

**CABINET**

Minutes of the meeting of the Cabinet held in the Assembly Rooms, Town Hall, Ruthin on Tuesday 12th September 2000 at 10.00 a.m.

**PRESENT**

Councillors E.C. Edwards (Leader), I.M. German, D.M. Holder, R.W. Hughes, G.M. Kensler, E.A. Owens, A.E. Roberts and W.R. Webb.

**OBSERVERS**

Councillors P. Douglas, M.A. German, M.M. Jones, R.J.R. Jones and A.J. Tobin.

**ALSO PRESENT**

Chief Executive, County Clerk, Financial Controller and Administration Services Manager.

**APOLOGIES FOR ABSENCE WERE RECEIVED FROM**

Councillors D.M. Morris, K.E. Wells and E.W. Williams.

**1. URGENT MATTERS**

The Leader gave notice of the following items which in his opinion should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act 1972:-

- (i) Fuel Shortage;
- (ii) Gartner Symposium/ITxpo Conference;
- (iii) Foundation for High Standards - Early Years Provision - Conference, and
- (iv) Audit Commission - Learning Lessons - Social Services Conference.

**2. FUEL SHORTAGE - EMERGENCY ARRANGEMENTS**

(This item was considered as a matter of urgency notice having been given by the Leader).

The Chief Executive reported that the County Council had today reviewed its operational arrangements for the delivery of services as a consequence of the current shortage of fuel. All Council departments would endeavour to provide normal services wherever possible but only essential services could be guaranteed from Wednesday 13th September and the situation would be closely monitored. Key officers had been identified to ensure that those essential functions were delivered and would, if necessary, be assisted with transport into work. Fleet Management were endeavouring to provide pool transport for essential staff requiring transport. All non essential meetings would be cancelled and consultations were taking place with the Unions regarding the proposed operational arrangements.

The Chief Executive also indicated that a meeting would take place that afternoon with senior management from all North Wales Authorities in order to co-ordinate services on a regional basis. As a consequence of the fuel shortage the representative from Riley's, Consultants would not be attending Cabinet to advise Members on the results of the assessment for the posts of Corporate Directors and Assistant Director, Culture and Leisure (Agenda item number 15). In response to Members concerns regarding the possible delay in making appointments for those posts the Head of Personnel indicated that he would make contact with the representative from Riley's and advise Cabinet at the end of the meeting.

The Leader indicated that all Members would be appraised of the current situation regarding the fuel shortage and a press release would be published at 3.30 p.m. that afternoon.

**RESOLVED** that the position be noted.

### 3. **MINUTES OF THE CABINET**

The minutes of the Cabinet held on the 31st August 2000 (circulated at the meeting) were submitted.

#### Matters arising

(i) Boundary Review - Llangollen

The Chief Executive reported that the application for leave to seek judicial review on the matter was progressing. A letter had been despatched to the Boundary Commission declining their invitation to meet the Cabinet to discuss the Llangollen boundary review or to provide them with any further information following Counsel's advice. The Chief Executive also indicated that he would be requesting relevant Cabinet Members to form part of a team with officers to progress the judicial review application.

(ii) Funding for the redundancy packages for retiring officers

Councillor E.A. Owens reported that officers were still working on the financial details regarding the redundancy packages but there had been a slight delay in providing that information.

(iii) Membership of Cabinet

Councillor G.M. Kensler indicated that she had still not received the letter from the Leader regarding the current membership of the Cabinet. The County Clerk agreed to pursue that matter.

(iv) Conferences/Seminars

Councillor E.A. Owens reported that a paper would be submitted to Council on the Members Allowances Scheme and Cabinet might need to review certain nominations to attend conferences as a consequence of that report.

(v) Ruthin Craft Centre Development Feasibility Study

Councillor R.W. Hughes indicated that the shortfall in the costs of the feasibility study would be £2,500 and not £1,500 as indicated in the minute as the grant would be 75% and not 85%.

(vi) Management Arrangements for Local Authority Residential Homes

Councillor W.R. Webb indicated that the minute should have included his comments regarding the need to consult the North Wales Health Authority regarding the provision of health authority beds in local authority residential homes. The Deputy Chief Executive indicated that a meeting of the Joint Planning and Commissioning Group had been convened for that afternoon and that particular issue had been programmed for discussion. However due to the current fuel shortage that meeting had now been deferred to a future date.

(vii) Ffrith Beach, Festival Gardens, Prestatyn

Councillor R.W. Hughes reported that the proposed developer had given a presentation to Members on the 8th September and she would report further on the matter under Part II of the agenda.

**RESOLVED** that subject to the amendments referred to above the minutes of the Cabinet held on 31st August 2000 be approved as a correct record and signed by the Leader.

#### 4. **BUDGET MONITORING**

Councillor E.A. Owens, Lead Cabinet Member for Finance submitted an interim verbal report on the current budget situation. She indicated that Cabinet had previously been informed that the projected overspend for 2000/2001 would be in the region of £2.6million. Councillor Owens congratulated the Education Directorate on the work done within the curricular services which had resulted in a possible full year saving of £130, 000 and that the financial position with the Pavilion Theatre in Rhyl had improved and the budget could hit its projected target.

Councillor Owens reported that income from car parking had shown a deficit of £40K and officers would be addressing that situation. She also raised her concerns with the unidentified cuts within the Technical Services Directorate which was currently projected at £250K. In conclusion Councillor Owens indicated that a full report would be submitted to the next meeting of the Cabinet giving the outturn to the end of August 2000.

***RESOLVED that the report be received and noted.***

#### 5. **NOMINATIONS FOR OUTSIDE BODIES**

The Leader requested Members to consider making nominations to the following outside bodies:-

- (i) to nominate a representative to serve on the Area Environment Group of the Environment Agency Wales.

***RESOLVED that the Environment Scrutiny Committee be requested to submit a nomination for Cabinet approval.***

- (ii) to nominate two representatives to serve on the Denbighshire (North) Citizens Advice Bureau Management Committee for the year 2000 - 2001.

***RESOLVED that the Personal Services Scrutiny Committee be requested to submit the nominations for Cabinet approval.***

#### 6. **RECRUITMENT**

The Leader submitted the following applications for approval:-

- (i) Appointment of Environmental Health Officer (Food Safety), in the Public Protection Department, and
- (ii) External advertisement for a Quality Assurance Officer on a two year temporary contract, in the Social Services Directorate.

With reference to (ii) above Councillor E.A. Owens queried the grading of the post and sought further information thereon.

***RESOLVED that:-***

- (a) *the Officers be authorised to fill the vacant post of Environmental Health Officer (Food Safety), and*
- (b) *the application for the external advertisement for the vacant post of Quality Assurance Officer in the Social Services Directorate be deferred to the next meeting of the Cabinet.*

#### 7. **PERFORMANCE REVIEWS**

The Leader submitted a report (previously circulated) seeking approval of the performance review summaries for onward transmissions to the Council and relevant Scrutiny Committees. Those reports had been compiled following meetings with the Chief Executive and relevant Cabinet Member/Members where available when reviewing Directorate Performance (copies attached to the report).

The Chief Executive took Members through the report and highlighted the general themes which had emerged following the performance reviews. Those themes covered modernising; financial solvency; best value; restructuring and the impact of the new Directorates, and communication. In particular the Chief Executive referred to the impact of Best Value and indicated that the Authority was awaiting the District Auditor's approval of the Council's Best Value Plan. Those Best Value Plans would also be looked at by the Best Value Inspectorate, who would also engage in consultations/dialogue with residents of Denbighshire to ascertain whether those Plans were actually delivering improved service provision. The Chief Executive also referred to the new system of performance reviews which would entail a team of officers assessing particular services and presenting reports to Cabinet. In response to a question from Councillor G.M. Kensler the County Clerk indicated that the Modernising Panel provisionally scheduled for the 29th September would be considering the establishment of the Standards Committee for the Authority. Councillor R.W. Hughes on behalf of the Cabinet thanked all officers for the work undertaken with regard to the performance reviews.

**RESOLVED** that the performance review summaries be approved for onward transmission to the County Council and relevant Scrutiny Committees.

## **8. LEARNINGSTREAM**

Councillor E.A. Owens Lead Cabinet Member for Finance submitted a report (previously circulated) requesting the Cabinet to support, in principle, the capital and revenue investment in the delivery of the Learningstream network proposal which was needed to provide the minimum network requirement to enable schools and libraries access to external funds from NOF and the Welsh Assembly which would also support the Authority's policy towards Electronic Service Delivery, Lifelong Learning, Objective 1, Social Inclusion, Agenda 21 and Community Strategies. The proposal would also meet the needs of multiple projects that were up and coming and which related to the government's e-government agenda.

The Head of ICT took the opportunity to take Members through the report and indicated that Learningstream was a new pricing band offered from BT on wide area network links which provided medium speed links for Department For Education and Employment registered buildings at significantly less cost than standard circuit costings. The ICT department had spent some time designing a network based on Learningstream which would meet the needs of schools, the local authority and Denbighshire as a whole and would provide a major advantage and cost saving over the use of the traditional BT circuit offerings. The Network Design was based on libraries within Denbighshire being the focal point in the communities. The libraries would soon be able to use NOF funding and be kitted out with PC networks being made available to members of the public. Consequently libraries could then become One Stop Shops; Information Centres; Internet Access Points to the public; Training Centres etc.

In response to Members' questions the Head of ICT indicated that the 71 sites only covered schools and libraries and would not be linked to rural post offices (initially) and mobile libraries. Councillor E.A. Owens congratulated the Head of ICT and his officers on using their own in-house skills in designing a network based on Learningstream and proposed that the recommendations within the report be accepted.

**RESOLVED** that:-

- (a) Cabinet agrees with the guidance within the report and notes the £335,280 requirement from the 2001/2002 Capital Programme, and
- (b) Cabinet notes the requirement for £180,795 of new growth in the ICT Revenue Budget.

## **9. HOUSING OPTIONS WORKING PARTY**

Councillor A.E. Roberts Lead Cabinet Member for Personal Services submitted a report (previously circulated) seeking confirmation that a seminar be arranged so that all Members of the Council be further informed regarding the options for the future of the Council's Housing Stock including possible transfer to a Community Ownership Housing Organisation. The Housing Options Working Party consisted of five County Council Members and five representatives of the Denbighshire Tenants and Residents Federation. Four sets of consultants had been appointed to advise the Working Party and

the Lead Consultants were producing an Options Appraisal to assess the best way forward. Should Stock Transfer be the preferred option then there would need to be an extensive period of consultation.

The Chief Executive requested the Cabinet to reaffirm the Council's previous position on Stock Transfer. He indicated that the National Assembly was urging Council's to adopt the Stock Transfer which would generate substantial capital receipts and also at the same time improve the Housing Stock within the authority. Those capital receipts could be made available for Objective 1 funding etc. and the Chief Executive suggested that the seminar be held as soon as possible.

Councillor E.A. Owens expressed concerns over the cost implications of housing stock transfer, particularly with regard to the costs of the proposed ballot some of which might not be met by the National Assembly or the Council's Housing Revenue account. She felt that the Council required true up to date costs of the proposed stock transfer before any actions were taken.

The Head of Housing Services indicated that there was no significant change in the estimated costs for stock transfer and agreed to provide updated figures at the proposed seminar for Members. He emphasised that the Council would receive substantial capital receipts even after allowing for the cost of transfer and paying off the existing Housing Capital Debt.

Whilst acknowledging the need for up to date costings the Chief Executive indicated that the potential housing stock transfer was in accordance with the Council's Financial Recovery Plan and indicated that the District Auditor would raise concerns if the Council was now delaying actions within that Recovery Plan.

Councillor W.R. Webb felt that the Council needed to make progress on the Stock Transfer and proposed that the seminar be convened as quickly as possible. Upon being put to the vote it was:-

**RESOLVED ACCORDINGLY.**

**10. LAND ADJACENT TO BRYN COLLEN SCHOOL, LLANGOLLEN**

This item was deferred to the next meeting of the Cabinet.

**11. CONFERENCES/SEMINARS**

(This item was considered as a matter of urgency, notice having been given by the Leader).

The Leader submitted the following nominations for conferences/seminars for Members' consideration:-

- (i) Gartner Symposium/ITxpo Conference in Cannes

**RESOLVED** that two Members of staff from the ICT Department be nominated to attend the above conference.

- (ii) Foundation for High Standards - Early Years Provision Conference in London

**RESOLVED** that Councillor E.A. Owens be authorised to attend the above conference with payment being made out of the Group's individual budgets.

- (iii) Audit Commission - Learning Lessons - Social Services Conference 6th October 2000

**RESOLVED** that the relevant Cabinet Member plus the Chair of the Personal Services Scrutiny Committee (if appointed, or otherwise the previous Chair of Social Services Scrutiny Panel) plus an officer be authorised to attend the above conference with payment being made out of the Group's individual budgets for those two Members.

Councillor I.M. German expressed concerns that Cabinet did not receive any feedback from Members attending conferences. The Leader agreed to address that problem.

At this juncture (11.10 a.m.) the meeting adjourned for twenty minutes to allow Members to partake in refreshments.

**12. EXCLUSION OF PRESS AND PUBLIC**

*RESOLVED that under Section 100A(4) of the Local Government Act 1972 the Press and Public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 7, 8, 9 and 10 of Part 1 of Schedule 12A of the Local Government Act 1972.*

**13. OFFICES AT 6/8 NANT HALL ROAD, PRESTATYN**

Councillor W.R. Webb Lead Cabinet Member for the Corporate Property Portfolio submitted a confidential report (previously circulated) seeking Members approval to grant a lease for a term of 7 years to Prestatyn Town Council in respect of offices at 6/8 Nant Hall Road, Prestatyn. The Town Council presently occupied first floor offices at 7/9 Nant Hall Road, Prestatyn and a request had been received from the Town Council to relocate to 6/8 Nant Hall Road, Prestatyn. First floor offices had been identified which fulfilled their requirements and Outline Heads of Terms had been agreed to grant a lease for a term of 7 years. Councillor E.A. Owens suggested that the proposed rental for the premises should be allocated to central funds.

*RESOLVED that:-*

- (a) the grant of a 7 year lease to Prestatyn Town Council on terms to be agreed by the Acting Director of Technical Services in consultation with the County Clerk be approved;*
- (b) an initial reduction in the rent payable to be applied as requested by Prestatyn Town Council, but long term arrangements to be subject to a general policy review on rents, and*
- (c) the rent payable be allocated to central funds.*

**14. PROPERTY/LAND DISPOSALS**

Councillor W.R. Webb Lead Cabinet Member for the Corporate Property Portfolio submitted a confidential report (previously circulated) updating Members on the progress made to date in the disposal of land and property as previously instructed by Cabinet. The report referred to the appointment of Estate Agents to act on behalf of the Council up to the 31st March 2001 and the list of Council properties currently with those Agents.

The Chief Executive reminded Cabinet that the ultimate decision to dispose of any Council land/property would be taken by the County Council.

*RESOLVED that:-*

- (a) the report be received and noted, and*
- (b) further updated reports on land/property disposals be reviewed at future meetings of the Cabinet.*

**15. FFRITH BEACH, FESTIVAL GARDENS, PRESTATYN**

Further to Minute Number 31 of 31st August 2000 Councillor R.W. Hughes reported upon the presentation given to Members on the 8th September 2000 by the proposed developer which outlined their proposals for the Ffrith Beach area. Members at the presentation acknowledged that there would be complicated issues to consider but had indicated that they would be happy to have further discussions with the developer to pursue matters further. Councillor Hughes referred to the previous request by the developer for the Council to enter into a "Lockout Agreement" for a period of 6 months to enable them to develop their theme further. She felt that the request for a "Lockout Agreement" should be considered by the County Council and that the proposed development should be progressed via an Officer/Member Working Group.

At this juncture Councillor W.R. Webb submitted a report for Members consideration relating to the proposed "Lockout Agreement".

**RESOLVED** that subject to the approval of the County Council:-

- (a) *Officers be authorised to enter into a "Lockout Agreement" on terms to be agreed by the Acting Director of Technical Services in consultation with the County Clerk with the developers with the proviso:*
  - (i) *that the land required for the proposed tennis centre be excluded;*
  - (ii) *that officers continue negotiations with a third party in respect of their requirements on site, and*
- (b) *a Working Group of officers/relevant Cabinet Members/Ward Members be established to progress matters further.*

#### **16. UNMETERED ELECTRICITY SUPPLY 2000/2002**

A confidential report by Councillor D.M. Morris Lead Cabinet Member for the Environment (previously circulated) was submitted seeking authority to enter into a supply agreement with Scottish Power for unmetered electricity to run from 1st April 2000 - 31st March 2002. Denbighshire County Council was a Member of the North Wales Joint Negotiating Body and negotiations for the supply of electricity for the next two years has now been concluded. Negotiations for the renewal supply agreement had resulted in a significant reduction on the standard tariffs, inclusive of the retention of that price structure for the following 2 years.

**RESOLVED** that officers be authorised to enter into a Joint Supply Agreement with Scottish Power for the supply of unmetered electricity for a two year period effective from 1st April 2000 to 31st March 2002.

#### **17. REVIEW OF SENIOR MANAGEMENT STRUCTURE: PROPERTY MANAGEMENT**

(This item was considered as a matter of urgency, notice having been given by the Leader).

The Deputy Chief Executive submitted a confidential report (previously circulated) seeking Members views on the proposed management arrangements for the Council's property function. He reminded Members that the County Council had previously received a report by Pamela Whitford-Jackson, Management Consultancy who have been commissioned to carry out a review of the Senior Management Structure of the County Council. Within that report there were issues identified relating to "Property" which required further detailed consideration and accordingly the same consultants were asked to carry out a detailed review of the Property Function to resolve some of the issues raised in an earlier report. A further report had been submitted to the County Council on the 25th July 2000 and the issues in respect of the "Property" and the delivery of the asset management and maintenance functions had been deferred pending the receipt of a further report.

The Deputy Chief Executive took the opportunity to take Members through the report and particularly referred to the proposed structure for the management of property functions (Appendix B to the report). He also referred to the extensive consultation undertaken with members of staff and indicated that the current report to Cabinet was part of that consultation programme.

Members took the opportunity to discuss various aspect of the detailed report and it was:-

**RESOLVED** that the County Council be informed that Cabinet, agrees in principle, with the proposed management arrangements for the Council's Property Function.

At this juncture all officers with the exception of the Chief Executive were excluded from the meeting.

18. **SHORT-LISTING OF APPLICANTS FOR CORPORATE DIRECTOR AND ASSISTANT DIRECTOR, CULTURE AND LEISURE**

Following telephone contact with Riley's Consultants it was agreed that the short listing by Cabinet for candidates for the Assistant Director, Culture and Leisure post and Corporate Director, Lifelong Learning take place on the afternoon of 19th September, 2000.

It was agreed that arrangements should proceed for final interviews for the Corporate Director, Environment and Resources post by Council on 20th September, 2000 with an informal evening session between Cabinet and short listed applicants on the preceding evening.

On the basis of interviews conducted by Riley's and the results of the assessment centre, four candidates were short listed for the Corporate Director, Resources and four for the Corporate Director, Environment posts.

***RESOLVED*** that the following be short listed for interview by Council on 20th September, 2000:-

*Corporate Director, Environment*

*Iwan Prys-Jones;  
David Hughes;  
Paul Roberts, and  
Philip Brelsford.*

*Corporate Director, Resources*

*Roger Parry;  
Emlyn Watkin;  
Alan Evans, and  
Stuart Munslow.*

The meeting concluded at 12.30 p.m.

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**CABINET**

Minutes of a Special meeting of the Cabinet held in the Town Hall, Ruthin on Tuesday, 19th September, 2000 at 2.30 p.m.

**PRESENT**

Councillors E.C. Edwards (Leader), I.M. German, D.M. Holder, R.W. Hughes, G.M. Kensler, D.M. Morris, E.A. Owens, A.E. Roberts, W.R. Webb, K.E. Wells and E.W. Williams.

**Observer** - Councillor P. Douglas.

**ALSO PRESENT**

Chief Executive, County Clerk and Head of Personnel.

**1. EXCLUSION OF PRESS AND PUBLIC**

***RESOLVED*** that under Section 100A(4) of the Local Government Act 1972 the Press and Public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

**2. SHORTLISTING - CORPORATE DIRECTOR AND ASSISTANT DIRECTOR**

The Chief Executive welcomed to the meeting Mr Tim Lewindon and Mr. Ian Jeccott of Riley's, Consultants who had been engaged in the recruitment process for the posts of Corporate Director Lifelong Learning and Assistant Director, Culture and Leisure.

Mr Lewinden briefed Members on the recruitment process, the preliminary interviews that had been held with selected candidates and the results of the assessment centre.

It was agreed that arrangements should proceed for final interviews for the Corporate Director, Lifelong Learning by Council on 4th October 2000 at 2.00 p.m. with an informal evening session between Cabinet and short listed applicants on the preceding evening.

Arrangements had previously been made for final interviews for the Assistant Director, Culture and Leisure post by Cabinet on 28th September 2000 at 2.00 p.m.

(i) Appointment of Assistant Director, Culture and Leisure

On the basis of interviews conducted by Riley's and the results of the assessment centre candidates were shortlisted for the Assistant Director, Culture and Leisure post.

***RESOLVED*** that the Candidates selected by Cabinet be shortlisted for interview by Cabinet on 28th September 2000.

(ii) Appointment of Corporate Director, Lifelong Learning

On the basis of interviews conducted by Riley's and the results of the assessment centre candidates were shortlisted for the Corporate Director, Lifelong Learning.

***RESOLVED*** that the candidates selected by Cabinet be shortlisted for interview by Council on 4th October 2000.

The meeting concluded at 4.33 p.m.

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# REPORT TO CABINET

AGENDA ITEM NO. 3

**CABINET MEMBER:** Clr A. Owens

**DATE:** 28 September 2000

**SUBJECT:** REVENUE BUDGET 2000/01

**1 Decision Sought**

In the light of the latest projections of the final outturn for the current financial year as detailed in the attached appendix, members are requested to consider what action is necessary to keep the County Council's recovery plan on target.

**2 Reason For Seeking Decision**

The need to comply with the Council's agreed Recovery Plan.

**3 Cost Implications**

N/A

**4 Financial Controller Statement**

Failure to minimise the level of negative balances at year end will reduce the resources available for services next financial year and endanger the Recovery Plan.

**5 Consultation Carried Out**

Lead Cabinet members are consulting in an ongoing manner with Heads of Service to agree remedial actions.

**6 Implications On Other Policy Areas Including Corporate**

The level of funding available to services together with budgetary performance impacts upon all services of the Council.

**7 Recommendation**

That lead Cabinet members for Education, Leisure, Environment and Personal Services continue to consider as a matter of urgency the unidentified and underachieved target budget reductions together with the new budget pressures, with the intention of identifying the necessary budget reductions and report their findings to Cabinet on a regular basis.

**APPENDIX 1**

## DENBIGHSHIRE COUNTY COUNCIL

## ANALYSIS OF PRESSURES 2000/01

	Unidentified cuts £000	Underachiever cuts £000	New pressures £000	Savings £000	TOTAL £000
<b>Education, Culture &amp; ICT</b>					
- Transport		100			100
- S E N		56	444		500
- Advisors			70		70
sub total	0	156	514	0	670
<b>Planning &amp; Development</b>					
- Leisure	119			-29	90
- Resorts & Attractions	155			-52	103
- Other	30				30
sub total	304	0	0	-81	223
<b>Technical Services</b>					
- Redundancies			171		171
- Design etc		50		-130	-80
- Property & Community	253	19	140	-80	332
- Highways		11	25	-36	0
- Housing					0
sub total	253	80	336	-246	423
<b>Social Services</b>					
- Children s			503		503
- Adult - provider			318		318
- Adult - purchaser			0		0
- Strategic Planning			73		73
- savings				-409	-409
sub total	0	0	894	-409	485
<b>Chief Executive</b>					
- Legal & Admin			67		67
- Other			10		10
sub total	0	0	77	0	77
<b>Finance</b>					
sub total			25		25
<b>Total position for Services</b>					
	557	236	1846	-736	1903
<b>Corporate</b>					
- Precepts			80		80
- Restructure of Senior Management plus Redundancy	250		365	-120	130
- Capital funding shortfall			200		200
Total Corporate	250	0	645	-120	775
<b>TOTAL</b>	<b>807</b>	<b>236</b>	<b>2491</b>	<b>-856</b>	<b>2678</b>

Note.

A spell of severe winter weather later in the year will impact upon Highways, Property &amp; Social Services Budgets.

# REPORT TO CABINET

AGENDA ITEM NO. 4

**CABINET MEMBER:**                    **LEAD MEMBER FOR FINANCE**

**DATE:**                                    **28 SEPTEMBER 2000**

**SUBJECT:**                                **BUDGET SETTING 2001/2**

## **1        Decision Sought**

That in the light of the progress to date Cabinet approves the proposed next step in the process of recommending the budget for 2001/2

## **2        Reason For Seeking Decision**

In response to the District Auditors requirement for the Council to set achievable budgets for Directorates by the 1st April each year, the Recovery Action Plan highlights the need to begin the budget setting process early in September.

Initial information on budget pressures, new burdens and proposals for growth in service spending together with proposals for meeting target budget reductions of both 3% and 4.5% have been received from Directorates.

A series of meetings are now planned between the lead Cabinet members for specific services, Heads of Service and myself together with the Financial Controller to consider in detail the proposals made. The intention being to test the robustness and reasonableness of bids for more funding together with the degree of achievability of proposed reductions prior to bringing the matter to Cabinet.

It is proposed to complete this exercise as soon as possible and report back to Cabinet at the end of October with a timetable for completion of the exercise with the proviso that Scrutiny Committees may wish to consider elements of the detail.

## **3        Cost Implications**

N/A

## **4        Financial Controller Statement**

The early setting of achievable service budgets is a key factor in the delivery of the Recovery Plan for the Council's finances

## **5        Consultation Carried Out**

Heads of Service have been involved in the exercise to date.

## **6        Implications On Other Policy Areas Including Corporate**

The level of funding available impacts upon all the Council's services

## **7        Recommendation**

That members approve the next stage in the budget setting process.

# REPORT TO CABINET

AGENDA ITEM NO. 5

**CABINET MEMBER:** Lead Member for Finance

**DATE:** 28 September 2000

**SUBJECT:** Treasury Management Activities - Annual Report 1999/00

## **1 Decision Sought**

To Approve the Treasury activities undertaken in 1999/00. The detailed annual report is attached as an Appendix.

## **2 Reason For Seeking Decision**

Denbighshire's Treasury Management Policy Statement for 1999/00 was approved by Council on 3 March, 1999. The terms of the Policy Statement require an annual report to be produced before 30 September of the succeeding year.

## **3 Cost Implications**

None

## **4 Financial Controller Statement**

It is a requirement under the terms of the Treasury Policy Statement for members to be advised of the Treasury activities undertaken in the preceding financial year.

## **5 Consultation Carried Out**

Not applicable

## **6 Implications On Other Policy Areas Including Corporate**

None

## **7 Recommendation**

That members approve the Annual Report.

## Treasury Management Activities - Annual Report 1999/00

### 1.0 Introduction

- 1.1 Treasury management in local government is regulated by the 1996 revision of the CIPFA Code of Practice on Treasury Management in Local Authorities (the Code), which was adopted by this Council at the Resources Committee meeting held on 14 May, 1996.
- 1.2 The primary requirement of the Code is the formulation and agreement of a Treasury Policy Statement which sets out the responsibilities of Council, Committee and Chief Financial Officer including delegation and reporting arrangements.
- 1.3 Denbighshire's Treasury Management Policy Statement for 1999/00 was approved by Council on 3 March, 1999. The terms of the Policy Statement require an annual report to be produced before 30 September of the succeeding year.
- 1.4 Treasury Management in this context is defined as:

*" The management of the local authority's cash flows, its borrowings and its investments, the management of the associated risks, and the pursuit of the optimum performance or return consistent with those risks"*

- 1.5 This annual report covers:

- 1 the Council's portfolio position;
- 2 performance measurement;
- 3 the debt strategy for 1999/00;
- 4 outturn for 1999/00;
- 5 compliance with treasury limits;
- 6 investments strategy and outturn for 1999/00;
- 7 debt rescheduling.

### 2.0 Portfolio Position

- 2.1 The Council's debt position at the beginning and end of the year is presented at Appendix 1. It will be noted that an element of debt is administered on Denbighshire's behalf by Flintshire County Council. This relates to market debt which could not be shared between the new Councils on local government reorganisation.
- 2.2 Similarly, an element of the former Glyndwr District Council market debt is administered by Denbighshire on behalf of Wrexham and Powys Councils.
- 2.3 There has also been a further adjustment to the administration of the portfolio to take account of the boundary changes between Denbighshire and Wrexham County Borough at 1 April 1997, with PWLB loans being transferred to Wrexham with effect from 1 April 1999.

### **3.0 Performance Measurement**

- 3.1 One of the key changes in the revision of the Code was the introduction of performance measurement relating to investments, debt and capital financing activities. Whilst investment performance criteria have been well developed, debt performance indicators have proven to be a problematic area with the traditional average portfolio rate of interest acting as the main guide. This is an area under scrutiny in relation to best value and national benchmarks are likely to be available by the 2000/01 annual report.
- 3.2 For the purposes of providing comparative debt performance indicators the traditional average portfolio rate of interest has been incorporated in Appendix 1.

### **4.0 Debt Strategy for 1999/00**

- 4.1 The Treasury strategy for the financial year was based on the market view that world economic growth would be depressed due to the financial crises in Russia, Japan and the Far East. This would create downward pressure on short term interest rates in G7 countries due to the need to stimulate growth. This was coupled with expectations of low inflation and longer term fixed borrowing interest rates at historically low levels.
- 4.2 There was also expected to be a downturn in the UK with slowing domestic growth, rising unemployment and low inflationary expectations. It was not expected though that there would be an outright recession. The UK was also likely to be increasingly affected by European Economic and Monetary Union (EMU) which would lead to further convergence of UK interest rates with Euro rates. This effect would see short-term rates fall and longer-term rates stabilising or rising marginally.
- 4.3 The effect on interest rates for the UK was therefore expected to be as follows:-

#### ***Short term variable interest rates***

The average City view anticipated that the outlook for growth in 1999 will mean that there would only be minor cuts in the base rate from 5.25%. It was anticipated that the average for base rates during 1999/00 was likely to be in the range 4.75% to 5.25%.

#### ***Long term fixed interest rates***

The longer term fixed interest rates were expected to be at their lowest during 1998/99 with a modest rise in longer term fixed interest rates during 1999/00. Fixed interest rates were expected to remain cheaper than short-dated and variable rates although the margin should have closed by the year-end.

4.4 The agreed strategy put to Council, based upon the above forecast was that:

Short term rates would continue to be more expensive than longer term fixed borrowing throughout 1999/00, albeit with base rates likely to fall steadily if not dramatically.

In the event of a sharp rise in interest rates the portfolio position would be reappraised with the likely action that fixed rate funding would be drawn whilst interest rates were relatively inexpensive.

In the event of falling interest rates the borrowings would be postponed and any rescheduling from fixed rate funding into variable or short rate funding would be exercised.

## 5.0 Outturn for 1999/00

5.1 At the start of the year MPC thinking was still dominated by concerns at the downturn in the economy and the need to provide a stimulus through monetary policy to recovery. The final cut of 0.25% in the repo rate to 5.00% in June, on the back of Sterling strengthening, came as a surprise to the markets as there were some indications that the economy was already recovering. However, any further momentum to cut rates was stopped by a global trend towards higher interest rates due to stronger economic growth and a rebound in raw material prices, particularly in the price of oil. Four increases of 0.25% started in September with the repo rate finishing at 6.00%.

5.2 During the Summer long term gilt yields lost contact with economic fundamentals as there was a chronic shortage of gilt supply compared to demand, particularly from pension funds needing to match their annuity liabilities. The healthy state of the Government's finances restricted issues of gilts and so the ongoing shortage of long dated gilts has kept yields suppressed at historically low levels. PWLB lower quota over 25 year rates bottomed at 4.25% during quarter 4 of 1999.

5.3 The following long term loans were taken out during the year from the Public Works Loan Board (PWLB), all on a fixed rate basis:-

£	%	Maturity Date
3,000,000	4.750	31 Dec 2014
1,775,054	4.750	31 Dec 2014
6,000,000	4.875	30 Apr 2015
-----		
10,775,054		
-----		



5.4 Apart from long term loans from the PWLB there was ongoing activity during the year with temporary loans. A summary of loan transactions is presented at Appendix 1.

5.5 The average debt portfolio rate for 1999/00 was 7.48% compared with 7.93% in 1998/99.

## **6.0 Compliance with Treasury Limits**

6.1 During the financial year the Council operated within the treasury limits set out in the Policy Statement at the start of the year, namely;

Overall Borrowing Limit - £112m.

The amount of the overall borrowing limit which may be outstanding by way of short term borrowing - £12m.

The maximum proportion of interest on borrowing which is subject to variable rate interest - 35%

## **7.0 Investments Strategy and Outturn for 1999/00**

7.1 The authority manages its investments in-house. Investments have been held for short periods while interest rates remained low, all investments to be made in accordance with the Approved Investments Regulations (1990) with Banks and Building Societies satisfying the IBCA (or equivalent) credit ratings. Investments were also permitted with other local authorities.

7.2 Details of investment transactions are presented at Appendix 1. No institutions in which investments were made showed any difficulty in repaying investments and interest in full during the year.

7.3 The average rate achieved during the year was 5.20% which is above the Benchmark LIBID 7 Day Rate of 4.88%

## 8.0 Debt rescheduling

8.1 Five loans with fixed interest rates were converted to a single one year variable rate loan on 11 November 1999. The new short term loan would form part of the PWLB quota for 2000/01 when it would be expected that a low rate long term loan could be drawn down to replace it. The fixed rate loans converted were:

£	%	Original Issue Date	Maturity Date
1,500,000	10.375	12 Nov 1985	18 Jul 2001
1,000,000	9.250	23 Dec 1992	30 Sep 2002
136,000	7.625	30 Aug 1996	31 Mar 2004
2,500,000	7.625	30 Aug 1996	31 Mar 2004
9,000,000	8.000	30 May 1996	31 Mar 2006
-----			
14,136,000			
-----			

		Debt Outstanding 31Mar 99	Llangollen Rural Transfer	Debt Outstanding 1Apr 99	Loans Raised 1999/00	Loans Repaid 1999/00	Debt Outstanding 31 Mar 00		Gross Interest 1999/00	Average Rate 1999/00	Average Rate 1998/99
<b>Loan Debt</b>		£ 000s	£ 000s	£ 000s	£ 000s	£ 000s	£ 000s	No.	£ 000s	%	%
P.W.L.B.	Fixed	101,469	2,016	99,453	10,775	15,927	94,301	93	7,274	7.51	8.08
	Variable	0		0	14,136	0	14,136	1	470	5.54	7.70
		-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Market Temporary	Fixed	449		449	Nil	24	425	3	37	8.47	8.47
	Fixed	0		0	20,755	20,755	0	Nil	19	5.10	8.37
		-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Denbighshire Managed Debt		101,918	2,016	99,902	45,666	36,706	108,862	97	7,800	7.47	7.92
Flintshire	Fixed	467		467	N/A	144	323	4	36	9.11	9.18
		-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Total Debt		102,385	2,016	100,369	45,666	36,850	109,185	101	7,836	7.48	7.93
		-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Proportions of Debt	Fixed	% 100.00					% 87.05				
	Variable	0.00					12.95				
		-----					-----				
		100.00					100.00				
		-----					-----				
<b>Deferred Purchase</b>	Variable			1,900	N/A	200	1,700	1	108	6.00	7.37
				-----	-----	-----	-----	-----	-----	-----	-----
<b>Investments</b>	Fixed			1,400	145,185	138,860	7,725	4	346	5.20	6.34
				-----	-----	-----	-----	-----	-----	-----	-----

# REPORT TO CABINET

AGENDA ITEM NO. 6

**CABINET MEMBER:** FINANCE

**DATE:** 28th September 2000

**SUBJECT:** Statement of Accounts

## **1 Decision Sought**

To present for approval the annual statement of accounts (appendix 1 attached to agenda paper) and the statutory determinations (appendix 2).

## **2 Reason For Seeking Decision**

The Statement of Accounts is a statutory document which needs to be formally approved by members before the end of September each year.

Following approval a copy of the statement is sent to the District Auditor who then starts the accounts which needs to be completed by the end of December to meet the statutory deadline.

The Local Government and Housing Act (1989) places a duty on local authorities to have made determinations in relation to certain capital items by 30 September of the following financial year.

## **3 Cost Implications**

At County Council in July the provisional final figures for the last financial year were presented to members. These figures have not changed so as at the end of March 2000 the Authority had closing balances of £3,431k.

## **4 Financial Controller Statement**

The level of balances to be noted

## **5 Recommendation**

That members approve the statement of accounts for 1999/2000 and the statutory determinations.

APPENDIX 1 NOT AVAILABLE IN ELECTRONIC FORM

**Denbighshire County Council**

**Determinations to be made under  
Part IV of the Local Government & Housing Act 1989.**

The following matters are required formally to be determined in respect of 1999/00:-

- 1) Under s.42 (2) (g) , a determination is required if expenditure for capital purposes which is to be reimbursed, or met out of money provided, by any other person is to be capitalised.

***The amount of capital expenditure financed by grants and contributions totalled £6,395,995.***

- 2) Under s. 56 (1) , a determination is required if a credit approval is to be used:
  - a) as authorisation to capitalise expenditure.
  - b) as authorisation to enter into or vary a credit arrangement.

***Expenditure capitalised under credit approvals amounted to £8,026,593.***

***No credit arrangements were entered into or varied during the year.***

- 3) Under s. 56 (2) , a determination is required if a credit approval is in whole or in part to be transferred to another authority.

***No credit approvals were transferred during the year.***

- 4) Under s. 60 (2) , a determination is required if usable capital receipts are applied:
  - a) to meet expenditure incurred for capital purposes, or
  - b) as (voluntary) provision for credit liabilities.

***Capital receipts of £ 209,000 were applied to finance capital expenditure in the year.***

- 5) Under s. 63 (1) , a determination is required for the amount (being not less than the required minimum revenue provision for the year) to be set aside from revenue as provision for credit liabilities.

***The minimum revenue provision consists of two elements:***

	£
<b><i>Housing Revenue Account</i></b>	<b><i>338,157</i></b>
<b><i>County Fund</i></b>	<b><i>3,178,532</i></b>

VACANCY CONTROL  
APPROVAL FOR THE FILLING OF VACANT POSTS BY EXTERNAL  
ADVERTISEMENT

Directorate: Social Services Section: Q/A

Post Title: Q/A Officer <sup>Temp.</sup> Ly Salary Grade: PO1

(Quality Assurance)

JUSTIFICATION FOR EXTERNAL RECRUITMENT  
(This part must be completed for all posts)

This post has been advertised internally, but  
not appointed to. There is a pressing need  
to progress readiness for external evaluation through  
Joint Review and without this post we would not be able to  
do this

Signed: Meimian Hughes (Director)

Dated: 3/8/2000

Signed: HR Roberts (Chair of Service Committee)

Dated: 4/9/2000

To: Chief Executive

Approved  Refused

Signed: HR Roberts Date: 4/9/2000

Comments/Reasons

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: Emergency Powers Committee

Signed: \_\_\_\_\_ (on behalf of the Committee) Date: \_\_\_\_\_

Approved  Refused

Comments/Reasons

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return this form to the Director of the Employing Directorate.

# REPORT TO CABINET

AGENDA ITEM NO. 9

**CABINET MEMBER:** COUNCILLOR ERYL WILLIAMS

**DATE:** 28 SEPTEMBER 2000

**SUBJECT:** MEMBERS INVOLVEMENT IN BEST VALUE

## **1 Decision Sought**

That Members accept the attached description of Member involvement in Best Value by Denbighshire County Council, including the principles and procedures to be adopted by executive and non executive wings of the Council as per the three appendices.

## **2 Reason For Seeking Decision**

A corporate methodology for carrying out Best Value Service Reviews has been produced in form of a "Best Value Toolkit". The proposed process includes input from and scrutiny by Members. The following appendices outline Members Involvement in Best Value:-  
Appendix 1 outlines Members responsibilities in relation to Best Value  
Appendix 2 is a matrix which shows Member involvement at each stage of the service review process  
Appendix 3 is a flow chart illustrating the proposed service review process.

## **3 Cost Implications**

The proposed corporate methodology states that Project Plans and Action Plans must be costed to ensure that the resources required for delivering best value can be determined.

## **4 Financial Controller Statement**

The proposed Best Value methodology will support the Recovery Action Plan

## **5 Consultation Carried Out**

The proposed Service Review process has been drawn up following consultation with the Best Value Directorate Group.

## **6 Implications On Other Policy Areas Including Corporate**

The proposed process will ensure that all Policy areas are given due consideration when proposals for action to achieve Best Value are made.

## **7 Recommendation**

That Cabinet agree the level of Member involvement proposed in the corporate methodology for such proposals to be implemented on an interim basis until agreed by Council.



**Statement Of Responsibilities For Best Value**

Members Best Value responsibilities are outlined below:-

Role	Duties/Responsibilities	Assisted By
Cabinet	<ul style="list-style-type: none"> <li>• To manage and implement the Council’s policy framework to secure Best Value</li> <li>• To carry out such consultations with client groups, partners, relevant agencies and the people of Denbighshire as required for Best Value and any other corporate strategies, including Community Planning.</li> </ul>	Lead Member for Best Value
Lead Member for Best Value	<ul style="list-style-type: none"> <li>• To report to Cabinet on progress in implementing Best Value strategy as outlined in the annual Best Value Performance Plan and related Council policies</li> <li>• To steer the annual Best Value process</li> <li>• To liaise with other Cabinet colleagues on the review process within their responsibilities</li> <li>• To report on any matter which assists with improving the Authorities performance: business planning, performance management, liaising where appropriate with other Cabinet members</li> </ul>	Best Value Core Team <sup>1</sup>
Cabinet Members	<ul style="list-style-type: none"> <li>• To ensure the Best Value process is progressed within the area of their lead responsibilities</li> <li>• To ensure adequate preparations are being made for Best Value reviews under their responsibilities</li> <li>• To ensure that reviews are being carried out to the standards required</li> <li>• To ensure there is adequate liaison with other Cabinet colleagues where review areas overlap</li> </ul>	Corporate Directors  Heads of Service  Best Value Core Team  Best Value Project Team for individual reviews

Best Value Scrutiny Committee	<ul style="list-style-type: none"> <li>• To scrutinise the Best Value process as it is being implemented by the Authority:- <ul style="list-style-type: none"> <li>➤ To ensure that the management process for the operation of the Best Value regime will enable best value to be delivered</li> <li>➤ To scrutinise the Best Value review process ensuring that the Council's adopted methodology is being followed</li> <li>➤ To make recommendations to Cabinet and/or to Council for improvement to any of the above</li> <li>➤ To produce a programme for assessing any of the reviews to ensure they are complying with Best Value</li> </ul> </li> </ul>	Scrutiny Committee Officers
Subject Scrutiny Committees	<ul style="list-style-type: none"> <li>• To review service performance and outcomes of the Best Value reviews</li> <li>• To ensure that services are implementing the agreed outcomes and actions arising from the Best Value review process</li> </ul>	Scrutiny Committee Officers

### **Best Value Core Team<sup>1</sup>**

The Best Value Core Team determines the Best Value schedule and advises and coaches Best Value teams in their work. The Core Team is also responsible for producing the Authority's corporate service review methodology and Best Value Performance Plan. The Core Team comprises the Business Culture and Information Manager, the Best Value Officer and Audit Manager.

### **Best Value Project Team For Individual Service Reviews<sup>2</sup>**

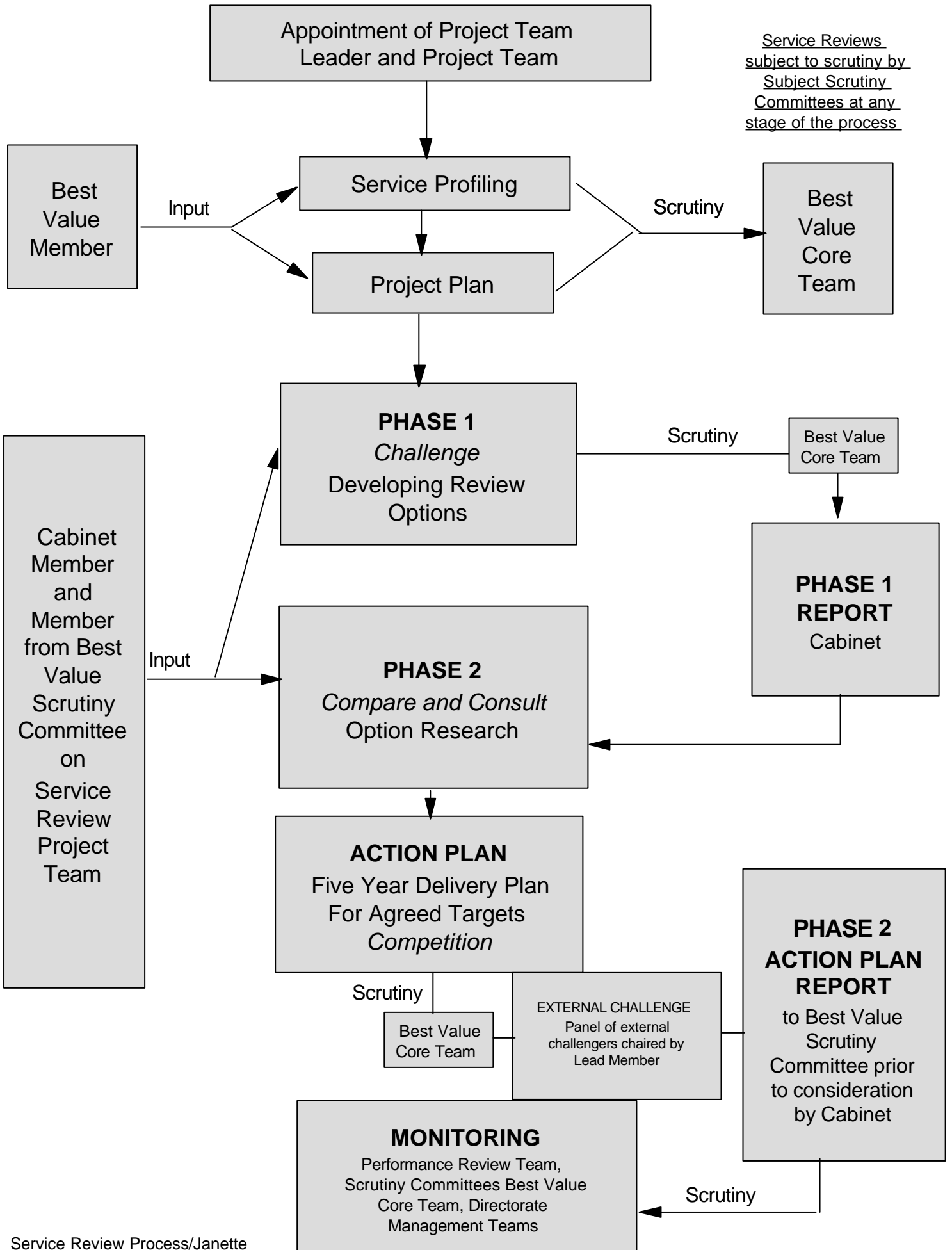
To ensure a Members' perspective in individual service reviews the Cabinet Member with responsibility for a particular service will be appointed to the Best Value Project Team for that service. To oversee the process and ensure the service review is carried out in accordance with the Authority's corporate methodology a Member from the Best Value Scrutiny Committee will also be appointed to the Best Value Project Team

## Member Involvement In Best Value Service Review Process

The purpose of the Service Review process described below is to provide a framework of between 2-6 months of work for review teams, depending upon the size of the service being reviewed. Member involvement in the Best Value Service Review process is outlined below:-

Stage Of Service Review Process	Lead Member	Cabinet	Individual Cabinet Member	Best Value Scrutiny Committee	Subject Scrutiny Committee
<b>Member Involvement At Each Stage Of The Service Review Process</b>					
<b>Project Plan</b> Service Review Project Plan drawn up by Best Value Project Team	✓ Monitoring		✓ Project Team Member	✓ Project Team Member in a scrutiny role	
<b>Service Profile</b> Service Profile carried out covering current performance data and standards, include a description of current working practices, processes and organisational structures and an identification of known problem areas	✓ Monitoring		✓ Project Team Member		
<b>Phase 1 - Challenge</b> A wide range of options should be developed based on good quality data about services and needs.			✓ Project Team Member		
<b>Phase 1 Report</b> Report to Cabinet setting out a number of options for the purposes of detailed review and research and the reason for their inclusion		✓ Cabinet Approval			
<b>Phase 2 - Compare, Consult and Action Plan</b> Research options as appropriate arriving at a position where the Team is able to present clear strategic choices for final decisions, implementation will follow via a comprehensive action plan, including "Competition" as required			✓ Project Team Member		

Stage Of Service Review Process	Lead Member	Cabinet	Individual Cabinet Member	Best Value Scrutiny Committee	Subject Scrutiny Committee
<p><b>External Challenge</b> Report to an External Challenge Panel comprising of professionals from the private, public and voluntary sector and chaired by the Lead Member for Best Value. External Challenge Panel to report by exception to Best Value Scrutiny Panel</p>	<p>✓ Chair of External Challenge Panel</p>				
<p><b>Phase 2 Report and Action Plan</b> At the end of Phase 2 a report is sent to Best Value Scrutiny Committee prior to consideration and approval by Cabinet</p>		<p>✓ Cabinet Approval</p>		<p>✓ Scrutiny to ensure review has been carried out in accordance with corporate methodology</p>	
<b>Continuous Member Involvement</b>					
<p><b>Scrutiny of the Service Review Process</b> Individual service reviews will be subject to scrutiny by the Scrutiny Committee for the service</p>					<p>✓ Scrutiny to ensure review has been carried out in accordance with corporate methodology</p>
<p><b>Scrutiny of Performance Management Framework</b> The management process for the operation of the Best Value regime must enable best value to be delivered and link into the Performance Management framework: Business Planning, Performance Review and Best Value</p>				<p>✓ Scrutiny to ensure the operation of the Best Value regime links into the Performance Management framework</p>	
<p><b>Monitoring</b> Action Plans will be monitored twice a year via the Performance Review process, by the Performance Review Team in October and Scrutiny Committees at the end of the financial year. Plans will also be monitored by the Best Value Core Team and Directorate Management Teams</p>					<p>✓ Scrutiny to monitor action plans arising out of the review process</p>



# REPORT TO CABINET

AGENDA ITEM NO. 10

**CABINET MEMBER:** Eryl Wynn Williams

**DATE:**

**SUBJECT:** Best Value Competition Strategy

## **1 Decision Sought**

Cabinet approval of proposed Best Value Competition Strategy (copy attached)

## **2 Reason For Seeking Decision**

As Best Value replaces previous CCT legislation the Authority is required to have a strategy in place for reviewing the competitiveness of all services and considering options for service delivery.

## **3 Cost Implications**

All costs borne within the Best Value review process

## **4 Financial Controller Statement**

The proposed Competition Strategy will assist with the Recovery Action Plan

## **5 Consultation Carried Out**

Proposed Competition Strategy drawn up following discussions with the Best Value Director, Representative Group and approved by Management Team 6 September 2000.

## **6 Implications On Other Policy Areas Including Corporate**

The proposed Competition Strategy recommends that, when considering whether a service is exposed to open competition, consideration is given to the following factors:

- the strategic nature/sensitivity of the service
- the outcome of consultations with the public and special interest groups
- equality issues, including those relating to social inclusion, disability and language
- environmental issues, including those relating to developing the local economy, sustainable environment and promoting healthy living

## **7 Recommendation**

That the proposed Best Value Competition Strategy is approved by Cabinet

**DENBIGHSHIRE COUNTY**  
**COUNCIL**

**BEST VALUE COMPETITION**  
**STRATEGY**

Llinos Mary Jehu  
July 2000



## **COMPETITION STRATEGY**

Competition has an important role to play in securing best value. Denbighshire County Council will ensure that the use of fair competition is one of the options for service procurement considered in all best value reviews and that it is approached with an open mind.

### **1 AIM OF THE BEST VALUE COMPETITION STRATEGY**

The aim of the Best value Competition Strategy is to ensure that consideration is given to different forms of provision and providers across the whole range of council services in order to secure best value for local people and to achieve Denbighshire County Council's Mission. In doing so the Council will seek opportunities for co-operation and for establishing partnerships with institutions, other public bodies, voluntary organisations and the private sector.

The Best value Competition Strategy will provide:

- Coherence - giving a framework and rationale for individual competition reviews
- Consistency - ensuring all competition processes (market testing, selection of tenderers, invitations to tender, awards etc) are appropriate to the purpose, properly evaluated and quality assured
- Co-ordination - avoiding unnecessary duplication of projects
- Cost effectiveness - ensuring the best possible use is made of available resources

### **2 OBJECTIVES OF THE BEST VALUE COMPETITION STRATEGY**

- 2.1 To ensure the provision of high quality services and value for money for the people of Denbighshire through selection of the most appropriate provider, and in doing so:
- 2.2 to ensure consideration is given to the contribution providers make to the economic, social and cultural environment of Denbighshire,
- 2.3 to ensure consideration is given to equality of opportunity for people using services and people providing them,
- 2.4 to ensure consideration is given to the views and interests of people using the service.
- 2.5 to ensure consideration is given to the long-term sustainability and stability of the service.

### **3 RESOURCES**

Competition reviews, as part of the general Best value Review process, will be carried out within currently available resources allocated within the annual budget setting process. When allocating resources for Competition Reviews, consideration will be given to:

- market interest
- coordinating/packaging services to be exposed to competition

in order to ensure that best use is made of resources and that tendering exercises are not entered into frivolously.

### **4 COMPETITION FRAMEWORK**

All services carrying out Competition Best Value Reviews will follow this agreed framework:

<p>Step 1</p>	<p>Complete Best Value Reviews on Challenge, Consult and Compare and consider:</p> <ul style="list-style-type: none"> <li>⇒ Is there a legal requirement for the Council to provide the service itself?</li> <li>⇒ The strategic nature/sensitivity of the service</li> <li>⇒ The results of Consultation exercise</li> <li>⇒ The results of the Compare Review</li> <li>⇒ Equality issues, including those relating to social inclusion, disability and language.</li> <li>⇒ Environmental issues, including those relating to developing the local economy, sustaining the environment and promoting healthy living.</li> </ul>	<p>The Best Value Team will arrange seminars and provide support for individual services. The final Competition Review Plan will be approved by the Best Value Team.</p>
<p>Step 2</p>	<p>Consider:</p> <ul style="list-style-type: none"> <li>⇒ Are the current arrangements providing best value?</li> <li>⇒ Can the service be improved?</li> </ul> <p><b>Where best value is being achieved with opportunities for continuous improvement, a recommendation may be made to continue with current arrangements.</b></p>	

	Where this is not the case, Reviews will proceed to Step 3
Step 3	<p>Explore opportunities for improved service provision through:</p> <ul style="list-style-type: none"> <li>☺ “packaging” service systems to achieve economies of scale and make services more attractive to external providers</li> <li>☺ partnerships with other statutory bodies</li> <li>☺ partnerships with voluntary and/or private sectors</li> <li>☺ exposure to competition</li> </ul>
Step 4	Where open competition is selected as the most appropriate option: <i>link into Procurement Strategy currently under development - “in house” providers enter tendering process on same basis as potential external providers</i>

## **5 MONITORING AND EVALUATION**

5.1 Monitoring and evaluation are essential in order to measure performance made towards meeting the stated aims and objectives of the Best Value Competition Strategy.

5.2 In order to monitor and evaluate, information systems will be introduced to record:

- Inputs: expenditure (advertising, legal advice, market testing exercises etc), staff time
- Outputs: the number of tendering exercises carried out, the number and diversity of potential service providers expressing an interest.
- Outcomes: the level of achievement of Corporate Competition Standards, the success of establishing partnerships with statutory bodies and service providers within the private and voluntary sectors, the success of establishing contractual arrangements to provide services via other statutory bodies and the private and voluntary sectors..

5.3 Competition Plans will be monitored by the Best Value Team. Performance will be evaluated and reports with appropriate recommendations will be made annually (at a minimum) as part of the Best Value planning process.

**CYNGOR SIR DDINBYCH  
DENBIGHSHIRE COUNTY COUNCIL**

**REPORT TO CABINET: Corporate Property Portfolio Member**

**DATE: 28th September 2000**

**SUBJECT: LAND ADJACENT TO BRYN COLLEN SCHOOL, LLANGOLLEN**

**1.0 Decision Sought**

1.1 Approval to release land for Highway adoption, which currently forms part of Bryn Collen School, Llangollen

**2.0 Reason For Seeking Decision**

2.1 Tai Clwyd Housing Association, in partnership with Lloyd Construction, are proposing to develop 22 houses on land located adjacent to Maes Pengwern Estate, Llangollen (**as outlined - Appendix One**).

2.2 Planning Permission for the development has been received from the Local Planning Authority, which is subject to Section 106 conditions (planning conditions), restricting the occupancy to local people only (**as attached - Appendix Two**)

2.3 The Local Education Authority have been approached by Tai Clwyd, some time after planning permission was received, requesting to purchase a strip of land/release land for adoption (approximately 70 sq.m - **as outlined Appendix Three**). A condition of the planning consent is that the existing road needs to be widened to cater adequately for the extra traffic produced by the new housing development. The land in question currently forms part of Bryn Collen School, Llangollen.

2.4 The LEA subsequently consulted the Headmaster and Governors of Bryn Collen School to seek their agreement to Tai Clwyd's proposal.

2.5 The Headmaster and Governors of the School have rejected the proposal on safety grounds. They consider the safety of the School, in particular the school children, were not adequately considered at the planning stage. As Local Members are aware, there is already a substantial problem with the traffic at the school, in particular drop of/pick up times (please refer to Local Member comments - 4.2). The Headmaster and Governors believe that the Development will only add to the current problems.

2.6 The Local Highway Authority were consulted on road safety during the planning consultancy stage, They stated that the following should be undertaken (S.278 agreement) to alleviate any problems caused by the extra traffic:-

2.6.1 Road Layout - Widening of existing carriageway to adhere to Highway Authority requirement (Appendix Three)

2.6.2 Traffic calming measures on the adopted highway. These were considered at design stage but additional features (such as humps/rumble areas) were considered inappropriate on the approach road (serving the estate) because of the speed reducing nature of the proposed horizontal and vertical alignment (road setup).

2.6.3 Traffic Management. The Contractor, during the construction period, will be required to maintain access to the School at all times and complete the road widening/access prior to the commencement of any on the remainder of the development.

2.6.4 Programme of works. To be submitted to the Highway Authority prior to the commencement of works on site incorporating the traffic management requirements referred to above.

2.7 As the Headmaster and Governors of the School considered the Highway requirements to be insufficient, it was decided that a separate report would be submitted by the Council's Health/Safety Officer and the Council's Road Safety Officer, incorporating their advice as to the works required to safeguard the School from the extra traffic produced by the development.  
**(The report is attached as Appendix Four)**

### **3.0 Cost Implications**

3.1 No cost implications.

### **4.0 Financial Controller Statement**

4.1 No direct financial implications

### **5.0 Consultation Carried Out**

5.1 Headmaster and Governors - Bryn Collen School, Llangollen  
A verbal update will be given of the Headmaster and Governors response to the Health and Safety and Road Safety Officers report.

## 5.2 Local Members

### 5.2.1 Cllr Jeff Jones

Stated that there is very strong opposition to the development. Cllr Jones believes the Schools concerns should be satisfied before the development can proceed.

### 5.2.2 Cllr Paddy Tobin

Comments still awaited.

## 5.3 Highway Authority

The Highway Authority were consulted during the planning consultancy stage (please refer to 2.6).

## 5.4 Education

The Head of Education and Culture supports the concerns of the Head and Governors of the Bryn Collen School, Llangollen (please refer to 2.5).

## 5.5 Housing (Head of Housing - comments as quoted)

“Housing Services strongly supports the scheme for Cymdeithas Tai Clwyd at Maes Pengwern which is to be developed in response to a high level of need for rented housing for families in Llangollen (51 families currently registered on the Council's local Housing Waiting List). We have been seeking a suitable site in the town for many years and there are no other reasonable alternatives. The project has been supported in the Housing Strategy and Operational Plan and was a high priority in bids for Social Housing Grant approved by the National Assembly in 1999/2000.”

## **6.0 Implications on Other Policy Areas Including Corporate**

6.1 Provision of works to safeguard Bryn Collen School, Llangollen, due to the increased traffic generated by the new development.

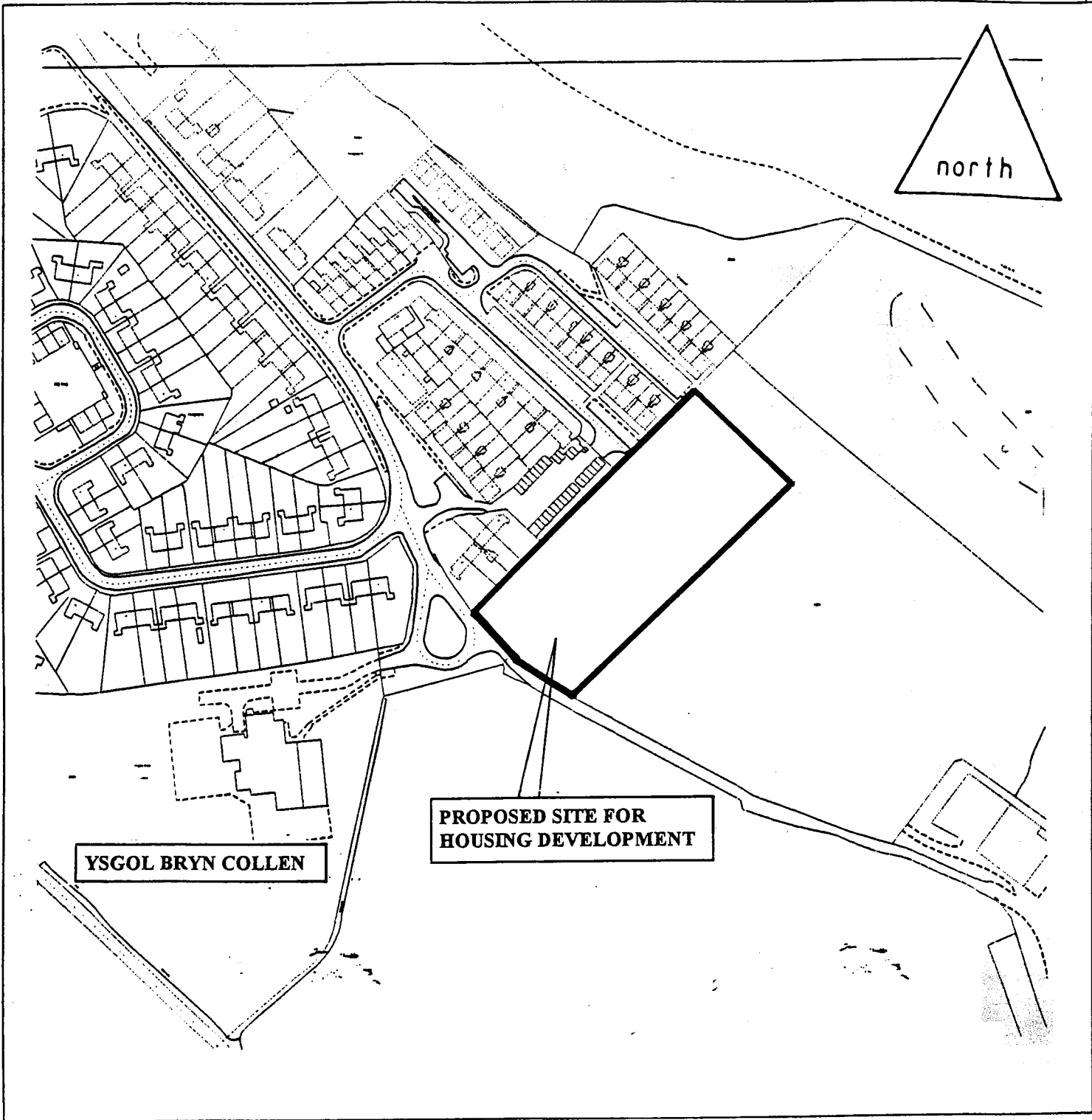
## **7.0 Recommendation**

7.1 That Members;-

7.1.1 Consider that subject to the concerns of the Head and Governors of Bryn Collen School, Llangollen, being adequately addressed by the Health and Safety and Report and Tai Clwyd Housing Association agreeing to fund and undertake the works recommended, that Members approve the release of the land for Highway adoption.

**Background Documentation** : A copy of the following can be obtained from the Acting Head of Property and Community Services:-

- A. An A1 plan of the proposed development.
- B. A full copy of the Section 106 agreement.
- C. A copy of the 'Certificate of Decision'.



**Site**  
**LAND AT MAES PENGWERN,**  
**LLANGOLLEN.**

**Project**  
**APPENDIX ONE**  
**LOCATION PLAN**



Cyfarwyddwr Gwasanaethau Technegol Director of Technical Services  
**H.E.Roberts BSc CEng DMS FICE FIHT MIMgt**  
 Tel: 01824 706555 Fax 01824 706865  
 Caledfryn, Smithfield Road, Denbigh LL16 3RJ

<b>Drawn</b>	<b>Scale</b> 1:500	<b>Project Ref.</b>
<b>Date SEPT. 00</b>		

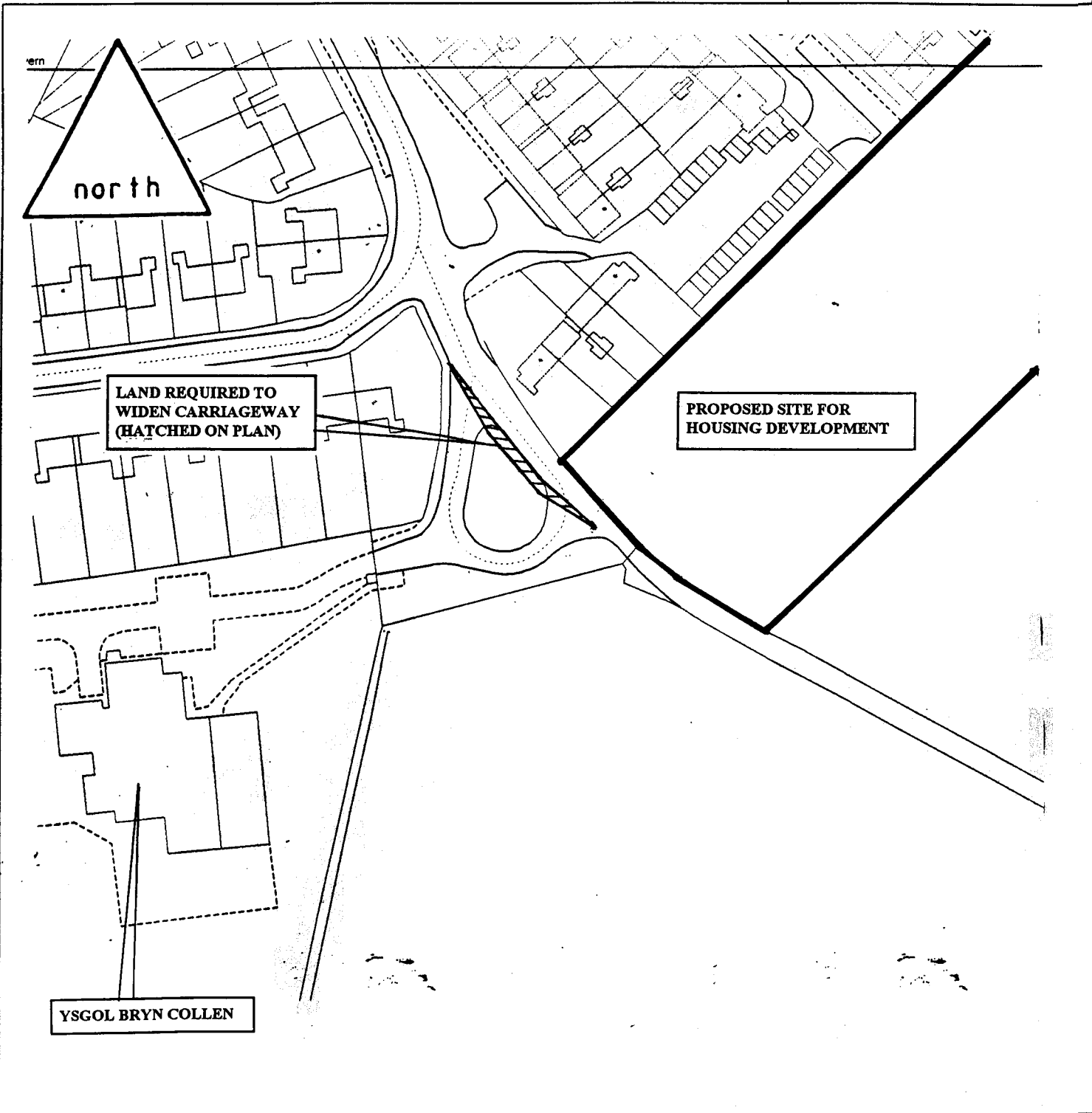


## APPENDIX TWO: SECTION 106 CONDITIONS

In Paragraph 4(iv) a qualifying person shall be defined as follows:-

A person shall be a qualifying person if

- (i) (a) he has resided in the Community of Llangollen Town for a continuous period of one year immediately preceding the proposed occupation of a dwelling
  - or (b) is in permanent full time employment amounting to not less than thirty hours per week situated within the Community of Llangollen Town and has been in such employment for a period of six months immediately preceding the proposed occupation of a dwelling.
  - or (c) has previously resided in the Community of Llangollen Town or been in continuous full time employment as described above for a continuous period of ten years.
- (ii) if on notification of a vacancy no qualifying person as in (i) above can be identified from the waiting lists and after at least one advertisement has been placed in a newspaper circulating in the locality then after a period of at least four weeks the requirement for residence or employment shall be extended to include the following Community areas as well as Llangollen Town - Trevor, Froncysyllte, Corwen, Cynwyd, Llandrillo, Gwyddelwern, Betws Gwerfil Goch, Bryneglwys and Llandegla
  - (iii) if on notification of a vacancy no qualifying person as in (ii) above can be identified from waiting lists and after at least one advertisement has been



**Site**  
**LAND AT MAES PENGWERN,**  
**LLANGOLLEN.**

**Project**  
**APPENDIX THREE**  
**LAND REQUIRED TO WIDEN**  
**EXISTING CARRIAGEWAY.**  
**(APPROX. 70m<sup>2</sup>)**



Cyfarwyddwr Gwasanaethau Technegol Director of Technical Services  
**H.E.Roberts BSc CEng DMS FICE FIHT MIMgt**  
 Tel: 01824 706555 Fax 01824 706865  
 Caledfryn, Smithfield Road, Denbigh LL16 3RJ

<b>Drawn</b>	<b>Scale</b> 1:1250	<b>Project Ref.</b>
<b>Date SEPT. 00</b>		

# **APPENDIX FOUR: REPORT**

## **Report from Council Health/Safety Officer and Council Road Safety Officer:-**

In conjunction with S A Broadway and L V Owen I have visited Ysgol Bryn Collen and comment as follows:-

It is understood that the developer has provided an alignment drawing which fully complies with the requirements of proposed development and is satisfactory to the Highway Authority. I am also advised that it would not be reasonable to reject the proposal.

The proposed alignment as indicated on the drawing and the standard of the new roadway which includes a new foot way should create an improvement on the existing school access layout.

In order to safeguard access to the school for pupil, parents and staff. It is felt that a number of safety measures could be built into the proposal.

- A) Reduce the height and size of the roundabout so that visibility is increased for all concerned.
- B) Speed restriction signs and school informative signs should be erected.
- C) Consideration given to the introduction of sleeping policemen with appropriate signage.
- D) It is understood that occasionally some members of the teaching staff have to park their cars in the vicinity of the roundabout as there is insufficient parking facilities within the school grounds. This situation could be alleviated by creating extra car parking bays within the school grounds and thereby reducing the traffic problems at peak times.
- E) Suitable signs and road markings to ensure that vehicle traffic clearly understand the points of access and egress and that traffic does not encroach on education directorates land.

### **FOOTNOTE**

I have not been in a position to visit this school site during school term therefore I would welcome the opportunity to monitor the conditions at peak times prior to a final decision being made and the opportunity to discuss the proposals with the Headmaster and School Governors.

If I can be of further assistance please do not hesitate to let me know, my telephone number is 01824 706573.



**T A Ashton  
County Safety Advisor**

**CYNGOR SIR DDINBYCH  
DENBIGHSHIRE COUNTY COUNCIL**

**REPORT TO CABINET: Corporate Property Portfolio Member**

**DATE: 28th September 2000**

**SUBJECT:- 19 BEDFORD STREET, RHYL - BAAF**

**1.0 Decision Sought**

1.1 Approval to charge a rental at 'less than best consideration'.

**2.0 Reason For Seeking Decision**

2.1 The British Agencies for Adoption and Fostering (BAAF) are seeking to take a lease with Denbighshire County Council for part of 19 Bedford Street, Rhyl (former Bakery), as outlined black on the attached plan (Appendix 1)

2.2 The property was purchased by Denbighshire County Council (on behalf the Economic Development Unit) in 1998. The property was subject to a substantial refurbishment scheme in 1999/2000, which was financed, as a partnership, by Denbighshire County Council, Welsh Development Agency, European Funding and the Benefits Advice Agency.

2.2.1 European funding was dependant upon the use of the building as a community facility, focused on tackling social and economic problems in the North Denbighshire area.

2.3 The property is currently being let as multi-let office accommodation/community hall.

2.4 The open market rental is set at £2095.00 per annum plus VAT. The tenant will also be responsible for the payment of all outgoing (including national non domestic rates - applicable), a service charge (to recover the landlords running costs) and an insurance premium.

2.5 The Organisation have requested a 'discounted rental' due to their charitable status. BAAF Cymru is funded by core grant from the National Assembly.

2.6 I refer Members to the Council's Policy on 'Leasing/Renting Council Property to Non-Commercial Organisations', approved by the Policy, Finance and Resources Committee on the 24th November 1998 (Appendix 2). In particular, please note conditions 1.7.4 and 1.7.5:-

- 2.6.1 Condition 1.7.4 - 'Discount not to exceed 75% of market rent except in 'specific exceptional cases'.
- 2.6.2 Condition 1.7.5 - ' The difference between the rent charged and market rent to be shown as a financial contribution to the Body/Organisation concerned by the budget holding Directorate/ Division'.
- 2.6.3 The Economic Development Unit have confirmed that the difference between the 'rent charged and market rent' will be shown as a financial contribution by their Directorate.

### **3.0 Cost Implication**

- 3.1 Please refer to 2.(as above)

### **4.0 Financial Controller Statement**

- 4.1 Proposal complies with Council Policy on Non Commercial Organisations.

### **5.0 Consultation Carried Out**

#### *5.1 Valuation*

The Valuer refers Members to The General Disposals (Wales) consent 1998, which states that Local Authorities can grant leasehold interests at 'less than best consideration', for an Organisation with charitable status, without Welsh Office Approval.

#### *5.2 Legal*

The Head of Legal and Administration has been consulted and awaits instruction.

#### *5.3 Economic Development*

The Head of Economic Development supports the request in line with Council Policy. Please refer to 2.6.3.

### **6.0 Implications On Other Policy Areas Including Corporate**

- 6.1 Generation of a Rental Receipt (at a discounted rate).
- 6.2 Provision of a Community Service.

## **7.0 Recommendation**

### **7.1 *That Members;-***

7.1.1 Approve a percentage discount to be applied in accordance with the benchmarks as set out in the Council's Policy on 'Leasing/Renting Council Property to Non-Commercial Organisations'. The lease will record the open market rent and the discount will be recorded by way of a side letter.

7.1.2 Other terms and conditions to be agreed by the Director of Technical Services, in consultation with the Head of Legal and Administration.

### **Head of Property and Community Services**

Ref. - p/smw/gdj/12.09.2000

Appendices not available in electronic form.

**CYNGOR SIR DDINBYCH  
DENBIGHSHIRE COUNTY COUNCIL**

**REPORT TO CABINET: Corporate Property Portfolio Member**

**DATE: 28th September 2000**

**SUBJECT:- 19 BEDFORD STREET, RHYL - SHELTER CYMRU**

**1.0 Decision Sought**

1.1 Approval to charge a rental at 'less than best consideration'.

**2.0 Reason For Seeking Decision**

2.1 Shelter Cymru are seeking to take a lease with Denbighshire County Council for part of 19 Bedford Street, Rhyl (former Bakery), as outlined black on the attached plan (Appendix 1)

2.2 The property was purchased by Denbighshire County Council (on behalf the Economic Development Unit) in 1998. The property was subject to a substantial refurbishment scheme in 1999/2000, which was financed, as a partnership, by Denbighshire County Council, Welsh Development Agency, European Funding and the Benefits Advice Agency.

2.2.1 European funding was dependant upon the use of the building as a community facility, focused on tackling social and economic problems in the North Denbighshire area.

2.3 The property is currently being let as multi-let office accommodation/community hall.

2.4 The open market rental is set at £1780.00 per annum plus VAT. The tenant will also be responsible for the payment of all outgoings (including national non domestic rates - applicable), a service charge (to recover the landlords running costs) and an insurance premium.

2.5 The Organisation have requested a 'discounted rental' due to their charitable status. Shelter Cymru is funded by grant income.

2.6 I refer Members to the Council's Policy on 'Leasing/Renting Council Property to Non-Commercial Organisations', approved by the Policy, Finance and Resources Committee on the 24th November 1998 (Appendix 2). In particular, please note conditions 1.7.4 and 1.7.5:-

- 2.6.1 Condition 1.7.4 - 'Discount not to exceed 75% of market rent except in 'specific exceptional cases'.
- 2.6.2 Condition 1.7.5 - ' The difference between the rent charged and market rent to be shown as a financial contribution to the Body/Organisation concerned by the budget holding Directorate/ Division'.
- 2.6.3 The Economic Development Unit confirmed that the difference between the 'rent charged and market rent' will be shown as a financial contribution by their Directorate.

### **3.0 Cost Implication**

- 3.1 Please refer to 2.(as above)

### **4.0 Financial Controller Statement**

- 4.1 Proposal complies with Council Policy on Non Commercial Organisations.

### **5.0 Consultation Carried Out**

#### *5.1 Valuation*

The Valuer refers Members to The General Disposals (Wales) consent 1998, which states that Local Authorities can grant leasehold interests at 'less than best consideration', for an Organisation with charitable status, without Welsh Office Approval.

#### *5.2 Legal*

The Head of Legal and Administration has been consulted and awaits instruction.

#### *5.3 Economic Development*

The Head of Economic Development supports the request in line with Council Policy. Please refer to 2.6.3.

### **6.0 Implications On Other Policy Areas Including Corporate**

- 6.1 Generation of a Rental Receipt (at a discounted rate).
- 6.2 Provision of a Community Service.



## **7.0 Recommendation**

### **7.1 *That Members;-***

7.1.1 Approve a percentage discount to be applied in accordance with the benchmarks as set out in the Council's Policy on 'Leasing/Renting Council Property to Non-Commercial Organisations'. The lease will record the open market rent and the discount will be recorded by way of a side letter.

7.1.2 Other terms and conditions to be agreed by the Director of Technical Services, in consultation with the Head of Legal and Administration.

### **Head of Property and Community Service**

Ref. - p/smw/gdj/12.09.2000

Appendices not available in electronic form

## **REPORT TO CABINET**

**AGENDA ITEM NO. 14**

**CABINET MEMBER:** **Cllr David Morris Lead Member for The Environment**

**DATE:** **28 September 2000**

**SUBJECT:** **Extension and Consecration of Rhuddlan Cemetery**

### **1 Decision Sought**

Members to agree to the extension of an area of land within the Rhuddlan Cemetery for burials and the Consecration of part of that area for Christian Burials.

### **2 Reason For Seeking Decision**

To enable the use of the extension identified on the enclosed map to be used for interments as the current area is closed due to the lack of space for additional burials and interments of ash

### **3 Cost Implications**

The area is owned by Denbighshire County Council as part of Rhuddlan Cemetery, the cost implications are confined to making a planning application, securing the boundary and creating roadway and footpaths when the budget provision is available.

### **4 Financial Controller Statement**

None

### **5 Consultation Carried Out**

Following previous consultation with the Combined Churches it was agreed by Members to consecrate part of the extension at Coed Bell Cemetery in Prestatyn for Christian burials, a similar principle has been applied for the extension at Rhuddlan Cemetery. From discussions which have taken place with our Planners it has been confirmed that no formal planning application will be submitted for this extension to take place.

## **6 Implications On Other Policy Areas Including Corporate**

Members agreed to the Consecration of land for Christian Burials on part of the extension at Bell Cemetery in the Council Meeting of the 29th February 2000 Minute No. 884.

## **7 Recommendation**

1) That Members agree to the extension of this area as an enlargement of Rhuddlan Cemetery; that 50% of the land within this Rhuddlan Cemetery extension is consecrated for Christian burials and interments of ashes.

2) That Officers be authorised to make arrangements with the Combined Churches for a Consecration Ceremony to take place.

**Denbighshire County Council**  
**Cabinet - 28th September 2000**

**Report by: David Morris - Environment**

**Subject: Bus Subsidy Grant**

**1.0 Decision Sought**

1.1 Members to approve payment of up to £25,000 towards provision of four new accessible buses within the Rhyl/Prestatyn Quality Partnership.

**2.0 Reason For Seeking Decision**

2.1 To approve a payment to Arriva Cymru Ltd to facilitate the introduction of four vehicles. This contribution will facilitate their introduction, so improving local bus standards.

2.2 These vehicles are a key element of the Quality Partnership between Denbighshire C Council and Arriva Cymru Ltd utilising Transport Grant funds. Although the infrast improvements to be introduced by the County Council along with other aspects c partnership are conducive towards increasing patronage of the bus services, Arriva C Ltd are seeking a contribution of £25,000 to achieve a viable commercial proposition the vehicle investment. The overall cost of these being approximately £300,000. r vehicles facilitate access by wheel chair passengers, and have a low step free entrance v will be of particular benefit to the large proportion of the local elderly population.

**3.0 Cost Implications**

3.1 To contribute £25,000 of the Council's Bus Subsidy Grant towards vehicle investment respect of the Quality Partnership, to be paid during the current and the forthcoming financial year.

**4.0 Financial Controller's Statement**

4.1 Costs funded from within grant aided budget.

5.0 **Consultation Carried Out**

- 5.1 The Quality Partnership represents a package of measures to be introduced collectively by the County Council with Arriva Cymru Ltd. Arriva Cymru being the sole operator of year round local bus services between Rhyl and Prestatyn. Rhyl and Prestatyn Town Councils are being consulted as the Partnership is developed.

6.0 **Implications On Other Policy Areas Including Corporate**

- 6.1 The partnership is based on input from both parties to raise the profile and patronage of bus services in the specified area of the partnership, compatible with the County Council Public Transport Policy Statement, and more recently, Local Transport Plan.

7.0 **Recommendation**

- 7.1 That Members approve a contribution of up to £25,000 to Arriva Cymru Ltd to introduce four new low floor easy access buses to operate between Rhyl and Prestatyn.

**Report to** : **Cabinet**  
**Date of Meeting** : **28 September 2000**  
**Report of** : **Cabinet Member with Responsibility for Training & Development**  
**Title** : **Wales Charter for Councillors**

### **1. Decision Sought**

To decide whether or not to agree to the following:

- To make a commitment to the Wales Charter for Councillors (see Appendix A).
- To note the level of commitment which the charter requires and to take these into account in considering future developments in terms of Work/Life balance and the Workplace Health Strategy as well as the Modernising Agenda and the Integrated Equalities Policy.
- To hold a one day workshop for Cabinet, group leaders and scrutiny panel chairs to devise a strategy for member development.
- To hold a one day workshop on Managing Committees Effectively
- To hold a one day workshop on the Role of Scrutiny

### **2. Reason Decision Sought**

2.1 The Wales Charter for Councillors was launched at the WLGA Conference earlier this month. The charter sets out four Commitments. The wide ranging changes in the way local government is run mean that there has never been a greater need for council member development. The first two commitments of the charter relate to the development of councillors and are therefore urgent to current circumstances. Commitments three and four are integral to other, existing developments.

2.2 A workshop to formulate a strategy for member development is recommended in response to a requirement of the charter, is good practice and enables members to manage their development.

2.3 The workshop on Managing Committees Effectively is recommended as a means of supporting the chairs of scrutiny panels and committees and ensuring the efficiency of their conduct.

2.4 The workshop on the Role of Scrutiny is recommended as a means of reviewing the initial panels that have been held.

### **3. Cost Implications:**

3.1 Strategy Workshop, on Thursday 19.10.00 - facilitated by Anne Abel, SYNIAD = no cost

3.2 Managing Committees Effectively, on Monday 30.10.00 - Anne Abel, SYNIAD = £400  
Role of Scrutiny, yet to be arranged - Bethan Evans & Anne Abel, SYNIAD = £900 + expenses

**4. Consultation carried out:**

4.1 SYNIAD

**5. Statement of Financial Controller.**

5.1 The small costs involved should be containable within the members conferences/seminars budget

**6. Implications for other policy areas including corporate:**

6.1 Workplace Health Strategy & Integrated Equal Opportunities Policies

**7. Recommendation:**

7.1 That Cabinet should recommend the Council to sign up to the charter.

7.2 That Cabinet should agree to holding the workshops.