risk identification is and remains a key priority for the Council. It is a continuous process which is embedded in not only our day to day (business as usual) but embedded within our Council Planning, Portfolio Business Planning, Project Management, and Partnerships (short term, medium term and long term).

### 12. Regulation, Audit and Inspection

The Council is regulated by organisations throughout the year. These include, amongst others, Audit Wales (AW), Estyn for Education and the Care Inspectorate Wales (CIW).

The Annual Audit Summary sets out the audit and regulatory work completed by Audit Wales of Flintshire County Council since the last annual report which was published in January 2022. Overall the Auditor General for Wales has reached a positive conclusion. *"The Auditor General certified that the Council had met its remaining Local Government (Wales) Measure 2009 duties for the financial year 2021-22, as saved by an order made under the Local Government and Elections (Wales) Act 2021"*. No formal recommendations have been made during the year.

### 13. Corporate Health and Safety

The Council is committed to its duties and responsibilities as an employer for health and safety. The management of workplaces that are safe to the health of all Council employees, sub-contractors, stakeholders and members of the public sits alongside our strategic priorities as our most important obligation. We take appropriate steps to seek to protect the health, safety and well-being of all our service users, visitors and employees in everything we do.

### 14. Additional Background Information (Available upon Request)

There are a number of related documents which support this Annual Performance Report. These documents are available upon request:

- Council Plan 2022/23 – Part 2
- Council Plan End of Year Performance Monitoring Report 2022/23
- Flintshire Social Services Annual Performance Report 2022/23
- Welsh Language Monitoring Report 2022/23
- Annual Strategic Equality Plan Report

### 15. Feedback and How to Obtain Further Information

Thank you for reading our Annual Performance Report for 2022/23.

Your views and suggestions about how we might improve the content and layout of the Annual Performance Report for future years are welcome.

**Please contact us on:**

**Email:** [PRM@flintshire.gov.uk](mailto:PRM@flintshire.gov.uk)

Mae'r dudalen hon yn wag yn bwrpasol



# Eitem ar gyfer y Rhaglen 6



## CABINET

<b>Date of Meeting</b>	Tuesday, 18 <sup>th</sup> July 2023
<b>Report Subject</b>	Local Toilet Strategy Review
<b>Cabinet Member</b>	Deputy Leader of the Council and Cabinet Member for Streetscene and Regional Transport Strategy
<b>Report Author</b>	Chief Officer (Streetscene & Transportation)
<b>Type of Report</b>	Strategic

### EXECUTIVE SUMMARY

In July 2017, the Public Health (Wales) Act 2017 received Royal Assent, bringing together a range of practical actions for improving and protecting health. Part 8 of the Act includes Provision of Toilets and introduces new responsibilities for Local Authorities to provide local toilet strategies.

To deliver a strategic approach to the provision of toilets across Wales, the Public Health (Wales) Act 2017 requires Local Authorities to assess local needs and facilities, and to publish a local toilets strategy for its area.

Flintshire's current local toilet strategy was approved and published in May 2019. National guidelines state that the policy should be reviewed every two years from when the local authority last published or last reviewed its strategy, and within one year of every ordinary local government election.

The strategy review was presented at the Environment & Economy Overview & Scrutiny Committee (E&EOSC) on 7<sup>th</sup> March 2023 where members supported the proposed review to the local toilet strategy and the intended approach set out in the report. The purpose of this report is to provide Cabinet members with an update following the publication of the consultation questionnaire and how the comments raised will be addressed in the proposed action plan, which will be presented as part of the meeting. The action plan will be incorporated within the new local toilet strategy prior to opening the formal 12-week consultation on the revised Local Toilet Strategy over the summer.

The new strategy aims to reflect the ambition of the council's leadership to provide improved facilities for the residents and visitors of Flintshire.

### RECOMMENDATIONS

1	That Cabinet acknowledges the results from the questionnaire and supports the proposed action plan presented
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2	That Cabinet supports the draft revision of the Local Toilet Strategy and renewed action plan prior to the launch of the 12-week consultation.
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## **REPORT DETAILS**

<b>1.00</b>	<b>EXPLAINING THE BACKGROUND TO THE LOCAL TOILET STRATEGY REVIEW</b>
1.01	<p>The Public Health (Wales) Act 2017 ('the Act') received Royal Assent on the 3 July 2017. The Act brings together a range of practical actions for improving and protecting health. Part 8 of the Act introduces provision of toilets and specifically local toilets strategies. The aim of Part 8 is to ensure that each local authority (LA) in Wales assesses the needs of its community in relation to toilets, and then takes a strategic and transparent approach to best meet that need.</p>
1.02	<p>To achieve this, the Act places a duty on each LA in Wales to prepare and publish a local toilets strategy for its area. The Act provides that a strategy must include an assessment of the community's need for toilets, including changing facilities for babies and changing places facilities for people with disabilities. The strategy must also provide details of how the LA proposes to meet the identified need. There is no requirement for the strategies to be presented to the Welsh Government for approval, as the strategies should be subject to LAs' existing scrutiny structures and public scrutiny.</p>
1.03	<p>The duty to prepare a local toilet strategy does not require LAs to provide and maintain public toilets directly nor are they required to provide additional dedicated facilities. Local authorities must, however, take a strategic view on how facilities can be provided and accessed by the local population, taking account of such things as location, accessibility, facilities, frequency of use and quality of existing sites, as well as determining whether additional or fewer sites are required by their local population.</p> <p>The legislation published by Welsh Government has no funding for additional provisions attached to it. The aim of Part 8 of the Public Health (Wales) Act 2017 is to encourage a broader consideration of options available for providing toilets for public use including traditional stand-alone toilets as well as those in private ownership. It is intended to help address the current challenges faced by LAs in continuing to sustain provision during times of substantial financial pressures.</p>
1.04	<p>This review aims to show more ambition towards the standard of facilities that we provide and the Environment &amp; Economy Overview &amp; Scrutiny Committee was included as part of the consultation process, which took place in March 2023. It was agreed that public consultation should be undertaken through public questionnaire and Equalities and Environmental Impact Assessments. Subsequently, it is the intention that the reviewed strategy will be presented to Cabinet prior to a statutory 12-week consultation period of the final draft. The information gathered and analysis has informed a full review of the strategy, which includes a renewed 4-year action plan (Appendix 1). This has been prepared in readiness for a statutory 12-week public consultation prior to the adoption of the new Local Toilet Strategy.</p>

1.05	A local public conveniences questionnaire based around the current facilities in Holywell, Mold and Talacre was launched in June 2023 and ran for 21 days. The results of this questionnaire will be presented by officers to Cabinet.
1.06	A brief analysis of the questionnaire responses received have provided us with a good insight of the issues experienced by members of the public. These results highlight the improvements required and will provide direction for the revised Local Toilet Strategy, which aligns with the council's commitment to being more ambitious in this area.
1.07	<p>The analysis of the responses has highlighted the following concerns and feedback: –</p> <ul style="list-style-type: none"> <li>• The majority of respondents were not aware of the facilities in Holywell and Talacre</li> <li>• A significant number of responses said that the locations were poorly advertised / signed on site</li> <li>• A proportion of responses indicated that they did not feel safe when using the facilities</li> <li>• A large majority said that the facilities were inadequate for people with disabilities</li> <li>• Most of respondents said that there were inadequate changing facilities for babies and young children</li> <li>• Significant support was received for the introduction of environmentally friendly features</li> </ul>
1.08	<p>The previous 2019 strategy had a 12-point action plan, many of the intentions were adversely affected through the pandemic period. It should also be noted that the structural condition of the facilities provided in both Talacre and Holywell have deteriorated considerably recently and are in dire need of capital investment to repair and upgrade them.</p> <p>Repairs and maintenance due to damage caused by flooding and vandalism incurred additional costs last financial year, which created a pressure of £23k on the existing revenue budget over and above the £89k annual budget.</p>
1.09	To capture the available facilities and the demand in an objective way a needs assessment was completed in 2019. This needs assessment has been revisited and updated and will form an integral part of the considerations and direction for the new local toilets' strategy through its revised action plan.
1.10	The new strategy will therefore look to raise the condition and standard of the facilities across the county over the next 4-5 years. Through this strategy, we aim to provide accessible, clean toilets in the most appropriate locations. We also aim to secure the future of current provision as well as looking at ways to increase the number of public toilets available and improving access to all groups of people. The new more ambitious local toilet strategy and action plan will explore the possibility of alternative funding streams, but it will require capital investment for implementation.
1.11	The provision of local toilets for public use is not a statutory requirement of LAs in Wales. Standalone toilet facilities in isolated locations have a history of attracting anti-social behaviour and a high level of vandalism.

	<p>Due to unprecedented financial cutbacks within local government, this strategy aims to mitigate potential impacts by exploring the possibilities of making toilets in other council owned buildings available for public use and to work with the private sector to help promote their facilities.</p> <p>It is recognised that the implementation of the previous strategy was affected by the global pandemic and a number of the public interest groups have contacted the council to raise concerns about current provisions and support improved facilities.</p>
1.12	<p>Flintshire County Council may review its strategy at any time, following which it must publish a statement of the steps that it has taken in accordance with the strategy. If, following a review, the council decided to revise the strategy, it is required to publish the revised strategy and then prepare an interim progress report covering the two-year period commencing from the date of publication.</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	<p>Flintshire County Council is committed to sustainability in its own operations as well as across the county more widely through climate change and carbon reduction.</p> <p><b>Revenue:</b> The portfolio currently has £89k revenue budget available for maintaining the existing public conveniences and any additional provision will need to take into account the impact on future revenue budgets for the ongoing cleaning, maintenance and repairs. The current national and local financial position is under increasing pressure and there is little prospect of the portfolio being able to allocate any substantial increase in revenue funding to this non-statutory service provision; consequently, the ongoing impacts of budget reductions will continue to impose a downward pressure on revenue budgets. When planning the future provision of local toilets, we have to consider the current financial constraints on the service area as well as ongoing future budget reductions. Cleaning and maintenance operations and standards will need to be reviewed on a periodic basis to ensure the most efficient and effective provision within allocated resources.</p> <p><b>Capital:</b> There may be implications for the approved capital programme for 2024-2025 and future financial years. The existing toilet facilities are in old structures or standalone facilities, which can make them difficult to maintain and they are in need of significant capital investment to upgrade or improve them, which is limited. Additionally, the Public Health (Wales) Act 2017 as published by Welsh Government has no funding opportunities for LAs to utilise or additional provisions attached to it. Unfortunately, public toilets can also become a magnet for anti-social behaviour such as drug taking and vandalism, which can impact the provision and cause significant damage. Any capital or revenue commitment will need to be supported through a business case approach, taking account of full costs and possible income sources.</p> <p><b>Human Resources:</b> considerations will need be required with regards to the current cleansing contractor and the possibilities of the TUPE regulations and the potential opportunities for the cleansing operations to be incorporated with NEWydd.</p>

**3.00 IMPACT ASSESSMENT AND RISK MANAGEMENT**

3.01 A full integrated impact assessment will be required as part of the review of the local toilet strategy. This strategy and the outcome of the review is expected to have a positive differential impact on all protected characteristics.

Toilets for public use matter to everybody outside the home environment, whatever the reason, and they remain a sensitive and high-profile concern. Toilets are, however, even more important to certain groups within society, including older people, people with disabilities, people with particular needs (including certain medical problems), women, children and young people and their families.

These groups can be disproportionately affected by poor provision of toilets; for example, poor provision is understood to have particular negative impacts on older people, as some may be less likely to leave their homes without having confidence that adequate facilities will be available to them. This can contribute to increased social isolation and inactivity, as well as affecting people’s ability to maintain independence and dignity in later life. When considering toilet provision in Flintshire, we also need to consider local people and visitors alike.

The strategy is aimed to increase the identifiable / publicly available toilet facilities across the city; meaning, a reduction in individuals needing to travel extensive distances to public conveniences and identify accessible and age permissible / suitable facilities.

**Ways of Working (Sustainable Development) Principles Impact**

Long-term	<b>Positive</b> - The strategy aims to mitigate potential impacts by making toilets in more facilities identifiable and available for public use, and to work with the private sector to help promote their facilities.
Prevention	<b>Positive</b> – The provision of and access to toilets is an issue that affects public health. Accessible, clean toilets that are well located in places such as town centres, parks and near public transport hubs or active travel routes (for cycling and walking) can help encourage people to socialise take exercise and stay more physically active. This has clear health and economic benefits. Conversely, a lack of adequate toilet facilities can impact on a person’s physical and mental health, as well as affecting the wider environmental health of the population.
Integration	<b>Positive</b> - The review of the strategy will need to integrate with other existing strategies, policies and plans of the Council, such as the Place Making Plans, the Integrated Transport Strategy, Climate Change Strategy and the Council’s Well-Being Objectives.
Collaboration	<b>Positive</b> – The review of the strategy will explore options for partnership working with establishments that have high quality toilet provision and collaborate to find share sustainable solutions.

Involvement	<b>Positive</b> – The provision of toilets can make a significant impact upon the comfort of individuals and families who visit public spaces and their perception of the area as a desirable place to visit. The consultation aims to involve a diversity of population in the decisions affecting them.
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### Well-being Goals Impact

The review of the local toilet strategy will need to have due regard for the Well Being of Future Generations (Wales) Act 2015. The provision of toilet facilities and the strategic way forward helps to achieve all seven of the well-being goals as set out below.

Prosperous Wales	The review will need to consider the impact of the strategy on the economy and in particular the importance of tourism. The availability of clean, accessible public toilets can make a positive difference and improve the quality of the visitor experience, thereby growing the local economy and tourism.
Resilient Wales	The provision of public toilet facilities will need to minimise the impact on the environment. Opportunities for more eco-friendly toilets will be explored as part of the review e.g. rain-water harvesting.
Healthier Wales	The provision of and access to toilets is an issue that affects public health. Accessible, clean toilets that are well located in places such as town centres, parks and near public transport hubs or active travel routes (for cycling and walking) can help encourage people to socialise, take exercise and stay more physically active, which helps to maximise physical and mental well-being. Conversely, a lack of adequate toilet facilities can impact on physical and mental health, as well as affecting the wider environmental health of the population.
More equal Wales	In reviewing the strategy, consideration will be given to our duties under the Equality Act, such as the provision of “Changing Places” and gender-neutral toilets, as well as standard accessible toilets.
Cohesive Wales	We will continue to work with the police, town/community councils, residents, local businesses, voluntary sector partners and community groups to ensure that public toilet facilities are as safe as possible and ensure that as many facilities are available where and when they are needed.
Vibrant Wales	Signposting and mapping publicly available toilets will be important so that those who need to visit a facility, can easily access information about the location, opening/closing times, accessibility and suitability of the toilets. In doing so, the strategy will ensure that we meet our obligations under the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards and provide information in both Welsh and English.

	Globally responsible Wales	N/A
<p>Flintshire County Council together with its partners will support the health and well-being of both the current and future generations through the following strategic objectives:</p> <ul style="list-style-type: none"> <li>• Protecting people from poverty by supporting them to meet their basic needs</li> <li>• Limiting the impact of the Council's services on the natural environment and supporting the wider communities of Flintshire to reduce their own carbon footprint</li> <li>• Enabling a sustainable economic recovery and growth through the provision of accessible toilets in key locations</li> <li>• Supporting people in need to live as well as they can by providing fully inclusive facilities</li> <li>• Enabling and Supporting Learning Communities by the introduction of facilities that meet the needs for those with additional needs</li> </ul>		

<b>4.00</b>	<b>CONSULTATIONS REQUIRED/CARRIED OUT</b>
4.01	Deputy Leader of the Council and Cabinet Member for Streetscene and Regional Transport Strategy.
4.02	Streetscene & Transportation Programme Board (October 2022).
4.03	Environment & Economy Overview & Scrutiny Committee (March 2023).
4.04	Local Toilet Strategy Questionnaire (June 2023).
4.05	A 12-week public consultation will be held on the proposed new Local Toilet Strategy throughout the summer of 2023.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Draft Local Toilet Strategy 2023-27.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>Welsh Government has published statutory guidance to help local authorities produce a local toilet strategy for their area:</p> <p><a href="https://www.gov.wales/toilets-public-use-guidance-local-authorities">https://www.gov.wales/toilets-public-use-guidance-local-authorities</a></p>

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<p><b>Contact Officer:</b> Barry Wilkinson, Highway Network Manager  <b>Telephone:</b> 01352 704656  <b>E-mail:</b> <a href="mailto:barry.wilkinson@flintshire.gov.uk">barry.wilkinson@flintshire.gov.uk</a></p>

8.00	<b>GLOSSARY OF TERMS</b>
8.01	<b>Changing Place(s):</b> these are fully accessible toilets with a height adjustable changing bench, a hoisting system, a peninsular toilet, and enough space for a person with a disability, his/her wheelchair and two carers



# FLINTSHIRE COUNTY COUNCIL

## DRAFT LOCAL TOILETS STRATEGY

JULY 2023

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## EXECUTIVE SUMMARY

In July 2017, the Public Health (Wales) Act 2017 received Royal Assent, bringing together a range of practical actions for improving and protecting health. Part 8 of the Act includes Provision of Toilets and introduces new responsibilities for Local Authorities to provide local toilet strategies.

To deliver a strategic approach to the provision of toilets across Wales, the Public Health (Wales) Act 2017 requires Local Authorities to assess local needs and facilities, and to publish a local toilets strategy for its area.

The duty to prepare a local toilets strategy does not require councils to provide and maintain public toilets directly, nor are they required provide additional dedicated facilities. They must however take a strategic view on how facilities can be provided and accessed, taking account of such things as location, accessibility, facilities, frequency of use and quality of existing sites, as well as determining whether additional or fewer sites are required by their local population. The legislation published by Welsh Government has no funding for additional provisions attached to it.

Since 2012 Flintshire County Council have undertaken three separate reviews of toilet provision throughout the County with the previous strategy published in May 2019. These reviews highlighted that isolated facilities regularly attract antisocial behaviour, which puts people off using them. As a result, Flintshire aimed to adopt a more enabling approach by promoting the use of existing toilets in Council buildings such as libraries and Connects Centres, which people feel more confident and comfortable using. Whilst the previous strategy was published in May 2019 with a 12-point action plan, this was adversely affected for a number of years by the global pandemic.

This Strategy sets out to develop on the work previously been undertaken and to assess the need of the local communities, along with the standard of the facilities being offered. The new strategy will therefore look to raise the condition and accessibility of the facilities across the county over the next 4 to 5 years. Consideration will be given to our duties under the Equality Act, such as the provision of “Changing Places” and gender-neutral toilets, as well as standard accessible toilets in the most appropriate locations. We aim to secure the future of the current provisions and explore ways to increase the number of public toilets available and improve access to all groups of people.

## BACKGROUND & INTRODUCTION

In the guidance provided to Local Authorities in preparation for implementation of Local Toilet Strategies, the Welsh Government Cabinet Secretary for Health and Social Services explains that "Accessible, clean toilets that are well located in places such as town centres, parks, promenades, cycle trails and walking routes can help encourage people to take exercise and stay more physically active. This has clear health and economic benefits. Conversely, toilets that are poorly designed, inadequately maintained and inappropriately located can create an atmosphere of neglect that discourages use. A lack of adequate toilet facilities can impact on a person's physical and mental health, as well as affecting the wider environmental health of the population." This appreciation of the benefits of available facilities is further noted when they go on to state "Toilets for public use matter to everybody and remain a high-profile issue. They are, however, even more important to certain groups within society, including older people, people with disabilities, people with particular needs (including certain medical problems), women, children and young people and their families. These groups can be disproportionately affected by poor provision."

Flintshire County Council has recognised the benefits and issues related to public conveniences, and started the process of reconciling the facilities under the Council's control back in 2012. At this time a report to Cabinet was submitted that identified that the County was at the time supporting 12 distinct sites, although the Council has no statutory requirement to provide a Public Convenience service and does not have a formal Policy to determine the location or type of facilities provided and that inconsistency has developed both in the location of the facilities and quality of the service provided across the County. It was noted at the time that some of the locations have been linked to anti-social behaviour, with reports received of substance misuse and vandalism taking place at the facilities. Whilst the majority of the information was anecdotal, there were records of complaints being received by the Council concerning specific sites. The site in Alexandra Street, Shotton was closed since June 2012, due to specific complaints of anti-social behaviour.

At the time of this report, it was noted that the Public Convenience service was managed within Streetscene with a budget allocation of £173,187 in 2012-13. Repairs and maintenance at all of the facilities were being carried out by private contractors.

As a solution to some of the issues being encountered, it was identified that the Council was developing a programme of one stop shops, Flintshire Connects Centres, across the County and also manages numerous other Council buildings in close proximity to existing standalone Public Convenience facilities. The new Flintshire Connects Centres and the other facilities i.e. Leisure Centres could offer toilet facilities both for their own use and for use as wider Public Conveniences.

It was also recognized at that time that It is important that the Public Convenience service complements wider strategic Council objectives such as the promotion of Tourism and Town Centre marketing and the proposed new service provision will do this by ensuring well maintained facilities are provided in key locations across the County and that utilising Flintshire Connects Centres, other Council buildings and (where appropriate) privately owned facilities will both rationalise and improve accessibility to the service, providing the following advantages over the current service that included potentially longer opening hours which are more targeted to local need, and the reduced instances of anti-social behaviour and vandalism.

Consideration was given at the time to introducing a charge for using the facilities but concluded that such a charge would be more expensive to introduce and manage than would be raised as income, thus creating a further budget pressure on the Council. Charging would also increase the threat of vandalism at the facilities. Likewise the introduction of a 'Superloo' system was considered, but the cost was found to be prohibitive.

In 2016, a further report was present to the Cabinet with the intention of recognising that Flintshire's new strategy identified that isolated Public Toilet facilities regularly attracted antisocial behaviour and that many people would not use the facilities for this reason. It was proposed that the Council should promote the use of existing toilet facilities, within Council buildings e.g. Libraries and Flintshire Connects Centres, rather than the dedicated and often isolated facilities previously provided. This final stage of the review would consider the future of the remaining Public Convenience facilities in the County. This report recognised that the budget in 2016 to provide the public convenience service was £ 93,998 and made recommendations to reduce the existing provision of standalone dedicated facilities further to just 2 sites across the County. However, the Authority did offer the opportunity for Community Asset Transfer for these sites to the local community and Town & Community Councils, and although these were explored, none have been developed far enough to result in the transfer. Currently the County operate 3 stand-alone facilities, which are as follows:

- Bus Station, Mold
- Off High Street, Holywell
- Station Road, Talacre

So it can be seen that Flintshire County Council has already started the process of developing a strategy to manage the provision of local toilets, and in the first instance this looked to rationalise and improve the facilities offered to the public for use. To move forward with this process and align with the requirement of Part 8 of the Public Health Act (Wales), as back in the 2016 Cabinet Report it was noted that the Public Health Bill unveiled by the Welsh Government in June 2015 places a duty on local authorities to prepare and publish strategies for the provision of toilets for public use within their area, and whilst the Council has closed a number of dedicated facilities, access to other Council owned toilets have been improved.

An example of this approach would be the closure of dedicated facilities in Connah's Quay and Mold. The dedicated toilets in Connah's Quay were replaced with access to improved toilets facilities at a shared-use site that reduces maintenance and cleaning costs, removes the anti-social behaviour that the dedicated site attracted and improving the overall facilities on offer to the public in the area.

This approach will continue to be the basis of the strategy when it is required to be produced by the new legislation. It is clear that the Authority is aware that this is the start of a long-term process, and that not all existing toilet facilities at the time need to remain, especially if there are better alternatives. Efforts to increase the provision of additional local toilets has also identified that not all potential facilities within buildings can be made accessible to the public. And we accept that by making use of existing resources that this means that not every toilet brought into public use is likely to be fully accessible to everyone due to building limitations, and what is proportionate change to make the toilet fully accessible, however a much wider range of available toilets is to the benefit of all.

The 2016 Cabinet Report also recommended that the dedicated stand-alone facilities in New Street, Mold and Holywell be closed, and the details and actions within this strategy should support the provision of reasonable alternatives to the benefit of improving the overall facilities on offer to the public in the area.

## THE BENEFITS OF THIS STRATEGY

Toilets for public use matter to everybody who goes “away from home” for some reason and remain a high-profile issue. They are, however, even more important to certain groups within society, including older people, people with disabilities, people with particular needs (including certain medical problems), women, children and young people and their families. These groups can be disproportionately affected by poor provision; for example, poor provision is understood to have particular negative impacts on older people, as some may be less likely to leave their homes without having confidence that adequate facilities will be available to them. This can contribute to increased social isolation and inactivity, as well as affecting people’s ability to maintain independence and dignity in later life.

This strategy contributes toward achieving accessible and clean toilets wherever people live, work or visit. Need is likely to grow through new housing developments and through tourism. This is an opportune time to set a strategy for promoting access to toilet facilities where they are needed.

Part 8 of the Public Health (Wales) Act 2017: Provision of Toilets came into force on 31 May 2018 and places a duty on each local authority in Wales to prepare and publish a local toilets strategy for its area. The strategy is built around the principles of co-production, through local authority engagement with a broad range of potential providers and users.

Local authorities in Wales now have the responsibility to:

- Assess the need for toilet provision for their communities;
- Plan to meet those needs;
- Produce a local toilets strategy; and
- Review the strategy, update and publicise revisions.

Flintshire’s previous local toilet strategy was approved and published in May 2019. The duty to prepare a local toilets strategy does not require local authorities to provide and maintain public toilets directly. The Local Authority must take a strategic view on how facilities can be provided and accessed by their local population. Upon review of this strategy, Flintshire County Council is required to publish a statement of progress.

The aim of this strategy is to review the quality and quantity of local toilets throughout the county and to provide or facilitate the provision of clean, safe, accessible and sustainable

toilets for residents and visitors to the County at locations where the need for such facilities has been identified.

This Strategy will require us to:

- Review the current level of provision of public toilets
- Analyse the findings of the completed assessment of need activities for toilets available for use by the public in their area;
- Consider the requirements of the general population;
- Identify the needs for particular user groups;
- Survey the condition and usage of existing facilities;
- Identify any gaps in current provision;
- Adopt the use of new technologies and communications that it is envisaged will lead to an increased awareness of the locations of local toilets; and
- Provide a statement setting out the steps which the Local Authority proposes to take to meet this need; and any other information which the council considers appropriate.

## REVIEWING THE STRATEGY

As set out in the Public Health (Wales) Act 2017 – Part 8: Provision of Local Toilets, Flintshire County Council will review the local toilet strategy within a year of each ordinary election for its area. The next election in Wales is 2027, If no changes are made to the strategy following the post-election review then the County will publish an interim progress statement covering a two year period commencing from the date of the last election.

Flintshire County Council may review its strategy at any time, following which it must publish a statement of the steps which it has taken in accordance with the strategy. If following a review, should the County decide to revise the strategy, it will publish the revised strategy and then prepare an interim progress report covering the two year period commencing from the date of publication.



## MAPPING LOCATIONS

It is intended that the information collated as part of preparing this strategy is replicated and made available in the most convenient manner so that people who need to visit a toilet can easily access information about the location, opening times, accessibility and type of facilities available.



Participating premises will also display a sticker in a prominent place, indicating that toilets are available for the public. The sticker will display the logo stipulated by Welsh Government. It is also intended that Flintshire County Council adopt this signage to promote consistency across the area for those that wish to use facilities.

The British Toilet Association also recommends that signs be fitted on the outside with information like opening hours, contact information for reporting problems and the specific facilities provided inside, such as whether there is a baby-changing room.

The Council will periodically review and update the Welsh Government “Lle” data repository to allow access to accurate information by guide and map publishers, residents and visitors.

Once we have identified the toilets that will be publicised as available for use by the general public, Flintshire County Council will prepare a dataset to a given specification, and make it available as open data on the council website. The dataset will consist of the location and specified characteristics of the identified toilets. This data will also be consumed by the Welsh Government system and joined to other LA datasets to produce the national dataset for the Lle map. Lle is a geo-portal that serves as a hub for data and information covering a wide spectrum of topics, but primarily around the environment. Lle will generate all-Wales maps based on the datasets provided by local authorities that can be configured to focus on either the national picture, or on more local areas. The data included in the Lle map will be available as an open data service accessible to everyone.

The link to the Lle portal is below:

<http://lle.gov.wales/home>

For data to be classed as open data it must be made available under an open licence. Within the Public Sector this can be achieved by publishing data under the Open Government Licence (OGL).

As the data provided by local authorities is to be made available as open data, it will be available for reuse by third parties, either directly from the local authority's own website, or via the joined dataset behind the Lle map. This might include other online map services, app developers or commercial interests, as well as being available for reuse by other public sector organisations.

The dataset will be available in Welsh and English. The public will be able to see and search the data as it appears on the Lle website, to see the whole of Wales or to look at particular areas.

Flintshire County Council will show a link on its website to the Lle map as a whole to assist people in searching the data for other areas they may be visiting. Flintshire County Council promotes the use of The Dewis Cymru ([www.dewis.wales](http://www.dewis.wales)) website as a resource that brings together local information, this information relating to Local toilets will be published on this website.

# DETAILS OF EXISTING COUNTY FACILITIES AVAILABLE TO THE PUBLIC

		What facilities are available?															
Name of Location	Postcode	Dedicated Facility?	Male only	Female only	Unisex toilet	Baby change					Disabled						A place incorporating adult changing facilities, hoists, etc. for people with profound disabilities and their carers?
						male toilet	female toilet	unisex toilet	Separate to toilets	disabled toilet	Open access			Locked (RADAR)			
											male only	female only	unisex	male only	female only	unisex	
Bus Station, Mold	CH7 1LA	Y	Y	Y	N	N	Y	N	N	Y	Y	Y	N	Y	Y	N	N
Station Road, Talacre	CH8 9RP	Y	N	N	Y	N	N	Y	N	N	N	N	Y	N	N	N	N
Off High Street, Holywell	CH8 7TR	Y	Y	Y	N	N	Y	N	N	N	Y	Y	N	Y	Y	N	N

		Opening Times													
Name of Location	Postcode	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Mold, Bus Station	CH7 1LA	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00
Talacre Toilets	CH8 9RP	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00
Polwell Toilets	CH8 7TR	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00

		Are the toilets closed on any of the below days?										
Name of Location	Postcode	Are the toilets closed off peak?	Are services reduced off peak?	Christmas Day	Boxing day	New Years day	May bank holiday	Good Friday	Easter Sunday	Easter Monday	Spring bank holiday	August bank holiday
		No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes
Mold, Bus Station	CH7 1LA	No	No	Yes	No	No	No	No	No	No	No	No
Talacre Toilets	CH8 9RP	No	No	Yes	No	No	No	No	No	No	No	No

Are the toilets closed on any of the below days?

Name of Location	Postcode	Are the toilets closed off peak?	Are services reduced off peak?	Christmas Day	Boxing day	New Years day	May bank holiday	Good Friday	Easter Sunday	Easter Monday	Spring bank holiday	August bank holiday
		No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes
Holywell Toilets	CH8 7TR	No	No	Yes	No	No	No	No	No	No	No	No

## ADDITIONAL FACILITIES WITHIN THE COUNTY

Below is a list of the facilities available throughout the county that are available to the public for use:

- Clwyd Riding Centre, Llanfynnydd (Changing Place Facilities)
- Caerwys, Drovers Lane
- Flint Leisure Centre
- Buckley Library
- Holywell Library
- Daniel Owen Centre, Mold
- Queensferry, Daleside Garden Centre
- Buckley Town Centre Public Toilets
- Connah's Quay, Fron Road
- Mold Leisure Centre
- Connah's Quay Library
- Mold Library
- Broughton Shopping Park
- Holywell Leisure Centre (Changing Place Facilities)
- Cilcain, Village Community Centre
- Buckley Leisure Centre
- Deeside Leisure Centre
- Flint Library
- Shell Garage, A55
- Flint Train Station

# NEEDS ASSESSMENT

In an effort to capture the available facilities and the demand in an objective way, the following needs assessment has been developed. It is not intended to use this in isolation, and the information that becomes available through the engagement survey, and the full consultation will influence the holistic need for local toilets across the County.

Need Score	Description
0=	N/A
1=	Very Low
2=	Low
3=	Medium
4=	High
5=	Very High

No. of Private Toilets
0
1
2
3
4
5+

Tudale Town/Village	Identifying Need					Existing Toilet Provision				Has Need Been Met?
	Shopping Need	Attraction Need	Transport Interface Need	Special Circumstances Need	Need Score	LA Operated Facilities	Other Public Sector Toilets e.g. Leisure Centres, Libraries, etc.	Community Council	Private	
Mold	5	5	4	4	<b>18</b>	1	2	1	1	Yes
Holywell	4	4	3	3	<b>14</b>	1	1			Yes
Hint	4	3	4	3	<b>14</b>		2		1	Yes
Connah's Quay	4	3	3	3	<b>13</b>		1		1	Yes
Broughton	5	3	5	0	<b>13</b>		1		1	Yes
Buckley	3	3	3	3	<b>12</b>		2	1		Yes
Queensferry	3	3	3	3	<b>12</b>		1		2	Yes
Shotton	4	2	4	0	<b>10</b>					No
Saltney	2	2	3	2	<b>9</b>					Yes
Hawarden	1	3	2	0	<b>6</b>					Yes
Talacre	0	4	1	0	<b>5</b>	1				Yes
Mostyn	1	1	2	0	<b>4</b>					Yes
Sealand	0	1	1	0	<b>2</b>					Yes
Mynydd Isa	1	1	1	0	<b>3</b>					Yes
Ewloe	0	2	1	0	<b>3</b>					Yes
Caergwrlle	0	0	2	0	<b>2</b>					Yes
Northop	1	1	0	0	<b>2</b>					Yes

Town/Village	Identifying Need				Need Score	Existing Toilet Provision				Has Need Been Met?
	Shopping Need	Attraction Need	Transport Interface Need	Special Circumstances Need		LA Operated Facilities	Other Public Sector Toilets e.g. Leisure Centres, Libraries, etc.	Community Council	Private	
Halkyn	0	1	0	0	1					Yes
Penyffordd	0	0	2	0	2					Yes
Greenfield	0	2	0	0	2					Yes
Bagillt	0	0	0	0	1			1		Yes
Caerwys	0	0	1	0	1			1		Yes
Aston	0	0	1	0	1					Yes
Hope	0	1	0	0	1					Yes
Ffynnongroew	0	0	0	0	0					Yes
Gronant	0	0	0	0	0					Yes
Prelawnyd	0	0	0	0	0					Yes
Whitford	0	0	0	0	0					Yes
Northop Hall	0	0	0	0	0			1		Yes
Cilcain	0	0	0	0	0				1	Yes
Brynford	0	0	0	0	0					Yes
Bwernaffield	0	0	0	0	0					Yes
Gwernymynydd	0	0	0	0	0					Yes
New Brighton	0	0	0	0	0					Yes
Mancot	0	0	0	0	0					Yes
Higher Kinnerton	0	0	0	0	0					Yes
Leeswood	0	0	0	0	0					Yes
Treuddyn	0	0	0	0	0					Yes
Llanfynydd	0	0	0	0	0					Yes

It needs to be reiterated that the duty to prepare a Local Toilets Strategy does not require councils to provide and maintain public toilets directly, nor are they required provide additional dedicated facilities.





# OUTCOME OF PUBLIC ENGAGEMENT

TBC

# FUTURE OPTIONS

## Letting policies

The Council could possibly consider options to introduce a clause in leasing agreements whereby when the Council is letting its own property to a suitable business like a shop or café, to include public access to toilet facilities. However, whilst this could be considered for the small number of shop units leased out, tenants may well raise issues around cleaning, maintenance and availability and the requirement could conceivably deter prospective tenants from taking a lease.

## Future needs provided by the commercial sector through Council strategy and planning channels

Community Infra-structure Levy enables the Flintshire Local Planning Authority to raise funds from developers undertaking new building projects in their area. The funds can be used for a wide range of infrastructure costs, such as education, healthcare, police and fire and rescue, which is needed as a result of new housing for example. This may be one way to secure funding for future public toilet provision within or near new developments, on a need and demand-driven basis and depending on the prioritisation between new infrastructure needs. Consideration will be given to including local toilet provision in new schemes devised under the Community Infra-structure Levy.

## Major Development proposals (*Planning conditions*)

Some large-scale commercial developments that are going to include cafes, bars, shops, entertainments for example, could possibly be required, as a Planning condition, to allow general public access to any toilet facilities that are being built in the premises. However, there is no policy support at national level for the imposition of planning conditions to allow the general public access to toilet facilities at private commercial premises. Therefore any such condition would fail the test that it must be necessary to make the development acceptable from a planning point of view.

## Embed the Review of Local Toilets Provision into broader Council Initiatives

When reviewing plans and strategies across the organisation, Flintshire County Council will consider the need and provision for Local Toilets. This will include, but not be restricted to the review of the following:

- Local Well-being Plans
- Population Needs Assessments
- Local Development Plans
- Active Travel Routes and Maps; and
- Partnerships for Growth.

# APPENDIX 1 - ACTION PLAN

TBC

Mae'r dudalen hon yn wag yn bwrpasol

# Eitem ar gyfer y Rhaglen 7



## CABINET

<b>Date of Meeting</b>	Tuesday, 18 <sup>th</sup> July 2023
<b>Report Subject</b>	Revenue Budget Monitoring Report 2022/23 (Final Outturn)
<b>Cabinet Member</b>	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
<b>Report Author</b>	Corporate Finance Manager
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

This report provides members with the revenue budget final outturn position for the Council Fund and Housing Revenue Account for the financial year 2022/23 (subject to audit).

The Accounts for 2022/23 are now effectively closed, and we are on schedule to submit the formal Statement of Accounts and supporting notes to Audit Wales within the timeframe set by Welsh Government.

As reported previously, measures were introduced to review and challenge non-essential spend and recruitment to vacancies with the aim of reducing in-year expenditure to 'dampen' the projected overspend at that time. This work made a positive impact on the outturn position.

The final year end position is:

#### **Council Fund**

- An operating surplus of (£3.013m) which is a favourable movement of (£0.907m) from the last reported figure of (£2.106m) as at Month 11.
- A projected contingency reserve available balance as at 31st March 2023 of £9.508m.

The Council Fund final outturn surplus position of (£3.013m) does not include various one-off items of expenditure totaling £5.876m approved for funding from the Contingency Reserve such as the Pay Award of £3.826m, COVID related costs of £1.573m and Social Services one off costs within Children's Services of £0.477m. If these amounts had been taken from the in-year revenue budget, there would have been an overall net overspend of £2.863m for the financial year.

The operating surplus of (£3.013m) equates to 0.9% of the Approved Budget, which is above the target MTFs KPI for a variance against budget of 0.5%.

### **Housing Revenue Account**

- Net in-year revenue expenditure was £2.688m higher than budget.
- A closing balance as at 31<sup>st</sup> March, 2023 of £3.786m.

### **RECOMMENDATIONS**

1	To note the overall report and the Council Fund contingency sum as at 31 <sup>st</sup> March, 2023 (subject to audit)
2	To note the final level of balances on the Housing Revenue Account (HRA) (subject to audit)
3	To approve the carry forward of funding as detailed in Appendix 6.

### **REPORT DETAILS**

<b>1.00</b>	<b>EXPLAINING THE REVENUE BUDGET MONITORING OUTTURN 2022/23</b>
1.01	<p><b>Council Fund Final Outturn Position</b></p> <p>The final year end position is as follows:</p> <ul style="list-style-type: none"><li>• An operating surplus of (£3.013m) (excluding the impact of the pay award which has been met by reserves).</li><li>• A projected contingency reserve available balance as at 31 March 2023 of £9.508m.</li></ul> <p>The Council Fund final outturn surplus position of (£3.013m) does not include various one-off items of expenditure totaling £5.876m approved for funding from the Contingency Reserve such as the Pay Award of £3.826m, COVID related costs of £1.573m and Social Services one off costs within Children's Services of £0.477m. Taking these into account provides an overall net additional spend of £2.863m for the financial year.</p> <p>To assist with managing risks and maximising the financial resources available to the Council, a review of non-essential spend and a vacancy management process continued throughout the year which had a positive impact on the outturn.</p>
1.02	<p>We continued to claim payments totalling £5.419m in 2022/23 for self-isolation and statutory sick pay enhancement, free school meals direct payments and winter fuel payments. No further Welsh Government funding has been confirmed for 2023/24.</p>



1.03

**Table 1. Final Outturn Position by Portfolio**

The table below shows the final outturn position by portfolio:

<b>Portfolio/Service Area</b>	<b>Approved Budget</b>	<b>Final Outturn</b>	<b>In-Year Over / (Under) spend</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
Social Services	79.987	79.670	(0.317)
Out of County Placements	15.101	15.746	0.645
Education & Youth (Non Schools)	10.391	9.971	(0.420)
Schools	108.335	108.335	0.000
Streetscene & Transportation	39.931	40.913	0.982
Planning, Environment & Economy	7.222	6.871	(0.351)
People & Resources	4.644	4.542	(0.102)
Governance	11.280	10.684	(0.596)
Strategic Programmes	6.116	6.225	0.108
Assets	1.033	0.738	(0.296)
Housing & Communities	14.964	15.002	0.038
Chief Executive	1.692	1.606	(0.086)
Central & Corporate Finance	25.987	23.366	(2.620)
<b>Total</b>	<b>326.682</b>	<b>323.669</b>	<b>(3.013)</b>

1.04

The reasons for the variances are summarised within Appendix 1 and show details of all variances over £0.050m and a summary of minor variances for each portfolio.

**Significant Movements from Month 11**

1.05

**Social Services (£0.338m)**

The net positive movement comprises:

**Older People:**

- Localities (£0.488m) – additional income of £0.289m within the commissioned residential care service due to recoupment of residential fees paid on behalf of service users. Property income received £0.171m higher than previously anticipated. Maximisation of Regional Integration Fund (RIF) grant slippage (£0.083m). Commissioned domiciliary care costs increased by £0.061m due to increased activity. Net minor variance reduction of £0.006m.

- Regional Integration Fund (RIF) (£0.148m) – previously reported overspend for short term residential care costs to improve hospital discharges has now been funded by grant.
- Reablement Serves (£0.032m) – reduced expenditure on telecare appliances.
- Resources & Regulated Services £0.035m – increased costs for in-house residential care of £0.53m offset by a decrease in in-house homecare costs of £0.020m. (£0.002m minor variances).

**Adults of Working Age:**

- Resources & Regulated Services £0.290m – Direct Payment recoupment from surplus balances have reduced costs by £0.080m. An allocation of £0.067m from RIF grant slippage towards commissioned supported living costs. Reduced costs from Health of £0.032m. The contribution to the bad debt provision was £0.019m less than expected. The in-house supported living service costs increased by £0.087m.
- Children to Adult Transition Services (£0.038m) - final costs for care packages within this service were reduced.
- Residential Placements £0.063m – increased costs of care packages for clients with mental ill health.

**Children’s Services:**

- Family Group Meetings (£0.069m) - Eligible costs transferred against slippage within the Children’s and Communities Grant (CCG).
- Family Placement (£0.035m) – Transfer of foster costs which were eligible for Mockingbird funding.
- Early Years & Family Support (£0.037m) - This is due to a number of minor variances across the service.
- Residential Placements (£0.045m) – Due to a delay to building works for some of the in-house residential care settings.
- Professional Support £0.288m - £0.199m of eligible costs were transferred to CCG slippage. Adoption costs of £0.077m which were previously anticipated not incurred in the financial year as the adoption process is ongoing. Eligible costs of £0.048m allocated against Childcare Offer Admin Grant (CCO). Reduced spend of £0.018m within the Leaving Care services as a young person left a placement and some late grant income received.

**Safeguarding & Commissioning:**

- Management & Support (£0.030m) – Mainly due to the transfer of eligible costs to be funded from the allocation of RIF slippage.

Further minor variances across the Portfolio account for the remainder of the movement totalling (£0.092m) each less than £0.025m individually.

1.06

**Streetscene & Transportation (£0.137m)**

The net positive movement relates to:

- Service Delivery (£0.065m) – Additional income achieved through in-house construction work

	<ul style="list-style-type: none"> <li>Highways Network (£0.047m) – Reduction in fuel costs compared with previous estimates.</li> </ul> <p>Minor variances account for the remainder of the movement (£0.025m).</p>
1.07	<p><b>Planning, Environment &amp; Economy £0.069m</b></p> <p>The net movement relates to:</p> <ul style="list-style-type: none"> <li>Reallocation of three- and five-year taxi licences income totalling £0.046m into future years</li> <li>Capital Expenditure funded by Revenue Expenditure (CERA) contribution of £0.107m towards the Whole House Warmth and Crisis Fund to support those in need with the required support.</li> <li>WG Flood and Coastal Erosion Risk Management (FCERM) final grant claim higher than previously projected together with some land drainage works that will now go ahead in the new financial year instead of 2022/23, all totalling (£0.091m).</li> </ul> <p>Minor variances across the Portfolio account for the remainder of £0.007m.</p>
1.08	<p><b>Governance (£0.156m)</b></p> <p>The net positive movement relates to:</p> <ul style="list-style-type: none"> <li>Higher than anticipated Fee Income in the Registrars Service (£0.042m)</li> <li>Reduced end of year recharge from Denbighshire County Council for the Joint Procurement Service (£0.021m)</li> <li>Vacancy and budget savings in relation to in-house software and software maintenance costs (£0.069m)</li> </ul> <p>Minor variances across the Portfolio account for the remainder of (£0.024m).</p>
1.09	<p><b>Central &amp; Corporate (£0.261m)</b></p> <p>The net positive movement relates to:</p> <ul style="list-style-type: none"> <li>One-off income from Matrix rebates and written-back out of date cheques (£0.084m)</li> <li>Further reduction in short-term borrowing costs in the Central Loans &amp; Investment Account (CLIA) in addition to increasing income from temporary investments in line with rising interest rates (£0.177m).</li> </ul>
1.10	<p>There are a number of minor variances across the other Portfolios each below £0.050m that account for the remainder of the overall movement with a cumulative total of £0.054m.</p>
1.11	<p><b>Carry Forward Requests</b></p> <p>Various requests to carry forward funding into the 2023/24 financial year have been identified and are recommended for approval (See Appendix 6).</p>
1.12	<p><b>Tracking of In-Year Risks</b></p>

	<p>Members were made aware when setting the budget that there were several open risks that would need to be kept under close review. An update on these is provided below.</p>
1.13	<p><b>Council Tax Income</b></p> <p>In 2022-23, the Council collected 97.4% of Council Tax – well ahead of the 96.1% Welsh national average, and Flintshire continues to be ranked as one of the highest performing Councils in Wales when it comes to collecting in-year Council Tax. The Council is also ranked as having the second lowest outstanding amounts per chargeable dwelling when considering longer-term arrears. The marginal reduction in collections of 0.29% is to be expected as the rising costs-of-living are impacting on the ability of some households to make payment of council tax on time.</p> <p>Recent national publications also reflect that our ‘in-year’ collections, at 97.4%, are 1.4% above the English average and 1.2% above the Scottish average.</p>
1.14	<p><b>Out of County Placements</b></p> <p>The risks include continued high demand for placements where children and young people cannot be supported within in-house provision, and market supply limitation factors and inflationary pressures leading to higher costs. An additional amount of £1m has been approved in the 2023/24 budget to reflect this.</p>
1.15	<p><b>Homelessness</b></p> <p>The service demand that impacted on 2022/23 outturn will continue into 2023/24 and an additional amount of £1m has been approved in the 2023/24 budget to reflect this.</p>
1.16	<p><b>School Transport</b></p> <p>Increased costs that impacted on 2022/23 outturn will continue into 2023/24 and an additional amount of £0.851m has been approved in the 2023/24 budget to reflect this.</p>
1.17	<p><b>Winter Maintenance</b></p> <p>In the month 10 report Cabinet approved a ‘top up’ of up to £0.200m to the winter maintenance reserve, in order to mitigate the risk of increasing costs from more severe winter weather in future years.</p> <p>Due to some severe weather events over the period December to March, spend has exceeded the annual budget leaving a requirement to drawdown £0.180m from the winter maintenance reserve in 2022/23.</p>

1.18	<p><b>Waste Recycling Infraction Charge</b></p> <p>The Council did not meet the statutory minimum target, (64%) in 2021/22, for the percentage of municipal waste which must be recycled, prepared for re-use and composted, as specified in Section 3 of the Waste (Wales) Measure 2010. Welsh Government can therefore now take steps to impose a penalty on the Council by way of an infraction fine.</p> <p>A potential penalty of up to £0.663m has been confirmed so presents a significant financial risk to the Council.</p> <p>Discussions took place in March between Welsh Government and the Council as to the reasons for not achieving the target. A decision is still awaited as to whether the penalty will be levied.</p>
1.19	<p><b>Achievement of Planned In-Year Efficiencies</b></p> <p>The 2022/23 budget contained £1.341m of specific efficiencies which were tracked and monitored throughout the year. The Council has achieved its aim of a 95% rate in 2022/23 as reflected in the MTFS KPI's and fully achieved all efficiencies. Further details can be seen in Appendix 3.</p>
1.20	<p><b>Unearmarked Reserves</b></p> <p>The final level of Council Fund contingency reserve brought forward into 2022/23 was £7.098m as detailed in the 2021/22 outturn report.</p> <p>After taking into account the projected outturn and previously approved allocations there is a contingency reserve available as at 31st March 2023 of £9.508m.</p> <p>In addition, the Council set-aside a further £3.250m to the carried forward £2.066m COVID-19 Emergency Reserve being a total of £5.316m as a safeguard against the continuing impacts of the pandemic (additional costs and lost income).</p> <p>Some claims for March 2022 were disallowed by WG and Internal claims have been made in 2022/23 relating to additional costs in Schools, Streetscene &amp; Transportation and for income losses within AURA and Holywell Leisure Centre.</p> <p>The final claims totalled £1.573m and the balance on the COVID-19 Emergency Reserve at 31<sup>st</sup> March 2023 was £3.743m.</p>

1.21

**Council Fund Earmarked Reserves 2022/23****Summary Outturn (Subject to Audit)**

<b>Reserve Type</b>	<b>Balance as at 01/04/22</b>	<b>Balance as at 31/03/23</b>
Service Balances	<b>4,697,596</b>	<b>6,184,486</b>
Workforce Costs	877,786	843,190
Investment in Organisational Change	1,617,975	1,350,875
County Elections	291,851	74,777
Local Development Plan (LDP)	242,360	115,360
Warm Homes Admin Fee	297,925	315,985
Waste Disposal	48,771	48,771
Design Fees	250,000	250,000
Winter Maintenance	250,000	250,000
Severe Weather	250,000	250,000
Car Parking	45,403	88,059
Insurance Reserves	2,135,817	2,201,372
Cheque Book Schools	3,814	0
School HWB ICT Replacement	263,223	526,447
Free School Meals	115,522	30,398
Flintshire Trainees	696,631	562,948
Rent Income Shortfall	12,779	106,118
Plas Derwen Wave 4	1,780	3,560
Customer Service Strategy	22,468	22,468
Supervision Fees	48,798	48,798
COVID-19 Inquiry	0	142,301
ICT Servers Reserve	85,000	170,000
IT Infrastructure HWB	327,442	312,442
Schools Intervention Reserve	491,133	705,836
Organisational Change/ADM	274,154	873,546
NWEAB	210,644	330,927
Solar Farms	0	62,416
20 MPH Scheme	0	111,186
Employment Claims	109,846	109,846
Community Benefit Fund NWRWTP	450,653	683,164
<b>Total B823 Balances</b>	<b>9,421,775</b>	<b>10,590,790</b>
Schools Balances	<b>12,291,688</b>	<b>6,716,596</b>
Grants & Contributions	<b>10,776,156</b>	<b>7,066,214</b>
<b>TOTAL</b>	<b>37,187,216</b>	<b>30,558,086</b>

As in previous years a review and challenge of all earmarked reserves will be undertaken over the summer to ensure that they are still relevant and required at the same level.

1.22	<p><b>Operating Surplus and Contingency Reserve position</b></p> <p>The operating surplus and Contingency Reserve position over the last 5 financial years is as follows:</p> <table border="1" data-bbox="316 309 1358 651"> <thead> <tr> <th colspan="6">Final Outturn and Contingency Reserve</th> </tr> <tr> <th></th> <th>2022/23</th> <th>2021/22</th> <th>2020/21</th> <th>2019/20</th> <th>2018/19</th> </tr> <tr> <th></th> <th>£m</th> <th>£m</th> <th>£m</th> <th>£m</th> <th>£m</th> </tr> </thead> <tbody> <tr> <td>Revenue Outturn Surplus</td> <td>3.013</td> <td>5.711</td> <td>2.185</td> <td>0.439</td> <td>0.608</td> </tr> <tr> <td>Contingency Reserve</td> <td>9.508</td> <td>7.098</td> <td>5.973</td> <td>2.37</td> <td>6.031*</td> </tr> </tbody> </table> <p>* 2018/19 Contingency Reserve is after earmarking agreed contributions to 2019/20 budget (£2.221m)</p>	Final Outturn and Contingency Reserve							2022/23	2021/22	2020/21	2019/20	2018/19		£m	£m	£m	£m	£m	Revenue Outturn Surplus	3.013	5.711	2.185	0.439	0.608	Contingency Reserve	9.508	7.098	5.973	2.37	6.031*
Final Outturn and Contingency Reserve																															
	2022/23	2021/22	2020/21	2019/20	2018/19																										
	£m	£m	£m	£m	£m																										
Revenue Outturn Surplus	3.013	5.711	2.185	0.439	0.608																										
Contingency Reserve	9.508	7.098	5.973	2.37	6.031*																										
1.23	<p><b>Housing Revenue Account</b></p> <p>The 2021/22 Outturn Report to Cabinet on 12 July 2022 showed that, at the end of 2021/22, there was a closing balance for un-earmarked reserves of £3.616m and a closing balance of earmarked reserves of £1.622m.</p>																														
1.24	<p>The 2022/23 budget for the HRA was £37.755m which included a movement of £2.858m to reserves.</p>																														
1.25	<p>The final outturn for the HRA shows in year expenditure to be £2.688m higher than budget and a closing un-earmarked balance as at 31st March 2023 of £3.786m, which at 10.547% of total expenditure satisfies the prudent approach of ensuring a minimum level of 3% - see Appendix 5.</p>																														
1.26	<p>The net positive movement of (£0.151m) from Month 11 is as follows:</p> <ul style="list-style-type: none"> <li>• Repairs &amp; Maintenance £0.371m – Additional void contractor expenditure of £0.581m mitigated by savings to Cyclical Works (£0.142m) and Contact Centres (£0.040m)</li> <li>• Management &amp; Support Services (£0.106m) – Savings in respect of staff and other support recharges</li> <li>• Capital Expenditure from Revenue (£1.189m) – Reduction in overall contribution required in for schemes identified.</li> <li>• HRA Projects (£0.376m) – additional income generated in respect of energy efficiency schemes</li> <li>• Contribution to Reserves £1.150m – Balance of £1.150m to be carried forward to Earmarked Reserves in respect of CERA contributions, to allow additional Capital works identified in 2022/23 to be completed in 2023/24.</li> </ul> <p>Minor movements account for the remainder £0.002m.</p>																														
1.27	<p>The budget contribution towards capital expenditure (CERA) was £10.898m with the actual contribution £12.566m at outturn.</p>																														

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	As set out within the report.

<b>3.00</b>	<b>IMPACT ASSESSMENT AND RISK MANAGEMENT</b>
3.01	The financial impacts as set out in the report are based on actual costs and losses. The budget is monitored closely, and mitigation actions taken wherever possible.

<b>4.00</b>	<b>CONSULTATIONS REQUIRED/CARRIED OUT</b>
4.01	None specific.

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

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	Various budget records.

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<b>Contact Officer:</b> Dave Ledsham Strategic Finance Manager <b>Telephone:</b> 01352 704503 <b>E-mail:</b> <a href="mailto:dave.ledsham@flintshire.gov.uk">dave.ledsham@flintshire.gov.uk</a>

<b>8.00</b>	<b>GLOSSARY OF TERMS</b>
8.01	<b>Budget:</b> a statement expressing the Council’s policies and service levels in financial terms for a particular financial year. In its broadest sense it includes both the revenue budget and capital programme and any authorised amendments to them.  <b>Council Fund:</b> the fund to which all the Council’s revenue expenditure is charged.  <b>Financial Year:</b> 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.

**Regional Integration Fund (RIF):** Funding provided by Welsh Government to encourage integrated working between local authorities, health and housing.

**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.

**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.

Mae'r dudalen hon yn wag yn bwrpasol

## Council Fund Variances

## FINAL OUTTURN 2022/23 - SUMMARY

Service	Movement between Periods (£m)	Narrative for Movement between Periods greater than £0.025m
<b>Social Services</b>		
<b>Older People</b>		
Localities	-0.488	Within the commissioned residential service for older people there was additional income for £0.289m invoiced within the final month of the financial year. This was due to recoupment of residential fees paid on behalf of service users whereby there were some delays in outcomes for deputyship applications and determination if assets held in trust should be taken into consideration within financial assessments. Expected property income had previously been underestimated by £0.171m. In addition costs of £0.083m were transferred against Regional Integration Fund (RIF) grant slippage. Commissioned domiciliary care costs increased by £0.061m due to increased activity. Net minor variance reduction of £0.006m.
Regional Integration Fund	-0.148	RIF grant slippage meant that the previously reported overspend for short term residential care costs to improve hospital discharges has now been funded by grant.
Reablement Services	-0.032	Reduced expenditure on telecare appliances
Resources & Regulated Services	0.035	Increased costs for in-house older peoples residential of £0.53m offset by a decrease in in-house homecare costs of £0.020m £0.002m minor variances.
Impact of Covid-19	0.000	
Minor Variances	-0.015	
<b>Adults of Working Age</b>		
Resources & Regulated Services	0.290	Direct Payment recoupment from surplus balances have reduced costs by £0.080m. An allocation of £0.067m from RIF slippage towards commissioned supported living costs. Reduced costs from BCUHB £0.032m. The contribution to the bad debt provision was ££0.019m less than expected. The in-house supported living service costs increased by £0.087m
Children to Adult Transition Services	-0.038	Final costs for care packages within this service were reduced
Residential Placements	0.063	Increased costs of care packages for people with mental ill health
Minor Variances	-0.022	
<b>Children's Services</b>		
Family Group Meetings	-0.069	Eligible costs transferred against slippage within the Childrens and Communities Grant (CCG)
Family Placement	-0.035	Transfer of foster costs which were eligible for Mockingbird funding.
Flying Start	-0.028	This is the aggregate of a number of smaller variances whereby year end expenditure was less than previously anticipated
Early Years & Family Support	-0.037	This is due to a number of smaller variances across this service
Residential Placements	-0.045	A delay to building works for some of the in-house residential care settings has resulted in a decrease to expenditure.
Professional Support	0.288	£0.199m of eligible costs were transferred to CCG slippage. Adoption costs of £0.070m which were expected will not be incurred this financial year as the adoption process is ongoing. £0.048m of costs were allocated against Childcare Offer Admin grant (CCO). There was reduced spend of £0.018m within the Leaving Care services as a young person left a placement and some late grant income was received.
Minor Variances	-0.034	
<b>Safeguarding &amp; Commissioning</b>		
Management & Support	-0.030	The reduced spend is mostly from the allocation of RIF slippage which offset expenditure
Impact of Covid-19	0.011	
Minor Variances	-0.003	
<b>Total Social Services (excl Out of County)</b>	<b>-0.338</b>	
<b>Out of County</b>		
Children's Services	0.071	Aggregate of a number of minor changes and 2 new placements
Education & Youth	-0.097	Due to ended placements and some one off grant income
<b>Total Out of County</b>	<b>-0.026</b>	
<b>Education &amp; Youth</b>		
Inclusion & Progression	-0.040	Minor movements across the service areas, each less than £0.010m, other than ALN services £0.012m variance and Education Psychologists £0.015m. Anticipated legal fees and early years expenditure for the ALN service did not materialise. Variance in the Education Psychology service was as a result of locum costs being lower than anticipated and other minor variances.
Integrated Youth Provision	0.034	Additional expenditure on equipment in Youth Centres
Minor Variances	-0.026	
<b>Total Education &amp; Youth</b>	<b>-0.032</b>	
<b>Schools</b>	<b>0.000</b>	
<b>Streetscene &amp; Transportation</b>		
Service Delivery	-0.065	Additional Income achieved through In-house construction work
Highways Network	-0.047	Fuel Costs reductions
Other Minor Variances	-0.025	
<b>Total Streetscene &amp; Transportation</b>	<b>-0.137</b>	
<b>Planning, Environment &amp; Economy</b>		
Community	0.046	Carry forward of fee income for 3 & 5 year taxi licences
Regeneration	0.107	At Outturn, a capital expenditure contribution was required towards the Whole House Warmth and Crisis Fund to support people in need with replacement boilers etc.

## FINAL OUTTURN 2022/23 - SUMMARY

Service	Movement between Periods (£m)	Narrative for Movement between Periods greater than £0.025m
Management & Strategy	-0.091	WG Flood and Coastal Erosion Risk Management (FCERM) final grant claim higher than previously anticipated plus delays encountered with some Land Drainage projects resulting in removal of projected commitments.
Minor Variances	0.006	
<b>Total Planning &amp; Environment</b>	<b>0.069</b>	
<b>People &amp; Resources</b>		
HR & OD	-0.031	Minor movements across the service each less than £0.010m
Corporate Finance	-0.011	
<b>Total People &amp; Resources</b>	<b>-0.042</b>	
<b>Governance</b>		
ICT	-0.069	Vacancy savings / DCC Recharge for Procurement Service lower than anticipated
Customer Services	-0.042	Higher than anticipated fee income at Outturn
Impact of Covid-19	-0.001	
Minor Variances	-0.044	
<b>Total Governance</b>	<b>-0.156</b>	
<b>Strategic Programmes</b>		
ADM's & CAT's	0.040	
<b>Total Strategic Programmes</b>	<b>0.040</b>	
<b>Assets</b>		
Caretaking & Security	-0.023	Further vacancy savings
CPM & Design Services	-0.072	Additional fee income
Industrial Units	0.081	Approved c/f of underspends to 2023/24
Minor Variances	-0.027	
<b>Total Assets</b>	<b>-0.041</b>	
<b>Housing and Communities</b>		
Travellers and Refugees	0.028	Increased utility costs at traveller sites
Minor Variances	0.001	
<b>Total Housing and Communities</b>	<b>0.029</b>	
<b>Chief Executive's</b>		
	<b>0.007</b>	
<b>Central &amp; Corporate Finance</b>		
	<b>-0.258</b>	Further reduction in CLIA at Outturn £0.177m, plus one-off income from Matrix Rebates and out of date cheques written back, account for the remainder
Centralised Costs	0.005	
Soft Loan Mitigation	-0.026	Actual charge at Outturn
<b>Grand Total</b>	<b>-0.907</b>	

## Budget Monitoring Report

Service	Approved Budget (£m)	Actual Outturn (£m)	Annual Variance (£m)	Impact of Covid-19 (£m)	Last Month Variance (£m)	Cause of Major Variances greater than £0.050m	Action Required
<b>Social Services</b>							
<b>Older People</b>							
Localities	20.513	19.542	-0.971		-0.483	The commissioned Older People domiciliary and Direct Payment budget is £0.917m underspent, this was due to staff shortages within the homecare sector which meant demand for the service could not be fully met. The residential care budget was £0.042m underspent and was the net cost of care placements which includes Free Nursing contributions, client contributions and property income. The workforce budget was £0.030m underspent. The day care budget was £0.031m underspent and the Minor Adaptations budget was £0.049m overspent.	
Impact of Covid-19	0.000	0.000	0.000	0.000	0.000		
Minor Variances	10.757	10.695	-0.061		0.260		
<b>Adults of Working Age</b>							
Resources & Regulated Services	29.846	30.461	0.615		0.325	The PDSI (physically disabled and sensory impaired) budget was £0.039m overspent due to net costs of care packages. There was an overspend of £0.516m on the in-house supported living service, recruitment challenges lead to increase agency costs and increased support was provided to meet service user needs. The disability day care and workscheme service was £0.002m underspent. The commissioned Learning Disability care package costs were £0.337m under budget.	
Children to Adult Transition Services	0.951	1.029	0.077		0.116	These are the costs of young adults who are transferring to Adult Social Care services from Childrens Services within the 2022-23 financial year.	
Transition & Disability Services Team	0.847	0.757	-0.090		-0.081	Programmed grant allocation to posts resulted in in-year underspends.	
Supporting People	-0.323	-0.460	-0.137		-0.137	Additional Supporting People funding was allocated in-year	
Residential Placements	1.956	2.449	0.493		0.430	The overspend is due to the net cost of care packages for people with mental ill health	
Minor Variances	3.566	3.404	-0.163		-0.149		
<b>Children's Services</b>							
Family Group Meetings	0.124	0.070	-0.054		0.015	RIF grant was used to offset some expenditure which resulted in this underspend	
Family Placement	2.812	2.620	-0.192		-0.156	A reduced number of in-house foster carers resulted in lower costs, although this meant increased demand for more expensive independent foster carers from the Out of County budget	
Family Support	0.403	0.462	0.059		0.075	Costs are a result of activity undertaken of which employee costs, which are mostly sessional workers are the primary cost driver.	
Legal & Third Party	0.232	0.588	0.356		0.373	Legal costs were £0.182m overspent due to the number of cases going through the courts and some use of external legal professionals. Direct Payments are subject to high demand and were overspent by £0.173m.	
Residential Placements	1.312	0.596	-0.716		-0.672	Timings of the opening of in-house childrens residential care settings have resulted in one off cost savings, in addition a number of Welsh Government grants were used to offset expenditure.	
Professional Support	6.536	7.349	0.813		0.525	To support adequate levels of child protection, the established staffing structure needs to be at a sufficient level to meet mandatory safeguarding standards. Vacancies need to be minimised and additional temporary posts are sometimes required to meet the challenges and demand of Childrens Services.	
Minor Variances	0.560	0.481	-0.079		-0.014		
<b>Safeguarding &amp; Commissioning</b>							
Business Systems & Financial Assessments	0.906	1.061	0.155		0.156	There were additional costs for an IT system upgrade and also development of a Social Services finance system. There were also temporary uplift in hours and additional support assistants.	
Charging Policy income	-3.104	-3.205	-0.101		-0.078	Income is generated by demand for chargeable services and based upon each individuals ability to pay resulting from a financial assessment	

## Budget Monitoring Report

Service	Approved Budget (£m)	Actual Outturn (£m)	Annual Variance (£m)	Impact of Covid-19 (£m)	Last Month Variance (£m)	Cause of Major Variances greater than £0.050m	Action Required
Safeguarding Unit	1.344	1.152	-0.192		-0.191	A delay to the implementation of Liberty Protection Safeguard legislation resulted in decreased costs, in addition Welsh Government grant was received to offset some expenditure.	
Good Health	0.720	0.663	-0.057		-0.057	Welsh Government provided in-year grant of £0.040m which is offsetting costs within this service.	
Management & Support	-2.260	-2.335	-0.075		-0.045	There was £0.037m of RIF income allocated to this service to offset costs usually funded from revenue budget. In addition the central telephone recharge is £0.023m under the budgeted amount. The balance is due to minor variances.	
Impact of Covid-19	0.000	-0.007	-0.007	-0.007	-0.018		
Minor Variances	2.288	2.300	0.012		-0.009		
<b>Total Social Services (excl Out of County)</b>	<b>79.987</b>	<b>79.670</b>	<b>-0.317</b>	<b>-0.007</b>	<b>0.021</b>		
<b>Out of County</b>							
Children's Services	10.097	11.264	1.166		1.095	The overspend reflects significant additional demands on the service in the year with 39 new placements having been made in the year - most of which are high cost residential placements. The final outturn also includes an allocation of £0.273m from the Regional Integration Fund due to slippage on other projects across the region	
Education & Youth	5.004	4.483	-0.521		-0.424	The final outturn underspend reflects costs for the current cohort of placements and there have been 28 new placements in the year	
<b>Total Out of County</b>	<b>15.101</b>	<b>15.746</b>	<b>0.645</b>	<b>0.000</b>	<b>0.671</b>		
<b>Education &amp; Youth</b>							
Inclusion & Progression	5.538	5.490	-0.048		-0.008	Anticipated legal fees and early years expenditure for the ALN service did not materialise. Variance in the Education Psychology service was as a result of locum costs being lower than anticipated and other minor variances.	
School Improvement Systems	1.909	1.616	-0.293		-0.272	Favourable variance relates to several Welsh Government grants that are being used to offset core staff within the Early Entitlement and School Improvement service areas.	
School Planning & Provision	0.720	0.624	-0.096		-0.074	Underspends on insurance liability claims costs and mobile classrooms	
Minor Variances	2.223	2.240	0.017		-0.034		
<b>Total Education &amp; Youth</b>	<b>10.391</b>	<b>9.971</b>	<b>-0.420</b>	<b>0.000</b>	<b>-0.388</b>		
<b>Schools</b>							
	<b>108.335</b>	<b>108.335</b>	<b>0.000</b>		<b>0.000</b>		
<b>Streetscene &amp; Transportation</b>							
Service Delivery	10.273	10.492	0.218		0.283	The service has a recurring revenue pressure of £0.100m for security costs due to vandalism/break-ins at the Household Recycling Centres. Street lighting is also incurring a £0.070m revenue pressure on the community council income budget. The remaining £0.100m is attributable to high sickness levels/agency costs. The service incurred costs of £0.060m related to the State Funeral and Proclamation Events. The overall overspend is partially offset by additional income achieved through in-house construction work, which had a favourable movement at final outturn.	
Highways Network	8.165	8.584	0.419		0.466	Highways incurred a pressure of just under £0.400m in Fleet services as a result of increased fuel costs, which reduced slightly at final outturn. An additional £0.050m is due to an increase in contractor costs for weed spraying following recommendations made at Scrutiny Committee and are not covered by existing budgets.	

## Budget Monitoring Report

Service	Approved Budget (£m)	Actual Outturn (£m)	Annual Variance (£m)	Impact of Covid-19 (£m)	Last Month Variance (£m)	Cause of Major Variances greater than £0.050m	Action Required
Transportation	10.354	10.790	0.436		0.448	Local bus subsidy incurred an additional overspend of £0.100m due to Park and Ride Service and Service 5 re-procurement. School Transport had a pressure of £0.090m, due to a shortfall in budget for 3 school days due to Easter timelimes in this financial year. There was an additional pressure of £0.200m in School Transport due to additional routes (PRUs/ALN) for 6 routes in total equating to £2,700 extra per day. School transport also had an additional pressure of £0.030m due to capacity issues on a commercial bus service.	
Regulatory Services	11.138	11.047	-0.091		-0.078	The Service is incurring £0.060m revenue pressure due to increased residual waste tonnages, which is creating a risk in achieving WG Recycling Targets. The overspend is largely offset by an underspend of £0.055m due to vacancies within the service, increased rebate rates for the sale of electricity, recycling income and car parking income, which has increased income by £0.065m, including other minor variances with reduction in recycling disposal costs of £0.030m.	
Other Minor Variances	0.000	0.000	-0.000		0.000		
<b>Total Streetscene &amp; Transportation</b>	<b>39.931</b>	<b>40.913</b>	<b>0.982</b>	<b>0.000</b>	<b>1.120</b>		
<b>Planning, Environment &amp; Economy</b>							
Community	0.973	1.084	0.111		0.064	Fee income shortfalls in Licensing and Pest Control and historic business planning efficiency £0.024m not realised, carry forward of Fee Income for 3 & 5 Year Taxi Licences	
Development	0.203	-0.440	-0.643		-0.661	Favourable variance resulting from the actual over recovery of Fee Income which includes the receipt of two high value one-off Planning Fees (each approximately £0.300m).	
Access	1.529	1.715	0.186		0.184	Adverse variance relates to the actual costs of Ash Die Back work and other tree work in general; additional expenditure on Relief Ranger salaries together with historic grant income target not realised	
Impact of Covid-19	0.000	0.000	0.000	0.000	0.000		
Minor Variances	4.516	4.512	-0.004		-0.006		
<b>Total Planning &amp; Environment</b>	<b>7.222</b>	<b>6.871</b>	<b>-0.351</b>	<b>0.000</b>	<b>-0.419</b>		
<b>People &amp; Resources</b>							
HR & OD	2.412	2.440	0.027		0.059		
Corporate Finance	2.231	2.102	-0.129		-0.119	Variance includes the receipt of a Welsh Government Admin Grant for administering the Free School Meals Programme together with vacancy savings	
<b>Total People &amp; Resources</b>	<b>4.644</b>	<b>4.542</b>	<b>-0.102</b>	<b>0.000</b>	<b>-0.060</b>		
<b>Governance</b>							
Legal Services	0.934	1.041	0.107		0.110	Additional costs for locum services covering vacant posts	
Democratic Services	2.468	2.378	-0.090		-0.090	Variance as a result of the Members Allowances new rate not being implemented until May, 2022 and lower than anticipated take up of both Broadband and Pension Allowances (£0.108m) ; mitigated by the inception of the new Climate Change Committee Chair person Allowance plus minor variances across the service	
Internal Audit	1.050	0.961	-0.089		-0.082	Vacancy savings together with revised/reduced actual cost for Postage within Central Despatch	
ICT	5.095	5.037	-0.058		0.012	Vacancy savings and a lower than anticipated recharge from Denbighshire CC for the Procurement Service	
Customer Services	1.118	1.048	-0.070		-0.028	Favourable variance relates to higher than anticipated Fee Income	
Revenues	0.295	-0.063	-0.358		-0.346	The variance results from the actual surplus on the Council Tax Collection Fund (£0.257m) at final outturn; minor variances across the service	
Impact of Covid-19	0.000	0.000	0.000	0.000	0.001		
Minor Variances	0.320	0.282	-0.038		-0.017		
<b>Total Governance</b>	<b>11.280</b>	<b>10.684</b>	<b>-0.596</b>	<b>0.000</b>	<b>-0.440</b>		

## Budget Monitoring Report

Service	Approved Budget (£m)	Actual Outturn (£m)	Annual Variance (£m)	Impact of Covid-19 (£m)	Last Month Variance (£m)	Cause of Major Variances greater than £0.050m	Action Required
<b>Strategic Programmes</b>							
ADM's & CAT's	6.069	6.178	0.108		0.068	Adverse variance as a result of an agreed £0.050m contribution to support the Aura Pay award, £0.018m minor variances.	
Minor Variances	0.047	0.047	0.000		0.000		
<b>Total Strategic Programmes</b>	<b>6.116</b>	<b>6.225</b>	<b>0.108</b>	<b>0.000</b>	<b>0.069</b>		
<b>Assets</b>							
Caretaking & Security	0.314	0.236	-0.078		-0.054	Underspend on salaries due to vacancy savings	
CPM & Design Services	0.575	0.350	-0.225		-0.153	Additional fee income of £0.112m above budget plus salary savings and underspend on property maintenance	
Industrial Units	-1.527	-1.527	0.000		-0.081	Approved carry forward of underspends into 2023/24	
Minor Variances	1.672	1.678	0.007		0.034		
<b>Total Assets</b>	<b>1.033</b>	<b>0.738</b>	<b>-0.296</b>	<b>0.000</b>	<b>-0.255</b>		
<b>Housing and Communities</b>							
Minor Variances	14.964	15.002	0.038		0.009		
<b>Total Housing and Communities</b>	<b>14.964</b>	<b>15.002</b>	<b>0.038</b>	<b>0.000</b>	<b>0.009</b>		
<b>Chief Executive's</b>	<b>1.692</b>	<b>1.606</b>	<b>-0.086</b>		<b>-0.093</b>	Vacancy savings and staff not at top of scale	
<b>Central &amp; Corporate Finance</b>	<b>23.204</b>	<b>20.534</b>	<b>-2.670</b>		<b>-2.411</b>	Over recovery of planned pension contributions recoupment against actuarial projections based on the current level of contributions together with a further revised projection on the Central Loans and investment Account (CLIA) at Outturn where as reported earlier in the year, the Council had not taken out new short or long term borrowing and has invested a significant amount of funds. This pattern has continued through remaining months of this financial year and finally resulting in no short term borrowing costs being incurred and the Council generating increased income from investments, which have increased in line with bank interest rates. This has resulted in a further favourable movement at Outturn	
Centralised Costs	2.783	2.783	-0.000		-0.005		
Soft Loan Mitigation	0.000	0.049	0.049		0.075	IFRS 9 requires that for soft loans interest is accrued at the Effective Interest Rate (EIR) rather than the Contract Interest Rate. Capital financing regulations require that soft loan accounting doesn't impact on Council Tax levels.	
<b>Grand Total</b>	<b>326.682</b>	<b>323.669</b>	<b>-3.013</b>	<b>-0.007</b>	<b>-2.106</b>		



**2022/23 Efficiencies Outturn Tracker - Final Outturn**

Efficiency Description	Accountable Officer	Efficiency Target	Projected Efficiency	(Under)/Over Achievement	Efficiency Open/Closed (O/C)	Confidence in Achievement of Efficiency - Based on (see below) R = High Assumption A = Medium Assumption G = Figures Confirmed
		2022/23 £m	2022/23 £m	2022/23 £m		
<b>Portfolio</b>						
<b>Corporate</b>						
Increase in Reserves	Rachel Parry Jones	0.471	0.471	0.000	C	G
Utility Inflation	Rachael Corbelli	0.085	0.085	0.000	C	G
Efficiency from Restructure	Corporate Policy Rachel Parry Jones	0.025	0.025	0.000	C	G
Recharge to HRA	Chief Officer recharge to HRA 50% Rachel Parry Jones	0.027	0.027	0.000	C	G
<b>Total Corporate Services</b>		<b>0.608</b>	<b>0.608</b>	<b>0.000</b>		
<b>Housing &amp; Assets</b>						
Connahs Quay Power Station	Neal Cockerton	0.290	0.290	0.000	C	G
Rent Newydd	Neal Cockerton	0.020	0.020	0.000	C	G
<b>Total Housing &amp; Assets</b>		<b>0.310</b>	<b>0.310</b>	<b>0.000</b>		
<b>Social Services</b>						
Sleep in Pressure not Required	Neil Ayling	0.123	0.123	0.000	C	G
<b>Total Social Services</b>		<b>0.123</b>	<b>0.123</b>	<b>0.000</b>		
<b>Governance</b>						
Single Person Discount Review (One Off)	Gareth Owens	0.300	0.300	0.000	O	G
<b>Total Governance</b>		<b>0.300</b>	<b>0.300</b>	<b>0.000</b>		
<b>Total 2022/23 Budget Efficiencies</b>		<b>1.341</b>	<b>1.341</b>	<b>0.000</b>		

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	%	£
Total 2022/23 Budget Efficiencies	100	1.341
Total Projected 2022/23 Budget Efficiencies Underachieved	0	0.000
Total Projected 2022/23 Budget Efficiencies Achieved	100	1.341
<b>Total 2022/23 Budget Efficiencies (Less Previously agreed Decisions)</b>		
Total Projected 2022/23 Budget Efficiencies Underachieved	100	0.000
Total Projected 2022/23 Budget Efficiencies Achieved	0	0.000

**Corporate Efficiencies Remaining from Previous Years**

<b>Income Target Remaining</b>		£m	
Income Target Efficiency remaining from Previous Years	All Portfolios	0.041	
Fees and charges increase 1st October, 2022	Full Year effect 1st April 2023	(0.026)	
<b>Total Income Efficiency Remaining</b>		<b>0.015</b>	(0.015)

Mae'r dudalen hon yn wag yn bwrpasol

**Movements on Council Fund Unearmarked Reserves**

	£m	£m
Total Reserves as at 1 April 2022	18.438	
Less - Base Level	(5.769)	
<b>Total Reserves above base level available for delegation to Cabinet</b>		12.669
Less - COVID-19 Emergency Funding Allocation		5.316 *
Less - Childrens Services Social Work Costs (approved 21/22)		0.069 *
Less - Children's Services front door service - agency workers (approved by Cabinet on 28th June)		0.300
Add - Total Balances Released to Reserves (Month 5)		1.208
Add - Additional Revenue Support (Month 8)		2.432
Add - Local Development Fund (LDP) Reserve (Month 10)		0.127
Less - impact of the final pay awards		3.826 *
Less - Children's Services Legal Costs (Month 9)		0.250 *
Less - Winter Maintenance Reserve (Month 10)		0.180
Add - Month 12 outturn		(3.013)
<b>Total Contingency Reserve available for use</b>		<b>9.508</b>

£1.573m spent in 2022/23, with remaining balance of £3.743m.

Final Confirmed Cost - balance of £0.088m released to Contingency Reserve as no longer required

Final Confirmed Cost - previous estimated figure £3.955m

£0.108 spent in 2022/23, £0.142m balance to be utilised in 2023/24.

Mae'r dudalen hon yn wag yn bwrpasol

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

**MONTH 12 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
<b>Housing Revenue Account</b>						
Income	(37.755)	(37.252)	0.503	0.525	Variance of £0.503m due to loss of rental income in relation to void properties. Of this, £0.416m relates to void properties, £0.103m relates to utilities costs on void properties and £0.055m relates to void garages. Additional income in respect of new properties transferred into the stock during the year (£0.032m). Pressure relating to the draw down of grant in respect of delayed SHARP schemes £0.158m. Reduction in the requirement to top up the Bad Debt Provision of (£0.223m). The remaining £0.026m relates to other minor variances.	
Capital Financing - Loan Charges	6.723	6.551	(0.173)	(0.208)	Estimated reduction in interest to be recharged to the HRA (£0.193m). Increase in Minimum Revenue Provision recharged £0.020m.	
Estate Management	2.263	1.972	(0.292)	(0.303)	Additional cost of agency positions of £0.156m, which is offset by vacancy savings of (£0.284m) and additional funding from the Housing Support Grant of (£0.120m). Other minor variances of (£0.044m).	
Landlord Service Costs	1.265	1.318	0.053	0.078	Salary savings of (£0.054m) within the service which offset agency costs of £0.021. There is a pressure on utilities costs of £0.061m. The remaining variance of £0.025m is down to other minor movements.	
Repairs & Maintenance	10.908	11.336	0.428	0.057	Overall there is an adverse variance to the Repairs & Maintenance Budget of £0.428m. Contributing factors - Additional net cost of £0.048m in relation to vacant trades positions being covered by agency staff. Admin & Contact Centre Vacancy savings of (£0.094m) due to delayed recruitment. Savings on Travis Perkins materials of (£0.102m). Savings on Cyclical Works (0.142m). Additionai Fleet Cost £0.179m . Void contractor overspend £0.581m . Other minor variances of (£0.032m).	

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

**MONTH 12 - SUMMARY**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Management & Support Services	2.716	2.443	(0.273)	(0.168)	Savings of (£0.203m) have been identified based on vacancies and staff related recharges within the service and a further (£0.172m) efficiency has been identified through a review of central support recharges. Costs of legal advice in respect of the Renting Homes Wales Act £0.022m. Pressure in relation to insurance costs of £0.104m. Other minor variances of (£0.024m).	
Capital Expenditure From Revenue (CERA)	10.898	12.566	1.668	2.857	Additional contribution of £2.857m required towards the HRA Capital Programme to fund additional works identified in 2022/23. This is being met from reserves set aside in previous years due to the slow down of the programme as a result of Covid-19. The underspend in-year of £1.150m to be carried forward to Earmarked Reserves to complete these works in 2023/24 (see "contribution to/(from) reserves").	
HRA Projects	0.122	(0.254)	(0.376)	0.000	Additional income generated in respect of energy efficiency schemes.	
Contribution To / (From) Reserves	2.858	4.008	1.150		Contribution to reserves to meet CERA requirements in 2023/24 (£1.150m).	
<b>Total Housing Revenue Account</b>	<b>(0.000)</b>	<b>2.688</b>	<b>2.688</b>	<b>2.839</b>		

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## Carry Forward Requests

### **Social Services**

Children's Services – An amount of **£0.637m** for continued use of agency teams. Nationally, there continues to be a significant challenge to recruit experienced Social Workers in Children's Services at a time of high volumes of need and complexity of support post-COVID. Given the challenges with recruitment, two small agency teams were appointed, each for a period of six months to support essential statutory work, covering vacancies within the service. The funding will support the continuation of the agency teams for a further six months; £0.354m for Team 1 and £0.273m for Team 2.

Adult Social Care – An amount of **£0.050m** from remaining Welsh Government grant to develop a Direct Payment Portal which would provide a database of Personnel Assistants, opportunities for citizens to add vacancies and allow access to information and other resources for Direct Payments.

Safeguarding & Commissioning – An amount of **£0.045m** arising from the maximisation of Regional Integration Fund (RIF) and Foundation and Economy funding to fund a service planning post for 12 months to assist with service planning and development to respond to continued social care pressures.

Children's Services – An amount of **£0.085m** for the Flintshire Creche and Childcare Service to recruit contracted staff, on a temporary basis, which will allow greater depth and stability to the service and enable the achievement of agreed Welsh Government delivery plans.

Children's Services – An amount of **£0.007m** from additional income received from other Welsh Authorities for license fees to produce promotional video costs for the Childcare Offer Capital new buildings and new improved childcare facilities.

In-house Supported Living – Disability Services – An amount of **£0.400m** to assist with covering the cost of agency and to implement strategies to increase the successful recruitment of support staff.

### **People & Resources**

Corporate Finance – An amount of **£0.020m** from the service underspend to be carried forward and earmarked for work planned in 2023/24 to remove data that is older than 6 years plus from the General Ledger.

Corporate Finance – An amount of **£0.055m** from additional Admin Grant to be carried forward into 2023/24 to contribute to costs associated with implementation of the new financial system.

### **Assets**

Policy Team – An amount of **£0.011m** from additional Admin Grant to be carried forward to provide funding for a potential temporary increase in Officer hours in 2023/24.

**Summary**

**Social Services**                    **£1.224m**

**People & Resources**            **£0.075m**

**Assets**                                **£0.011m**

**Total Requests**                   **£1.310m**



# Eitem ar gyfer y Rhaglen 8



## CABINET

<b>Date of Meeting</b>	Tuesday, 18 <sup>th</sup> July 2023
<b>Report Subject</b>	Interim Revenue Budget Monitoring Report 2023/24
<b>Cabinet Member</b>	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
<b>Report Author</b>	Corporate Finance Manager
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

The report provides the first overview of the budget monitoring position for the 2023/24 financial year. Here we report by exception on potential significant variances which may impact on the financial position in 2023/24.

At this early stage, financial risks only have been highlighted within the report.

Our ability to mitigate these risks during the financial year will again centre on review and challenge of delayed and deferred spend, maximising income streams and grant funding.

The final level of Council Fund Contingency Reserve brought forward into 2022/23 was £9.508m as detailed in the 2022/23 outturn report (subject to audit).

An amount of £3.743m remains available from the original £5.316m COVID emergency ring-fenced fund.

A full detailed monitoring report will be provided in September which will include a projection on the overall financial position for 2023/24.

### RECOMMENDATIONS

1	To note the report and the potential financial risks on the 2023/24 budget.
2	To approve an allocation of £0.100m from the Contingency Reserve for Theatr Clwyd Trust – Paragraph 1.14 refers.

## REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE REVENUE BUDGET MONITORING 2023/24</b>
1.01	<p>The report provides the first overview of the budget monitoring position for the 2023/24 financial year. Here we report by exception on potential significant variances which may impact on the financial position in 2023/24.</p> <p>At this early stage, financial risks only have been highlighted within the report.</p> <p>A full detailed monitoring report will be provided in September which will include a projection on the overall financial position for 2023/24.</p>
1.02	<p><b>OVERVIEW OF THE IN-YEAR BUDGET POSITION</b></p> <p>The following paragraphs set out the significant potential financial risks identified at this early stage by Portfolios.</p>
1.03	<p><b>Social Services</b></p> <p><u>Older People Services</u></p> <p>There continues to be real challenges to recruit and retain care workers within the social care sector. This is resulting in a shortage of homecare hours which can be provided by the independent sector and therefore, the domiciliary budget is expected to underspend by an estimated £0.500m. However, homecare is one of the most cost-effective ways to deliver required social care and shortages in the delivery of this will lead to greater demand for residential care and longer hospital stays, both of which are more costly to public services.</p> <p><u>Mental Health</u></p> <p>The demand for mental health services is high and there is a risk that costs may exceed the budget by up to £0.250m. However, this is a volatile service, with service user needs changing and new entries into the service being difficult to predict. There is potential for costs to rise in-year by a significant degree.</p> <p><u>Children's Services</u></p> <p>Recruitment and retention of experienced social workers remains challenging within the Children's Service. Safeguarding requirements mean that staff levels must be maintained which results in temporary staffing arrangements above the establishment and use of some agency work. Therefore, there is a risk of an overspend within the Professional Support Service.</p> <p>Increased numbers through the courts and the expectation following court judgements are leading to higher costs than the existing budget provision. The costs will be partially mitigated through an expected underspend on the in-house residential service which is receiving temporary grant</p>

	<p>funding. Overall, at this early stage there is a risk of a potential overspend of around £0.500m.</p> <p><u>Grant Funding</u> The Regional Integration Fund (RIF) and Children’s Community Grant are two significant grants which contribute to the delivery of several projects. At this early stage of the year, it is difficult to be certain on the funding levels that will be available to the Council. As in previous years the Council will seek to maximise the funding available in conjunction with allocated core funding.</p>
1.04	<p><b>Education and Youth</b></p> <p><u>Inclusion and Progression</u></p> <p>The services that the Inclusion and Progression teams provide within Education and Youth portfolio are under significant pressure.</p> <p>Prior to the pandemic the service had seen increasing numbers of children and young people presenting with an increased level of significant and complex needs, resulting in the council being dependent on non-Flintshire provision.</p> <p>Post pandemic the situation has worsened with increasing numbers of pre-school children needing support and challenging behaviour causing concern across both primary and secondary schools. In addition, there are increased rates of emotionally based school avoidance. As a result, levels of attendance have reduced, whilst all forms of exclusions have increased. All of which contributes to a requirement for more specialist and bespoke intervention.</p> <p>The service is taking steps to actively manage demand, alongside reviewing provision, and seeking to develop and enhance in house provision.</p> <p>The pressures are being experienced across Wales, at a time when schools and central services are implementing the Additional Learning Need (ALN) reforms.</p> <p>Welsh Government have made additional grants available to support schools and councils. However, there are risks over reliance on temporary grant funding and its ability to meet demand within existing budgets and available grants.</p>
1.05	<p><b>Streetscene &amp; Transportation</b></p> <p><u>Waste Recycling Infraction Charge</u></p> <p>The Council is not meeting the statutory minimum target of 64% for the percentage of municipal waste which must be recycled, prepared for re-use and composted, as specified in Section 3 of the Waste (Wales) Measure 2010 in 2021/22. Welsh Government can, therefore, now take steps to impose a penalty on the Council by way of an infraction fine.</p>

	<p>A penalty of up to £0.663m has been confirmed so presents a significant financial risk to the Council.</p> <p>Discussions have taken place in March between Welsh Government and the Council as to the reasons for not achieving the target. A decision is still awaited as to whether the penalty will be levied during 2023/24.</p> <p><u>Fleet Contract Renewal</u></p> <p>The current Fleet contract which has been running for 7 years is due for renewal from October 2023. Due to the current market conditions in re-procurement of contracts of this type, indications are that the cost of the new contract is going to be considerably more than what is currently being paid.</p> <p><u>Regulatory Services</u></p> <p>There is a risk of income shortfalls of up to £0.200m due to the continuation of recent levels of recycling income and reducing levels of energy generation from gas extraction at former landfill sites.</p> <p><u>Other potential service risks</u></p> <p>The running costs of Alltami Depot are increasing above inflation due to the impacts from the re-tender of depot security, cleaning cost increases and essential maintenance and repair costs.</p> <p>In addition, the Street Lighting energy contract which is renewed on an annual basis through Crown Commercial Services (CCS) has the potential to rise by up to £0.300m in 2023/24, as a result of increased prices in the energy market.</p>
1.06	<p><b>Planning &amp; Environment</b></p> <p><u>Fee Income</u></p> <p>Fee Income levels for Building Control, Pest Control and Licensing Services are at this early stage projecting a shortfall against target.</p> <p>However, there is potential for this to be mitigated by over recovery of Planning Fee Income based on current projections.</p>
1.07	<p><b>Housing &amp; Communities</b></p> <p><u>Homelessness</u></p> <p>Due to sustained growth in the numbers of Homeless people needing to be accommodated within hotels and other temporary accommodation, there is a significant projected overspend which is currently expected to be in the range of £2m to £3.5m.</p> <p>The lower end of this range is based on the current numbers remaining constant, whereas the higher end of the range allows for the expected growth in numbers continuing throughout the remainder of the year.</p>

	<p>There are numerous causes for the rapid growth in numbers with the main reasons including private rented sector evictions, relationship breakdowns, families/parents being unable to continue accommodating, mortgage repossessions and prisoner discharges.</p> <p>A high proportion of the individuals currently in temporary accommodation are single persons below the age of 55. There is an acute shortage of suitable available properties locally both within the Council's own housing stock and with other Registered Social Landlords (RSL's).</p> <p>Potential solutions are being actively explored but may take some time to implement and have a positive impact on the level of overspend.</p> <p>The position can be partly mitigated by additional eligible Housing Benefit income being recovered in respect of the people in such accommodation which is currently projected to be around £0.185m in excess of the budgeted sum.</p>
1.08	<p><b>Central &amp; Corporate Finance</b></p> <p><u>Central Loans and Investment Account (CLIA)</u></p> <p>During the last financial year, the CLIA had a significant net underspend of £1.784m compared to the budget. This was due to:</p> <ol style="list-style-type: none"> <li>1) significant levels of income generated as a result of increasing bank interest rates throughout the year and</li> <li>2) short- and long-term borrowing being lower than anticipated, resulting in reduced costs.</li> </ol> <p>This trend has continued throughout the first two months of the 2023/24 financial year, which, if continuing, will have the impact of a further net underspend.</p> <p>The first detailed projection will be reported in September taking into account interest rates, capital programme spending profile and levels of reserves.</p>
1.09	<p><b>Council Tax Income</b></p> <p>In 2022/23 the Council achieved an 'in-year' collection level of 97.4%. Recent national publications reflect that the 97.4% is 1.3% higher than the Welsh average, 1.4% above the English average and 1.2% above the Scottish average. Council Tax collections to date in 2023/24 are broadly on track and recovery is progressing in relevant cases.</p>
1.10	<p><b>Pay Awards (Teacher and Non-Teacher)</b></p> <p><u>Teachers Pay</u></p> <p>Current pay awards by the Minister for Education and Welsh Language, are an increase of 8% from September 2022 and an increase of 5% for a September 2023 pay award although these have not been accepted by all teaching unions and a formal dispute is on-going.</p>

	<p>The 2023/24 budget contained funding for a 5% pay award for Teachers from September 2022 and September 2023. The Minister has increased the September 2022 pay award to 8%, with 1.5% being a non-consolidated payment, leaving a recurring element of 6.5%.</p> <p>Grant funding has been made available by Welsh Government to fully fund the additional September 2022 pay award in financial years 2022/23 and 2023/24 (over and above the 5% originally awarded).</p> <p><u>NJC (Green Book)</u></p> <p>The latest pay offer for NJC (Green Book) employees for the current year (2023/24) has been rejected and Trade Union Members are currently being balloted for potential industrial action. The offer made is at a similar level to that awarded in 2022/23 with an increase on each scale point of £1,925.</p> <p>This equates to more than the 5% included in the 2023/24 budget. The final increase will be in excess of 5% and will need to be funded from reserves in the current financial year. This will also have the impact of increasing the budget requirement for 2024/25.</p> <p>The estimated impact of the current pay offer is an additional £2.727m which is included in the revised forecast for 2024/25 but may be subject to change.</p> <p><u>Pay Modelling</u></p> <p>No figures are currently included for any impact of the pay modelling review which is intended to help address the problems being encountered by the Council in the recruitment and retention of staff. It is due to be completed later this year.</p>
1.11	<p><b>Out of County Placements</b></p> <p>As in previous years there is potential for significant numbers of new placements. The service areas within this pooled budget continue to do everything possible to manage these risks and additional investment has already been made to further develop in-house provision to help to mitigate against such financial pressures.</p>
1.12	<p><b>Benefits</b></p> <p>Council Tax Reduction Scheme (CTRS) – Based on current demand, costs are currently projected to be £0.112m below budget, although this will be monitored closely throughout the year due to the potential for growth. There is continued high demand across the whole of the Benefits service which is expected to remain the case for the foreseeable future.</p> <p>Other pressures within the services in respect of meeting income targets for recovery of overpayments and related bad debt provision increases are also expected to remain. This in part may be mitigated by the receipt of additional Grant Admin income albeit at lower levels received in previous years.</p>

1.13	<p><b>Request from Contingency Reserve</b></p> <p>As part of the cultural services agreement drawn up for the Theatr Clwyd trust, a clause was included for the Council to fund a £0.100m contribution towards the Trust's opening reserve position. The trust has now requested that this sum be drawn down to support its cashflow whilst the Theatre is under renovation and income levels are predicted to be lower. It is recommended that this be funded from the contingency reserve.</p>
1.14	<p><b>Unearmarked Reserves</b></p> <p>The final level of Council Fund Contingency Reserve brought forward into 2022/23 was £9.508m as detailed in the 2022/23 outturn report (subject to Audit).</p> <p>The amount remaining reduces to £6.681m after taking into account the impact of the current estimated pay award shortfall of £2.727m (para 1.10) and the recommendation included in para 1.13 above.</p> <p>An amount of £3.743m remains available from the original £5.316m COVID emergency ring-fenced fund.</p>
1.15	<p><b>Housing Revenue Account (HRA)</b></p> <p>A risk has been identified in respect of loss of rental income on void HRA properties. If void levels continue at the same level for the remainder of the financial year, we anticipate a net pressure on rental income of approximately £0.250m. However, it is hoped that with additional investment, the void levels will reduce in the next 6 to 12 months. We will continue to monitor voids closely and will report on the projected outturn position throughout the year.</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	As set out within the report.

<b>3.00</b>	<b>IMPACT ASSESSMENT AND RISK MANAGEMENT</b>
3.01	The financial impacts of the emergency as set out in the report are a combination of actual costs and losses to date and estimates of costs and losses for the future. There is the possibility that the estimates will change over time. The budget will be monitored closely, and mitigation actions taken wherever possible.

<b>4.00</b>	<b>CONSULTATIONS REQUIRED/CARRIED OUT</b>
4.01	None specific.

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

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	Various budget records.

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<p><b>Contact Officer:</b> Dave Ledsham Strategic Finance Manager</p> <p><b>Telephone:</b> 01352 704503</p> <p><b>E-mail:</b> <a href="mailto:dave.ledsham@flintshire.gov.uk">dave.ledsham@flintshire.gov.uk</a></p>

<b>8.00</b>	<b>GLOSSARY OF TERMS</b>
8.01	<p><b>Budget:</b> a statement expressing the Council's policies and service levels in financial terms for a particular financial year. In its broadest sense it includes both the revenue budget and capital programme and any authorised amendments to them.</p> <p><b>Council Fund:</b> the fund to which all the Council's revenue expenditure is charged.</p> <p><b>Financial Year:</b> the period of twelve months commencing on 1 April.</p> <p><b>Housing Revenue Account:</b> The Housing Revenue Account (HRA) is a local authority account showing current income and expenditure on housing services related to its own housing stock. The account is separate from the Council Fund and trading accounts and is funded primarily from rents and government subsidy.</p> <p><b>Projected Outturn:</b> projection of the expenditure to the end of the financial year, made on the basis of actual expenditure incurred to date.</p> <p><b>Regional Integration Fund (RIF):</b> Funding provided by Welsh Government to encourage integrated working between local authorities, health and housing.</p> <p><b>Reserves:</b> these are balances in hand that have accumulated over previous years and are held for defined (earmarked reserves) and general (general reserves) purposes. Councils are required to regularly review the level and purpose of their reserves and to take account of the advice of the Chief Finance Officer.</p>



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

**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.

Mae'r dudalen hon yn wag yn bwrpasol

# Eitem ar gyfer y Rhaglen 9



## CABINET

<b>Date of Meeting</b>	Tuesday, 18 <sup>th</sup> July 2023
<b>Report Subject</b>	Capital Programme Monitoring 2022/23 (Outturn)
<b>Cabinet Member</b>	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
<b>Report Author</b>	Corporate Finance Manager
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

The report summarises the final outturn position for 2022/23 together with changes to the Capital Programme during the last quarter.

The Capital Programme has seen a net decrease in budget of (£12.735m) during the last quarter which comprises of:-

- Net budget decrease in the programme of (£6.382m) (See Table 2 - Council Fund (CF) (£4.243m), Housing Revenue Account (HRA) (£2.139m);
- Carry Forward to 2023/24, approved at Month 9 of (£3.060m) partially offset by Carry Forward reversal of £0.245m;
- Switch of School Maintenance grant (£2.524m) and Additional Learning Needs grant (£1.001m) (all CF);
- Identified savings at outturn of (£0.013m) (CF)

Actual expenditure for the year was £55.013m (See Table 3).

The final outturn funding surplus from the 2022/23 – 2024/25 Capital Programme is £4.313m. The 2023/24 – 2025/26 Capital Programme was approved on the 24<sup>th</sup> January 2023, accounting for £3.376m of the current year surplus towards the programme and leaving a projected funding surplus of £0.365m. The final outturn for 2022/23 has the impact of a revised opening funding position surplus of £1.302m, prior to the realisation of additional capital receipts and/or other funding sources.

## RECOMMENDATIONS

	Cabinet are requested to:
1	Approve the overall report.
2	Approve the carry forward adjustments, as set out at 1.13.
3	Approve the additional allocations, as set out in 1.16.

## REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE CAPITAL PROGRAMME MONITORING POSITION – OUTTURN 2022/23</b>
1.01	<b>Background</b>  Council approved a Council Fund (CF) Capital Programme of £37.469m for 2022/23 at its meeting on 7 <sup>th</sup> December 2021 and a Housing Revenue Account (HRA) Capital Programme of £25.074m for 2022/23 at its meeting on 15 <sup>th</sup> February 2022.
1.02	For presentational purposes the Capital Programme is shown as a whole, with sub-totals for the Council Fund and HRA. The HRA programme is 'ring fenced' and can only be used for HRA purposes.
1.03	<b>Changes since Budget approval</b>  Table 1 below sets out how the programme changed during 2022/23. More detailed cumulative information relating to each Portfolio is provided in Appendix A:-  <b><u>Table 1</u></b>

REVISED PROGRAMME	Original Budget 2022/23	Carry Forward from 2021/22	2022/23 Previously Reported			Savings - This Period	Changes - This Period	Revised Budget 2022/23
			Changes	Carry Forward to 2023/24	Savings			
			£m	£m	£m			
People & Resources	0.350	0.155	(0.305)	0.000	0.000	0.000	(0.050)	0.150
Governance	0.363	0.383	0.000	(0.074)	0.000	(0.007)	0.500	1.165
Education & Youth	10.010	6.057	(1.954)	(6.765)	0.000	0.000	2.205	9.553
Social Services	1.364	1.038	3.305	(0.087)	(0.082)	0.000	0.005	5.543
Planning, Environment & Economy	0.128	0.817	2.919	(0.886)	(0.018)	(0.006)	(0.159)	2.795
Streetscene & Transportation	3.519	2.683	12.706	(4.656)	0.000	0.000	(6.741)	7.511
Strategic Programmes	19.400	0.964	(15.301)	(0.840)	0.000	0.000	0.010	4.233
Housing and Communities	1.660	0.386	0.286	(0.150)	(0.485)	0.000	0.000	1.697
Capital Programme and Assets	0.675	1.243	0.035	(0.754)	0.000	0.000	(0.013)	1.186
<b>Council Fund Total</b>	<b>37.469</b>	<b>13.726</b>	<b>1.691</b>	<b>(14.212)</b>	<b>(0.585)</b>	<b>(0.013)</b>	<b>(4.243)</b>	<b>33.833</b>
<b>HRA Total</b>	<b>25.074</b>	<b>0.000</b>	<b>2.062</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(2.139)</b>	<b>24.997</b>
<b>Programme Total</b>	<b>62.543</b>	<b>13.726</b>	<b>3.753</b>	<b>(14.212)</b>	<b>(0.585)</b>	<b>(0.013)</b>	<b>(6.382)</b>	<b>58.830</b>

1.04	<p><b>Carry Forward from 2021/22</b></p> <p>Carry forward sums from 2021/22 to 2022/23, totalling £13.726m (CF £13.726m, HRA £0.000m), were approved as a result of the quarterly monitoring reports presented to Cabinet during 2021/22.</p>
1.05	<p><b>Changes during this period</b></p> <p>Funding changes during this period have resulted in a net decrease in the programme total of £6.382m (CF (£4.243m), HRA (£2.139m)). A summary of the changes, detailing major items, is shown in Table 2 below:-</p> <p><b><u>Table 2</u></b></p>

**CHANGES DURING THIS PERIOD**

	<b>Para</b>	<b>£m</b>
<b><u>COUNCIL FUND</u></b>		
<b>Increases</b>		
Education General	1.06	2.524
Other Aggregate Increases	1.09	0.892
		3.416
<b>Decreases</b>		
Transportation Grants	1.07	(6.725)
Other Aggregate Decreases	1.09	(0.934)
		(7.659)
<b>Total</b>		<b>(4.243)</b>
<b><u>HRA</u></b>		
<b>Increases</b>		
Energy Schemes	1.08	1.595
Other Aggregate Increases	1.09	0.070
		1.665
<b>Decreases</b>		
WHQS Improvements	1.08	(2.514)
Other Aggregate Decreases	1.09	(1.290)
		(3.804)
<b>Total</b>		<b>(2.139)</b>

1.06	In the final quarter, the Council was allocated additional Welsh Government (WG) grant funding to support capital maintenance and energy efficiency work in schools. This funding was used for existing expenditure on schools and a corresponding sum carried forward into 2023/24 (see Table 5) to be used in accordance with grant conditions.
1.07	A number of Local Transport Fund grant schemes have been re-profiled to match expenditure across financial years.
1.08	Grant funding from WG and delays to WHQS work has allowed budget to be re-allocated in year to carry out major works.
1.09	During the final quarter of the year there have been a number of adjustments made to schemes that are funded from grants, revenue contributions to fund capital expenditure (CERA) and prudential borrowing, reflecting the need to re-profile funding between financial years to align expenditure incurred with the relevant funding source. This is the case with a number of the movements above.
1.10	<b>Capital Expenditure compared to Budget</b>  Outturn expenditure, across the whole of the Capital Programme was £55.013m. The breakdown of expenditure is analysed in Table 3, along with the percentage spend against budget.

This shows that 93.51% of the budget has been spent (CF 88.72%, HRA 100%). Corresponding figures for Outturn 2021/22 were 95.05% (CF 92.57%, HRA 100%).

1.11 The table also shows a projected underspend (pending carry forward and other adjustments) of £3.817m on the Council Fund and a break-even position on the HRA.

**Table 3**

EXPENDITURE	Revised Budget	Outturn Expenditure	Percentage Spend v Budget	Variance Budget v Outturn (Under)/Over
	£m	£m	%	£m
People & Resources	0.150	0.000	0.00	(0.150)
Governance	1.165	0.945	81.12	(0.220)
Education & Youth	9.553	7.856	82.24	(1.697)
Social Services	5.543	5.459	98.48	(0.084)
Planning, Environment & Economy	2.795	2.663	95.28	(0.132)
Streetscene & Transportation	7.511	6.411	85.35	(1.100)
Strategic Programmes	4.233	4.003	94.57	(0.230)
Housing & Communities	1.697	1.661	97.88	(0.036)
Capital Programme & Assets	1.186	1.018	85.83	(0.168)
<b>Council Fund Total</b>	<b>33.833</b>	<b>30.016</b>	<b>88.72</b>	<b>(3.817)</b>
Disabled Adaptations	1.085	1.085	100.00	0.000
Energy Schemes	4.562	4.562	100.00	0.000
Major Works	1.555	1.555	100.00	0.000
Accelerated Programmes	0.406	0.406	100.00	0.000
WHQS Improvements	13.111	13.111	100.00	0.000
SHARP Programme	4.278	4.278	100.00	0.000
<b>Housing Revenue Account Total</b>	<b>24.997</b>	<b>24.997</b>	<b>100.00</b>	<b>0.000</b>
<b>Programme Total</b>	<b>58.830</b>	<b>55.013</b>	<b>93.51</b>	<b>(3.817)</b>

1.12 Details of the variances for individual programme areas are listed in Appendix B, which includes the reasons, and remedial actions which may be required, where those variances exceed +/- 10% of the revised budget. In addition, where carry forward into 2023/24 has been identified, this is also included in the narrative.

1.13 **Carry Forward into 2023/24**  
 During the quarter, carry forward requirements of £3.817m (all CF) have been identified which reflects reviewed spending plans across all programme areas. These amounts can be split into two areas, those required to meet the cost of programme works and/or retention payments in 2023/24.

1.14 Information relating to each programme area is contained in Appendix B and summarised in Table 4 below:

**Table 4**

<b>OUTTURN CARRY FORWARD - ANALYSIS</b>		
	<b>£m</b>	<b>£m</b>
<b>Contractually Committed</b>		
Governance	0.220	
Education - General	1.108	
Primary Schools	0.456	
Secondary Schools	0.133	
Services to Older People	0.010	
Children's Services	0.074	
Engineering	0.029	
Ranger Services	0.035	
Town Centre Regeneration	0.068	
Waste Services	0.150	
Cemeteries	0.004	
Highways	0.940	
Transportation	0.006	
Leisure Centres	0.088	
Play Areas	0.118	
Libraries	0.024	
Administrative Buildings	0.168	
Disabled Facilities Grants	0.036	3.667
		<b>3.667</b>
<b>Corporate Allocations</b>		
'Headroom'	0.150	0.150
<b>Total</b>		<b>3.817</b>

1.15 An overall amount of £0.246m which had previously been identified as requiring carry forward has been reversed as it became clear that the expenditure was going to be incurred in the 2022/23 financial year, as shown below. Information relating to each programme area is contained in Appendix B and summarised in Table 5 below:-

**Table 5**



<b>CARRY FORWARD INTO 2023/24</b>							<b>Total</b>	
	<b>Month 4</b>	<b>Month 6</b>	<b>WG Grant</b>	<b>Month 9</b>	<b>Reversed</b>	<b>Sub Total</b>	<b>Outturn</b>	
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
People & Resources	0.000	0.000	0.000	0.000	0.000	0.000	0.150	0.150
Governance	0.000	0.000	0.000	0.074	0.000	0.074	0.220	0.148
Education & Youth	0.461	0.220	5.292	0.922	(0.130)	6.765	1.697	7.687
Social Services	0.189	0.000	0.000	0.000	(0.102)	0.087	0.084	0.087
Planning, Environment & Economy	0.250	0.408	0.000	0.242	(0.014)	0.886	0.132	1.128
Streetscene & Transportation	0.046	3.660	0.000	0.950	0.000	4.656	1.100	5.606
Strategic Programmes	0.000	0.275	0.000	0.565	0.000	0.840	0.230	1.405
Housing & Communities	0.000	0.000	0.000	0.150	0.000	0.150	0.036	0.300
Capital Programme & Assets	0.597	0.000	0.000	0.157	0.000	0.754	0.168	0.911
<b>Council Fund</b>	<b>1.543</b>	<b>4.563</b>	<b>5.292</b>	<b>3.060</b>	<b>(0.246)</b>	<b>14.212</b>	<b>3.817</b>	<b>17.422</b>
<b>TOTAL</b>	<b>1.543</b>	<b>4.563</b>	<b>5.292</b>	<b>3.060</b>	<b>(0.246)</b>	<b>14.212</b>	<b>3.817</b>	<b>17.422</b>

1.16	<p><b>Additional Allocations</b></p> <p>Additional allocations have been identified in the programme in the final quarter as follows:</p> <ul style="list-style-type: none"> <li>• Wepre Park Visitor Centre - £0.030m. Additional funding to support grant received through WG Brilliant Basics Fund to upgrade and improve amenities including provision of accessible toilets.</li> <li>• Fuel Tank Replacement- £0.028m. Additional funding required to replace the existing fuel tank at Alltami Depot, as it is nearing the end of its useful life.</li> </ul> <p>These can be funded from within the current 'headroom' provision.</p> <ul style="list-style-type: none"> <li>• Ysgol Penyffordd classroom extension - £0.319m. The works at the school is to create a two storey classroom extension due to the increase in local need.</li> </ul> <p>Following market testing, the total cost of the project is £0.319m in excess of the current funding envelop due to supply chain volatility. Cabinet is requested to approve additional capital resources of £0.319m towards these works.</p>
1.17	<p><b>Savings</b></p> <p>The following savings have been identified in the programme in the final quarter.</p>

**Table 6**

<b>IDENTIFIED SAVINGS</b>	
	<b>Savings</b>
	<b>£m</b>
Information Technology	0.007
Private Sector Renewal/Improvement	0.006
<b>Total</b>	<b>0.013</b>

**1.18 Funding of 2022/23 Approved Schemes**

The position at outturn is summarised in Table 7 below for the three year Capital Programme between 2022/23 – 2024/25:-

**Table 7**

<b>FUNDING OF APPROVED SCHEMES 2022/23 - 2024/25</b>		
	<b>£m</b>	<b>£m</b>
Balance carried forward from 2021/22		(2.149)
<b>Increases</b>		
Shortfall in 2022/23 to 2024/25 Budget	0.867	
Additional allocation to Ysgol Penyffordd	0.319	
		<u>1.186</u>
<b>Decreases</b>		
Additional GCG - 2022/23 Confirmed	(0.786)	
Savings	(0.598)	
Actual In year receipts	(1.966)	<u>(3.350)</u>
<b>Funding - (Available)/Shortfall</b>		<b>(4.313)</b>

1.19 The final outturn funding surplus from the 2022/23 – 2024/25 Capital Programme is £4.313m. The 2023/24 – 2025/26 Capital Programme was approved on the 24<sup>th</sup> January 2023, accounting for £3.376m of the current year surplus towards the programme and leaving a projected funding surplus of £0.365m. The final outturn for 2022/23 has the impact of a revised opening funding position surplus of £1.302m, prior to the realisation of additional capital receipts and/or other funding sources.

1.20	<p><b>Investment in County Towns</b></p> <p>At its meeting on 12<sup>th</sup> December 2017, the Council approved a Notice of Motion relating to the reporting of investment in county towns. The extent and format of the reporting was agreed at the Corporate Resources Overview and Scrutiny Committee on 14<sup>th</sup> June 2018.</p>																																												
1.21	<p>Table 8 below shows a summary of the 2021/22 actual expenditure, the 2022/23 revised budget and budgets for future years as approved by Council at its meeting of 24<sup>th</sup> January, 2023. Further detail can be found in Appendix C, including details of the 2022/23 spend.</p> <p><b>Table 8</b></p> <table border="1" data-bbox="347 613 1358 1317"> <thead> <tr> <th colspan="4" style="text-align: center;"><b>INVESTMENT IN COUNTY TOWNS</b></th> </tr> <tr> <th></th> <th style="text-align: center;"><b>2021/22 Actual £m</b></th> <th style="text-align: center;"><b>2022/23 Revised Budget £m</b></th> <th style="text-align: center;"><b>2023 - 2025 Budget £m</b></th> </tr> </thead> <tbody> <tr> <td>Buckley / Penyffordd</td> <td style="text-align: center;">1.928</td> <td style="text-align: center;">0.745</td> <td style="text-align: center;">13.824</td> </tr> <tr> <td>Connah's Quay / Shotton</td> <td style="text-align: center;">0.842</td> <td style="text-align: center;">2.225</td> <td style="text-align: center;">1.500</td> </tr> <tr> <td>Flint / Bagillt</td> <td style="text-align: center;">0.368</td> <td style="text-align: center;">2.135</td> <td style="text-align: center;">7.837</td> </tr> <tr> <td>Holywell / Caerwys / Mostyn</td> <td style="text-align: center;">4.495</td> <td style="text-align: center;">4.201</td> <td style="text-align: center;">0.000</td> </tr> <tr> <td>Mold / Treuddyn / Cilcain</td> <td style="text-align: center;">6.968</td> <td style="text-align: center;">5.713</td> <td style="text-align: center;">38.593</td> </tr> <tr> <td>Queensferry / Hawarden / Sealand</td> <td style="text-align: center;">8.031</td> <td style="text-align: center;">0.520</td> <td style="text-align: center;">3.000</td> </tr> <tr> <td>Saltney / Broughton / Hope</td> <td style="text-align: center;">4.929</td> <td style="text-align: center;">1.250</td> <td style="text-align: center;">27.461</td> </tr> <tr> <td>Unallocated / To Be Confirmed</td> <td style="text-align: center;">1.540</td> <td style="text-align: center;">1.462</td> <td style="text-align: center;">18.092</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: center;"><b>29.101</b></td> <td style="text-align: center;"><b>18.251</b></td> <td style="text-align: center;"><b>110.307</b></td> </tr> </tbody> </table>	<b>INVESTMENT IN COUNTY TOWNS</b>					<b>2021/22 Actual £m</b>	<b>2022/23 Revised Budget £m</b>	<b>2023 - 2025 Budget £m</b>	Buckley / Penyffordd	1.928	0.745	13.824	Connah's Quay / Shotton	0.842	2.225	1.500	Flint / Bagillt	0.368	2.135	7.837	Holywell / Caerwys / Mostyn	4.495	4.201	0.000	Mold / Treuddyn / Cilcain	6.968	5.713	38.593	Queensferry / Hawarden / Sealand	8.031	0.520	3.000	Saltney / Broughton / Hope	4.929	1.250	27.461	Unallocated / To Be Confirmed	1.540	1.462	18.092	<b>Total</b>	<b>29.101</b>	<b>18.251</b>	<b>110.307</b>
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1.22	<p>The inclusion of actuals for 2021/22 and approved schemes for future years allows a slightly fuller picture of investment plans. However, expenditure which has occurred in years prior to 2021/22 has not been included, and the expenditure and budgets reported should be considered in that context.</p>																																												
1.23	<p>There are two significant factors which increase allocations to areas, which are homes developed under SHARP, and new or remodelled schools. The impact of these can be seen in the detail shown in Appendix C.</p>																																												
1.24	<p>Some expenditure cannot yet be allocated to specific towns as schemes are not yet fully developed or are generic in nature and not easily identifiable to one of the seven areas. As such schemes are identified the expenditure will be allocated to the relevant area.</p>																																												
1.25	<p>Information on the split between internal and external funding can be found in Appendix C.</p>																																												
1.26	<p>In addition to the information contained in Appendix C, there is also considerable capital expenditure on the HRA Welsh Housing Quality</p>																																												

Standard (WHQS), which was originally outside the scope of this analysis. A summary is provided in Table 9 below, albeit using a slightly different catchment area basis.

**Table 9**

<b>WHQS Programme</b>			
	<b>2021/22 Actual £m</b>	<b>2022/23 Budget £m</b>	<b>2022/23 Actual £m</b>
Holywell	0.850	4.550	3.380
Flint	0.870	1.450	1.450
Deeside & Saltney	4.430	1.700	2.250
Buckley	4.820	1.250	1.060
Mold	5.150	4.262	3.000
Connah's Quay & Shotton	0.960	2.350	1.970
<b>Total</b>	<b>17.080</b>	<b>15.562</b>	<b>13.110</b>

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

<b>3.00</b>	<b>IMPACT ASSESSMENT AND RISK MANAGEMENT</b>
3.01	<p>There are no risks associated with the information contained herein relating to capital outturn.</p> <p>The legacy impacts of the pandemic along with the supply and demand of materials, leading to cost increases, higher tender prices and project delays will continue to be monitored closely during the next financial year. Due to the re-profiling of schemes from 2022/23 and resources available to manage and deliver schemes, the levels of planned expenditure in 2023/24 may be affected, resulting in a high level of carry forward requests to re-phase budgets into the 2024/25 programme.</p> <p>Grants received will also to be closely monitored to ensure that expenditure is incurred within the terms and conditions of the grant. The capital team will work with project leads to report potential risks of achieving spend within timescales and assist in liaising with the grant provider.</p> <p>The Council has a prudent policy of allocating its own capital receipts to fund capital projects only when receipts are received rather than when it is anticipated the receipt will be received, and this position continues to be the</p>

	case. In line with current policy no allowance has been made for these receipts in reporting the Council's capital funding position.
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<b>4.00</b>	<b>CONSULTATIONS REQUIRED/CARRIED OUT</b>
4.01	No consultation is required as a direct result of this report.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix A: Capital Programme - Changes during 2022/23
5.02	Appendix B: Variances
5.03	Appendix C: Investment in Towns

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	Capital Programme monitoring papers 2022/23.

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<b>Contact Officer:</b> Chris Taylor, Strategic Finance Manager <b>Telephone:</b> 01352 703309 <b>E-mail:</b> <a href="mailto:christopher.taylor@flintshire.gov.uk">christopher.taylor@flintshire.gov.uk</a>

<b>8.00</b>	<b>GLOSSARY OF TERMS</b>
8.01	<p><b>Budget Re-profiling:</b> Capital schemes are very dynamic and a number of factors can influence their timing and funding. Budget re-profiling assures that the correct resources are available in the correct accounting period to finance the actual level of expenditure.</p> <p><b>Capital Expenditure:</b> Expenditure on the acquisition of <b>non-current assets</b> or expenditure which extends the useful life of an existing asset</p> <p><b>Capital Programme:</b> The Council's financial plan covering capital schemes and expenditure proposals for the current year and a number of future years. It also includes estimates of the capital resources available to finance the programme.</p> <p><b>Capital Receipts:</b> Receipts (in excess of £10,000) realised from the disposal of assets.</p> <p><b>Carry Forward:</b> Carry forward occurs when schemes due to be completed in a given financial year are delayed until a subsequent year. In this case</p>

the relevant funding is carried forward to meet the delayed, contractually committed expenditure.

**CERA: Capital Expenditure charged to Revenue Account.** The Council is allowed to use its revenue resources to fund capital expenditure. However the opposite is not permissible.

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

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

**MRA: Major Repairs Allowance.** A general capital grant from WG for HRA purposes.

**Non-current Asset:** A resource controlled (but not necessarily owned) by the Council, from which economic benefits or service potential are expected to flow to the Council for more than 12 months.

**Section 106:** Monies are received from developers/contractors pursuant to Section 106 of the Town & Country Planning Act 1990. These sums are available for use once the relevant terms of the individual agreement have been met. The monies are most commonly used for educational enhancement, play areas, highways and affordable housing.

**Target Hardening:** Measures taken to prevent unauthorised access to Council sites.

**Unhypothecated Supported Borrowing (USB), commonly referred to as Supported Borrowing -** Each year Welsh Government provide Councils with a Supported Borrowing allocation. Councils borrow to fund capital expenditure equivalent to that annual allocation, Welsh Government then include funding to cover the revenue costs associated with the borrowing for future years within the Revenue Support Grant. The Council decides how this funding is spent.

**Unsupported (Prudential) Borrowing:** Borrowing administered under the Prudential Code, whereby Authorities can set their own policies on acceptable levels and types of borrowing. The Prudential Framework allows Authorities to take out loans in response to overall cash flow forecasts and other factors provided they can show that the borrowing is to meet planned capital expenditure in the current year or the next three years.

## CAPITAL PROGRAMME - CHANGES DURING 2022/23

	Original Budget 2022/23	Carry Forward from 2021/22	2022/23 Previously Reported			Savings (Current)	Changes (Current)	Revised Budget 2022/23
			Changes	Carry Forward to 2023/24	Savings			
	£m	£m	£m	£m	£m	£m	£m	£m
<b>Council Fund :</b>								
<b>People &amp; Resources</b>								
'Headroom'	0.350	0.140	(0.305)	0.000	0.000	0.000	(0.035)	0.150
Corporate Finance - H & S	0.000	0.015	0.000	0.000	0.000	0.000	(0.015)	0.000
	<b>0.350</b>	<b>0.155</b>	<b>(0.305)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.050)</b>	<b>0.150</b>
<b>Governance</b>								
Information Technology	0.363	0.383	0.000	(0.074)	0.000	(0.007)	0.500	1.165
	<b>0.363</b>	<b>0.383</b>	<b>0.000</b>	<b>(0.074)</b>	<b>0.000</b>	<b>(0.007)</b>	<b>0.500</b>	<b>1.165</b>
<b>Education &amp; Youth</b>								
Education - General	0.650	4.778	2.460	(5.892)	0.000	0.000	2.604	4.600
Primary Schools	1.257	0.666	1.105	(0.357)	0.000	0.000	0.293	2.964
Schools Modernisation	7.303	0.000	(6.995)	0.000	0.000	0.000	0.274	0.582
Secondary Schools	0.300	0.357	1.476	(0.426)	0.000	0.000	(0.966)	0.741
Special Education	0.500	0.256	0.000	(0.090)	0.000	0.000	0.000	0.666
	<b>10.010</b>	<b>6.057</b>	<b>(1.954)</b>	<b>(6.765)</b>	<b>0.000</b>	<b>0.000</b>	<b>2.205</b>	<b>9.553</b>
<b>Social Services</b>								
Services to Older People	0.650	0.156	0.286	(0.087)	(0.082)	0.000	0.186	1.109
Learning Disability	0.270	0.000	0.000	0.000	0.000	0.000	(0.031)	0.239
Children's Services	0.444	0.882	3.019	0.000	0.000	0.000	(0.150)	4.195
	<b>1.364</b>	<b>1.038</b>	<b>3.305</b>	<b>(0.087)</b>	<b>(0.082)</b>	<b>0.000</b>	<b>0.005</b>	<b>5.543</b>
<b>Planning, Environment &amp; Economy</b>								
Closed Landfill Sites	0.000	0.250	0.000	(0.250)	0.000	0.000	0.000	0.000
Engineering	0.038	0.349	0.000	(0.354)	0.000	0.000	0.000	0.033
Energy Services	0.000	0.000	0.911	0.000	0.000	0.000	0.286	1.197
Ranger Services	0.000	0.000	0.196	0.000	0.000	0.000	0.022	0.218
Town Centre Regeneration	0.050	0.218	1.577	(0.252)	(0.018)	0.000	(0.432)	1.143
Private Sector Renewal/Improv	0.040	0.000	0.235	(0.030)	0.000	(0.006)	(0.035)	0.204
	<b>0.128</b>	<b>0.817</b>	<b>2.919</b>	<b>(0.886)</b>	<b>(0.018)</b>	<b>(0.006)</b>	<b>(0.159)</b>	<b>2.795</b>
<b>Streetscene &amp; Transportation</b>								
Waste Services	1.875	1.930	0.877	(3.655)	0.000	0.000	(0.219)	0.808
Cemeteries	0.000	0.265	0.000	(0.255)	0.000	0.000	0.000	0.010
Highways	1.644	0.424	2.124	(0.700)	0.000	0.000	0.203	3.695
Local Transport Grant	0.000	0.018	9.705	0.000	0.000	0.000	(6.725)	2.998
Solar Farms	0.000	0.046	0.000	(0.046)	0.000	0.000	0.000	0.000
	<b>3.519</b>	<b>2.683</b>	<b>12.746</b>	<b>(4.656)</b>	<b>0.000</b>	<b>0.000</b>	<b>(6.741)</b>	<b>7.511</b>
			<b>Totalen 159</b>					

	Original Budget 2022/23	Carry Forward from 2021/22	2022/23 Previously Reported			Savings (Current)	Changes (Current)	Revised Budget 2022/23
			Changes	Carry Forward to 2023/24	Savings			
	£m	£m	£m	£m	£m	£m	£m	£m
<b>Strategic Programmes</b>								
Leisure Centres	0.200	0.286	(0.015)	(0.307)	0.000	0.000	0.038	0.202
Play Areas	0.200	0.394	0.199	(0.258)	0.000	0.000	0.275	0.810
Libraries	0.000	0.009	0.015	0.000	0.000	0.000	0.000	0.024
Theatr Clwyd	19.000	0.275	(15.500)	(0.275)	0.000	0.000	(0.303)	3.197
	<b>19.400</b>	<b>0.964</b>	<b>(15.301)</b>	<b>(0.840)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.010</b>	<b>4.233</b>
<b>Housing &amp; Communities</b>								
Disabled Facilities Grants	1.660	0.386	0.286	(0.150)	(0.485)	0.000	0.000	1.697
	<b>1.660</b>	<b>0.386</b>	<b>0.286</b>	<b>(0.150)</b>	<b>(0.485)</b>	<b>0.000</b>	<b>0.000</b>	<b>1.697</b>
<b>Capital Programme &amp; Assets</b>								
Administrative Buildings	0.675	0.588	0.035	(0.157)	0.000	0.000	(0.013)	1.128
Community Asset Transfers	0.000	0.655	0.000	(0.597)	0.000	0.000	0.000	0.058
	<b>0.675</b>	<b>1.243</b>	<b>0.035</b>	<b>(0.754)</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.013)</b>	<b>1.186</b>
<b>Housing Revenue Account :</b>								
Buy Backs	0.000	0.000	0.050	0.000	0.000	0.000	(0.050)	0.000
Disabled Adaptations	1.114	0.000	(0.099)	0.000	0.000	0.000	0.070	1.085
Energy Schemes	0.510	0.000	2.457	0.000	0.000	0.000	1.595	4.562
Major Works	0.726	0.000	1.415	0.000	0.000	0.000	(0.586)	1.555
Accelerated Programmes	0.561	0.000	0.124	0.000	0.000	0.000	(0.279)	0.406
WHQS Improvements	13.355	0.000	2.270	0.000	0.000	0.000	(2.514)	13.111
Modernisation / Improvements	1.000	0.000	(1.000)	0.000	0.000	0.000	0.000	0.000
SHARP Programme	7.808	0.000	(3.155)	0.000	0.000	0.000	(0.375)	4.278
	<b>25.074</b>	<b>0.000</b>	<b>2.062</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(2.139)</b>	<b>24.997</b>
<b>Totals :</b>								
<b>Council Fund</b>	37.469	13.726	1.691	(14.212)	(0.585)	(0.013)	(4.243)	33.833
<b>Housing Revenue Account</b>	25.074	0.000	2.062	0.000	0.000	0.000	(2.139)	24.997
<b>Grand Total</b>	<b>62.543</b>	<b>13.726</b>	<b>3.753</b>	<b>(14.212)</b>	<b>(0.585)</b>	<b>(0.013)</b>	<b>(6.382)</b>	<b>58.830</b>



PEOPLE & RESOURCES

Capital Budget Monitoring 2022/23 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
'Headroom'	0.150	0.000	(0.150)	-100	0.000	Corporate provision - to be allocated as requested and approved.	<b>Carry Forward</b> - Request approval to move funding of <b>£0.150m</b> to 2023/24.	
<b>Total</b>	<b>0.150</b>	<b>0.000</b>	<b>(0.150)</b>	<b>-100</b>	<b>0.000</b>			

GOVERNANCE

Capital Budget Monitoring 2022/23 - 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	1.165	0.945	(0.220)	-19	(0.074)	Procurement to take place in 2023/24 for Replacement Server (£0.101m), ICT Cyber Security (£0.098m) and Laptop Replacements (£0.021m).	<b>Carry Forward</b> - Request approval to move funding of <b>£0.0220m</b> to 2023/24.	Saving of £0.007m identified
<b>Total</b>	<b>1.165</b>	<b>0.945</b>	<b>(0.220)</b>	<b>-19</b>	<b>(0.074)</b>			

Variance = Budget v Outturn

## EDUCATION &amp; YOUTH

## Capital Budget Monitoring 2022/23 - 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	4.600	3.492	(1.108)	-24	(0.396)	Ongoing R&M £0.877m, Health & Safety £0.061m, Classroom Ventilation £0.009m, Upgrades of Kitchen Equipment £0.040m, Safeguarding works at various schools £0.042m and ongoing programme Fire Alarm upgrades £0.079m.	<b>Carry Forward</b> - Request approval to move funding of <b>£1.108m</b> to 2023/24.	
Primary Schools	2.964	2.508	(0.456)	-15	(0.100)	Northop Hall CP (£0.092m) and Ysgol Penyffordd (£0.306m) classroom extensions along with £0.058m for ongoing R&M works.	<b>Carry Forward</b> - Request approval to move funding of <b>£0.456m</b> to 2023/24.	
Schools Modernisation	0.582	0.583	0.001	0	0.000			
Secondary Schools	0.741	0.607	(0.134)	-18	(0.426)	Ongoing R&M works £0.102m and £0.032m Buckley Elfed Traffic Management Scheme	<b>Carry Forward</b> - Request approval to move funding of <b>£0.134m</b> to 2023/24.	
Special Education	0.666	0.666	0.000	0	0.000			
<b>Total</b>	<b>9.553</b>	<b>7.856</b>	<b>(1.697)</b>	<b>-18</b>	<b>(0.922)</b>			

Variance = Budget v Outturn

Total 162

## SOCIAL SERVICES

## Capital Budget Monitoring 2022/23 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Services to Older People	1.109	1.099	(0.010)	-1	0.000	Outstanding works to be completed in 2023/24 at Marleyfield Care Home.	<b>Carry Forward</b> - Request approval to move funding of <b>£0.010m</b> to 2023/24.	
Learning Disability Services	0.239	0.239	0.000	0	0.000			
Children's Services	4.195	4.121	(0.074)	-2	0.000	£0.074m relating to foster care extensions works will progress into 2023/24.	<b>Carry Forward</b> - Request approval to move funding of <b>£0.074m</b> to 2023/24.	
<b>Total</b>	<b>5.543</b>	<b>5.459</b>	<b>(0.084)</b>	<b>-2</b>	<b>0.000</b>			

Variance = Budget v Outturn

## PLANNING, ENVIRONMENT &amp; ECONOMY

## Capital Budget Monitoring 2022/23 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Engineering	0.033	0.004	(0.029)	-88	(0.132)	Flour Mill Reservoir works will commence in 2023/24 upon a contractor being appointed.  Works to maintain reservoirs at Greenfield will commence in 2023/24 following a priority of works schedule.	<b>Carry Forward</b> - Request approval to move funding of <b>£0.029m</b> to 2023/24.	
Energy Services	1.197	1.197	0.000	0	0.000			
Ranger Services	0.218	0.183	(0.035)	-16	0.000	Works in relation to the Wepre Park amenities project were delayed due to existing contractor commitments and will now be completed in 2023/24.	<b>Carry Forward</b> - Request approval to move funding of <b>£0.035m</b> to 2023/24.	
Town Centre Regeneration	1.163	1.095	(0.068)	-6	(0.110)	Works in relation to the Safer Streets project are to be completed in 2023/24.  Further Historic Building Repairs are to be identified and progressed in 2023/24.	<b>Carry Forward</b> - Request approval to move funding of <b>£0.068m</b> to 2023/24.	
Private Sector Renewal/Improvement	0.184	0.184	0.000	0	0.000			Saving of £0.006m identified
<b>Total</b>	<b>2.795</b>	<b>2.663</b>	<b>(0.132)</b>	<b>-5</b>	<b>(0.242)</b>			

Variance = Budget v Outturn

## STREETSCENE &amp; TRANSPORTATION

## Capital Budget Monitoring 2022/23 - Outturn

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	0.808	0.658	(0.150)	-19	(0.250)	Purchase of shredder at Greenfield HRC will take place 2023/24 due to lead in/delivery times within the supply chain.	<b>Carry Forward</b> - Request approval to move funding of <b>£0.150m</b> to 2023/24.	
Cemeteries	0.010	0.006	(0.004)	-40	0.000	Cemetery extension project to progress in 2023/24.	<b>Carry Forward</b> - Request approval to move funding of <b>£0.004m</b> to 2023/24.	
Highways	3.695	2.755	(0.940)	-25	(0.700)	Delays in some elements of the HAMP delivery schedule were experienced. These works are to now progress in 2023/24.  Scheduled Principle Structural maintenance works are to continue in 2023/24.  Works scheduled at Flintshire Bridge will commence in 2023/24.  Works have been identified in relation to the DIP Shuttle Bus funding and are now to take place in 2023/24.  Progression of works at New Street Car Park are now to take place in 2023/24.  Purchase of the fuel tank in Alltami to progress into 2023/24 due to unforeseen delays.	<b>Carry Forward</b> - Request approval to move funding of <b>£0.940m</b> to 2023/24.	
Local Transport Grant	2.998	2.992	(0.006)	-0	0.000	Holywell High Street works have been identified and are to be progressed in 2023/24.	<b>Carry Forward</b> - Request approval to move funding of <b>£0.006m</b> to 2023/24.	
<b>Total</b>	<b>7.511</b>	<b>6.411</b>	<b>(1.100)</b>	<b>-15</b>	<b>(0.950)</b>			

Variance = Budget v Outturn

## STRATEGIC PROGRAMMES

## Capital Budget Monitoring 2022/23 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Leisure Centres	0.202	0.114	(0.088)	-44	(0.307)	Continuing works on the Leisure Centres estates.	<b>Carry Forward</b> - Request approval to move funding of <b>£0.088m</b> into 2023/24.	
Play Areas	0.810	0.692	(0.118)	-15	(0.258)	Continued programme of works to upgrade play areas, £0.050m. £0.068m Bailey Hill playarea to fall into 2023/24	<b>Carry Forward</b> - Request approval to move funding of <b>£0.118m</b> into 2023/24.	
Libraries	0.024	0.000	(0.024)	-100	0.000	£0.020 Mold Library Structural Repairs (windows) to fall into 2023/24.	<b>Carry Forward</b> - Request approval to move funding of <b>£0.024m</b> into 2023/24.	
Theatr Clwyd	3.197	3.197	0.000	0	0.000			
<b>Total</b>	<b>4.233</b>	<b>4.003</b>	<b>(0.230)</b>	<b>-5</b>	<b>(0.565)</b>			

Variance = Budget v Outturn

## HOUSING &amp; COMMUNITIES

## Capital Budget Monitoring 2022/23 - Outturn

Programme Area	Total Budget	Outturn	Variance (Under)/ Over	Variance %age	Variance Prev Qtr	Cause of Variance	Action Required	Comments
	£m	£m	£m	%	£m			
Disabled Facilities Grants	1.697	1.661	(0.036)	-2	(0.150)	Unforeseen delays in service delivery were experienced as a result of a service re-design.	<b>Carry Forward</b> - Request approval to move funding of <b>£0.036m</b> to 2023/24.	DFG spend is customer driven and volatile.
<b>Total</b>	<b>1.697</b>	<b>1.661</b>	<b>(0.036)</b>	<b>-2</b>	<b>(0.150)</b>			

Variance = Budget v Outturn

## CAPITAL PROGRAMME &amp; ASSETS

## Capital Budget Monitoring 2022/23 - Outturn

Programme Area	Total Budget	Outturn	Variance (Under)/ Over	Variance %age	Variance Prev Qtr	Cause of Variance	Action Required	Comments
	£m	£m	£m	%	£m			
Administrative Buildings	1.128	0.960	(0.168)	-15	(0.157)	Programme of works to progress into 2023/24.	<b>Carry Forward</b> - Request approval to move funding of <b>£0.168m</b> to 2023/24.	
Community Asset Transfers	0.058	0.058	0.000	0	0.000			The funding for Capital Asset Transfers is allocated for specific purposes and is drawn down as and when required.
<b>Total</b>	<b>1.186</b>	<b>1.018</b>	<b>(0.168)</b>	<b>-14</b>	<b>(0.157)</b>			

Variance = Budget v Outturn

## HOUSING REVENUE ACCOUNT

## Capital Budget Monitoring 2022/23 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required	Comments
Buy Backs	0.000	0.000	0.000		0.000			
Disabled Adaptations	1.085	1.085	0.000	0	0.000			
Energy Services	4.562	4.562	0.000	0	0.000			
Major Works	1.555	1.555	0.000	0	0.000			
Accelerated Programmes	0.406	0.406	0.000	0	0.000			
WHQS Improvements	13.111	13.111	0.000	0	0.000			
SHARP	4.278	4.278	0.000	0	0.000			
<b>Total</b>	<b>24.997</b>	<b>24.997</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>			

Variance = Budget v Outturn



## SUMMARY

## Capital Budget Monitoring 2022/23 - Outturn

Programme Area	Total Budget	Outturn	Variance (Under)/ Over	Variance %age	Variance Prev Qtr	Cause of Variance	Action Required	Comments
	£m	£m	£m	%	£m			
People & Resources	0.150	0.000	(0.150)	-100	0.000			
Governance	1.165	0.945	(0.220)	-19	(0.074)			
Education & Youth	9.553	7.856	(1.697)	-18	(0.922)			
Social Services	5.543	5.459	(0.084)	-2	0.000			
Planning, Environment & Economy	2.795	2.663	(0.132)	-5	(0.242)			
Streetscene & Transportation	7.511	6.411	(1.100)	-15	(0.950)			
Strategic Programmes	4.233	4.003	(0.230)	-5	(0.565)			
Housing & Communities	1.697	1.661	(0.036)	-2	(0.150)			
Capital Programme & Assets	1.186	1.018	(0.168)	-14	(0.157)			
<b>Total - Council Fund</b>	<b>33.833</b>	<b>30.016</b>	<b>(3.817)</b>	<b>-11</b>	<b>(3.060)</b>			
Housing Revenue Account	24.997	24.997	0.000	0	0.000			
<b>Total</b>	<b>58.830</b>	<b>55.013</b>	<b>(3.817)</b>	<b>-6</b>	<b>(3.060)</b>			

Variance = Budget v Outturn

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INVESTMENT IN COUNTY TOWNS - 2021/22 ACTUAL SPEND

APPENDIX C

TOWN FUNDING	21/22 ACTUAL £000	BUCKLEY		CONNAH'S QUAY		FLINT		HOLYWELL		MOLD		QUEENSFERRY		SALTNEY		UNALLOCATED		TOTALS			
		Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Total £000	
<b>EXPENDITURE</b>																					
<b>HOUSING - HRA</b>																					
SHARP	2,024					20		1,635	289	5		2					73		1,715	309	2,024
<b>EDUCATION &amp; YOUTH</b>																					
Queensferry Campus	7,651											2,214	5,437						2,214	5,437	7,651
Ysgol Glanrafon	3,157										3,157								0	3,157	3,157
Castell Alun High School	4,216													3,121	1,095				3,121	1,095	4,216
<b>SOCIAL CARE</b>																					
Marleyfield EPH	605	605																	605	0	605
Ty Nyth, Children's Residential Care	462										462								0	462	462
<b>PLANNING, ENVIRONMENT &amp; ECONOMY</b>																					
Solar PV Farms	600				600														600	0	600
<b>STREETSCENE &amp; TRANSPORTION</b>																					
Improvements to Standard Yard Waste Transfer Station	386		386																0	386	386
Improvements to Greenfield Waste Transfer Station	795							27	768										27	768	795
Highways Maintenance	2,506	137	28	35		197		344	421	92	433	242		103	68			1,556	950	2,506	
Transport Grant	4,133		772		207		151		1,011		253		136		542		406	0	0	4,133	4,133
																	1,061				
<b>STRATEGIC PROGRAMMES</b>																					
Theatr Clwyd - Redevelopment	1,984										661	1,323							661	1,323	1,984
<b>HOUSING &amp; ASSETS</b>																					
Affordable Housing	582										582								582	0	582
	29,101	742	1,186	635	207	197	171	2,006	2,489	1,340	5,628	2,458	5,573	3,224	1,705	479	1,061	11,081	18,020	29,101	
<b>AREA TOTAL</b>			1,928	842	368	4,495	6,968	8,031	4,929	1,540											

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INVESTMENT IN COUNTY TOWNS - 2022/23 REVISED BUDGET

APPENDIX C (Cont)

TOWN FUNDING	REVISED BUDGET £000	BUCKLEY		CONNAH'S QUAY		FLINT		HOLYWELL		MOLD		QUEENSFERRY		SALTNEY		UNALLOCATED		TOTALS			
		Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Total £000	
<b>EXPENDITURE</b>																					
<b>HOUSING - HRA</b>																					
SHARP	4,278	32		402		255		3,456		10		33					90		4,278	0	4,278
<b>EDUCATION &amp; YOUTH</b>																					
Ysgol Glanrafon	428									332	96								332	96	428
Croes Atti Flint	431					128	303												128	303	431
Ysgol Croes Atti, Shotton	556			297	259														297	259	556
<b>SOCIAL CARE</b>																					
Ty Nyth, Children's Residential Care	1,408									812	596								812	596	1,408
Croes Atti Residential Care Home, Flint	913					913													913	0	913
Relocation of Tri-Ffordd Day Service provision	239													239					239	0	239
<b>PLANNING, ENVIRONMENT &amp; ECONOMY</b>																					
Solar PV Farms	759			759															759	0	759
<b>STREETSCENE &amp; TRANSPORTION</b>																					
Improvements to Standard Yard Waste Transfer Station	249		249																0	249	249
Highways Maintenance	2,795	331		309				545		595		286		68			661		2,795	0	2,795
Transport Grant	2,998		133		199	15	521	17	183		75		201	70	873		711		102	2,896	2,998
<b>STRATEGIC PROGRAMMES</b>																					
Transport Clwyd - Redevelopment	3,197										3,197								0	3,197	3,197
	18,251	363	382	1,767	458	1,311	824	4,018	183	1,749	3,964	319	201	377	873	751	711		10,655	7,596	18,251

AREA TOTAL

745 2,225 2,135 4,201 5,713 520 1,250 1,462

INVESTMENT IN COUNTY TOWNS - 2022/23- OUTTURN

APPENDIX C (Cont)

TOWN FUNDING	ACTUAL TO DATE £000	BUCKLEY		CONNAH'S QUAY		FLINT		HOLYWELL		MOLD		QUEENSFERRY		SALTNEY		UNALLOCATED		TOTALS			
		Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Total £000	
<b>EXPENDITURE</b>																					
<b>HOUSING - HRA</b>																					
SHARP	4,278	32		402		255		3,456		10		33				90			4,278	0	4,278
<b>EDUCATION &amp; YOUTH</b>																					
Ysgol Glanrafon	428									332	96								332	96	428
Croes Atti Flint	431					128	303												128	303	431
Ysgol Croes Atti, Shotton	556			297	259														297	259	556
<b>SOCIAL CARE</b>																					
Ty Nyth, Children's Residential Care	1,408									812	596								812	596	1,408
Croes Atti Residential Care Home, Flint	913					913													913	0	913
Relocation of Tri-Ffordd Day Service provision	239												239						239	0	239
<b>PLANNING, ENVIRONMENT &amp; ECONOMY</b>																					
Solar PV Farms	759			759															759	0	759
<b>STREETSCENE &amp; TRANSPORTION</b>																					
Improvements to Standard Yard Waste Transfer Station	249		249																0	249	249
Highways Maintenance	2,312	331		309				545		595		286		68		179			2,313	0	2,313
Transport Grant	2,992		133		199	15	521	11	183		75		201	70	873		711		96	2,896	2,992
<b>STRATEGIC PROGRAMMES</b>																					
Theatr Clwyd - Redevelopment	3,197										3,197								0	3,197	3,197
<b>TOTAL</b>	<b>17,762</b>	<b>363</b>	<b>382</b>	<b>1,767</b>	<b>458</b>	<b>1,311</b>	<b>824</b>	<b>4,012</b>	<b>183</b>	<b>1,749</b>	<b>3,964</b>	<b>319</b>	<b>201</b>	<b>377</b>	<b>873</b>	<b>269</b>	<b>711</b>	<b>10,167</b>	<b>7,596</b>	<b>17,763</b>	
<b>AREAS TOTAL</b>			<b>745</b>		<b>2,225</b>		<b>2,135</b>		<b>4,195</b>		<b>5,713</b>		<b>520</b>		<b>1,250</b>		<b>980</b>				

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INVESTMENT IN COUNTY TOWNS - 2023- 2025 BUDGET

APPENDIX C (Cont)

TOWN FUNDING	FUTURE BUDGET £000	BUCKLEY		CONNAH'S QUAY		FLINT		HOLYWELL		MOLD		QUEENSFERRY		SALTNEY		UNALLOCATED		TOTALS			
		Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Internal £000	External £000	Total £000			
<b>EXPENDITURE</b>																					
<b>EDUCATION &amp; YOUTH</b>																					
Ysgol Croes Atti, Flint	5,150					1,925	3,225												1,925	3,225	5,150
Drury County Primary	3,650	2,372	1,278																2,372	1,278	3,650
Elfed High School	4,488	1,571	2,917																1,571	2,917	4,488
Mynydd Isa Area	1,464	512	952																512	952	1,464
Saltney/Broughton Area	25,000												8,750	16,250					8,750	16,250	25,000
Penyffordd CP	600	600																	600	0	600
Joint Archive Facility, FCC and DCC	3,225									3,225									3,225	0	3,225
<b>SOCIAL CARE</b>																					
Relocation of Tri-Ffordd Day Service provision	2,461													2,461					2,461	0	2,461
Croes Atti Residential Care Home, Flint	87					87													87	0	87
<b>STREETSCENE &amp; TRANSPORTION</b>																					
Highways Asset Management Plan	2,000																2,000		2,000	0	2,000
Improvements to Standard Yard Waste Transfer Station	3,622	3,405	217																3,405	217	3,622
<b>STRATEGIC PROGRAMMES</b>																					
Theatr Clwyd - Redevelopment	35,050										7,247	27,803							7,247	27,803	35,050
<b>HOUSING &amp; ASSETS</b>																					
Affordable Housing	23,510			1,500	0	2,600				318		3,000					16,092		23,510	0	23,510
<b>AREA TOTAL</b>	<b>110,307</b>	<b>8,460</b>	<b>5,364</b>	<b>1,500</b>	<b>0</b>	<b>4,612</b>	<b>3,225</b>	<b>0</b>	<b>0</b>	<b>10,790</b>	<b>27,803</b>	<b>3,000</b>	<b>0</b>	<b>11,211</b>	<b>16,250</b>	<b>18,092</b>	<b>0</b>	<b>57,665</b>	<b>52,642</b>	<b>110,307</b>	

13,824

1,500

7,837

0

38,593

3,000

27,461

18,092

AREA TOTAL

Total 174

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## CABINET

<b>Date of Meeting</b>	Tuesday 18 <sup>th</sup> July 2023
<b>Report Subject</b>	Prudential Indicators - Actuals 2022/23
<b>Cabinet Member</b>	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
<b>Report Author</b>	Corporate Finance Manager
<b>Type of Report</b>	Operational

## EXECUTIVE SUMMARY

Under the Prudential Code for Capital Finance in Local Authorities (the Prudential Code), as updated in 2017, Councils are required to set a range of prudential indicators.

This report provides details of the Council's actual prudential indicators for the 2022/23 financial year compared with the estimates set for:-

- Prudential indicators for Prudence
- Prudential indicators for Affordability

## RECOMMENDATIONS

1	That Members approve the prudential indicators within this report.
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## **REPORT DETAILS**

<b>1.00</b>	<b>EXPLAINING THE PRUDENTIAL INDICATORS</b>
1.01	<p><b>Background</b></p> <p>The Prudential Code has been developed by the Chartered Institute of Public Finance &amp; Accountancy (CIPFA) as a professional code of practice to support local authorities in determining their programmes for capital investment in fixed assets. Local authorities are required by regulation to have regard to the Prudential Code when carrying out duties under Part 1 of the Local Government Act 2003.</p>
1.02	<p>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 <b>affordable, prudent and sustainable</b>, and that treasury management decisions are taken in accordance with good professional practice.</p>
1.03	<p>The Prudential Code sets out the indicators that must be used, and the factors that must be considered in preparing them.</p>
1.04	<p>Actual prudential indicators for 2022/23 have been calculated in respect of the following: -</p> <ul style="list-style-type: none"> <li>• Estimates of capital expenditure</li> <li>• Estimates of capital financing requirement</li> <li>• Authorised limit</li> <li>• Estimates of financing costs to net revenue stream</li> </ul> <p>The Code does not specify how the Council should have regard to these factors, but instead concentrates on the means by which the Council demonstrates that the proposals are affordable, prudent and sustainable.</p>
	<p><b><u>Prudential Indicators for Prudence</u></b></p> <p><b>Estimates of Capital Expenditure</b></p>
1.05	<p>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). These 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 indicators and essentially provide the base financial data from which all other indicators follow.</p>
1.06	<p>Actual 2022/23 capital expenditure for the Council Fund and the Housing Revenue Account (HRA) is £55.013m as shown in Table 1 below. Actual</p>



expenditure for 2021/22, and the 2022/23 and 2023/24 estimates are included for information.

**Table 1**

<b>ESTIMATES OF CAPITAL EXPENDITURE</b>				
	<b>2021/22</b>	<b>2022/23</b>	<b>2022/23</b>	<b>2023/24</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Actual</b>	<b>Estimate</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Council Fund	44.052	37.469	30.016	33.041
Housing Revenue Account	23.855	25.074	24.997	29.457
<b>Total</b>	<b>67.907</b>	<b>62.543</b>	<b>55.013</b>	<b>62.498</b>

The decrease in expenditure in 2022/23 is predominantly due to agreed carry forwards as a result of re-profiling capital schemes.

1.07 Detailed analysis and commentary for 2022/23 is provided in the Capital Programme Monitoring 2022/23 (Outturn) report elsewhere on this agenda.

**Estimates of Capital Financing Requirement**

1.08 The actual (average) capital financing requirement for 2022/23 is £352.563m as shown in Table 2 below. This is a measure of the Council's underlying need to finance capital expenditure by borrowing or other long term liabilities.

**Table 2**

<b>ESTIMATES OF CAPITAL FINANCING REQUIREMENT</b>				
	<b>2021/22</b>	<b>2022/23</b>	<b>2022/23</b>	<b>2023/24</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Actual</b>	<b>Estimate</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Council Fund	220.210	227.096	218.939	240.875
Housing Revenue Account	131.928	134.501	133.623	142.573
<b>Total</b>	<b>352.138</b>	<b>361.597</b>	<b>352.563</b>	<b>383.448</b>

**Authorised Limit**

1.09 Actual external debt for 2022/23 was £312.422m, with separately identified limits for borrowing and other long-term liabilities such as finance leases, as shown in Table 3 below. It is compared with the Authorised Limit for borrowing, which allows headroom to absorb unforeseen unfunded expenditure. As can be seen, the actual position was well within the limit. That is to say the totals in Table 2 are lower than the totals in Table 3.

**Table 3**

<b>AUTHORISED LIMIT FOR EXTERNAL DEBT</b>				
	<b>2021/22</b>	<b>2022/23</b>	<b>2022/23</b>	<b>2023/24</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Actual</b>	<b>Estimate</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
All Borrowing	304.670	411.000	308.284	433.000
Other Long Term Liabilities	4.140	35.000	4.138	35.000
<b>Total</b>	<b>308.810</b>	<b>446.000</b>	<b>312.422</b>	<b>468.000</b>

**Prudential Indicators for Affordability****Ratio of Financing Costs to Net Revenue Stream**

1.10 The actual ratio of financing costs to net revenue stream for 2022/23 are shown in Table 4 below.

**Table 4**

<b>RATIO OF FINANCING COSTS TO NET REVENUE STREAM</b>				
	<b>2021/22</b>	<b>2022/23</b>	<b>2022/23</b>	<b>2023/24</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Actual</b>	<b>Estimate</b>
	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>
Council Fund	4.4%	4.4%	3.6%	4.1%
Housing Revenue Account	17.5%	17.9%	17.2%	17.6%

1.11 As can be seen in Table 4 above, the actual ratios are lower than the estimated ratios for 2022/23 due to the Councils expected borrowing levels for both short and long term, being lower than anticipated during the year.

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

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	Council Report on 7th December 2021 - Capital Strategy including Prudential Indicators 2022/23 to 2024/25 Cabinet Report 12th July 2022- Prudential Indicators Actuals 2021/22 Council Report on 24th January 2023 - Capital Strategy including Prudential Indicators 2023/24 to 2025/26 Various Welsh Government papers

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<b>Contact Officer:</b> Chris Taylor – Strategic Finance Manager <b>Telephone:</b> (01352) 703309 <b>E-mail:</b> <a href="mailto:christopher.taylor@flintshire.gov.uk">christopher.taylor@flintshire.gov.uk</a>

<b>8.00</b>	<b>GLOSSARY OF TERMS</b>
8.01	<p><b>Capital Expenditure</b> - Expenditure on the acquisition of <b>Non-current Assets</b> or expenditure that extends the life or value of an existing asset</p> <p><b>Council Fund</b> - The fund to which all the Council's revenue and capital expenditure is charged</p> <p><b>Financing</b> - 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</p> <p><b>Housing Revenue Account</b> - The fund to which all the Council's revenue and capital expenditure relating to its housing stock is charged.</p> <p><b>Minimum Revenue Provision (MRP)</b> – A charge made to the <b>Council Fund</b> to repay borrowing taken out for <b>capital expenditure</b>. Councils must determine their own prudent MRP charge each year, taking into consideration statutory guidance issued by the Welsh Government.</p> <p><b>Non-current Asset:</b> 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.</p>

**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.

# Eitem ar gyfer y Rhaglen 11



## CABINET

<b>Date of Meeting</b>	Tuesday, 18 <sup>th</sup> July 2023
<b>Report Subject</b>	Business Rates - Write Offs
<b>Cabinet Member</b>	Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources
<b>Report Author</b>	Chief Officer (Governance)
<b>Type of Report</b>	Operational

## EXECUTIVE SUMMARY

For individual bad debts more than £25,000, Financial Procedure Rules (section 5.2) asks Cabinet to approve recommendations to write off debts.

A Business Rates debt for PPA Ltd, totalling £38,563.06, is deemed to be irrecoverable as the company is now in compulsory liquidation. Business Rates are always classed as non-preferential debts and since there are no assets available for non-preferential creditors successful recovery of this Business Rates debt is no longer possible.

## RECOMMENDATIONS

1	That Cabinet approve the Business Rates write off totalling £38,563.06 for PPA Ltd.
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## REPORT DETAILS

1.00	EXPLAINING THE BACKGROUND TO THE WRITE OFF
1.01	PPA Limited was a company involved in the aerospace manufacturing sector and trading from Unit 42 First Avenue Zone 2, Deeside Industrial Park, Deeside CH5 2NY
1.02	The company had always paid their Business Rates liabilities in full since 2003. In total they paid more than £591k in Business Rates up to 31 <sup>st</sup> March 2018.
1.03	During 2018/19 the company started to default with their Business Rate payments, but following contact with the directors of the company, a non-statutory payment arrangement was set up to support the business.
1.04	When the non-statutory payment arrangement was not maintained by the company, a summons for non-payment of Business Rates was issued against the company to appear before Mold Magistrates Court on 20 <sup>th</sup> February 2019 as part of the Councils application for a Liability Order. A further payment arrangement was then put in place at the rate of £6k per month for the company to clear the arrears and meet their ongoing Business Rate payments for 2019/20.
1.05	The company failed to keep to the payment agreement and eventually the Council needed to enforce the Liability Order to secure repayment of the arrears.
1.06	The financial position of the company did not improve throughout the Covid pandemic, and their liability to pay Business Rates for Unit 42 ended in July 2020, although a newly formed company (PPA Engineering Group Ltd) then took up occupation of a separate industrial unit.
1.07	Several enforcement visits were undertaken and discussions between the Council and the PPA Ltd resulted in successfully securing payments of £58.2k towards the arrears for 2018-19 but repayments then stopped in November 2021.
1.08	In August 2022, on the petition from His Majesty's Revenue and Customs (HMRC), the company was placed into compulsory liquidation and steps to wind-up the company were finalised in November 2022 and resulted in an order of the High Court of Justice.
1.09	The Council have submitted a proof of debt form to The Official Receivers Office in Liverpool to register the outstanding Business Rates. However, with no recorded assets and total debts of £421k, there is no prospect of the Council receiving any further payment in respect of the outstanding Business Rates of £38.6k and a write off is necessary.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	There are no direct financial implications for the Council or local taxpayers by writing off this debt as Business Rates losses are borne by the National Collection Pool for Wales. As the Collection Pool is supported by Welsh Government, non-payment of rates does though have a wider impact on the Welsh taxpayer.
2.02	Writing off the debt, amounting to a £38.6K loss of income to the National Collection Pool, is being recommended as a last resort and only on the basis there is no prospect of recovering the remaining debt.

<b>3.00</b>	<b>IMPACT ASSESSMENT AND RISK MANAGEMENT</b>
3.01	For those businesses who fail to pay, recovery action is always taken to secure payment. Measures include taking legal action to secure a Liability Order at the Magistrates Court, and in certain circumstances, the use of enforcement agents/bailiffs to take control of goods.

<b>4.00</b>	<b>CONSULTATIONS REQUIRED/CARRIED OUT</b>
4.01	All write offs must be approved by the Corporate Finance Manager, but in the case of write offs over £25,000, Cabinet must be consulted before a decision is taken.

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

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<ul style="list-style-type: none"> <li>• Local Government Finance Act 1988</li> <li>• Financial Procedure Rules (section 5.2)</li> <li>• Companies House – PPA Ltd – Company Number 03474304</li> <li>• Order for Winding Up – High Court of Justice – CR 2022-002725</li> </ul>

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<p><b>Contact Officer:</b> David Barnes, Revenues &amp; Procurement Manager  <b>Telephone:</b> 01352 703652  <b>E-mail:</b> <a href="mailto:david.barnes@flintshire.gov.uk">david.barnes@flintshire.gov.uk</a></p>

8.00	GLOSSARY OF TERMS
8.01	<p><b>Business Rates:</b> are a property based local tax on businesses calculated on the rateable value of the property. Although the rate of tax is set by Welsh Government, rates are administered and collected locally by each local authority and paid into a national collection pool for Wales.</p> <p><b>National Collection Pool for Wales:</b> all Business Rates are collected and paid into the Welsh Government's Non-Domestic Rates Collection Pool. Councils in Wales receive a redistributed share based on a formula set by Welsh Government called the Local Government Funding Formula. The formula makes a theoretical comparative judgement on what each council needs according to its population size, its wealth and poverty, and its rurality.</p> <p><b>Liquidation:</b> is the legal process that occurs when a company becomes insolvent, meaning it cannot meet its payments obligations as and when they become due. The purpose of liquidation is for an appointed liquidator to investigate the financial affairs of a company, realise all the assets and then pay a return to creditors so they receive some or all of their money back. However, not all liquidations result in creditors getting money back in the form of a dividend.</p>



# Eitem ar gyfer y Rhaglen 12



## CABINET

<b>Date of Meeting</b>	Tuesday, 18 <sup>th</sup> July 2023
<b>Report Subject</b>	Welsh Government Consultation – Business Rates Improvement Rate Relief scheme
<b>Cabinet Member</b>	Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources
<b>Report Author</b>	Chief Officer (Governance)
<b>Type of Report</b>	Operational

## EXECUTIVE SUMMARY

This report provides Cabinet Members with information and a recommended response to a Welsh Government consultation on proposals to introduce an Improvement Business Rate Relief scheme from April 2024.

This scheme aims to support growth and investment in the tax-base. It is intended to encourage ratepayers to invest in improvements to their properties by providing short-term relief, for a period of twelve months, from the effect of a resulting rateable value increase in their Non-Domestic Rate (NDR) liability. That is to say that when a property is improved the new level of NDR based on the improved rateable value will be deferred for a year.

## RECOMMENDATIONS

1	That Cabinet consider the proposals of the Welsh Government consultation and authorise the Revenues and Procurement Manager in consultation with the Cabinet Member for Governance and Corporate Services to respond to the consultation questions, as set out in this report.
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## REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE IMPROVEMENT RATE RELIEF PROPOSALS</b>
1.01	The Welsh Government launched a consultation on a proposal to provide Improvement Rate Relief in April 2024. This aims to support growth and investment in the tax-base and recognises that many businesses see the Business Rates system as a disincentive to investing in property improvements, as any resulting increase in a property's rateable value may lead to a higher bill.
1.02	The Welsh Government proposes to support business ratepayers investing in improvements to their properties, by providing relief from the effect of a resulting rateable value increase in their rate liability for a period of twelve months.
1.03	The Valuation Office Agency (VOA), which is independent of the Council, is responsible for the valuation of properties. The VOA will, therefore, determine the effect of any improvements to a property on its rateable value. If the VOA is satisfied that the improvements meet the definition of qualifying works, they will issue a certificate to the local authority confirming the increase in rateable value which is attributable to the works.
1.04	<p>Where qualifying works result in a positive change in the rateable value they will be eligible for relief. Any improvements which result in no overall change in rateable value or a reduction due to simultaneous value-suppressing activity, such as demolition works, will not be eligible for the relief.</p> <p>To meet the definition of qualifying works, the improvements must result in:</p> <ul style="list-style-type: none"> <li>• an increase to the size of a building or the internal useable space;</li> <li>• improvements or upgrades to the property's physical state, such as the addition of heating, air conditioning, or raised flooring;</li> <li>• the addition of other rateable plant and machinery.</li> </ul>
1.05	For the twelve-month duration of the certificate, it is proposed that billing authorities will calculate the chargeable amount of business rates for the relevant property as if the rateable value in the list is that rateable value minus the value of the certificate.
1.06	It will be possible to provide short-term improvement relief (for a period not exceeding twelve months) up to and including 31 March 2029, under the enabling provision. If Welsh Government then decides to extend the relief beyond 1 April 2029, it will be able to legislate to change that expiry date.
1.07	<p>In response to the consultation, officers have reviewed the consultation paper and set out the following responses for cabinet endorsement and approval:</p> <p><b><i>Do you agree that the proposed improvement relief will help to incentivise businesses and other ratepayers to invest in improving the properties they occupy?</i></b></p>

	<p>We support the introduction of the proposed scheme as it will provide businesses with an incentive to expand premises and result in longer term economic growth and investment in the tax-base. We also believe local authorities, as ratepayers themselves, should also benefit from this scheme for any local authority buildings that are improved and/or extended.</p> <p><b><i>Do you think that the qualifying works and occupation conditions will support the policy intent?</i></b></p> <p>Yes. We also believe that in the context of climate change and the need to reduce carbon emissions, the proposed improvement relief scheme should contain qualifying conditions to demonstrate carbon reduction as part of the building improvements.</p> <p><b><i>Do you have any other comments on the policy proposals or their practical application?</i></b></p> <p>We believe this scheme is closely aligned to the ongoing need for the introduction of a local rate retention scheme which also incentivises local authorities to grow the local economy and retain an element of the tax base growth.</p>
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<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	Local authorities in Wales collect Business Rates on behalf of Welsh Government. Billing authorities therefore collect and then pay the rates contributions into a central pool which is first split between unitary authorities and the Police and Crime Commissioners throughout Wales and then re-distributed between each local authority according to shares of adult population.
2.02	The proposals, as set out in the consultation, do not have any direct resource implications for the Council, other than overseeing minor software changes to the business rates system, administering this scheme day-to-day and adjusting rates in relevant cases where the VOA provide a certificate.
2.03	<p>Within the consultation document, Welsh Government are not making any proposals to change the national arrangements for the contribution and re-distribution of Business Rates.</p> <p>As part of the response to this consultation we have called on WG to also consider a local rate retention scheme and review the contribution and re-distribution system as the Council should be able to keep a greater share of the business rates in Flintshire, especially in cases where we work with businesses to promote expansion and growth plans.</p>

<b>3.00</b>	<b>IMPACT ASSESSMENT AND RISK MANAGEMENT</b>
3.01	Welsh Government recognises that some businesses may see the business rates system as a disincentive to investing in property improvements, as any resulting increase in a property's rateable value may lead to a higher bill.
3.02	The development of a temporary rate relief scheme is seen as a way of encouraging businesses to expand their premises by providing relief from the effect of a resulting rateable value increase on their NDR liability for a period of twelve months, before their business rate bill increases.

<b>4.00</b>	<b>CONSULTATIONS REQUIRED/CARRIED OUT</b>
4.01	The purpose of this report is to provide cabinet with the opportunity to comment on the consultation proposals to introduce an Improvement Rate Relief scheme from April 2024.

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

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	The Welsh Government Consultation is accessible at: <a href="https://www.gov.wales/improvement-rates-relief">https://www.gov.wales/improvement-rates-relief</a>

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<b>Contact Officer:</b> David Barnes, Revenues & Procurement Manager <b>Telephone:</b> 01352 703652 <b>E-mail:</b> <a href="mailto:david.barnes@flintshire.gov.uk">david.barnes@flintshire.gov.uk</a>

<b>8.00</b>	<b>GLOSSARY OF TERMS</b>
8.01	<b>Rateable Value:</b> is an estimate of how much a commercial property could rent per year on the open market at a given point in time. This is then multiplied by the 'rate multiplier' to calculate the business rates liability for a property. Any reliefs or discounts that a property is eligible for are subtracted from the liability to give a final net payable for business rates.  <b>National Collection Pool:</b> In Wales, Business Rates are collected by local authorities and paid into a national pool administered by Welsh Government. The rates are then redistributed to Welsh local authorities

and Police and Crime Commissioners as part of the annual Local Government Settlement and Police Settlement.

**Tax Base:** is a measure of the 'taxable capacity' considering the total rateable values of businesses subject to business rates

Mae'r dudalen hon yn wag yn bwrpasol

# Eitem ar gyfer y Rhaglen 13



## CABINET

<b>Date of Meeting</b>	Tuesday 18 <sup>th</sup> July 2023
<b>Report Subject</b>	Annual Review of Fees and Charges 2023
<b>Cabinet Member</b>	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
<b>Report Author</b>	Corporate Finance Manager and Chief Executive
<b>Type of Report</b>	Operational

## EXECUTIVE SUMMARY

The 2023 review of fees and charges has been completed in line with the Council's Income Generation Policy, which sets out the rationale and process for an annual review of fees and charges.

The outcome of this review is set out in Appendix A and will apply from 1<sup>st</sup> October 2023.

Applying the principles contained within the Council's Income Generation Policy, version three of which was endorsed by Cabinet in July 2022, has ensured that any changes to charging has been appropriately managed under the 2023 review.

Version three of the policy is attached as Appendix B.

This report also outlines the ongoing requirements of the annual review of fees and charges for 2023, particularly for those fees and charges who are still to demonstrate that they achieve full cost recovery.

## RECOMMENDATIONS

1	That Cabinet approves the schedule of fees and charges documented in Appendix A for implementation on 1 <sup>st</sup> October 2023.
2	That Cabinet agrees that a customer friendly version of the schedule of fees and charges, documented in Appendix A, be produced and published.

## **REPORT DETAILS**

<b>1.00</b>	<b>EXPLAINING THE LATEST POSITION ON FEES AND CHARGES</b>
1.01	<p><b>Background</b></p> <p>The Council provides a wide array of services, for some of which customers are required to pay a fee or charge. The income generated from these fees and charges forms part of the strategy of options to meet the Medium Term Financial Strategy (MTFS).</p>
1.02	<p>The Council's rationale and guiding principles for charging is set out in its Income Generation Policy, version three of which was endorsed by Cabinet in July 2022. A copy of the policy is attached to this report as Appendix B.</p>
1.03	<p>The Policy requires an annual review of all fees and charges to be reported to Cabinet in July of each year in advance of implementation on 1<sup>st</sup> October.</p>
1.04	<p><b>Annual Review of Fees and Charges 2023</b></p> <p>The 2023 annual review of fees and charges has been completed and the results of this review are presented in Appendix A, as a collated schedule of fees and charges to be applied from 1<sup>st</sup> October 2023 (unless otherwise stated).</p>
1.05	<p>In alignment with the Council's Income Generation Policy the review:</p> <ul style="list-style-type: none"> <li>• Is linked to the Medium Term Financial Strategy, work for which is running concurrently;</li> <li>• Has been conducted annually and is being reported to Cabinet in July prior to implementation; and</li> <li>• Had a default position of increasing in line with inflation for all applicable fees and charges.</li> </ul>
1.06	<p>The Income Generation Policy refers to the need for all fees and charges to achieve full cost recovery or market comparable rate wherever possible. For those fees and charges not already at that level, there was a phased approach which aimed to achieve this by October 2022.</p> <p>Services have been asked to consider this as part of this year's review, and information has been updated within the schedule accordingly.</p> <p>The Corporate Finance Team will continue to support services in developing fees and charges to meet full cost recovery as part of ongoing reviews, and further work will be undertaken throughout the financial year.</p>
1.07	<p>One of the principles of the Council's Policy on fees and charges is that charges are transparent and communicated to customers with reasonable notice. To fulfil this principle, it is proposed that a customer friendly version</p>



	of the 2023 schedule of fees and charges, containing the key information presented in Appendix A, is produced and published on our website.
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<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The generation of income from fees and charges is part of the strategy of options to meet the challenge of the MTFS.
2.02	Estimations of income generated through the application of fees and charges, and any increases to them, is monitored and factored into budget setting and the MTFS. The 2023 review is estimated to generate an additional £0.310m as an additional efficiency to the 2024/25 budget.

<b>3.00</b>	<b>IMPACT ASSESSMENT AND RISK MANAGEMENT</b>
3.01	As this report presents an annual, operational update report on progress against the process and policy for conducting the annual review of fees and charges, no Integrated Impact Assessment (IIA) has been completed.
3.02	In line with the Council's Income Generation Policy, applicable fees and charges have been subject to an annual inflation uplift using one of the three agreed inflation indices: the normative Consumer Prices Index including owner occupier Housing costs (CPIH) 12 month rolling rate as of March (8.9% for March 2023); market rate comparable changes; or the Council's inflation rate. This ensures that relative increases are applied and managed responsibly.
3.03	Whilst it is not the purpose of this report to outline the impact of the COVID-19 pandemic on income generation through fees and charges, it should be noted that demand for some services may not have fully recovered. The Councils aim to achieve full cost recovery by 2022 was prior to the COVID19 pandemic which will have had an impact on services achieving full cost recovery, and work will continue with services to achieve that throughout this financial year.

<b>4.00</b>	<b>CONSULTATIONS REQUIRED/CARRIED OUT</b>
4.01	The principles and process for the annual review of fees and charges were considered and endorsed by the Corporate Resources and Overview Scrutiny Committee and Cabinet in July 2019. These were included within the Council's Income Generation Policy (version two), which was endorsed by Cabinet in July 2020. An update to that Policy was endorsed by Cabinet in July 2022 and this is attached as appendix B.
4.02	New discretionary fees and charges are approved under Delegated Powers/Authority processes, prior to which an IIA should have been completed considering the Sustainable Development Principles, Wellbeing

	Goals and Council's Wellbeing Objectives, along with any potential equality and/or diversity issues.
4.03	For the purposes of transparency, it is recommended we publish a customer friendly version of the schedule of fees and charges, which shows the frequency of charging (one off, weekly, monthly, etc.) for 2023.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix A: 2023 Schedule of Fees and Charges Appendix B: Income Generation Policy (Version 3)

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	The 2019 Fees and Charges Report to Cabinet, along with recommendations and decisions, can be accessed online: <a href="https://committeemeetings.flintshire.gov.uk/ieIssueDetails.aspx?Id=27693&amp;PlanId=0&amp;Opt=3#A19191&amp;LLL=0">https://committeemeetings.flintshire.gov.uk/ieIssueDetails.aspx?Id=27693&amp;PlanId=0&amp;Opt=3#A19191&amp;LLL=0</a>
6.02	The 2020 Fees and Charges Report to Cabinet, along with version two of the Income Generation Policy can be accessed online: <a href="https://committeemeetings.flintshire.gov.uk/ieListDocuments.aspx?CId=391&amp;MId=4462&amp;Ver=4&amp;LLL=0">https://committeemeetings.flintshire.gov.uk/ieListDocuments.aspx?CId=391&amp;MId=4462&amp;Ver=4&amp;LLL=0</a>
6.02	The 2021 Fees and Charges Report to Cabinet can be accessed online: <a href="https://committeemeetings.flintshire.gov.uk/ieListDocuments.aspx?CId=391&amp;MId=4913&amp;Ver=4&amp;LLL=0">https://committeemeetings.flintshire.gov.uk/ieListDocuments.aspx?CId=391&amp;MId=4913&amp;Ver=4&amp;LLL=0</a>
6.03	The 2022 Fees and Charges Report to Cabinet can be accessed online: <a href="https://committeemeetings.flintshire.gov.uk/ieListDocuments.aspx?CId=391&amp;MId=5078&amp;Ver=4&amp;LLL=0">https://committeemeetings.flintshire.gov.uk/ieListDocuments.aspx?CId=391&amp;MId=5078&amp;Ver=4&amp;LLL=0</a>

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<b>Contact Officer:</b> Sara Dulson, Strategic Finance Manager <b>Telephone:</b> 01352 702287 <b>E-mail:</b> <a href="mailto:sara.dulson@flintshire.gov.uk">sara.dulson@flintshire.gov.uk</a>

<b>8.00</b>	<b>GLOSSARY OF TERMS</b> These are provided corporately on the Infonet (link) and maintained by the Executive Office
8.01	<b>Full cost recovery:</b> the fees and charges applied for services cover both the direct and indirect costs of service delivery/provision <ul style="list-style-type: none"> <li>• Direct costs: costs that are completely associated with the delivery of a service or production of a product.</li> </ul>

- **Indirect costs:** also known as overheads these are the costs that are incurred by organisations as part of their operations but which are not directly attributable to a specific service or product.

**Income Generation Policy:** the Council's Policy which sets the rationale for income generation, including the setting and review of fees and charges

**Inflation index:** is a tool that measures the rate of inflation (rises in prices).

**Inflation uplift:** increase in price based on an inflation index

**Integrated Impact Assessment (IIA):** systematic analysis of a service or policy to identify the potential effects on different groups and/or the environment with an aim to then minimise any negative impacts and enhance any positive impacts.

**Market rate:** is the usual price charged for goods and services.

**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.

Mae'r dudalen hon yn wag yn bwrpasol

Service and associated fees and charges	Discretionary or Statutory	VAT Status	2022 Fee/Charge (excl. VAT where applicable)	Inflation applied %	Inflation Uplift £	Fee/Charge 1st Oct 2023	VAT Amount 1st Oct 2023 VAT @ 20%	Fee/Charge 1st Oct 2023 incl. VAT (where applicable)	2023 Notes	Appendix A
<b>Allotments</b>										
Allotments 1/2 Plot	Discretionary	Outside Scope	£ 30.75	0.0%	£ -	£ 30.75	£ -	£ 30.75		
Allotments - Full Plot	Discretionary	Outside scope	£ 61.51	0.0%	£ -	£ 61.51	£ -	£ 61.51		
<b>Building Conservation - Pre-Application and Pre-Purchase</b>										
General Advice	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	General Advice is a free service	
Advice Meeting	Discretionary	Outside scope	£ 58.30	8.9%	£ 5.19	£ 63.49	£ -	£ 63.49		
Detailed Advice Site Visit	Discretionary	Outside scope	£ 100.70	8.9%	£ 8.96	£ 109.66	£ -	£ 109.66		
Written Report - small/medium site	Discretionary	Outside scope	£ 53.00	8.9%	£ 4.72	£ 57.72	£ -	£ 57.72		
Written Report - large site	Discretionary	Outside scope	£ 68.90	8.9%	£ 6.13	£ 75.03	£ -	£ 75.03		
Technical Advice (per hour)	Discretionary	Outside scope	£ 42.40	8.9%	£ 3.77	£ 46.17	£ -	£ 46.17		
<b>Building Control</b>										
Site history/compliance check (per hour)	Discretionary	Outside scope	£ 69.59	8.9%	£ 6.19	£ 75.78	£ -	£ 75.78		
<b>Buy with Confidence Scheme</b>										
Application Fee - 0 to 5 employees	Statutory	Standard Rate	£ 135.00	8.9%	£ 12.02	£ 147.02	£ 29.40	£ 176.42		
Annual Subscriptions fee - 0 to 5 employees	Statutory	Standard Rate	£ 257.00	8.9%	£ 22.87	£ 279.87	£ 55.97	£ 335.85		
Application Fee - 6 to 20 employees	Statutory	Standard Rate	£ 187.00	8.9%	£ 16.64	£ 203.64	£ 40.73	£ 244.37		
Annual Subscriptions fee - 6 to 20 employees	Statutory	Standard Rate	£ 385.00	8.9%	£ 34.27	£ 419.27	£ 83.85	£ 503.12		
Application Fee - 21 to 49 employees	Statutory	Standard Rate	£ 238.00	8.9%	£ 21.18	£ 259.18	£ 51.84	£ 311.02		
Annual Subscription fee - 21 to 49 employees	Statutory	Standard Rate	£ 513.00	8.9%	£ 45.66	£ 558.66	£ 111.73	£ 670.39		
Application Fee - 50 plus employees	Statutory	Standard Rate	£ -	0.0%	£ -	£ -	£ -	£ -	Price on Application	
Annual Subscription fee - 50 plus employees	Statutory	Standard Rate	£ -	0.0%	£ -	£ -	£ -	£ -	Price on Application	
<b>Cemeteries</b>										
<b>Earth Graves - Resident</b>										
Plot Reservation/Cost	Discretionary	Outside scope	£ 317.90	8.9%	£ 28.29	£ 346.20	£ -	£ 346.20		
New Grave single depth 4'6"	Discretionary	Outside scope	£ 875.86	8.9%	£ 77.95	£ 953.81	£ -	£ 953.81		
New Grave double depth 6'0"	Discretionary	Outside scope	£ 963.44	8.9%	£ 85.75	£ 1,049.19	£ -	£ 1,049.19		
New Grave triple depth 8'0"	Discretionary	Outside scope	£ 1,031.57	8.9%	£ 91.81	£ 1,123.38	£ -	£ 1,123.38		
Re-open Existing Grave to depth 4'6"	Discretionary	Outside scope	£ 622.83	8.9%	£ 55.43	£ 678.26	£ -	£ 678.26		
Re-open Existing Grave to depth 6'0"	Discretionary	Outside scope	£ 715.82	8.9%	£ 63.71	£ 779.53	£ -	£ 779.53		
Re-open Existing Grave to depth 8'0"	Discretionary	Outside scope	£ 804.49	8.9%	£ 71.60	£ 876.09	£ -	£ 876.09		
<b>Earth Graves - Non-Resident</b>										
Plot Reservation/Cost	Discretionary	Outside scope	£ 637.98	8.9%	£ 56.78	£ 694.76	£ -	£ 694.76		
New Grave single depth 4'6"	Discretionary	Outside scope	£ 1,759.47	8.9%	£ 156.59	£ 1,916.07	£ -	£ 1,916.07		
New Grave double depth 6'0"	Discretionary	Outside scope	£ 1,936.32	8.9%	£ 172.33	£ 2,108.65	£ -	£ 2,108.65		
New Grave triple depth 8'0"	Discretionary	Outside scope	£ 2,072.87	8.9%	£ 184.49	£ 2,257.35	£ -	£ 2,257.35		
Re-open Existing Grave to depth 4'6"	Discretionary	Outside scope	£ 1,251.33	8.9%	£ 111.37	£ 1,362.70	£ -	£ 1,362.70		
Re-open Existing Grave to depth 6'0"	Discretionary	Outside scope	£ 1,439.37	8.9%	£ 128.10	£ 1,567.47	£ -	£ 1,567.47		
Re-open Existing Grave to depth 8'0"	Discretionary	Outside scope	£ 1,616.21	8.9%	£ 143.84	£ 1,760.05	£ -	£ 1,760.05		
<b>Burial of Casket After Cremation - Resident</b>										
Plot Reservation/Cost	Discretionary	Outside scope	£ 126.48	8.9%	£ 11.26	£ 137.73	£ -	£ 137.73		
New Cremation Plot/Burial	Discretionary	Outside scope	£ 254.07	8.9%	£ 22.61	£ 276.68	£ -	£ 276.68		
Each ashes interment (re-open)	Discretionary	Outside scope	£ 157.82	8.9%	£ 14.05	£ 171.86	£ -	£ 171.86		
Plot Reservation/Cost	Discretionary	Outside scope	£ 252.95	8.9%	£ 22.51	£ 275.47	£ -	£ 275.47		
New Cremation Plot/Burial	Discretionary	Outside scope	£ 508.14	8.9%	£ 45.22	£ 553.37	£ -	£ 553.37		
Each ashes interment (re-open)	Discretionary	Outside scope	£ 315.63	8.9%	£ 28.09	£ 343.72	£ -	£ 343.72		
<b>Interments for Persons of No Fixed Abode</b>										
Common grave space (no exclusive right of burial) Resident	Discretionary	Outside scope	£ 334.66	8.9%	£ 29.78	£ 364.44	£ -	£ 364.44		
Common grave space (no exclusive right of burial) Non Resident	Discretionary	Outside scope	£ 669.32	8.9%	£ 59.57	£ 728.89	£ -	£ 728.89		

<b>Bricked Graves - Resident</b>									
Plot Reservation	Discretionary	Outside scope	£ 336.86	8.9%	£ 29.98	£ 366.85	£ -	£ 366.85	
New Bricked Single Depth 4' 6"	Discretionary	Outside scope	£ 1,005.16	8.9%	£ 89.46	£ 1,094.62	£ -	£ 1,094.62	
New Bricked Double Depth 6'	Discretionary	Outside scope	£ 1,098.61	8.9%	£ 97.78	£ 1,196.39	£ -	£ 1,196.39	
Re Open Bricked Single Depth 4' 6"	Discretionary	Outside scope	£ 704.16	8.9%	£ 62.67	£ 766.82	£ -	£ 766.82	
Re Open Bricked Double Depth 6'	Discretionary	Outside scope	£ 876.93	8.9%	£ 78.05	£ 954.98	£ -	£ 954.98	
Bricking of Whole Chamber & Concrete Slab (in addition to above excavation) Breeze Block - Single Depth 4' 6"	Discretionary	Outside scope	£ 1,292.04	8.9%	£ 114.99	£ 1,407.03	£ -	£ 1,407.03	
Bricking of Whole Chamber & Concrete Slab (in addition to above excavation) Breeze Block - Double Depth 6'	Discretionary	Outside scope	£ 1,496.33	8.9%	£ 133.17	£ 1,629.50	£ -	£ 1,629.50	
Conventional Brick - Single Depth 4' 6"	Discretionary	Outside scope	£ 1,580.00	8.9%	£ 140.62	£ 1,720.62	£ -	£ 1,720.62	
Conventional Brick - Double Depth 6'	Discretionary	Outside scope	£ 1,895.13	8.9%	£ 168.67	£ 2,063.80	£ -	£ 2,063.80	
<b>Bricked Graves Non-Resident</b>									
Plot Reservation	Discretionary	Outside scope	£ 673.79	8.9%	£ 59.97	£ 733.76	£ -	£ 733.76	
New Bricked Single Depth 4' 6"	Discretionary	Outside scope	£ 2,010.19	8.9%	£ 178.91	£ 2,189.10	£ -	£ 2,189.10	
New Bricked Double Depth 6'	Discretionary	Outside scope	£ 2,195.99	8.9%	£ 195.44	£ 2,391.43	£ -	£ 2,391.43	
Re Open Bricked Single Depth 4' 6"	Discretionary	Outside scope	£ 1,409.15	8.9%	£ 125.41	£ 1,534.56	£ -	£ 1,534.56	
Re Open Bricked Double Depth 6'	Discretionary	Outside scope	£ 1,752.76	8.9%	£ 156.00	£ 1,908.75	£ -	£ 1,908.75	
Bricking of Whole Chamber & Concrete Slab (in addition to above excavation) Breeze Block - Single Depth 4' 6"	Discretionary	Outside scope	£ 1,291.62	8.9%	£ 114.95	£ 1,406.58	£ -	£ 1,406.58	
Bricking of Whole Chamber & Concrete Slab (in addition to above excavation) Breeze Block - Double Depth 6'	Discretionary	Outside scope	£ 1,496.45	8.9%	£ 133.18	£ 1,629.63	£ -	£ 1,629.63	
Conventional Brick - Single Depth 4' 6"	Discretionary	Outside scope	£ 1,580.39	8.9%	£ 140.66	£ 1,721.05	£ -	£ 1,721.05	
Conventional Brick - Double Depth 6'	Discretionary	Outside scope	£ 1,894.91	8.9%	£ 168.65	£ 2,063.55	£ -	£ 2,063.55	
<b>Bricked Graves - Resident and Non-Resident</b>									
Whitewash Charges - Single Depth 4' 6"	Discretionary	Outside scope	£ 87.30	8.9%	£ 7.77	£ 95.07	£ -	£ 95.07	
Whitewash Charges - Double Depth 6'	Discretionary	Outside scope	£ 108.57	8.9%	£ 9.66	£ 118.23	£ -	£ 118.23	
<b>Other Fees</b>									
Right to erect headstone	Discretionary	Outside scope	£ 160.05	8.9%	£ 14.24	£ 174.30	£ -	£ 174.30	
Right to erect tablet	Discretionary	Outside scope	£ 82.83	8.9%	£ 7.37	£ 90.20	£ -	£ 90.20	
Additional inscription	Discretionary	Outside scope	£ 39.17	8.9%	£ 3.49	£ 42.66	£ -	£ 42.66	
Saturday burials (in addition to normal charge) Resident	Discretionary	Outside scope	£ 386.14	8.9%	£ 34.37	£ 420.51	£ -	£ 420.51	
Saturday burials (in addition to normal charge) Non Resident	Discretionary	Outside scope	£ 772.29	8.9%	£ 68.73	£ 841.02	£ -	£ 841.02	
Saturday ashes interment (in addition to normal charge) Resident	Discretionary	Outside scope	£ 100.73	8.9%	£ 8.97	£ 109.70	£ -	£ 109.70	
Saturday ashes interment (in addition to normal charge) Non Resident	Discretionary	Outside scope	£ 201.47	8.9%	£ 17.93	£ 219.40	£ -	£ 219.40	
Use of chapel (1 hr)	Discretionary	Outside scope	£ 145.50	8.9%	£ 12.95	£ 158.45	£ -	£ 158.45	
Exclusive Right of Burial Transfer of Ownership	Discretionary	Outside scope	£ 33.69	8.9%	£ 3.00	£ 36.68	£ -	£ 36.68	
Exclusive Right of Burial Transfer of Ownership (Statutory Declaration)	Discretionary	Outside scope	£ 49.99	8.9%	£ 4.45	£ 54.44	£ -	£ 54.44	
Supply & Fix Memorial Bench (Monmouth)	Discretionary	Standard Rate	£ 900.07	8.9%	£ 80.11	£ 980.18	£ 196.04	£ 1,176.21	
Supply & Fix Memorial Bench (Colwyn)	Discretionary	Standard Rate	£ 900.07	8.9%	£ 80.11	£ 980.18	£ 196.04	£ 1,176.21	
Supply & Fix Memorial Bench (Cavendish)	Discretionary	Standard Rate	£ 947.64	8.9%	£ 84.34	£ 1,031.98	£ 206.40	£ 1,238.37	
Supply & Fix Memorial Bench (Westminster)	Discretionary	Standard Rate	£ 1,027.85	8.9%	£ 91.48	£ 1,119.33	£ 223.87	£ 1,343.20	
Memorial Plaque (Kelsterton Garden of Remembrance)	Discretionary	Standard Rate	£ 183.74	8.9%	£ 16.35	£ 200.10	£ 40.02	£ 240.12	
Memorial Plaque (space reservation)	Discretionary	Standard Rate	£ 133.38	8.9%	£ 11.87	£ 145.25	£ 29.05	£ 174.30	
Child's Memorial Plaque (Row 1)	Discretionary	Standard Rate	£ -	0.0%	£ -	£ -	£ -	£ -	Now free of charge under WG Grant Scheme
Child's Memorial Plaque (Row 2)	Discretionary	Standard Rate	£ -	0.0%	£ -	£ -	£ -	£ -	Now free of charge under WG Grant Scheme
Child's Memorial Plaque (Row 3)	Discretionary	Standard Rate	£ -	0.0%	£ -	£ -	£ -	£ -	Now free of charge under WG Grant Scheme
Child's Memorial Plaque (Row 4)	Discretionary	Standard Rate	£ -	0.0%	£ -	£ -	£ -	£ -	Now free of charge under WG Grant Scheme
Child's Memorial Plaque (Row 5)	Discretionary	Standard Rate	£ -	0.0%	£ -	£ -	£ -	£ -	Now free of charge under WG Grant Scheme
<b>Carelink</b>									
Alarm installation Unless relief applies	Discretionary	Outside scope	£ 25.38	0.0%	£ -	£ 25.38	£ -	£ 25.38	An increase in service charges will be considered as part of the alarm digitalisation work to be completed by 2025.
Alarm Monitoring - weekly charge Unless relief applies	Discretionary	Outside scope	£ 2.20	0.0%	£ -	£ 2.20	£ -	£ 2.20	

Civil Parking Enforcement									
Higher rate Penalty Charge Notice	Statutory	Outside scope	£ 70.00	0.0%	£ -	£ 70.00	£ -	£ 70.00	The PCN charge is set by legislation so cannot be changed.
Higher rate Penalty Charge Notice - payment within 14 days	Statutory	Outside scope	£ 35.00	0.0%	£ -	£ 35.00	£ -	£ 35.00	
Higher rate Penalty Charge Notice - Charge Certificate	Statutory	Outside scope	£ 105.00	0.0%	£ -	£ 105.00	£ -	£ 105.00	
Lower rate Penalty Charge Notice	Statutory	Outside scope	£ 50.00	0.0%	£ -	£ 50.00	£ -	£ 50.00	
Lower rate Penalty Charge Notice - payment within 14 days	Statutory	Outside scope	£ 25.00	0.0%	£ -	£ 25.00	£ -	£ 25.00	
Lower rate Penalty Charge Notice - Charge Certificate	Statutory	Outside scope	£ 75.00	0.0%	£ -	£ 75.00	£ -	£ 75.00	
Countryside									
Hire of Wepre field	Discretionary	Outside scope	£ 434.66	8.9%	£ 38.69	£ 473.35	£ -	£ 473.35	
Hire of Buckley field	Discretionary	Outside scope	£ 434.66	8.9%	£ 38.69	£ 473.35	£ -	£ 473.35	
Hire of Garden Room (per hour)	Discretionary	Outside scope	£ 16.84	8.9%	£ 1.50	£ 18.34	£ -	£ 18.34	
Hire of Garden Room Half Day (4 hours)	Discretionary	Outside scope	£ 55.96	8.9%	£ 4.98	£ 60.94	£ -	£ 60.94	
Hire of Garden Room Full Day (8 hours)	Discretionary	Outside scope	£ 89.65	8.9%	£ 7.98	£ 97.63	£ -	£ 97.63	
Education Visit Wepre Half Day - per child Minimum £60 for 2 hours	Discretionary	Outside scope	£ 3.26	8.9%	£ 0.29	£ 3.54	£ -	£ 3.54	
Education Visit Wepre Full Day - per child Minimum £80 for 4 hours	Discretionary	Outside scope	£ 4.34	8.9%	£ 0.39	£ 4.73	£ -	£ 4.73	
Evening ranger talk	Discretionary	Outside scope	£ 35.86	8.9%	£ 3.19	£ 39.05	£ -	£ 39.05	
Domestic Energy Efficiency Project (DEEP)									
LA Flex Declarations	Discretionary	Standard Rate	£ 108.67	10.4%	£ 11.33	£ 120.00	£ 24.00	£ 144.00	
Electoral Services									
Full register of electors and the notice of alteration (data format)	Statutory	Outside scope	£ 20.00	0.0%	£ -	£ 20.00	£ -	£ 20.00	Fee set in legislation
For each 1,000 entries (or part thereof) of full register (data format)	Statutory	Outside scope	£ 1.50	0.0%	£ -	£ 1.50	£ -	£ 1.50	Fee set in legislation
Full register of electors and the notice of alteration (printed format)	Statutory	Outside scope	£ 10.00	0.0%	£ -	£ 10.00	£ -	£ 10.00	Fee set in legislation
For each 1,000 entries (or part thereof) of full register (printed format)	Statutory	Outside scope	£ 5.00	0.0%	£ -	£ 5.00	£ -	£ 5.00	Fee set in legislation
List of overseas electors (data format)	Statutory	Outside scope	£ 20.00	0.0%	£ -	£ 20.00	£ -	£ 20.00	Fee set in legislation
For each 100 entries (or part thereof) overseas electors (data format)	Statutory	Outside scope	£ 1.50	0.0%	£ -	£ 1.50	£ -	£ 1.50	Fee set in legislation
List of overseas electors (printed format)	Statutory	Outside scope	£ 10.00	0.0%	£ -	£ 10.00	£ -	£ 10.00	Fee set in legislation
For each 100 entries (or part thereof) of overseas electors (printed format)	Statutory	Outside scope	£ 5.00	0.0%	£ -	£ 5.00	£ -	£ 5.00	Fee set in legislation
Edited register (data format)	Statutory	Outside scope	£ 20.00	0.0%	£ -	£ 20.00	£ -	£ 20.00	Fee set in legislation
For each 1,000 entries (or part thereof) edited register (data format)	Statutory	Outside scope	£ 1.50	0.0%	£ -	£ 1.50	£ -	£ 1.50	Fee set in legislation
Edited register (printed format)	Statutory	Outside scope	£ 10.00	0.0%	£ -	£ 10.00	£ -	£ 10.00	Fee set in legislation
For each 1,000 entries (or part thereof) edited register (printed format)	Statutory	Outside scope	£ 5.00	0.0%	£ -	£ 5.00	£ -	£ 5.00	Fee set in legislation
Marked electoral registers and absent voters' lists	Statutory	Outside scope	£ 10.00	0.0%	£ -	£ 10.00	£ -	£ 10.00	Fee set in legislation
Per 1,000 entries (or part thereof) marked electoral registers (printed)	Statutory	Outside scope	£ 2.00	0.0%	£ -	£ 2.00	£ -	£ 2.00	Fee set in legislation
Per 1,000 entries (or part thereof) marked electoral registers (data)	Statutory	Outside scope	£ 1.00	0.0%	£ -	£ 1.00	£ -	£ 1.00	Fee set in legislation
Overseas pensions - proof of life confirmation (at County Hall)	Statutory	Outside scope	£ 20.00	8.9%	£ 1.78	£ 21.78	£ -	£ 21.78	
Overseas pensions - proof of life confirmation (at home)	Statutory	Outside scope	£ 40.00	8.9%	£ 3.56	£ 43.56	£ -	£ 43.56	
Enforcement Agent fees									
Compliance Notice	Statutory	Outside scope	£ 75.00	0.0%	£ -	£ 75.00	£ -	£ 75.00	Fees set by regulations and do not increase with inflation
Enforcement Visit	Statutory	Outside scope	£ 235.00	0.0%	£ -	£ 235.00	£ -	£ 235.00	Fees set by regulations and do not increase with inflation
Enforcement Visit - debt over £1,500	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	Fees set by regulations and do not increase with inflation
Removal Fee	Statutory	Outside scope	£ 110.00	0.0%	£ -	£ 110.00	£ -	£ 110.00	Fees set by regulations and do not increase with inflation
Removal Fee - debt over £1,500	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	Fees set by regulations and do not increase with inflation
Enterprise Centres									
Mill Suite	Discretionary	Standard Rate	£ 30.45	0.0%	£ -	£ 30.45	£ 6.09	£ 36.54	No changes this year. We have, however, commissioned rental valuations of our smaller units and will be increasing rents.
Abbey Room	Discretionary	Standard Rate	£ 40.60	0.0%	£ -	£ 40.60	£ 8.12	£ 48.72	
Room 80 & 81	Discretionary	Standard Rate	£ 40.60	0.0%	£ -	£ 40.60	£ 8.12	£ 48.72	
Chater Room	Discretionary	Standard Rate	£ 81.20	0.0%	£ -	£ 81.20	£ 16.24	£ 97.44	
Gloucester Room	Discretionary	Standard Rate	£ 81.20	0.0%	£ -	£ 81.20	£ 16.24	£ 97.44	
Meeting Room 1	Discretionary	Standard Rate	£ 30.45	0.0%	£ -	£ 30.45	£ 6.09	£ 36.54	
Meeting Room 2	Discretionary	Standard Rate	£ 30.45	0.0%	£ -	£ 30.45	£ 6.09	£ 36.54	
Meeting Room 33	Discretionary	Standard Rate	£ 45.68	0.0%	£ -	£ 45.68	£ 9.14	£ 54.81	

Environmental Permitting														
The local authority permits for part B installations and mobile plant and solvent emission activities (fees and charges)(Wales) scheme 2016	Statutory	Outside scope	£	-	0.0%	£	-	£	-	£	-	£	-	Up to date information on fees is available online at: <a href="https://gov.wales/local-authority-permits-part-b-installations-and-mobile-plant-and-solvent-emission-activities-fees">https://gov.wales/local-authority-permits-part-b-installations-and-mobile-plant-and-solvent-emission-activities-fees</a>
Explosives and Petroleum														
Storage of explosives up to 2000kg	Statutory	Outside scope	£	-	0.0%	£	-	£	-	£	-	£	-	The schedule of fees can be found under Schedule 7; Part 3; of the Health and Safety and Nuclear Fees Regulations 2016. Available from: <a href="http://www.legislation.gov.uk/uksi/2016/253/made">http://www.legislation.gov.uk/uksi/2016/253/made</a>
Petroleum (Consolidation) Regulations 2014	Statutory	Outside scope	£	-	0.0%	£	-	£	-	£	-	£	-	The schedule of fees can be found under Schedule 7; Part 5; Regulation 6 and 14 of the Health and Safety and Nuclear Fees Regulations 2016. Available from: <a href="http://www.legislation.gov.uk/uksi/2016/253/made">http://www.legislation.gov.uk/uksi/2016/253/made</a>
Food Export Certificate														
Food Export Certificate	Discretionary	Outside scope	£	54.60	8.9%	£	4.86	£	59.46	£	-	£	59.46	
Food Export Certificate visit (if required) - per hour	Discretionary	Outside scope	£	72.80	8.9%	£	6.48	£	79.28	£	-	£	79.28	
Food Hygiene and Safety														
Re-rating inspection	Statutory	Outside scope	£	180.00	8.9%	£	16.02	£	196.02	£	-	£	196.02	
Food Safety Business Advice - up to two hours	Discretionary	Outside scope	£	163.00	8.9%	£	14.51	£	177.51	£	-	£	177.51	
Food Voluntary Surrender Certificate	Discretionary	Outside scope	£	54.60	8.9%	£	4.86	£	59.46	£	-	£	59.46	
Food Voluntary Surrender Certificate visit (required) - per hour	Discretionary	Outside scope	£	72.80	8.9%	£	6.48	£	79.28	£	-	£	79.28	
Health and Safety														
Factual Statement - per hour	Discretionary	Outside scope	£	71.73	8.9%	£	6.38	£	78.11	£	-	£	78.11	
Highway Network														
Section 50 licence	Statutory	Outside scope	£	608.00	0.0%	£	-	£	608.00	£	-	£	608.00	Highways Network fees and charges are subject to review and change in April of each year. Prices shown are correct for April 2023 to March 2024 inclusive. Council/local inflation index used to achieve cost recovery within statutory recharging scheme
Emergency road closure	Statutory	Outside scope	£	893.00	0.0%	£	-	£	893.00	£	-	£	893.00	
Temporary traffic order	Statutory	Outside scope	£	2,172.00	0.0%	£	-	£	2,172.00	£	-	£	2,172.00	
Switching off of traffic lights (during working day)	Statutory	Outside scope	£	144.00	0.0%	£	-	£	144.00	£	-	£	144.00	
Switching off of traffic lights (out of hours)	Statutory	Outside scope	£	216.00	0.0%	£	-	£	216.00	£	-	£	216.00	
Bus stop closure (during working day)	Statutory	Outside scope	£	144.00	0.0%	£	-	£	144.00	£	-	£	144.00	
Bus stop closure (out of hours)	Statutory	Outside scope	£	216.00	0.0%	£	-	£	216.00	£	-	£	216.00	
Skip and Scaffold Licence	Statutory	Outside scope	£	63.60	0.0%	£	-	£	63.60	£	-	£	63.60	
Skip and Scaffold Licence for extended period	Statutory	Outside scope	£	25.00	0.0%	£	-	£	25.00	£	-	£	25.00	
Unauthorised Scaffolding/Skip	Statutory	Outside scope	£	163.24	0.0%	£	-	£	163.24	£	-	£	163.24	
Consent to temporarily deposit building materials etc.	Statutory	Outside scope	£	46.64	0.0%	£	-	£	46.64	£	-	£	46.64	
Unauthorised consent to temporarily deposit building materials etc.	Statutory	Outside scope	£	163.24	0.0%	£	-	£	163.24	£	-	£	163.24	
Land Charges														
Land Charges - LLC1 only (whole part of register)	Statutory	Outside scope	£	6.00	8.9%	£	0.53	£	6.53	£	-	£	6.53	
CON29 enquiries only	Discretionary	Standard Rate	£	100.00	8.9%	£	8.90	£	108.90	£	21.78	£	130.68	Service costed under The Local Authorities (Charges for Property Searches)(Wales) Regulations 2009. Price to remain the same from Oct 23
CON29 optional enquiries (each)	Discretionary	Standard Rate	£	10.00	8.9%	£	0.89	£	10.89	£	2.18	£	13.07	Service costed under The Local Authorities (Charges for Property Searches)(Wales) Regulations 2009. Price to remain the same from Oct 23
Applicant's additional question	Discretionary	Standard Rate	£	21.00	8.9%	£	1.87	£	22.87	£	4.57	£	27.44	Service costed under The Local Authorities (Charges for Property Searches)(Wales) Regulations 2009. Price to remain the same from Oct 23
Additional Parcel of land (each)	Discretionary	Standard Rate	£	11.00	8.9%	£	0.98	£	11.98	£	2.40	£	14.37	Service costed under The Local Authorities (Charges for Property Searches)(Wales) Regulations 2009. Price to remain the same from Oct 23
Expedited Search (official search)	Discretionary	Standard Rate	£	25.00	8.9%	£	2.23	£	27.23	£	5.45	£	32.67	Service costed under The Local Authorities (Charges for Property Searches)(Wales) Regulations 2009. Price to remain the same from Oct 23
Liability Orders														
Council Tax	Statutory	Outside scope	£	70.00	0.0%	£	-	£	70.00	£	-	£	70.00	Fees set by regulations and do not increase with inflation
Business Rates	Statutory	Outside scope	£	70.00	0.0%	£	-	£	70.00	£	-	£	70.00	Fees set by regulations and do not increase with inflation



Licensing									
<b>HMO/Housing</b>									
HMO Licence application fee for the first five units:	Discretionary	Outside scope	£ 346.87	8.9%	£ 30.87	£ 377.75	£ -	£ 377.75	
HMO each additional unit:	Discretionary	Outside scope	£ 33.19	8.9%	£ 2.95	£ 36.14	£ -	£ 36.14	
Service of an Improvement/Prohibition/ Emergency Prohibition Notice under Housing Act 2004	Discretionary	Outside scope	£ 339.38	8.9%	£ 30.20	£ 369.59	£ -	£ 369.59	
Immigration Housing Inspections	Discretionary	Outside scope	£ 113.48	8.9%	£ 10.10	£ 123.58	£ -	£ 123.58	
<b>Caravan and Residential Licences</b>									
<b>Non-principle residence</b>									
New Site Licences Application 0-14 units	Discretionary	Outside scope	£ 372.57	8.9%	£ 33.16	£ 405.73	£ -	£ 405.73	
New Site Licences Application 15-49 units	Discretionary	Outside scope	£ 442.16	8.9%	£ 39.35	£ 481.51	£ -	£ 481.51	
New Site Licences Application 50+ units	Discretionary	Outside scope	£ 465.71	8.9%	£ 41.45	£ 507.16	£ -	£ 507.16	
Variation of existing licence	Discretionary	Outside scope	£ 232.32	8.9%	£ 20.68	£ 253.00	£ -	£ 253.00	
<b>Mobile Home Regulated Site Licensing</b>									
Deposition of site rules in respect of protected sites	Discretionary	Outside scope	£ -	0.0%	£ 60.00	£ 60.00	£ -	£ 60.00	new charge - additional fee of £0.50 per word for any translation costs
<b>Private Hire/ Hackney Carriage Driver Licence</b>									
Pre Licensing Checks for new Driver	Discretionary	Outside scope	£ 188.87	8.9%	£ 16.81	£ 205.68	£ -	£ 205.68	
Grant of 3 year Joint Driver Licence	Discretionary	Outside scope	£ 121.20	8.9%	£ 10.79	£ 131.99	£ -	£ 131.99	
Grant of 12 month Joint Driver Licence	Discretionary	Outside scope	£ 64.64	8.9%	£ 5.75	£ 70.39	£ -	£ 70.39	
Knowledge Test Additional Resit	Discretionary	Outside scope		0.0%	£ 20.00	£ 20.00	£ -	£ 20.00	New charge -from 4th time onwards per resit
Renewal 1 year	Discretionary	Outside scope	£ 157.56	8.9%	£ 14.02	£ 171.58	£ -	£ 171.58	
Renewal 3 year	Discretionary	Outside scope	£ 214.12	8.9%	£ 19.06	£ 233.18	£ -	£ 233.18	
Vehicle Plate Deposit	Discretionary	Outside scope	£ 15.15	8.9%	£ 1.35	£ 16.50	£ -	£ 16.50	
Replacement Plate	Discretionary	Outside scope	£ 15.15	8.9%	£ 1.35	£ 16.50	£ -	£ 16.50	
Enhanced DBS Check (Set by DBS)	Statutory	Outside scope	£ 38.00	0.0%	£ -	£ 38.00	£ -	£ 38.00	Fee is set at £38 by DBS
Change of Vehicle Reg.	Discretionary	Outside scope	£ 30.30	8.9%	£ 2.70	£ 33.00	£ -	£ 33.00	
Missed Appointment	Discretionary	Outside scope	£ 26.26	8.9%	£ 2.34	£ 28.60	£ -	£ 28.60	
Private Hire Operator Licence (grant or renewal) 5 year	Discretionary	Outside scope	£ 625.19	8.9%	£ 55.64	£ 680.83	£ -	£ 680.83	
Private Hire Operator Licence (grant or renewal) 1 year	Discretionary	Outside scope	£ 253.51	8.9%	£ 22.56	£ 276.07	£ -	£ 276.07	
Transfer of Licence (vehicle)	Discretionary	Outside scope	£ 81.81	8.9%	£ 7.28	£ 89.09	£ -	£ 89.09	
Transfer of licence (operator)	Discretionary	Outside scope	£ 94.94	8.9%	£ 8.45	£ 103.39	£ -	£ 103.39	
New vehicle - six monthly	Discretionary	Outside scope	£ 104.03	8.9%	£ 9.26	£ 113.29	£ -	£ 113.29	
Renewal vehicle - six monthly	Discretionary	Outside scope	£ 87.87	8.9%	£ 7.82	£ 95.69	£ -	£ 95.69	
<b>Animal Licensing</b>									
Animal Boarding	Discretionary	Outside scope	£ 153.10	22.5%	£ 34.48	£ 187.58	£ -	£ 187.58	
Home Boarding of Dogs	Discretionary	Outside scope	£ 109.20	34.4%	£ 37.54	£ 146.74	£ -	£ 146.74	
Animal Breeding	Discretionary	Outside scope	£ 237.67	10.3%	£ 24.50	£ 262.17	£ -	£ 262.17	
<b>Dangerous Wild Animals</b>									
Vet fees for first inspection are charged for in addition	Discretionary	Outside scope	£ 228.04	8.9%	£ 20.30	£ 248.33	£ -	£ 248.33	
Pet Shops	Discretionary	Outside scope	£ 147.74	115.7%	£ 170.92	£ 318.66	£ -	£ 318.66	
Vet fees for first inspection are charged for in addition	Discretionary	Outside scope	£ 147.74	39.1%	£ 57.82	£ 205.56	£ -	£ 205.56	
Riding Establishments	Discretionary	Outside scope	£ 147.74	39.1%	£ 57.82	£ 205.56	£ -	£ 205.56	
Zoos	Discretionary	Outside scope	£ 168.08	8.9%	£ 14.96	£ 183.04	£ -	£ 183.04	
Vet fees for first inspection are charged for in addition	Discretionary	Outside scope	£ 168.08	8.9%	£ 14.96	£ 183.04	£ -	£ 183.04	
<b>Other Licences</b>									
Sex Establishments and Sexual Entertainment Venues	Discretionary	Outside scope	£ 1,049.19	8.9%	£ 93.38	£ 1,142.57	£ -	£ 1,142.57	
Scrap Metal Dealer 3 year - Site (not due until 2020)	Discretionary	Outside scope	£ 639.15	8.9%	£ 56.88	£ 696.03	£ -	£ 696.03	
Scrap Metal Dealer 3 year - Collector (not due until 2020)	Discretionary	Outside scope	£ 247.31	8.9%	£ 22.01	£ 269.32	£ -	£ 269.32	
Sunday Trading - Loading Control Area	Discretionary	Outside scope	£ 84.58	8.9%	£ 7.53	£ 92.10	£ -	£ 92.10	
<b>Bingo Premises Licence fees</b>									
New	Statutory	Outside scope	£ 3,500.00	8.9%	£ 311.50	£ 3,811.50	£ -	£ 3,811.50	
Annual Fee	Statutory	Outside scope	£ 800.00	8.9%	£ 71.20	£ 871.20	£ -	£ 871.20	
Variation	Statutory	Outside scope	£ 1,400.00	8.9%	£ 124.60	£ 1,524.60	£ -	£ 1,524.60	
Transfer	Statutory	Outside scope	£ 960.00	8.9%	£ 85.44	£ 1,045.44	£ -	£ 1,045.44	
Re-instatement Fee	Statutory	Outside scope	£ 1,200.00	8.9%	£ 106.80	£ 1,306.80	£ -	£ 1,306.80	
Provisional Statement	Statutory	Outside scope	£ 3,500.00	8.9%	£ 311.50	£ 3,811.50	£ -	£ 3,811.50	
Provisional Statement Holders	Statutory	Outside scope	£ 1,200.00	8.9%	£ 106.80	£ 1,306.80	£ -	£ 1,306.80	
Copy Licence	Statutory	Outside scope	£ 25.00	8.9%	£ 2.23	£ 27.23	£ -	£ 27.23	
Notification of Change	Statutory	Outside scope	£ 50.00	8.9%	£ 4.45	£ 54.45	£ -	£ 54.45	

<b>Adult Gaming Premises Licence fees</b>								
New	Statutory	Outside scope	£ 2,000.00	8.9%	£ 178.00	£ 2,178.00	£ -	£ 2,178.00
Annual Fee	Statutory	Outside scope	£ 800.00	8.9%	£ 71.20	£ 871.20	£ -	£ 871.20
Variation	Statutory	Outside scope	£ 800.00	8.9%	£ 71.20	£ 871.20	£ -	£ 871.20
Transfer	Statutory	Outside scope	£ 960.00	8.9%	£ 85.44	£ 1,045.44	£ -	£ 1,045.44
Re-instatement Fee	Statutory	Outside scope	£ 1,200.00	8.9%	£ 106.80	£ 1,306.80	£ -	£ 1,306.80
Provisional Statement	Statutory	Outside scope	£ 2,000.00	8.9%	£ 178.00	£ 2,178.00	£ -	£ 2,178.00
Provisional Statement Holders	Statutory	Outside scope	£ 1,200.00	8.9%	£ 106.80	£ 1,306.80	£ -	£ 1,306.80
Copy Licence	Statutory	Outside scope	£ 25.00	8.9%	£ 2.23	£ 27.23	£ -	£ 27.23
Notification of Change	Statutory	Outside scope	£ 50.00	8.9%	£ 4.45	£ 54.45	£ -	£ 54.45
<b>Betting Track Premises Licence fees</b>								
New	Statutory	Outside scope	£ 2,500.00	8.9%	£ 222.50	£ 2,722.50	£ -	£ 2,722.50
Annual Fee	Statutory	Outside scope	£ 800.00	8.9%	£ 71.20	£ 871.20	£ -	£ 871.20
Variation	Statutory	Outside scope	£ 1,000.00	8.9%	£ 89.00	£ 1,089.00	£ -	£ 1,089.00
Transfer	Statutory	Outside scope	£ 760.00	8.9%	£ 67.64	£ 827.64	£ -	£ 827.64
Re-instatement Fee	Statutory	Outside scope	£ 950.00	8.9%	£ 84.55	£ 1,034.55	£ -	£ 1,034.55
Provisional Statement	Statutory	Outside scope	£ 2,500.00	8.9%	£ 222.50	£ 2,722.50	£ -	£ 2,722.50
Provisional Statement Holders	Statutory	Outside scope	£ 950.00	8.9%	£ 84.55	£ 1,034.55	£ -	£ 1,034.55
Copy Licence	Statutory	Outside scope	£ 25.00	8.9%	£ 2.23	£ 27.23	£ -	£ 27.23
Notification of Change	Statutory	Outside scope	£ 50.00	8.9%	£ 4.45	£ 54.45	£ -	£ 54.45
<b>Betting Shop Premises Licence fees</b>								
New	Statutory	Outside scope	£ 3,000.00	8.9%	£ 267.00	£ 3,267.00	£ -	£ 3,267.00
Annual Fee	Statutory	Outside scope	£ 480.00	8.9%	£ 42.72	£ 522.72	£ -	£ 522.72
Variation	Statutory	Outside scope	£ 1,200.00	8.9%	£ 106.80	£ 1,306.80	£ -	£ 1,306.80
Transfer	Statutory	Outside scope	£ 960.00	8.9%	£ 85.44	£ 1,045.44	£ -	£ 1,045.44
Re-instatement Fee	Statutory	Outside scope	£ 1,200.00	8.9%	£ 106.80	£ 1,306.80	£ -	£ 1,306.80
Provisional Statement	Statutory	Outside scope	£ 3,000.00	8.9%	£ 267.00	£ 3,267.00	£ -	£ 3,267.00
Provisional Statement Holders	Statutory	Outside scope	£ 1,200.00	8.9%	£ 106.80	£ 1,306.80	£ -	£ 1,306.80
Copy Licence	Statutory	Outside scope	£ 25.00	8.9%	£ 2.23	£ 27.23	£ -	£ 27.23
Notification of Change	Statutory	Outside scope	£ 50.00	8.9%	£ 4.45	£ 54.45	£ -	£ 54.45
<b>Family Entertainment Centre Premises Licence fees</b>								
New	Statutory	Outside scope	£ 2,000.00	8.9%	£ 178.00	£ 2,178.00	£ -	£ 2,178.00
Annual Fee	Statutory	Outside scope	£ 600.00	8.9%	£ 53.40	£ 653.40	£ -	£ 653.40
Variation	Statutory	Outside scope	£ 800.00	8.9%	£ 71.20	£ 871.20	£ -	£ 871.20
Transfer	Statutory	Outside scope	£ 760.00	8.9%	£ 67.64	£ 827.64	£ -	£ 827.64
Re-instatement Fee	Statutory	Outside scope	£ 950.00	8.9%	£ 84.55	£ 1,034.55	£ -	£ 1,034.55
Provisional Statement	Statutory	Outside scope	£ 2,000.00	8.9%	£ 178.00	£ 2,178.00	£ -	£ 2,178.00
Provisional Statement Holders	Statutory	Outside scope	£ 950.00	8.9%	£ 84.55	£ 1,034.55	£ -	£ 1,034.55
Copy Licence	Statutory	Outside scope	£ 25.00	8.9%	£ 2.23	£ 27.23	£ -	£ 27.23
Notification of Change	Statutory	Outside scope	£ 50.00	8.9%	£ 4.45	£ 54.45	£ -	£ 54.45
<b>FEC Machine Permit</b>								
New	Statutory	Outside scope	£ 300.00	8.9%	£ 26.70	£ 326.70	£ -	£ 326.70
Fast Track (Clubs)	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -
Annual Fee	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -
Renewal	Statutory	Outside scope	£ 300.00	8.9%	£ 26.70	£ 326.70	£ -	£ 326.70
Renewal if holder of CPC	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -
Variation	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -
Transfer	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -
Change of name	Statutory	Outside scope	£ 25.00	8.9%	£ 2.23	£ 27.23	£ -	£ 27.23
Copy of permit	Statutory	Outside scope	£ 15.00	8.9%	£ 1.34	£ 16.34	£ -	£ 16.34
<b>Club Gaming Permit</b>								
New	Statutory	Outside scope	£ 200.00	8.9%	£ 17.80	£ 217.80	£ -	£ 217.80
Fast Track (Clubs)	Statutory	Outside scope	£ 100.00	8.9%	£ 8.90	£ 108.90	£ -	£ 108.90
Annual Fee	Statutory	Outside scope	£ 50.00	8.9%	£ 4.45	£ 54.45	£ -	£ 54.45
Renewal	Statutory	Outside scope	£ 200.00	8.9%	£ 17.80	£ 217.80	£ -	£ 217.80
Renewal if holder of CPC	Statutory	Outside scope	£ 100.00	8.9%	£ 8.90	£ 108.90	£ -	£ 108.90
Variation	Statutory	Outside scope	£ 100.00	8.9%	£ 8.90	£ 108.90	£ -	£ 108.90
Transfer	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -
Change of name	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -
Copy of permit	Statutory	Outside scope	£ 15.00	8.9%	£ 1.34	£ 16.34	£ -	£ 16.34

<b>Club Machine Permit</b>									
New	Statutory	Outside scope	£ 200.00	8.9%	£ 17.80	£ 217.80	£ -	£ 217.80	
Fast Track (Clubs)	Statutory	Outside scope	£ 100.00	8.9%	£ 8.90	£ 108.90	£ -	£ 108.90	
Annual Fee	Statutory	Outside scope	£ 50.00	8.9%	£ 4.45	£ 54.45	£ -	£ 54.45	
Renewal	Statutory	Outside scope	£ 200.00	8.9%	£ 17.80	£ 217.80	£ -	£ 217.80	
Renewal if holder of CPC	Statutory	Outside scope	£ 100.00	8.9%	£ 8.90	£ 108.90	£ -	£ 108.90	
Variation	Statutory	Outside scope	£ 100.00	8.9%	£ 8.90	£ 108.90	£ -	£ 108.90	
Transfer	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Change of name	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Copy of permit	Statutory	Outside scope	£ 15.00	8.9%	£ 1.34	£ 16.34	£ -	£ 16.34	
<b>Licensed Premises 2 Machines</b>									
New	Statutory	Outside scope	£ 50.00	8.9%	£ 4.45	£ 54.45	£ -	£ 54.45	
Fast Track (Clubs)	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Annual Fee	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Renewal	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Renewal if holder of CPC	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Variation	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Transfer	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Change of name	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Copy of permit	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
<b>Licensed Premises More than 2</b>									
New	Statutory	Outside scope	£ 150.00	8.9%	£ 13.35	£ 163.35	£ -	£ 163.35	
Fast Track (Clubs)	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Annual Fee	Statutory	Outside scope	£ 50.00	8.9%	£ 4.45	£ 54.45	£ -	£ 54.45	
Renewal	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Renewal if holder of CPC	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Variation	Statutory	Outside scope	£ 100.00	8.9%	£ 8.90	£ 108.90	£ -	£ 108.90	
Transfer	Statutory	Outside scope	£ 25.00	8.9%	£ 2.23	£ 27.23	£ -	£ 27.23	
Change of name	Statutory	Outside scope	£ 25.00	8.9%	£ 2.23	£ 27.23	£ -	£ 27.23	
Copy of permit	Statutory	Outside scope	£ 15.00	8.9%	£ 1.34	£ 16.34	£ -	£ 16.34	
<b>Prize Gaming</b>									
New	Statutory	Outside scope	£ 300.00	8.9%	£ 26.70	£ 326.70	£ -	£ 326.70	
Fast Track (Clubs)	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Annual Fee	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Renewal	Statutory	Outside scope	£ 300.00	8.9%	£ 26.70	£ 326.70	£ -	£ 326.70	
Renewal if holder of CPC	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Variation	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Transfer	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Change of name	Statutory	Outside scope	£ 25.00	8.9%	£ 2.23	£ 27.23	£ -	£ 27.23	
Copy of permit	Statutory	Outside scope	£ 15.00	8.9%	£ 1.34	£ 16.34	£ -	£ 16.34	

Markets										
Connahs Quay - Thursday	Discretionary	Outside scope	£ 5.36	2.0%	£ 0.11	£ 5.46	£ -	£ 5.46		
Holywell - Thursday up to 3m x 3m	Discretionary	Outside scope	£ 7.96	2.0%	£ 0.16	£ 8.12	£ -	£ 8.12		
Holywell - Thursday up to 6m x 3m	Discretionary	Outside scope	£ 11.27	2.0%	£ 0.23	£ 11.50	£ -	£ 11.50		
Holywell - Thursday over 6m x 3m	Discretionary	Outside scope	£ 14.79	2.0%	£ 0.30	£ 15.09	£ -	£ 15.09		
Mold High St - Weds & Sat	Discretionary	Outside scope	£ 16.23	2.0%	£ 0.32	£ 16.55	£ -	£ 16.55		
Mold Daniel Owen Sq - Weds & Sat	Discretionary	Outside scope	£ 14.59	2.0%	£ 0.29	£ 14.88	£ -	£ 14.88		
Public Liability Insurance	Discretionary	Outside scope	£ 4.08	2.0%	£ 0.08	£ 4.16	£ -	£ 4.16		
Community Pitch	Discretionary	Outside scope	£ 5.36	2.0%	£ 0.11	£ 5.46	£ -	£ 5.46		
Registration Fee (all markets)	Discretionary	Outside scope	£ 9.18	2.0%	£ 0.18	£ 9.36	£ -	£ 9.36		
Car Boot Space, Love Lane, Mold - Car	Discretionary	Outside scope	£ 6.12	2.0%	£ 0.12	£ 6.24	£ -	£ 6.24		
Car Boot Space, Love Lane, Mold - Van	Discretionary	Outside scope	£ 10.20	2.0%	£ 0.20	£ 10.40	£ -	£ 10.40		
Car Boot Space, Love Lane, Mold - Charity (Car)	Discretionary	Outside scope	£ 2.04	2.0%	£ 0.04	£ 2.08	£ -	£ 2.08		
Mold Indoor - Unit 1	Discretionary	Outside scope	£ 117.99	2.0%	£ 2.36	£ 120.35	£ -	£ 120.35		
Mold Indoor - Unit 2	Discretionary	Outside scope	£ 186.36	2.0%	£ 3.73	£ 190.08	£ -	£ 190.08		
Mold Indoor - Unit 3	Discretionary	Outside scope	£ 51.80	2.0%	£ 1.04	£ 52.84	£ -	£ 52.84		
Mold Indoor - Unit 4	Discretionary	Outside scope	£ 90.25	2.0%	£ 1.81	£ 92.06	£ -	£ 92.06		
Mold Indoor - Unit 5	Discretionary	Outside scope	£ 81.50	2.0%	£ 1.63	£ 83.13	£ -	£ 83.13		
Mold Indoor - Unit 6	Discretionary	Outside scope	£ 139.62	2.0%	£ 2.79	£ 142.41	£ -	£ 142.41		
Mold Indoor - Unit 7A	Discretionary	Outside scope	£ 67.44	2.0%	£ 1.35	£ 68.79	£ -	£ 68.79		
Mold Indoor - Unit 7B	Discretionary	Outside scope	£ 89.76	2.0%	£ 1.80	£ 91.55	£ -	£ 91.55		
Mold Indoor - Unit 7C	Discretionary	Outside scope	£ 67.44	2.0%	£ 1.35	£ 68.79	£ -	£ 68.79		
Mold Indoor - Unit 8	Discretionary	Outside scope	£ 136.86	2.0%	£ 2.74	£ 139.59	£ -	£ 139.59		
Mold Indoor - Unit 9	Discretionary	Outside scope	£ 72.69	2.0%	£ 1.45	£ 74.15	£ -	£ 74.15		
Mold Indoor - Unit 10	Discretionary	Outside scope	£ 79.03	2.0%	£ 1.58	£ 80.61	£ -	£ 80.61		
Mold Indoor - Unit 11	Discretionary	Outside scope	£ 54.75	2.0%	£ 1.10	£ 55.85	£ -	£ 55.85		
Mold Indoor - Unit 12	Discretionary	Outside scope	£ 90.41	2.0%	£ 1.81	£ 92.22	£ -	£ 92.22		
Mold Indoor - Unit 13	Discretionary	Outside scope	£ 164.35	2.0%	£ 3.29	£ 167.63	£ -	£ 167.63		
Mold Indoor - Unit 14	Discretionary	Outside scope	£ 148.30	2.0%	£ 2.97	£ 151.27	£ -	£ 151.27		
Licence Events/Car Boot Sales - Commercial	Discretionary	Outside scope	£ 88.88	2.0%	£ 1.78	£ 90.66	£ -	£ 90.66		
Licence Events/Car Boot Sales - Charity	Discretionary	Outside scope	£ 8.67	2.0%	£ 0.17	£ 8.84	£ -	£ 8.84		
Licence Local Produce/Craft	Discretionary	Outside scope	£ 22.15	2.0%	£ 0.44	£ 22.59	£ -	£ 22.59		
Licence Permits - Commercial	Discretionary	Outside scope	£ 8.16	2.0%	£ 0.16	£ 8.32	£ -	£ 8.32		
Licence Permits - Charity/Community	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -		Free
<b>Ordnance Survey Map Sales</b>										
A4 - scale 1:500 1 to 6 (max) copies	Discretionary	Standard Rate	£ 10.86	15.1%	£ 1.64	£ 12.50	£ 2.50	£ 15.00		
A4 - scale 1:1250 1 to 6 (max) copies	Discretionary	Standard Rate	£ 14.00	19.1%	£ 2.67	£ 16.67	£ 3.33	£ 20.00		
A4 - scale 1:2500 1 to 6 (max) copies	Discretionary	Standard Rate	£ 14.83	68.6%	£ 10.17	£ 25.00	£ 5.00	£ 30.00		
A3 - scale 1:500 1 to 6 (max) copies	Discretionary	Standard Rate	£ 11.00	13.6%	£ 1.50	£ 12.50	£ 2.50	£ 15.00		
A3 - scale 1:1250 1 to 6 (max) copies	Discretionary	Standard Rate	£ 14.47	44.0%	£ 6.36	£ 20.83	£ 4.17	£ 25.00		
A3 - scale 1:2500 1 to 6 (max) copies	Discretionary	Standard Rate	£ 22.49	85.3%	£ 19.18	£ 41.67	£ 8.33	£ 50.00		

The updated 2023 charges are those which have been advised by National Map Centre who facilitate map sales for the Council.

Parking Permits and Parking Dispensations									
<b>Pay and Display Car Parking</b>									
Buckley 1 hour	Discretionary	Standard Rate	£ 0.25	68.0%	£ 0.17	£ 0.42	£ 0.08	£ 0.50	
Buckley 2 hour	Discretionary	Standard Rate	£ 0.42	38.1%	£ 0.16	£ 0.58	£ 0.12	£ 0.70	
Buckley All Day (8am-3pm)	Discretionary	Standard Rate	£ 1.25	13.6%	£ 0.17	£ 1.42	£ 0.28	£ 1.70	
Connah's Quay 1 hour	Discretionary	Standard Rate	£ 0.25	68.0%	£ 0.17	£ 0.42	£ 0.08	£ 0.50	
Connah's Quay 2 hour	Discretionary	Standard Rate	£ 0.42	38.1%	£ 0.16	£ 0.58	£ 0.12	£ 0.70	
Connah's Quay All Day (8am-3pm)	Discretionary	Standard Rate	£ 1.25	13.6%	£ 0.17	£ 1.42	£ 0.28	£ 1.70	
Queensferry 1 hour	Discretionary	Standard Rate	£ 0.25	68.0%	£ 0.17	£ 0.42	£ 0.08	£ 0.50	
Queensferry 2 hour	Discretionary	Standard Rate	£ 0.42	38.1%	£ 0.16	£ 0.58	£ 0.12	£ 0.70	
Queensferry All Day (8am-3pm)	Discretionary	Standard Rate	£ 1.25	13.6%	£ 0.17	£ 1.42	£ 0.28	£ 1.70	
Shotton 1 hour	Discretionary	Standard Rate	£ 0.25	68.0%	£ 0.17	£ 0.42	£ 0.08	£ 0.50	
Shotton 2 hour	Discretionary	Standard Rate	£ 0.42	38.1%	£ 0.16	£ 0.58	£ 0.12	£ 0.70	
Shotton All Day (8am-3pm)	Discretionary	Standard Rate	£ 1.25	13.6%	£ 0.17	£ 1.42	£ 0.28	£ 1.70	
Shotton Alexandra Street Car Park (24 hr)	Discretionary	Standard Rate	£ 1.25	13.6%	£ 0.17	£ 1.42	£ 0.28	£ 1.70	
Holywell 1 hour	Discretionary	Standard Rate	£ 0.25	68.0%	£ 0.17	£ 0.42	£ 0.08	£ 0.50	
Holywell 2 hour	Discretionary	Standard Rate	£ 0.42	38.1%	£ 0.16	£ 0.58	£ 0.12	£ 0.70	
Holywell All Day (8am-3pm)	Discretionary	Standard Rate	£ 1.25	13.6%	£ 0.17	£ 1.42	£ 0.28	£ 1.70	
Flint 1 hour	Discretionary	Standard Rate	£ 0.25	68.0%	£ 0.17	£ 0.42	£ 0.08	£ 0.50	
Flint 2 hour	Discretionary	Standard Rate	£ 0.42	38.1%	£ 0.16	£ 0.58	£ 0.12	£ 0.70	
Flint All Day (8am-3pm)	Discretionary	Standard Rate	£ 1.25	13.6%	£ 0.17	£ 1.42	£ 0.28	£ 1.70	
Flint Train Station (24 hr)	Discretionary	Standard Rate	£ 1.67	9.6%	£ 0.16	£ 1.83	£ 0.37	£ 2.20	
County Hall 2 hour	Discretionary	Standard Rate	£ 0.42	38.1%	£ 0.16	£ 0.58	£ 0.12	£ 0.70	
County Hall All Day (8am-5pm)	Discretionary	Standard Rate	£ 1.25	13.6%	£ 0.17	£ 1.42	£ 0.28	£ 1.70	
County Hall Evening (5pm-10pm)	Discretionary	Standard Rate	£ -	0.0%	£ 1.67	£ 1.67	£ 0.33	£ 2.00	
Mold 3 hour	Discretionary	Standard Rate	£ 0.83	20.5%	£ 0.17	£ 1.00	£ 0.20	£ 1.20	
Mold Love Lane (8am-3pm)	Discretionary	Standard Rate	£ 0.83	20.5%	£ 0.17	£ 1.00	£ 0.20	£ 1.20	
Mold all Day (8am - 3pm)	Discretionary	Standard Rate	£ 1.25	13.6%	£ 0.17	£ 1.42	£ 0.28	£ 1.70	
<b>Permits</b>									
Trader Parking Permit (per annum)	Discretionary	Standard Rate	£ 40.00	0.0%	£ -	£ 40.00	£ 8.00	£ 48.00	
Designated and Other Parking Permit (per annum)	Discretionary	Standard Rate	£ 250.00	0.0%	£ -	£ 250.00	£ 50.00	£ 300.00	No increase proposed within fees and charges review 2023.
Resident Parking Permit (per annum)	Discretionary	Standard Rate	£ 20.83	0.0%	£ -	£ 20.83	£ 4.17	£ 25.00	
Staff Parking Permit (per annum)	Discretionary	Standard Rate	£ 40.00	0.0%	£ -	£ 40.00	£ 8.00	£ 48.00	
<b>Parking Dispensations</b>									
Daily Permit - per day	Discretionary	Standard Rate	£ 10.00	0.0%	£ -	£ 10.00	£ 2.00	£ 12.00	
Weekly Permit - per week	Discretionary	Standard Rate	£ 29.17	0.0%	£ -	£ 29.17	£ 5.83	£ 35.00	No increase proposed within fees and charges review 2023.
<b>Pest Control</b>									
Rats & Mice – Private Household. Potential Disease Vectors.	Discretionary	Standard Rate	£ 55.55	8.9%	£ 4.94	£ 60.49	£ 12.10	£ 72.59	
Fleas – Private Householders.	Discretionary	Standard Rate	£ 58.08	8.9%	£ 5.17	£ 63.24	£ 12.65	£ 75.89	
Wasps – Private Householders.	Discretionary	Standard Rate	£ 50.50	8.9%	£ 4.49	£ 54.99	£ 11.00	£ 65.99	
Ants – Private Householders.	Discretionary	Standard Rate	£ 45.45	8.9%	£ 4.05	£ 49.50	£ 9.90	£ 59.39	
Bees (advice only) - Private Householders	Discretionary	Standard Rate	£ 32.83	8.9%	£ 2.92	£ 35.75	£ 7.15	£ 42.90	
Rats, Mice, Wasps, Ants, Fleas – Commercial Business Premises & Internal Council Depts	Discretionary	Standard Rate	£ 53.03	8.9%	£ 4.72	£ 57.74	£ 11.55	£ 69.29	
Missed calls Home Owner / Tenant not available at appointment	Discretionary	Standard Rate	£ 32.83	8.9%	£ 2.92	£ 35.75	£ 7.15	£ 42.90	
Concessionary rate	Discretionary	Standard Rate	£ 31.98	8.9%	£ 2.85	£ 34.83	£ 6.97	£ 41.80	
Contracts	Discretionary	Standard Rate		0.0%	£ -	£ -	£ -	£ -	

Planning									
Planning Pre -Application (Cat A - major development up to 10 dwellings) Plus £160 per additional dwelling	Discretionary	Outside scope	£ 1,284.72	0.0%	£ -	£ 1,284.72	£ -	£ 1,284.72	"The Planning, Environment and Economy Portfolio requires any applicant, agent or relevant third party to pay for any costs incurred by the portfolio when commissioning specialist consultant's to appraise evidence submitted to justify a development proposal
Planning Pre -Application (single dwelling)	Discretionary	Outside scope	£ 85.65	0.0%	£ -	£ 85.65	£ -	£ 85.65	
Planning Pre -Application (two to nine dwellings) - per dwelling	Discretionary	Outside scope	£ 128.47	0.0%	£ -	£ 128.47	£ -	£ 128.47	
Planning Pre-Application (non-residential)	Discretionary	Outside scope	£ 85.65	0.0%	£ -	£ 85.65	£ -	£ 85.65	
Planning Pre-Application (householder)	Discretionary	Outside scope	£ 69.59	0.0%	£ -	£ 69.59	£ -	£ 69.59	
Compliance and confirmation letter - per hour	Discretionary	Outside scope	£ 139.18	0.0%	£ -	£ 139.18	£ -	£ 139.18	
Planning research - per hour	Discretionary	Outside scope	£ 139.18	0.0%	£ -	£ 139.18	£ -	£ 139.18	
Rights of Way legal order	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Road adoption Section 38 agreement	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Section 278	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Vehicular Crossings	Discretionary	Outside scope	£ 214.12	0.0%	£ -	£ 214.12	£ -	£ 214.12	
Stopping Up Orders (minimum charge)	Discretionary	Outside scope	£ 1,927.08	0.0%	£ -	£ 1,927.08	£ -	£ 1,927.08	
Road & Traffic Scheme Info	Discretionary	Outside scope	£ 3.26	0.0%	£ -	£ 3.26	£ -	£ 3.26	
Search Highways	Discretionary	Outside scope	£ 48.18	0.0%	£ -	£ 48.18	£ -	£ 48.18	
Other Planning fees	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	These are set and are only reviewed every 3-4 years - these are not due to be reviewed 2024/25
Primary Authority									
Primary Authority - hourly rate	Discretionary	Outside scope	£ 72.80	0.0%	£ -	£ 72.80	£ -	£ 72.80	
Private Water Supply									
Private water supply sampling and testing	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	Individually priced on the basis of cost recovery including officer time, testing, and all other associated activities. Details of the statutory upper fee levels can be found at: <a href="http://www.legislation.gov.uk/wsi/2017/1041/schedule/6/made">http://www.legislation.gov.uk/wsi/2017/1041/schedule/6/made</a>
Property Rental									
Licence to allow farmers to use land	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	No changes this year. We have, however, commissioned rental valuations of our smaller units and will be increasing rents.
Rental of adhoc plots of land	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Adhoc buildings that are rented out to external clients	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Recharge of services from Enterprise Centre	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Rental from industrial units	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Service charges for Industrial units	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Building Insurance for Industrial units	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Rental from farms	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Charge for setting up Tenancies	Discretionary	Standard Rate	£ 83.33	0.0%	£ -	£ 83.33	£ 16.67	£ 100.00	
Quarry's and Landfill									
Inspection/monitoring	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	Fees are set in legislation and price per site is dependent on the number of visits required. Fee legislation can be found at: <a href="http://www.legislation.gov.uk/wsi/2015/1522/regulation/14/made">http://www.legislation.gov.uk/wsi/2015/1522/regulation/14/made</a> (paragraph 14)
Records Office									
Photocopying, scans, permits, reproductions and other services	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	

Registration Services (births, deaths, marriages and civil partnerships)									
Change of forename added within 12 months of birth registration	Statutory	Outside scope	£ 40.00	0.0%	£ -	£ 40.00	£ -	£ 40.00	
Consideration by Registrar / Superintendent Registrar of a correction	Statutory	Outside scope	£ 75.00	0.0%	£ -	£ 75.00	£ -	£ 75.00	
Consideration by the Registrar General of a correction	Statutory	Outside scope	£ 90.00	0.0%	£ -	£ 90.00	£ -	£ 90.00	
Standard certificate for birth, death, marriage or civil partnership	Statutory	Outside scope	£ 11.00	0.0%	£ -	£ 11.00	£ -	£ 11.00	
Certificate issued after registration from an archived register - priority service (24 hours)	Statutory	Outside scope	£ 35.00	0.0%	£ -	£ 35.00	£ -	£ 35.00	
Certificate postage and packaging	Discretionary	Outside scope	£ 3.00	16.7%	£ 0.50	£ 3.50	£ -	£ 3.50	
Short birth certificate on the day of registration	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Fee for Notice of Marriage or Civil Partnership - per person	Statutory	Outside scope	£ 35.00	0.0%	£ -	£ 35.00	£ -	£ 35.00	
Deposit for Register Office Ceremonies (non refundable but deducted from full ceremony fee)	Discretionary	Outside scope	£ 30.00	0.0%	£ -	£ 30.00	£ -	£ 30.00	
Deposit for Ceremony Room (non refundable but deducted from full ceremony fee)	Discretionary	Outside scope	£ 100.00	0.0%	£ -	£ 100.00	£ -	£ 100.00	
Deposit for Approved Premises Ceremonies (non refundable but deducted from full ceremony fee)	Discretionary	Outside scope	£ 100.00	0.0%	£ -	£ 100.00	£ -	£ 100.00	
Advance Booking Fee for all ceremonies between 12-24 months in advance	Discretionary	Outside scope	£ 75.00	0.0%	£ -	£ 75.00	£ -	£ 75.00	
Ceremony at Flintshire Register Office, Mold - Superintendent Registrars Office (Mon - Wed only)	Statutory	Outside scope	£ 46.00	0.0%	£ -	£ 46.00	£ -	£ 46.00	
Ceremony at The Ceremony Room Llwynegrin Hall (Mon - Thurs)	Discretionary	Outside scope	£ 225.00	2.2%	£ 5.00	£ 230.00	£ -	£ 230.00	
Ceremony at The Ceremony Room Llwynegrin Hall (Fri)	Discretionary	Outside scope	£ 270.00	1.9%	£ 5.00	£ 275.00	£ -	£ 275.00	
Ceremony at The Ceremony Room Llwynegrin Hall (Sat)	Discretionary	Outside scope	£ 290.00	3.4%	£ 10.00	£ 300.00	£ -	£ 300.00	
Ceremony at The Ceremony Room Llwynegrin Hall (Sun or Bank Hol)	Discretionary	Outside scope	£ 355.00	1.4%	£ 5.00	£ 360.00	£ -	£ 360.00	
Ceremony at Secular Approved Premises (Mon - Thurs)	Discretionary	Outside scope	£ 430.00	1.2%	£ 5.00	£ 435.00	£ -	£ 435.00	
Ceremony at Secular Approved Premises (Fri)	Discretionary	Outside scope	£ 515.00	1.9%	£ 10.00	£ 525.00	£ -	£ 525.00	
Ceremony at Secular Approved Premises (Sat)	Discretionary	Outside scope	£ 560.00	0.9%	£ 5.00	£ 565.00	£ -	£ 565.00	
Ceremony at Secular Approved Premises (Sun or Bank Hol)	Discretionary	Outside scope	£ 600.00	1.7%	£ 10.00	£ 610.00	£ -	£ 610.00	
Marriage at Place of Worship (Registrars attendance to register marriage)	Statutory	Outside scope	£ 86.00	0.0%	£ -	£ 86.00	£ -	£ 86.00	
Celebrants attendance at Celebratory Services at the Ceremony Room (Mon - Thur)	Discretionary	Outside scope	£ 135.00	3.7%	£ 5.00	£ 140.00	£ -	£ 140.00	
Celebrants attendance at Celebratory Services at the Ceremony Room (Fri)	Discretionary	Outside scope	£ 160.00	3.1%	£ 5.00	£ 165.00	£ -	£ 165.00	
Celebrants attendance at Celebratory Services at the Ceremony Room (Sat)	Discretionary	Outside scope	£ 215.00	2.3%	£ 5.00	£ 220.00	£ -	£ 220.00	
Celebrants attendance at Celebratory Services at the Ceremony Room (Sun or Bank Hol)	Discretionary	Outside scope	£ 310.00	1.6%	£ 5.00	£ 315.00	£ -	£ 315.00	
Celebrants attendance at Celebratory Services at an Approved Premises (Mon - Thur)	Discretionary	Outside scope	£ 260.00	1.9%	£ 5.00	£ 265.00	£ -	£ 265.00	
Celebrants attendance at Celebratory Services at an Approved Premises (Fri)	Discretionary	Outside scope	£ 315.00	1.6%	£ 5.00	£ 320.00	£ -	£ 320.00	
Celebrants attendance at Celebratory Services at an Approved Premises (Sat)	Discretionary	Outside scope	£ 340.00	1.5%	£ 5.00	£ 345.00	£ -	£ 345.00	
Celebrants attendance at Celebratory Services at an Approved Premises (Sun or Bank Hol)	Discretionary	Outside scope	£ 445.00	1.1%	£ 5.00	£ 450.00	£ -	£ 450.00	
Approved Premises Applications - Secular Premises - New application	Discretionary	Outside scope	£ 1,660.00	1.5%	£ 25.00	£ 1,685.00	£ -	£ 1,685.00	
Approved Premises Applications - Secular Premises - Renewal application	Discretionary	Outside scope	£ 1,460.00	1.4%	£ 20.00	£ 1,480.00	£ -	£ 1,480.00	
Approved Premises Applications - Religious Premises - New application	Discretionary	Outside scope	£ 1,660.00	1.5%	£ 25.00	£ 1,685.00	£ -	£ 1,685.00	
Approved Premises Applications - Religious Premises - Renewal	Discretionary	Outside scope	£ 1,460.00	1.4%	£ 20.00	£ 1,480.00	£ -	£ 1,480.00	
Ceremony Drink/Food Package - non-refundable deposit (packages 1 to 5)	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Ceremony Drink/Food Package - non-refundable deposit (package 6)	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	

Registration Services fees and charges are set at least two years in advance, with any changes applied from 1st April annually. Inflationary increases are applied and charges set to achieve full cost recovery where applicable/permitted

<b>Rights of Way</b>									
Temporary closures and extensions by Order	Discretionary	Outside scope	£ 1,925.56	8.9%	£ 171.37	£ 2,096.93	£ -	£ 2,096.93	
Closure by notice	Discretionary	Outside scope	£ 575.93	8.9%	£ 51.26	£ 627.19	£ -	£ 627.19	
Permanent closures and diversions									
Advert costs are charged in addition	Discretionary	Outside scope	£ 1,728.87	8.9%	£ 153.87	£ 1,882.74	£ -	£ 1,882.74	
Follow up Property Search queries - per request	Discretionary	Outside scope	£ 80.41	8.9%	£ 7.16	£ 87.57	£ -	£ 87.57	
Authorisation for rallies - per request	Discretionary	Outside scope	£ 115.19	8.9%	£ 10.25	£ 125.44	£ -	£ 125.44	
<b>Roundabout Sponsorship</b>									
Sponsorship of a Roundabout	Discretionary	Standard Rate	£ 2,716.65	8.9%	£ 241.78	£ 2,958.43	£ 591.69	£ 3,550.11	
<b>Ship Sanitation Certificate</b>									
Up to 1,000 tonnes	Statutory	Outside scope	£ 105.00	19.0%	£ 20.00	£ 125.00	£ -	£ 125.00	
Up to 3,000 tonnes	Statutory	Outside scope	£ 140.00	21.4%	£ 30.00	£ 170.00	£ -	£ 170.00	
Up to 10,000 tonnes	Statutory	Outside scope	£ 210.00	19.0%	£ 40.00	£ 250.00	£ -	£ 250.00	
Up to 20,000 tonnes	Statutory	Outside scope	£ 270.00	20.4%	£ 55.00	£ 325.00	£ -	£ 325.00	
Up to 30,000 tonnes	Statutory	Outside scope	£ 345.00	20.3%	£ 70.00	£ 415.00	£ -	£ 415.00	
Over 30,000 tonnes	Statutory	Outside scope	£ 405.00	18.5%	£ 75.00	£ 480.00	£ -	£ 480.00	
Vessels with 50 – 1000 persons	Statutory	Outside scope	£ 405.00	18.5%	£ 75.00	£ 480.00	£ -	£ 480.00	
Vessels with over 1000 persons	Statutory	Outside scope	£ 690.00	18.8%	£ 130.00	£ 820.00	£ -	£ 820.00	
Extensions	Statutory	Outside scope	£ 75.00	26.7%	£ 20.00	£ 95.00	£ -	£ 95.00	
<b>Skin Piercing Registration</b>									
Skin Piercing Registration - Premises	Discretionary	Outside scope	£ 131.04	8.9%	£ 11.66	£ 142.70	£ -	£ 142.70	
Skin Piercing Registration - Person	Discretionary	Outside scope	£ 65.52	8.9%	£ 5.83	£ 71.35	£ -	£ 71.35	



Social Care									
Day Care - flat rate meal charge Meals for residents if these are part of their care are not subject to VAT. VAT applies for employees, visitors and residents where meals are not part of their care	Discretionary	Outside scope	£ 7.00	10.0%	£ 0.70	£ 7.70	£ -	£ 7.70	Local inflation uplift applied based on full cost recovery.
Non-residential Care (domiciliary) - Per week	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Night care (non-residential) - per week	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Adult placement scheme	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Short-term care (Stays less than 8 weeks)	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Residential care - Local Authority	Statutory	Outside scope	£ 646.52	12.5%	£ 81.03	£ 727.55	£ -	£ 727.55	If an individual has capital in excess of £50,000 then they are required to fund their own care home fees. Any service user with capital less than this will be financially assessed based on their ability to pay. Statutory fee set Nationally
Residential EMI care - Local Authority	Statutory	Outside scope	£ 675.17	21.7%	£ 146.41	£ 821.58	£ -	£ 821.58	
Nursing	Statutory	Outside scope	£ 703.79	21.2%	£ 149.15	£ 852.94	£ -	£ 852.94	
EMI Nursing	Statutory	Outside scope	£ 746.72	22.6%	£ 168.89	£ 915.61	£ -	£ 915.61	
Temporary Residential Care - Local Authority/Private	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	
Day Care Older People	Discretionary	Outside scope	£ 45.36	9.5%	£ 4.31	£ 49.67	£ -	£ 49.67	
Day Care LD/PD	Discretionary	Outside scope	£ 56.16	6.8%	£ 3.84	£ 60.00	£ -	£ 60.00	
Day Care Autism Shared Rate	Discretionary	Outside scope	£ 77.70	0.0%	£ -	£ 77.70	£ -	£ 77.70	Work is ongoing to revise the fee level
Day Care Autism 1:1 Rate	Discretionary	Outside scope	£ 181.13	0.0%	£ 0.00	£ 181.13	£ -	£ 181.13	Work is ongoing to revise the fee level
Day Care Autism 2:1 Rate	Discretionary	Outside scope	£ 284.55	0.0%	£ -	£ 284.55	£ -	£ 284.55	Work is ongoing to revise the fee level
Deferred Payment Agreed Charges - Valuations (one-off)	Statutory	Outside scope	£ 85.00	0.0%	£ -	£ 85.00	£ -	£ 85.00	Fees are based on statutory rates
Deferred Payment Agreed Charges - Legal Fees (one-off)	Statutory	Outside scope	£ 400.00	0.0%	£ -	£ 400.00	£ -	£ 400.00	Fees are based on statutory rates
Deferred Payment Agreed Charges - Set Up Fees (one-off)	Statutory	Outside scope	£ 250.00	0.0%	£ -	£ 250.00	£ -	£ 250.00	Fees are based on statutory rates
Deferred Payment Agreed Charges - Annual Administration Fee	Statutory	Outside scope	£ 92.00	0.0%	£ -	£ 92.00	£ -	£ 92.00	Fees are based on statutory rates
Deferred Payment Agreed Charges - Interest Charge	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	Interest will be charged from day 1 of the Deferred Payment Agreement and will be compounded plus an additional charge of 0.15% above the 'relevant rate'. The relevant rate is the Market Gilt Rate which is provided on the Determinants of the fiscal forecast
Court of Protection fees - Set up fee (One off)	Statutory	Outside scope	£ 745.00	0.0%	£ -	£ 745.00	£ -	£ 745.00	All Court Of Protection fees are set by the Office of the Public Guardian
Court of Protection fees - Annual Management Fee	Statutory	Outside scope	£ 650.00	0.0%	£ -	£ 650.00	£ -	£ 650.00	All Court Of Protection fees are set by the Office of the Public Guardian
Court of Protection fees - Preparation and Lodgement of COP Report	Statutory	Outside scope	£ 216.00	0.0%	£ -	£ 216.00	£ -	£ 216.00	All Court Of Protection fees are set by the Office of the Public Guardian
Court of Protection fees - Annual Property Management Fee	Statutory	Outside scope	£ 300.00	0.0%	£ -	£ 300.00	£ -	£ 300.00	All Court Of Protection fees are set by the Office of the Public Guardian
Court of Protection fees - Capital Under 16k	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	Annual fees are 3.5% of balance held in all accounts on the anniversary of the order
Training - non-attendance charge half day	Discretionary	Outside scope	£ 27.17	8.9%	£ 2.42	£ 29.58	£ -	£ 29.58	
Training - non-attendance charge full day	Discretionary	Outside scope	£ 54.33	8.9%	£ 4.84	£ 59.17	£ -	£ 59.17	

Stray Dogs									
Return direct to Owners	Discretionary	Outside scope	£ 32.60	8.9%	£ 2.90	£ 35.50	£ -	£ 35.50	
Taken to approved kennels	Discretionary	Standard Rate	£ 40.75	8.9%	£ 3.63	£ 44.38	£ 8.88	£ 53.25	
Daily Kennelling charge				0.0%	£ -	£ -	£ -	£ -	
Street Naming and Numbering									
House Name Change	Discretionary	Outside scope	£ 74.94	8.9%	£ 6.67	£ 81.61	£ -	£ 81.61	
Re-name of street where requested by residents Plus £36 per additional property	Discretionary	Outside scope	£ 119.91	8.9%	£ 10.67	£ 130.58	£ -	£ 130.58	
Re-numbering Houses/Buildings Plus £36 per additional property	Discretionary	Outside scope	£ 119.91	8.9%	£ 10.67	£ 130.58	£ -	£ 130.58	
Confirmation of addresses for Conveyancing purposes	Discretionary	Outside scope	£ 37.47	8.9%	£ 3.33	£ 40.81	£ -	£ 40.81	
Conversion of Buildings to form Dwelling/Flats Plus £10 per additional unit	Discretionary	Outside scope	£ 107.06	8.9%	£ 9.53	£ 116.59	£ -	£ 116.59	
New road									
Single Dwelling, Self Build plots on existing Road/Street Plus £10 per additional unit	Discretionary	Outside scope	£ 107.06	8.9%	£ 9.53	£ 116.59	£ -	£ 116.59	
New Development 2-5 plots Plus £25 per additional unit	Discretionary	Outside scope	£ 160.59	8.9%	£ 14.29	£ 174.88	£ -	£ 174.88	
New Development 6-10 plots Plus £20 per additional unit	Discretionary	Outside scope	£ 267.65	8.9%	£ 23.82	£ 291.47	£ -	£ 291.47	
New Development over 10 plots Plus £15 per additional unit	Discretionary	Outside scope	£ 535.30	8.9%	£ 47.64	£ 582.94	£ -	£ 582.94	
Industrial - Allocation of addresses to commercial units (1 unit) Plus £25 per additional unit	Discretionary	Outside scope	£ 160.59	8.9%	£ 14.29	£ 174.88	£ -	£ 174.88	
Sustainable Drainage Systems (SuDS) Pre-Application									
Early Engagement Advice	Discretionary	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	Free of charge
Single dwelling (householder)	Discretionary	Outside scope	£ 107.06	8.9%	£ 9.53	£ 116.59	£ -	£ 116.59	
0.01 to 0.5 hectare	Discretionary	Outside scope	£ 214.12	8.9%	£ 19.06	£ 233.18	£ -	£ 233.18	
>0.5 to 1.0 hectare	Discretionary	Outside scope	£ 428.24	8.9%	£ 38.11	£ 466.35	£ -	£ 466.35	
>1.0 to 5.0 hectare	Discretionary	Outside scope	£ 642.36	8.9%	£ 57.17	£ 699.53	£ -	£ 699.53	
>5.0 hectare	Discretionary	Outside scope	£ 1,070.60	8.9%	£ 95.28	£ 1,165.88	£ -	£ 1,165.88	
Additional Services (per hour)	Discretionary	Outside scope	£ 42.82	8.9%	£ 3.81	£ 46.64	£ -	£ 46.64	
Sustainable Drainage Systems (SuDS)									
Application	Statutory	Outside scope	£ -	0.0%	£ -	£ -	£ -	£ -	Fees are set in legislation: <a href="http://www.legislation.gov.uk/wsi/2018/1075/contents/made">http://www.legislation.gov.uk/wsi/2018/1075/contents/made</a>
Talks and Presentations									
Environmental Health, Trading Standards and Licensing	Discretionary	Outside scope	£ 72.81	8.9%	£ 6.48	£ 79.29	£ -	£ 79.29	

Trading Standards									
<b>Measuring Instruments Directive</b>									
Automatic discontinuous totalisers, automatic rail weighbridges, automatic catchweighers, automatic gravimetric filling instruments and beltweighers Hourly Rate	Statutory	Standard Rate	£ 93.86	10.0%	£ 9.39	£ 103.25	£ 20.65	£ 123.90	Increase in line with Cymru Group pricing schedule
Cold water meters Hourly rate	Statutory	Standard Rate	£ 90.34	8.9%	£ 8.04	£ 98.38	£ 19.68	£ 118.06	
Measuring instruments for liquid fuel and lubricants	Statutory	Standard Rate	£ -	0.0%	£ -	£ -	£ -	£ -	
Measuring instruments for liquid fuel delivered from road tankers	Statutory	Standard Rate	£ -	0.0%	£ -	£ -	£ -	£ -	10% surcharge on top of officer hourly rate (minimum 1 hour)
<b>Special Weighing and Measuring Equipment</b>									
Examining, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment at the place where the service is provided. 1. Automatic or totalising weighing machines 2. Equipment designed to weigh loads in motion 3. Bul	Statutory	Standard Rate	£ 93.86	8.9%	£ 8.35	£ 102.21	£ 20.44	£ 122.66	
<b>Weighing Instruments Non-NAWI</b>									
Not exceeding 1 tonne - per item	Statutory	Standard Rate	£ 71.19	8.9%	£ 6.34	£ 77.53	£ 15.51	£ 93.03	
Exceeding 1 tonne to 10 tonne - per item	Statutory	Standard Rate	£ 120.18	8.9%	£ 10.70	£ 130.88	£ 26.18	£ 157.05	
Exceeding 10 tonnes	Statutory	Standard Rate	£ 251.00	8.9%	£ 22.34	£ 273.34	£ 54.67	£ 328.01	
<b>Weighing Instruments NAWI</b>									
Not exceeding 1 tonne - per item	Statutory	Standard Rate	£ 123.50	8.9%	£ 10.99	£ 134.49	£ 26.90	£ 161.39	
Exceeding 1 tonne to 10 tonne - per item	Statutory	Standard Rate	£ 191.12	8.9%	£ 17.01	£ 208.13	£ 41.63	£ 249.76	
Exceeding 10 tonnes - per item	Statutory	Standard Rate	£ 418.38	8.9%	£ 37.24	£ 455.62	£ 91.12	£ 546.74	
When testing instruments incorporating remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged	Statutory	Standard Rate	£ -	0.0%	£ -	£ -	£ -	£ -	50% surcharge on officer hourly rate plus travel costs
<b>Measuring Instruments for Liquid Fuel and Lubricants</b>									
Container type		Standard Rate	£ 85.30	8.9%	£ 7.59	£ 92.89	£ 18.58	£ 111.47	
First nozzle tested, per site	Statutory	Standard Rate	£ 139.14	8.9%	£ 12.38	£ 151.52	£ 30.30	£ 181.83	
Each additional nozzle tested	Statutory	Standard Rate	£ 85.48	8.9%	£ 7.61	£ 93.09	£ 18.62	£ 111.71	
Testing of peripheral electronic equipment on a separate visit (per site)	Statutory	Standard Rate	£ 93.86	8.9%	£ 8.35	£ 102.21	£ 20.44	£ 122.66	
Testing of credit card acceptor (per unit, regardless of no. of slots/nozzles/pumps)	Statutory	Standard Rate	£ 93.86	8.9%	£ 8.35	£ 102.21	£ 20.44	£ 122.66	
<b>Road Tanker Fuel Measuring Equipment (Above 100 Litres)</b>									
Wet hose with two testing liquids - per item	Statutory	Standard Rate	£ 298.65	8.9%	£ 26.58	£ 325.23	£ 65.05	£ 390.28	
Wet hose with three testing liquids - per item	Statutory	Standard Rate	£ 348.43	8.9%	£ 31.01	£ 379.44	£ 75.89	£ 455.33	
Dry hose with two testing liquids - per item	Statutory	Standard Rate	£ 331.79	8.9%	£ 29.53	£ 361.32	£ 72.26	£ 433.58	
Dry hose with three testing liquids - per item	Statutory	Standard Rate	£ 381.76	8.9%	£ 33.98	£ 415.74	£ 83.15	£ 498.88	
Wet/dry hose with two testing liquids - per item	Statutory	Standard Rate	£ 464.55	8.9%	£ 41.34	£ 505.89	£ 101.18	£ 607.07	
Wet/dry hose with three testing liquids - per item	Statutory	Standard Rate	£ 496.61	8.9%	£ 44.20	£ 540.81	£ 108.16	£ 648.97	
<b>Certificate of errors</b>									
For supplying a certificate containing results of errors found on testing	Statutory	Standard Rate	£ 60.52	8.9%	£ 5.39	£ 65.91	£ 13.18	£ 79.09	
<b>Traffic Regulation Orders</b>									
Traffic Regulation Orders - InternalMinimum Charge	Discretionary	Outside scope	£ 2,314.58	8.9%	£ 206.00	£ 2,520.58	£ -	£ 2,520.58	
Traffic Regulation Orders - InternalMaximum Charge	Discretionary	Outside scope	£ 3,422.98	8.9%	£ 304.64	£ 3,727.62	£ -	£ 3,727.62	
Traffic Regulation Orders - ExternalMinimum Charge	Discretionary	Standard Rate	£ 3,917.41	8.9%	£ 348.65	£ 4,266.05	£ 853.21	£ 5,119.27	
Traffic Regulation Orders - ExternalMaximum Charge	Discretionary	Standard Rate	£ 5,004.06	8.9%	£ 445.36	£ 5,449.43	£ 1,089.89	£ 6,539.31	
<b>Transport</b>									
Concessionary Seat - per annumPayments split across three terms	Discretionary	Outside scope	£ 477.00	0.0%	£ -	£ 477.00	£ -	£ 477.00	The cost of concessionary seats was agreed by Cabinet therefore any changes / increase would also need to be agreed
Replacement concessionary Bus Pass	Discretionary	Outside scope	£ 10.60	0.0%	£ -	£ 10.60	£ -	£ 10.60	Applications for replacement Concessionary passes are now directed to TFW
Arriva Scholar Passes	Discretionary	Outside scope	£ 26.50	0.0%	£ -	£ 26.50	£ -	£ 26.50	
Adult Social Services - concessionary Seat (per day)	Discretionary	Outside scope	£ 7.42	8.9%	£ 0.66	£ 8.08	£ -	£ 8.08	

<b>Waste</b>									
Bulky Waste Collection - Collection of 1 - 5 items	Discretionary	Outside scope	£ 40.00	0.0%	£ -	£ 40.00	£ -	£ 40.00	A full review of the bulky waste collection charge has been requested via the Environment and Economy Overview and Scrutiny Committee. Following a retender exercise of the service (due July 2022) this will take place to ensure full cost
Bulky Waste Collection - Each additional item	Discretionary	Outside scope	£ 5.00	0.0%	£ -	£ 5.00	£ -	£ 5.00	
Bulky Waste Collection - Concessions for persons in receipt of benefits/OAPs *	Discretionary	Outside scope	£ 20.00	0.0%	£ -	£ 20.00	£ -	£ 20.00	
Garden Waste Collection - online payments	Discretionary	Outside scope	£ 32.00	9.4%	£ 3.00	£ 35.00	£ -	£ 35.00	Annual uplifts to be applied every three years and this will be further implemented from 01/03/24.
Garden Waste Collection - payments made on or before 29th February	Discretionary	Outside scope	£ 32.00	9.4%	£ 3.00	£ 35.00	£ -	£ 35.00	
Garden Waste Collection - payments made on or after 1st March	Discretionary	Outside scope	£ 35.00	8.6%	£ 3.00	£ 38.00	£ -	£ 38.00	
Greenfield Household Recycling Centre - small trader green waste tipping gate fee	Discretionary	Outside scope	£ 35.88	8.7%	£ 3.12	£ 39.00	£ -	£ 39.00	Uplift to be implemented from 01/03/24.
<b>Youth and Community Services - Room Hire</b>									
Room Hiring - 11-25 age group organisations - per hour	Discretionary	Outside scope	£ 3.66	8.9%	£ 0.33	£ 3.99	£ -	£ 3.99	
Room Hiring - Organisations outside 11-25 - per hour	Discretionary	Outside scope	£ 4.83	8.9%	£ 0.43	£ 5.26	£ -	£ 5.26	
Room Hiring - Profit making organisations - per hour	Discretionary	Outside scope	£ 8.00	8.9%	£ 0.71	£ 8.71	£ -	£ 8.71	
Room Hiring - Hire on Saturdays - per hour	Discretionary	Outside scope	£ 10.33	8.9%	£ 0.92	£ 11.25	£ -	£ 11.25	
Room Hiring - Hire on Sundays - per hour	Discretionary	Outside scope	£ 13.33	8.9%	£ 1.19	£ 14.52	£ -	£ 14.52	



# Flintshire County Council

## Income Generation Policy

Version 3: June 2022

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# 1. Approach and Objectives

## 1.1 Approach

The Council provides a range of services to residents, the community and visitors for which it can apply a fee or charge and generate income accordingly.

Good practice suggests that local authorities should have a clear rationale for charging, which should include what services are charged for, how much is charged and how charging supports the delivery of corporate priorities<sup>1</sup>.

This policy outlines the Council's rationale for fees and charges. It establishes the process by which fees and charges will be set and reviewed, sets out the key principles that should be used in setting them and outlines how charging for services supports the Council to deliver its corporate priorities.

The Council's high level aim is to maximise income generation wherever possible to contribute towards the delivery of key frontline services. Achieving full cost recovery for discretionary services, where the Council has a power but not a duty to provide the service, is a necessity for service sustainability. As, where the charge applied for these services does not cover the cost of service delivery, or it is not permitted to, this raises strategic questions for the Council to consider, such as if and how the services should be funded.

The setting of fees and charges must be linked to the Council's annual budget planning and Medium Term Financial Strategy (MTFS) planning process to create a strategic and coherent approach.

Any approach to income generation will by necessity need to be flexible, as this is a complex area and maximising income generation is not just about increasing fees and charges. For example, increasing fees/charges for services that operate in a commercial market to above the market rate may reduce demand for services, negatively impacting on income. Raising fees/charges to a level where customers can no longer afford them is likely to have a similar effect. Therefore, in some instances, it may be more appropriate to reduce fees and charges to gain a greater share of the market.

The Council may choose to offer subsidies to promote access to services for those who otherwise could not afford them. Such subsidies (often referred to as concessions) must

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<sup>1</sup> Wales Audit Office (2016) Charging for services and generating income by local authorities. Available from: <https://www.audit.wales/system/files/publications/income-generation-2016-eng.pdf>

be transparent, properly understood and have a clear rationale, as each time a service user is not paying the full cost of a service, the council tax payer is providing a subsidy.

By strategically using charging and concessions, the Council can influence the behaviour of residents in line with wider Council policy goals. The Council can also demonstrate the value of its services and discourage the abuse of such services.

This policy document aims to support Council Members and Officers to strike the appropriate balance between these conflicting pressures and priorities.

## **1.2 Objectives**

The objectives of this policy are to ensure that the Council:

- Maximises revenue generation through full cost recovery wherever possible;
- Ensures that a clear and consistent set of principles and criteria underpin all decision making;
- Ensures that fees and charges are set in a way that complements the Council's wider policy goals;
- Sets prices as part of the approach to marketing the service, setting fees and charges that are comparable with our own and/or broader commercial market and which reflect the ability of customers to pay for them;
- Adopts differential pricing for some specific services where warranted;
- Puts in place a consistent process and governance structures;
- Takes into account any competition to deliver the service from the public, private or voluntary/third sectors; and
- Collects payment of fees and charges as efficiently as possible, utilising digital mechanisms and in advance of the point of delivery where possible whilst providing alternative options for customers to make payment where needed.



## 2. Principles

This section sets out the overarching principles that should be applied when setting fees and charges across the Council.

Flintshire County Council's fees and charges should:

- Maximise the level of income generated from the service within the appropriate legal framework that governs those fees/charges;
- Ensure charges are transparent and communicated to customers with reasonable notice;
- Take into account the nature of demand for the service and any market intelligence available;
- Complement the Council's wider policy goals and objectives;
- Be reviewed annually, overseen by Programme Boards, and reported to Cabinet in July of each year prior to implementation of any changes on 1<sup>st</sup> October;
- Achieve full cost recovery or market rate comparison wherever possible, with a phased approach to achieving by October 2022 for those not already operating at full cost recovery;
- As a minimum increase in line with inflation each year, where permitted, using one of the agreed inflation indices, unless there is a clear rationale for not doing so, or for reducing the level of the fee in real terms; and
- Take into account equality and diversity issues.

It is acknowledged that a number of these principles are contradictory in nature and that there should be a clear mechanism for deciding the prevailing priorities for each instance where conflicts arise.

### **3. Process for reviewing and setting fees and charges**

#### **3.1 Overview**

This section of the policy sets out the process for the setting of fees and charges across the Council. It aims to put in place a transparent process that will take place annually, ensuring that all areas of the Council are taking into account the same principles and criteria in making decisions on the level of fees and charges.

#### **3.2 Monitoring and governance**

A governance and oversight structure is required to standardise the process of setting fees and charges and ensure that service areas are consistently basing their decisions on the appropriate criteria. For this purpose income generation will be monitored through current portfolio Programme Boards and the annual review of fees and charges reported to Cabinet in July each year prior to any changes being implemented on 1<sup>st</sup> October.

Changes to fees and charges at other times during the year can be made in some circumstances, such as statutory fee changes, which are set by government/in legislation and in other extenuating circumstances.

In relation to income management Programme Boards will:

- Receive proposals for adjusting fees and charges on an annual basis, which must be considered in light of the Council's overarching MTFS;
- Review income related business case investment proposals and proposals to introduce new fees or charges;
- Review these proposals to ensure that the appropriate criteria underpin the proposals;
- Recommend the appropriate process for approval for new fees/charges and changes to existing fees/charges where changes are not aligned to the agreed process and principles outlined in this policy and accompanying guidance; and
- Monitor the income generation performance of services against set targets.

#### **3.3 Approval of fees and charges**

Programme Boards do not have the authority to approve the setting of fees and charges. The responsibility for this remains with individual Chief Officers in consultation with their respective Cabinet Member under delegated powers/authority and/or Cabinet or Full Council, where necessary.

### **3.4 Process for annual review of fees and charges**

#### ***Step 1***

Fees and charges should be reviewed annually and this review will commence in April each year, instigated and overseen by the Council's Corporate Finance Team. Service areas will be required to review current levels of fees and charges for all chargeable services.

When reviewing and setting fees and charges the service should ensure it understands the full cost of providing the service, including overheads (indirect costs), and the demand for the service. Services should be prepared to provide supporting information to demonstrate full cost recovery or market rate comparison is being achieved, where permitted.

Services should also take into consideration the following when reviewing and setting fees and charges:

- Intelligence on the nature and elasticity of demand;
- Benchmarking with other local authorities or alternative suppliers in more commercial markets;
- An understanding of the market in which the service operates, including alternative service providers in the private, public and voluntary sectors;
- Any applicable income targets for the service;
- The implications of the level of fees and charges on the total income generated by the service, and the impact of this on the service and Council budget;
- The impact of any increases on customers;
- Whether concessions should be offered/continued, including :
  - The rationale for providing a concession to customers
  - Evidence that the concession is promoting take up of the service and benefiting customers most in need and at risk
  - The financial implications of offering concessions
- The Council's wider policy goals, aims and objectives;
- The impact on communities; and
- Equality and diversity issues.

## **Step 2**

Having reviewed and updated their fees and charges accordingly, service areas will need to report these to their Programme Board.

The Programme Board will assess whether the right balance between competing interests has been struck given the wider financial context and will advise the service area on any changes that may be required. The Programme Board will also determine whether the proposals should be sent for approval. In particular the Programme Board will expect that:

- As a minimum the value of fees and charges should be maintained in real terms over time and increased annually in line with one of the agreed inflation indices;
- Any discretionary services that are not achieving full cost recovery will explain why they are operating at a deficit and more importantly how they will achieve full cost recovery with an accompanying plan for doing so; and
- All concessions will be justified, with evidence that the concession is benefitting the target community and the financial implications of the concession for the wider service budget made clear.

## **Step 3**

When proposals have been supported in principle by the Programme Board they can be returned to Corporate Finance who will collate returns from service areas/Portfolios.

The output of this review will be a collated schedule of all fees and charges applied by the Council which will be reported to Cabinet in July for approval prior to any changes being implemented on 1<sup>st</sup> October.

Changes to fees and charges at other times of the year are permitted for statutory fee changes and under other extenuating circumstances. However, the processes, principles and approvals outlined in this policy should still be followed and adhered.

Estimates of additional income from increases to fees and charges should be passed to Corporate Finance, agreed and factored into the final budget setting process/MTFS.

Further information and supporting guidance for the annual review of fees and charges will be circulated to service areas at commencement of the annual review.

### **3.5 Annual inflation uplift**

The normative annual inflation index to be used as part of the annual review of fees and charges is the Consumer Prices Index, including owner occupiers' housing costs (CPIH) 12 month inflation rate, as of March in the calendar year of the review. However, the local or Council's inflation rate, which requires a calculation of the annual increases in

direct and indirect costs for each service where a fee/charge is applied, or a market rate comparison inflation rate can be used.

Where the Council has the power to alter fees and charges it is assumed that one of these inflation indices will be used to apply an annual inflation uplift.

### **3.6 Timescales and responsibilities**

The annual review of fees and charges will commence in April each year, instigated by Corporate Finance.

Service areas/Portfolios will be responsible for reviewing their fees and charges in consultation with their Principal Accountant and for submitting these to Programme Boards for consideration, in line with the process detailed in this policy.

Portfolios should return their fees and charges to Corporate Finance by late May/early June. Corporate Finance will then collate the schedule of fees and charges ready to circulate to Cabinet, with an accompanying report, for approval at their July meeting.

Any changes to fees and charges resulting from the annual review will be implemented on 1<sup>st</sup> October, allowing adequate time for service areas to communicate changes to customers and other stakeholders in advance of their implementation.

Service areas are responsible for setting any new fees and charges, ensuring these fully recover costs wherever permitted, apply VAT where applicable and go through the appropriate approval processes, as detailed in this policy.

Where there are identified areas of non-compliance with the above responsibilities, Principal Accountants within Corporate Finance can escalate any identified non-compliance to the appropriate Chief Officer.

Roles and responsibilities in relation to fees and charges are summarised in the following table.

<b>Role</b>	<b>Responsibility</b>
Annual review of fees and charges, ensuring compliance with relevant regulation/legislation as applicable to those fees and charges and the Council's Income Generation Policy	Service areas/Portfolios
Developing proposals/business cases for new fees and charges, ensuring compliance with relevant regulation/legislation as applicable to those fees and charges and the Council's Income Generation Policy	Service areas/Portfolios

To provide checks of calculations, highlight inaccuracies and to raise to service areas any identified non-compliance with Policy	Management Accounting Team (Principal Accountants)
Resolution of any identified non-compliance	Service areas/Portfolios
Authority to approve fees and charges	Chief Officers in consultation with the appropriate Cabinet Member; or Cabinet; or Full Council
Monitoring income generation, including proposals for adjusting fees and charges	Portfolio Programme Boards (as outlined in sections 3.2 and 3.4 of this Policy)
Instigation of the annual review of fees and charges, to include producing draft schedule of fees and charges for review and supporting guidance/documents	Corporate Finance
Collation of annual schedule of fees and charges and reporting to Cabinet	Corporate Finance
Notifying customers (or potential customers) of fees and charges and/or changes to these	Service areas/Portfolios

**3.7 In year changes**

As noted earlier in this policy, the Council’s Constitution provides Chief Officers, in conjunction with their respective Portfolio Cabinet Members, a mechanism to set fees and charges in accordance with any policy or strategy approved by the Cabinet or Council, i.e. this policy.

With prior approval charges can be varied on an in year basis, i.e. to manage demand as part of demand management, or ensure costs are fully recovered if these increase significantly in year.

**3.8 New opportunities for income generation and the process for introducing new fees or charges**

Each year the Members, Chief Officers and Service Managers from across the Council should actively consider new opportunities for income generation. However, this process should not simply be viewed as an annual activity and opportunities to generate additional income should be explored proactively throughout the year.

The purpose of these reviews should be to go beyond the usual paradigms of service delivery and create a more commercial culture within the organisation testing the boundaries of what is possible and exploring new ideas. They should discuss individual services in turn, assess latest development and best practice in income generation nationally, consider new ideas, and establish whether any can be taken forward.

If ideas are identified Chief Officers and Service Managers will be tasked with their exploration, development and implementation.

The process and considerations for introducing any associated new fees or charges is broadly the same as that for the review of fees and charges outlined in section 3.4 above. That is fees and charges should be set to achieve full cost recovery and the Council has developed a cost recovery template to assist service areas with this. In addition, intelligence should be gathered about anticipated demand and the market more broadly to understand the market in which the service will operate, benchmarking against other local authorities and/or the wider market should be undertaken, and the ability of customers to pay, including the use of concession should be considered, alongside the fit with the Council's wider policy goals, aims and objectives. An Integrated Impact Assessment (IIA) should also be completed for any new fees/charges, which will incorporate considerations around equality and diversity issues.

Service areas should seek support from their Principal Accountant when looking to calculate new fees and charges and should seek advice regarding the VAT status of any new proposed fees or charges, i.e. if they are standard rated, exempt, etc.

As outlined in section 3.2 above, Programme Boards should consider any proposals for new fees and charges. When agreement in principle is sought from Programme Boards, the Board will recommend whether the proposals should be sent for approval under the process of delegated powers/authority.

The following principles and guidelines will apply here:

- The presumption should be that the proposal will be sent for approval under delegated powers as outlined in the Council's Constitution.
- If the proposal raises concerns that it will be politically controversial, it should, in the first instance, be referred to the Cabinet Member with responsibility for the service in conjunction with the Chief Officer for further consideration and approval, who may choose subsequently to refer to Cabinet for approval.

All proposals will be sent for approval using the methods supported by the Programme Board and, if approved, will be enacted by services.

Estimates of additional income from the introduction of new fees and charges should be passed to Corporate Finance, agreed and factored into the final budget setting process/MTFS.

### **3.9 Communications**

The schedule of fees and charges resulting from the annual review will be published. However, service areas should put in place arrangements to communicate clearly any changes in fees and charges, or the introduction of new fees/charges, to customers.

A segmented approach should be used to ensure that the right messages are communicated to the right stakeholders, which should include, where applicable:

- Council staff;
- Customers/service users’;
- Taxpayers;
- The media;
- Local businesses; and
- Community groups.

A corporate approach will be taken to managing and approving these communications, where considered necessary, in order to ensure consistency of message across the Council. This approach will include the following principles:

- All communications issued should make clear the reason for the change in the fee or charges (e.g. in line with inflation, increases costs, etc.);
- Where there is an increased fee or charge, communications should provide clear advice to customers on the concessions available (if any) to make sure those who are entitled to discounts receive them; and
- The timing of communications should be co-ordinated in line with when the change is implemented.

Any communications proposed to be issued out in respect to this should be cleared by the respective Portfolio Cabinet Member before being sent.



## **4. Payments**

It is vital that the Council receives payment for its chargeable services. Wherever possible customers should be required to pay charges in advance of delivery of services, or at the point of delivery, to minimise the risk of non-payment and to assist customers to manage their own liabilities to the Council.

To facilitate payment, and provide a customer centred service, multiple payment methods should be available to the customer. However, online and direct debits should be promoted as preferred methods.

Each year a review should also be undertaken of the means by which payments are made to all services. As part of the annual review of fees and charges, and when setting new fees and charges, services should consider how payment is collected and how this can be made (more) efficient, using less expensive channels of payment collection and how this will be promoted and signposted to. This work should be consistent with the objectives set out in within the Council's Digital Strategy.

## 5. Concessions

A concession is applied when a local authority chooses to set a charge below the actual cost of service provision.

Concession setting is a careful balancing act. The Council may wish to target certain services at a specific group of residents and in doing so it may decide to apply a concession. For example, it may wish to offer assistance to the elderly, or those on benefits. However, every time a customer is not paying the full cost of a service, the council tax payer is in effect providing a subsidy. It is therefore important that efforts are made to ensure that subsidies are targeted at those customers whom the Council has made a conscious policy decision to help.

Certain principles are therefore important when determining the need for a concession:

- The Council should be wary of extending concessions to those who may be able or willing to pay the full fee/charge for a service;
- Concessions should not be applied to services which are lower priority for the Council;
- Concessions should be focused on those groups most in need and at risk;
- Concessions must be transparent, properly understood and have a clear rationale for their application;
- The implications of each concession for the Council's overall financial position must be understood;
- There should be evidence that the concession is promoting take up of the service and benefitting customers; and
- Concessions should be non-discriminatory in nature and effect.

Concessions are likely to exist on a service specific level. It is therefore important that when reviewing concessions a consistent approach has been taken. Programme Boards will undertake this role as a part of the process outlined in section 3 of this policy, along with an assessment of whether services proposals for concessions should be supported.

In order to this the Board will:

- Collect information available on subsidies provided for chargeable services;

- Ask finance staff to map the overall financial consequences of current subsidies for the Council's budget;
- Assess the information provided by service areas and consider the financial consequences for the Council's budget submitted by finance. The Board's presumption will be that all concessions need to be justified, and the financial implications of the concession for the wider service budget must be clear;
- As part of this process the Board should compare the need for and cost of subsidies that exist in different services. To do this the Board should rate the chargeable services prioritising who should pay for the service by asking the following questions:
  - Should the council tax payer pay for the services? (in which case the service is free to customers/service users)
  - Or should the service user pay for the service? (in which case there will be no subsidy and the customer will pay the full cost of the service)
  - How much will each of these options cost the taxpayer?

Based on the above, the Board can decide which service proposals and subsidies should be approved. This process will enable the prioritisation of subsidies within a clear financial context, to feed into the Board's decision as to whether to send service proposals for approval.

The Council will undertake this process on an annual cycle.

Mae'r dudalen hon yn wag yn bwrpasol

# Eitem ar gyfer y Rhaglen 14



## CABINET

<b>Date of Meeting</b>	Tuesday, 18 <sup>th</sup> July 2023
<b>Report Subject</b>	Renewal of the North Wales Construction Partnership Framework
<b>Cabinet Member</b>	Cabinet Member for Education, Welsh Language, Culture and Leisure  Cabinet Member for Governance and Corporate Services
<b>Report Author</b>	Chief Officer (Education & Youth)  Corporate Manager, Corporate Property and Assets
<b>Type of Report</b>	Operational

## EXECUTIVE SUMMARY

The use of procurement frameworks are widely acknowledged and used as a way of reducing transaction costs, providing continuous improvement within long-term relationships and to allow public sector organisations to get better value and greater community wealth.

The North Wales Construction Partnership was established in 2014, primarily to deliver the construction of new school buildings, or the remodelling and refurbishment of existing school buildings, under the Welsh Government's Sustainable Communities for Learning Programme previously known as the 21st Century Schools programme.

The Framework is a partnership between the six North Wales Authorities with Denbighshire County Council acting as the lead Authority. The Framework delivers a range of projects across different sectors and can also be used by other public sector organisations in the region to deliver their construction projects.

The current framework agreement expires in May 2024, and this report outlines the proposed approach for renewing the Framework Agreement.

## RECOMMENDATIONS

1	That Cabinet endorses the approach outlined to procure the next framework generation of the North Wales Construction Partnership.
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## REPORT DETAILS

<b>1.00</b>	<b>North Wales Construction Framework</b>	
1.01	<b>The Existing Framework</b>	
	North Wales Construction Partnership was established in 2014, primarily to deliver the construction of new school buildings, or the remodelling and refurbishment of existing school buildings, under the Sustainable Communities for Learning Programme previously known 21st Century Schools programme. The Council renewed its commitment to the second framework iteration in 2018.	
1.02	The Framework provides a streamlined, cost-effective and collaborative mechanism to secure contractors for construction projects in schools and other public buildings across North Wales.	
1.03	The current Framework has six value lots with sixteen contractors. There are currently 24 “live” construction projects being progressed across the region with a contract value in excess of £135 million.	
1.04	<p>Projects which have been delivered or are currently being developed through the Framework within Flintshire are as follows:</p> <ul style="list-style-type: none"> <li>• Holywell Learning Campus – Completed on time and within budget</li> <li>• Deeside 6 – Coleg Cambria – Completed on time and within budget</li> <li>• Connah’s Quay High School Modernisation – Completed on time and within budget</li> <li>• Ysgol Penyffordd New Primary school – Completed on time and within budget</li> <li>• Ysgol Glanrafon School Modernisation and Early Years Facility – Completed on time and within budget</li> <li>• Ysgol Croes Atti (Glannau Dyfrdwy) School Modernisation and Early Years Facility – Completed on time and within budget</li> <li>• Childcare / Early Years Facilities – nine out of ten modular projects completed on time and within budget – one at construction stage</li> <li>• Ysgol Croes Atti – New Primary school – at development stage</li> <li>• Drury CP – Refurbishment – at development stage</li> </ul>	
1.05	One of the key benefits of the use of the North Wales Construction Partnership Framework has been a collaborative approach and early contractor engagement and the delivery of significant social value activities.	
1.06	Regional projects under the current framework have delivered the following social value benefits as follows:	
	Work placements in education	47
	Work placements not in education	28
	Persons while employed as apprentices	55
	Persons previously unemployed	28
	Jobs created for graduates	3

	Careers events - not in education	45
	Training weeks for new entrants apprenticeships	1749
	Training weeks for new entrants Traineeships or equivalent	149
	Training weeks for new entrants technical or higher level qualifications	346
	Qualifications Achieved - main contractor	72
	Qualifications Achieved - subcontractor	31
	Short duration courses - main contractor	346
	Short duration courses – Subcontractor	56
	Training Plans	56
	<p>In addition to the above key performance targets for social value activities, the framework has delivered the following:-</p> <ul style="list-style-type: none"> <li>• 1833 school pupils involved in engagement events</li> <li>• 45 Community engagement events</li> <li>• On average, 65% of the construction supply chain comes from Wales with 34% within the Local Authority postcode.</li> </ul>	
1.07	<p><b>The Proposed Next Generation North Wales Construction Partnership Framework 3</b></p> <p>Renewing the Framework will ensure an effective mechanism for delivering the next phase of the Sustainable Communities for Learning programme, as well as the construction or major refurbishment of other public buildings for Flintshire and across North Wales.</p>	
1.08	<p>Details of the next generation North Wales Construction Partnership Framework 3 are set out in the Business Case attached as Appendix 1.</p>	
1.09	<p>The approach is to build on the strength and success of the current Framework, whilst making some changes to improve performance. Key changes include:</p> <ul style="list-style-type: none"> <li>• A change in the way projects are “lotted” by increasing the value range within the lot to provide more opportunities for smaller contractors to achieve growth within the Framework term.</li> <li>• Extend the scope of the framework to cover social housing.</li> </ul>	
1.10	<p>The new Framework iteration is to continue with a similar number of lots. Feedback regarding the value range for the lots has been taken into consideration and have been increased to support opportunity for company growth within the lot value supporting contractors to expand over the 4-year contract period. It is envisaged with this change to the framework more</p>	

	<p>contractors will be attracted to the new Framework and that it will increase competition and pricing competitiveness.</p> <p>The option of Direct Award is planned to be included across the five value lots . This will support clients when they are provided with short timeframes to allocate funding.</p> <p>The inclusion of general social housing has also been included into the new iteration of the framework, this will increase client collaboration and North Wales Construction Partnership funding.</p> <p>All value lots will also have a reserve list. This will elevate any issues relating to not having enough interested contractors for mini competition.</p>
1.11	<p>There is a requirement for an enhanced Framework Management Team. This team will continue to be hosted by Denbighshire County Council and this continuity will ensure that collaboratively, North Wales Authorities can build on the success of the initial Framework Agreement and improve the impact of the framework in terms of:</p> <ul style="list-style-type: none"> <li>• Engaging with contractors to maximise community benefits and support and develop local supply chains.</li> <li>• Working with economic development teams to develop local companies where gaps in supply chain exist; and</li> <li>• Continuing to work with educational organisations to provide improved training and development opportunities and work placements and upskilling of contractors.</li> </ul>
1.12	<p>The Framework renewal will have an overall positive impact on future generations within Flintshire and the wider North Wales region, through:</p> <ul style="list-style-type: none"> <li>• the development of new and improved school buildings and other public buildings;</li> <li>• up-skilling the workforce through the numerous training and work placement opportunities; and</li> <li>• developing the local economy by providing opportunities for local contractors.</li> </ul>
1.13	<p>A key Council priority is the promotion and support of renewable energy opportunities across the Council Estate and wider communities. Accessing the framework will have a positive impact on this ambition by creating new net zero carbon facilities for public use.</p>
1.14	<p>Through using the North Wales Construction Partnership framework the Council can specify through the tendering process that new buildings are designed and built to a net zero carbon operating standards. For major refurbishments whilst the design envelope for a refurbishment is smaller, the Council can take a similar approach using the framework and tendering process to a new build and integrate low carbon delivery and operation throughout the planning stages to maximise emissions savings.</p>



<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The cost of setting up the next Framework iteration arrangements will be met through the funding arrangements for the existing framework, whereby each Authority had previously agreed the sum of £15,000 each year as a management fee to Denbighshire County Council.
2.02	The next Framework iteration will require the same level of financial commitment (£15,000 per annum) from each Local Authority.
2.03	Under the previous Framework Flintshire's annual contribution was paid from the Sustainable Communities for Learning programme. It is proposed that the same principle should apply to the renewed framework.
2.04	Decisions on how surplus income generated from the Framework will be spent will be agreed by the Framework's Strategic Management Board, which has Senior Officer representation from all six North Wales Authorities.

<b>3.00</b>	<b>IMPACT ASSESSMENT AND RISK MANAGEMENT</b>								
3.01	Risks around the framework are managed through the Framework's Strategic Management Board to which each Local Authority has Senior Officer representation from all six North Wales Authorities.								
3.02	<p><b>Well-being Principle Impacts</b></p> <p>Against the seven well-being goals of the Act, the potential impact of the report and its recommendations has been evaluated as follows:-</p> <table border="1"> <tr> <td>Prosperous Wales</td> <td>Positive impact Frameworks enable capital investment directly benefitting local supply chain/economy. A percentage of local expenditure is a requirement of the grant funding for contracts procured through this framework.</td> </tr> <tr> <td>Resilient Wales</td> <td>Positive impact Frameworks enable capital investment to ensure use of sustainable and recycled materials during construction, more energy efficient, potential reduction in carbon emissions.</td> </tr> <tr> <td>Healthier Wales</td> <td>Positive Impact Frameworks enable delivery of improved physical infrastructure and facilities which positively impact on the wellbeing of the end users and its community.</td> </tr> <tr> <td>More Equal Wales</td> <td>Positive Impact</td> </tr> </table>	Prosperous Wales	Positive impact Frameworks enable capital investment directly benefitting local supply chain/economy. A percentage of local expenditure is a requirement of the grant funding for contracts procured through this framework.	Resilient Wales	Positive impact Frameworks enable capital investment to ensure use of sustainable and recycled materials during construction, more energy efficient, potential reduction in carbon emissions.	Healthier Wales	Positive Impact Frameworks enable delivery of improved physical infrastructure and facilities which positively impact on the wellbeing of the end users and its community.	More Equal Wales	Positive Impact
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Healthier Wales	Positive Impact Frameworks enable delivery of improved physical infrastructure and facilities which positively impact on the wellbeing of the end users and its community.								
More Equal Wales	Positive Impact								

		By using frameworks as a lever to deliver Community Benefits that support people to plan and shape their community's resilience. By continuing to build schools via the Sustainable Communities for Learning Programme and ensuring that each contract provides opportunities to develop skills, work experience, career advice and mentoring, as well as creating local sustainable employment
	Cohesive Wales	Positive Impact Through collaboration with the local supply chain, work experience programmes, supported businesses and community initiatives.
	Vibrant Wales	Positive Impact Frameworks enable delivery of new facilities to improve, both curricular, extra-curricular and community use of school buildings.
	Globally Responsible Wales	Positive Frameworks support capital investment to deliver a more sustainable product, local spend and added benefits for apprenticeships, work experience in construction. Frameworks support delivery of the promotion of Wales and its vibrant culture by supporting public sector capital delivery in the area and contributing to a more globally responsible Wales by investing in 'green' technologies and meeting Net Zero Carbon targets.

<b>4.00</b>	<b>CONSULTATIONS REQUIRED/CARRIED OUT</b>
4.01	The proposals for the renewal of the North Wales Construction Framework have been developed through the involvement and engagement with senior officers, construction and procurement professionals within the six partner North Wales Local Authorities, as well as other public sector organisations who have expressed an interest to utilise the Framework.
4.02	There has also been involvement from contractors on the existing framework and other local contractors who are interested in being involved in the new Framework arrangements.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1 – Framework Business Case (Denbighshire County Council).

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	None.

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<p><b>Contact Officer:</b> Jennie Williams, Senior Manager Planning &amp; Provision  <b>Telephone:</b> 01352 704015  <b>E-mail:</b> <a href="mailto:jennie.williams@flintshire.gov.uk">jennie.williams@flintshire.gov.uk</a></p>

<b>8.00</b>	<b>GLOSSARY OF TERMS</b>
8.01	<p><b>North Wales Construction Framework:</b> An innovative collaborative working solution, which has been developed to support the delivery of the 21st Century Schools programme and other public buildings in the North Wales region. Instigated by the Welsh Government and supported by Construction Futures Wales, the Framework is made up of the six North Wales Authorities and seven main construction companies, hosted by Denbighshire County Council.</p> <p><b>Sustainable Communities for Learning:</b> (Previously known as 21st Century Schools) - Is a collaboration between the Welsh Government (WG), the Welsh Local Government Association (WLGA) and local authorities. It is a major, long-term and strategic capital investment programme with the aim of creating a generation of 21st century schools in Wales.</p> <p><b>Community Benefits:</b> Delivery of added value through Community Benefits Policy are part of Sustainable Communities for Learning funding criteria and is also linked to the procurement of contractors on the Sustainable Communities for Learning programme and must be an integral consideration. They ensure wider social, environmental and economic issues are also taken into account during the project life cycle.</p> <p><b>Lot/Lotted:</b> One of a number of categories of goods or services which a single procurement process has been divided into. In this case monetary amount associated with construction value.</p>

Mae'r dudalen hon yn wag yn bwrpasol

# **North Wales Construction Framework 3 (NWCF3)**

## **Future of the Framework**

### **Business Case for the renewal of the North Wales Collaborative Construction Framework**

**February, 2023**

## **Introduction**

### **Part 1 - Existing framework**

Background

Achievements

### **Part 2 – Option appraisal**

Procurement Strategy and proposed changes

Resources and funding

### **Part 3 – Delivery Arrangements**

Timescale

Cost

Project Management

Risk

## **Recommendation**

Preferred Option

# INTRODUCTION

This paper presents the achievements of the existing collaborative construction framework with options of how we propose to renew the framework for the next strand of construction projects across North Wales. The paper presents the outline procurement strategy together with the resources required to fund and manage any new arrangements.

## PART 1 – EXISTING FRAMEWORK

### BACKGROUND

The NWCF was the first generation of Collaborative Frameworks in the region. It was instigated by the Welsh Government to aid the delivery of the 21<sup>st</sup> Century School Programme, now superseded by Sustainable Communities for Learning Programme, in North Wales and was collaboratively developed by the 6 North Wales Local Authorities (NWLA) lead by Denbighshire and Flintshire.

The NWCF was established to deliver value for money and the benefits associated with a long term collaborative relationship. We undertook a unique approach of early engagement with clients, contractors and construction bodies via workshops that helped us to define its structure.

It was built on an ethos of openness, transparency and flexibility achieved by continuous communication and engagement with stakeholders through our Forums and special interest groups (SIGs). These have been invaluable in ensuring that common processes and tools have been established and implemented across the framework for the benefit of the individual projects and ultimately the clients. The SIGs enable us to improve understanding and delivery of Building Information Management (BIM), Community Benefits, Net Zero as well as Collaboration and Standardisation.

Outcomes from the SIGs include:

- Building an environment that facilitates Trust culminating in an open transparent relationship
- Delivery of Targeted Community Benefits and Social Value
- Upskilling of Clients and contractors, including their regional Supply Chains,
- A better understanding of BIM processes and the development of tailored Employers Information Requirements.
- Fair payment practices form part of the framework to ensure that the supply chain members are also paid in line with these practices.
- Test new initiatives in the region and disseminate lessons learned such as Project Bank Accounts
- Performance and achievements are monitored through an established set of KPIs across the Framework projects which are regularly reviewed with the aim of improved performance.
- Case studies are part of the process of sharing good practice and knowledge.
- The Early Contractor Involvement, two stage procurement and the use of collaborative forms of contract (including NEC Option C), are actively promoted.

### Current Framework lotting strategy

Lot	Project value bands	Contractors on the Framework	Type of Works
1 E	£250K > £999.999K	MPH Construction K & C Construction Garnett Hughes Developments Gareth Morris Construction T G Williams Builders OBR Construction NWPS Construction Williams Homes	<ul style="list-style-type: none"> <li>• Primary schools;</li> <li>• secondary / high schools;</li> <li>• sixth form / further education facilities;</li> <li>• early years / nursery / day care facilities;</li> <li>• special educational needs and learning facilities; and</li> <li>• higher education facilities.</li> <li>• leisure facilities;</li> <li>• council and other Public sector offices;</li> <li>• visitor centres;</li> <li>• storage buildings;</li> <li>• community facilities;</li> <li>• emergency services;</li> <li>• health facilities;</li> <li>• custody facilities; and</li> <li>• extra care facilities.</li> </ul> <p>The Framework will not cover the procurement of development agreements and wider social housing construction or refurbishment, but could include elements of social housing or supported accommodation facilities, particularly as part of the mix use or integrated services.</p>
1 W	£250K > £999.999K	MPH Construction K & C Construction Garnett Hughes Developments Gareth Morris Construction T G Williams Builders OBR Construction NWPS Construction Williams Homes TIR Construction	
2	£1m > £1,999.999m	MPH Construction K & C Construction Wynne Construction Read Construction Gareth Morris Construction NWPS Construction Williams Homes	
3	£2m > £5,499,999m	Wynne Construction Read Construction Seddon Construction K & C Construction	
4	£5,500m > £9,999,999m	Wynne Construction Read Construction Seddon Construction	
5	➤ £10m	Kier Construction Wates Construction GallifordTry Building NW Willmott Dixon Construction	

### Impact of the existing framework

The Framework has significant impact on the way major projects are procured in North Wales, reducing the cost and time of the procurement exercise and introducing a more collaborative way of working with the private sector resulting in a less adverse relationship.



The framework's biggest impact is on the delivery of Community Benefits, Targeted Recruitment and Training (TR&T), Supply Chain development and management of the environmental impact, delivering in line or above industry standard in each individual project.

The Framework actively supports both clients and contractors in the development of the Building Information Management (BIM) understanding and Net Zero carbon reduction.

All of the above working practices are embedded within the Framework working processes

## ACHIEVEMENTS

The existing Framework has delivered to March 2023 a number of benefits as below

Work placements in education	47
Work placements not in education	28
Persons while employed as apprentices	55
Persons previously unemployed	28
Jobs created for graduates	3
Careers events - not in education	45
Training weeks for New entrants apprenticeships	1749
Training weeks for New entrants Traineeships or equivalent	149
Training weeks for New entrants technical or higher level qualifications	346
Qualifications Achieved - main contractor	72
Qualifications Achieved - subcontractor	31
Short duration courses - main contractor	346
Short duration courses - Subcontractor	56
Training Plans	56

- 1833 school pupils involved in engagement events
- 45 Community engagement events
- On average, 65% of the construction supply chain comes from Wales with 34% within the LA postcode.

## Income and Savings

- Income generation of £80,400 to offset against the Framework management cost for attracting new clients to use the Framework as been achieved through the current iteration. NWCF3 will be seeking other fund avenues to deliver regional engagement and training.
- A competitive procurement process following a full EU procedure costs an average of £45,200 a significant reduction to this cost has been achieved by both clients and contractors by avoiding individual procurement.

In order to realise the full benefits of having a regional Framework in place we joined the National Association of Construction Frameworks becoming the first welsh partner. This has enabled us to exchange knowledge with our counterparts nationally.

# PART 2 – PROPOSAL GOING FORWARD

## PROCUREMENT STRATEGY AND PROPOSED CHANGES

We proposed to reprocure a NWCF3 Framework applying the lessons learnt and addressing its shortcomings to improve its operation and delivery and enhance value and increase beneficial outputs from the framework activities. For Denbighshire County Council to continue to be the lead authority and host the Framework Management Team.

**The recommendation is to renew the NWCF with a revised scope outline above based on the lessons learnt on the existing Framework.**

See appendix 1 – ‘Initiation of Project for the Procurement of NWCF3’ for details.

The other four options were considered were:

1. Let Framework expire and authorities to choose the way they want to move forward
  - a. LA have now acquired a consistent approach to delivering major projects, the expertise created will be lost, the use other options could be more costly and time consuming.
2. Renew the Framework exactly as it is now
  - a. We would fail to incorporate the lessons learned and improvements generated by the first iteration, however we will have more certainty on cost and use expertise acquired. It may not be sufficient to deliver the type of projects that the Sustainable Communities for Learning Programme Band B will require.
3. Let another authority take the lead
  - a. Willingness of another LA to take the Lead against backdrop of efficiency savings.
4. Tap into other existing Frameworks
  - a. Cost and locality agenda may not be met, we wouldn't have control over the mini tender process and management of the Framework. Inconsistent CB and SVA activity and not aligned to WG policy and drivers.

### High Level Strategy of NWCF3

A Collaborative and integrated framework, building on the foundations of a successful NWCF 2 harvesting benefits and savings from use of technology, improved processes, collaborative working, supply savings and efficiencies through fairness, transparency and competitive collaboration on projects.

- Maximising local community impact through SME engagement and intelligent quality based selection and clearly defined targets and benchmarked performance.
- A strong commitment to supporting and developing the local supply chain through training and best practice sharing
- Finding market gaps and encouraging companies to backfill those gaps.

- Working alongside supporting agencies and education establishments providing avenues for training, development and directing them to funding available to upskill Local SMEs
- We will align our outputs to the Well Being of Future Generations Act measuring the Framework and project performance in line with the Act.
- Fair payment practices are and will continue to be built into the Framework as well as the commitment to train and develop future generations and promoting sustainable development.

We are committed to exceeding the performance and outputs from NWCF2, with enhanced value for the Customers, Stakeholders and communities.

The Framework successfully attained CITBs accolade of National Skills Academy for Construction (NSAFC) enabling each of the Council's on the Framework to use the methodology for the monitoring and delivery of Community Benefits.

The Framework successfully attained CITBs accolade of National Skills Academy for Construction (NSAFC) enabling each of the Council's on the Framework to use the methodology for the monitoring and delivery of Community Benefits.

The NWCF3 will continue to maximise the benefits delivered by projects to the local community. The following considerations will be sought through a community benefits plan submitted by the contractors. It is proposed that the training and employment element of community benefits has a core approach and other elements be non-core and these will be set out in the terms and conditions in the individual contracts and the framework management will ensure sound contract management to deliver the wider benefit's

Each local authority will determine their own specific needs to ensure the contract conditions for each project specify are relevant. This allows flexibility in the process and can be tailored to each specific project and local authority's needs, whilst delivering the community benefits from this investment across the region.

Supporting the reduction of carbon emissions from Council assets through the delivery of new and refurbished buildings. It will also contribute to the adoption of Zero Carbon initiatives that enable procuring bodies to manage the carbon footprint of their asset, as well as providing training to Clients and the Supply chain. Introducing a mechanism to identify baseline carbon emissions from its Contractors, reviewing the annual reduction targets of their main contractors including their supply chain and reviewing their performance against achieving Net Zero Carbon

Being the "go to" procurement solution for public bodies in North Wales.

## **Project Pipeline**

Whilst the exact detail of the anticipated spend is unconfirmed, Government spend projections and extrapolation of the performance of the NWCF2 indicate that a likely spend of some £400m is anticipated.

Adjusting for growth from the planned Business Development activity the OJEU will be issued with a ceiling value of £600m.

## Proposed Changes

### Tender

- Simplifying the tender documents and rationalise the quality questions (tailored set of questions for lower value bands proportional to the value)
- Proposed lotting strategy agreed by Operational Management Board (this may alter when Band B projects are known)
- Consider having contractors on a reserved list
  - With a busy market in the region give us the opportunity to ensure we always have a minimum number of bids
  - Gives companies that were close to the mark the opportunity to be part of the Framework Need to check the legalities of operating a reserve list in the event of continued failure of contractors to submit bids or in the event of withdrawal.
  - Ensure a minimum number of bids in each mini tender taking into account the conditions of the market.
  - Consider an effective strategy to manage this set of contractors to keep them engaged for four years.
- Included general social housing as a type of works.
- Include a direct award option across the lots, this will support clients when they are provided with short timeframes to allocate funding.
- Ensure that the financial criteria on which contractors are evaluated is proportional to the value of the works and lot that they are applying for.
- The upcoming Public Procurement Reform (UK) Bill and the Social Partnership and Public Procurement (Wales) Bill include obligations to deliver economic, social, environmental and cultural Well-being benefits. The Framework will incorporate these new obligations in addition to the Welsh Community Benefits toolkit.

Table 1 Suggested Lotting Strategy

Lot	Value	Maximum Contractors
Lot 1	£250K – £2m	Up to 10
Lot 2	£2m - £5m	Up to 6
Lot 3	£5m - £10m	Up to 6
Lot 4	£10m - £15m	Up to 6
Lot 5	£15m+	Up to 6

There we will have a up to 36 contractors in NWCF3 and up to 51 including the reserve list, a well-resourced Framework management team is paramount to its success.

In comparison NWCF2 has 16 contractors over six lots.

## Framework Operation

The Framework is a collaborative vehicle to deliver construction projects across the public sector in North Wales there is no mandatory requirement to use it, as clients can choose their preferred procurement route, there is also no minimum spend requirement, however once the decision to use the Framework has been made, projects need to comply with the Framework Agreement.

- Governance – simplify governance arrangements and decision making
  - Opting for a Client Management Board with co-opt appointed members with particular expertise as when required (*similar to company board of directors with non-executive members requires shared sense of purpose and commitment from all involved*)
  - Simplified terms of reference with clear accountability matrix.
  - Reduction in the number of meetings with the decision making process more concise.
  - Targeted themes for improvement to be delivered through SIG's
  
- Mini Tender competitions
  - Standardise further the mini tender competitions set core questions
  - Q/P split to include Wellbeing Impacts (Social Value/Community benefits).
  
- Actively Marketing and promotion of the Framework
  - Get new clients for the Framework to become self-sustaining.

## RESOURCES AND FUNDING

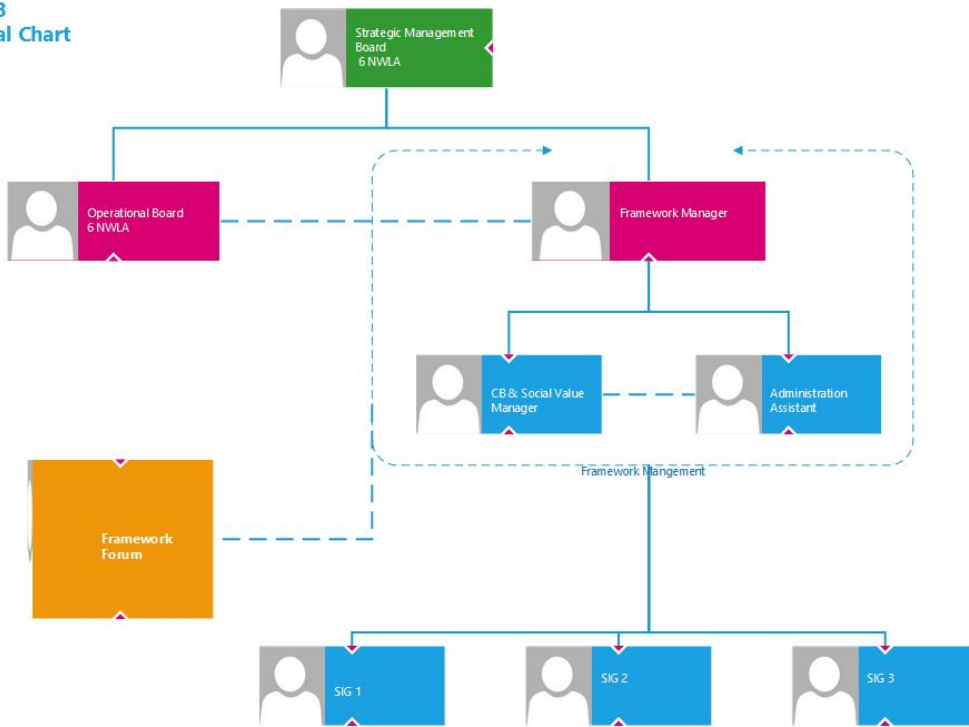
### Framework Management Team

1 Collaborative Procurement and Framework Manager 0.5 FT

1 Community Benefits Lead Officer

1 Administration Assistant

**NWCF3  
Organisational Chart**



**FUNDING**

The funding arrangements will change under the new framework arrangements. Under the existing framework, each partner authority contributes £15,000 per annum to support the framework management costs, with additional income generated from a framework access fee paid by other public sector organisations who use the framework.

**Partner Authorities and Contractors**

Under the new framework it is also proposed that each partner authority will continue to allocate £15,000 per annum, payable at the end of the financial year for the year just gone.

**Fee rate for partner local authorities**

LOT	Fee
1	0.35%
2	0.35%
3	0.25%
4	0.15%
5	0.12%
6	0.10% Up to £15m
7	0.08% £15m +

The income derived through this mechanism in a financial year will be allocated on an equal basis between the six partner authorities, and this sum deducted from the £15,000 annual contribution (i.e. each authority will be invoiced for £15,000 less their share of the income derived from the framework). The decision on the use or reallocation of any surplus income in the situation where the full £15,000 per authority has been recovered in a financial year will be subject to decision by the Strategic Management Board.

Over time the income generated should significantly reduce or even remove the requirement for the annual £15,000 contribution, but to ensure continuity between the new and old framework arrangements and to guarantee that the framework management costs can continue to be supported throughout the lifetime of the framework, the annual contribution will remain a requirement for partner authorities (subject to the “refund” arrangements detailed in the preceding paragraph).

### Non-Partner public sector organisations

In the case where other non-partner public sector organisations access the framework, the following charging rate will apply:

#### Fee rate for non-partner public sector organisations

Lot	Project value bands	Fee
1	£250,000 - £1,999,999	£4,000
2	£2,000,000- £4,999,999	£5,500
3	£5,000,000 - £9,999,999	0.25%
4	£10,000,000 - £14,999,999	0.15%
5	£15,000,000+	0.12% Up to £15m 0.10% £15m +

Unlike the partner authorities, the non-partner organisation will not be required to contribute t £15,000 per annum, but equally will not be entitled to any future share of the income.

### General arrangements

For both partner and non-partner organisations, the fee for a programme of work which is subject of a single client mini competition will be based on the aggregated programme value and not on the separate project values. If the programme of work is split into separate contractual arrangements for each project within it then the charge will be based on the relevant fee applicable to each project within that programme, and payable as soon as any contractual arrangement (including a pre-construction contract) is entered into for a project.

In all circumstances, in the event of a project stopping at the pre-construction contract (i.e. not progressing into a building contract) NWCH can recover the fee based on the value of a pre-construction contract on the basis of the fees set out below:

#### Fee rate for pre-construction charging

Value (£) of the Pre Construction Contract	Fee
1 - 250K	0.70%
251K - 500K	0.60%

This funding mechanism will fully resource the team to provide Framework management and support to meet the needs of the current strategy. This model will enable NWCF3 to operate efficiently and will make provisions to set up new procurement vehicles at the end of the cycle.  
 Additional projects identified and using the framework over its lifetime will increase income.

### Costs and resource of the Framework management structure

The below proposal seeks to ensure that the Framework is resourced adequately to manage the significant increase in the volume of works.






















<b>Staff cost</b>	<b>Annual Cost</b>
Collaborative Procurement and Framework Manager 0.5 FT	£36157.00
Community Benefits Lead Officer FT	£46886.00
<b>Sub total</b>	<b>£83043.00</b>
<b>Resource cost</b>	
Admin Support	£16,000.00
Travel expenses	£ 3,000.00
Events and Marketing (request contribution from contractors when tendering the Framework)	£ 3,000.00
KPI tool	£ 5,000.00
Allocation for setting up next Framework	£20,000.00
<b>Sub total</b>	<b>£47,000.00</b>
<b>TOTAL</b>	<b>£130,043.00</b>

The Framework cost and the pipeline of works will be appraised on a bi-monthly basis to ensure that the cost does not exceed the budget proposed, in particular it does not exceed the contribution made by the NWLA. A half yearly report will be presented to the Strategic Management Board for direction.

## PART 3 – DELIVERY ARRANGEMENTS

### TIMESCALE FOR DELIVERING NWCF3

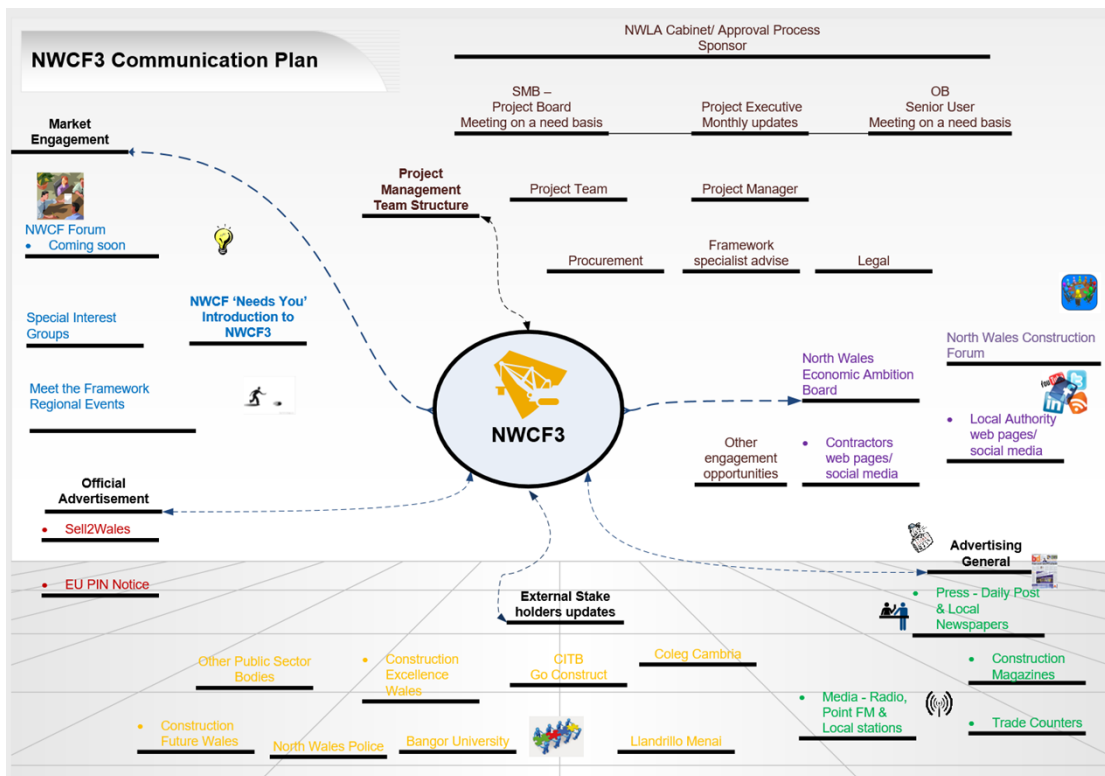


		Task Mode ▾	WBS ▾	Task Name	Duration ▾	Start ▾	Finish ▾
1			<b>1</b>	<b>Project Brief and Start up</b>	<b>20 days</b>	<b>Fri 24/02/23</b>	<b>Thu 23/03/23</b>
2			1.1	Approval to start up project	20 days	Fri 24/02/23	Thu 23/03/23
3			1.2	changes proposed report	20 days	Fri 24/02/23	Thu 23/03/23
4			<b>2</b>	<b>Project initiation / Business case</b>	<b>46 days</b>	<b>Fri 24/03/23</b>	<b>Fri 02/06/23</b>
5			2.1	Develop PID	20 days	Fri 24/03/23	Mon 24/04/23
6			2.2	Business Case Approval (NWLA)	20 days	Fri 24/03/23	Mon 24/04/23
7			2.3	Business case approval (SMB individuals to decide on internal approval DCC will make cabinet	1 day	Mon 22/05/23	Mon 22/05/23
8			2.4	Cabinate approval of BC	1 day	Thu 25/05/23	Thu 25/05/23
9			2.5	Consultation and approvals	5 days	Fri 26/05/23	Fri 02/06/23
10			<b>3</b>	<b>Procurement Phase</b>	<b>183 days</b>	<b>Mon 05/06/23</b>	<b>Thu 07/03/24</b>
11			3.1	PIN Issued on OJEU	1 day	Mon 05/06/23	Mon 05/06/23
12			3.2	Initial Approvals	1 day	Tue 06/06/23	Tue 06/06/23
13			<b>3.3</b>	▸ Legal input	<b>15 days</b>	<b>Mon 05/06/23</b>	<b>Fri 23/06/23</b>
16			<b>3.4</b>	▸ PQQ& ITT published	<b>111 days</b>	<b>Mon 05/06/23</b>	<b>Tue 07/11/23</b>
26			<b>3.5</b>	▸ Tender Award Stage	<b>144 days</b>	<b>Thu 27/07/23</b>	<b>Wed 06/03/24</b>
36			<b>3.6</b>	▸ Publish OJEU Contract Award Notice	<b>1 day</b>	<b>Thu 07/03/24</b>	<b>Thu 07/03/24</b>
38			<b>4</b>	<b>Project Closure</b>	<b>5 days</b>	<b>Fri 08/03/24</b>	<b>Thu 14/03/24</b>
39			4.1	Project Closure report/ handover to framework ma	5 days	Fri 08/03/24	Thu 14/03/24

## PROJECT MANAGEMENT ARRANGEMENTS

The delivery of the new Framework Agreement will be managed by the Framework management team this will be the best way to ensure that the lessons learned are applied appropriately to the next reiteration. The Framework Management team will project manage the delivery of the new Framework and continue to managing current Frameworks.

### Communication Plan



## RISKS

The main risk identified is that local SMEs are not appointed onto the NWCF3. The project team (working with national trade bodies) aim to mitigate this by engaging with the market and ensuring that the proposed procurement vehicle is a fair and transparent model to all potential contracting organisations.

Unless changes are properly controlled, the time, cost and quality goals of the framework may never be achieved and our customer NWLA may not maximise their demonstrable delivery to Policy drivers such as, Social Value act, Well being agenda, BIM and delivering the Wales we Want.

- Welsh Government not funding projects, higher percentage claw back on grant conditions of those funded
- IAA not agreed by the 6 North Wales Local Authorities. (Governance structure, roles & responsibilities, accountability)
- Framework not being used by other public bodies
- Partners not commissioning due to economic climate
- Contractors not tendering for work
- Legal challenges on setting up next generation framework from Contractors as to procurement process followed
- Legal challenge from unsuccessful contractors
- Continuous improvement not meeting expectations due to number of contractors on lots and driving efficiencies
- Not achieving Value for Money
- Failure to measure & incorporate social value (community benefits) into framework commissioning & procurement processes
- Framework Management not properly resourced

- Clients and Contractors not fully engaged in Framework ethos
- Lack of practical application of Whole Life Cost (WLC) & Life Cycle Cost (LCC) into framework projects
- Lack of standard approach to construction procurement
- Increased framework management due to revised lotting arrangements and number of contractors involved

NWCF3 builds on NWCF2 successes and allows us to develop a more sustainable model into the future whilst reducing costs and driving value.

NWCF3 will embed lessons learned from NWCF2 and provide a collaborative vehicle harvesting benefits of scale and integration, whilst enabling local Customer aspirations and policies. The framework provides a vehicle to work in an All Together better way – reducing duplication and enabling common standards to be applied and efficiencies to be harvested.

The increased phasing in off user charging will reduce the framework cost to the stakeholders and enhance the value for the Client led activity whilst protecting the obligations attaching to transparent competitive procurement.

## RECOMMENDATION

**To establish a new collaborative framework that considers the proposed changes highlighted in Part 2 which will be funded by a contribution of £15k from each of the six authorities with any remaining costs to be funded via the non-partner clients. The cost of setting up the framework has been covered by the final year subscription of the 6 Local Authorities, with the annual running cost of the framework estimated at £83k per annum. Any shortcomings would need to be underwritten by the collective Authorities**

Mae'r dudalen hon yn wag yn bwrpasol

# Eitem ar gyfer y Rhaglen 15



## CABINET

<b>Date of Meeting</b>	Tuesday, 18 <sup>th</sup> July 2023
<b>Report Subject</b>	Access Barrier Review – Wales Coast Path
<b>Cabinet Member</b>	Cabinet Member for Climate Change and Economy
<b>Report Author</b>	Chief Officer (Planning, Environment and Economy)
<b>Type of Report</b>	Operational

## EXECUTIVE SUMMARY

Flintshire County Council appointed a consultant to undertake a review of the existing access control measures in place on a section of the Wales Coast Path (WCP) between Chester and Queensferry.

The access control barriers are in place to protect users of the WCP against the risks posed by illegal vehicle access to the path, however, the existing barriers can cause access issues to users of some mobility scooters & unconventional cycles. The study reviews the background context, legislations, barrier dimensions and user constraints in order to put forward recommendations for all 14 access points from Chester to Deeside. Recommendations to improve access are balanced against any impact of such amendments on illegal vehicle accessibility.

## RECOMMENDATIONS

1	That Members note the findings of the review and support the recommendations for improved accessibility.
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## REPORT DETAILS

1.00	EXPLAINING THE ACCESS BARRIER REVIEW
1.01	The area under review has long been an active route for walking and cycling journeys, however the path has also in the past experienced issues as a result of illegal vehicle types (such as motorcycles / dirt bikes) gaining access to the path and thereby posing a safety risk to legitimate pedestrian and cycle users.
1.02	As a result of this, several access control measures were installed along the path to restrict access to the path for illegal users such as motorcycles, to ensure the safety of legitimate users of the path, and in order to maintain the attractiveness of the route as a walking and cycling facility.
1.03	A series of A-Frame and Chicane barriers were installed in 2006 as part of the Wales Coast Path development programme, and the barriers have been effective at reducing instances of illegal ingress (although such instances have not been prevented entirely).
1.04	The barriers are designed to be passable by as many legitimate user types as possible (including Class 2 mobility scooters), whilst prohibiting access to larger vehicles.
1.05	Disabled access to the countryside has increased over the last few years, partly due to the availability of mobility aids suited to off road environments. Often the size of these aids are larger than the standard classes of mobility scooter and concerns have been raised by user groups relating to the current access control measures along the coast.
1.06	<p>The Equality Act 2010 provides legal protection to people from discrimination based on a range of characteristics including disability, age, race, sexual orientation.</p> <p>The Act requires service providers to make reasonable adjustments for disabled persons so as they are not disadvantaged either directly or indirectly from using services and facilities when compared to those without disabilities.</p>
1.07	<p>It is important to note that improving access for all legitimate users of the path will necessitate the widening of existing openings at access control locations, which in turn reduces the effectiveness of the access control measure in preventing illegal access.</p> <p>As such, it will not be possible for access for all legitimate users to be improved entirely whilst still retaining the same level of access control to prevent use for vehicles such as cars &amp; motorcycles.</p>
1.08	The review identifies the various types of vehicle that may be used (legitimately or otherwise) by those wishing to access the WCP and

	identifies the existing access control barrier types in place, providing an initial analysis of their strengths and limitations.
1.9	<p>Several potential alternative solutions have been considered,</p> <ul style="list-style-type: none"> <li>• Staggered gates (modified chicane feature);</li> <li>• Width Adjustable A Frame Barriers;</li> <li>• Gated A Frame Barriers;</li> <li>• Bollards; and,</li> <li>• The complete removal of access control.</li> </ul>
1.10	<p>The review carried out 14 individual appraisals of each barrier within the study area.</p> <p>For each barrier, an assessment of fit against the key policy and guidance has been undertaken and the accessibility of each barrier by various modes has also been considered. Where alternative solutions offer the potential to improve the existing provision they have been considered, and recommendations have been made for each barrier regarding any potential improvements.</p>
1.11	<p>In summary, there are two main proposed recommendations:</p> <p>A frame - upgrade this barrier to a Radar Lock Gated A Frame Barrier. This would offer a cost-effective solution with the potential for improved accessibility by legitimate users holding a radar key (which are readily available online) whilst still maintaining an effective deterrent to illegal vehicle ingress.</p> <p>Chicane - It is recommended that the existing chicane barriers are replaced by a staggered gates solution. This would retain the existing level of permeability for legitimate users (which could be enhanced should the gates be fitted with radar locks which could be opened as required), and would retain the existing level of deterrent to illegal vehicle access.</p>
1.12	<p>On 11<sup>th</sup> July the Environment and Economy Overview and Scrutiny Committee and Flintshire's Local Access Forum (LAF) both supported the work to provide improved access to the WCP and recommended that further consultation with specific user groups would be advantageous. It is proposed that as a design is drawn up at each specific access point, then the plan will be shared and feedback invited from the North Wales Police Design-out Crime Officer, cycling and disability groups. Implementation would then follow.</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The Review was funded by Natural Resources Wales WCP grant fund.

2.02	An application for funding from Natural Resources Wales WCP grant has been made to implement recommendations (subject to Cabinet approval) within this pilot area.
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<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
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3.01	<p>North Wales Police were consulted as part of this work and their views have fed into the recommendations and are supportive of the approach.</p> <p>The Design Out Crime Officer has also offered additional assistance in any implementation.</p>
3.02	Natural Resources Wales (NRW) have also undertaken a pilot study in Gwynedd on WCP accessibility and have fed into this review. NRW Officers (inc. WCP Team) are supportive of these recommendations.
3.03	The study has been shared with individual members of the disability community who have expressed an interest or concern in accessing the WCP.
3.04	The Environment and Economy Overview and Scrutiny Committee discussed the report 11 <sup>th</sup> July 2023. The Committee supported the recommendations in principle subject to further consultation with appropriate user groups.
3.05	Flintshire Local Access Forum (LAF) also discussed the report 11 <sup>th</sup> July 2023. The LAF recognised the difficult issue facing the Authority and welcomed the comprehensive report to try to improve access for all to the WCP. The LAF heard representation from individuals from the disability community. The LAF supported the move to try to increase accessibility and recommended that further work was undertaken to consult with user groups from the cycling and disability communities.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
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4.01	If Flintshire County Council did not consider the issue that access control barriers prevent certain groups of users from accessing the path, then there is a risk to be in contravention of the Equalities Act (2010).
4.02	If Flintshire County Council remove or widen the access to the path there may be an increase in illegal motorbike incursion and it may lead to an increase in crime associated with County Lines.

<b>5.00</b>	<b>APPENDICES</b>
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5.01	Appendix 1 – Consultant’s report – ‘Wales Coast Path Barrier Review’
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<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p><b>Contact Officer:</b> Tom Woodall, Access &amp; Natural Environment Manager  <b>Telephone:</b> 01352 703902  <b>E-mail:</b> <a href="mailto:tom.woodall@flintshire.gov.uk">tom.woodall@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<p><b>Wales Coast Path:</b> National walking route covering 870miles of the Welsh Coast.</p> <p><b>Natural Resources Wales:</b> Natural Resources Wales is the largest Welsh Government Sponsored Body, formed in April 2013, largely taking over the functions of the Countryside Council for Wales, Forestry Commission Wales and the Environment Agency in Wales.</p> <p><b>Local Access Forum (LAF):</b> The Local Access Forum is a statutory, independent advisory body of 12-20 volunteers, giving informed strategic advice to the Rights of Way and Countryside Service. The primary objective is to improve access and open air recreation to the countryside for everyone.</p>

Mae'r dudalen hon yn wag yn bwrpasol

P e l l F r i s c h m a n n

## Wales Coast Path Barrier Review

Report

March 2023

Tudalen 259

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B		2 <sup>nd</sup> Issue	03-03-2022	C Ebbrell	P Smith	P Smith

Ref. reference. Rev revision. Suit suitability.

Prepared for

Flintshire County Council

Prepared by

Pell Frischmann

St Andrews Business Park  
Mold  
CH7 1XB



Pell Frischmann

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## Executive Summary

<b>Scheme Name</b>	Wales Coast Path Access Control Barrier Review
<b>Location</b>	Flintshire

Flintshire County Council (FCC) has appointed Pell Frischmann (PF) to undertake a review of the existing access control measures in place on a section of the Wales Coast Path (WCP) between Chester and Queensferry.

The access control barriers are in place in order to protect users of the study area against the risks posed by illegal vehicle access to the path, and we understand these have been largely effective in preventing illegal access (particularly by motorcycles). However, it has been brought to FCC's attention that the existing chicane and A Frame barriers in particular can cause issues to users of some mobility scooters & unconventional cycles in terms of permeability. Therefore opportunities to amend the existing access control measures to improve permeability have been explored, with potential permeability improvements balanced against any impact of such amendments on illegal vehicle accessibility.

PF have undertaken a site visit to appraise all barriers in situ, and have undertaken a desktop exercise to establish the likely permeability of each barrier by various modes, cognisant of all relevant national and local standards. The results of that appraisal have shown that opportunities exist for improvements to be made to existing measures, or for replacement of existing measures by alternative solutions, to provide enhanced permeability for legitimate users whilst maintaining the existing levels of defence against illegal vehicle ingress.

The report makes recommendations for each individual barrier, and includes a table summarising these recommendations within the concluding section.

# 1 Introduction

## 1.1 Introduction

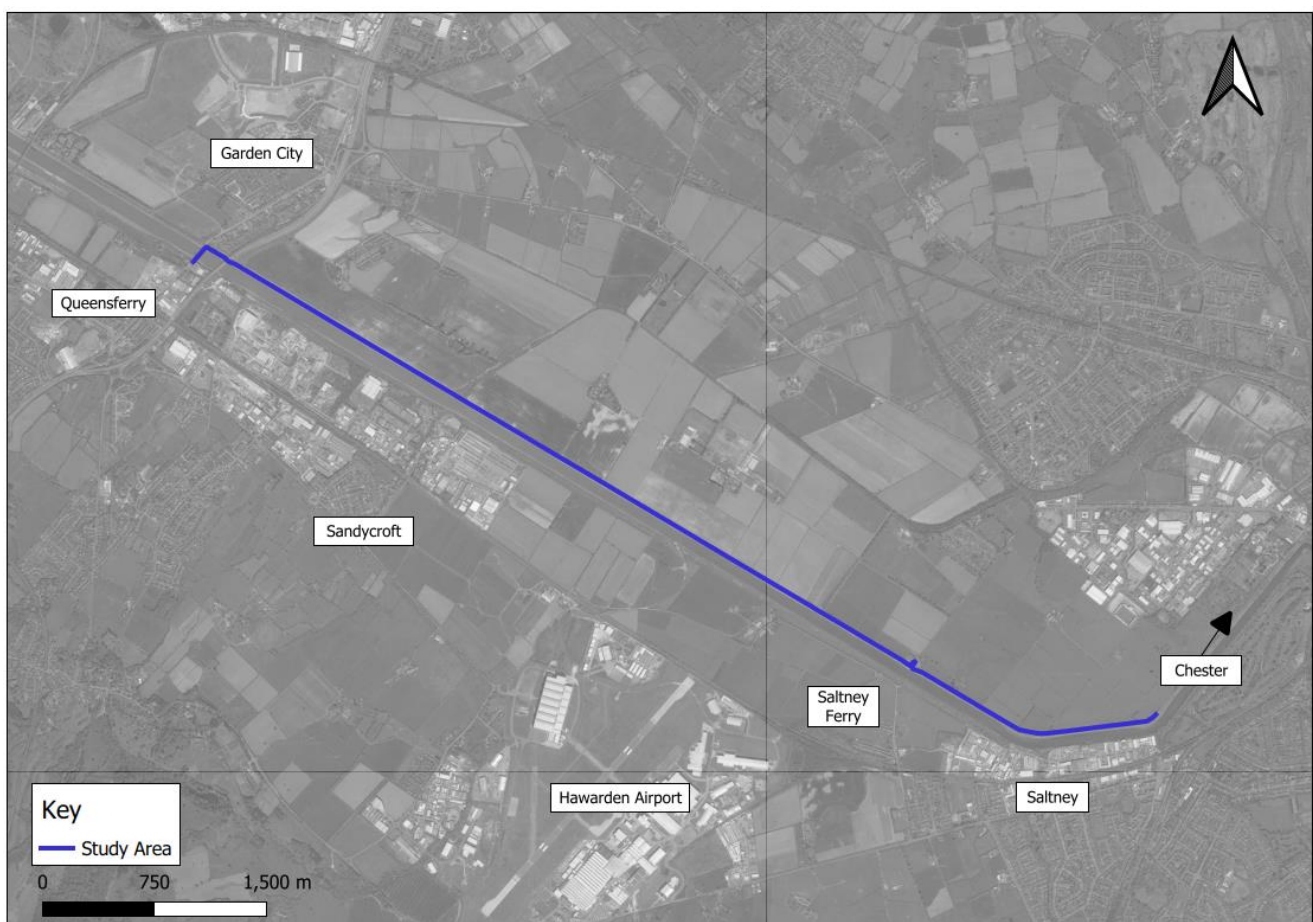
1.1.1 Flintshire County Council (FCC) has appointed Pell Frischmann (PF) to undertake a review of the existing access control barriers on the section of the Wales Coast Path (WCP) between Queensferry and Chester.

1.1.2 The report was commissioned by Flintshire County Council funded by the Welsh Government through the Wales Coast Path scheme as administered by Natural Resources Wales.

1.1.3 The WCP, in the context of Flintshire extends from the border with Chester in the southeast along the northern bank of the River Dee, before crossing the River Dee using the Jubilee Lift Bridge (commonly known as the Blue Bridge) in Garden City. The WCP then routes along the south side of the River Dee, passing through Shotton, Connah's Quay, Flint, Bagillt, Holywell and Mostyn before reaching the northernmost extent of Flintshire at Talacre, The route passes along the coastline with the Irish Sea before passing into Denbighshire between Talacre & Prestatyn. The WCP forms part of the National Cycling Network (NCN) as Route 568.

1.1.4 The study area for this commission is shown in Figure 1-1 below, and consists of the section of the path between the Jubilee Lift Bridge in Garden City, and the Wales/England border, which is located approximately 7.2km to the southeast of the Jubilee bridge. The border is marked by a marker post, which also denotes the border between the FCC and Cheshire West & Chester Council (CWaCC) areas.

**Figure 1-1: Study Area**





## 1.2 Study Context

1.2.1 The study area has long been an active route for walking and cycling journeys, however the path has also in the past experienced issues as a result of illegal vehicle types (such as motorcycles / dirt bikes) gaining access to the path and thereby posing a safety risk to legitimate pedestrian and cycle users.

1.2.2 As a result of this, a number of access control measures were installed along the path to restrict access to the path for illegal users such as motorcycles, in order to ensure the safety of legitimate users of the path, and in order to maintain the attractiveness of the route as a walking and cycling facility. A particular issue within the study area has been the illegal use of motorbikes & mopeds on the path, as is evidenced by Figure 1-2 which shows a motorcycle / dirt bike being confiscated by North Wales Police having illegally accessed the study area.

**Figure 1-2: Vehicle Seizure from Study Area**



1.2.3 A series of A-Frame and Chicane barriers were installed along the path in 2006 to minimise illegal access opportunities, and it is our understanding that the barriers have been effective at reducing instances of illegal ingress within the study area, although such instances have not been prevented entirely. Further details regarding the access control barriers in place within the study area are provided in Sections 4 & 5.

1.2.4 The barriers were designed to be passable by as many legitimate user types as possible (including Class 2 mobility scooters), whilst prohibiting access to larger vehicles.

1.2.5 In addition to the physical access control measures, signs are also in place at access points to the path (see Figure 1-3 below), which serve to make clear that accessing the path using motorised vehicles is an offence under the Police Reform Act 2022.

Figure 1-3: Example of Motor Vehicle Prohibition Signage



1.2.6 Whilst the measures referenced above have been largely effective at restricting illegal use of the path, it is also our understanding that concerns have been raised by user groups relating to the current access control measures within the study area. Those concerns are that the control measures could make the route difficult to access for some legitimate users, or could even exclude certain user types altogether.

1.2.7 Whilst it is the intention for the study area to be as accessible as possible for all legitimate users, this must be balanced against the need for the safety of users to be protected from the risk posed by illegal vehicle access onto the path. Therefore PF have been commissioned to undertake a review of the existing access control measures within the study area with the intention of providing recommendations for providing improvements to the existing measures within the study area in order to improve accessibility for legitimate users whilst still providing effective protection against illegal access.

1.2.8 It is important to note from the outset that improving access for all legitimate users of the path will necessitate the widening of existing openings at access control locations, which in turn reduces the effectiveness of the access control measure in preventing illegal access. As such, it will not be possible for access for all legitimate users to be improved entirely whilst still retaining the same level of access control to prevent use for vehicles such as cars & motorcycles.

1.2.9 In March 2020, Sustrans undertook a review of all existing barriers on the WCP across Flintshire, including those considered within this report. The report considered the dimensions, positioning and condition of each barrier, and assessed their compliance with key relevant guidance & policy, such as that provided in the Active Travel Wales Design Guidance and the Equalities Act 2010.

1.2.10 The purpose of this commission is to review the section of the WCP from Chester to Queensferry, cognisant of the previous 2020 Sustrans Report, and to recommend a strategy for improvement. This report concludes with a number of recommendations, and it is intended that these will be used to undertake a

consultation process with the community and key stakeholders to understand their views on the recommendations.

1.2.11 Pending the outcome of that consultation process, it is envisioned that the recommendations made in this report would be used to implement improvements within the study area. The impact of these improvements in terms of increasing access for many legitimate users, whilst restricting illegal ingress onto the path, will be closely monitored post implementation.

1.2.12 Should the implementations prove successful, then it envisioned that similar improvements could be rolled out on other sections of the WCP within Flintshire in due course.

## 1.3 Report Structure

1.3.1 Following this introductory section, the report is structured as follows:

- Section 2: sets out the policy & guidance relevant to this commission;
- Section 3: provides details of the likely vehicle and user types which utilise the WCP;
- Section 4: reviews the existing access barrier control types in place within the study area, and sets out a number of potential alternative solutions which have the potential to provide an upgrade when compared to the existing provision;
- Section 5: appraises each of the existing access control barriers within the study area, and makes individual recommendations for each location;
- Section 6: provides a summary of the recommendations made, and identifies potential next steps for the commission.

## 2 Relevant Policy & Guidance

### 2.1 Equality Act (2010)

2.1.1 The Equality Act 2010 became legislation on 6<sup>th</sup> July 2010, and was revised on 1<sup>st</sup> October 2010. The act provides legal protection to people from discrimination on the basis of a range of characteristics including disability, age, race, sexual orientation.

2.1.2 The Act requires service providers to make reasonable adjustments for disabled persons so as they are not disadvantaged either directly or indirectly from using services and facilities when compared to those without disabilities. Chapter 20 of the Act covers the duty to make adjustment, and states:

*“(1) Where this Act imposes a duty to make reasonable adjustments on a person, this section, sections 21 and 22 and the applicable Schedule apply; and for those purposes, a person on whom the duty is imposed is referred to as A.*

*(2)The duty comprises the following three requirements.*

*(3)The first requirement is a requirement, where a provision, criterion or practice of A's puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to avoid the disadvantage.*

*(4)The second requirement is a requirement, where a physical feature puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to avoid the disadvantage.*

*(5)The third requirement is a requirement, where a disabled person would, but for the provision of an auxiliary aid, be put at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to provide the auxiliary aid.”*

2.1.3 Paragraph 4) is pertinent to the WCP in this location, as the access control barriers in place within the study area are physical features which could have the potential to put disabled persons at a disadvantage compared to those without disabilities when making use or wishing to make use of the WCP, particularly if barriers block access to such users.

### 2.2 Welsh Government Active Travel Act Guidance (July 2021)

2.2.1 The Active Travel Act (first introduced in 2013) establishes the provision of high quality active travel infrastructure as a key priority for meeting Welsh Government's aspirations for sustainable travel, including for 45% of all journeys to be made by walking, cycling and public transport by 2040.

2.2.2 In relation to access controls (such as barriers), the Active Travel Act Guidance states the following:

*“15.3.1 Access controls are sometimes placed on off-carriageway routes to prevent access by unauthorised vehicles, particularly motorcycles.*

*15.3.2 Designers should start with a presumption against the use of any form of access control, installing only in response to evidence of actual problems of abuse of cycle and pedestrian facilities, and never simply in response to perceived problems.*

*15.3.3 Access controls can cause difficulties to many legitimate users and can render routes inaccessible to people who rely on mobility aids. Access controls are often ineffective in addressing the issues they are intended to prevent. Restrictive access controls:*

- are inconvenient, can be unsightly and can actively discriminate against some user groups who have legitimate rights to use a path including disabled people and users of non-standard cycles*
- extend the journey time for cyclists and so reduce the utility of a cycle route*

- *add another level of cost, and maintenance concern, to a path; and*
- *are frequently ineffective because fencing along a traffic free corridor is missing, broken or subsequently vandalised so that the access control can be bypassed*

*15.3.4 There is also a tendency to install access barriers to stop, or slow, cyclists at the end of a path for safety reasons – whether actual, or perceived. This is often inappropriate, and designers should consider other solutions such as clear signing or other means of slowing cyclists such as changing path geometry.*

*15.3.5 A single bollard, and clear sight lines will be effective in many locations. Double rows of bollards, with a minimum spacing of 1500mm can reduce cycle speeds and prevent motor vehicle access, whilst retaining better permeability for users than chicane barriers.”*

2.2.3 Therefore, the Active Travel Guidance advises against the use of access control measures such as barriers where possible due to the negative impacts they have upon all types of legitimate users of active travel routes. In particular, the guidance advises against the use of access control measures as a means of slowing cyclists.

2.2.4 However, the Guidance does recognise the need for access controls to be installed in some circumstances in order to provide a safe environment for legitimate users. In such instances, the access control measures selected should provide as least restriction to legitimate users as possible, whilst protecting all users.

## 2.3 Quality Standards for National Trails and the Wales Coast Path

2.3.1 Natural Resources Wales produced this document setting out the quality standards for national trails and the Wales Coast Path in August 2016. The relevant guidance contained in this document with regards to the study area is summarised below:

### “Least restrictive access

*Everybody involved with managing the National Trails and Wales Coast Path should work to the principles of ‘least restrictive access’. This requires that all work makes access as easy as possible for as many people as possible.*

### Surface & Surroundings Standard S1 – Ease of Passage

*Surfaces and surroundings should be unobstructed so that they are readily passable by users.*

*Users should expect to find, within the limits of the natural landscape and terrain, weather conditions and seasonal variations, a clear unobstructed route which is well defined and allows easy passage. This should not be inconvenienced by:*

- *Poor ground condition, including where the path is unduly wet or muddy or is seriously uneven due to ruts, holes etc.*
- *Vegetation encroachment,*
- *Man-made structures*
- *Other obstructions.*

### Surface & Surroundings Standard S4 – Wheelchair Accessibility and Other Special Access

*The off-road sections of the routes should be as widely accessible as possible and be suitable for wheelchair users wherever practicable and appropriate.*

*It is important that the routes are managed according to the principles of Least Restrictive Access and in a manner that complies with the requirements of the Equality Act 2010. All work should seek to make access as easy as possible for as many people as possible whilst being sensitive to locations with*

*particular historic, wildlife or landscape value. Generally, provision that is designed and managed for users with special access needs also benefits other users.”*

2.3.2 The guidance summarised above makes clear that the study area should be provide as least restrictive access to as many users as possible, which includes managing man-made structures such as access control measures to ensure that these are accessible for wheelchair & special access users in accordance with Equality Act 2010. However, the guidance acknowledges that there are legitimate reasons as to why access control measures need to be in place, as is the case within the study area, and therefore the provision of least restrictive access needs to be viewed in the context of such factors (e.g. the risk of illegal vehicle use within the study area).

## 2.4 FCC Public Rights of Way (PROW) Policy

2.4.1 FCC as Local Highway Authority are responsible for managing and maintaining PROWs within Flintshire, including the study area.

2.4.2 The section of the WCP considered within this report is a classified as a PROW within FCC’s definitive PROW map (<https://fccmapping.flintshire.gov.uk/connect/analyst/mobile/#/main?mapcfg=publicrightsofway>).

2.4.3 FCC’s Policies & Procedures document sets out the roles & powers of the LHA with regard to PROWs, including the following:

*“To provide footways by carriageways where necessary or desirable for the safety or accommodation of pedestrians [HA80 s66].*

*To assert and protect the rights of public to the use and enjoyment of any highway including a duty to prevent, as far as possible, the stopping up or obstruction of highways [HA80 s130; amended CROW2000 s63].*

*To have regard to the needs of disabled and blind persons in executing street works [HA80 s175A].*

*To have regard to the needs of people with mobility problems when authorising stiles etc.[CROW2000 s69\*].*

*To provide on a footpath safety barriers for safeguarding persons using the highway [HA80 s66; amended CROW2000 s70].*

*To require removal or widening of gates [HA80 s145 + s149].*

*To provide safety barriers on a cycle track [CTA84 s4].”*

2.4.4 FCC has also adopted their “Access for All” policy in relation to the PROW network, which states:

### **“Access for All**

*In managing and developing the Public Rights of Way network, the needs of all sectors of the community will be considered. In particular the principle of least restrictive access will be implemented, whereby consideration will be given, as appropriate, to replacing stiles with gates, or removing furniture altogether in favour of gaps.”*

2.4.5 As such, FCC recognise the need for the PROW network to be accessible for all, and therefore seek to adopt a least restrictive access position when adopting access control measures, and where appropriate are open to amending such features when they are affecting legitimate users. However, it is the authority’s responsibility to ensure the safety of all users of PROWs, such as the study area, wherever possible. This is the reason the access control measures considered within this report were initially installed, and any alterations to these access controls must not increase risk of potential harm to users posed by illegal vehicle use.

2.4.6 Subsequent sections of this report appraise the existing access control measures within the study area in the context of the policy above, and make recommendations as to how these measures could potentially be improved to enable enhanced access for all users, whilst protecting against illegal vehicle access.

## 3 Potential User Vehicle Types

### 3.1 Introduction

3.1.1 This section identifies the various type of vehicle that may be used by those wishing to access the WCP within the study area.

3.1.2 It is important to recognise the study area's role not only as a recreational and leisure active travel route, but also as a potential commuting route for those travelling to and from school & work using active travel modes. This is perhaps especially relevant due to the study area having a relatively level longitudinal gradient. As such, a wide range of vehicle and user types are expected to currently use (or seek to use) the study area.

3.1.3 Section 3.2 sets out the legal vehicle types which can be expected to use the study area, and provides approximate dimensions for those vehicles. These dimensions have then been used to appraise the existing barriers in terms of permeability by different vehicle types in Section 5.

3.1.4 The study area is subject to a Traffic Regulation Order (TRO) prohibiting its use by motorised vehicles including cars, motorcycles and mopeds. Therefore any contravention of this TRO is an offence to be enforced by North Wales Police. Section 3.3 identifies typical vehicle types which could conceivably be used to access the study area illegally, and again approximate dimensions for those vehicle types which have been used in the appraisal of the existing barriers in Section 5.

### 3.2 Legal User Vehicle Types

#### Wheelchairs, Pushchairs & Mobility Scooters

Type		Width (mm)	Length (mm)
Wheelchair		635	1,067
Pushchair		610	970



<p>Double Pushchair</p>		<p>1,050</p>	<p>970</p>
<p>Class 2 Mobility Scooter</p>		<p>600</p>	<p>1,250</p>
<p>Class 3 (road legal) Mobility Scooter</p>		<p>850 (Maximum)</p>	<p>1,690</p>

Source: mobilitysmart.co.uk

**Cycles**



Type		Width (mm)	Length (mm)
Bicycle		800	1,750
Handcycle		860	2,050
Recumbent Cycle		860	1,800




<p>Cargo Bike</p>		<p>880</p>	<p>2,140</p>
<p>Bicycle with trailer</p>		<p>870</p>	<p>2,150</p>
<p>Bicycle with towed child bicycle</p>		<p>800</p>	<p>3,500</p>

Electric Bike		800	1,750
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### 3.3 Illegal User Vehicle Types

#### Potential Illegal Users

Type		Width (mm)	Length (mm)
Dirt bike / motocross bike		823	2,100
Motorcycle		770	2,180
Car		1,722	3,950

<p>Moped</p>		<p>680</p>	<p>1,700</p>
<p>Electric Scooter</p>		<p>430</p>	<p>1,180</p>
<p>Quad Bike</p>		<p>1,220</p>	<p>2,135</p>

Tudalen 278

Mini Quad Bike		640	1,110
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Tudalen 279

## 4 Access Control Barrier Types

### 4.1 Introduction

4.1.1 This section of the report identifies the existing access control barrier types in place within the study area and provides an initial analysis of their strengths and limitations. Section 4.3 then identifies some other access control solutions which could potentially offer an improvement to the existing provision.

### 4.2 Existing Barriers Within the Study Area

4.2.1 The locations of the existing barriers within the study area are shown on Plans 1 & 2 attached at Appendix A.

4.2.2 Barriers are located at all major access points to the path from residential areas & highways along the route, but are focussed on two main areas, firstly in the vicinity of the B5441 Welsh Road and A494 bridges which pass over the WCP, and secondly in the vicinity of the Higher Saltney Ferry footbridge which provides one of the main access points to the WCP.

4.2.3 No access control measures are in place within the study area between Barrier 12 (located approximately 15m to the east of the Higher Saltney Ferry footbridge) and the England / Wales border marker, which forms the easternmost extent of the study area and is located approximately 1.7km to the southeast of Barrier 12.

4.2.4 In addition, there are no physical access control measures in place between the England / Wales border and the next connection to a major highway to the east (A548 Sealand Road) – although prohibition of motor vehicle signage is in place. Whilst this section of the path lies under the control of Cheshire West & Chester Council (CWaCC) rather than FCC, the potential exists for access to the study area to be gained by illegal vehicle types at this location and for those vehicles to then travel unimpeded into the FCC section of the WCP.

4.2.5 Within Flintshire, the WCP is generally between c. 3.00-3.50m wide for the majority of its length, but there are a number of points where the width of the WCP narrows significantly, and in so doing acts as a de-facto access control measure without any additional features being in place. Such locations include the section passing beneath the A494 overbridge, and on the sections of the path passing adjacent to residential properties in the immediate vicinity of the Higher Saltney Ferry footbridge. In both locations the width of the WCP narrows to approximately 1.50m, which is sufficiently narrow to prevent ingress by cars & larger vehicles.

4.2.6 There are two barrier types currently in place within the study area, those being:

- A Frame Barriers (with two different variants of A Frame barriers in place within the study area); and,
- Chicane Barriers.

#### **A Frame Barriers**

4.2.7 A Frame Barriers are steel access control barriers which block the majority of the width of the path, with the exception of an 'A' shaped central gap. The gap is significantly wider at the bottom than at the top, in order to allow bicycles to pass through whilst preventing larger vehicle types from gaining access.

4.2.8 A detailed breakdown of the dimensions of each A frame barrier within the study area is provided in Section 5 of this report, however; most A frame barriers are around 1.5m in height, and vary in width between approximately 1.0m in width at the bottom, and around 0.5m at the top.

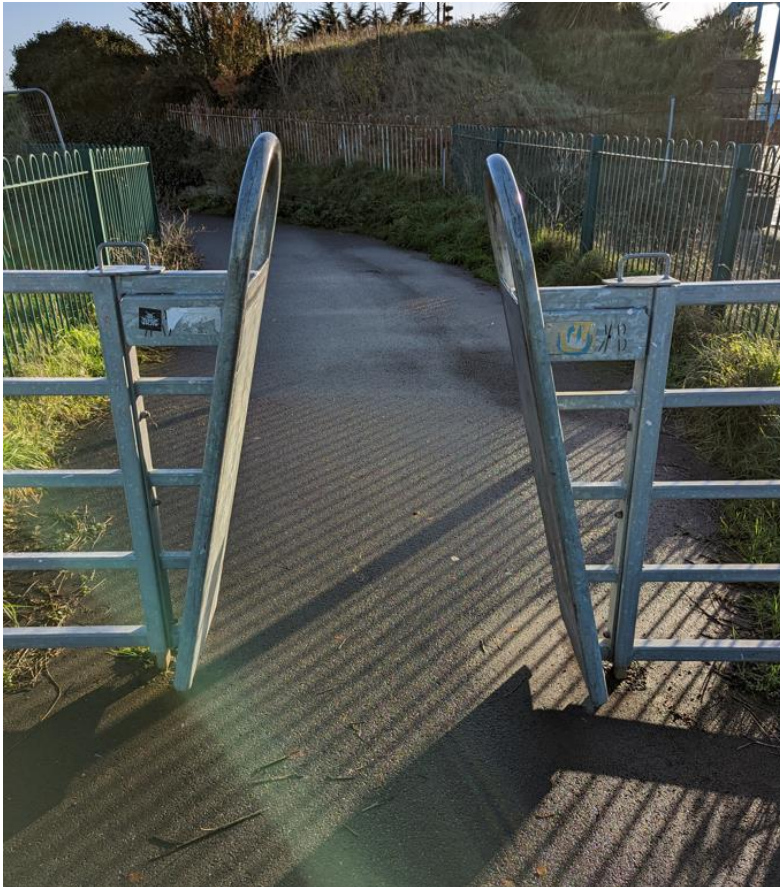
4.2.9 There are two variants of the A Frame Barrier in place along the path, firstly fixed A Frame barriers, which cannot be opened and allow no access to larger vehicles, and gated A Frame barriers, which feature an A Frame Barrier either as part of or alongside a steel gate, which can be opened by authorised persons to allow access for maintenance and emergency vehicles.

4.2.10 An example of an existing A Frame barrier within the study area (Barrier 1) is shown in Figure 4-1 below.

**Tudalen 280**



Figure 4-1: Example of A Frame Barrier Type (Barrier 1)



4.2.11 A Frame barriers are largely effective at preventing access to motorcycles, mopeds, cars and larger vehicles, however their limited clearance width could make it difficult or even impossible for those using some types of mobility scooter to pass. They can also make it difficult for cyclists and those using unconventional cycles to pass through.

4.2.12 Whilst pedestrians, cyclists using bicycles and Class 2 mobility scooter (and smaller scooter) users are able to pass through A Frame barriers, their presence can still be inconvenient due to cyclists having to slow considerably, or dismount in order to pass through the barrier, whilst manoeuvring through an A Frame barrier using a Class 2 mobility scooter may be challenging in some instances.

4.2.13 The summary table below provides further analysis of the impact that A Frame barriers are likely to have on different user groups. Green ticks indicate that the barrier can be passed by that vehicle type (although some users may face inconvenience when passing through), whereas the red tick indicates that the barrier prevents passage by those vehicle types.

**Table 4-1: A Frame Barrier - Summary Table**

Impact on Legitimate Users		Impact on Illegal Users	
Pedestrians	✓	Dirt / motocross Bikes	✗
Cyclists	✓	Motorcycles	✓
Wheelchair users	✓	Moped	✓
Pushchair User	✓	Car	✗
Double Pushchair User	✗	Electric Scooter	✓
Class 2 Mobility Scooter	✓	Quad Bike	✗
Class 3 Mobility Scooter	✗	Mini Quad Bike	✓
Hand cycle	✗		
Recumbent Cycle	✗		
Cargo Bike	✗		
Bicycle with Trailer	✗		
Bicycle with towed child bicycle	✓		
Electric Bicycle	✓		
Emergency & Maintenance Vehicles*	✓ ✗		

\* Gated A Frame Barrier only allow access for emergency & maintenance vehicles (when gate is open). Fixed A Frame Barriers exclude these vehicles.

4.2.14 As such, it is clear that A Frame barriers are effective at excluding a number of illegal vehicle types including dirt bikes, cars & quad bikes, and therefore serve a valuable safety purpose, and when gated can also be opened to allow access to emergency and maintenance vehicles. However, they are not entirely effective at excluding all illegal vehicles, with electric scooters, mopeds and certain types of motorcycle still able to access the path.

4.2.15 The A Frame barrier also excludes some legitimate users, including Class 3 mobility scooter users, some unconventional cycle users, and double pushchair users.

### Chicane Barriers

4.2.16 Chicane Barriers are sets of steel barriers, used in pairs to control access to traffic-free routes for larger vehicle types. Each barrier covers off a portion of the total path width, leaving a gap for the remainder of the path width. The barriers are set back from each other, with a typical depth of between 1.2-1.5m, and overlap with each other so that the entire path width is covered by both barriers, requiring users to weave between the barriers in order to pass through.

4.2.17 The width of chicane barriers is variable from location to location to suit the overall path width, and thus the required opening width, however the Chicane Barriers within the study area vary in width between c. 1.2-1.5m, and are generally 1.2m in height.

4.2.18 An example of a chicane barrier in place within the study area (Barrier 3) is shown in Figure 4-2 below.

**Figure 4-2: Example of Chicane Barrier (Barrier 3)**



4.2.19 Chicane barriers enable greater permeability for legitimate users when compared to A Frame barriers, but are however less effective at preventing illegal access, especially if the barriers have a setback distance of 3.0m or greater (as recommended) in order to allow easier navigability for cycle & mobility scooter users.

4.2.20 The summary table below provides further analysis of the impact that chicane barriers are likely to have on different user groups:

**Table 4-2: Chicane Barrier - Summary Table**

Impact on Legitimate Users		Impact on Illegal Users	
Pedestrians	✓	Dirt / motocross Bikes	✓
Cyclists	✓	Motorcycles	✓
Wheelchair users	✓	Moped	✓
Pushchair User	✓	Car	✗
Double Pushchair User	✓	Electric Scooter	✓
Class 2 Mobility Scooter	✓	Quad Bike	✗
Class 3 Mobility Scooter	✓	Mini Quad Bike	✓
Hand cycle	✓		
Recumbent Cycle	✓		
Cargo Bike	✓		
Bicycle with Trailer	✓		

Bicycle with towed child bicycle	✓		
Electric Bicycle	✓		
Emergency & Maintenance Vehicles	✗		

4.2.21 Table 4-2 shows that chicane barriers can be designed to be highly accessible for legitimate users, however they are not entirely effective at restricting illegal vehicle access, and are likely to only exclude entirely cars and larger quad bikes. Whilst the chicane barriers do not physically restrict access for other illegal vehicle types, they may provide a certain level of psychological deterrent for such vehicle users.

4.2.22 It should be noted that a minimum set back distance of 3.0m for chicane barriers is recommended. The barriers in place within the study area have a typical set back distance of 1.2-1.5m. As such, the chicane barriers within the study area are likely to prove more challenging for users with larger cycles or mobility scooters to navigate.

4.2.23 The benefit of having a reduced set back in barrier spacing is that the barrier becomes less permeable for motorcycle and moped users. Whilst increasing the barrier spacing provides greater permeability for legitimate users, this also has the same effect for illegal motorcycle / moped permeability.

4.2.24 Fixed chicane barriers do not allow access for maintenance or emergency vehicles.

### Existing Barriers Summary

4.2.25 It is evident that whilst being largely effective at restricting access for most illegal vehicle types the A Frame barriers in place do not provide permeability for all legitimate users of the WCP. Chicane barriers have the potential to provide a sufficient level of permeability, however their arrangement within the study area in terms of barrier spacing means that users of larger mobility scooters and cycles/pushchairs could find them difficult to pass.

4.2.26 Fixed A Frame Barriers provide no permeability for maintenance and emergency vehicles, as is also the case for chicane barriers, however gated A Frame barriers can be opened to allow access for such vehicles.

4.2.27 It is considered that alternative solutions for access control should be explored within the study area, which may provide a more effective solution.

## 4.3 Potential Alternative Solutions

4.3.1 This section sets out a number of potential alternative access control solutions which may offer an upgrade when compared to the existing barriers.

4.3.2 A number of potential alternative solutions have been considered, those being:

- Staggered gates (modified chicane feature);
- Width Adjustable A Frame Barriers;
- Gated A Frame Barriers;
- K Frame Barriers;
- Bollards; and,
- The complete removal of access control.

### Staggered Gates

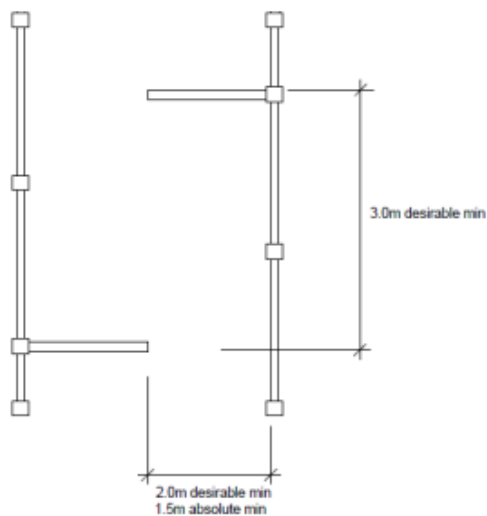
4.3.3 The potential staggered gate solution is similar to the chicane barrier concept already in use within the study area, with the exception that the fixed barriers are replaced by gates which can be unlocked and opened

to leave the entire width of the path unobstructed. This flexibility allows the access control feature to prevent illegal access by cars & larger vehicles when in place, but also allows the access control feature to be opened to enable access for maintenance, emergency & other permissible vehicles.

4.3.4 Whilst this solution would not provide a physical barrier to access for many illegal vehicle types, the staggered gates would provide a psychological barrier to potential illegal users, acting as a “gateway” feature separating the highway (where such vehicles are permissible) from the WCP within the study area (where they are prohibited).

4.3.5 When designed to standard, in that a 1.5m absolute minimum gap between the barrier and edge of path (when the gate is closed) is provided in addition to a desirable minimum depth between the gates of 3.0m, then the feature is comfortably permeable for users with large mobility scooters & cycles. However, the solution as set out above would not prevent motorcycle or moped ingress.

**Figure 4-3: Staggered Gate / Chicane Design Geometry**



Source: Sustrans Standard Detail SD/24

4.3.6 The solution therefore has the potential to provide an improvement over the existing barriers within the study area through allowing enhanced permeability for users with larger scooters and cycles, and also by offering greater flexibility by effectively allowing access control measures to be temporarily removed when required. The gates could also be fitted with radar locks (similar to those used to access disabled toilets & other facilities) to allow the gates to be opened on demand by key holders, thereby providing greater accessibility for those who require it.

4.3.7 Staggered gates solutions are in place on non-trafficked active travel routes across the UK, including within Flintshire. Figure 4-4 below shows a staggered barrier solution in place in Holywell, Flintshire, whilst Figure 4-5 shows a similar arrangement on the Trans Pennine Trail in Lymm, Cheshire.

4.3.8 The example shown in Holywell also demonstrates that the staggered barrier solution can be designed so as to provide an aesthetic upgrade to the existing barriers in place within the study area. It is envisioned that staggered gates solutions within the study area could incorporate WCP/FCC branding for instance in order to increase the attractiveness and recognition of the route.

4.3.9 The likely impact that the provision of staggered gates as an access control measure could have on different users is summarised in Table 4-3.

Figure 4-4: Staggered Gates Example 1 - Holywell, Flintshire



Figure 4-5: Staggered Gates Example 2 - Trans Pennine Trail, Lymm, Cheshire



**Table 4-3: Staggered Gates – Summary Table**

Impact on Legitimate Users		Impact on Illegal Users	
Pedestrians	✓	Dirt / motocross Bikes	✓
Cyclists	✓	Motorcycles	✓
Wheelchair users	✓	Moped	✓
Pushchair User	✓	Car	✗
Double Pushchair User	✓	Electric Scooter	✓
Class 2 Mobility Scooter	✓	Quad Bike	✓
Class 3 Mobility Scooter	✓	Mini Quad Bike	✓
Hand cycle	✓		
Recumbent Cycle	✓		
Cargo Bike	✓		
Bicycle with Trailer	✓		
Bicycle with towed child bicycle	✓		
Electric Bicycle	✓		
Emergency & Maintenance Vehicles	✓		

### Width Adjustable A Frame Barriers & K Barriers

4.3.10 Width adjustable A Frame & K Frame Barriers are variants of a standard A Frame barrier as seen within the study area. As their name suggests, width adjustable A Frame barriers can be opened or closed, and have two or more pre-set widths which they can be set to.

4.3.11 For instance, the default position could be set to a width similar to that provided by the existing A Frame barriers within the study area, with a second wider position also provided which could provide permeability for additional users. Therefore, the opportunity exists for adjustable A Frame barriers to be introduced to replace the existing fixed A Frame barriers – however it is not envisioned that adjustable A Frame barriers could be provided which would provide sufficient width to allow all legitimate users to pass whilst still avoiding illegal vehicle ingress. As such, the provision of adjustable A Frame barriers is not likely to provide a significant enhancement when compared to the existing provision.

4.3.12 Whilst the adjustable A Frame barriers can be set to have a wider opening than the existing A Frame Barriers within the study area, it is not expected that the adjustable A Frame barriers could be opened to such an extent to allow permeability to maintenance and emergency vehicles.

4.3.13 An example of an adjustable A Frame Barrier is shown on Figure 4-7.

4.3.14 K Frame barriers are similar to A Frame Barriers but also feature adjustable steel plates on each internal facing side of the barrier. The clearance width between each side of the frame of a K Frame barrier are generally wider than those of an A Frame barrier, but the steel plates which cover only a portion of the total barrier height are used to narrow the clearance width to avoid motorcycle ingress. Therefore, K Frame barriers are in theory

better for cyclists and users of smaller mobility scooters than typical A Frame barriers, however they are still likely to pose an obstacle to those with larger cycles and mobility scooters.

4.3.15 An example of a K Barrier is shown on Figure 4-6.

**Figure 4-7: Adjustable A Frame Barrier Example – Point of Ayr**



**Figure 4-6: K Frame Barrier Example**



4.3.16 The impacts that the provision of Adjustable A Frame & K Barriers is likely to have on different user groups are summarised in Table 4-4 below:

**Table 4-4: Adjustable A Frame Barriers & K Barriers - Summary Table**

Impact on Legitimate Users		Impact on Illegal Users	
Pedestrians	✓	Dirt / motocross Bikes	✓
Cyclists	✓	Motorcycles	✓
Wheelchair users	✓	Moped	✓
Pushchair User	✓	Car	✗
Double Pushchair User	✗	Electric Scooter	✓
Class 2 Mobility Scooter	✓	Quad Bike	✗
Class 3 Mobility Scooter	✗	Mini Quad Bike	✓
Hand cycle	✓		
Recumbent Cycle	✓		



Cargo Bike	✗		
Bicycle with Trailer	✓		
Bicycle with towed child bicycle	✓		
Electric Bicycle	✓		
Emergency & Maintenance Vehicles	✗		

### Gated A Frame Barriers

4.3.17 A number of the existing barriers within the study area are Gated A Frame Barriers. These barriers are comprised of two gates, which meet at the midpoint form an A Frame Barrier. These barriers offer additional flexibility compared to fixed A Frame barriers in that they can be opened when required to allow unrestricted access across the entire path width, whilst still providing an effective illegal vehicle access preventative measure when closed.

4.3.18 It is considered that the existing fixed A Frame barriers within the study area could potentially be upgraded to Gated A Frame barriers in order to allow enhanced accessibility for emergency and maintenance vehicles where required. The Gated A Frame barriers could also be fitted with radar locks, which would enable key holders (with keys being readily available online) to open the barriers when required to enable easier access. This could allow all legitimate user types to pass.

4.3.19 If considered appropriate by FCC in the future, the gated system would also allow for some or all barriers of this type to be left open. If issues relating to illegal access arise again then the barriers can simply be closed again to combat the issue.

4.3.20 The impact that the provision of Gated A Frame Barriers would likely have on different user groups is summarised in Table 4-5.

**Table 4-5: Gated A Frame Barrier - Summary Table**

Impact on Legitimate Users		Impact on Illegal Users	
Pedestrians	✓	Dirt / motocross Bikes	✓
Cyclists	✓	Motorcycles	✓
Wheelchair users	✓	Moped	✓
Pushchair User	✓	Car	✗
Double Pushchair User*	✓ ✗	Electric Scooter	✓
Class 2 Mobility Scooter	✓	Quad Bike	✓
Class 3 Mobility Scooter*	✓ ✗	Mini Quad Bike	✓
Hand cycle	✓		
Recumbent Cycle	✓		

Cargo Bike	✓ ✗		
Bicycle with Trailer	✓		
Bicycle with towed child bicycle	✓		
Electric Bicycle	✓		
Emergency & Maintenance Vehicles*	✓ ✗		

\* Unable to pass when barriers are closed, but could gain access using RADAR key system to open gates.

## Bollards

4.3.21 Bollards are a commonly used solution to control access on traffic-free active travel routes across the UK. A single bollard is usually placed centrally on an active travel route, leaving a minimum clearance width of 1.5m on either side of the bollard to enable unrestricted permeability for pedestrians, cyclists and users of mobility scooters to either side.

4.3.22 Bollards should be a minimum of 1.00m in height, and are effective at preventing ingress of cars and larger vehicles. Where paths are sufficiently wide whereby the provision of a single bollard would leave a wide enough gap on one or both sides for cars to pass through, multiple bollards can be used, usually in a staggered formation. This could possibly be required on some sections of the study area where the path width exceeds 3.0m.

4.3.23 Bollards provide no impediment to legitimate users, and when designed in accordance with recommended guidance are effective at preventing motor vehicle ingress. They are however ineffective at excluding other illegal vehicle types such as motorcycles and mopeds, which has been identified as a particular issue within the study area.

4.3.24 Removable and hinged bollard solutions can be used to allow permeability for maintenance and emergency vehicles where required, however it is possible that this would require maintenance staff to physically move the bollards which may not be as attractive as gated solutions which can be opened more easily.

4.3.25 Bollards are fully compliant with Active Travel Wales guidance, and are in adherence with the principles of the Equality Act 2010, however they would provide a less effective illegal access preventive measure when compared to the existing measures.

4.3.26 The summary table below, provides further analysis of the impact that bollards are likely to have on different user groups:

**Table 4-6: Bollard - Summary Table**

Impact on Legitimate Users		Impact on Illegal Users	
Pedestrians	✓	Dirt / motocross Bikes	✓
Cyclists	✓	Motorcycles	✓
Wheelchair users	✓	Moped	✓
Pushchair User	✓	Car	✗
Double Pushchair User	✓	Electric Scooter	✓

Class 2 Mobility Scooter	✓	Quad Bike	✓
Class 3 Mobility Scooter	✓	Mini Quad Bike	✓
Hand cycle	✓		
Recumbent Cycle	✓		
Cargo Bike	✓		
Bicycle with Trailer	✓		
Bicycle with towed child bicycle	✓		
Electric Bicycle	✓		
Emergency & Maintenance Vehicles*	✗ ✓		

\*Removeable / hinged bollards would be needed to facilitate Emergency & Maintenance Vehicle access.

4.3.27 An example of the use of bollards on a traffic free active travel route is shown on Figure 4-8.

**Figure 4-8: Example of Bollard Use on Active Travel Route**



### Removal of Access Control

4.3.28 Perhaps the most radical option when considering alternative access control measures within the study area would be to remove existing access controls, and to not replace them with an alternative solution.

4.3.29 This would have the effect of providing completely uninhibited permeability for all users of the WCP within the study area. This offers significant benefit for active travel users and those using mobility scooters, however this approach would offer no physical barrier to illegal ingress by prohibited vehicle types, which poses a potential safety risk to users of the path.

4.3.30 Whilst not the primary purpose of the existing access control measures within the study area, they also serve a purpose as speed control measures to further ensure the safety of users, and this needs to be balanced against any betterments achieved by removing any existing measures. It is acknowledged that alternative speed control measures could be provided in their place.

4.3.31 The likely impact that the removal of all access control measures would have on different user groups is summarised in Table 4-7.

**Table 4-7: Removal of Access Control - Summary Table**

Impact on Legitimate Users		Impact on Illegal Users	
Pedestrians	✓	Dirt / motocross Bikes	✓
Cyclists	✓	Motorcycles	✓
Wheelchair users	✓	Moped	✓
Pushchair User	✓	Car	✓
Double Pushchair User	✓	Electric Scooter	✓
Class 2 Mobility Scooter	✓	Quad Bike	✓
Class 3 Mobility Scooter	✓	Mini Quad Bike	✓
Hand cycle	✓		
Recumbent Cycle	✓		
Cargo Bike	✓		
Bicycle with Trailer	✓		
Bicycle with towed child bicycle	✓		
Electric Bicycle	✓		
Emergency & Maintenance Vehicles	✓		

4.3.32 Making use of the study area using motorised vehicles is an offence enforced by the police, a fact which is well advertised at key access points to the path through clear signage. The existing access control measures act as a physical restriction, and removing them would require a greater level of enforcement of the restrictions by North Wales Police, likely in partnership with Cheshire Constabulary, in order to reduce risk to users of the study area. At the time of writing it is uncertain as to whether resources are available to make this achievable, and whilst formal consultation is yet to take place, it is possible that North Wales Police may have concerns regarding the removal of some or all of the existing access control measures in place within the study area.

4.3.33 As such, it is likely that the retention of existing, or provision of alternative physical barriers will be required in order to substantially mitigate the risk of illegal vehicle types accessing the WCP.

## 5 Appraisal of Existing Barriers

### 5.1 Introduction

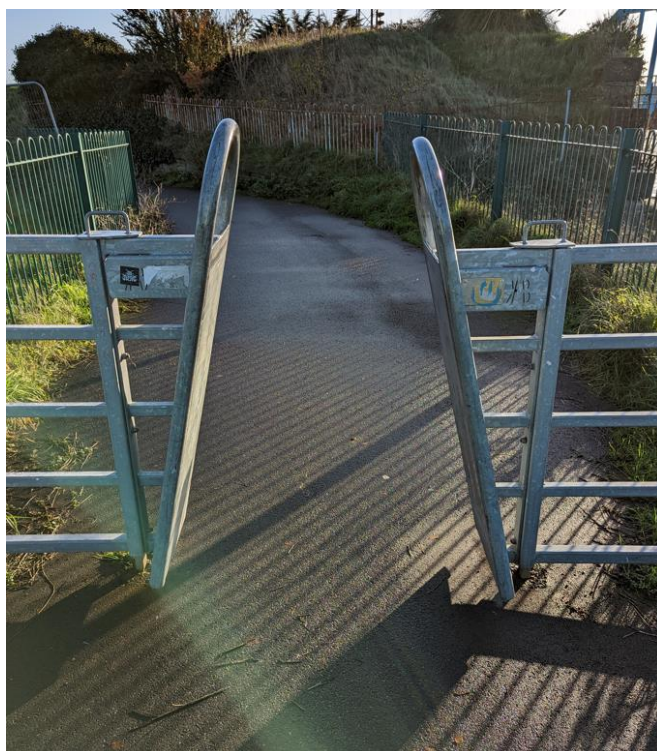
5.1.1 This section sets out an individual appraisal of each barrier within the study area. Each barrier has been measured and observed during a site visit undertaken on Friday 25<sup>th</sup> November 2022, with the information gathered from that site visit summarised within this section.

5.1.2 For each barrier, an assessment of fit against the key policy and guidance has been undertaken, and the permeability of each barrier by various modes has also been considered. Where alternative solutions offer the potential to improve the existing provision they have been considered, and recommendations have been made for each barrier regarding any potential improvements.

5.1.3 The location and type of each existing barrier is shown on Plans 1 & 2 in Appendix A.

### 5.2 Barrier 1

Barrier Reference	Location
1	Approximately 62m west of B5441 Welsh Rd



**Barrier Type:** Gated A Frame

#### Description:

5.2.1 Barrier 1 is a Gated A Frame Barrier located approximately 62m to the west of Welsh Road, in Garden City.

5.2.2 It is our understanding that the barrier serves as both an access control measure and speed control purpose for cyclists on the approach to a bend in the path and on the approach to Welsh Road.

**Table 5-1: Barrier 1 - Appraisal**

			Comment		
Height (mm)		1,500			
Clearance Width Top (mm)		490			
Clearance Width Bottom (mm)		1,050			
Gap to side of barrier		No	Fence covering remaining path width on each side.		
Total path width (mm)		3,280			
Compliance with Sustrans Design Guidance?		No	Minimum clearance width is below 1.5m.		
Compliance with Equality Act?		No	Has the potential to disadvantage disabled users.		
Legal User Types		Comment	Illegal User Types		Comment
Pedestrian	✓		Dirt / Motocross Bikes	✗	
Bicycle	✓	Large bicycles unable to pass through without dismounting.	Motorcycle	✓	
Wheelchair	✓		Moped	✓	
Pushchair	✓		Car	✗	
Double pushchair	✗		Electric Scooter	✓	
Class 2 mobility scooter	✓		Quad Bike	✗	
Class 3 mobility scooter	✗		Mini Quad Bike	✓	
Hand Cycle	✗				
Recumbent Cycle	✗				
Cargo Bike	✗				
Bicycle with Trailer	✗				
Bicycle with Towed Child Bicycle	✓				
Electric Bicycle	✓				
Emergency & Maintenance Vehicles	✓				

## Potential Alternative Solutions

Table 5-2: Barrier 1 - Potential Alternative Solutions

Alternative Solution	Feasible?	Comment
Radar Key Gated A Frame Barrier	Yes	Radar lock system has the potential to enhance legitimate user permeability, and would allow emergency & maintenance vehicle access.
Staggered Gates	Yes	Would allow accessibility by all legitimate users, but less effective at restricting illegal vehicle access. Would enable maintenance / emergency vehicle access. Potential aesthetic upgrade compared to existing barrier. Potentially unnecessary given presence of Barrier 2 between barrier & highway network.
Adjustable A Frame	Yes (not recommended)	Would not significantly improve accessibility for all legitimate users or increase resilience against illegal vehicle ingress. Would not allow access for maintenance / emergency vehicles.
K Frame	Yes (not recommended)	Would not significantly improve accessibility for all legitimate users or increase resilience against illegal vehicle ingress. Would not allow access for maintenance / emergency vehicles.
Bollard	Yes	Would allow accessibility by all legitimate users, but would provide less effective illegal ingress solution. Potentially unnecessary given presence of Barrier 2 between barrier & highway network.
Removal of access control	Yes	Would allow accessibility by all legitimate users. Would not physically prevent moped, motorcycle or car ingress. Greater level of police enforcement required.

### Recommendation:

5.2.3 It is considered that the upgrade of this barrier to a Radar Lock Gated A Frame Barrier would provide the best solution. This would offer a cost effective solution with the potential for improved accessibility by legitimate users holding a radar key (which are readily available online) whilst still maintaining an effective deterrent to illegal vehicle ingress.

5.2.4 This upgrade would allow flexibility in terms of allowing the barrier to be opened when considered appropriate, and will enable permeability for maintenance and emergency vehicles to the study area.

5.2.5 In order to make the upgrade as effective as possible to legitimate users, promotion of the upgrade to user groups following a thorough consultation process is recommended.

5.2.6 Whilst other alternative solutions are considered to be achievable, such as the staggered gates solution, they would not provide the same level of access control for illegal vehicles when compared to the proposed solution.

## 5.3 Barrier 2

Barrier Reference	Location
2	Approximately 15m west of B5441 Welsh Rd



### Barrier Type: Chicane

#### Description:

5.3.1 Barrier 2 is a chicane barrier located approximately 15m to the west of Welsh Road, in Garden City. The barrier serves as an inhibitor to illegal access to the study area from Welsh Road and also serves a secondary purpose as a speed control measure for cyclists approaching Welsh Road.



**Table 5-3: Barrier 2 - Appraisal**

			Comment		
Height (mm)		1,200			
Minimum Opening Width (mm)		1,200			
Barrier width (mm)		1,500			
Depth between barriers (mm)		1,300			
Gap to side of barrier		Yes	Fence covering remaining path width on western side but bank present between barrier and Welsh Road to the east, which could be used to gain illegal access to the WCP on motorcycles.		
Total path width (mm)		3,100			
Compliance with Sustrans Design Guidance?		No	Minimum clearance width is below 1.5m.		
Compliance with Equality Act?		Yes			
Legal User Types		Comment	Illegal User Types		Comment
Pedestrian	✓		Dirt / Motocross Bikes	✓	
Bicycle	✓		Motorcycle	✓	
Wheelchair	✓		Moped	✓	
Pushchair	✓		Car	✗	
Double pushchair	✓		Electric Scooter	✓	
Class 2 mobility scooter	✓		Quad Bike	✗	
Class 3 mobility scooter	✓		Mini Quad Bike	✓	
Hand Cycle	✓				
Recumbent Cycle	✓				
Cargo Bike	✓				
Bicycle with Trailer	✓				
Bicycle with Towed Child Bicycle	✓				
Electric Bicycle	✓				
Emergency & Maintenance Vehicles	✗				

## Potential Alternative Solutions

Table 5-4: Barrier 2 - Potential Alternative Solutions

Alternative Solution	Feasible?	Comment
Radar Key Gated A Frame Barrier	Yes	Would reduce permeability for legitimate users who do not hold radar key (when gates closed). Would allow emergency & maintenance vehicle access.
Staggered Gates	Yes	Level of permeability for both legal and illegal vehicle types would remain as existing.  Provision of gates would allow access control to be temporarily removed to allow maintenance vehicles to access path if required.
Adjustable A Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.
K Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.
Bollard	Yes	Would allow accessibility by all legitimate users, but would provide less effective illegal ingress solution.
Removal of access control	Yes	Would allow accessibility by all legitimate users. Would not physically prevent moped, motorcycle or car ingress. Greater level of police enforcement required.

### Recommendation:

5.3.2 It is recommended that the existing chicane barriers are replaced by a staggered gates solution. This would retain the existing level of permeability for legitimate users (which could be enhanced should the gates be fitted with radar locks which could be opened as required), and would retain the existing level of deterrent to illegal vehicle access.

5.3.3 The gates could be designed to provide a clear gateway feature, demarking the separation of the WCP from the highway network, and could incorporate WCP / FCC branding to provide an aesthetic upgrade compared to the existing solution. The staggered gates solution would also allow the gates to be opened to allow emergency and maintenance access to the study area, something which is not possible in this location currently.

5.3.4 The presence of Barrier 1 to the west, where upgraded A Frame barriers are recommended, would also provide a further restraint against illegal vehicle access to the path.

## 5.4 Barrier 3

Barrier Reference	Location
3	Approximately 15m south-east of B5441 Welsh Rd



**Barrier Type:** Chicane

### Description:

5.4.1 Barrier 3 is a chicane barrier located approximately 15m to the south-east of Welsh Road, in Garden City. Barrier 3 is the first barrier within the study area to the east of Welsh Road and therefore its primary purpose is to prevent illegal vehicle ingress onto the path from Welsh Road.

**Table 5-5: Barrier 3 - Appraisal**

				Comment
Height (mm)		1,200		
Minimum Opening Width (mm)		1,700		
Barrier width (mm)		1,500		
Depth between barriers (mm)		1,300		
Gap to side of barrier		No		Barrier abutted immediately by fence to both sides.
Total path width (mm)		3,200		
Compliance with Sustrans Design Guidance?		No		Minimum clearance width is above minimum standard of 1.5m, however depth between barriers is below desirable minimum standard of 3.0m.
Compliance with Equality Act?		Yes		
Legal User Types		Comment	Illegal User Types	Comment
Pedestrian	✓		Dirt / Motocross Bikes	✓
Bicycle	✓		Motorcycle	✓
Wheelchair	✓		Moped	✓
Pushchair	✓		Car	✗
Double pushchair	✓		Electric Scooter	✓
Class 2 mobility scooter	✓		Quad Bike	✓
Class 3 mobility scooter	✓		Mini Quad Bike	✓
Hand Cycle	✓			
Recumbent Cycle	✓			
Cargo Bike	✓			
Bicycle with Trailer	✓			
Bicycle with Towed Child Bicycle	✓			
Electric Bicycle	✓			
Emergency & Maintenance Vehicles	✗			

## Potential Alternative Solutions

**Table 5-6: Barrier 3 - Potential Alternative Solutions**

Alternative Solution	Feasible?	Comment
Radar Key Gated A Frame Barrier	Yes	Would reduce permeability for legitimate users who do not hold radar key (when gates closed). Would allow emergency & maintenance vehicle access.
Staggered Gates	Yes	Level of permeability for both legal and illegal vehicle types would remain as existing.  Provision of gates would allow access control to be temporarily removed to allow maintenance vehicles to access path if required.
Adjustable A Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.
K Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.
Bollard	Yes	Would allow accessibility by all legitimate users, but would provide less effective illegal ingress solution.
Removal of access control	Yes	Would allow accessibility by all legitimate users. Would not physically prevent moped, motorcycle or car ingress. Greater level of police enforcement required.

### Recommendation:

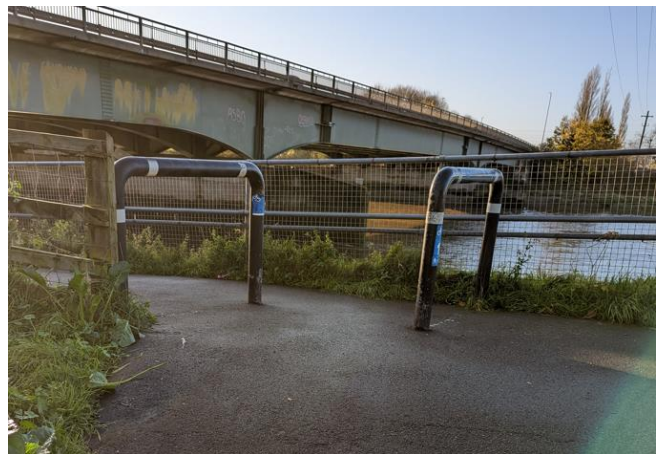
5.4.2 It is recommended that the existing chicane barrier be replaced by a staggered gates solution. This would retain the existing levels of permeability for legitimate users and the same level of restriction to illegal user access when compared to the existing solution, but would offer benefits in terms of allowing emergency & maintenance vehicle access to the path (which is not currently possible in this location), and could be designed to provide an aesthetic upgrade compared to the existing barriers.

5.4.3 Given that this barrier is located immediately to the east of Welsh Road, the design of the staggered gates solution could be designed so as to provide a clear gateway feature, separating the path from the highway network, and therefore providing a psychological access control measure as well as a physical one.

5.4.4 The proposed solution is expected to be permeable by all legitimate user types.

## 5.5 Barrier 4

Barrier Reference	Location
4	Approximately 50m south-west of Claremont Avenue



### Barrier Type: Chicane

#### Description:

5.5.1 Barrier 4 is a chicane barrier located approximately 50m to the south-west of Claremont Avenue. The access control barrier also appears to serve a purpose as a speed control measure for active travel users on the approach to the section of the WCP which passes under the A494. This section of the path narrows significantly to a width of approximately 1.5m.

5.5.2 Barrier 5 is located approximately 45m to the northeast of this barrier, which also serves to prevent motorised vehicle ingress onto the path from Claremont Avenue.

**Table 5-7: Barrier 4 - Appraisal**

				Comment
Height (mm)		1,200		
Minimum Opening Width (mm)		1,500		
Barrier width (mm)		1,500		
Depth between barriers (mm)		1,300		
Gap to side of barrier		No		Barrier abutted immediately by fences to both sides.
Total path width (mm)		3,000		
Compliance with Sustrans Design Guidance?		No		Minimum clearance width is above minimum standard of 1.5m, however depth between barriers is below desirable minimum standard of 3.0m.
Compliance with Equality Act?		Yes		
Legal User Types		Comment	Illegal User Types	Comment
Pedestrian	✓		Dirt / Motocross Bikes	✓
Bicycle	✓		Motorcycle	✓
Wheelchair	✓		Moped	✓
Pushchair	✓		Car	✗
Double pushchair	✓		Electric Scooter	✓
Class 2 mobility scooter	✓		Quad Bike	✓
Class 3 mobility scooter	✓		Mini Quad Bike	✓
Hand Cycle	✓			
Recumbent Cycle	✓			
Cargo Bike	✓			
Bicycle with Trailer	✓			
Bicycle with Towed Child Bicycle	✓			
Electric Bicycle	✓			
Emergency & Maintenance Vehicles	✗			

## Potential Alternative Solutions

Table 5-8: Barrier 4 - Potential Alternative Solutions

Alternative Solution	Feasible?	Comment
Radar Key Gated A Frame Barrier	Yes	Would reduce permeability for legitimate users who do not hold radar key (when gates closed). Would allow emergency & maintenance vehicle access.
Staggered Gates	Yes	Level of permeability for both legal and illegal vehicle types would remain as existing.  Provision of gates would allow access control to be temporarily removed to allow maintenance vehicles to access path if required.
Adjustable A Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.
K Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.
Bollard	Yes	Would allow accessibility by all legitimate users, but would provide less effective illegal ingress solution.
Removal of access control	Yes	Would allow accessibility by all legitimate users. Would not physically prevent moped, motorcycle or car ingress. Greater level of police enforcement required.

### Recommendation:

5.5.3 It is recommended that the existing chicane barrier in this location be replaced by a staggered gates solution. This will retain the existing level of permeability for legal users, and the same level of restriction to illegal vehicle users, but will be openable to allow access to emergency and maintenance vehicles where required (although it is noted that the narrow path width on the section under the A494 would exclude such vehicles from passing to the east of the A494 from this position). The staggered gates will also act as a psychological barrier against illegal vehicle ingress, and could be a potential aesthetic upgrade.

5.5.4 The existing barrier serves as an important speed control measure in the interest of user safety given the limited visibility and potential high speeds on the approach to the constrained underpass section. It is therefore important that a speed calming feature remains in place in this position. Whilst guidance recommends against the use of access control measures for speed control purposes, it is considered that this measure would serve primarily as a necessary vehicle restraint feature, in order to protect the narrow underpass section of the path, with a secondary purpose as a speed control measure.



## 5.6 Barrier 5

Barrier Reference	Location
5	Approximately 10m south of Claremont Avenue



### Barrier Type: Gated A Frame Barrier

#### Description:

5.6.1 Barrier 5 is a Gated A frame barrier located approximately 10m to the south of Claremont Avenue on a section of off-road cycle route connecting to the WCP. The primary purpose of the barrier appears to be to prevent motorised vehicular access to the path from the WCP, with a secondary purpose to act as a speed control measure for cyclists as they exit the WCP onto the highway network at Claremont Avenue.

5.6.2 Barrier 4 is located approximately 40m to the south-west of this barrier.

**Table 5-9: Barrier 5 - Appraisal**

			Comment		
Height (mm)		1,500			
Clearance Width Top (mm)		350			
Clearance Width Bottom (mm)		900			
Gap to side of barrier		No	Fence covering remaining path width on each side.		
Total path width (mm)		3,900			
Compliance with Sustrans Design Guidance?		No	Minimum clearance width is below 1.5m.		
Compliance with Equality Act?		No	Has the potential to disadvantage disabled users.		
Legal User Types		Comment	Illegal User Types		Comment
Pedestrian	✓		Dirt / Motocross Bikes	✗	
Bicycle	✓	Large bicycles unable to pass through without dismounting.	Motorcycle	✓	
Wheelchair	✓		Moped	✓	
Pushchair	✓		Car	✗	
Double pushchair	✗		Electric Scooter	✓	
Class 2 mobility scooter	✓		Quad Bike	✗	
Class 3 mobility scooter	✗		Mini Quad Bike	✓	
Hand Cycle	✗				
Recumbent Cycle	✗				
Cargo Bike	✗				
Bicycle with Trailer	✗				
Bicycle with Towed Child Bicycle	✓				
Electric Bicycle	✓				
Emergency & Maintenance Vehicles	✓				

## Potential Alternative Solutions

Table 5-10: Barrier 5 - Potential Alternative Solutions

Alternative Solution	Feasible?	Comment
Radar Key Gated A Frame Barrier	Yes	Radar lock system has the potential to enhance legitimate user permeability.
Staggered Gates	Yes	Would allow accessibility by all legitimate users, but less effective at restricting illegal vehicle access. Potential aesthetic upgrade compared to existing barrier.
Adjustable A Frame	Yes (not recommended)	Would not significantly improve accessibility for all legitimate users or increase resilience against illegal vehicle ingress. Would not allow access for maintenance / emergency vehicles.
K Frame	Yes (not recommended)	Would not significantly improve accessibility for all legitimate users or increase resilience against illegal vehicle ingress. Would not allow access for maintenance / emergency vehicles.
Bollard	Yes	Would allow accessibility by all legitimate users, but would provide less effective illegal ingress solution.
Removal of access control	Yes	Would allow accessibility by all legitimate users. Would not physically prevent moped, motorcycle or car ingress. Greater level of police enforcement required.

### Recommendation:

5.6.3 The existing Gated A Frame barrier provides a good level of restriction against illegal vehicle access, and whilst the barriers can be opened to allow access to emergency & maintenance vehicles, there is no ability for legitimate users travelling in Class 3 mobility scooters or larger unconventional cycles to open the barriers when required to gain access. Therefore, it is recommended that the barrier be adapted to be fitted with RADAR locks.

5.6.4 This would offer a cost effective solution which would improve accessibility by legitimate users holding a radar key (which are readily available online) whilst still maintaining an effective deterrent to illegal vehicle ingress. Promotion of this measure with key user groups following a consultation process is recommended.

## 5.7 Barrier 6

Barrier Reference	Location
6	Approximately 30m east of the A494 underpass



**Barrier Type:** Chicane Barrier

### Description:

5.7.1 Barrier 6 is a chicane barrier located approximately 30m to the south-east of the A494 underpass. The barrier appears to serve as a speed control measure primarily for cyclists travelling in a westbound direction towards the A494 underpass (which narrows to approximately 1.5m in width).

**Table 5-11: Barrier 6 - Appraisal**

				Comment	
Height (mm)		1,200			
Minimum Opening Width (mm)		1,500			
Barrier width (mm)		1,400			
Depth between barriers (mm)		1,400			
Gap to side of barrier		Yes		Grassed area to the north of existing barrier, which could be used to bypass barrier on motorised two-wheel vehicles.	
Total path width (mm)		3,000			
Compliance with Sustrans Design Guidance?		No		Minimum clearance width is above minimum standard of 1.5m, however depth between barriers is below desirable minimum standard of 3.0m.	
Compliance with Equality Act?		Yes			
Legal User Types		Comment	Illegal User Types		Comment
Pedestrian	✓		Dirt / Motocross Bikes	✓	
Bicycle	✓		Motorcycle	✓	
Wheelchair	✓		Moped	✓	
Pushchair	✓		Car	✗	
Double pushchair	✓		Electric Scooter	✓	
Class 2 mobility scooter	✓		Quad Bike	✓	
Class 3 mobility scooter	✓		Mini Quad Bike	✓	
Hand Cycle	✓				
Recumbent Cycle	✓				
Cargo Bike	✓				
Bicycle with Trailer	✓				
Bicycle with Towed Child Bicycle	✓				
Electric Bicycle	✓				
Emergency & Maintenance Vehicles	✗				

## Potential Alternative Solutions

Table 5-12: Barrier 6 - Potential Alternative Solutions

Alternative Solution	Feasible?	Comment
Radar Key Gated A Frame Barrier	Yes	Would reduce permeability for legitimate users who do not hold radar key (when gates closed). Would allow emergency & maintenance vehicle access.  Potential for barrier to be bypassed.
Staggered Gates	Yes	Level of permeability for both legal and illegal vehicle types would remain as existing.  Provision of gates would allow access control to be temporarily removed to allow maintenance vehicles to access path if required.  Potential for gates to be bypassed.
Adjustable A Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.  Potential for barrier to be bypassed.
K Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.  Potential for barrier to be bypassed.
Bollard	Yes	Would allow accessibility by all legitimate users, but would provide less effective illegal ingress solution.  Potential to be bypassed.
Removal of access control	Yes	Would allow accessibility by all legitimate users. Would not physically prevent moped, motorcycle or car ingress. Greater level of police enforcement required.

### Recommendation:

5.7.2 It is recommended that the existing chicane barrier in this location be replaced by a staggered gates solution in order to retain the existing level of accessibility for legal users, whilst maintaining the same level of restriction to illegal vehicle users. This would also allow access to emergency and maintenance vehicles where required (although it is noted that the narrow path width on the section under the A494 would exclude such vehicles from passing to the west of the A494 from this position). The staggered gates will also act as a psychological barrier against illegal vehicle ingress, and could be a potential aesthetic upgrade.

5.7.3 The existing barrier serves as an important speed control measure in the interest of user safety given the limited visibility and potential high speeds on the approach to the constrained underpass section. It is therefore important that a speed calming feature remains in place in this position. Whilst guidance recommends against the use of access control measures for speed control purposes, it is considered that this measure would serve primarily as a necessary vehicle restraint feature, in order to protect the narrow underpass section of the path, with a secondary purpose as a speed control measure.

## 5.8 Barrier 7

Barrier Reference	Location
7	Approximately 65m east of the A494 underpass



### Barrier Type: Chicane Barrier

#### Description:

5.8.1 Barrier 7 is a chicane barrier located approximately 65m to the east of the A494 underpass. The barrier serves its primary purpose as an access control feature at the connection between the WCP and a separate off-road active travel route which routes to the north, connecting to Sealand Road.

5.8.2 The barrier is abutted by fencing which was damaged at the time that the site visit was undertaken. The fencing serves to remove the possibility of illegal access being gained to the path through bypassing the barrier, and it is our understanding that plans are in place for the fencing to be repaired so as to continue this purpose.

**Table 5-13: Barrier 7 - Appraisal**

				Comment
Height (mm)		1,200		
Minimum Opening Width (mm)		1,500		
Barrier width (mm)		1,200		
Depth between barriers (mm)		1,500		
Gap to side of barrier		Yes		Grassed area to the west of existing barrier, which could be used to bypass barrier due to existing fencing being damaged, however it is expected that repair works will be undertaken in due course.
Total path width (mm)		2,900		
Compliance with Sustrans Design Guidance?		No		Minimum clearance width is above minimum standard of 1.5m, however depth between barriers is below desirable minimum standard of 3.0m.
Compliance with Equality Act?		Yes		
Legal User Types		Comment	Illegal User Types	Comment
Pedestrian	✓		Dirt / Motocross Bikes	✓
Bicycle	✓		Motorcycle	✓
Wheelchair	✓		Moped	✓
Pushchair	✓		Car	✗
Double pushchair	✓		Electric Scooter	✓
Class 2 mobility scooter	✓		Quad Bike	✓
Class 3 mobility scooter	✓		Mini Quad Bike	✓
Hand Cycle	✓			
Recumbent Cycle	✓			
Cargo Bike	✓			
Bicycle with Trailer	✓			
Bicycle with Towed Child Bicycle	✓			
Electric Bicycle	✓			
Emergency & Maintenance Vehicles	✗			



## Potential Alternative Solutions

Table 5-14: Barrier 7 - Potential Alternative Solution

Alternative Solution	Feasible?	Comment
Radar Key Gated A Frame Barrier	Yes	Would reduce permeability for legitimate users who do not hold radar key (when gates closed). Would allow emergency & maintenance vehicle access.
Staggered Gates	Yes	Level of permeability for both legal and illegal vehicle types would remain as existing.  Provision of gates would allow access control to be temporarily removed to allow maintenance vehicles to access path if required.
Adjustable A Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.
K Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.
Bollard	Yes	Would allow accessibility by all legitimate users, but would provide less effective illegal ingress solution.
Removal of access control	Yes	Would allow accessibility by all legitimate users. Would not physically prevent moped, motorcycle or car ingress. Greater level of police enforcement required.

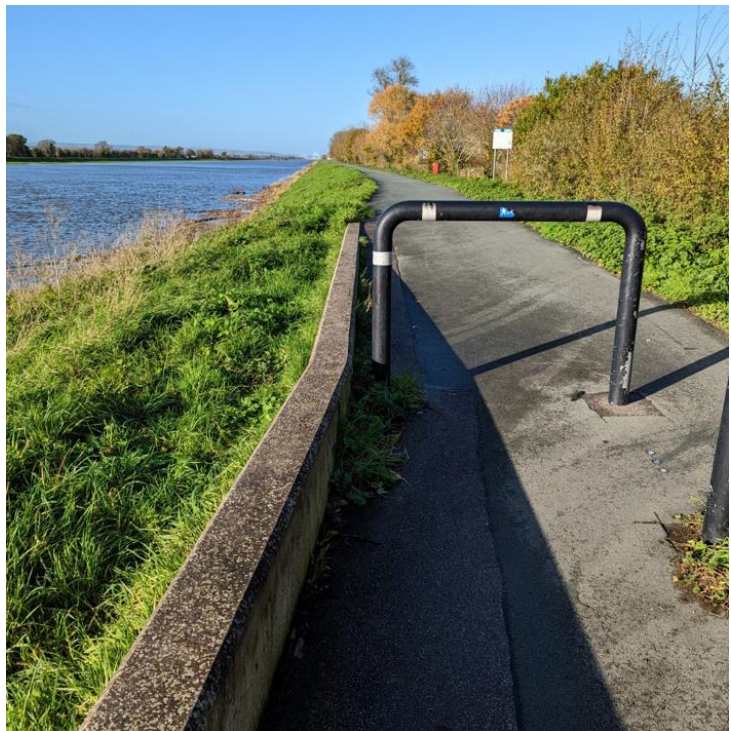
### Recommendation:

5.8.3 It is recommended that the existing chicane barrier in this location be replaced by a staggered gates solution. This will retain the existing level of permeability for legal users, and the same level of restriction to illegal vehicle users, but will be openable to allow access to emergency and maintenance vehicles where required. The staggered gates will also act as a psychological barrier against illegal vehicle ingress, and could be a potential aesthetic upgrade.

5.8.4 It is noted that the grassed area immediately adjacent to this barrier could potentially be used to bypass the barrier currently due to the existing fencing being in a state of disrepair. It is therefore recommended that this is repaired as soon as possible to minimise this risk.

## 5.9 Barrier 8

Barrier Reference	Location
8	Approximately 65m south-west of Ferry Lane



### Barrier Type: Chicane Barrier

#### Description:

5.9.1 Barrier 8 is a chicane barrier located approximately 65m to the south-west of Ferry Lane. The barrier forms an access control measure and also acts as a speed calming feature for users of the path approaching a bend as the WCP meets Ferry Lane.

5.9.2 Barrier 9 is located approximately 35m to the east of Barrier 8, with Barrier 9 acting as the primary vehicular access control measure between the WCP to the west of Ferry Lane, and Ferry Lane itself.

**Table 5-15: Barrier 8 - Appraisal**

		Comment		
Height (mm)	1,200			
Minimum Opening Width (mm)	1,500			
Barrier width (mm)	1,500			
Depth between barriers (mm)	1,300			
Gap to side of barrier	Yes	Barrier abutted by a residential property fence to the north and by a small wall to south, however the wall measures only approx. 300m in height and so potential exists for smaller motorcycles to be lifted over this wall in order to gain illegal access to WCP through bypassing the barrier.		
Total path width (mm)	3,000			
Compliance with Sustrans Design Guidance?	No	Minimum clearance width is above minimum standard of 1.5m, however depth between barriers is below desirable minimum standard of 3.0m.		
Compliance with Equality Act?	Yes			
Legal User Types		Comment	Illegal User Types	Comment
Pedestrian	✓		Dirt / Motocross Bikes	✓
Bicycle	✓		Motorcycle	✓
Wheelchair	✓		Moped	✓
Pushchair	✓		Car	✗
Double pushchair	✓		Electric Scooter	✓
Class 2 mobility scooter	✓		Quad Bike	✓
Class 3 mobility scooter	✓		Mini Quad Bike	✓
Hand Cycle	✓			
Recumbent Cycle	✓			
Cargo Bike	✓			
Bicycle with Trailer	✓			
Bicycle with Towed Child Bicycle	✓			
Electric Bicycle	✓			
Emergency & Maintenance Vehicles	✗			

## Potential Alternative Solutions

Table 5-16: Barrier 8 - Potential Alternative Solutions

Alternative Solution	Feasible?	Comment
Radar Key Gated A Frame Barrier	Yes	Would reduce permeability for legitimate users who do not hold radar key (when gates closed). Would allow emergency & maintenance vehicle access.  Potential bypass issue would still exist.
Staggered Gates	Yes	Level of permeability for both legal and illegal vehicle types would remain as existing.  Provision of gates would allow access control to be temporarily removed to allow maintenance vehicles to access path if required.  Potential bypass issue would still exist.
Adjustable A Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.  Potential bypass issue would still exist.
K Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.  Potential bypass issue would still exist.
Bollard	Yes	Would allow accessibility by all legitimate users, but would provide less effective illegal ingress solution.  Potential bypass issue would still exist.
Removal of access control	Yes	Would allow accessibility by all legitimate users. Would not physically prevent moped, motorcycle or car ingress. Greater level of police enforcement required.

### Recommendation:

5.9.3 It is recommended that the existing chicane barrier is replaced by a staggered gates solution. This will retain the existing level of permeability for legal users, and the same level of restriction to illegal vehicle users, but will be openable to allow access to emergency and maintenance vehicles where required. The staggered gates will also act as a psychological barrier against illegal vehicle ingress, and could be a potential aesthetic upgrade.

5.9.4 It is considered that the proposed staggered gates solution in this location would provide a very effective vehicle restraint measure working in combination with the nearby Barrier 9, whilst offering enhanced permeability for some legitimate user types through the proposed implementation of a radar lock system, which will enable both Barriers 9 and 10 to be opened when required.

5.9.5 It should also be noted that the grassed area/river bank immediately adjacent to this barrier could potentially be used to bypass the barrier when using powered two-wheel vehicles if these can be lifted over a small wall. This could potentially be addressed by either increasing the wall height or adding an additional feature such as a short section of fencing in this location.

## 5.10 Barrier 9

Barrier Reference	Location
9	Approximately 30m south-west of Ferry Lane



### Barrier Type: Fixed A Frame Barrier

#### Description:

5.10.1 Barrier 9 is a fixed A frame barrier located approximately 30m to the south-west of Ferry Lane. The barrier is located on a bend in the WCP as the route diverts away from its general NW-SE orientation in order to connect with Ferry Lane. The main purpose of the barrier appears to be to provide an access control measure to prevent motorised vehicles accessing the WCP from Ferry Lane.

5.10.2 Immediately adjacent to the existing A Frame barrier is a kissing gate which provides pedestrian access to the study area.

**Table 5-17: Barrier 9 - Appraisal**

			Comment		
Height (mm)		1,500			
Clearance Width Top (mm)		360			
Clearance Width Bottom (mm)		900			
Gap to side of barrier		No	Fences covering remaining path width on each side.		
Total path width (mm)		2,800			
Compliance with Sustrans Design Guidance?		No	Minimum clearance width is below 1.5m.		
Compliance with Equality Act?		No	Has the potential to disadvantage disabled users.		
Legal User Types		Comment	Illegal User Types		Comment
Pedestrian	✓		Dirt / Motocross Bikes	✗	
Bicycle	✓	Large bicycles unable to pass through without dismounting.	Motorcycle	✗	
Wheelchair	✓		Moped	✓	
Pushchair	✓		Car	✗	
Double pushchair	✗		Electric Scooter	✓	
Class 2 mobility scooter	✓		Quad Bike	✗	
Class 3 mobility scooter	✗		Mini Quad Bike	✓	
Hand Cycle	✗				
Recumbent Cycle	✗				
Cargo Bike	✗				
Bicycle with Trailer	✗				
Bicycle with Towed Child Bicycle	✓				
Electric Bicycle	✓				
Emergency & Maintenance Vehicles	✗				

## Potential Alternative Solutions

Table 5-18: Barrier 9 - Potential Alternative Solutions

Alternative Solution	Feasible?	Comment
Radar Key Gated A Frame Barrier	Yes	Gated radar lock system has the potential to enhance legitimate user permeability & would enable emergency / maintenance vehicle access.
Staggered Gates	Yes	Would allow accessibility by all legitimate users, but less effective at restricting illegal vehicle access. Potential aesthetic upgrade compared to existing barrier.
Adjustable A Frame	Yes (not recommended)	Would not significantly improve accessibility for all legitimate users or increase resilience against illegal vehicle ingress. Would not allow access for maintenance / emergency vehicles.
K Frame	Yes (not recommended)	Would not significantly improve accessibility for all legitimate users or increase resilience against illegal vehicle ingress. Would not allow access for maintenance / emergency vehicles.
Bollard	Yes	Would allow accessibility by all legitimate users, but would provide less effective illegal ingress solution. Limited path width in this location may not allow standard 1.5m opening to be provided on each side of the bollard in the location of the existing barrier.
Removal of access control	Yes	Would allow accessibility by all legitimate users. Would not physically prevent moped, motorcycle or car ingress. Greater level of police enforcement required.

### Recommendation:

5.10.3 The existing fixed A Frame barrier provides a good level of restriction against illegal vehicle access, but cannot be opened to allow access to emergency & maintenance vehicles, there is no ability for legitimate users travelling in Class 3 mobility scooters or larger unconventional cycles to open the barriers when required to gain access. Therefore, it is recommended that the barrier be upgraded to a gated A Frame barrier compatible with RADAR locks & keys.

5.10.4 This would offer a cost effective solution which would improve accessibility by legitimate users holding a radar key (which are readily available online) whilst still maintaining an effective deterrent to illegal vehicle ingress. Promotion of this measure with key user groups following a consultation process is recommended.

5.10.5 It is recommended that the existing pedestrian kissing gate be retained as existing, as this provides good access for pedestrians whilst restricting illegal ingress to the study area.

## 5.11 Barrier 10

Barrier Reference	Location
10	Between Ferry Lane & Higher Saltney Ferry Footbridge



**Barrier Type:** Chicane Barrier

### Description:

5.11.1 Barrier 10 is a chicane barrier located on the Wales Coast Path between Ferry Lane and the Higher Saltney Ferry Footbridge. The barrier is located at the north-eastern end of the footbridge, and appears to serve as a means of both access and speed control.



**Table 5-19: Barrier 10 - Appraisal**

				Comment
Height (mm)		1,000		
Minimum Opening Width (mm)		1,200		
Barrier width (mm)		1,300		
Depth between barriers (mm)		1,300		
Gap to side of barrier		No		Barrier abutted by fence on both sides.
Total path width (mm)		2,600		
Compliance with Sustrans Design Guidance?		No		Minimum clearance width below minimum standard of 1.5m, and depth between barriers is below desirable minimum standard of 3.0m.
Compliance with Equality Act?		Yes		
Legal User Types		Comment	Illegal User Types	Comment
Pedestrian	✓		Dirt / Motocross Bikes	✓
Bicycle	✓		Motorcycle	✓
Wheelchair	✓		Moped	✓
Pushchair	✓		Car	✗
Double pushchair	✓		Electric Scooter	✓
Class 2 mobility scooter	✓		Quad Bike	✗
Class 3 mobility scooter	✓		Mini Quad Bike	✓
Hand Cycle	✓			
Recumbent Cycle	✓			
Cargo Bike	✓			
Bicycle with Trailer	✓			
Bicycle with Towed Child Bicycle	✓			
Electric Bicycle	✓			
Emergency & Maintenance Vehicles	✗			

## Potential Alternative Solutions

Table 5-20: Barrier 10 - Potential Alternative Solutions

Alternative Solution	Feasible?	Comment
Radar Key Gated A Frame Barrier	Yes	Would reduce permeability for legitimate users who do not hold radar key (when gates closed). Potential to allow maintenance / emergency vehicle access, however the limited footbridge width / weight restriction likely to prohibit their access.
Staggered Gates	Yes	Level of permeability for both legal and illegal vehicle types would remain as existing.  Would allow maintenance / emergency vehicle access, however the limited footbridge width / weight restriction likely to prohibit their access.
Adjustable A Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.
K Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.
Bollard	Yes	Would allow accessibility by all legitimate users, but would provide less effective illegal ingress solution.
Removal of access control	Yes	Would allow accessibility by all legitimate users. Would not physically prevent moped, motorcycle or car ingress. Greater level of police enforcement required.

### Recommendation:

5.11.2 It is recommended that the existing chicane barrier be replaced by a staggered gates solution. This will retain the existing level of permeability for legal users, and if the proposed solution is provided with the recommended 3.0m setback distance between gates would provide easier navigation compared to the existing solution.

5.11.3 The gates would also restrict illegal ingress in the same way as the existing barriers, but it is recommended that the gates be fitted with radar locks to allow key holders to open the gates for easier access where required. The gates could also be opened to allow emergency / maintenance vehicle access, however it is expected that the restricted width and weight bearing capacity of the footbridge would rule out such movements.

5.11.4 The staggered gates will also act as a psychological barrier against illegal vehicle ingress, and could be a potential aesthetic upgrade compared to the existing barriers, and could feature FCC/WCP branding. In addition, the gates would also serve a secondary purpose as a speed control measure to reduce risk to users of the path and footbridge.

## 5.12 Barrier 11

Barrier Reference	Location
11	Approximately 20m south-east of Ferry Lane



**Barrier Type:** Fixed A Frame Barrier

### Description:

5.12.1 Barrier 11 is an A frame barrier located approximately 20m to the south-east of Ferry Lane. The barrier serves a purpose as both an access control and speed control measure at a point where the WCP meets Ferry Lane.

**Table 5-21: Barrier 11 - Appraisal**

			Comment		
Height (mm)		1,450			
Clearance Width Top (mm)		350			
Clearance Width Bottom (mm)		960			
Gap to side of barrier		No	Walls covering remaining path width on each side.		
Total path width (mm)		1,660			
Compliance with Sustrans Design Guidance?		No	Minimum clearance width is below 1.5m.		
Compliance with Equality Act?		No	Has the potential to disadvantage disabled users.		
Legal User Types		Comment	Illegal User Types		Comment
Pedestrian	✓		Dirt / Motocross Bikes	✗	
Bicycle	✓	Large bicycles unable to pass through without dismounting.	Motorcycle	✗	
Wheelchair	✓		Moped	✓	
Pushchair	✓		Car	✗	
Double pushchair	✗		Electric Scooter	✓	
Class 2 mobility scooter	✓		Quad Bike	✗	
Class 3 mobility scooter	✗		Mini Quad Bike	✓	
Hand Cycle	✗				
Recumbent Cycle	✗				
Cargo Bike	✗				
Bicycle with Trailer	✗				
Bicycle with Towed Child Bicycle	✓				
Electric Bicycle	✓				
Emergency & Maintenance Vehicles	✗				

## Potential Alternative Solutions

Table 5-22: Barrier 11 - Potential Alternative Solutions

Alternative Solution	Feasible?	Comment
Radar Key Gated A Frame Barrier	Yes	Gated radar lock system has the potential to enhance legitimate user permeability & would enable emergency / maintenance vehicle access (however constrained path width likely to rule out this location as emergency access point).
Staggered Gates	Yes	Would allow accessibility by all legitimate users, but less effective at restricting illegal vehicle access.  Potential aesthetic upgrade compared to existing barrier.  Limited path width may require minor repositioning of control measure.
Adjustable A Frame	Yes (not recommended)	Would not significantly improve accessibility for all legitimate users or increase resilience against illegal vehicle ingress. Would not allow access for maintenance / emergency vehicles.
K Frame	Yes (not recommended)	Would not significantly improve accessibility for all legitimate users or increase resilience against illegal vehicle ingress. Would not allow access for maintenance / emergency vehicles.
Bollard	Yes	Would allow accessibility by all legitimate users, but would provide less effective illegal ingress solution.  Limited path width in this location may not allow standard 1.5m opening to be provided on each side of the bollard in the location of the existing barrier.
Removal of access control	Yes	Would allow accessibility by all legitimate users. Would not physically prevent moped, motorcycle or car ingress. Greater level of police enforcement required.

### Recommendation:

5.12.2 It is recommended that the existing fixed A Frame barrier be replaced by a gated A Frame barrier alternative to feature radar lock functionality, to allow the barrier to be opened for easier access by key holders (which can be purchased online). Given the constrained position of the existing barrier on a relatively narrow section of the path, it may be appropriate to reposition the proposed barrier slightly further north where the path is less constrained.

5.12.3 Promotion of this measure with key user groups following a consultation process is recommended.

## 5.13 Barrier 12

Barrier Reference	Location
12	Approximately 50m south-east of Ferry Lane



### Barrier Type: Chicane Barrier

#### Description:

5.13.1 Barrier 12 is a chicane barrier located approximately 70m to the south-east of Ferry Lane. The barrier is an access control measure but also appears to serve a purpose as a speed control measure for users approaching a sharp bend in the path on the approach to Ferry Lane. At a point approximately 20m to the west of Barrier 12 the WCP narrows to approximately 1.6m in width, and therefore there is no potential for cars or larger vehicles to gain access to this section of the WCP from Ferry Lane.

**Table 5-23: Barrier 12 - Appraisal**

				Comment
Height (mm)		1,200		
Minimum Opening Width (mm)		1,200		
Barrier width (mm)		1,500		
Depth between barriers (mm)		1,200		
Gap to side of barrier		No		Barrier abutted by walls on both sides.
Total path width (mm)		3,000		
Compliance with Sustrans Design Guidance?		No		Minimum clearance width below minimum standard of 1.5m, and depth between barriers is below desirable minimum standard of 3.0m.
Compliance with Equality Act?		Yes		
Legal User Types		Comment	Illegal User Types	Comment
Pedestrian	✓		Dirt / Motocross Bikes	✓
Bicycle	✓		Motorcycle	✓
Wheelchair	✓		Moped	✓
Pushchair	✓		Car	✗
Double pushchair	✓		Electric Scooter	✓
Class 2 mobility scooter	✓		Quad Bike	✗
Class 3 mobility scooter	✓		Mini Quad Bike	✓
Hand Cycle	✓			
Recumbent Cycle	✓			
Cargo Bike	✓			
Bicycle with Trailer	✓			
Bicycle with Towed Child Bicycle	✓			
Electric Bicycle	✓			
Emergency & Maintenance Vehicles	✗			

## Potential Alternative Solutions

Table 5-24: Barrier 12 - Potential Alternative Solutions

Alternative Solution	Feasible?	Comment
Radar Key Gated A Frame Barrier	Yes	Would reduce permeability for legitimate users who do not hold radar key (when gates closed). Potential to allow maintenance / emergency vehicle access, however the limited path width to west of barrier likely to prohibit their access.
Staggered Gates	Yes	Level of permeability for both legal and illegal vehicle types would remain as existing. Would allow maintenance / emergency vehicle access, however the limited path width to west of barrier likely to prohibit their access.
Adjustable A Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.
K Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.
Bollard	Yes	Would allow accessibility by all legitimate users, but would provide less effective illegal ingress solution.
Removal of access control	Yes	Would allow accessibility by all legitimate users. Would not physically prevent moped, motorcycle or car ingress. Greater level of police enforcement required.

### Recommendation:

5.13.2 It is recommended that the existing chicane barrier in this location be replaced by a staggered gates solution in order to improve the existing level of accessibility for legal users, (if constructed with the recommended 3.0m setback distance) whilst maintaining the same level of restriction to illegal vehicle users.

5.13.3 The gates would allow access to emergency and maintenance vehicles where required (although it is noted that the narrow path width immediately to the west of the barrier would exclude such vehicles from passing to the west of this position). The staggered gates will also act as a psychological barrier against illegal vehicle ingress, and could be a potential aesthetic upgrade.

5.13.4 The existing barrier serves as an important speed control measure in the interest of user safety given the limited visibility and potential high speeds on the approach to a bend. It is important that a speed calming feature remains in place in this position.



## 5.14 Barrier 13

Barrier Reference	Location
13	South side of Higher Saltney Ferry Footbridge – approx. 50m north of B5129



### Barrier Type: Fixed A Frame Barrier adjacent to Gate

#### Description:

5.14.1 Barrier 13 is a fixed A frame barrier located at the southern end of the Higher Saltney Ferry Footbridge at a point approximately 50m to the north of the B5129. The barrier acts as both an access and speed control measure at a point where the WCP meets the footbridge and the access to the B5129.

5.14.2 A gate sufficiently wide to enable vehicular access is located immediately adjacent to the A Frame Barrier, however at the time the site visit was undertaken, the gate was locked closed with a padlock.

5.14.3 It is our understanding that the barrier and gate were initially installed on behalf of the Environment Agency Wales (now Natural Resources Wales) as an access control measure which enables access when required for maintenance vehicles.

**Table 5-25: Barrier 13 - Appraisal**

			Comment		
Height (mm)		1,470			
Clearance Width Top (mm)		350			
Clearance Width Bottom (mm)		1,000			
Gap to side of barrier		No	Abutted by fencing on both sides.		
Total path width (mm)		4,750			
Compliance with Sustrans Design Guidance?		No	Minimum clearance width is below 1.5m.		
Compliance with Equality Act?		No	Has the potential to disadvantage disabled users.		
Legal User Types		Comment	Illegal User Types		Comment
Pedestrian	✓		Dirt / Motocross Bikes	✗	
Bicycle	✓	Large bicycles unable to pass through without dismounting.	Motorcycle	✗	
Wheelchair	✓		Moped	✓	
Pushchair	✓		Car	✗	
Double pushchair	✗		Electric Scooter	✓	
Class 2 mobility scooter	✓		Quad Bike	✗	
Class 3 mobility scooter	✗		Mini Quad Bike	✓	
Hand Cycle	✗				
Recumbent Cycle	✗				
Cargo Bike	✗				
Bicycle with Trailer	✗				
Bicycle with Towed Child Bicycle	✓				
Electric Bicycle	✓				
Emergency & Maintenance Vehicles	✓				

## Potential Alternative Solutions

Table 5-26: Barrier 13 - Potential Alternative Solutions

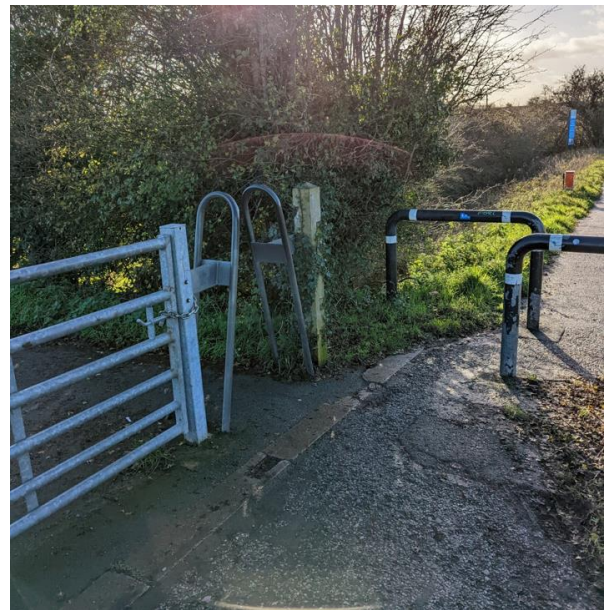
Alternative Solution	Feasible?	Comment
Radar Key Gated A Frame Barrier	Yes	Gated radar lock system has the potential to enhance legitimate user permeability.  Better solution may be to convert existing gate to radar lock system (subject to NRW approval).
Staggered Gates	Yes	Would allow accessibility by all legitimate users, but less effective at restricting illegal vehicle access.  Potential aesthetic upgrade compared to existing barrier.  Would require removal of existing gate.
Adjustable A Frame	Yes (not recommended)	Would not significantly improve accessibility for all legitimate users or increase resilience against illegal vehicle ingress. Would not allow access for maintenance / emergency vehicles.  Would require removal of existing gate.
K Frame	Yes (not recommended)	Would not significantly improve accessibility for all legitimate users or increase resilience against illegal vehicle ingress. Would not allow access for maintenance / emergency vehicles.  Would require removal of existing gate.
Bollard	Yes	Would allow accessibility by all legitimate users, but would provide less effective illegal ingress solution.  Would require removal of existing gate.
Removal of access control	Yes	Would allow accessibility by all legitimate users. Would not physically prevent moped, motorcycle or car ingress. Greater level of police enforcement required.

### Recommendation:

5.14.4 As the most cost effective solution, it is recommended that the existing A Frame barrier is retained, but that the adjacent gate is upgraded to work with radar locks, which would enable key holders the ability to open the gate when they are unable to pass through the A Frame barrier. However, the feasibility of this solution would need to be explored through liaison with Natural Resources Wales, and their access to the study area would need to be retained by any solution.

## 5.15 Barrier 14

Barrier Reference	Location
14	South side of Higher Saltney Ferry Footbridge – approx. 50m north of B5129



**Barrier Type:** Chicane Barrier

### Description:

5.15.1 Barrier 14 is a chicane barrier located at the southern end of the Higher Saltney Ferry Footbridge at a point approximately 50m to the north of the B5129. The barrier acts as both an access and speed control measure at a point where the WCP meets the footbridge and the access to the B5129.

**Table 5-27: Barrier 14 - Appraisal**

				Comment
Height (mm)		1,100		
Minimum Opening Width (mm)		1,100		
Barrier width (mm)		1,300		
Depth between barriers (mm)		1,300		
Gap to side of barrier		No		Barrier abutted by fences on both sides.
Total path width (mm)		2,650		
Compliance with Sustrans Design Guidance?		No		Minimum clearance width below minimum standard of 1.5m, and depth between barriers is below desirable minimum standard of 3.0m.
Compliance with Equality Act?		Yes		
Legal User Types		Comment	Illegal User Types	Comment
Pedestrian	✓		Dirt / Motocross Bikes	✓
Bicycle	✓		Motorcycle	✓
Wheelchair	✓		Moped	✓
Pushchair	✓		Car	✗
Double pushchair	✓		Electric Scooter	✓
Class 2 mobility scooter	✓		Quad Bike	✗
Class 3 mobility scooter	✓		Mini Quad Bike	✓
Hand Cycle	✓			
Recumbent Cycle	✓			
Cargo Bike	✓			
Bicycle with Trailer	✓			
Bicycle with Towed Child Bicycle	✓			
Electric Bicycle	✓			
Emergency & Maintenance Vehicles	✗			

## Potential Alternative Solutions

Table 5-28: Barrier 14 - Potential Alternative Solutions

Alternative Solution	Feasible?	Comment
Radar Key Gated A Frame Barrier	Yes	Would reduce permeability for legitimate users who do not hold radar key (when gates closed). Potential to allow maintenance / emergency vehicle access.
Staggered Gates	Yes	Level of permeability for both legal and illegal vehicle types would remain as existing. Would allow maintenance / emergency vehicle access.
Adjustable A Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.
K Frame	Yes (not recommended)	Not compliant with ATW & Sustrans guidance. Would not improve accessibility for all legitimate users & would not physically prevent moped / motorcycle ingress.
Bollard	Yes	Would allow accessibility by all legitimate users, but would provide less effective illegal ingress solution.
Removal of access control	Yes	Would allow accessibility by all legitimate users. Would not physically prevent moped, motorcycle or car ingress. Greater level of police enforcement required.

### Recommendation:

5.15.2 It is recommended that the existing chicane barrier is replaced by a staggered gates solution. This would provide the same level of permeability for legitimate users, and would allow maintenance and emergency vehicle access to the path whilst still blocking access for other vehicles.

5.15.3 The proposed access control measure could be located slightly further to the south when compared to the existing solution in order to increase separation from the existing infrastructure in place at the end of the footbridge so as to reduce clutter in that location whilst maintaining a level of access control.

## 6 Summary of Recommendations & Recommended Next Steps

### 6.1 Recommendation Summary Table

6.1.1 Table 6-1 below provides a summary of the recommendations made within the report, which are also shown on Plans 3 & 4 in Appendix A.

**Table 6-1: Summary of Recommendations**

Barrier Reference	Existing Barrier Type	Recommendation	Recommended Solution
1	Gated A Frame	Upgrade Existing Access Control Measure	Gated A Frame Barrier with Radar Lock Capability
2	Chicane	Replace Access Control Measure with Alternative Solution	Staggered Gates
3	Chicane	Replace Access Control Measure with Alternative Solution	Staggered Gates
4	Chicane	Replace Access Control Measure with Alternative Solution	Staggered Gates
5	Gated A Frame	Upgrade Existing Access Control Measure	Gated A Frame Barrier with Radar Lock Capability
6	Chicane	Replace Access Control Measure with Alternative Solution	Staggered Gates
7	Chicane	Replace Access Control Measure with Alternative Solution	Staggered Gates
8	Chicane	Replace Access Control Measure with Alternative Solution	Staggered Gates
9	Fixed A Frame	Upgrade Existing Access Control Measure	Gated A Frame Barrier with Radar Lock Capability
10	Chicane	Replace Access Control Measure with Alternative Solution	Staggered Gates
11	Fixed A Frame	Upgrade Existing Access Control Measure	Gated A Frame Barrier with Radar Lock Capability
12	Chicane	Replace Access Control Measure with Alternative Solution	Staggered Gates
13	Fixed A Frame / Vehicle Gate	Retain / Upgrade Existing Access Control Measure	Retain existing A Frame Barrier & fit adjacent vehicle gate with Radar Lock Capability (subject to necessary approvals)
14	Chicane	Replace Access Control Measure with Alternative Solution	Staggered Gates

## 6.2 Recommended Next Steps

6.2.1 It is anticipated that following further discussions regarding the recommendations of this report with FCC officers, a wide-ranging consultation exercise will be undertaken with key stakeholders.

6.2.2 PF will be guided by FCC with regard to the consultation process, but will assist FCC officers with the delivery and organisation of that consultation exercise.

6.2.3 Following the consultation process, any comments from key stakeholders will be addressed and if suitable, used to refine the recommendations made in this report. Following this, it is anticipated that the recommended changes will be agreed with FCC, with a view to those changes being implemented within the study area in the near future.







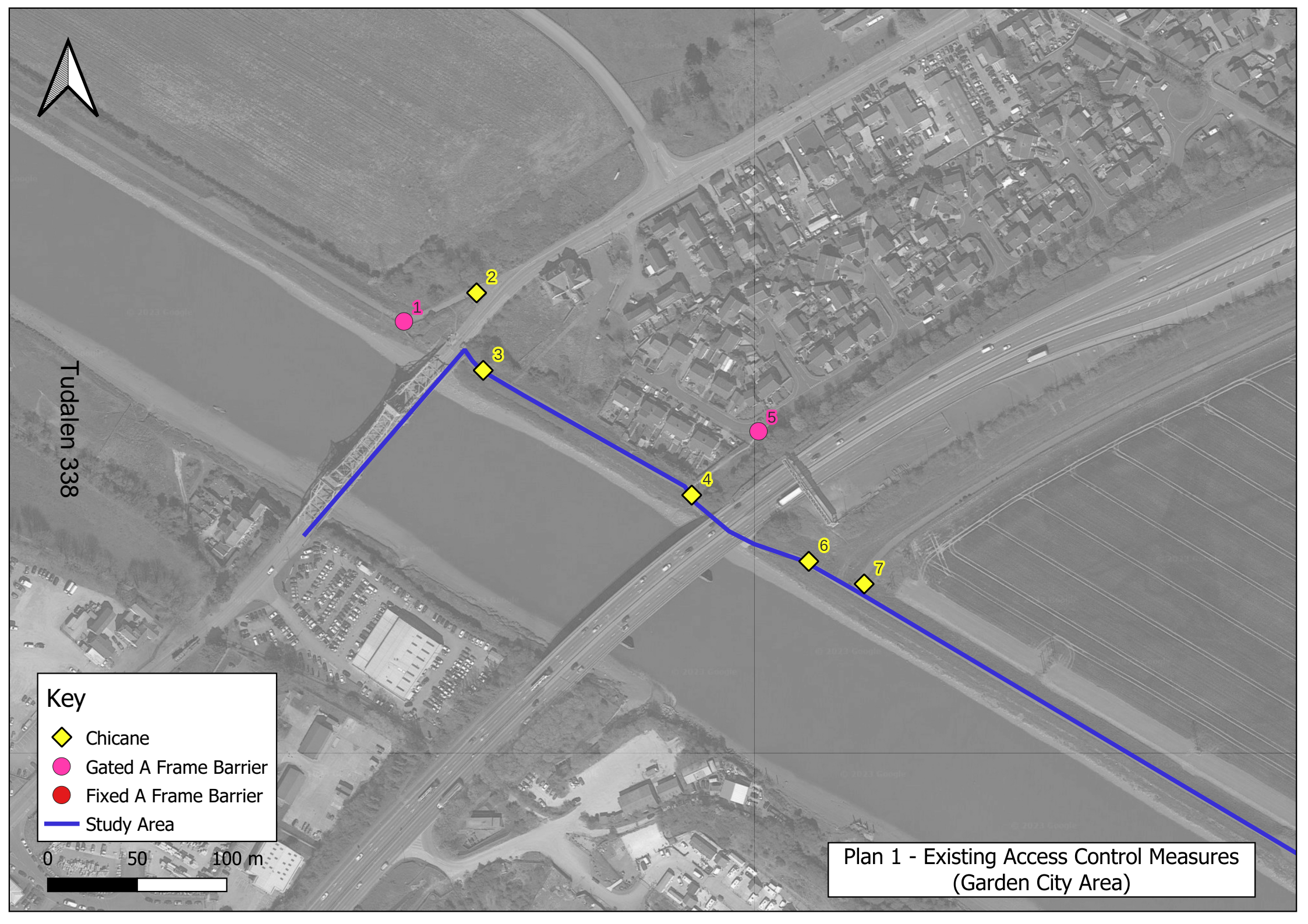
Tudalen 338

**Key**

- ◆ Chicane
- Gated A Frame Barrier
- Fixed A Frame Barrier
- Study Area



Plan 1 - Existing Access Control Measures  
(Garden City Area)





Tudalen 339

**Key**

- ◆ Chicane
- Gated A Frame Barrier
- Fixed A Frame Barrier
- Study Area







Plan 2 - Existing Access Control Measures  
(Higher Saltney Ferry Area)





Tudalen 340

### Key

-  Upgrade Existing Gate to Incorporate Radar Lock Capability
-  Convert to Staggered Gates
-  Upgrade to Gated A Frame Barrier with Radar Lock Capability
-  Study Area

0 50 100 m



Plan 3 - Recommended Access Control Measures (Garden City Area)



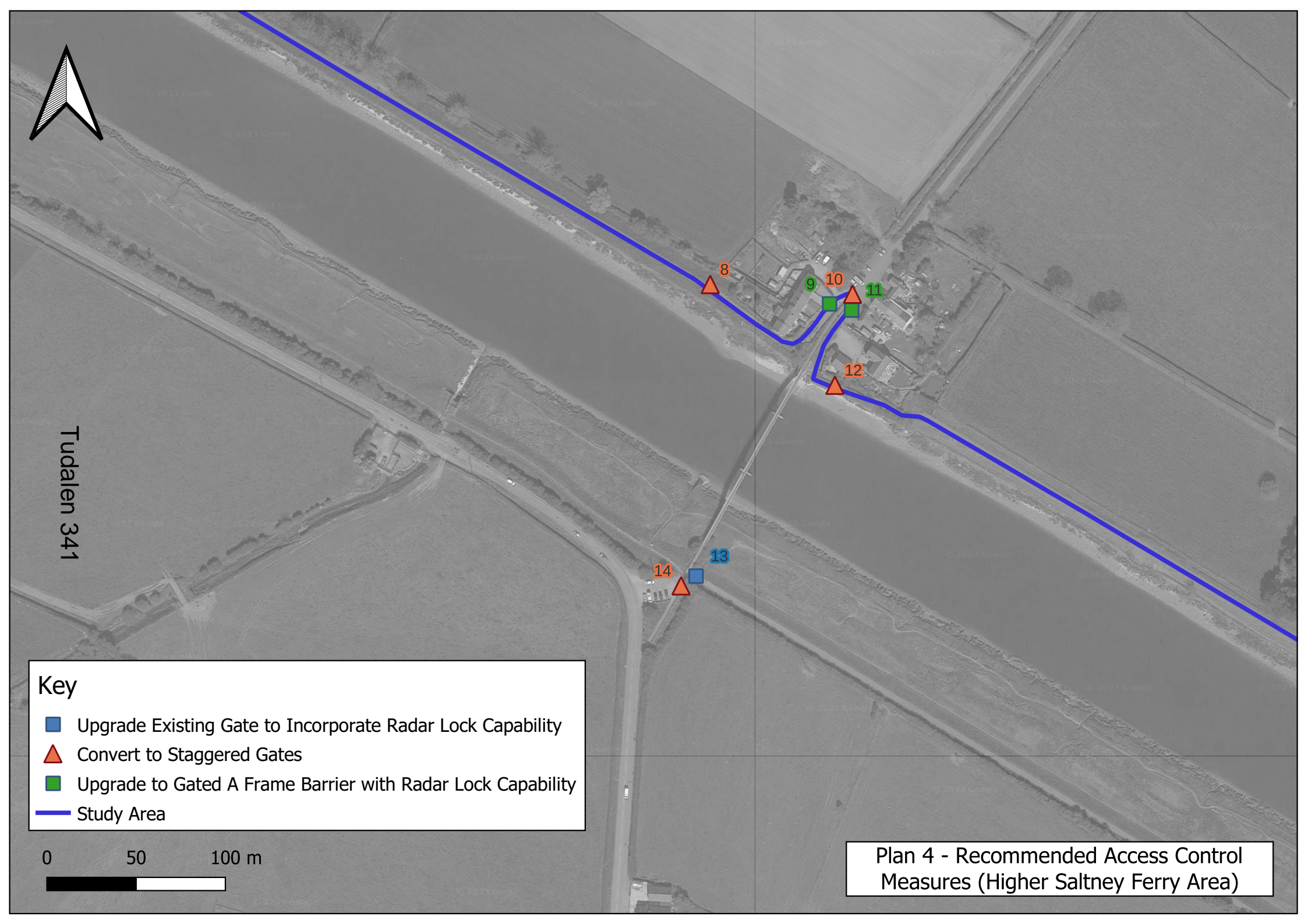
Tudalen 341

**Key**

- Upgrade Existing Gate to Incorporate Radar Lock Capability
- ▲ Convert to Staggered Gates
- Upgrade to Gated A Frame Barrier with Radar Lock Capability
- Study Area



Plan 4 - Recommended Access Control Measures (Higher Saltney Ferry Area)



Mae'r dudalen hon yn wag yn bwrpasol

# Eitem ar gyfer y Rhaglen 16



## CABINET

<b>Date of Meeting</b>	Tuesday, 18 <sup>th</sup> July 2023
<b>Report Subject</b>	Food Service Plan 2023-24
<b>Cabinet Member</b>	Cabinet Member for Planning, Public Health and Public Protection
<b>Report Author</b>	Chief Officer (Planning, Environment & Economy)
<b>Type of Report</b>	Operational

## EXECUTIVE SUMMARY

The Food Service Plan provides an overview of the Food Service in line with The Framework Agreement on Official Feed and Food Controls by Local Authorities April 2010. The plan sets out the aims and objectives for the Service for the forthcoming year and how these are to be achieved.

## RECOMMENDATIONS

1	To approve the Food Service Plan 2023-24.
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## REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE FOOD PLAN FOR FLINTSHIRE COUNTY COUNCIL 2023-24</b>
1.01	Local Authorities throughout the UK 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 and Animal Health Team within the Planning, Environment and Economy portfolio in line with the model format contained within the Framework Agreement. It outlines the proposals for service delivery for the period 1st April 2023 to 31 <sup>st</sup> March 2024. It also contains a review of the service performance for 2022-23 with overall performance for 2022-23 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 the Team Manager – Food Safety and Food Standards, who reports into the Community and Business Protection Manager.
1.04	<p>Key achievements for 2022-23 include:</p> <ul style="list-style-type: none"><li>• All Category A – C Food Hygiene and Category A Food Standards premises inspections due or overdue were achieved</li><li>• Significant progress was made in relation to moving at a faster pace than the minimum requirements set out in the Food Standards Agency COVID-19 Local Authority Recovery Plan: guidance and advice to local authorities for the period from 1 July 2021 to 2023/24 in relation to Category B and Category C Food Standards premises</li><li>• Further focussed auditing of shellfish registration document completion was undertaken which increased the compliance levels and improved traceability through the food chain</li><li>• A significant number of Feed inspections were achieved during a year that saw resource for Farm Feed inspections impacted by Avian Influenza virus</li><li>• The service dealt with several Food Incidents and a Feed incident which impacted on resources</li><li>• All officers within the Food Safety and Food Standards areas completed the required number of Continuing Professional Development hours required by the Food Law Code of Practice</li></ul> <p>Targets for 2023-24 are:</p> <ul style="list-style-type: none"><li>• To complete all Category A - Category C Food Hygiene inspections</li><li>• To complete all overdue and due in-year Category D Food Hygiene inspections</li></ul>



	<ul style="list-style-type: none"> <li>• To complete all Category A and Category B Food Standards inspections</li> <li>• To complete all Category C Food Standards inspections that are due or overdue their Category A – D Food Hygiene inspections</li> <li>• To inspect all Category E Food Hygiene premises that have been prioritised from information gathered in 2022-23</li> <li>• To inspect all new businesses prioritised for inspection throughout the year</li> <li>• To deliver a regional project on the selling of American Imported Confectionary and Drinks in small retailers</li> <li>• To inspect all Feed businesses as per the Regional Funding model</li> </ul>
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<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The cost of implementing the plan will be met within the existing Planning, Environment and Economy portfolio budget.

<b>3.00</b>	<b>IMPACT ASSESSMENT AND RISK MANAGEMENT</b>
3.01	The Plan follows the ‘farm to fork’ principle to ensure food is safe for consumption by all.

<b>4.00</b>	<b>CONSULTATIONS REQUIRED/CARRIED OUT</b>
4.01	The Food Plan 2023-24 was reviewed by Members of the Environment and Economy Overview and Scrutiny Committee on 11 July 2023. The Committee endorsed the Plan, and recognised the important work undertaken by the Food Safety and Standards Team.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Food Service Plan 2023 - 24

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	None

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<p><b>Contact Officer:</b> Helen O’Loughlin, Team Manager – Food Safety and Food Standards  <b>Telephone:</b> 01352 703390  <b>E-mail:</b> helen.o'loughlin@flintshre.gov.uk</p>

**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.

**COVID-19 Local Authority Recovery Plan: guidance and advice to local authorities for the period from 1 July 2021 to 2023/24** – set out the guidance and advice to local authorities with the aim of ensuring that during the period of recovery from the impact of COVID-19, that local authority resources were targeted to where they had greatest value to provide safeguards for public health and consumer protection in relation to food. It also aimed to safeguard the credibility of the Food Hygiene Rating Scheme. The Recovery Plan provided a framework for re-starting the delivery system in line with the relevant Food Law Code of Practice. It focused on new food establishments and high-risk or non-compliant businesses and allowed flexibility to be applied to lower risk premises.

**Food Law Code of Practice (Wales) July 2021** - 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.

**Feed Law Code of Practice (Wales) 2014** - 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.

# **FOOD SERVICE PLAN**

**2023-2024**



# FLINTSHIRE COUNTY COUNCIL

## FOOD SERVICE PLAN 2023-24

### INTRODUCTION

The Service Plan relates to the year commencing 1st April 2023 and ending 31st March 2024.

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 are usually produced annually to allow for meaningful review and progression, in accordance not only with the requirements of the Food Standards Agency (FSA) “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 is delivered as part of the FSA Funded North Wales Regional Feed Enforcement Delivery Plan, with all inspection and sampling targets being reviewed and set annually by FSA Wales. The effect of the COVID-19 pandemic on service delivery lead to it being severely impacted through 2021-22 which continued through into 2022-23.

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 2023-24**

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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 relevant statutory Codes of Practice
- (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 FSA Wales, 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 Council Plan 2023-28. There are seven priority areas which are as follows:

- Poverty

- Affordable and Accessible Housing
- Green Society and Environment
- Economy
- Personal and Community Well-being
- Education and Skills
- A Well-managed Council

Each year, sub-priorities are identified which will receive significant attention over a particular year.

The Food Service sits within the Community and Business Protection Service of the Planning, Environment and Economy 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 and Feed 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 InPhase, 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”. This is reported annually.

The following Service Improvement Data is also usually monitored and reported on within the Service Plan:

- (a) Food Safety inspections undertaken
- (b) Food Standards inspections undertaken
- (c) New Food Safety and Standards businesses inspected
- (e) Feed inspections carried out
- (f) New Feed businesses inspected

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. From July 2021 to the end of March 2023, performance monitoring had focussed on the performance of the service against the Food Standards Agency COVID-19 Local Authority Recovery Plan: guidance and advice to local authorities for the period from 1 July 2021 to 2023-

24. This was to ensure our resources were targeted where they added the greatest value in providing safeguards for public health and consumer protection in relation to food and to maintain the credibility of the Food Hygiene Rating Scheme. For 2023-24, performance will be monitored against the Food Law Code of Practice (Wales) July 2021 for those premises due inspection within this financial year and against Appendix 2 of this plan for those premises that are overdue their inspection.

## 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 155,000 as per the 2021 Census. It is made up of a mixture of small towns and conurbations, particularly to the south and predominately rural and agricultural land located in the north. The population is subjected to small seasonal fluctuations due to influx of tourists to the area. It has a number of industrial estates on which many manufacturers including food manufacturers are located, as well as headquarters for several food manufacturers including one large national food retailer. The coastal edge of Flintshire County Council abuts the Dee Estuary upon which cockle and mussel beds are situated and there is a small port located at Mostyn.

### 2.2 Organisational Structure

The Food Service sits in the Community and Business Protection Service within the Planning, Environment and Economy portfolio area. The responsibility of the Food and Feed service sits under the Team Manager – Food Safety and Food Standards, with the line management of most Feed officers being the responsibility of the Team Manager - Trading Standards Compliance and Animal Health as these Feed officers also undertake other Trading Standards functions such as Animal Health. Both team managers' 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.

The Lead Officer for Food Safety is the Team Manager – Food Safety and Food Standards. The Lead Officer for Food Standards is the Specialist Trading Standards Officer (Food Standards) and the Lead Officer for Feed is Specialist Trading Standards Officer (Feed). Specialist services are provided by Public Health Wales and Public Analyst Scientific Services as the Public Analyst.



## 2.3 Scope of the Food Service

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

### Food Safety

- 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 such as 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 complaints that relate to the nature, substance or microbiological quality of the food, taking appropriate action as necessary
- Investigation of all complaints which relate to hygiene matters (premises, practices, personnel) in food businesses
- Investigation of sporadic cases of food-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 relevant export attestations to businesses who are exporting
- Act as Home and/or Originating Authority for other companies where necessary
- Undertake food sampling in accordance with the Sampling Programme
- Educational and promotional initiatives, when appropriate and based on local need

### Food Standards

- Respond to requests for consumer advice in matters regarding food standards, labelling and composition
- Undertake a pre-planned programme of visits to food premises within Flintshire

- Investigation of complaints relating to the nature, quality or substance of food and complaints relating to mislabelling of food taking appropriate action as necessary
- Provide advice, information and assistance to food businesses
- Undertake food sampling in accordance with the Sampling Programme and in response to incidents
- Undertake promotional and educational initiatives, when appropriate
- Act as Home Authority and Originating Authority for other food businesses within Flintshire where necessary

#### Feed

- Undertake a pre-planned programme of visits to feed premises within Flintshire
- Undertake a pre-planned programme of targeted Feed sampling
- Provide advice, information and support to feed business operators, including manufacturers, distributors, and users of feed products
- Investigation of complaints relating to feedstuffs and complaint-based sampling of feed as required as part of complaint investigation

The Service Delivery Point for the Food Safety, Food Standards and Feed Service is Ty Dewi Sant, Ewloe. For all of the above, the Service Delivery Points are usually open during normal office hours of 8.30 a.m. – 5.00 p.m.

During the pandemic service delivery was reviewed to reflect the 'Working from home, wherever possible' steer from Central Government. A new Hybrid Working Policy has been introduced which seeks to assist the Welsh Government target of 30% of the workforce working from home. The team provides a duty system to respond to reactive elements of the service.

There is no official "out of hours" provision. However, there is a call centre who will contact team members should specific scenarios be reported to them which includes Food-related incidents.

There are 1399 food premises in Flintshire. A full breakdown by activity type is provided below:

#### 2.4 Demands of the Food Service

**Table 1 : Breakdown of food premises in Flintshire by FSA activity type**

<b>Premises Type</b>	<b>Number</b>
Primary Producer	13
Supermarket / Hypermarket	40
Manufacturers / Packers	45
Retailer – Others	57
Importers / Exporters	0
Distributors / Transporters	50
Small Retailer	255
Restaurant / Café / Canteen	212
Hotel / Guest House	16
Pub Club	145
Takeaway	132
Caring Establishments	171
Schools / Colleges	85
Mobile Food Unit	44
Restaurant and Caterers – Other	134

There are 22 premises 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 and shellfish dispatch centre. 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 and Shellfish

The Dee Estuary has one actively fished cockle bed falling within Flintshire's jurisdiction. There had previously been two beds but due to a recent Sanitary Survey undertaken on the Dee, commissioned by the FSA, the two beds were able to be merged to be considered as one bed. The remaining beds fall within Wirral Council's jurisdiction. Given the nature of the estuary, the shellfish bed places significant demands on the Team, particularly

during the six month cockle opening season. The bed has a Class A classification, meaning that cockle harvested from this bed during these months is considered safe to consume without any further processing and can be exported to the EU.

The management of the Dee accounts for a large portion of the Sampling Budget due to the statutory sampling of the water and shellfish for both microbiological classification and for algal biotoxin monitoring. In addition to the shellfish bed on the Dee, there are several companies operating as buyers, grading yards and / or collection points for cockle harvested elsewhere within the UK at different times throughout the year. This has placed significant demand on the service and it is anticipated this will continue throughout 2023-24. There is also one approved Dispatch Centre under Retained (EC) Regulation 853/2004.

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 Local Authorities, the North Western Inshore Fisheries and Conservation Authorities and FSA Wales.

There are 53 licensed cockle gatherers for the Dee Estuary with a low number of endorsees. There are also 18 registered fishing vessels spread over 13 fishermen.

#### Port Health

There is a port at Mostyn. The service has responsibility in relation to ships coming in to port requiring a Ship Sanitation Certificate or a food hygiene inspection.

#### Food Hygiene Rating (Wales) Act 2013 and associated legislation

Since 28th November 2013, the Food Hygiene Rating (Wales) Act 2013 mandated businesses with a food hygiene rating to display a valid food hygiene rating sticker. The administration of this Act accounts for a considerable volume of work for the Team.

The introduction of the Food Hygiene Rating (Promotion of Food Hygiene Rating) (Wales) Regulations 2016, required takeaway food premises to provide a prescribed bi-lingual phrase on promotional literature which contains a price of the food and a method of ordering it remotely.

The Service is committed to delivering the requirements of the Food Hygiene Rating (Wales) Act 2013 and its associated regulations.

### Premises Profile

The premises profile, as defined in the Food Law Code of Practice (Wales) July 2021, is detailed in Table 2:

**Table 2: Breakdown of premises profile by risk band for Food Safety and Food Standards – June 2023**

FOOD STANDARDS			FOOD SAFETY			
Risk	Min.	No. of		Risk	Min.	No. of
High	12 months	7	High	A	6 months	1
				B	12 months	27
Medium	2 years	386		C	18 months	327
Low	5 years	931	Low	D	2 years	397
				E	3 years	589
OUTSIDE		12		OUTSIDE		13
UNRATED		63		UNRATED		45
<b>TOTAL</b>		<b>1399</b>		<b>TOTAL</b>		<b>1399</b>

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

### Feed

Under the Retained EU Feed Hygiene Regulation (1831/2005) feed activities are clearly defined and are broken down into '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 Regulations.

'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).

**Table 3: Breakdown of Feed premises by activity type – June 2023**

R01 - Manufacturer	3
R04 – Mobile Mixer	0
R05 – Distributor (including 1 Importer)	12
R06 – Pet Food Manufacturer	0
R07 – Supplier of Surplus Food	21
R08 - Transporter	4
R09 - Stores	1
R10 – On-farm mixer (Annex II)	3
R11 – On-farm mixer	31
R12 – Co-product producer	6
R13 – Livestock Farm	398
R14 – Arable Farm	4

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 FSA Wales in 2014 of the delivery of Animal Feeding Stuffs Enforcement across Wales, the system for risk assessing feed activities was simplified with all registerable feed activities across Wales being broken down in to one of two categories based on risk. These two categories are referred to as ‘*Above the Line*’ and ‘*Below the Line*’. Above the line activities are high risk activities, which include 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 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, requiring that an officer be ‘competent’ to complete this work.

Since 1<sup>st</sup> April 2015, the number of inspections of feed premises has been determined by FSA Wales in the form of the ‘North Wales Feed Enforcement Delivery Plan’.

The breakdown of the Feed premises profile is detailed below by risk band:

**Table 4: Breakdown of the premises profile by risk band for Feed.**

<b>FEEDINGSTUFFS</b>		
<b>Risk</b>	<b>Frequency of Inspection</b>	<b>Total no. of registered activities subject to inspection</b>
High	Every 3 years (as per Feed Law Code of Practice)	81
Low / Medium	Every 14 years (as per Feed Law Code of Practice)	400
<b>TOTAL inspectable registered activities</b>		<b>481</b>

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

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

## 2.5 Enforcement Policy

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

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

## 3.0 SERVICE DELIVERY

### 3.1. Food Premises Inspections

The Food Service carries out inspections 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. These inspection programmes are based on the risk rating of the premises. However, due to the significant impact on service delivery of the pandemic, the usual method of determining and implementing a planned inspection programme had to be suspended.

#### Food Safety and Food Standards

The performance of the Food Safety and Food Standards Team against the service priorities outlined by the Food Standards Agency recovery plan was excellent. The service inspected all Category A - C premises for Food Hygiene. The FSA Recovery Plan directed local authorities to undertake a prioritisation of new businesses. The service achieved 84% of all new business Food Hygiene inspections, across all priorities – Low to High. Only 14 new businesses prioritised for inspection during 2022-23, were not inspected for Food Hygiene.

For Food Standards, all Category A premises were inspected and 82.2% of new businesses across all priorities were inspected in 2022-23 with 22 premises prioritised as Higher Priority not inspected. A total of 224 Food Standards Category B and C interventions were undertaken. The service had therefore moved at a faster pace than the minimum pace stipulated by the FSA's Recovery Plan.

There is a Public Accountability Measure in place, namely the percentage of businesses which are Broadly Compliant with Food Hygiene legislation. For 2022-23, this figure has reduced slightly from 98.5 to 97.5% of food businesses within Flintshire falling into this category. This was anticipated, given the effect of the pandemic on the number of premises overdue their food hygiene intervention.

The service has prioritised all Category A and Category B Food Standards inspections, equating to 206 inspections and all Category A – C Food Hygiene inspections, equating to 194 inspections to be achieved



by the end of March 2024.

With regards to the remaining premises, there are 254 Category D and 314 Category E Food Hygiene inspections which are overdue from at least 31<sup>st</sup> March 2023 and 123 Category B and 293 Category C overdue for Food Standards. This gives 668 Category D-E Food Hygiene inspections and 653 Category B-C Food Standards inspections due or overdue.

In recognition of the above volume of overdue inspections in the Medium / Low risk bandings, the FSA have acknowledged that local authorities have a backlog of interventions due in lower risk premises and that it will take some time to fully realign with the Food Law Code of Practice. In our efforts to realign with the Food Law Code of Practice, we are prioritising interventions in Category D Food Hygiene and Category B Food Standards premises over the lowest risk Category E Food Hygiene and Category C Food Standards premises. The service will also inspect all Category C Food Standards premises that are due or overdue their Cat A – Category D Food Hygiene inspections.

From Alternative Enforcement Questionnaires completed in quarter 4 of 2022-23, the service has identified 32 Category E Food Hygiene premises for inspection in 2023-24. The remaining Category E premises will be reviewed in Quarter 3 of 2023-24 when a decision will be made on which individual premises will be subject to an Alternative Enforcement Strategy questionnaire or a physical inspection.

The service will prioritise those new businesses that undertake open food high risk food preparation but will also endeavour to inspect 90% of all of those businesses that begin to trade during the remainder of the year for both Food Hygiene and Food Standards.

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

#### Food Safety

- New businesses – overdue from 2022-23
- Carry out prioritisation of new businesses we become aware of in 2023-24 and inspect those deemed High priority
- All Category A – Category D premises
- Inspect those Category E food hygiene premises identified as requiring an inspection from AES

questionnaires undertaken in 2022-23

- To follow the requirements of the Food Hygiene Rating (Wales) Act 2013 and associated regulations
- To revisit all premises receiving a Food Hygiene Rating of 2 or lower to assess compliance, in line with the All Wales Revisit Policy
- To inspect any low-risk premises where local intelligence highlights a potential issue with compliance levels

### Food Standards

- New businesses – overdue from 2022-23
- Carry out prioritisation of new businesses we become aware of in 2023-24 and inspect those deemed High priority
- All Category A – Category B premises
- Inspect those Category C food standards premises due their Category A – Category D Food Hygiene inspection
- Inspect those Category C Food Standards premises identified as requiring an inspection from AES questionnaires undertaken in 2022-23
- To revisit all premises with major non-compliance with Allergen Information requirements
- To inspect any low risk premises where local intelligence highlights a potential issue with compliance levels

A full breakdown of premises programmed for inspection 2023-2024 by risk band is given in Appendix 2.

There were 27 revisits for Food Hygiene and Food Standards in 2022-23. This was an increase from 9 revisits undertaken in 2021-22. We anticipate that the number of revisits required will increase this year also both due to the increase in number of full inspections undertaken and due to a potential drop in compliance levels found in Category D Food Hygiene and Category B Food Standards premises.

### Feed

For 2022-23, the FSA-directed inspection programme allocated 66 inspections to Flintshire, 16 Above the Line, 50 Below the Line. A total of 64 inspections were carried

out.

As there are overdue inspections from last year for the Below the Line premises and inspections due in this year, risk assessment has been applied to prioritise which inspections should be undertaken. As such, all Above the line inspections due / overdue have been prioritised for inspection. For Below the Line premises, the inspections have been prioritised as per:

- Farms that are not registered but are known to keep livestock by other information sources
- Farms that have registered for Feed but have not yet been inspected
- Farms that are significantly overdue their Feed inspection
- Farms that due their Feed inspection this year and are not members of a Farm Assurance Scheme

The target for programmed inspections for 2023-24 is 117 inspections. The breakdown of these by the activity code is detailed in Table C in Appendix 2.

### 3.1.1 Additional Targeted Inspection/ Enforcement Activity

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

- Shellfish – compliance assessment with the completion of registration documents
- Effective and professional liaison and co-operation with other LA's and Regulatory Delivery 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 Ship Sanitation Certificates for incoming vessels to the Port of Mostyn.
- Appropriate response and liaison with other agencies for Civil Contingency matters.

### 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.

Other areas of Trading Standards work within food premises such as Weights and Measures will be carried out by the Specialist 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 Specialist Trading Standards Officers and 0.4 FTE Trading Standards Enforcement Officer. This work is to be distributed across 7 officers who are qualified and/or competent in accordance with FSA Feed Law Code of Practice requirements. 5 of the Feed officers are based in the Trading Standards Compliance and Animal Health Team and 2 officers are based in the Food Safety and Food Standards 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) July 2021, having regard to the documented Public Protection Enforcement Policy 2010.

Based on data for previous years, the estimated number of Food Safety and Food Standards complaints is between 110 and 140.

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

### 3.3 Primary Authority Principle

#### Food Safety and Food Standards

Flintshire County Council subscribes to both the Primary and the Home Authority Principle. The Food Service acts as both Home Authority and/or Originating Authority for approximately 50 food businesses.

Flintshire is also committed to improving relationships with business and will continue to develop relationships with business and encourage effective business engagement at all times.

### Feed

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

### 3.4 Advice to Business

The policy of the Food Service is to provide a balanced approach between the provision of advice and enforcement activity. The Service is committed to providing an effective and responsive advice and assistance service, both during inspections or upon request, for all Flintshire businesses, including a service in accordance with the 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) to businesses to assist them with compliance with relevant legislation.

#### Food Safety and Food Standards

In order to maximise the use of limited resources, advice

### 3.5 Food Inspection and Sampling

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 Team's 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 data from the last 3 years, the estimated number of requests for advice is anticipated to be approximately 200-230 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 businesses.
- 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

#### 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 takes in to account statutory requirements as well as the requirements of the FSA, 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 Public Health Wales.

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

A member of the team attends the 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. Samples are 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 2022-23.

The anticipated number of samples for Food Standards is around 20 including samples taken for labelling checks, both as planned sampling and as a result of a complaint received.

For 2022-23, the service took part in a regional sampling programme for Acrylamide in fried products and Free

Fatty Acids in oil, in addition to a project based on labelling of Prepacked for Direct Sale food items for lunchtime service which also tested for dairy and egg cross-contamination from an allergen perspective.

The team will take part in the Regional Sampling project for Food Standards, which is targeting American Imported Sweets and Drinks during 2023-24. Samples will be taken as part of programmed inspections at manufacturers, approved premises and premises where product specific legislation applies for analysis.

For Food Safety, there will be statutory sampling for shellfish classification, biotoxin monitoring, in response to any serious food complaints / hygiene concerns and taking part in a WFMF survey. The anticipated number of samples for Food Microbiological examination is around 60 samples including the shellfish classification and biotoxin monitoring samples.

#### Feed

There will be a minimal amount of sampling work undertaken in relation to Feed. Sampling undertaken in 2022-23 was in relation to a Feed incident. Other than sampling directly funded by FSA Wales any other feed samples taken during 2023-24 will only be done in response to complaints received or feed safety incidents.

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

Investigation and control of outbreaks of food related infectious disease will be carried out in accordance with the Communicable Disease Outbreak Plan for Wales was approved by Members in 2011.

Investigations of sporadic notifications of food related infections disease shall follow the existing documented procedure within the Section. Based on data from previous years, it is estimated that there will be approximately between 300 to 350 cases of sporadic notifications and between 0 and 10 outbreaks. Public Health Wales have introduced molecular testing of faecal samples of suspected cases and this has resulted in an increase in the number of positive cases detected for specific organisms.

*Campylobacter* was the highest incidence of food-borne illness for 2022-2023 in Flintshire, with 263 cases being notified to us out of a total of 355 sporadic cases of



potential food-borne illness notified to us. The notifications for Campylobacter were sent a questionnaire to complete which, when returned to the service, was reviewed by a competent officer to assess for any food-related risk factors.

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.

### 3.7 Food/Feed Safety Incidents

#### Food Safety and Food Standards

Food Alerts will be initiated and responded to in accordance the Food Law Code of Practice (Wales) July 2021. 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 9 food incidents during 2022-23. We anticipate we will be involved in 8 to 10 food incidents during 2023-24, using previous food incident data.

#### Feed

Alerts will be initiated and responded to in accordance with the Feed Law Code of Practice (Wales) 2014. Responses to Feed Alerts will be kept in a centralised documented format and the contact details for the Team and relevant Agencies (including out of hour's contacts) will be kept up to date. It is difficult to quantify the resource implication of this function as it depends upon the nature of the Feed Alert and the source, type, quantity and distribution of feed product involved.

### 3.8 Liaison with Other Organisations

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

- FSA Wales
- Regulatory Delivery

- 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 by attending the All Wales Food Safety Expert Group, the All Wales Communicable Disease Expert Group and the WFMF and regionally, by attending the North Wales Food and Communicable Disease Task Group.
- Other relevant local bodies e.g. local fishermen by way of the North Wales and Deeside Shellfish Liaison Group.
- Other Departments within Flintshire County Council, such as the Planning Department, with whom a system of formal consultation with relevant sections of Community and Business Protection

Liaison is also maintained between members of the Food Team by monthly Team Meetings. There is also a weekly management meeting for Team Managers and the Service Manager.

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 Trading Standards Wales/FSA Feed Working Group, Trading Standards Wales and UK Animal Health and Welfare Panels etc.

Liaison is also maintained within the Feed element of the Trading Standards Compliance and Animal Health Team through regular team meetings with the Team Manager –

Food Safety and Food Standards. They also have regular one to ones with their line manager. There is also a weekly management meeting for Team Managers and the Service Manager.

3.9 Food Safety/  
Food Standards  
and Feed  
Promotion

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

Food Safety and Food Standards

For 2022-23, we had planned to undertake a project on Pre-packed for Direct Sale (PPDS) legislation, to assist micro-businesses in fully understanding the definition of PPDS. This project had to be put on hold due to the requirements of the reactive elements of the service. A review of this project plan will be undertaken in Quarter 4 when there is more information available on the number of premises that are handling PPDS foods following any AES questionnaires completed.

For 2023-24, the team will be delivering a project on American Imported Sweets and Drinks to address an increase in the number of business stocking American Imported Sweets and Drinks that contain ingredients not permitted in Wales. This project will combine a proactive educative element with follow-up sampling of local small retailers.

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 and when carrying out routine animal health and welfare and disease control work. Promotion work is usually 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 Food Safety and Food Standards and for Animal Health. The expected overall level of expenditure providing the Food Safety and Food Standards Service for 2023-24 is detailed in Table 5.

**Table 5: Expected Overall Budget for the Food Safety and Food Standards Team 2023-2024**

<b>COST ITEM</b>	<b>FINANCIAL ALLOCATION</b>
(a) Staffing (total staff costs)	£611,294
(b) Travel (mileage and rail warrants)	£4,127
(c) Equipment	£4,977
(d) Sampling	£4,177
(e) Shellfish Sampling	£6000
(f) Support Costs for Printing and Translation	£650
(g) Training	Centrally held budget. Accessed via application

The Food Sampling budget covers Food Safety and Food Standards. This is in addition to the allocation provided by Public Health Wales. Additional funding can be made available should there be an incident. There is an income target of £8,000 which is generated by Ship Sanitation Certificate, Food Hygiene re-rating inspections and Export Health Attestations.

Table 6 shows the expected overall level of expenditure for Feed Service delivery:

**Table 6: Expected Budget for the Feed Service Delivery 2023-24**

<b>COST ITEM</b>	<b>FINANCIAL ALLOCATION</b>
(a) Staffing (total staff costs )	£29,316
(b) Travel (including mileages and Subsistence	£850
(c) Equipment	£500.00
(d) Sampling	Budget is held Regionally
(e) Training	Centrally held budget. Accessed via application

## 4.2 Staffing Allocation

### Food Safety and Food Standards

The Food Safety and Food Standards structure is made up of the Team Manager – Food Safety and Food Standards 1.0 FTE, 6.5 FTE Environmental Health Officers (EHOs), 3.0 FTE Food Safety Officers(FSOs), 1.0 FTE Specialist Trading Standards Officer (STSO) and 1.0 FTE Trading Standards Enforcement Officer (TSEO). All members of the team are permanent positions. EHOs and FSOs undertake Hygiene and Standards work. The STSO undertakes Food Standards, Feed and other TS duties in Food premises. The TSEO undertakes Feed and Animal Health duties predominantly.

Administrative support is provided by 1.0 FTE Administration Officer. This role is situated within Social Services as a central administration function.

All Environmental Health Officers in post are qualified Environmental Health Officers, registered with the Environmental Health Registration Board or subsequent requirements. 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). All three of the Food Safety Officers hold the Higher Certificate in Food Control.

All staff are authorised appropriately for the duties they perform. One the EHOs is currently being assessed against the Food Law Code of Practice Competency Framework as they have recently returned to Food Law work following a gap of over 10 years. As such, they are not yet authorized to undertake the full range of enforcement activities. Most officers also hold the Lead Auditor qualification.

The Specialist Trading Standards Officer (STSO) holds the Diploma in Trading Standards and has also successfully completed the five day QMS Auditor/Lead Auditor training course. The Trading Standards Enforcement Officer has completed the Higher Certificate in Food Control, following successful completion of the learning portfolio and professional examination during 2022-23. They will predominantly be utilised to undertake Feed and Animal Health interventions. They will undertake a limited amount of Food Hygiene and Food Standards interventions to maintain their competency.

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

**Table 7: Full Breakdown of Resources by Full Time Equivalent (FTE) to Deliver the Food Safety and Food Standards Service\***

<b>Intervention Type</b>	<b>Food Safety FTE</b>	<b>Food Standards FTE</b>
Inspections	5.5	2.5
Revisits	0.3	
Complaints	0.6	
Primary Authority	0.3	
Food Incidents	0.2	
Food Business advice/promotion and other Non-Official Controls Interventions	0.3	
Communicable Disease	0.5	N/A
Sampling	0.2	0.1

\* this breakdown of resources includes the 0.2 FTE operational aspect of the Team Manager. The remainder of the Team Manager 0.8 FTE is not taken account of above as this includes the operational management functions of this role including Feed and Corporate matters. A further 0.1 FTE of the Specialist Trading Standards Officer role is spent regulating other Trading Standards legislation in food businesses such as Weights and Measures legislation and Feed work.

The inspection resource requirement is based on 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 the service can be delivered based on current resources.

#### Feed

All aspects of Feed work will be carried out by seven individual officers of the service with the overall management of the area by the Team Manager – Food Safety and Food Standards. The Specialist Trading Standards Officer who reports in to the Team Manager – Trading Standards Compliance and Animal Health is the Lead Feed Officer. All officers involved in the delivery of

the feed service also undertake other duties which are non-Feed related. The Feed component of their roles for this year equates to 0.2 FTE Specialist Trading Standards Officer and 0.4 FTE Trading Standards Enforcement Officer.

The two Specialist Trading Standards Officers within the two teams satisfy all criteria as a 'qualified' and 'competent' feed officer, including 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 a FSA programme of Feed Training. Both officers are therefore suitably qualified and competent to undertake all aspects of Feed work.

The five Trading Standards Enforcement Officers satisfy the 'competency' criteria based on experience and training that enables them to perform Below the Line Feed work on both Livestock and Arable Farms.

All seven 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.

All posts within the Food Safety and Food Standards team are filled. For officers undertaking Feed work, there is one TSEO who is on maternity leave until January 2024.

#### 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

Each member of the Team will receive the required twenty hours Continuing Professional Development as required by the Food Law Code of Practice (Wales) July 2021 (or thirty hours for officers with Chartered Status). Staff will be subject to annual Staff Appraisals in line with the Corporate policy with a mid-year review which identifies and tracks training and development needs. All staff have monthly one to ones with the Team Manager to identify and monitor areas requiring development.

One EHO was supported to achieve both their Chartered Status and their full professional qualification. The TSEO was also supported to attain the full professional qualification for the Higher Certificate in Food Control.

All officers achieved the required CPD during 2022-23 and they are fully supported to achieve this for 2023-24.

#### Feed

All authorised officers will take part in training to ensure they meet the CPD requirements for Feed during 2023-24. All feed training is provided regionally across Wales 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 Manager sits on the North Wales Food and Communicable Disease Task Group, the All Wales Food Safety Expert Group and the All Wales Communicable Disease Expert Group. The Specialist Trading Standards Officer also sits on the North Wales Food and Communicable Disease Task Group. These forums offer the opportunity to discuss a wide range of quality issues relevant to Food Law Enforcement and Food Hygiene incidents and outbreaks.

The service completed and returned End of Year Return questionnaires to the FSA which assessed the service's performance against the FSA-priorities during 2022-23 for Food Hygiene, Food Standards and Feed.

#### 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 Food service, external audits including focused audits, are undertaken by the Food Standards Agency Wales (frequency determined by FSA).

The North Wales Regional Feed Delivery was audited by FSA Wales in November 2019.

## 6.0 REVIEW PROCESS

### 6.1 Review Against the Service Plan

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

- Monthly team meetings
- Monthly one to ones with individual team members
- Informal team briefings held on a regular basis
- Quarterly Feed returns to the regional Feed officer

The FSA Recovery Plan which ran until the end of March 2023 provided a timeline in 2 phases. Phase 1 ran from 1 July to 30 September 2021 and Phase 2 runs from 1 October 2021 to 2023-24. The FSA continued to require local authorities to submit a Temperature Check Survey at various points during 2022-23 to monitor Phase 2 expectations and to gauge the local authority's confidence in achieving continued alignment with the recovery plan.

Appendix 3 provides full quantitative analysis of service delivery during 2022-23.

As overarching achievements:

- All Category A - Category C Hygiene inspections were undertaken
- We moved ahead of the Recovery Plan by undertaking 152 Category B inspection
- Alternative Enforcement Strategy questionnaires were completed for 113 low risk businesses which lead to 32 of them being prioritised for inspection this coming year
- The team dealt with 9 Food Incidents and 1 Feed incident which took significant resources at a time

of Avian Influenza Virus and trying to move ahead on the Recovery Plan for the Food Hygiene and Standards officers

- Further focussed auditing of Shellfish Registration documents was undertaken, improving compliance on traceability from shellfish in the food chain
- Submission of a successful business case for the introduction of the Food Standards Agency Register a Food Business platform
- Preparatory work for the move to the new MIS supplier

### 6.2 Identification of Any Variation

The main areas where the service deviated from the Service Plan for 2022-23 were:

- There was one non-broadly compliant Food Hygiene Category D premises that was not inspected
- There were 22 Food premises that had been identified as priority for Food Standards that were not inspected by 1st April 2023 and 14 premises that were identified as a priority for Food Hygiene that were not inspected by 1<sup>st</sup> April 2023. These have been prioritized for inspection during quarter 1 of 2023-24
- Not all Feed officers received 10 hours of CPD
- There were a number of Feed businesses who did not become registered


### 6.3 Key Areas of Improvement / Development

The main areas for improvement or further development are:

- To undertake project work in relation to the sale of Imported American confectionary and drinks
- To achieve the inspection of all Feed premises that are Below the Line and funded by the regional model
- To register those Feed businesses that have previously not registered with the service
- To inspect all new Businesses prioritised for inspection by the end of Quarter 1

### 6.4 Forthcoming Considerations

- A new Management Information System database is due to go live in Quarter 2. The impact of this move cannot be underestimated as it underpins



all activities, service planning and performance monitoring undertaken by the service. It will also mean that all current procedures and processes will need to be reviewed as a matter of priority. This will directly impact on the service's ability to deliver against the Service Plan, thereby requiring a review of the impact on resources in Quarter 3.

- While the FSA have directed LAs to return to service delivery as per the Code of Practice, the backlog of lower risk premises inspections is significant which means the intervention frequency cannot be undertaken within 28 days of the inspection due date. The impact of this backlog on service delivery as per the code will continue for the next 2-3 years, as a minimum. The prioritisation of interventions will be done based on risk and on any relevant information / intelligence.
- The Food Standards Agency Achieving Business Compliance programme is continuing to be consulted on. We have been advised that the pilot on the new Food Standards Delivery Model will be ran during this financial year in Wales. We are not one of the pilot authorities. The new model has recently been introduced in England Northern Ireland. The proposal for the new Food Hygiene Delivery Model is being consulted on currently.

Chart 1

# FLINTSHIRE COUNTY COUNCIL - ORGANISATIONAL STRUCTURE

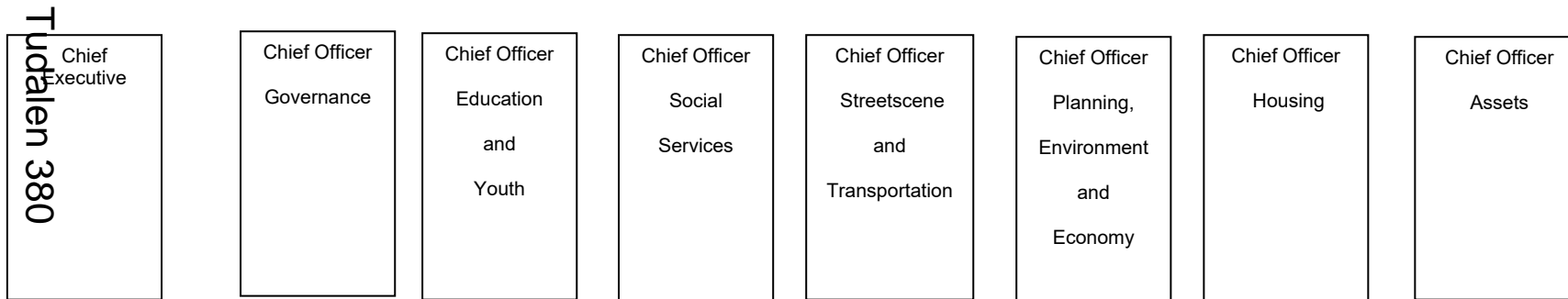
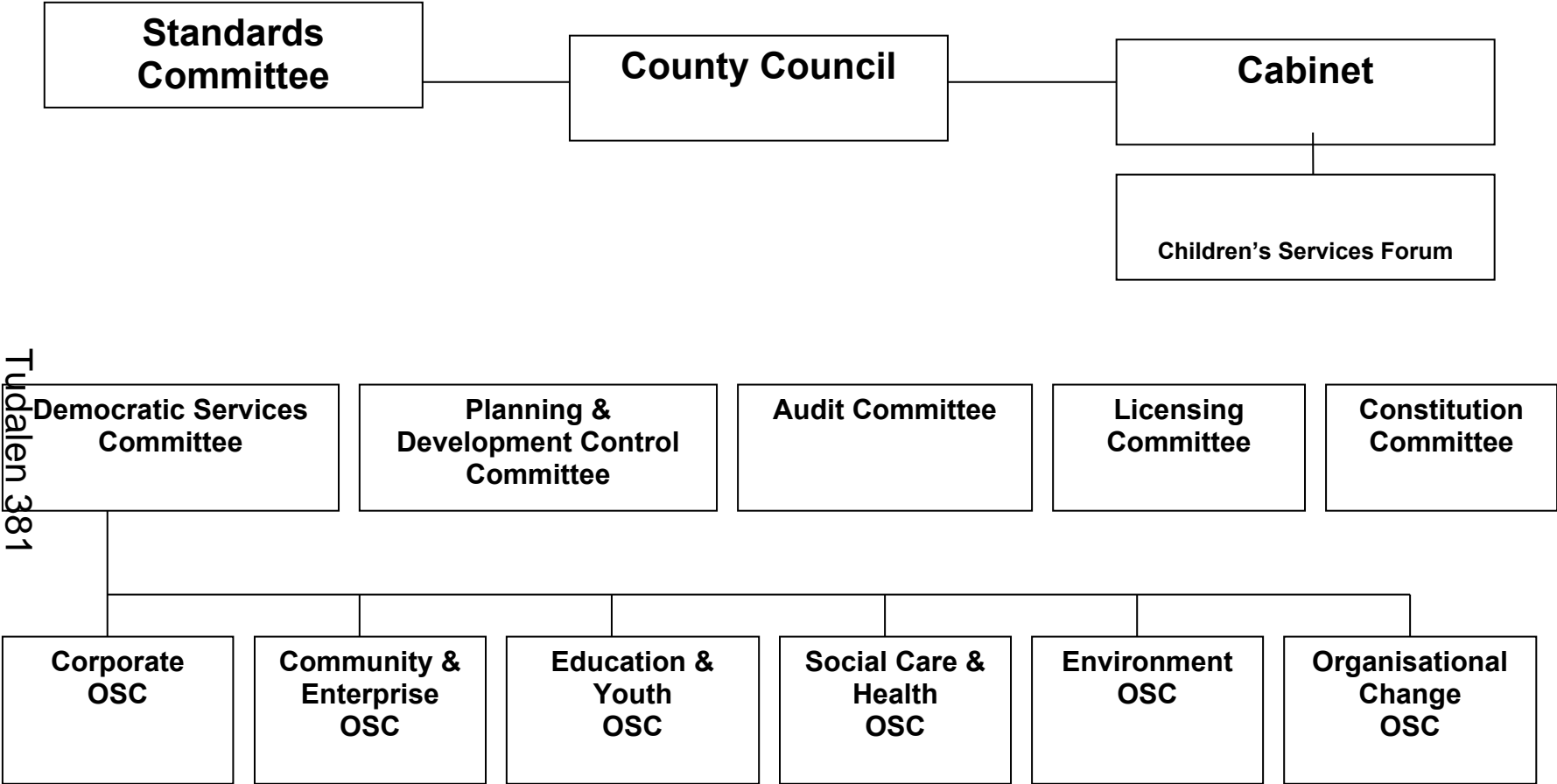


Chart 2

# FLINTSHIRE COUNTY COUNCIL – POLITICAL STRUCTURE

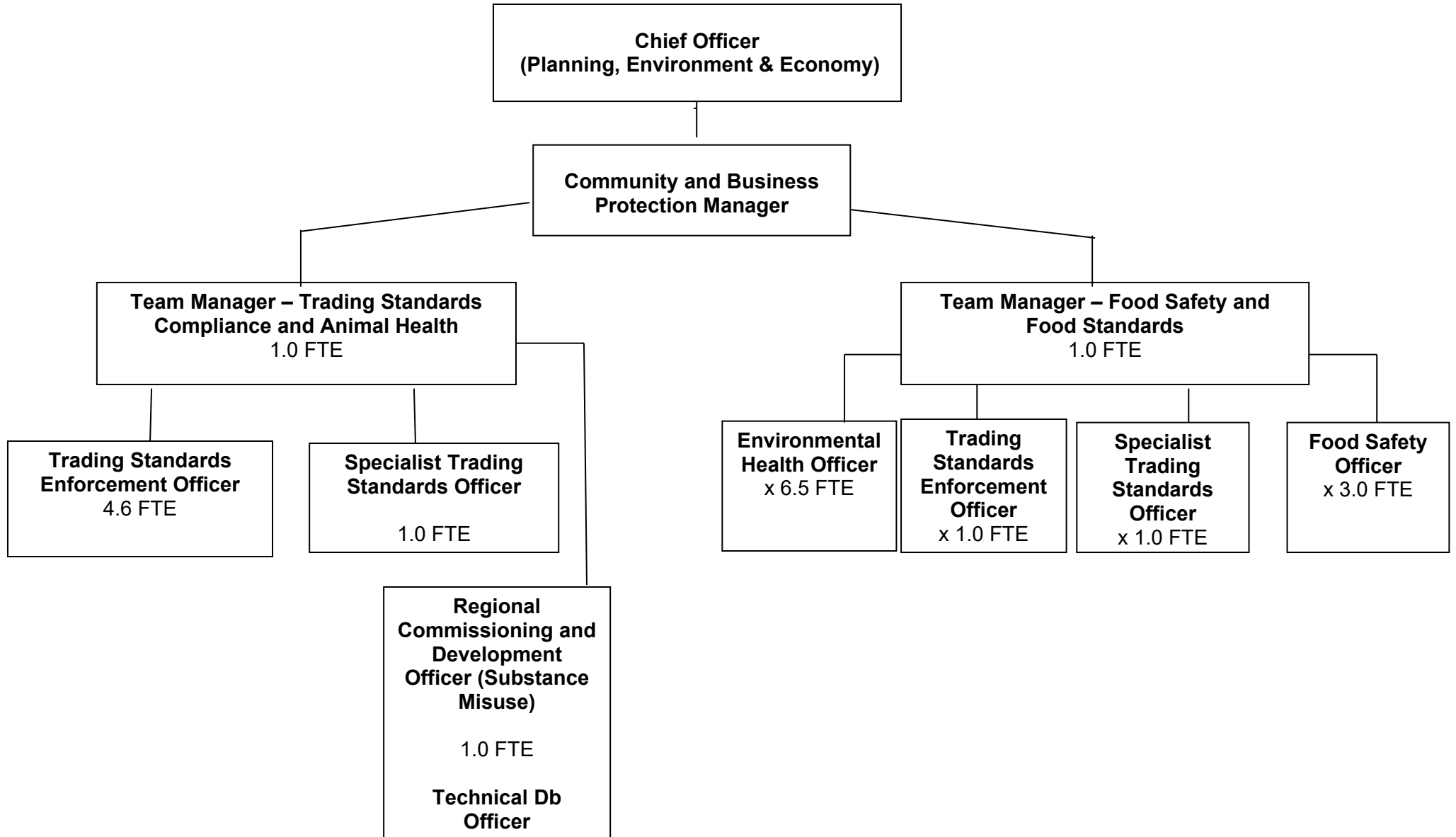


Tudalen 381

Chart 3

# COMMUNITY AND BUSINESS PROTECTION - FOOD SERVICE

Tudalen 382



## APPENDIX 2

Please find below a breakdown of the profile of programmed Food Safety and Food Standards inspections for 2023-24 by Risk Rating:

Table A

PROGRAMMED INSPECTIONS - FOOD HYGIENE	
Risk	Number Due
A	2
B	28
C	164
D	292
E	32* (344 as AES )
Unrated	52
<b>TOTAL</b>	<b>570</b>

Table B

PROGRAMMED INSPECTIONS - FOOD STANDARDS	
Risk	Number Due
A	7
B	199
C	32* (422 as AES)
Unrated	55
<b>TOTAL</b>	<b>293</b>

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

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

\*denotes the number of physical inspections that have been programmed. The remaining number of premises will be completed as an Alternative Enforcement Strategy (AES) questionnaire.

Please find below a breakdown of the profile of programmed Feed inspections for 2023-24 by Feed Business Activity. The figure in brackets denote the total number of inspections due within the activity code, with the un-bracketed number denoting the actual number of inspections to be achieved

**Table C**

	<b>PROGRAMMED INSPECTIONS - FEED</b>	
<b>High Risk (ATL)/Low Risk (BTL)</b>	<b>Registered/Approved Feed Business Activity</b>	<b>Number Due</b>
High Risk – R01-4	Manufacturer of Feed	0
High Risk – R12	Co Product Producers	5
High Risk – R09	Feed Stores	0
High Risk – R05	Feed Distributor	2
High Risk – R08	Feed Transporter	1
High Risk – R10 and R11	On Farm Feed Mixers	26 (2 – R10, 24 – R11)
High Risk – R07	Supplier of Surplus Food	8
High Risk – R06	Pet Food Manufacturer	1
Low Risk – R13	Livestock Farms	74
Low Risk – R14	Arable Farms	0
	<b>Total</b>	<b>117</b>



Food Safety

<b>Risk</b>	<b>Inspections Achieved</b>
A High Risk	2
B High Risk	15
C High Risk	318
D Low Risk	20
E Low Risk	113
<b>TOTAL</b>	<b>468</b>

Food Standards

<b>Risk</b>	<b>Interventions Achieved</b>
A High	6
B Medium	152
C Low	72
<b>TOTAL</b>	<b>230</b>

Tudalen 385

Feed Inspections (as per requirements of FSA/Trading Standards Wales Regional FLEDP 2022-23)

<b>Risk</b>	<b>Programmed</b>	<b>Achieved</b>
High	16	20
Medium/Low	50	45
<b>TOTAL</b>	<b>66</b>	<b>65</b>

**Food Hygiene Ratings**

Profile of Ratings within Flintshire: June 2023

Flintshire 386	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
	Very Good	Good	Generally Satisfactory	Improvement Necessary	Major Improvement Necessary	Urgent Improvement Necessary
% of Premises	82.1	13.1	2.3	1.3	1.2	0.1

Number of Requests for Rescore Visit to be undertaken - 19

Number of Appeals on Rating - 1

Number of Fixed Penalty Notices - 3

Right to Reply - 0

## Other data in relation to Demands on Food Service

### Food and Feeding Stuffs Complaints

Food Safety number of complaints	-	87
Food Standards number of complaints	-	20
Feeding Stuffs number of complaints	-	1
Food Incidents	-	9
Feed Incidents	-	1

### Advice to Business

Food Safety	-	215 requests for advice
Food Standards	-	7 requests for advice
Feeding Stuffs	-	2 requests for advice

### Food and Feeding Stuffs Inspection and Sampling

Food Safety	-	54 including Shellfish Classification samples
Food Standards	-	15 samples – monitoring for composition and labelling
Feeding Stuffs	-	2

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

Sporadic Notifications	-	355 (of which 263 were Campylobacter)
Outbreaks	-	0 Incidents or Outbreaks declared

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

<u>Water Disconnections</u>	-	5
<u>Ship Sanitation Certificates</u>	-	0
<u>Export Health Attestations</u>	-	86
<u>Shellfish Registration Document Requests</u>	-	24

Mae'r dudalen hon yn wag yn bwrpasol

# Eitem ar gyfer y Rhaglen 17



## CABINET

<b>Date of Meeting</b>	Tuesday, 18 <sup>th</sup> July 2023
<b>Report Subject</b>	Resilience & Capacity within Streetscene & Transportation
<b>Cabinet Member</b>	Deputy Leader of the Council and Cabinet Member for Streetscene and Regional Transport Strategy
<b>Report Author</b>	Chief Officer, Streetscene & Transportation
<b>Type of Report</b>	Operational

### **EXECUTIVE SUMMARY**

The Streetscene and Transportation portfolio has been experiencing several issues over the last two years with staff recruitment, retention and long-term absences, which have impacted the resilience and capacity of the existing teams. It is anticipated that the demands on the portfolio will continue to increase as legislation is updated or introduced and the pressure to deliver additional or new services multiplies.

This report provides Cabinet with an overview of the ongoing staffing issues within the portfolio, which are impacting the resilience and capacity of the existing teams to respond to service demands and deliver service priorities effectively and flexibly.

The report presents proposals to address the resilience and capacity issues within the portfolio in two key areas: fleet services and waste strategy. The proposals do not require any structural changes and do not place any current employees at risk. These areas of the portfolio have been identified as high risk, where increased capacity is required to ensure that the service remains resilient and ensure that we meet statutory targets, fulfil our legal duties, and meet future anticipated demand.

### **RECOMMENDATIONS**

1	That Cabinet recognises the challenges faces by the portfolio in terms of staff resilience and capacity and notes the associated risks highlighted.
2	That Cabinet supports the proposals detailed within the report, which will require additional budget to be allocated for the creation of the following additional posts:  a) Fleet Services - two additional posts, to support delivery and provide resilience b) Waste Strategy - three additional recycling and compliance data officer posts

## REPORT DETAILS

1.00	<b>BACKGROUND TO THE REPORT AND PROPOSALS TO ADDRESS THE RESILIENCE AND CAPACITY ISSUES WITHIN THE PORTFOLIO</b>
1.01	<p>The Streetscene and Transportation portfolio provides the necessary technical expertise and resource to carry out an integrated provision of the following services:</p> <ul style="list-style-type: none"><li>• Highway maintenance</li><li>• Grounds maintenance</li><li>• Street cleansing</li><li>• Waste and recycling collection and disposal</li><li>• Fleet maintenance and management</li><li>• Civil parking and environmental enforcement</li><li>• Transportation services</li><li>• Bereavement services</li></ul> <p>The services provided by the portfolio touch the lives of most of the county's residents, visitors, and businesses, almost every day. The service has developed to meet a number of key corporate priorities, but the primary driver for the service is the delivery of the Council's frontline operational activities, alongside the need to help provide a clean, safe, accessible and attractive environment, where residents are proud of their local communities. The service also supports the highway and transport infrastructure that enables residents and visitors to access employment, education, homes, leisure, health, and social activities.</p>
1.02	<p>Over the last two years, the portfolio has been experiencing several issues with staff recruitment, retention, and long-term absences, which have impacted the resilience and capacity of the existing teams.</p> <p>It is anticipated that the demands on the portfolio will continue to increase as legislation is updated or introduced and the pressure to deliver additional or new services multiplies. This report presents proposals to address the resilience and capacity issues within the portfolio in two key areas: fleet services and waste strategy.</p> <p>The proposals do not require any structural changes and do not place any current employees at risk. These areas of the portfolio have been identified as high risk, where increased capacity is required to ensure that the service remains resilient and ensure that we meet statutory targets, fulfil our legal duties, and meet future anticipated demand.</p>
1.03	<p><b>Fleet Services</b></p> <p>The fleet services function is responsible for managing the council's vehicle fleet across the organisation and ensure resilient, coordinated, and efficient services to client departments. Over the last two years, the fleet services function has faced significant resilience and capacity issues, particularly around the role of fleet manager, which is a critical post for the authority.</p>

1.04	<p>The fleet manager role is a statutory role and, as the prescribed transport manager on the operator's licence, it is required to ensure that the legal requirements for road haulage are met. Currently, the service manager for the Highway Network service has been fulfilling this duty and is currently the named transport manager on the Operator's Licence.</p>
1.05	<p>Additionally, the portfolio was the subject of a red-amber audit report for the Vehicle Operator Licence (O' Licence), which was undertaken as part of the approved Internal Audit Annual Plan for 2020/21. Progress to address the outstanding actions following the audit has been limited, mainly due to the absence of a fleet manager. The loss of the O' Licence remains a significant risk to the authority and would result in the council not being able to operate any fleet vehicles, as well as reputational and financial risks.</p>
1.06	<p>Below is a summary of the current position in relation to fleet services:</p> <ul style="list-style-type: none"> <li>• The fleet manager position had been vacant between October 2022-May 2023 following the unexpected, sudden and tragic passing of the previous post holder.</li> <li>• Recruitment took place in December 2022/January 2023 and an appointment was made, but during the course of the pre-employment checks, that individual withdrew from the process and declined the appointment.</li> <li>• Interim arrangements are currently in place with the existing fleet technical officer, who has been temporarily acting up into the role for the last six months and will continue to do so until recruitment of the fleet manager has been completed and a handover taken place.</li> <li>• APSE was approached in April 2023 and temporary arrangements are in place to support the Highway Network Manager as the main CPC holder in the interim on a consultancy basis.</li> <li>• The role of the fleet manager was readvertised in April 2023 and interviews were held in early May 2023 with an appointment made subject to pre-employment checks.</li> <li>• Following a successful appointment, the new fleet manager commenced with the authority on 12<sup>th</sup> June 2023 and will need a period of transition into the role as part of the 6-month probation period. This means that he is likely to be added to the Operator's Licence during Quarter 4 (2023-2024) and upon satisfactory completion of the probationary period.</li> </ul>
1.07	<p>Recruitment exercises in recent years have proven that the fleet manager is a difficult role to fill, and staff turnover has impacted the continuity and consistency required to provide an efficient, effective, and compliant service. This will be the fifth exercise to recruit to the role since 2016.</p> <p>As a result, we currently rely on support from other teams within the portfolio, such as the compliance team. This is not sustainable, and there is no career pathway for employees to develop into the fleet manager role, which has been highlighted by the trade unions as a longstanding issue.</p>

1.08	<p>To address this issue, we are proposing to create two additional posts, which are intended to provide resilience and enable a career pathway and development programme for the team. These will be for the creation of an assistant fleet manager position and a ULEV (Ultra Low Emission Vehicle) transition officer position.</p> <p>The assistant fleet manager role would provide additional support and oversight to the fleet services function, ensuring that service delivery is maintained in the event of unexpected disruptions. By creating this additional position, we can establish a clear career advancement pathway for employees within the fleet services function whilst also providing resilience for the fleet manager.</p> <p>The second additional position proposed is the ULEV (Ultra Low Emission Vehicle) transition officer, which would support the assistant fleet manager and fleet manager and supplement the existing technical officer by ensuring that we meet our commitments to decarbonise transport and transition to ultra-low emission vehicles. Both roles will require investment in terms of personal development, either through mentoring and coaching, approved training courses and on-the-job learning. Both roles would be subject to job design and evaluation, and it is anticipated that the on-going revenue costs would be in the region of £90-105k per annum including on-costs.</p>
1.09	<p><b>Waste Strategy</b></p> <p>The waste strategy team is currently a small team consisting of a waste strategy manager and two recycling, compliance and data officers. Over the last nine months, the waste strategy manager has been on long-term absence and has recently resigned from the post. Additionally, one of the recycling, compliance and data officers, has applied to reduce her contractual hours to 0.5FTE and, whilst this is supported and work is underway to backfill the other half of the post, it does leave the service under-resourced and exposed. In addition to this, the contract manager for Parc Adfer, the energy from waste plant and the North Wales Regional Waste Treatment Partnership (NWRWTP) is on long-term absence and unlikely to be able to return to work soon, which is placing an additional pressure on the service.</p>
1.10	<p>Waste management is a highly regulated industry and, if not managed adequately, it can result in significant financial, environmental and reputational risks to the authority, staff and the wider public. A significant breach of the environmental permitting conditions is a risk to the authority and could result in the council not being able to operate waste services.</p> <p>Additionally, Welsh Government has placed statutory recycling targets upon local authorities. Failure to achieve these targets may result in significant infraction fines.</p> <p>As has been widely reported in recent times, Flintshire has failed to achieve the statutory recycling targets in 2021-2022, which could lead to WG levying a fine of £663k against the authority. Following year end waste data submission, the indication is that the statutory targets for 2022-2023 have not been achieved, presenting further risk to the authority.</p>



	<p>Consequently, Welsh Government has stipulated that an action plan be put together to address these shortcomings.</p> <p>To date, all work on the action plan has been undertaken by the service manager and chief officer, which is not sustainable. To fully achieve the action plan, the current resource allocated to the waste strategy team is not sufficient and does not provide any resilience. Work is underway to recruit a replacement waste strategy manager and part-time recycling, compliance and data officer, however, this will take some time to deliver and will not address the pressures in the service in the short-medium term.</p>
1.11	<p>Following comparison with resources allocated in other local authorities that are meeting the statutory recycling targets, it is proposed that three new positions are created for the existing role of recycling, compliance and data officer, which would provide additional support to the waste strategy manager and more capacity within the service to focus on education campaigns and delivery of the action plan, as well as providing resilience for contract management, environmental compliance monitoring, ongoing accreditation to ISO and PAS100 standards and waste data flow reporting.</p> <p>Furthermore, in 2024/25 the authority is required to meet a more stringent target of 70% recycling which will require increased resource to manage and implement service changes.</p> <p>The estimated costs for the three additional recycling, compliance and data officer posts would be £133k, which is based on the existing grade G05 for the role plus on-costs. Additional budget would be required.</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	<p><b>Fleet Services:</b> It is anticipated that the creation of the two additional roles within Fleet Services will require an initial investment in the short-term. However, we anticipate significant benefits in terms of increased efficiency, improved service delivery, and control of significant contract costs in the longer term through the renewal of the fleet contract. For example, the creation of an assistant fleet manager position will provide additional oversight and support to the fleet services function, reducing the likelihood of unexpected disruptions, costly downtime, and ensure appropriate enforcement against non-compliance. The costs for the two additional posts would be subject to job design and evaluation, but it is anticipated that the on-going burden in employee costs would be in the region of £90-105k per annum including on-costs.</p>
2.02	<p><b>Waste Strategy:</b> The recycling and compliance data officer role is already in existence with two posts currently on the established structure. The estimated costs for creating the three additional posts would be £133k, which is based on the existing grade G05 for the role (top of grade) plus on-costs. Additional budget would be required from the revenue account.</p>
2.03	<p>The proposals do not require any structural changes within the portfolio and do not place any current employees at risk.</p>

<b>3.00</b>	<b>IMPACT ASSESSMENT AND RISK MANAGEMENT</b>
3.01	A previous internal audit report highlighted that the failure to identify and mitigate risks associated with single person dependencies and a lack of service resilience could lead to non-compliance issues not being highlighted or actioned in a timely manner and failing to meet Operator Licence requirements. The proposals for two additional posts within Fleet Services are intended to address this risk and increase the resilience within the team.
3.02	We are highly unlikely to achieve the statutory recycling targets without making significant changes to improving our recycling performance and reducing the amount of waste presented in the residual waste bin. The risk of not achieving the statutory recycling targets could result in a significant financial penalty for the Council (£200 for every tonne not recycled) if Welsh Government were to choose to levy the infraction fines. The proposed additional posts for recycling, compliance and data officers would provide additional capacity within the waste strategy team to assist with educational campaigns and environmental compliance.
<b>4.00</b>	<b>CONSULTATIONS REQUIRED/CARRIED OUT</b>
4.01	With the Deputy Leader of the Council and Cabinet Member for Streetscene and Regional Transport Strategy via the portfolio Programme Board.
4.02	With the Senior Management Team (SMT) for the portfolio and Chief Officer Team, who supported the proposals.
<b>5.00</b>	<b>APPENDICES</b>
5.01	None
<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	None
<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<b>Contact Officer:</b> Katie Wilby, Chief Officer (Streetscene & Transportation) <b>Telephone:</b> 01352 704530 <b>E-mail:</b> <a href="mailto:katie.wilby@flintshire.gov.uk">katie.wilby@flintshire.gov.uk</a>
<b>8.00</b>	<b>GLOSSARY OF TERMS</b>
8.01	None

# Eitem ar gyfer y Rhaglen 18

## EXERCISE OF DELEGATED POWERS - DECISIONS TAKEN REPORTED TO CABINET – 18.07.23

### Streetscene and Transportation

- **The Flintshire County Council (Kinnerton Lane and Lesters Lane, Higher Kinnerton) (40MPH Speed Limit) (Amendment No. 02) Order 202**  
To advise Members of the Objection received following the advertisement of the 40mph speed limit on the roads as listed above.

### NEWydd Catering and Cleaning

- **School Meal Price Increase**  
The cost pressure on the provision of school meals since the previous review in April 2022 has been significant. With RPI currently at 13.8% and specifically food inflation running at 19.3% and with the added pressure of labour rates increasing by more than 10% the need for an increase in the price of a school meal whilst highly regrettable is clear.

Increases enable NEWydd to continue to provide a quality service in line with sharply increasing costs, particularly those associated with both food and labour.

### Housing and Assets

- **Community Asset Transfer, Glanrafon Youth Centre, Mold, Flintshire**  
The areas and asset to be transferred are detailed on the site location plan edged red. The period of the transfer is for twenty seven years at a peppercorn rent, with an option to break at year five exercisable by the tenant only.
- **Community Asset Transfer, Bagillt Library, Gadlys Lane, Bagillt, Flintshire**  
The areas and asset to be transferred are detailed on the site location plan edged red. The period of the transfer is for twenty seven years at a peppercorn rent, with an option to break at year five exercisable by the tenant only.

Copies of the Delegated Powers reports are retained by the Team Leader – Committee Services and available to view on request by Members.

**FLINTSHIRE COUNTY COUNCIL FORWARD WORK PROGRAMME ITEMS  
COUNCIL, CABINET, AUDIT AND GOVERNANCE & SCRUTINY  
1 July 2023 TO 31 December 2023**

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
July					
Environment & Economy Overview & Scrutiny Committee Pudalen 397	11/07/23	Overview and Scrutiny	<b>Forward Work Programme and Action Tracking (E&amp;E OSC)</b> To consider the Forward Work Programme of the Environment & Economy Overview & Scrutiny Committee and to inform the Committee of progress against actions from previous meetings.	Operational	
Environment & Economy Overview & Scrutiny Committee	11/07/23	Planning, Environment and Economy	<b>Food Service Plan</b> To present the Food Service Plan 2023/24 for the consideration and endorsement of Members.	Operational	Cabinet Member for Planning, Public Health and Public Protection

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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)
Environment & Economy Overview & Scrutiny Committee	11/07/23	Planning, Environment and Economy	<p><b>Access Barrier Review – Wales Coast Path</b></p> <p>To inform members on a recent review into access barriers along the Wales Coast Path (Chester to Deeside Section) and seek their approval to implement the recommendations.</p>	Operational	Cabinet Member for Climate Change and Economy
Environment & Economy Overview & Scrutiny Committee	11/07/23	Chief Executive's	<p><b>End of Year Performance Monitoring Report</b></p> <p>To review the levels of progress in the achievement of activities and performance levels identified in the Council Plan.</p>	Operational	Cabinet Member for Climate Change and Economy, Cabinet Member for Planning, Public Health and Public Protection, Deputy Leader of the Council and Cabinet Member for Streetscene and the Regional Transport Strategy

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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)
Community & Housing Overview & Scrutiny Committee	12/07/23	Overview and Scrutiny	<p><b>Forward Work Programme and Action Tracking (C&amp;H OSC)</b></p> <p>To consider the Forward Work Programme of the Community &amp; Housing Overview &amp; Scrutiny Committee and to inform the Committee of progress against actions from previous meetings.</p>	Operational	
Community & Housing Overview & Scrutiny Committee 66C uapen 399	12/07/23	Housing and Communities	<p><b>Cost of Living &amp; Welfare Reform</b></p> <p>To provide the Committee with a combined operational update on the latest welfare response impacts, and the cost-of-living schemes to support residents.</p>	Operational	Cabinet Member for Housing and Regeneration
Community & Housing Overview & Scrutiny Committee	12/07/23	Housing and Communities	<p><b>Housing Rent Income</b></p> <p>To present the latest operational update on the 2022-23 outturn collection of housing rent.</p>	Operational	Cabinet Member for Housing and Regeneration
Community & Housing Overview & Scrutiny Committee	12/07/23	Housing and Communities	<p><b>Housing Management Policy</b></p> <p>To consider Estate Management and work being undertaken by the Council and the impact this has on tenants.</p>	Operational	Cabinet Member for Housing and Regeneration

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Community & Housing Overview & Scrutiny Committee	12/07/23	Housing and Communities	<b>Anti-Social Behaviour Policy</b> To update Members on the Policy and to outline any proposed changes to the Policy.	Operational	Cabinet Member for Housing and Regeneration
Community & Housing Overview & Scrutiny Committee	12/07/23	Housing and Communities	<b>End of Year Performance Monitoring Report</b> To review the levels of progress in the achievement of activities and performance levels identified in the Council Plan.	Operational	Cabinet Member for Housing and Regeneration
Community & Housing Overview & Scrutiny Committee	12/07/23	Housing and Communities	<b>Void Management</b> To provide a further update on voids management and delivery.	Operational	Cabinet Member for Housing and Regeneration
Corporate Resources Overview & Scrutiny Committee	13/07/23	Overview and Scrutiny	<b>Action Tracking</b> To inform the Committee of progress against actions from previous meetings.	Operational	
Corporate Resources Overview & Scrutiny Committee	13/07/23	Overview and Scrutiny	<b>Forward Work Programme</b> To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.	Operational	



COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	13/07/23	Finance	<p><b>Medium Term Financial Strategy and Budget 2024/25</b></p> <p>To present the first estimate for the additional budget requirement for 2024/25 and the budget timeline.</p>	Strategic	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
Corporate Resources Overview & Scrutiny Committee	13/07/23	Chief Executive's	<p><b>Revenue Budget Monitoring 2022/23 (outturn) and Capital Programme Monitoring 2022/23 (outturn)</b></p> <p>This report provides the revenue budget outturn position for the Council Fund and Housing Revenue Account, and the Capital Programme outturn position for 2022/23.</p>	Operational	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
Corporate Resources Overview & Scrutiny Committee	13/07/23	Chief Executive's	<p><b>Revenue Budget Monitoring 2023/24 (Interim)</b></p> <p>This report provides known key risks and issues to the revenue budget outturn position for 2023/24 for the Council Fund and Housing Revenue Account.</p>	Operational	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement

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	13/07/23	Governance	<b>Council Tax Discretionary (s13a) Discounts/Write Offs</b> To provide information on Council Tax Discretionary Discounts, the current policy criteria and the circumstances (with a statistical analysis) where the Council already need to write off Council Tax amounts.	Operational	Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources
Corporate Resources Overview & Scrutiny Committee	13/07/23	Social Services	<b>Joint Funded Care Packages - Update Report</b> To share an update on the current situation on the long term debt with the Betsi Cadwaladr University Health Board since the last report was received.	Operational	Deputy Leader of the Council and Cabinet Member for Social Services and Wellbeing

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	13/07/23	Planning, Environment and Economy	<p><b>Delivering public services in the 21st century: Shared Services</b></p> <p>In April 2023 a report was presented to the Committee on alternative delivery models: “Delivering public services in the 21st century, an overview”. At the meeting a follow-up report on one specific alternative delivery model (shared services) was requested. This report provides an overview of shared services with local examples.</p>	Operational	Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources
Education, Youth & Culture Overview & Scrutiny Committee	13/07/23	Overview and Scrutiny	<p><b>Forward Work Programme and Action Tracking (EY&amp;C OSC)</b></p> <p>To consider the Forward Work Programme of the Education, Youth &amp; Culture Overview &amp; Scrutiny Committee and to inform the Committee of progress against actions from previous meetings.</p>	Operational	

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Education, Youth & Culture Overview & Scrutiny Committee	13/07/23	Education and Youth	<b>Flintshire Youth Justice Service Youth Justice Plan 2023-2026</b> To present, for consideration, the Youth Justice Plan.	Operational	Cabinet Member for Education, Welsh Language, Culture and Leisure
Education, Youth & Culture Overview & Scrutiny Committee	13/07/23	Education and Youth	<b>School IT</b> To provide a briefing note on how issues were being addressed at schools across Flintshire.	Operational	Cabinet Member for Education, Welsh Language, Culture and Leisure
Education, Youth & Culture Overview & Scrutiny Committee	13/07/23	Education and Youth	<b>Healthy Schools Programme</b> To provide an overview of the Healthy Schools Programme, to include challenges from the Pandemic, information on the Design to Smile and the public health risk of Vape use by pupils.	Operational	Cabinet Member for Education, Welsh Language, Culture and Leisure
Education, Youth & Culture Overview & Scrutiny Committee	13/07/23	Education and Youth	<b>School Meals Service</b> To provide information on changes to the delivery model, the ongoing focus on quality delivery in schools and the pilot being developed with Well Fed.	Operational	Cabinet Member for Education, Welsh Language, Culture and Leisure

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Education, Youth & Culture Overview & Scrutiny Committee	13/07/23	Education and Youth	<b>Estyn Inspection of Adult Community Learning (ACL) within the North East Wales Adult Community Learning Partnership</b> To present the detailed action plan and next steps.	Operational	Cabinet Member for Education, Welsh Language, Culture and Leisure
Education, Youth & Culture Overview & Scrutiny Committee	13/07/23	Chief Executive's	<b>Council Plan 2022-23 Year-End Performance (EY&amp;C OSC)</b> To review the levels of progress in the achievement of activities and performance levels identified in the Council Plan.	Operational	Leader of the Council
Cabinet	18/07/23	Chief Executive's	<b>Medium Term Financial Strategy - Budget 2024/25</b> To present the first estimate for the additional budget requirement for 2024/25 and the budget timeline.	Strategic	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement

Tudalen 405

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	18/07/23	Chief Executive's	<b>Annual Performance Report 2022/23</b> To approve the Annual Performance Report 2022/23 prior to endorsement by County Council.	Strategic	Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources
Tudalen 406 Cabinet	18/07/23	Governance	<b>Business Rates - Write Offs</b> For Cabinet to approve the write off of individual bad debts for Business Rates in excess of £25,000.	Operational	Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources
Cabinet	18/07/23	Chief Executive's	<b>Revenue budget monitoring 2023/24 (Interim)</b> This report provides known key risks and issues to the revenue budget outturn position for 2023/24 for the Council Fund and Housing Revenue Account.	Operational	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement

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Cabinet	18/07/23	Chief Executive's	<b>Revenue Budget Monitoring Report 2022/23 (Outturn)</b> To present the Outturn Revenue Budget Monitoring Report information for 2022/23.	Operational	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
Cabinet Tudalen 407	18/07/23	Planning, Environment and Economy	<b>Access Barrier Review – Wales Coast Path</b> To inform Members on a recent review into access barriers along the Wales Coast Path (Chester to Deeside Section) and seek their approval to implement the recommendations.	Operational	Cabinet Member for Climate Change and Economy
Cabinet	18/07/23	Planning, Environment and Economy	<b>Food Service Plan 2023-24 for Flintshire County Council</b> To approve the Food Service Plan 2023-24.	Operational	Cabinet Member for Planning, Public Health 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	18/07/23	Streetscene and Transportation	<b>Adoption of Local Toilet Strategy</b> To note the approach being taken on the Local Toilet Strategy and the timescales of the formal review.	Strategic	Deputy Leader of the Council and Cabinet Member for Streetscene and the Regional Transport Strategy
Cabinet Tudalen 408	18/07/23	Governance	<b>Welsh Government Consultation – Business Rates Improvement Rates Relief</b> To provide information and a recommended response to a Welsh Government Business Rates consultation on proposals to introduce an 'Improvement Rate Relief' scheme.	Operational	Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources
Cabinet	18/07/23	Education and Youth	<b>Renewal of the North Wales Construction Partnership Framework</b> The current North Wales Construction framework agreement expires in May 2024, and this report outlines the proposed approach for renewing the Framework Agreement.	Operational	Cabinet Member for Education, Welsh Language, Culture and Leisure



COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	18/07/23	Chief Executive's	<b>Annual Review of Fees and Charges 2023</b> To seek approval of the outcomes of the annual review of fees and charges for 2023.	Operational	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
Cabinet	18/07/23	Chief Executive's	<b>Budget 2024/25 MTFS</b> To present the first estimate for the additional budget requirement for 2024/25 and the developing budget strategy and timeline.	Operational	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
Cabinet	18/07/23	Social Services	<b>Annual Social Services Report</b> Cabinet to view the draft Annual Social Services Report and feedback on the draft content considered for inclusion, which include the key developments of the past year and our priorities for next year.	Operational	Deputy Leader of the Council and Cabinet Member for Social Services and Wellbeing

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	18/07/23	Chief Executive's	<b>Prudential Indicators - Actuals 2022/23</b> To provide details of the Council's actual Prudential Indicators for 2022/23 compared with the estimates set for Prudence and Affordability.	Operational	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
Tudalen 410 Cabinet	18/07/23	Social Services	<b>Tri Ffordd and Growing Places Re-location Project (Maes Gwern Development)</b> To provide an update on progress at the new Maes Gwern development in Mold.	Operational	Deputy Leader of the Council and Cabinet Member for Social Services and Wellbeing
Cabinet	18/07/23	Chief Executive's	<b>Capital Programme Monitoring 2022/23 (Outturn)</b> To present the Outturn Capital Programme information for 2022/23	Operational	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	18/07/23	Streetscene and Transportation	<p><b>Resilience &amp; Capacity within Streetscene &amp; Transportation</b></p> <p>To provide an overview of the ongoing staffing issues, which are impacting the resilience and capacity of the existing Fleet Services and Waste Strategy teams to respond to service demands and deliver service priorities effectively and flexibly, along with proposed solutions.</p>	Operational	Deputy Leader of the Council and Cabinet Member for Streetscene and the Regional Transport Strategy
Cabinet	18/07/23	Chief Executive's	<p><b>Procurement of a New Managed Agency Contract</b></p> <p>To seek approval to award a contract to the preferred supplier following a procurement process to ensure business continuity when the existing contract expires on 28 August 2023.</p>	Operational	Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources

Tudalen 411

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	20/07/23	Overview and Scrutiny	<p><b>Forward Work Programme and Action Tracking (S&amp;HC OSC)</b></p> <p>To consider the Forward Work Programme of the Social &amp; Health Care Overview &amp; Scrutiny Committee and to inform the Committee of progress against actions from previous meetings.</p>	Operational	
Social & Health Care Overview & Scrutiny Committee	20/07/23	Social Services	<p><b>Childcare Sufficiency Assessment (CSA) 2022 – 26 - Annual Update</b></p> <p>To provide an overview of the CSA Report and Action Plan (2022-2026), highlighting priorities and milestones.</p>	Operational	Deputy Leader of the Council and Cabinet Member for Social Services and Wellbeing
Social & Health Care Overview & Scrutiny Committee	20/07/23	Social Services	<p><b>Tri Ffordd &amp; Growing Places Re-location project (Maes Gwern development)</b></p> <p>To provide members with an update on progress at the new Maes Gwern development in Mold</p>	Strategic	Cllr Christine Jones

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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)
Social & Health Care Overview & Scrutiny Committee	20/07/23	Chief Executive's	<p><b>Council Plan 2022-23 Year-End Performance (S&amp;HC OSC)</b></p> <p>To review the levels of progress in the achievement of activities and performance levels identified in the Council Plan.</p>	Operational	Deputy Leader of the Council and Cabinet Member for Social Services and Wellbeing
Governance and Audit Committee  Tudalen 413	26/07/23	Finance	<p><b>Treasury Management Annual Report 2022/23 and Treasury Management Update Q1 2023/24</b></p> <p>1. To present to Members the draft Treasury Management Annual Report 2022/23 for comments and recommendation for approval to Cabinet.</p> <p>2. To provide an update on matters relating to the Council's Treasury Management Policy, Strategy and Practices to the end June 2023.</p>	Operational	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Governance and Audit Committee	26/07/23	Finance	<p><b>Supplementary Financial Information to Draft Statement of Accounts 2022/23</b></p> <p>To provide Members with supplementary financial information to accompany the draft accounts as per the previously agreed Notice of Motion.</p>	Operational	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
Governance and Audit Committee	26/07/23	Finance	<p><b>Draft Statement of Accounts 2022/23</b></p> <p>To present the draft Statement of Accounts 2022/23 for Members' information only at this stage.</p>	Operational	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
Governance and Audit Committee	26/07/23	Finance	<p><b>Certification of Grants and Returns 2021/22</b></p> <p>To inform Members of the grant claim certification by Audit Wales for the year ended 31 March 2022.</p>	Operational	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Governance and Audit Committee	26/07/23	Chief Executive's	<b>Audit Wales 2023 Audit Plan</b> To review the Audit Wales - Audit Plan 2023 for the Council which sets out the proposed audit work for the year along with timescales, costs and the audit teams responsible for carrying out the work.	Operational	
August					
September					
Social & Health Care Overview & Scrutiny Committee	7/09/23	Social Services	<b>C2A Update (to inc. Arosfa additional placements)</b> To highlight to elected members of Overview and Scrutiny Committee the work undertaken withing the Child to Adult team (C2A)	Operational	Deputy Leader of the Council and Cabinet Member for Social Services and Wellbeing
Environment & Economy Overview & Scrutiny Committee	12/09/23	Streetscene and Transportation	<b>Ultra Low Emission Vehicle Transition Plan</b> To consider the Ultra Low Emission Vehicle Transition Plan.	Operational	Deputy Leader of the Council and Cabinet Member for Streetscene and the Regional Transport Strategy

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<b>COMMITTEE</b>	<b>MEETING DATE</b>	<b>CHIEF OFFICER PORTFOLIO</b>	<b>AGENDA ITEM &amp; PURPOSE OF REPORT</b>	<b>REPORT TYPE (Strategic or Operational) (Cabinet only)</b>	<b>PORTFOLIO (Cabinet only)</b>
Environment & Economy Overview & Scrutiny Committee	12/09/23	Planning, Environment and Economy	<b>Ash dieback Update</b> To update members on how Flintshire County Council has confronted ash dieback in 2022/23 in line with the 2019 Ash Dieback Action Plan.	Operational	Cabinet Member for Climate Change and Economy
Environment & Economy Overview & Scrutiny Committee	12/09/23	Planning, Environment and Economy	<b>FCC Social Enterprise Update Report</b> To provide an update of social enterprise activity, achievements and future priorities	Operational	Cabinet Member for Climate Change and Economy
Community & Housing Overview & Scrutiny Committee	13/09/23	Housing and Communities	<b>Temporary Accommodation Audit Update</b> To provide a progress report on the action plan for service improvement following the audit of the Temporary Accommodation.	Operational	Cabinet Member for Housing and Regeneration
Corporate Resources Overview & Scrutiny Committee	14/09/23	Overview and Scrutiny	<b>Action Tracking</b> To inform the Committee of progress against actions from previous meetings.	Operational	

Updated 416



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	14/09/23	Overview and Scrutiny	<b>Forward Work Programme</b> To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.	Operational	
Corporate Resources Overview & Scrutiny Committee	14/09/23	Chief Executive's	<b>Council Plan 2022-23 Year-End Performance</b> To review the levels of progress in the achievement of activities and performance levels identified in the Council Plan.	Operational	Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources
Tudal Shropshire County Council	26/09/23	Governance	<b>Committee Sizes and Political Balance</b> To consider setting Committee sizes to an odd number of seats and recalculating Political Balance to reflect the new sizes.		
October					

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	12/10/23	Governance	<b>Cyber Resilience</b> To share with the Committee Audit Wales' national report on Cyber Resilience.	Operational	Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">The Galen 418</div> <div> <p>Wiltshire County Council</p> </div> </div>	24/10/23	Governance	<b>Rolling Review of the Employees Code of Conduct</b> As part of the rolling review of the Constitution, we need to consider whether the Employees Code of Conduct needs any amendments to keep it up to date.		
November					
Cabinet	21/11/23	Governance	<b>Council Tax Base for 2024/25</b> To approve the Council Tax Base for the financial year 2024/25 as part of the process of the revenue budget setting and Council Tax setting process for the new year.	Operational	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
December					

# Eitem ar gyfer y Rhaglen 19

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

Yn rhinwedd paragraff(au) 14 of Part 4 of Schedule 12A  
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Dogfen Gyfyngedig - Ni ddylid ei chyhoeddi

Mae'r dudalen hon yn wag yn bwrpasol

# Eitem ar gyfer y Rhaglen 20

Yn rhinwedd paragraff(au) 14 of Part 4 of Schedule 12A  
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Dogfen Gyfyngedig - Ni ddylid ei chyhoeddi

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