

**CABINET**

Minutes of the meeting of the Cabinet held in the Town Hall, Rhyl on Thursday 13 September 2001 at 10.00 a.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 and K.E. Wells.

Observers: Councillors S. Drew and M.LI. Davies

**APOLOGIES:** Councillor E.W. Williams.

**ALSO PRESENT**

Acting Chief Executive, Corporate Director of Resources, Financial Controller and the County Clerk

**ANNOUNCEMENT:**

The Leader referred to the recent tragedy in the United States of America where a great many lives had been lost and asked that Members stand in sympathy.

**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) Verbal Update on the Recruitment of the Corporate Director for Personal Services by the Acting Chief Executive, and
- (ii) Foot and Mouth Controls - to be taken as Agenda Item 13.

**2 MINUTES OF THE CABINET**

The Minutes of the Cabinet held on 30 August 2001 [previously circulated] were submitted.

**Matters Arising:**

Item 6 Wales European Centre Annual Subscription: The Leader said the Financial Controller and Head of Economic Regeneration would report back to Cabinet.

Item 8 Representation on the Court of the University of Wales: Councillor G.M. Kensler, on behalf of Councillor E.W. Williams, asked that the last line be amended to read "Councillor E.W. Williams suggested that Council representation on the Court should be structured on a political balance".

Item 14 Partnerships with Health: The Leader said the Resolution be amended to read "that Members agree that Cabinet ask the Social Services Policy and Scrutiny Committee to assist in developing policies related to strategic partnerships with Health Services and that there be a report back to Cabinet in 3 months".

Councillor G.M. Kensler asked that the compatibility of ICT systems be examined.

Item 19 North Wales Indoor Athletics Facility: Councillor E.A. Owens, as a governor of Rhyl High School, had declared an interest in the item.

***RESOLVED*** that subject to the above the Minutes of the Cabinet meeting held on 30 August 2001 be approved as a correct record and signed by the Leader.

### **3** RECRUITMENT

The Leader, Councillor E.C. Edwards submitted the following applications for approval:

- i Sc 2 Archives Assistant: Lifelong Learning Directorate ~ Cultural Services. Councillor I.M. German asked why the internal candidate had not been appointed. The Acting Chief Executive reminded Members of the need to appoint the best person for the job and it was considered as a general rule necessary to have more than one candidate to interview. However, the internal candidate would be considered along with external candidates.
- ii PO2 Planning Officer: Personal Services ~ Planning Team.

**RESOLVED** that the external advertisement of the above mentioned posts be approved.

- iii Recruitment of Corporate Director for Personal Services:

The Head of Client Services declared an interest and left the room.

The Acting Chief Executive gave a verbal report to Members on the situation regarding the recruitment of the Corporate Director for Personal Services. Applications had been received by the Recruitment Consultants but some did not meet the person specification. It was proposed that Riley Consulting attend the Cabinet meeting on 25.09.2001 to draw up a shortlist. The candidate assessment would be held on 09.10.2001 and the formal interview with all Members on 10.10.2001.

**RESOLVED** accordingly.

### **4** APPOINTMENT OF WLGA REPRESENTATIVE ON THE PUBLIC PRIVATE PARTNERSHIP PROGRAMME BOARD

Councillor E.C. Edwards, Leader of the Council presented the report [previously circulated] seeking Members' agreement to the nomination of a Labour Member for consideration by the WLGA to represent them on the Public Private Partnership Programme Board [4Ps]. The Leader said the vacancy is amongst the appointments made by the Labour Group.

Councillor G.M. Kensler asked that her vote against the resolution.

**RESOLVED** that Members agreed the Labour Group nominate a Labour Member for consideration by the WLGA to represent them on the Public Private Partnership Programme Board [4Ps].

### **5** PROCESS LEADING TO THE REGENERATION STRATEGY FOR RHYL

Councillor E.C. Edwards, Leader of the Council presented the report [previously circulated] seeking Members' support for the process developed leading to the preparation and implementation of a strategy for Rhyl and in particular the process of consultation leading to the formation of a vision for the future of the town.

Both Councillor R.W. Hughes and Councillor E.A. Owens congratulated the Leader and Corporate Director for the Environment and staff on the report and the opportunity given to consider the area in and around Rhyl and for the sensitivity used in the approach.

**RESOLVED** that Members supported the process being adopted to the development of a regeneration strategy for Rhyl and the involvement of Rhyl Councillors in the process.

### **6** DENBIGHSHIRE FINANCIAL SUPPORT PROGRAMME

Councillor E.C. Edwards, Leader of the Council presented the report [previously circulated] seeking Members' approval to proposed changes in the maximum grant levels and delegated levels for the range of business support measures offered by the County Council as detailed in Appendix 1 attached

to the report. Councillor Edwards referred to a misprint in the third paragraph in the reasons for seeking the decision, the maximum BDG should be restricted to £15k.

Councillor G.M. Kensler enquired whether Members could be given details of the applicants. The Head of Economic Regeneration said Local Members could only be given details of successful applicants as the material considered was confidential. Councillor W.R. Webb said successful applicants would have met the set criteria therefore Members would not need to know their identity. The Acting Chief Executive said some commercial enterprises would not wish their applications to be made public knowledge.

**RESOLVED** that Members approved the proposed changes outlined in Appendix 1 attached to the report.

## **7 LOCAL MEMBERS' NOMINATIONS FOR LEA GOVERNOR VACANCIES**

Councillor K.E. Wells, Lead Cabinet Member for Education and ICT presented the report [previously circulated] for LEA Governor vacancies from the Local Member(s) for the area in which the school(s) are located. Councillor Wells referred to Ysgol y Llys, Prestatyn and said the Clerk to the Governors had proposed criteria for selection of a Governor for Ysgol y Llys, namely a Welsh speaker, a County Councillor and someone with financial acumen to ensure a better balance of representation. Mr. W.R. Evans met the criteria and was the preferred nomination.

Discussion followed on whether the criteria set was national policy. The County Clerk said the National Assembly of Wales had issued guidelines for a balanced body of governors but the specific needs would vary from school to school, therefore no general rule was being created by the acceptance of the school's criteria.

Mr. W.R. Evans was approved as the nomination for Ysgol y Llys, Prestatyn.

**RESOLVED** that the LEA Governor appointments be approved as listed, subject to the above.

## **ANNOUNCEMENT**

The Leader welcomed students from Italy to the meeting and asked Councillor R.W. Hughes to introduce the group to Members. Councillor R.W. Hughes, as Chair of ECTARC welcomed the students to a meeting of the Cabinet and said part of their three week stay would be spent looking at the transition from school to work and how Local Government works.

## **8 GCAT2 AGREEMENT**

Councillor K.E. Wells, Lead Cabinet Member for Education and ICT presented the report [previously circulated] seeking Members' approval for Denbighshire County Council to sign up to the GCAT2 collaborative procurement agreement.

The current GCAT arrangements was due to expire at the end of September 2001, having run its 5 year term. With over 900 individual public sector organisations registered to use GCAT, procurement costs are reduced. By registering for the GCAT 2 Agreement, Denbighshire would be able to make full use of the e-catalogue of suppliers' entries.

**RESOLVED** that Members agreed to Denbighshire County Council sign up to the new GCAT2 contract.

## **9 DRAFT CULTURE AND LEISURE STRATEGY**

Councillor R.W. Hughes, Lead Cabinet Member for Culture, Leisure and Tourism presented the report [previously circulated] seeking Members' consideration of the Draft Culture and Leisure Strategy and agreement of the Strategy in principle subject to any amendments from the consultation process. Councillor Hughes said that many organisations had been consulted, for example Town and Community Councils and Voluntary Organisations and the document would be available to the public

in all of the County's Libraries. Many positive comments had been received on the Draft Strategy and it had also been well received by the Scrutiny Committee earlier in the week.

Councillor D.M. Holder asked whether a steering committee would be formed for the future to monitor the Strategy. The Assistant Director of Culture and Leisure said the performance management framework would monitor the strategy to see whether the targets set were being met. Councillor G.M. Kensler said that whilst the vision for culture and leisure was there, the funding of the arts in particular was atrocious when compared to Europe.

Councillor E.A. Owens congratulated Councillor R.W. Hughes and the officers for the recent conference at Llangollen and the resultant Draft Strategy. She agreed funding would be an issue as there was no scope for the unstructured use of funds. The Draft Strategy would contribute to the well being of people, helping to ensure social inclusion for all.

Councillor D.M. Morris spoke to the students and said there were archaeological remains of Roman baths in Denbighshire and hoped that the Italian group would have an opportunity to visit.

**RESOLVED** that Members agreed in principle the Draft Culture and Leisure Strategy subject to any amendments from the consultation process, as an overarching document that guides the service plans of the County Council and the work of its partners.

#### **10 A494 PWLLGLAS: TEMPORARY TRAFFIC LIGHTS**

Councillor D.M. Morris, Lead Cabinet Member for the Environment presented the report [previously circulated] to advise Members of the current situation with regard to the temporary traffic lights on the A494 trunk road at Pwllglas, erected in the interests of safety following the floods in November 2000. Conwy County Borough Council, on behalf of the National Assembly for Wales under the terms of the North East Wales Trunk Road Partnership, are expected to complete the designing of the new retaining wall and once contract procurement has been agreed work should commence on the site in November 2001.

Councillor W.R. Webb said the public should be kept informed of the reasons for the delay and the progress made to date. Councillor Webb also queried whether the North East Wales Trunk Road Partnership was working and the cost to the Authority. The Director of the Environment said officers were aware of the difficulties and work had had to be prioritised after the floods. The future of trunk roads was under review and there would be scope to enter into discussions with partners to improve the level of service. Councillor K.E. Wells said in some instances, communication with the public was lacking and the Authority should keep the public informed of the situation. Councillor D.M. Morris said the PR had been excellent but the press will not always print.

**RESOLVED** that Members note the report.

#### **11 DENBIGHSHIRE COUNTY COUNCIL [OFF STREET PARKING PLACES] [AMENDMENT] ORDER 2001**

Councillor D.M. Morris, Lead Cabinet Member for the Environment presented the report [previously circulated] seeking Members' authority to make and implement, at an appropriate time, the Off Street Parking Places [Amendment] Order 2001. The Order was required to amend the Rhuddlan Borough Council [Off Street Parking Places] Order 1992 by closure of the parking place specified as Greenfield Place, Rhyl in the schedule to the 1992 Order. It was a condition of the present contract for the sale of Greenfield Place that the 1992 Order was amended prior to the completion of the sale.

**RESOLVED** that Council make and implement the present proposed Order at an appropriate stage within the timescale for the sale of Greenfield Place.

#### **12 POLICY AGREEMENTS**

The Corporate Director of Resources submitted the report [previously circulated] seeking Members agreement to a response to the Draft Protocol for Evaluating Performance and agreement to the response on Fundamental Themes contained in the Policy Agreement. The report had been

considered by Scrutiny Committees and work was in hand to gather the information on the funding required for delivery of the policy agreements with a report back to the next Cabinet meeting.

**RESOLVED** that Members agreed:

- i the Draft Protocol on Evaluating Performance, and*
- ii the Fundamental Themes section as contained in the Policy Agreement.*

### **13 FOOT AND MOUTH CONTROLS**

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

Councillor D.M. Morris presented the report [circulated at the meeting] seeking Members' confirmation of the actions taken by the Director of the Environment with regard to the new duties in relation to the Foot and Mouth Licensing imposed upon Local Authorities by the Welsh Assembly and DEFRA which would commence on 17.09.2001. All licensing duties would be assigned to Local Authorities and Members were being asked to approve the employment of 4 temporary staff until the end of March 2002 at an approximate cost of £45,000. The National Assembly for Wales and DEFRA have stated that reasonable costs for employment of extra staff will be met by them.

Councillor E.A. Owens said a clear understanding of reasonable costs was required and it would be essential to be able to terminate the temporary contracts when required. Cabinet would require maximum notice if the contingency fund was affected.

Councillor A.E. Roberts queried whether it would be feasible to train new staff over a weekend. The Public Protection Manager said it was hoped to recruit people with previous knowledge of licensing procedures and the farming community.

**RESOLVED** that Members agreed:

- [i] in view of the very tight timetable and the constant alteration of DEFRA's and the National Assembly for Wales' positions, the Environment Director and the Public Protection Manager proceed in the allocation of accommodation, staff appointments and equipment procurement*
- [ii] the Public Protection Manager pursue DEFRA to install access to the relevant databases and ensure that the newly appointed staff are trained over the weekend of 15 and 16 September 2001 to ensure they are capable of delivering an efficient licensing service as from 17 September 2001*
- [iii] should Foot and Mouth controls be extended beyond 31 March 2002, the contract of the present appointees be reviewed in March 2002 with a view to extension to a later date.*

The meeting concluded at 11.15 a.m.

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

Directorate: ENVIRONMENT

Service: PLANNING

Post Title: CLERK / TYPIST

Salary Grade: SCALE 2

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

The post has been advertised internally. No applications have been received. The post is part of the structure set up at LGR but has been occupied by Agency staff since 1996 / 1997. The business plan seeks to replace Agency staff. The post is based in the Planning Office in Prestatyn. The post is essential to enable the planning office to function and to carry out its statutory functions.

Cost Implication \*

1. The additional spend for this post (full year effect) can be contained within the Service budget.
2. ~~The appointment will lead to a budget overspend of £ k.~~

\* Delete as appropriate

Financial Controller Statement

The budget for the Planning Service is currently under pressure from reduced income and the cost of planning appeals, although costs from planning appeals have in the past been seen as an allowed overspend beyond the control of the Head of Service. The need for the post will have to be balanced against the unresolved and ongoing elements of its budget pressures.

Signed:  (Corporate Director)

Date: 14 Sept 01

Signed:  (Cabinet Lead Member)

Date: Sept 13<sup>th</sup> 2001

TO: CABINET

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

Approved

Refused

Comments / Reasons

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

Directorate: ENVIRONMENT

Service: PLANNING

Post Title: PLANNING OFFICER

Salary Grade: SCALE 4 - SO1

JUSTIFICATION FOR EXTERNAL RECRUITMENT

(This part must be completed for all posts)

The post has been advertised internally. Closing date 24 September. The post has become vacant following the appointment of the post holder to another post. The post is in the Development Plan Team. The post is essential to enable the Council to adopt the Unitary Development Plan. We are at an advanced but critical stage with the UDP.

Cost Implication

1. The spend for this post (full year effect) can be contained within the Service budget.
2. The appointment will lead to a budget overspend of £ — k.

\* Delete as appropriate

Financial Controller Statement

The budget for the Planning Service is currently under pressure from reduced income and the cost of planning appeals, although costs from planning appeals have in the past been seen as an allowed overspend beyond the control of the Head of Service. The need for the post will have to be balanced against the unresolved and ongoing elements of the budget.

Signed: [Signature] (Corporate Director)

Date: 14 Sept 01 *Barry*

Signed: [Signature] (Cabinet Lead Member)

Date: 13 Sept 2001

TO: CABINET

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

Approved

Refused



Comments / Reasons

## REPORT TO CABINET

AGENDA ITEM NO: 4

**CABINET MEMBER: CHAIR OF RESOURCES POLICY REVIEW & SCRUTINY COMMITTEE**

**DATE: 25 SEPTEMBER 2001**

**SUBJECT: APPOINTMENT OF STAFF**

### **1. DECISION SOUGHT**

That the two stage approach to the filling of vacant posts in the Council's Directorates be more strictly adhered to in that attempts be made in the first instance to fill a vacancy internally.

### **2. REASON FOR SEEKING DECISION**

The process of the two stage approach to filling vacant posts within the County is an integral part of the Council's Recruitment and Selection Policy that has been agreed by both Union representatives and the Authority.

At a meeting of the Resources Policy Review and Scrutiny Committee held on 11th July 2001, Members considered the current practice of seeking Cabinet approval for the filling of new posts in the Council's Directorates. Whilst they agreed with the two stage approach of filling vacant posts within the Council whereby, in the first instance, candidates were sought internally and only in the event of no suitable candidate being found, the post be then approved for external advertisement, Members felt that more and more recently the practice of Cabinet approving internal and external advertisements for a post simultaneously had been taking place.

### **3. COST IMPLICATIONS**

Filling a post internally would save the cost of external advertisement.

### **4. FINANCIAL CONTROLLER STATEMENT**

Internal adverts leading to internal appointments save on the cost of external advertising.

### **5. CONSULTATIONS CARRIED OUT**

Resources Policy Review and Scrutiny Committee have considered this matter.

### **6. POLICY IMPLICATIONS INCLUDING CORPORATE**

N/A

### **7. RECOMMENDATION**

That the two stage approach to the filling of vacant posts in the Council's Directorates be more strictly adhered to in that attempts should be made in the first instance to fill the vacancy internally. Should a suitable candidate not be identified through this process that Cabinet approval then be sought for external advertisement of the post in question.



**REPORT TO CABINT**

**AGENDA ITEM 5**

**CABINET MEMBER: ANN OWENS**

**DATE: 25 SEPTEMBER 2001**

**SUBJECT: FINANCIAL STANDING 2000/2001  
DISTRICT AUDIT PRESENTATION**

**1 DECISION SOUGHT**

To approve the Financial Standing Audit Report following the presentation by District Audit.

**2 REASON FOR SEEKING DECISION**

The audit work has been ongoing for some time. The report has been updated and requires finalisation.

**3 COST IMPLICATION**

n/a

**4 FINANCIAL CONTROLLER STATEMENT**

The report provides an important assessment of the progress the Council is making in achieving its financial recovery plan.

**5 CONSULTATION CARRIED OUT**

The final report is the result of extensive consultation with the finance department and other senior officers.

**6 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE**

The report is an important indicator of how the Authority is achieving its financial recovery plan, and possibly any impact this has upon the overall corporate strategies.

**7 RECOMMENDATION**

That the Financial Standing report, as presented at the meeting, is approved.

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# Financial Standing

*Denbighshire County Council*

Audit 1999/2000

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*Delyth Morris*

*Audit Manager*

*John Parry*

*Senior Auditor*

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<b>Key</b>	Priority ● ● ● High ● ● Medium ● Low
Date	00.00.00 Target completion date 00.00.0000 Actual completion date

Page	Recommendation	Priority	Responsibility	Agreed	Comments	Date
<b>2 - 4</b>	<b>Financial performance in 2000/2001</b>					
	R1				Wherever possible remedial action is taken within year to address any anticipated overspends.	
	R2				A standard monthly reporting format is adopted by all departments which clearly shows position against budget, separately identifying overspends and savings. Where overspends occur, remedial action should be identified. These reports should feed into and inform the monthly finance reports to Cabinet.	
<b>5 - 9</b>	<b>2001/2002 budget</b>					
	R3				The allocation for inflation should be monitored throughout the year and any shortfalls identified and acted on to ensure that an overspend does not occur.	
	R4				Particularly close monitoring and control of proposals for savings is required.	
	R5				Where it is felt that savings will not be achieved, alternative proposals should be agreed as soon as possible.	
	R6				When setting income budgets, out-turn figures should be taken into account.	
	R7				Where shortfalls in income budgets have been identified, alternative proposals should be agreed as soon as possible.	

Continued overleaf

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Page	Recommendation	Priority	Responsibility	Agreed	Comments	Date
<b>10 - 13</b>	<b>Progress in implementing recommendations made in Financial Standing report issued May 2000</b>					
R8	The monthly Cabinet report format is revised to include more details (see also R2).					
R9	Action plans with dates and responsibilities are compiled for each 2001/2002 saving proposal. This should include a more detailed analysis of savings and any associated costs.					
R10	The Scrutiny Committees commence monitoring the delivery of the action plans.					
R11	The recovery plan is revised to take account of 2000/2001 out-turn and the 2001/2002 budget.					
<b>14 - 20</b>	<b>Progress in delivering the recovery plan</b>					
R12	Commence the Elderly Persons' Home Management BVR as soon as possible.					
R13	Implement recommendations in our Libraries follow up report alongside responding to the Inspection Report.					
R14	Give full consideration to the issues arising from our VFM study on Income and Charging within the 2002/2003 budget-setting process.					
R15	Budget reviews undertaken by the Lead Member for Finance and Financial Controller are documented in the future.					

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# Financial Standing

*Denbighshire County Council*

Audit 2000/2001



**DISTRICT AUDIT**

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delivering public audit  
for the Audit Commission

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## Summary Report

## Action Plan

## Detailed Report

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*Delyth Morris*

*Audit Manager*

*John Parry*

*Senior Auditor*

*Note: The purpose of this report is solely to enable us to carry out our functions as prescribed by the Audit Commission Act 1998. No person or organisation should seek to use its content or place reliance on it for any other purpose.*

*Disclosure of information contained within this report to a third party is restricted by Section 49 of the Audit Commission Act 1998. Any individual who discloses information in contravention of Section 49 may be liable to a fine or imprisonment or both.*

## Introduction

In our 1998/1999 Management Letter we issued a number of Section 11 recommendations with regard to the financial standing of the Authority. Progress against these recommendations was reported in the 1999/2000 Management Letter. We concluded that whilst progress is being made, much remained to be done to satisfy the full requirements of the recommendations:

- ***Take action to improve consistency in budgetary control and limit the projected revenue overspends in the current year;*** the Financial Controller is currently compiling budgetary control procedures and intends to strengthen the central finance team to support budgetary control in service departments. Now that the Scrutiny Committees are in place they should also play a central role in monitoring budgets and holding service managers accountable for their budgets.
- ***Draw up a realistic costed recovery plan and make Officers accountable for delivering economies in the short-term;*** a recovery plan was approved by Cabinet in July 2000. However, the delivery of short-term economies has been limited as stated above. Much remains to be done if the Council is to deliver the recovery plan in the proposed timescale.
- ***Use the plan to build a prudent level of balances over a reasonable timescale to minimise the risks and consequences of further County Fund deficits in the future;*** this is a medium-term objective of the recovery plan.
- ***Use the new budget strategy to better identify priorities within a tight budget framework;*** this will need to be addressed as part of the intended new performance management system.
- ***Give full consideration to the issues arising from our Value for Money (VFM) studies on service and financial planning and income and charging within the budget strategy;*** limited progress has been made primarily due to vacancies in the senior management team. The two working groups established to implement a new performance management system and to review income and charging should be reconvened as soon as the new Directors are in post.
- ***Make Officers accountable for delivering their budget annually;*** the Lead Cabinet Member for Finance and the Financial Controller have been proactive in trying to achieve this through their regular meetings with service departments. Further emphasis needs to be given to the need to identifying remedial action wherever possible.

## Objective and scope

In this report we consider:

- delivery of the 2000/2001 budget
- the 2001/2002 budget
- progress in implementing our recommendations made during the 1999/2000 audit
- progress in delivering the recovery plan.

## Main conclusions

The Council has made significant progress in reducing the cumulative deficit from £3.431 million to £1.883 million during 2000/2001. This exceeds the Council's own target for the year of a maximum cumulative deficit of £2 million. However, service departments overspent by £2.365 million, which is disappointing given that their budgets were adjusted by £1.48 million to make them more realistic. We also found that progress in securing savings varied between service departments, as did commitment to taking remedial action to reduce projected overspends.

The 2001/2002 budget-setting process commenced much earlier and consequently was more rigorous and robust. However, the allocations for inflation, the proposed cuts and income budgets require particularly close monitoring and control if the overall budget is to be achieved.

Progress in implementing our previous recommendations has been variable with a number of actions required.

The Council has not drawn up an action plan to address the issues contained in the recovery plan. The action plan agreed by Cabinet on 18 July 2000 was in respect of our Financial Standing report. Whilst this addresses some of the issues highlighted in the recovery plan, it is not comprehensive. The recovery plan needs to be revised in light of the 2000/2001 out-turn and 2001/2002 budget. An action plan supporting the revised recovery plan should be compiled and agreed by Cabinet.

## Way forward

Our Statutory Section 11 recommendations remain relevant and the Authority needs to continue to address them. Appended to this report is an action plan containing recommendations that will assist the Authority in doing this.

## Contents

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Section 1 02

### Financial performance in 2000/2001

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Section 2 05

#### 2001/2002 budget

- Committed changes
- Inflation
- Pressures
- Service reductions
- Income

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Section 3 10

#### Progress in implementing recommendations made in Financial Standing report issued May 2000

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Section 4 14

#### Progress in delivering the recovery plan



## Financial performance in 2000/2001

*We are pleased to note that the Council's cumulative deficit has decreased from £3.431 million to £1.881 million during 2000/2001. This exceeds the Council's own target for the year of a maximum cumulative deficit of £2 million. However, service departments overspent by £2.365 million, which is disappointing given that their budgets were adjusted by £1.48 million to make them more realistic. We also found that progress in securing savings varied between service departments, as did commitment to taking remedial action to reduce projected overspends.*

- 1 In 2000/2001, the Council overspent by £1.883 million against a budget of £103.84 million. This represents a decrease of £1.548 million in the cumulative deficit. Exhibit 1 summarises the information presented to Cabinet on 28 June 2001.

### Exhibit 1 2000/2001 budget position

*A deficit of £1.883 million is forecast.*

Directorate	Budget £000	Net expenditure £000	Variance £000
Schools budgets	33,893	33,473	(420)
Life Long Learning	12,010	12,940	930
Environment	14,383	14,367	(16)
Personal services	18,246	18,826	580
Resources	3,288	3,578	290
Chief Executive's	1,516	1,516	
Corporate and miscellaneous	1,800	2,381	581
<b>Service expenditure (excluding schools)</b>	<b>51,243</b>	<b>53,608</b>	<b>2,365</b>
Capital finance charges	11,324	11,000	(324)
Precepts and levies	3,630	3,701	71
Contribution to funds		90	90
<b>Total expenditure (excluding schools)</b>	<b>66,197</b>	<b>68,399</b>	<b>2,202</b>
<b>Cumulative deficit brought forward</b>	<b>3,750</b>	<b>3,431</b>	<b>(319)</b>
<b>Cumulative deficit carried forward</b>			<b>1,883</b>

Source Lead Member for Finance report to Cabinet (28 June 2001)

- 2 Whilst this represents a significant overall improvement in the Council's financial standing, service budgets overspent by £2.365 million during the year. The main areas of overspend were:
  - **Special Education Needs (SEN) (£500,000)**; some of the decisions regarding funding for SEN give cause for concern. An additional £730,000 was to have been allocated to SEN in 2000/2001 to address funding problems. However, late in the budget-setting process, £210,000 was cut from the budget, and after the budget was approved by Members, a further £160,000 was transferred from SEN to the GEST budget. More recently, a review of SEN has commenced and consequently funding arrangements have changed, with budgets being devolved to schools rather than being managed centrally. It is too early to assess the success of this initiative. The SEN Best Value Review (BVR) is currently underway and good progress is being made.
  - **Education transport (£125,000)**; however, when the budget was set, a saving of £94,000 was identified against Education transport.
  - **Out of County placements (£546,000)**; fostering (£285,000), adult services (provider) under-achieved cuts (£317,000); a general review of budget allocations is proposed at the end of the first quarter of 2001/2002.
- 3 Given that service department budgets were adjusted by £1.476 million to make them more realistic, it is disappointing that this level of overspending arises. We accept that some of the overspending could not have been anticipated in respect of the flooding (£209,000) and additional expenditure required to resolve the housing benefits problems (£340,000).
- 4 The original budget anticipated savings of £2.87 million. It is difficult to determine the extent to which this has been achieved, as budget monitoring reports do not monitor progress in achieving savings separately. The focus within some departments has shifted from delivering savings in 2000/2001 to setting the 2001/2002 budget. Whilst we are pleased to see the budget-setting process commencing earlier, this should not be to the detriment of taking appropriate remedial action within the current year.
- 5 We reviewed the progress of service departments in delivering the 2000/2001 budget. We found progress in securing savings varied considerably between departments as did commitment to taking remedial action to reduce projected overspends. As some departments offset savings against overspends, it was difficult to assess performance against the original budget. We also found that service departments were not using a consistent reporting date, therefore the information contained in the reports to Cabinet is not compiled on a common basis.

***Recommendations***

- R1 Wherever possible remedial action is taken within year to address any anticipated overspends.*
- R2 A standard monthly reporting format is adopted by all departments which clearly shows position against budget, separately identifying overspends and savings. Where overspends occur, remedial action should be identified. These reports should feed into and inform the monthly finance reports to Cabinet.*

## 2001/2002 budget

- Committed changes
- Inflation
- Pressures
- Service reductions
- Income

*The budget-setting process commenced much earlier and was more rigorous and robust. However, the allocations for inflation, the proposed cuts and income budgets require particularly close monitoring and control if the overall budget is to be achieved.*

- 6 The budget for 2001/2002 has been set at £111.058 million, £2.683 million above the SSA of £108.375 million. Exhibit 2 gives a breakdown of the budget.

**Exhibit 2 2001/2002 budget**

	£000
2000/2001 base budget	103,840
Committed changes	(556)
Inflation	3,159
Pressures	5,901
<b>Standstill base</b>	<b>112,344</b>
Service reductions	1,286
<b>2001/2002 budget</b>	<b>111,058</b>

### Committed changes

- 7 The main element (£0.5 million) is in respect of the reduction in the contribution to balances from £3.75 million to £3.25 million. This arises because of the lower than anticipated level of overspend in 2000/2001.

### Inflation

- 8 The inflation allowance of £3.251 million represents 3.13% of the 2001/2002 base budget. As last year, a range of inflation factors have been applied, for example 3.7% to teachers pay, 2.9% to supplies.

- 9 There are some indications that some of the factors applied could be insufficient. The inflation allowance for other pay is 3%, whilst the latest offer is 3.5% which could result in a shortfall of £200,000. Directorates would be expected to meet this through compensatory savings.
- 10 The allocation for inflation should be monitored throughout the year and any shortfalls identified are acted on to ensure that an overspend does not occur. In particular, the anticipated 2.5% inflation element of increased income needs to be monitored to ensure that fees and charges, price of sales etc have been changed so that the anticipated extra income will be generated. We confirmed with Social Services that charges had been increased by 2.5%. However, as most charges are means tested it cannot be guaranteed that the anticipated extra income would be generated.

## Pressures

- 11 The main change in the year on year budget relates to new pressures and burdens which have been bid for by Directorates. Some of these may be unavoidable resulting from new legislation. Others form part of the 2000/2001 overspending which was determined to be allowable. £0.5 million is included in respect of schools delegated funding, to begin to address the low level of funding in Denbighshire in comparison to other authorities in Wales.

## Service reductions

- 12 The budget requires cuts of £1.286 million to be achieved. This is considerably lower than for 2000/2001 when £2.874 million was required. Unlike 2000/2001, all cuts have been identified and reviewed which should make achievement easier, although constant monitoring and, if necessary, remedial action will be required. Review of the Directorates' proposals highlighted:

### Exhibit 3 Proposals for savings

*Whilst the majority of savings are felt to be achievable, the Council may need to find alternative proposals to cover some £190,000 of savings.*

<b>Environment (£319,000)</b>	<p>Necessary measures to achieve the cuts have been identified/implemented with the exception of two items which appear dubious:</p> <ul style="list-style-type: none"><li>• Reduced fly tipping fees (£50,000), this relates to the sale of composters and reduced tipping fees from using biodegradable waste. Progress is not as quick as anticipated.</li><li>• Planning Services increased income (£21,000), this relates to higher charges for search fees, which have increased from £65 to £100. However, the additional income has not been passed to Environment. If this were to happen there would be an impact on the legal department's budget.</li></ul>
<b>Life Long Learning (£312,000)</b>	<p>Of this, some £40,000 is currently unlikely to be achieved:</p> <ul style="list-style-type: none"><li>• Clothing grants (£23,000) were anticipated as a result of discontinuing this service. Members decided not to discontinue the service. No compensating savings have been identified yet.</li><li>• Library and Information Services (£38,000), of this, £18,000 is unlikely to be achieved as the proposal to close Rhuddlan Library was rejected by Members. Again, no compensating savings have been identified.</li></ul>
<b>Personal Services (£560,000)</b>	<p>Of this, £80,000 in respect of mental illness residential care is unlikely to be achieved. A further £149,000 will need very close monitoring and control to ensure the savings occur:</p> <ul style="list-style-type: none"><li>• Out of County Placements (£69,000), whilst new monies totalling £500,000 has been allocated to this budget as a result of new pressures, a cut of £69,000 has also been anticipated. This is dependent on numbers of children placed, with an average weekly cost of £2,000 any anticipated cuts could be quickly swallowed up.</li><li>• Strategic planning (£80,000), the intention is for this to be achieved through slippage in staff costs.</li></ul>

## Income

- 13 Budgeted income (including recharges) has increased by £1.16 million from £17.70 million to £18,86 million:

**Exhibit 4 Budgeted income**

	2000/2001 £000	2001/2002 £000
Environment	5,918	5,993
Life Long Learning	7,599	8,454
Personal Services	4,181	4,411
<b>Total</b>	<b>17,698</b>	<b>18,858</b>

- 14 Two items of income in Environment were investigated further:
- **Car parks (£575,000)**; 2000/2001 budgeted income has been increased by the inflation rate of 2.5%. However, actual income in 2000/2001 was £491,000, some £70,000 less than the budget. Officers in Environment are aware of the problem and are considering proposals to increase income to the required level, including parking machines at Rhyl station, charging at Morfa Hall during the week, promenade parking and charging in Denbigh and Rhuthun.
  - **Public conveniences (£55,000)**; again the 2000/2001 budgeted income has been increased by the inflation rate of 2.5%. Actual income in 2000/2001 was £37,000, £17,000 less than the budget. This pressure is recognised by Officers. However, there are no measures in place to deal with it.
- 15 Budgeted income in Life Long Learning has increased by £865,000 (11%), with the major element being £795,000 in grant income for schools delegated budgets. Most other areas have been increased by the inflation level of 2.5%.
- 16 The overall level of budgeted income in Personal Services has increased by 5.5%. However with the exception of Community Living, all income budgets have been increased by 2.5%. Again, two income budgets were investigated further:
- **Elderly residential services (£581,000)**; the 2000/2001 budgeted income has been increased by the inflation rate of 2.5%. Actual income for 2000/2001 was £665,000, £97,000 in excess of the budget. However, the net budget was overspent by £173,000.
  - **Day centres (£87,000)**; again the 2000/2001 budgeted income has been increased by the inflation rate of 2.5%. The actual income in 2000/2001 was £37,000, £47,000 less than the budget.

***Recommendations***

- R3 The allocation for inflation should be monitored throughout the year and any shortfalls identified and acted on to ensure that an overspend does not occur.*
- R4 Particularly close monitoring and control of proposals for savings is required.*
- R5 Where it is felt that savings will not be achieved, alternative proposals should be agreed as soon as possible.*
- R6 When setting income budgets, out-turn figures should be taken into account.*
- R7 Where shortfalls in income budgets have been identified, alternative proposals should be agreed as soon as possible.*



## Progress in implementing recommendations made in Financial Standing report issued May 2000

*Progress in implementing our recommendations is variable.*

Recommendation	Progress	Conclusion	Further recommendation
The budget allocation needs to be monitored by a strict regime of budget monitoring and control.	Monthly monitoring reports are produced for Cabinet indicating unidentified cuts, under-achieved cuts, new pressures and savings. In November, the format was changed which is confusing and makes it difficult to trace to the original budget.	More information should be provided in the monthly reports, detailing spend to date, variation against monthly profile and year-end projections.	R8 The monthly Cabinet report format is revised to include more details (see also R2).
The reasons for the overspends in 1999/2000 need to be identified and remedial action taken as a matter of urgency.	Although commitment was given to achieving this by late September, little progress has been made to date. The Financial Controller now intends to hold a special meeting of the Finance Officers' Group to request that a pro-forma is completed providing details of reasons for 1999/2000 overspends by late November.	This information should have been fed into the 2001/2002 budget-setting process.	
The adequacy of the allocation should be monitored throughout the year and any shortfalls identified and addressed.	As part of the budget monitoring process the adequacy of the inflation and pay awards allocation is reviewed. To date, any shortfalls have not impacted on ability to deliver the budget.	Recommendation implemented.	

*Continued overleaf*

Recommendation	Progress	Conclusion	Further recommendation
A more rigorous assessment of the proposals to achieve the 5% cuts should be undertaken.	<p>A rigorous assessment of the proposals to achieve the 2000/2001 5% cuts has not been undertaken.</p> <p>It was intended that the Scrutiny Committees undertook this role. However, they have only recently been constituted.</p>	<p>Recommendation not implemented. However, a more robust assessment of savings proposed as part of the 2001/2002 budget-setting process has been undertaken.</p>	
Plans to address the £0.81 million shortfall should be drawn up and presented to Council for approval.	<p>The September Finance Report to Cabinet still identified a £0.81 million shortfall.</p> <p>The intention was that the Cabinet would instigate an urgent review, but that this would need to take a medium-term view in light of the recovery plan strategy.</p> <p>Proposals are being progressed which may generate savings; for example the transfer of the Council's housing stock and leisure facilities to trusts. However, the Cabinet has not undertaken a review aimed at addressing the shortfall within 2000/2001.</p>	<p>Recommendation has not been implemented.</p> <p>The 2001/2002 budget was approved by Council following a more robust review of proposals for savings.</p>	
Action plans with dates and responsibilities should be compiled for each proposal. This should include a more detailed analysis of savings and any cost.	Action plans are being completed, however their robustness varies.		<p>R9 Action plans with dates and responsibilities are compiled for each 2001/2002 saving proposal. This should include a more detailed analysis of savings and any associated costs.</p>

*Continued overleaf*

Recommendation	Progress	Conclusion	Further recommendation
The Scrutiny Panels should monitor on at least a quarterly basis the delivery of the action plans.	Scrutiny Committees have only recently been constituted, therefore recommendation has not been implemented.	Recommendation not implemented.	R10 The Scrutiny Committees commence monitoring the delivery of the action plans.
The budget-setting process should commence earlier so that an agreed budget is in place on 1 April.	The process commenced in August 2000.	Recommendation implemented.	
When making policy decisions such as whether to reduce or to enhance service, Members must give full consideration to their fiduciary duty to achieve a balanced budget.	Whilst the Council has agreed to this recommendation, the commitment of Members can only be assessed as the budget-setting process progresses.	Too early to conclude on whether recommendation has been fully implemented. However, evidence from Cabinet meeting minutes indicates that Cabinet Members are focussing on the need to achieve a balanced budget.	
The draft recovery plan should be revised in light of our comments.	Cabinet approved the recovery plan on 6 July 2000. The plan was revised to take account of some of our comments.	Recommendation partially implemented.	R11 The recovery plan is revised to take account of 2000/2001 out-turn and the 2001/2002 budget.
As a matter of urgency our recommendations in respect of improving budgetary control and monitoring should be implemented.	Recommendations are currently being addressed.	Progress underway.	

*Continued overleaf*

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<b>Recommendation</b>	<b>Progress</b>	<b>Conclusion</b>	<b>Further recommendation</b>
As part of the process of following up our previous recommendations on budgetary control, the role and level of financial support in Directorates should be reviewed to identify and disseminate good practice. There should also be a link to arrangements to be specified in the recovery plan in respect of budget monitoring.	Review was planned for summer and autumn but was delayed until the new Corporate Services Director was in post. Appointments are currently being made to strengthen management accountancy within the Council.	Progress well underway.	

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## Progress in delivering the recovery plan

*The Council has not drawn up an action plan to address the issues contained in the recovery plan. The action plan agreed by Cabinet on 18 July 2000 was in respect of our Financial Standing report. Whilst this addresses some of the issues highlighted in the recovery plan, it is not comprehensive. The recovery plan needs to be revised in light of the 2000/2001 out-turn and 2001/2002 budget. An action plan supporting the revised recovery plan should be compiled and agreed by Cabinet.*

Action	Progress	Conclusion	Recommendation
<b>Improving operational efficiency</b>			
<p>The Authority will seek through its BVRs to improve efficiency year on year. In the circumstances of the recovery plan, certain key areas will be placed in the first year BVRs:</p> <ul style="list-style-type: none"> <li>• Home Care</li> <li>• Elderly Persons' Home Management</li> <li>• Library Services</li> <li>• SEN.</li> </ul>	<p>In our Best Value Performance Plan (BVPP) report we stated that the Home Care BVR identified potential savings of over £100,000 per annum, without a reduction in service quality, through externalisation of the services. Detailed work involving option appraisal was initiated over 18 months ago and the BVR report produced at the beginning of the year. Despite this, and the need for the Council to implement major short-term cost reductions to comply with the requirements of the recovery plan, little progress has been made.</p>	<p>Despite the commitment to fast track BVRs with greatest potential to secure savings, progress to date has been disappointing.</p> <p>Two of the four reviews identified for fast tracking have been postponed to 2002/2003.</p> <p>Progress with BVRs within Social Services is generally slow.</p> <p>The Home Care BVR identified significant savings, however decisions by Council are continually being put off, with further reports being requested before decisions can be taken.</p>	<p>See 2000/2001 BVPP audit report.</p> <p>R12 Commence the Elderly Persons' Home Management BVR as soon as possible.</p>

Continued overleaf

Action	Progress	Conclusion	Recommendation
<b>Improving operational efficiency (continued)</b>			
	<p>The Elderly Persons' Home Management BVR has been postponed to 2002/2003.</p> <p>In our Libraries follow up report (October 2000) we concluded that the opportunity to address recommendations regarding service costs within the Best Value pilot review has not been fully grasped and needs to be revisited.</p> <p>The SEN review was postponed to 2001/2002. Funding arrangements were reviewed last year, with budgets being devolved to schools rather than being managed centrally.</p>	<p>The Library Service BVR has failed to tackle the issue of high service costs and needs to be revisited.</p> <p>Progress is being made in respect of SEN. It is too early to determine whether the change in funding will result in better control over expenditure.</p>	<p>R13 Implement recommendations in our Libraries follow up report alongside responding to the Inspection Report.</p>

*Continued overleaf*

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Action	Progress	Conclusion	Recommendation
<b>Increasing income from charging</b>			
Management team has set in motion a review of charging and for this to be developed this year for all Authority services where there is scope for increasing charging.	One of our Section 11 recommendations stated that the Council should give full consideration to issues arising from our VFM study on income and charging within the budget strategy.  Following the departure of the Director of Technical Services the group reviewing charging was suspended.  Little progress has been made in implementing the recommendations made in our Overview report (September 1999) and subsequent reports on Concessions (November 1999) and Income and Charging within Leisure Services (April 2000).	Little progress made.	R14 Give full consideration to the issues arising from our VFM study on Income and Charging within the 2002/2003 budget-setting process.

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*Continued overleaf*

Action	Progress	Conclusion	Recommendation
<b>Ensuring that all current budgetary decisions are implemented</b>			
<p>There is a need to ensure that the decisions agreed for implementation this year are:</p> <ul style="list-style-type: none"> <li>• Being implemented.</li> <li>• That outstanding decisions regarding budget reductions are made. Currently, there are £806,000 of reductions in Technical Services, Leisure Services, Education and the Senior Management Restructure to be determined following referral from Scrutiny Committees.</li> </ul>	<p>Proposals for achieving savings have not been fully implemented. At the end of September, it was estimated that £236,000 of the savings would not be achieved.</p> <p>The outstanding decisions regarding budget reductions have not been taken and have subsequently been overtaken by the 2001/2002 budget-setting process.</p>	<p>Limited progress made. However, proposals to improve management accountancy function are being implemented.</p>	
<p>Management team is monitoring the implementation at its monthly meetings and will be reported on to Cabinet.</p>	<p>Reports are being made to both management team and Cabinet detailing the amount of unidentified and under-achieved cuts. However, there is no analysis of the reasons and also no action recommended aimed at remedying the situation.</p>	<p>Implementation is being monitored but remedial action is not being undertaken.</p>	<p>See recommendations 1 and 2.</p>

*Continued overleaf*



Action	Progress	Conclusion	Recommendation
<b>There will be closer budget monitoring and greater accountability of budget holders at secondary levels of accounting</b>			
Cabinet will undertake budget and performance reviews with Directors and Heads of Service.	<p>The Lead Member for Finance and Financial Controller have been undertaking budget reviews with Directors and Heads of Service primarily as part of the 2001/2002 budget-setting process.</p> <p>The Chief Internal Auditor (CIA) and Best Value Officer are currently undertaking performance reviews of all services. This looks at:</p> <ul style="list-style-type: none"> <li>• Best Value</li> <li>• business planning</li> <li>• Performance Indicators</li> <li>• budgetary control</li> <li>• recovery plan</li> <li>• corporate themes for 2000/2001.</li> </ul> <p>On conclusion of a review, a report is drafted with recommendations. These were followed up by the CIA in December and January.</p>	<p>These reviews have been influential in making service managers being more accountable for their budgets. It would be good practice to document the process.</p> <p>This provides a good stock-take of the current position within services.</p>	R15 Budget reviews undertaken by the Lead Member for Finance and Financial Controller are documented in the future.
The Scrutiny Committees will have a major role in budget monitoring.	<p>Scrutiny Committees were suspended pending the agreement of new political management arrangements. They were reconstituted in September 2000.</p> <p>Scrutiny Committees are now looking at service budgets.</p>	Progress underway.	

*Continued overleaf*

Action	Progress	Conclusion	Recommendation
<b>There will be closer budget monitoring and greater accountability of budget holders at secondary levels of accounting (continued)</b>			
Budget holders are being clearly identified through the ledger system. Upon restructuring, a revised list will have to be drawn up.	A list of current budgets has been compiled. When the budgets are restructured, a revised list will need to be drawn up.	Achieved.	
There will be an immediate review of financial management arrangements with report in September.	Appointments are currently being made.	Progress well underway.	
<b>The Authority will implement new service and financial planning arrangements in accordance with the District Auditor's recommendations</b>			
Measures are currently being taken to implement the service review.	One of the Section 11 recommendations we issued stated that the Council should give full consideration to issues arising from our VFM study on service and financial planning within the budget strategy.  Progress has been reviewed as part of our 2000/2001 audit of Best Value corporate arrangements.	See our 2000/2001 BVPP report.	
<b>Creation of a slimmer management structure</b>			
New senior management structure to be implemented and further reviews of middle management to be undertaken.	New senior management structure implemented, all appointments have been made and the new management team were all in post by 1 January 2001.  Restructuring of middle management is complete.	Action well underway.	

*Continued overleaf*

Action	Progress	Conclusion	Recommendation
<b>The Authority has embraced VCT and the need to adopt a radical position with regard to service delivery options in order to achieve savings</b>			
<p>Council has agreed to consider the transfer of housing stock.</p> <p>The need to establish a property database to enable rationalisation of assets.</p> <p>The transfer of tourism and other facilities, the Sun Centre, the Nova and the Sky Tower are due for transfer. Members will make further decisions on the Rhyl Theatre and the Scala Cinema next year.</p>	<p>All of these actions are progressing, with the tourist facilities transferred to a Trust. This demonstrates a commitment to alternative methods of service provision.</p> <p>However, there has been evidence of reluctance by Members to approve alternative service delivery options in other areas, for example elderly persons' homes. Although more recently there appears to be more openness towards acceptance of alternative service delivery options.</p>	<p>Progress is being made on some major initiatives, it is important that these are brought to fruition as soon as possible.</p> <p>Members need to demonstrate similar openness to alternative service delivery options, which are identified in BVRs.</p>	

## **Contents**

<b>Appendix 1</b>	<b>00</b>
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<b>Appendix 2</b>	<b>00</b>
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<b>Appendix 3</b>	<b>00</b>
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<b>Appendix 4</b>	<b>00</b>
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**CABINET MEMBER: CORPORATE DIRECTOR OF RESOURCES**

**DATE: 25 SEPTEMBER 2001**

**SUBJECT: POLICY AGREEMENTS**

**1 DECISION SOUGHT**

- 1.1 To agree the Policy Agreement document
- 1.2 To agree the distribution of the £327k funding, receivable when the Policy Agreement document has been signed by the Authority and the National Assembly for Wales.

**2 REASON FOR SEEKING DECISION**

Work has been ongoing for several months within each Directorate to agree targets until 2003/2004. The Fundamental Themes issues were agreed at last Cabinet and the only aspect that remains for approval is the targets for the indicators.

**3 COST IMPLICATIONS**

The costs identified by the Directorates to deliver these targets are outlined in Appendix 1 [to follow].

**4 FINANCIAL CONTROLLER STATEMENT**

Finalisation of the Policy Agreements will give the Authority £327k. In addition, the achievement of all or part of the targets will provide up to £981k by March 2004.

**5 CONSULTATIONS CARRIED OUT**

There has been full consultation within Directorates, Scrutiny Committees and Cabinet.

**6 POLICY IMPLICATIONS INCLUDING CORPORATE**

The performance indicators within the Policy Agreements are consistent with the priorities of the Authority.

**7 RECOMMENDATION**

- [i] that the Policy Agreements are approved [with delegated authority to the Corporate Director of Resources to approve the wording for the outstanding targets on Personal Services indicators]
- [ii] to agree the allocation of funding as per Appendix 1.

## POLICY AGREEMENTS

### VERBAL REPORT TO CABINET 30 AUGUST 2001

#### UPDATE ON CURRENT POSITION

- Work has been ongoing for several months on each of the Policy Areas:
  - 1 Better opportunities for Learners
  - 2 Better Health and Well-being
  - 3 Better Stronger Economy
  - 4 Better Quality of Life
- Targets for 2003/2004 have been agreed with NAFW in all areas. Some work still outstanding around Better Health and Well-being, particularly concerning the quality of base data.
- Joint Scrutiny meeting in July approved the draft agreement (updated copy enclosed) subject to addressing the data quality issues and identifying the costs of implementing the policies. The matter was referred back to Cabinet for final authority.
- The protocol for evaluating performance is not yet agreed. A draft protocol (copy enclosed) has been circulated by NAFW for consultation and needs to be responded to by 14 September.
- There is a concern that the implications of the Policy Agreements have not been fully discussed in Scrutiny and Cabinet - for example consistency with corporate/directorate priorities and the financial resources required to achieve the targets.
- It is therefore suggested that the delay in finalising the protocol for evaluating performance is used to undertake a final review of the Policy Agreements document. Any relevant issues should also be raised at Budget meetings.

A suggested time scale is therefore:

<b>Date</b>	<b>Meeting</b>	<b>Purpose</b>
mid-September	Directorate Scrutiny	Review and agree the individual policies and identify the resource implications (if any)
13 September	Cabinet	(i) Agree response to draft protocol on evaluating performance. (ii) Review response to Fundamental Themes.
14 September	AE	Formally respond to draft protocol on evaluating performance.
25 September	Cabinet	(i) Finalise Policy Agreements document. (ii) Agree allocation of additional funding.

# **POLICY AGREEMENT BETWEEN THE NATIONAL ASSEMBLY FOR WALES AND DENBIGHSHIRE COUNTY COUNCIL**

## **Purpose of the Agreement**

- 1 The National Assembly for Wales ("the Assembly") and Denbighshire County Council ("the Council") jointly share the broad policy aims and objectives set out in the strategic plan "A Better Wales". This Agreement sets out specific targets in areas of shared priority which the Council will seek to achieve with the aid of the Assembly. It also sets out how the Assembly and the Council will work together and with other partners to pursue those broader shared aims.
- 2 The Assembly and local government are committed to partnership working arrangements, focused on achieving agreed policy outcomes that will contribute to the achievement of social, economic and environmental well-being for people in each part of Wales. They recognize the distinctive role that each has in the governance of Wales, and in achieving complementary and effective strategic policy development and action at the national and local levels. The concept of this Policy Agreement has been agreed by the Local Government Partnership Council for Wales - the statutory joint council of the Assembly and local government in Wales.
- 3 This Agreement is set in the context of:
  - the duty on local authorities in Wales to promote the economic, social and environmental well-being of their area, giving them a leadership role in developing community planning which will foster a shared strategic approach between all the key players across each local authority area;
  - many other procedures for improving performance information in Welsh local government through the annual Best Value Performance Plan and information relating to specific services such as education and social services;
  - the local government scheme which the Assembly has set out under the Government of Wales Act 1998 on how it will promote local government.
- 4 This Agreement shifts the emphasis from inputs to outcomes. It is based on the understanding that the problems to be tackled and the opportunities to be grasped can only be handled effectively if the broad policy framework and the key objectives are shared, while leaving maximum discretion for local flexibility in how they are to be achieved. We expect the concept of Policy Agreements to develop further, in tandem with the development of partnership working to deliver community strategies. This first Agreement represents a "point of entry" and the beginning of a new era in the relationship between the Assembly and local government.
- 5 Local authorities and the National Assembly are committed to the modernisation of public services. Fundamental to the achievement of this agenda is a commitment to change and improvement. This policy Agreement and the objectives and targets that support it are an important means of giving effect to this commitment.
6. This is a framework document. The targets for achievement identified in it do not replace the comprehensive strategies, plans, objectives, performance measures and detailed targets which the Council and the National Assembly have in place, but rest



upon them. Delivery of the targets identified here will depend on the quality and successful delivery of those plans as well.

## **Our Shared Aims**

7. The Assembly and local government have a shared determination to achieve the vision which "A Better Wales" (which was refined by the National Assembly's Sustainable Development Scheme made on 16 November 2000) sets out:

They agree that action needs to be taken to secure:

- Better opportunities for learning
- A better, stronger economy
- Better health and well being
- Better quality of life
- Better simpler government.

## **OUR VISION**

We want Wales to be:

- ❖ United, confident and creative
- ❖ Committed to fostering its unique and diverse identity, and the benefits of bilingualism, while looking confidently outwards and welcoming new cultural influences
- ❖ Prosperous, well-educated, skilled, healthy, environmentally and culturally rich
- ❖ Served by modern, effective, efficient and accessible public services
- ❖ Active in its local communities, where the voice of local people is heard
- ❖ Fairer - a place where everyone is valued and given an opportunity to play a full part
- ❖ A place which values its children and where young people want to live, work and enjoy a high quality of life

8 The Council will address these key action areas in developing its community strategy in partnership with local people, community and voluntary organisations, business, all other key public sector organisations and the Assembly itself. In doing so, it will develop the following three fundamental themes:

- ❖ **Sustainable development:** meeting the needs of the present without compromising the ability of future generations to meet their own
- ❖ **Tackling social disadvantage:** the development of an inclusive society where everyone has the chance to fulfill their potential
- ❖ **Equal opportunities:** the promotion of a culture in which diversity is valued and equality of opportunity is a reality

9 The Council will publish its Community Strategy in ??? and Best Value Performance Plan annually in June. As well as containing its Policy Agreement targets and specific objectives and the areas of success, it recognises that the community strategy is a prime vehicle for the achievement of the above fundamental themes, specifically we will:

### **Fundamental Themes**

#### **a. Voluntary Sector**

The Authority has set up a Voluntary Sector Liaison group. This comprises 8 members of the voluntary sector and 8 Member/Officers of the County Council. Its purpose is to facilitate joint strategic planning. All proposed strategies where they impinge on the voluntary sector will be discussed with this group. The Voluntary Sector will advise the authority on its overall strategy as well as contributing both ideas and content. The Voluntary Sector will also be involved on whatever strategic body the Council sets up to oversee community strategies for the whole of Denbighshire and any sub groups.

#### **b. Evaluate its Strategies Against Sustainability Criteria.**

Denbighshire is seeking to evolve a bottom up approach to community strategies. As such sustainability criteria will be developed in consultation with communities and our leading partners. The design of our strategies therefore will incorporate sustainability as a leading theme.

The test of sustainability which the authority will encourage to be adopted by communities and partners will be threefold:

- Does the community strategy continue to have the support of the community for which it is designed.
- Does the plan allow the community to grow and change without prejudicing the life of future communities
- Does the plan lead to an enhancement of quality of life issues:

The final test would be measured against the leading quality indicators local determined and put forward in the joint strategies and which complement the aims of Better Wales.Com.

## **Equality Issues**

The strategy will adopt an equalities charter which will stress its commitment to acting on equalities issues.

This will require each individual partnership Member to agree to systems and procedures for monitoring performance on equalities and to take effective and appropriate action.

The Authority will encourage partners to report on ACPI's and BVPI's relating to equality issues (shortly to become NAW PI's) establishing information systems to enable accurate and commensurate information.

The Community Plan strategy will require all relevant partners to set targets to enable the equality issues to be practically addressed. National indicators will be supplemented by locally agreed indicators relating to each area partnership.

Standards and procedures as laid out in the Authorities Best Value tool kit and equalities tool will be encouraged throughout the partnership as part of good partnership practice.

Action on equalities will be indicated within member organisations planning documents.

## **Tackling Social Disadvantage**

The community strategy will be linked to our community first response, but this will be only one way in which social disadvantage will be addressed.

The Council seek with its partners to pool data on deprivation and social needs.

It will seek to expand the capacity of areas to articulate their needs It will also seek to establish ways of identifying need in rural and geographically dispersed communities.

It will seek to review all current service provision within the community partnership to determine whether service response matches identified needs.

It will develop appropriate strategies to focus effort across the partnership for limiting the effects of disadvantage and where possible removing disadvantage and to set appropriate targets.

By developing an area partnership structure community strategy in Denbighshire will enable the community to identify measures they feel will assist with the removal of disadvantage.

10. The Council also recognises the value of co-operation and joint working with other local authorities and with the NHS. This will be essential to the delivery of the targets identified. For its part, the Assembly will consider any representations from the Council regarding barriers to joint working which the Assembly could help to address. It is vital that the issues of health and well-being are addressed in a holistic manner which recognises that many local government services have a major impact on the determinants of ill-health.
11. The Assembly will strongly encourage the organisations and groups over which it has influence to play their full part as a willing partner to the Council in the preparation and implementation of the community strategy. It will also review the scope for streamlining the requirements it places on local government. This will include:

- aiming for a clearer, simpler framework of planning requirements so that people can see how individual strategies and service plans fit under the overarching community strategy;
- encouraging similar flexibility over partnership requirements;
- reviewing and consolidating grant schemes where it makes sense to do so, in order to reduce the administrative burden on local government and allow greater flexibility in the way that the Council and its partners can achieve shared objectives; and
- looking for scope to remove regulatory restrictions on local authorities where these are hindering them from pursuing the shared objectives.

The Assembly will report periodically on the specific measures it has taken.

### **Appraisal of Targets**

12. The Council and the Assembly recognise that the issues addressed by the targets set in this Agreement are ones which are relevant to improving people's lives in every part of Wales. But different areas of Wales start from a different baseline of existing achievement. The specific targets set out overleaf are ones which have been proposed by the Council and agreed by the Assembly as representing a real improvement over existing levels of attainment and compatible, when taken together with targets set by other authorities across Wales, with progress towards national or European targets where they exist. The Council and the Assembly will assess performance against the targets in the Agreement with reference also to other performance information available in the Council's plans for education, social services, transport, environmental services and the Best Value Performance Plan and through other existing means such as inspection services.

### **Duration of Our Agreement**

- 13 This Agreement is made for the three years beginning 1 April 2001. Progress under this Agreement will be monitored annually against the milestones identified, in accordance with a mechanism agreed between the Assembly and the Welsh Local Government Association. The agreement will be subject to an annual appraisal, which will provide an opportunity to review it and to respond to changing circumstances. For instance this annual review will be used to change the education targets as allowed by the statutory review of Education Strategic Plan targets. It will also allow further refinement of the social services indicators in the light of developments in what is a new performance measurement framework.

In that sense the targets set out in this agreement are accepted conditionally, but can only be changed with the mutual agreement of the authority and the National Assembly.

14. The conclusion of this Agreement, with the targets identified below, has been supported by a specific grant of £327,000 from the Assembly to assist the Council in achieving those targets. It is at the discretion of the Council how exactly that grant is deployed. Achievement of the targets will result in payment of a further grant of £981,000 (based on the current distribution formula) relating to the financial year 2003/2004. Partial achievement, or achievement at the expense of other stated targets

and requirements, will result in partial payment of that sum. The way in which performance against targets will be assessed will be set out in a protocol to be agreed between the Assembly and the WLGA. The precise terms and conditions of the grant will be set out separately.

Signed

Signed

.....

.....

**On behalf of the National Assembly for Wales**

**On behalf of the National Assembly for Wales**

## KEY OBJECTIVES AND TARGET MEASURES

### 1. BETTER OPPORTUNITIES FOR LEARNING

#### Our Objective

That standards of teaching and attainment in all our schools continue to rise, that high quality physical conditions are secured and that all young people can gain the range of knowledge and skills required to fulfill their potential.

The prime indicators and targets for this are:

- ❖ **an increase in the proportion of 11 year olds achieving at least Level 4 in the Core Subject Indicator from 60.1% in 1999/2000 to 65% in 2003/2004.**
- ❖ **an increase in the proportion of 15 year olds achieving five or more GCSE grades A\* to C or vocational equivalent from 48% in 1999/2000 to 56.8% in 2003/2004.**
- ❖ **an increase in the rates of attendance ("those present or on approved educational activities") in secondary schools from 90.9% in 1999/2000 to 92% in 2003/2004.**
- ❖ **a reduction in the number of 15 year olds (including those in local authority care) leaving full-time education without a recognised qualification from 27 pupils in 1999/2000 to 25 pupils in 2003/2004.**

### 2. BETTER HEALTH AND WELL-BEING

#### Our Objective

That older people live in comfort and dignity in their own homes wherever possible, by providing support which also recognises the role and wishes of carers.

The prime indicators for this are:

- ❖ **the number of older people (aged 65 or over) helped to live at home per thousand population aged 65 or over.**
- ❖ **the rate of delayed transfers of care for social care reasons per thousand population aged 75 or over.**
- ❖ **the number of people aged 65 or over whom the authority supports in residential care homes or nursing homes per thousand population aged 65 or over.**

The following baselines and targets have been agreed with the Assembly:

- ❖ **Older People Helped to Live at Home:** an increase from the baseline of 116 per thousand in 2000/2001 to 98 per thousand by 2003/2004.

- ❖ **Delayed Transfers:** maintain the baseline of 2.53 per thousand in 2000/2001 at 2.53 per thousand by 2003/2004 (and keep under review).
- ❖ **Older People in Residential and Nursing Homes:** a decrease from the baseline of 24 per thousand in 2000/2001 to 22 per thousand by 2003/2004.

### **Our Objective**

That adults with physical disabilities, learning difficulties and mental health problems live independently in the community wherever possible and that the burdens of long term care on families are reduced.

The prime indicators and targets for this are:

- ❖ **the percentage of adult clients receiving a written statement of their needs and how they will be met;**
- ❖ **the number of adults aged under 65 whom the authority helps to live at home per thousand adults aged under 65, in each of the following client groups separately:**
  - **physical or sensory disabled**
  - **learning disabled**
  - **with mental health problems.**

The following separate baselines and targets have been agreed with the Assembly:

- ❖ **Written Statement of Needs:** an increase from the baseline of 85% in 1999/2000 to 100% by 2003/2004.
- ❖ **People with Physical and Sensory Disabilities Helped:** an increase from the baseline of 3.83 per thousand in 1999/2000 to 3.46 per thousand by 2003/2004.
- ❖ **People with Learning Disabilities Helped:** an increase from the baseline of 0.15 per thousand in 1999/2000 to 5 per thousand by 2003/2004.
- ❖ **People with Mental Health Problems Helped:** maintain the baseline of 5.25 per thousand in 2000/2001 at 5.25 per thousand in 2003/2004.

### **Our Objective**

That vulnerable children are protected from harm and those looked after by authorities are provided with the best possible start in life.

The prime indicators for this are:

- ❖ **the proportion of young people in care on their 16th birthday who have a suitable plan for their continuing care.**
- ❖ **the proportion of first placements for looked after children beginning with a care plan in place.**

❖ **the percentage of cases of children with an allocated social worker who is providing a service appropriate to the child's need in each of the following groups separately:**

- **children in need**
- **children looked after**
- **children on the child protection register.**

The following separate baselines and targets have been agreed with the Assembly.

❖ **Young People with a Care Plan:** an increase from the baseline of 62.5% in 2000/2001 to 100% by 2003/2004.

❖ **First Placements for Looked After Children:** an increase from the baseline of 85% in 1999/2000 to 95% by 2003/2004.

❖ **Allocation of Social Workers to Children in Need:**  
outstanding - awaiting assembly guidance

❖ **Allocation of Social Workers to Children Looked After:** maintain the baseline of 100% in 1999/2000 at 100% by 2003/2004.

### **3. A BETTER STRONGER ECONOMY**

#### **Our Objective**

To develop a better co-ordinated and sustainable transport system to support local communities, improving accessibility and supporting the creation of a successful economy.

The Assembly guidance stated that “this needs the development of an approach for measuring and assessing modal shift in the area”.

The North Wales Economic Forum (the Taith Consortium) has been in discussion with the Assembly regarding a suitable approach for North Wales. The Assembly has recognised that there is a lack of data on travel in the region apart from major road traffic flows. It has agreed that, in the longer term, Taith will develop a North Wales Transport Model to establish where there are the best opportunities to influence modal shift or where there is the greatest need to reduce car/lorry movements. This will then provide input to future policy agreements.

For the present agreement the Assembly has agreed that each local authority can develop its own baseline data to measure changes in public transport patronage around key travel centres. The County Council will as part of the agreement undertake the following steps:-

1. Measure public transport patronage at the key centres of Rhyl town centre, Glan Clwyd Hospital and St Asaph Business Park.

The Council has been involved in discussions to promote the use of public transport to and from Glan Clwyd Hospital and St Asaph Business Park. The Local Transport Plan contains a target “to increase the number of passengers on services subject to Quality Bus Partnerships (QBP) by 10% over a five year period”. The QBPs are centered on Rhyl, the first is currently being developed for the coast road corridor through Rhyl and Prestatyn, while the Glan Clwyd Hospital and St Asaph Business Park routes are proposed for QBPs for next financial year.



2. Discussions will take place with the main public transport operators to measure patronage based on ticket information for the “neutral” month of October. Should agreement not be possible the Council will establish its own cost effective monitoring system.
3. Baseline figures will be collected in October 2001. These will then be used, together with other relevant data on fares, service frequencies and aspects of competing modes (e.g. petrol and parking costs for private motorists) to seek to understand future changes in patronage.
4. On the basis of the trends established to set a target for public transport patronage within the three year period covered by the agreement

#### **4. BETTER QUALITY OF LIFE**

##### **Our Objective**

To achieve high standards in the management of our environment.

The prime indicator and target for this is:

**❖ an increase in the proportion of municipal waste recycled or composted from 4.2% in 1999/2000 to 15% in 2003/ 2004.**

**The Council proposes to achieve the overall 15% target through 7.5% recycling and 7.5% composting.**

APPENDICES NOT AVAILABLE IN ELECTRONIC FORM

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR E A OWENS

DATE: 25 September 2001

SUBJECT: REVENUE BUDGET 2001/02

**1 Decision Sought**

That in the light of the latest budget performance figures for the current financial year as detailed in the attached appendix, members consider the validation of elements of current budget pressures from the contingency budget as discussed at the last Cabinet meeting and consider further actions to reduce the balance of overspendings on services.

**2 Reason For Seeking Decision**

The need to deliver the Council's agreed Recovery Action Plan and budget strategy which calls for positive balances by the end of the current year .

**3 Cost Implications**

The latest projections show a projected overspend at year end of £ 67k

**4 Financial Controller Statement**

Failure to remove negative balances by the year end will reduce resources available for services in future years and endanger the Recovery Plan.

**5 Consultation Carried Out**

Lead Cabinet members are consulting in an ongoing basis with Heads of Service to agree necessary remedial action to prevent overspends in 2001/02.

**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 Members note the figures in the appendices and approve the recommended validation of pressures from the contingency budget.

**DENBIGHSHIRE COUNTY COUNCIL**

**2001/02 BUDGET PRESSURES**

**(position as at 31 July 2001)**

	-----Budget Pressures-----		Recommended	NET
	£000	£000	Validation £000	£000
<b><u>Lifelong Learning</u></b>				
Schools Funds held centrally	308		272	
Leisure Services	60		103	
Culture	27			
Countryside	<u>16</u>	411		36
<b><u>Environment</u></b>				
Public Protection & Community Planning	13 <u>33</u>	46	28	18
<b><u>Personal Services</u></b>				
Children & Families	406			
Purchaser	-413			
Provider	248			
Strategic Planning	<u>89</u>	330	317	13
<b>TOTAL PRESSURES REPORTED</b>		<b>787</b>	<b>720</b>	<b>67</b>
		=====	=====	=====

**CONTINGENCY BUDGET POSITION**

	Recurring £000	Non recurring £000	Total £000
Previous validations			
REVENUES	270	100	370
CCTV	50	30	80
Scala feasibility		10	10
NPDO insurances		26	26
Planning		14	14
Independent witness scheme		10	10
BIDS above	720		720
Capital Finance Charges	-230		-230
	<b>810</b>	<b>190</b>	<b>1000</b>
	-----	-----	-----

**MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2001/2002**

**PERIOD ENDING 31ST AUGUST 2001**

Directorates	- Year to Date -			- Totals -				Projected Outturn (Previous Report)
	Budget Profile	Actual to 31st August Plus Commitments	Variance	Budget as per Budget Book	Budget As at 31st August	Projected Outturn	Variance	
	£k	£k	£k	£k	£k	£k	£k	
<b>Lifelong Learning</b>								
Individual Schools Budget	16,000	14,766	-1234	36,209	36,054	35,754	-300	35,754
School Funds Held Centrally	2,301	2,674	373	8,242	8,397	8,433	36	8,635
Non school Funding	216	247	31	615	615	615	0	615
Leisure Services	1,270	927	-343	2,486	2,490	2,490	0	2,546
Culture	752	790	38	2,030	2,030	2,030	0	2,057
Countryside	169	210	41	360	360	360	0	376
<b>Total Lifelong Learning</b>	<b>20,708</b>	<b>19,614</b>	<b>-1,094</b>	<b>49,942</b>	<b>49,946</b>	<b>49,682</b>	<b>-264</b>	<b>49,983</b>

**Notes:**

All re-profiling exercises still to be completed  
All reserves not yet matched

**Comments - Education**

Individual Schools Budgets

A revised projection on school outturn will be provided next month to include September changes.

School Funds Held Centrally

Special Education - This pressure has been removed following information received from Councillor Ann Owens on pressures to be met from contingency in 2001/02.

Potential cost of Soulbury pay restructuring (£18.3k)

Reinstatement of Clothing grants (£23k)

School furniture requirements (£5k)

Rental of alternative school furniture store (£2.4k)  
(old store condemned by Health and Safety)

Delay in appointment of staff (-£13k)

Culture and Leisure

Overspends reported in previous outturn report have been removed further to proposal put forward by Cllr. A. Owens for some pressures to be met from "Contingency" subject to County Council approval of Cabinet minutes.

Remaining balance of pressures (£139k) to be met by savings from within Culture & Leisure in 2001/02.

## MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2001/2002

**PERIOD END August 2001**

Directorates	- Year to Date -			- Totals -				
	Budget Profile	Actual to end Aug Plus Commitments	Variance	Budget per Budget Book	Budget As at end August	Projected Outturn	Variance	Projected Outturn (Previous Report)
	£k	£k	£k	£k	£k	£k	£k	£k
<b>Environment</b>								
Highways and Transportation	1,640	1,455	-185	5,468	5,181	5,181	0	0
Public Protection & Community Services	2,925	2,806	-119	7,297	7,003	7,003	0	13
Economic Regeneration	277	425	148	771	771	771	0	0
Planning Services	289	297	8	778	809	842	33	33
Design and Construction	471	658	187	163	937	937	0	0
Support Services	277	235	-42	206	505	505	0	0
<b>Total Environment</b>	<b>5,879</b>	<b>5,876</b>	<b>-3</b>	<b>14,683</b>	<b>15,206</b>	<b>15,239</b>	<b>33</b>	<b>46</b>

### Comments

1. All budgets revised but all reprofiling not complete/included in above figures

**MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2001/2002**

**PERIOD ENDING 31ST AUGUST 2001**

Personal Services	- Year to Date -			- Totals -				Projected Outturn (Previous Report) £k
	Budget Profile	Actual to 31st Aug Plus Committments	Variance	Budget as per Budget Book	Budget As at 31st August	Projected Outturn 2001/2002	Variance	
	£k	£k	£k	£k	£k	£k	£k	
Children and Families	1,364,611	1,419,423	54,812	3,454	3,426,097	3,832,216	406,119	277,377
Intake A & C M (North)	1,943,080	1,847,489	-95,591	4,826	4,747,115	4,449,394	-297,721	-211,203
Intake A & C M (South)	1,255,505	1,204,349	-51,156	2,715	3,010,300	2,894,725	-115,575	-136,369
Provider	2,313,055	2,344,615	31,560	5,159	5,203,516	5,451,953	248,437	302,099
Strategic Planning	1,139,792	1,041,605	-98,187	3,140	2,875,154	2,963,962	88,808	67,620
<b>Total Personal Services</b>	<b>8,016,043</b>	<b>7,857,481</b>	<b>-158,562</b>	<b>19,294</b>	<b>19,262,182</b>	<b>19,592,250</b>	<b>330,068</b>	<b>299,524</b>

**Notes:**

- Budgets currently being profiled

**Comments**

Problem Areas as follows:

**Children and Families**

Increasing numbers of Children coming into care some requiring expensive residential placements

High demand within Fostering service

**Provider**

Elderly Residential Services - loss of income

**Strategic Planning**

The current projected outturn reflects a more accurate picture

**REPORT TO CABINET**

**CABINET MEMBER:** LEAD MEMBER FOR FINANCE

**DATE:** 25 SEPTEMBER 2001

**SUBJECT:** FINAL ACCOUNTS 2000/01

**1 DECISION SOUGHT**

Approval of the Council's Statement of Accounts document for 2000/01, appendix 3 (to follow).

**2 REASON FOR SEEKING DECISION**

The Statement of Accounts is a statutory document required to be approved by a meeting of members by the end of September each year.

**3 COST IMPLICATIONS**

The figures presented to Cabinet on the 24 July as provisional figures have moved slightly following the firming up of issues that were outstanding at that stage. The figures are detailed in appendix 1 and show final general balances at £1.911m in deficit, below the maximum set by the Council's Recovery Plan. The final position of the Housing Revenue Account compared with budget is shown in appendix 2 ( to follow ).

**4 FINANCIAL CONTROLLER STATEMENT**

The level of general balances at year end was on target with the assumptions in the Recovery Plan but still represent a deficit position. Care is still needed to deliver breakeven at the end of the current financial year and positive balances at the end of 2002/03.

**5 CONSULTATION CARRIED OUT**

The accounts for last year are open to examination by local Council Tax payers for a period of 3 weeks annually. This period starts on October 1. After the approval of the Statement of Accounts the District Auditor will begin his audit of the accounts.

**6 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE**

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

**7 RECOMMENDATION**

1. That Members note the figures in appendix 1 and 2 including the level of general balances at year end.
2. That Members approve the annual Statement of Accounts in accordance with statutory requirements.

**Appendix 1****DENBIGHSHIRE COUNTY COUNCIL****Final Revenue Account 2000/01**

	Budget £000	Outturn £000	Variance £000
<b><u>Service</u></b>			
Life Long Learning			
- Schools devolved	33,772	33,300	-472
- Other Education	7,356	7,791	435
- Culture & Leisure	4,304	4,583	279
Environment	14,917	14,906	-11
Personal Services	18,183	18,767	584
Resources	3,288	3,699	411
Chief Executive inc Legal	1,516	1,527	11
Corporate & benefits	1,800	2,257	457
Bellwin	0	209	209
	-----	-----	-----
<b>Total Service Expenditure</b>	<b>85,136</b>	<b>87,039</b>	<b>1,903</b>
<b>Centrally Controlled</b>			
- Capital Finance charges	11,324	11,218	-106
- Precepts & levies	3,630	3,701	71
	-----	-----	-----
<b>Total Net Expenditure</b>	<b>100,090</b>	<b>101,958</b>	<b>1,868</b>
<b>Funding</b>			
Revenue Support Grant	65,038	65,038	0
Business Ratepayers	18,237	18,237	0
Council Taxpayers	20,565	20,589	-24
	-----	-----	-----
<b>Total Funding</b>	<b>103,840</b>	<b>103,864</b>	<b>-24</b>
<b>Contribution to/(from) balances</b>			
- General	3,750	1,434	
- Schools	0	472	
Contribution ( to ) /from funds	0	86	
Balances b/f - General	-3,750	-3,431	
Balances b/f - Schools	159	159	
Balances c/f - General	0	-1,911	
Balances c/f - Schools	159	631	



**Report to Cabinet**

**Agenda Item No: 8B**

**Cabinet Member: Lead Cabinet Member for Finance.**

**Date: 25 September 2001.**

**Subject: Statement of Accounts - 2000/01**

**1.0 Decision Sought**

1.1 To update Members on the capital outturn for 2000/01 and to approve statutory determinations.

**2.0 Reason for Seeking Decision**

2.1 It is a requirement under the Local Government and Housing Act 1989 for Members to approve determinations in connection with the financing of capital expenditure for each financial year.

**3.0 Cost Implications**

3.1 None

**4.0 Financial Controller Statement**

4.1 The detailed analysis of outturn is included in the attached appendix.

**5.0 Consultation Carried Out**

5.1 None

**6.0 Implications on other policy areas including Corporate**

6.1 The level of capital payments and the use of capital resources impacts on all the Council's policies.

**7.0 Recommendation**

7.1 The report and determinations be approved.

## Capital Outturn 2000/01

### 1.0 Background

- 1.1 A report was presented to Council on 27 February addressing the 2001/02 capital plan which made reference to anticipated rollover into that year from schemes in the 2000/01 programme of capital works based on an estimate of the anticipated outturn.
- 1.2 A summary of estimated and actual capital payments and resources for the year is presented at Appendix 1. The summary categorises payments between:-

	Revised Estimate £000s	Actual Payments £000s
(A) Housing Revenue Account	1,610	1,314
(B) Specially Financed Schemes	7,949	9,257
(C) General Schemes	5,583	4,826
	-----	-----
Total	15,142	15,397
	-----	-----

- 1.3 The Housing Revenue Account and Specially Financed Schemes have resources earmarked to projects. Payments in the year were fully matched with resources and accordingly these sections of the capital programme are in balance.
- 1.4 General Schemes are financed from the Basic Credit Approval and General Capital Grant, the usable element of capital receipts together with any capital reserves that may have been established. Any resulting deficit must be financed from Revenue.
- 1.5 Overall general payments were slightly less than the revised estimate due to slippage. Redundancy costs normally chargeable to Revenue have been capitalised (subject to receipt of Assembly approval ) and to accommodate this additional pressure grant clawback has been phased so that a proportion of these costs will now fall in 2001/02. This strategy has been built into the Capital Plan which was presented to Members at Council in May.
- 1.6 On the financing side it has been possible to carry forward into 2001/02 usable capital receipts and the capital reserve to meet payments in that year.

### 2.0 Conclusion

- 2.1 General capital payments are slightly less than the overall estimate with the result that capital resources have been carried forward into 2001/02 to meet payments in that year.
- 2.2 The Resources Scrutiny Committee will be receiving a detailed analysis of scheme payments at its October meeting.

### **3.0 Recommendation**

3.1 That the contents of the report be noted.

3.2 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. These are presented at Appendix 2.

	2000/2001 Original Estimate	2000/2001 Revised Estimate	2000/01 Outturn
	£ 000's	£ 000's	£ 000's
<b>(A) Housing Revenue Account Payments</b>	1,610	1,610	1,314
<b>Housing Revenue Account Finance:</b>			
Basic Credit Approval	1,081	1,081	1,081
Supplementary Credit Approval - Category B	200	200	101
Stock Transfer SCA	105	105	102
Usable Capital Receipts	150	150	30
Revenue	74	74	
<b>Total Finance</b>	<b>1,610</b>	<b>1,610</b>	<b>1,314</b>
Balance	0	0	0
<b>(B) Specially Financed Payments:</b>			
Resources	0	0	10
Education & Culture	443	1,094	837
Housing & Environmental	2,400	4,995	4,582
Planning & Economic Development	745	1,590	1,925
Social Services	0	47	43
Technical Services	200	223	1,860
<b>Total Payments</b>	<b>3,788</b>	<b>7,949</b>	<b>9,257</b>
<b>Special Finance Available:</b>			
Transport Grant			1,003
Welsh Capital Challenge	245	244	244
Local Authority Rural Programme	275	275	275
Local Authority Rural Programme (5b)	355	355	355
GEST Funding (New Deal for Schools)	383	763	622
Class Size Reduction Grant		126	123
Schools Additional Capital Funding		126	110
Magistrates			10
WDA/PFW Earmarked BCA	130	130	116
Home Renovation Grants	2,400	3,495	2,891
Area Based Renewal		1,500	1,705
CADW		44	59
ERDF 5b		532	493
Objective One			262
Contributions		200	5
Capital Receipts		29	8
CERA			11
Sustrans			52
Welsh Development Agency		130	558
Arts Council of Wales			11
Local Road Safety Grant			127
Local Regeneration Fund			210
Home Office			7
<b>Total Finance</b>	<b>3,788</b>	<b>7,949</b>	<b>9,257</b>
Balance	0	0	0
<b>(C) General Schemes - Payments:</b>			
Resources	0	43	17
Education & Culture	56	399	401
Housing & Environmental	0	0	1
Planning & Economic Development	209	1,412	858
Social Services	0	281	140
Technical Services	8	536	905
	273	2,671	2,322
Provision for Potential Claims	140	247	32
EU Grant Clawback	2,321	2,365	1,325
Forward Commitments	700	300	118
Capitalised Redundancy Payments		0	1,029
<b>Total General Payments</b>	<b>3,434</b>	<b>5,583</b>	<b>4,826</b>
<b>General Finance Available:</b>			
Basic Credit Approval	4,331	4,254	4,826
Usable Capital Receipts		650	
Capital Reserve		340	
Insurance Claim		42	
<b>Total Finance</b>	<b>4,331</b>	<b>5,286</b>	<b>4,826</b>
Projected Deficit/ -Surplus Resources	-897	297	0
<b>Total Payments</b>	<b>8,832</b>	<b>15,142</b>	<b>15,397</b>

**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 2000/01:-

- 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 £6,957,827.***

- 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 £8,389,792.***

***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 £ 38,357 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>343,266</i></b>
<b><i>County Fund</i></b>	<b><i>3,315,187</i></b>

REPORT TO CABINET

AGENDA ITEM NO: 9

CABINET MEMBER: Lead Member for Finance

DATE: 25 September 2001

SUBJECT: Treasury Management Activities - Annual Report 2000/01

**1 Decision Sought**

To Approve the Treasury activities undertaken in 2000/01. The detailed annual report is attached as an Appendix.

**2 Reason For Seeking Decision**

Denbighshire's Treasury Management Policy Statement for 2000/01 was approved by Council on 29 February, 2000. 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 2000/01**

### **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, Committees and Cabinet and Chief Financial Officer including delegation and reporting arrangements.
- 1.3 Denbighshire's Treasury Management Policy Statement for 2000/01 was approved by Council on 29 February, 2000. 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 2000/01;
  - 4 outturn for 2000/01;
  - 5 compliance with treasury limits;
  - 6 investments strategy and outturn for 2000/01;
  - 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.

### **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 continue to be a more problematic area with the traditional average portfolio rate of interest acting as the main guide.
- 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 2000/01**

- 4.1 The Treasury strategy for the financial year was based on the market view that world economic growth was gaining momentum after the downturn in 1998 caused by financial crises in Russia, Japan and the Far East. This led to an expectation that interest rates around the world would be on a modest rising trend in order to contain growing inflationary pressures while longer term fixed borrowing interest rates continued running at historically low levels.
- 4.2 The UK recovered quickly from the near recession of the last half of 1999 and produced a combination of falling unemployment, above trend GDP growth and inflation running below the Monetary Policy Committee [MPC] target rate of 2.5%. While some quarters expected the UK to be increasingly affected by European Economic and Monetary Union (EMU) leading to further convergence of UK interest rates with Euro rates ( i.e. Short term rates fall and longer term rates rise ) the level of political opposition to UK entry into the Euro meant such actual pressures were minimal. .
- 4.3 The effect on interest rates for the UK was therefore expected to be as follows:-

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

The City, like the MPC, was split on the likely movement in base rates. The general expectation was that the MPC would increase the base rate another 0.25% or possibly more from the 5.75% ruling at the time. Overall the anticipation was that it was expected to fall over the course of the year.

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

The longer term fixed interest rates were expected to be at their lowest during 1999/00 with a modest rise during 2000/01. Fixed interest rates were expected to remain relatively higher than the base rate and ultra long term fixed rates at least until mid 2000.



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 2000/01. There did not appear to be a significant likelihood of a steep rise in base rates above a peak of 6%, after which rates would fall. Potential UK entry into the Euro could not be completely ignored as this would have seen a significant fall in base rate.

That the risks intrinsic in the shorter term variable rates are such, when compared with historically low long term funding, that the Council will maintain a stable, longer term portfolio by drawing longer term fixed rate funding.

Against the background of EMU and the risks involved with its success, caution would be adopted with interest rates being monitored and a pragmatic approach being applied to changing circumstances

## 5.0 Outturn for 2000/01

5.1 As the year progressed growth declined and in January the concern switched to cutting rates due to a sharp slowdown in the US Economy which precipitated an emergency 0.5% cut in the Fed. Rate on 3 January. This was followed by two further cuts of 0.5% in January and March in order to head off a hard landing for the US Economy. The UK Economy was in a much stronger position than the US Economy as the manufacturing sector was still in low growth, not recession, and consumer confidence was at record levels as reflected in robust consumer spending and borrowing. The downside potential for base rate in the UK was therefore very limited compared to that for the short term interest rate in the US ( the Fed. Rate ).

5.2 Long gilt yields did not go as low in 1999/00 and the lower quota 20-25 year interest rate bottomed at 4.625%

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
14,136,000	4.875	30 Apr 2015
1,500,000	4.875	30 Jun 2015
5,000,000	4.750	30 Nov 2020
817,774	4.750	30 Nov 2020
4,000,000	4.625	31 Dec 2020
-----		
25,453,774		
-----		

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 2000/01 was 7.30% compared with 7.48% in 1999/00.

## **6.0 Compliance with Treasury Limits**

6.1 The treasury limits set out in the Policy Statement approved at the start of the year were amended by Council in March 2001. It was necessary for the overall borrowing limit to be increased from £123m to £125m to allow for the differential in timing between the drawdown of new loans and the repayment of old loans relating to a debt rescheduling exercise which commenced in 1999/00. This amendment to the Overall borrowing limit was approved by Council in March 2001. All remaining treasury transactions were within the original approved limits as set out below:

6.2 The amount of the overall borrowing limit which may be outstanding by way of short term borrowing - £37m.

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

## **7.0 Investments Strategy and Outturn for 2000/01**

7.1 The authority manages its investments in-house. All investment were made in accordance with the Approved Investments Regulations (1990) with Banks and Building Societies satisfying the Fitch IBCA 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 6.05% which is above the Benchmark LIBID 7 Day Rate of 5.67%

## **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 formed part of the PWLB quota for 2000/01 and matured in November 2000. Taking account of interest rate projections during 2000/01 it proved beneficial to draw down the replacement loan in advance of the maturity date of the converted loan. The interest rate obtained on the sum invested was 1.4375% greater than that payable on the new loan.

		Debt Outstanding 1Apr 00	Loans Raised 2000/01	Loans Repaid 2000/01	Debt Outstanding 31 Mar 01		Gross Interest 2000/01	Average Rate 2000/01	Average Rate 1999/00
<b>Loan Debt</b>		£ 000s	£ 000s	£ 000s	£ 000s	No.	£ 000s	%	%
P.W.L.B.	Fixed	94,301	25,454	1,996	117,759	95	7,722	7.28	7.51
	Variable	14,136	0	14,136	0	Nil	518	5.97	5.54
		-----	-----	-----	-----	-----	-----	-----	-----
		108,437	25,454	16,132	117,759	95	8,240	7.29	7.45
Market	Fixed	425	Nil	325	100	2	22	8.38	8.47
Temporary	Fixed	0	8,525	8,525	0	Nil	8	5.39	5.10
		-----	-----	-----	-----	-----	-----	-----	-----
Denbighshire Managed Debt		108,862	33,979	24,982	117,859	97	8,270	7.30	7.47
Flintshire	Fixed	323	N/A	155	168	4	22	8.96	9.11
		-----	-----	-----	-----	-----	-----	-----	-----
Total Debt		109,185	33,979	25,137	118,027	101	8,292	7.30	7.48
		-----	-----	-----	-----	-----	-----	-----	-----
Proportions of Debt		%			%				
	Fixed	87.05			100.00				
	Variable	12.95			0.00				
		-----			-----				
		100.00			100.00				
		-----			-----				
<b>Deferred Purchase</b>	Variable	1,700	N/A	180	1,520	1	107	6.65	6.00
		-----	-----	-----	-----	-----	-----	-----	-----
<b>Investments</b>	Fixed	7,725	214,036	202,961	18,800	9	1,322	6.05	5.20
		-----	-----	-----	-----	-----	-----	-----	-----

## **REPORT TO CABINET**

**AGENDA ITEM NO:11**

**CABINET MEMBER: THE LEADER OF THE COUNCIL**

**DATE : 25 September 2001**

**SUBJECT: FOOT AND MOUTH SPECIAL GRANT- APPEAL  
PROCESS**

### **1. DECISION SOUGHT**

To agree to establish an appeal process to consider appeals received against the Council's decisions in respect of allocations to businesses of Foot and Mouth Financial Assistant.

### **2. REASON FOR SEEKING DECISION**

Appeals have been named and the Cabinet has already agreed to establish an appeal process and requested a further report.

### **3. COST IMPLICATION**

The costs of any successful appeals will fall on the new tranche Foot and Mouth given by the National Assembly to the County Council.

### **4. FINANCIAL CONTROLLER STATEMENT**

An appeals process is a Cabinet requirement.

### **5. CONSULTATION CARRIED OUT**

I have discussed my recommendations with the Director of Resources and the Head of Economic Regeneration as well as with the members and officers recommended for the appeals panel

### **6. IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE**

Rural Recovery will assist both the Economic Development Strategy, the Anti-Poverty Strategy and indirectly the County Council's own recovery plans.

### **7. RECOMMENDATIONS**

- 1) That an appeals panel will be established composed of members and officers of the County Council not previously involved in Foot and Mouth allocations.
- 2) That the panel consist of the Chair of the Environment and Resources Scrutiny Panels, Councillor Glyn Thomas and Councillor Andrew Thomas together with the Director of Environment and Finance Controller.
- 3) That the Council's case to appeal panel be presented by the Director of Resources with the Head of Economic Regeneration.

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR E A OWENS, LEAD MEMBER FOR FINANCE

DATE: 25 SEPTEMBER 2001

SUBJECT: GRANTS TO VOLUNTARY ORGANISATIONS

**1 Decision Sought**

To consider and approve the recommendations made in the attached District Auditor's report into Grants to Not For Profit Organisations.

**2 Reason for Decision**

2.1 The District Auditor has carried out an investigation into grants making by the Authority to Not for Profit organisations.

2.2 It carried out extensive interviews with relevant departments over the year.

2.3 It has assessed the current grant funding situation as lacking strategic coherence and a common approach to applications. This differs from the way grants to Not for Profit organisations are being dealt with by other authorities.

2.4 The findings and recommendations of the report have been accepted by officers and they have been discussed at the **Voluntary Sector Liaison Group**, where a special executive sub group has been established which among other things will deal with advancing the actions listed in this report.

**3 Cost implications**

3.1 None arising from this report

**4 Financial Controller Statement**

4.1 No direct financial impact at this stage.

**5 Consultation**

5.1 Voluntary Sector Liaison Group - who welcomed the report's findings.

**6 Implications for other policy areas.**

6.1 Adopting a strategic approach to grant funding requires the Council to determine clear priorities for services. The process of developing the as vision outlined by the Leader will enable Cabinet to prepare a strategic approach to grant funding, bringing all such funding in line with the Council's priorities.

**7 Recommendation**

7.1 To accept the recommendations of the District Auditors' report and to require a further report outlining proposals to deliver on the recommendations.

**REPORT TO CABINET**

**CABINET MEMBER: LEAD MEMBER FOR PERSONAL SERVICES**

**DATE: 25 SEPTEMBER 2001**

**SUBJECT: HOUSING RENTS AUTHORISATIONS**

**1 DECISION SOUGHT**

To authorise officers to issue appropriate letters and notices and represent the Council in Court on Housing Rent Arrears matters.

**2 REASON FOR SEEKING DECISION**

2.1 With the transfer of Housing Rents Section to the Housing Services Department there is a need to review the authorisations procedures.

2.2 The intention is for Housing Rents Officers to deal with all cases in their areas and for tenants to identify with them. It is, therefore, considered preferable for them to sign all letters and notices and, where appropriate, represent the Council in County Court.

**3 COST IMPLICATIONS**

N/A

**4 FINANCIAL CONTROLLER STATEMENT**

The proposal is part of the ongoing improvement to the rents service and will assist the collection of rent arrears.

**5 CONSULTATION CARRIED OUT**

Consultation with staff involved completed.

**6 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE**

A second Best Value Review of Housing Rents has commenced and the introduction of six area Housing Rents Officers is a central part of the policy to tackle rent arrears.

**7 RECOMMENDATION**

That the following officers be authorised to sign letters to tenants, issue Notices of Intention to Seek Possession in accordance with Ground 1 of Schedule 2 of the Housing Act 1985 and represent the Council in County Court on matters relating to rents for Council properties:-

1. Sadie Barclay, Housing Rents Officer
2. Stephen Collins, Housing Rents Officer
3. Andrew Greening, Housing Rents Officer
4. Hilary Lewis, Housing Rents Officer
5. Laura Stephens, Housing Rents Officer
6. Ben Stobbart, Housing Rents Officer
7. Simon Kaye, Housing Rents Manager
8. Paul Quirk, Head of Housing Services

**REPORT TO CABINET**

**CABINET MEMBER:** LEAD MEMBER FOR EDUCATION AND ICT  
LEAD MEMBER FOR HUMAN RESOURCES

**DATE:** 25 September 2001

**SUBJECT:** REDUNDANT TEACHERS ~ EARLY RELEASE OF PENSION

**1 DECISION SOUGHT**

To agree the introduction of a policy enabling the release of Premature Retirement Benefits to Teachers aged 50 to 59, whose employment is terminated due to Compulsory Redundancy \*

*\* subject of course to the rules and limitations of the Teacher's Pension Scheme.*

**2 REASON FOR SEEKING DECISION**

Consideration of 'Teachers - Premature Retirement Benefits' at the Cabinet Meeting of 31st July, 2001 was inconclusive, and the matter was deferred for further investigation.

The granting of approval for the release of Premature Retirement Benefits falls within the parameters of possible options available to the Council.

At present, arrangements exist whereby Teachers who seek early retirement can, in appropriate circumstances (i.e. in the interest of the efficiency of the service) be granted the early release of their pension benefits, via a Voluntary Early Retirement Scheme. Teachers who are made redundant and who are eligible on age grounds cannot currently be granted early release of pension benefits.

The further investigation requested indicates that :-

A teacher aged between the ages of 50 and 59 whose employment is terminated on the grounds of compulsory redundancy should, as a minimum, receive unreduced benefits from the Teachers Pension Scheme, in addition to the appropriate redundancy payment required by statute. These unreduced benefits are at the discretion of the Employer as governed by the Teachers Pensions Regulations 1997

In line with these Regulations it is proposed that Denbighshire County Council should pay mandatory compensation benefits which are based on accrued service within the Teachers' Pension Scheme, split between the Scheme and the employer. The employer's share is called the 'mandatory compensation' and the employer must agree to pay this if an application for premature retirement benefits is to be accepted by Teachers' Pensions. The amount that the employer contributes will vary in each case and will be determined as a percentage of the pension and lump sum based on the age of the employee at the date of leaving.

See Appendix 1 which outlines comparative termination packages for illustration purposes only.

**3 COST IMPLICATIONS**

Costs are dependent upon individual circumstances. The Authority would be required to contribute to pension and lump sum payments based on actuarially assessed national agreements

**4 FINANCIAL CONTROLLER STATEMENT**

A budget will need to be established to accommodate the estimated average annual costs of the proposed scheme.

**5 CONSULTATION CARRIED OUT**

Denbighshire Teachers JNC  
Head of Personnel  
County Clerk

Corporate Director: Resources  
Head of Strategy & Resources (Lifelong Learning)

**6 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE**

N/A.

**7 RECOMMENDATION**

That a policy be approved which enables the release of Mandatory Compensation Premature Retirement Benefits to teachers aged 50 to 59 whose employment is or has been since 31st August 2001 terminated due to Compulsory Redundancy. This recommendation to be subject to the rules and limitations of the Teacher's Pensions Schemes



## COMPARATIVE TERMINATION PACKAGES

All examples relate to: a 55 year old employee with 25 years' service and a final salary of £26,000

<b>1. Current DCC Practice</b>	
<b>Example 1:</b>	<p><b>A teacher who volunteers for Early Retirement</b></p> <p>A (pension scheme) lump sum payment of <b>£24,375</b> An Annual Pension of <b>£8,125</b></p>
<b>Example 2:</b>	<p><b>A teacher who is made redundant</b></p> <p>A redundancy payment of 27 weeks pay = <b>£13,500</b> (pension benefits will be 'frozen' until aged 60)</p>
<b>2. Recommendation</b>	
<b>Example 3 :</b>	<p><b>A teacher who is made redundant</b></p> <p>A redundancy payment of <b>£13,500</b> A pension scheme lump sum payment of <b>£24,375</b> A pension of <b>£8,125</b> per year</p>
<b>3. Further Comparative Information</b>	
<b>Example 4 :</b>	<p><b>A non-teaching officer who is made redundant</b></p> <p>A redundancy payment of 27 weeks pay = <b>£13,500</b> A (pension scheme) lump sum payment of <b>£24,375</b> A (DCC funded) lump sum enhancement <b>£4,875</b> A pension of <b>£8,125</b> per year A (DCC funded) pension enhancement of <b>£1,635</b> per year</p>

It should be noted that the Pension Scheme to which Teachers subscribe is a distinctly separate pension fund to that which non-teaching employees subscribe.

CABINET MEMBER: COUNCILLORS K E WELLS, R W HUGHES AND A E ROBERTS

DATE: 25 SEPTEMBER 2001

SUBJECT: LLAIS IFANC / YOUNG VOICE [MOVING FORWARD LISTENING TO YOUNG PEOPLE]

**1. Decision Sought**

1.1 To agree the attached response to the National Assembly for Wales' consultation paper: **Moving Forward - Listening to Young People** and to provide suggestions for amendments where necessary (consultation document attached).

**2. Reasons for Decision**

2.1 The National Assembly is seeking to create a new institution Llais Ifanc/Young Voice which is to be a children and young persons' consultative council to aid its policy development. Representation at an all Wales level would be achieved through a general council made up of representatives from local children and young people's forums and national and local groups.

2.2 It is proposed that Llais Ifanc will have a membership of 60 persons comprising:

**Drawn or chosen from/by local fori**

1 rep from each local children and youth forum (22)

1 rep of participation organisations at local level: TCCs, school council or individuals elected by the forum.

**National Appointment/co-optees**

10 from National Vol. Orgs , elected at the Llais Ifanc/ Young Voice annual meeting

6 co-opted persons elected by the Council from organisation or as individuals who represent interests relevant to the Council's work.

2.3 Its function will be to promote participation of children and young people in public policy making in Wales, specifically to promote the rights of children and young people in the decisions that affect them.

2.4 Llais Ifranc would be a self governing body managed by children and young people with a permanent staff responsible to a management committee comprising

4 Trustees aged 18 -25

4 directors aged up to 18 ears elected by the General Council

2 Trustees (1 nominated by Children in Wales and 1 from the Wales Youth Agency) both ratified by the General Council

2 Trustees elected by the General council from voluntary organisations.

2.5 In preparing our response the Authority is asked to ensure that we involve Children and Young People in preparing our response.

2.6 The deadline for responding is 30th September. We received the consultation document on 30th June. The point has been made to the National Assembly for Wales that proper consultation with Young People and Children will take time and that the school holiday time is not a good period for this to take place. It has also been pointed out that it is inconsistent to be promoting the idea of consultation and participation with Children and Young People whilst not providing the time to carry this out. The National Assembly has therefore agreed that we can respond with the results of our consultation with Young people by the end of October, but has asked for our initial views to be forwarded.

### **3. Cost implications**

3.1 There are no cost implications associated with this report

### **4. Financial Controller Statement**

4.1 No financial consequences at this stage.

### **5. Consultation Carried Out**

5.1 This draft response was put together following a meeting attended by the Corporate Director for Life long Learning, David Saunders, Sylvia Jones, Lesley Gleave, Sandra Welsby and Steve Hatton.

5.2 Relevant Members of the group have been asked to organise consultation with Children and Young persons groups to enable the Authority to forward their views to the Assembly by the end of October.

### **6. Implications for Other Policy Areas**

6.1 There are none arising from this response, but the proposal will strengthen the consultation requirement with Children and Young People and provide an added impetus to enhance existing Children and Young Persons' forums locally

### **7. Recommendation**

7.1 That Members approve the attached response or suggest amendments as necessary

SH ~ RLE

September 2001

01824-706146

Dear

The Council welcomes the proposals detailed in moving forward. It takes very seriously the issues raised and has already established within the Authority schools councils, youth fori and fori for marginalised or disadvantaged groups. Such group would provide the basis for our participation in the Llais Ifanc.

In response to the consultation we would wish to make certain general and specific points:

### **General**

The initiative is an important one as it changes the status of Children and Youth people within life of the democratic system. As such we do need to ensure that whatever structures are set up to reflect the views of children and young persons, these views are treated with appropriate seriousness. There is very little point in raising expectations only to disappoint. This has several dimensions:

The need not to have a patronising view towards children and young people so that their views are only canvassed, but not treated as having substance. In this regard consideration needs to be given to the use of referenda as a supplement to the parliament idea. Children are individuals as well as members of collectivities and therefore need to be addressed directly in the same way as the rest of the electorate.

Llais Ifanc should be a statutory consultee in the formation of Assembly policy. There may be a need to define the areas in which consultation with Llais Ifanc would be mandatory, (e.g all children's policy issues) but it is essential for this new institution to be given sufficient status to encourage participation. Giving this status to Llais Ifanc would also ensure that sub national bodies would also seriously seek the views of Children and Young people as they formulate their policies. Sections 12 and 19 need to reflect this point. What we need to be thinking about is a body which has the same legal status as the Partnership Council.

Emphasis needs to be placed on making this a sustainable development. There is a great risk in several of these initiatives of rhetoric running ahead of reality. The principles are very rarely in doubt, but their application requires a continuous commitment to the need to develop citizenship in the community. It would be inconsistent, however, with this aim if these virtues were only to be encouraged among the young. The opportunities for citizenship, its importance as a value, needs to be developed within the community at large, otherwise measures such as these will have a fairly odd relationship to the values of the rest of the community.

## Specific

Do you think that the proposed structure and support arrangements will work effectively as an all-Wales representative organisation for children and young people?

Yes, but consideration should be given to having a regional structure. The 60 membership figure chosen no doubt to reflect the Assembly's membership will perhaps be difficult to deliver given the diversity which will exist on the ground in different authorities. It would be better to have a looser arrangement at regional level with the Llais Ifanc membership being selected from the region. This would allow for greater participation by local groups where these have been developed. Overtime as each area develops its youth fori then this could be looked at again, but it is essential not to have too much rigidity.

Do you feel that the aims and function of Llais Ifanc/Young Voice as described are appropriate and can you suggest others?

We agree with the aims as listed in sections 13 and 16. There is however a need to make review and monitoring real. Clear criteria for participation need to be determined in order to provide the monitoring function with a real target to measure. There is also a need to identify who should carry this function out. The Children's Commissioner is probably best placed to carry out this function, but children and young people should be involved in drawing up the criteria.

Does the proposal build on existing practice in Wales, particularly in local youth forums where they have been established?

The answer to the above is yes, but the question is whether it has sufficiently so. The proposals certainly build on the spirit of local fori, but it is unclear whether the proposals pay sufficient attention to the diverse needs of different groups within young people. It is important that we do not create a new democratic body which reproduces the pitfalls of established bodies in securing representativeness.

What learning from work in current participation structures in Wales and elsewhere needs to be taken into account?

It needs to be recognised that there are various developmental processes involved in setting up a body of this nature. Young people are acquiring new skills, experiencing new learning experiences and becoming comfortable with discussing views, negotiating over meanings, developing leadership qualities as well as having their views represented. It is important to recognise that this is a very creative and stimulating experience which will produce its own dimensions and momentum.

Specifically, Llais Ifanc must encourage inclusiveness. It must also in a sense help to make up for the rights deficit which exists for children and young people. As mentioned above there is a need to change the status of children and young persons in the culture to prevent many of the abuses to which children and young people are particularly prone.

What do you think is the role for Llais Ifanc / Young People in supporting local forums

Llais Ifanc should take a lead in stimulating debate in the local areas, whether this be on a local or a regional basis. It should liaise with local bodies bring them into the consultation process especially where the consultation involves issues for which Llais Ifanc is a statutory consultee.

The proposal aims to set up a body that will ensure that children and young people from disadvantaged groups are involved. Does it do this and can you suggest other ways in which this might be achieved?

It must also include children with learning and/or physical disabilities. It is essential that a group of people are not excluded from participation. The principle that if people will qualify for voting rights they should qualify for full inclusion needs to be adopted.

Do you think that it is practical to invoke both children up to 11 years and young people in the same structure? Are different structures needed for the two age groups?

It is practical, but there needs to be an appropriate level of involvement.

What should be the upper age limit for membership of Llais Ifanc/Young Voice?

We suggest 25 as this fits in with several other initiatives

Do you support the principle of Llais Ifanc/Young Voice as a self-governing organisation, answerable to children and young people themselves? Are there other ways in which this can be achieved?

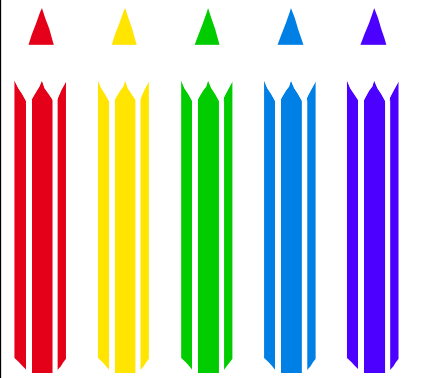
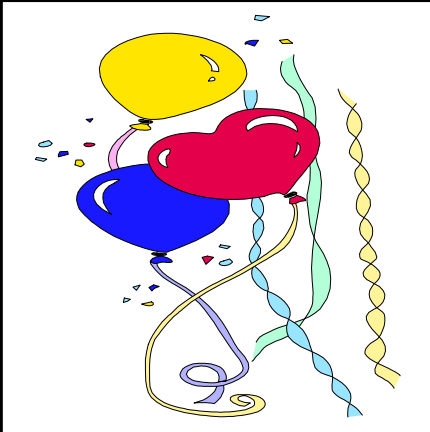
We agree with this.

The term 'General Council' was chosen by young people for want of a better one. Have you a suggestion.

We should adopt the title young people have chosen.

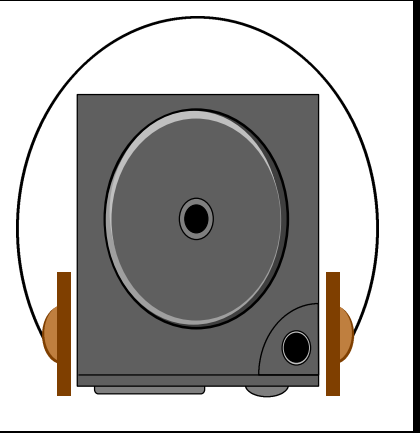
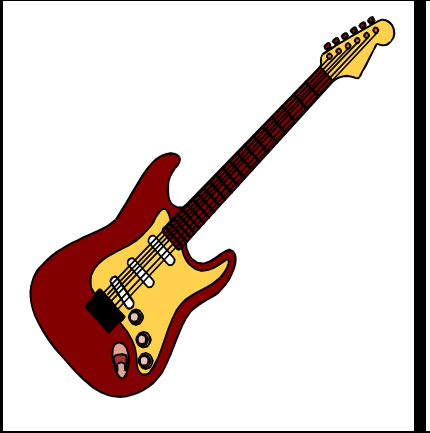
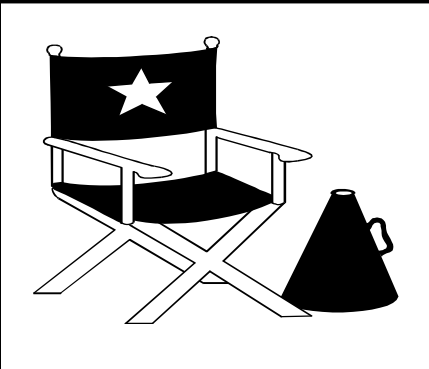
Yours sincerely

**STEVE HATTON**  
**Assistant Chief Executive: Strategy**



**MOVING FORWARD - LISTENING  
TO CHILDREN AND YOUNG PEOPLE**

**A PROPOSAL FOR CONSULTATION**



# MOVING FORWARD– LISTENING TO CHILDREN AND YOUNG PEOPLE IN WALES

## PROPOSAL FOR CONSULTATION

### Introduction

1. The National Assembly for Wales wants to create a Wales which “*values its children and where young people want to live, work and enjoy a high quality of life.*” It also holds as a core value that “*children and young people are to be treated as valued members of the community whose voices are heard and needs considered across the range of policy-making.*” At the heart of the proposals lies the principle of Article 12 of the UN Convention on the Rights of the Child, that children and young people have a right to say what they think about matters that affect them, and to be listened to.
2. The importance of participation of young people in decision-making is stressed in two Assembly documents released last December: *Children and Young People: A Framework for Partnership* and *Extending Entitlement: supporting young people in Wales.*
3. This paper proposes a structure to implement the commitments outlined in principle in those documents.
4. A planning group made up of Llais Ifanc/Young Voice and the Biteback Group, working with the Wales Youth Agency, Children in Wales and Assembly officials, has drawn up these proposals.
5. The Assembly wishes to ensure that all those who wish to make a contribution and give their opinions on matters affecting them have the opportunity to do so.

### Background

6. The Assembly’s support to date for children and young people’s participation in Wales has been focussed on two developments. Llais Ifanc/Young Voice is the Assembly’s own initiative to establish a clear, productive and sustainable dialogue with the young people of Wales. It has helped to examine and develop ways of involving children and young people in decision making in Wales, and in the work of the Assembly.
7. This work is complemented by Biteback, established at an all-Wales Conference organised in the summer of 1999 by Children in Wales, the Wales Youth Agency and Save the Children Fund. At the conference an all-Wales representative panel of young people was elected and has met regularly since then. Amongst other tasks, Biteback has worked closely with the Llais Ifanc/Young Voice team in the planning of a July 2000 “Breaking Barriers” Conference and arranged consultations over the *Framework for Partnership*. Biteback also assisted in planning the process of involving young people in recruitment of the Children’s Commissioner.



## Participation – Core Principles

8. There are key principles that need to be in place to support the involvement of children and young people in decision-making. These include:

- Inclusion: participation will need to be accessible to children and young people at all levels, including in communities and in schools.
- Results: the views and opinions of children and young people need to be acted upon and lead to results, such as changes in policy and planning, or to direct feedback giving reasons for inability to take up particular suggestions.
- Accessibility: Information and papers will need to be accessible for children and young people.
- Support and training: may be required so that children and young people can be confident and express their views effectively in meetings both with each other and with adults.

9. Participation needs to include all children and young people, including those less articulate and self -confident. It is important to ensure the involvement of those who might otherwise be unheard, such as children and young people from, black, minority ethnic and traveller communities, and children and young people with disabilities (physical or mental impairment).

Projects which promote advocacy and children's rights help us to learn how best to included all children and young people.

## Local Participation

10. At the local level it is proposed that participation should be based on a foundation of local youth forums. These are being developed in most local authorities in Wales. Local forums provide a basis for enabling children and young people to participate in local government, local health groups and other organisations. They can contribute to:

- the Community Planning process;
- to the development of Local Children and Young People's Frameworks envisaged in *Framework for Partnership*; and,
- to the local authority-led partnerships that are proposed under *Extending Entitlement*.

11. More local forums will be encouraged in schools, youth clubs, voluntary organisations, town and community councils.

## National Participation

12. At a national level, the views of children and young people are needed to contribute to policy development in the National Assembly. We propose to build upon our past practice and learning, by integrating Llais Ifanc/Young Voice and Biteback to create an effective all-Wales body. This new body, which would retain the title Llais Ifanc/Young Voice, would have a direct link with the Assembly, enabling children and young people to participate in decision-making at the national level.

13. The Assembly believes that Llais Ifanc/Young Voice should become a self-governing body, managed by children and young people. Its function would be to:

- promote the participation of children and young people in public policy making in Wales;
- provide direct support to an all-Wales representation body;
- ensure the establishment of effective links between the national and local level participation organisations.

14. Its staff would support participation at both local and national levels, train children and young people, and advise on and promote good practice.

15. Representation at the all Wales level would be achieved through a "General Council" made up of representatives from local children and young people's forums and national and local groups.

16. The General Council would:

- promote the rights of children and young people, in particular their effective participation and active citizenship both locally and nationally in Wales and beyond;
- inform and represent the views of children and young people, contributing to debate and decision making as appropriate in the Assembly, and to other public bodies in Wales, including the Children's Commissioner and where appropriate beyond Wales;
- hold an "Annual Gathering" of members to debate key issues and to receive reports from the management committee on its work and to elect every two years the management committee and co-opted members;
- review and monitor participation in planning and decision-making at all levels in Wales;
- provide the Wales representation on relevant bodies, linking with similar organisations in England, Scotland and Northern Ireland, at UK level, in Europe and further afield; and

- participate in monitoring and reporting processes around the UN Convention on the Rights of the Child in Wales.

17. It is proposed that the General Council would meet quarterly in different places around Wales, one meeting of which will be the Annual Gathering. It would carry on its work through these meetings and through the establishment of working groups to address particular topics and policy areas, as the Council would decide. Membership of these groups might include individuals from other bodies, as necessary for carrying out each group's task and decided by the Council.

18. Llais Ifanc/Young Voice will maintain an interactive web site. This will promote the work of Llais Ifanc/Young Voice, encourage participation across Wales, and provide an attractive and accessible tool for children and young people. The new-look Llais Ifanc/Young Voice website will be launched in September.

### **Participation in the National Assembly**

19. The Council of Llais Ifanc/Young Voice would meet annually with National Assembly Members and officials to report formally on its work over the year. This meeting will provide an opportunity to review the policy over the previous year and to establish priorities for the coming year. Based upon this review, issue-based working groups of young people and Assembly officials would then meet during the year to work on particular areas of policy. In addition Llais Ifanc/Young Voice would work on matters that were of particular priority to its members.

### **Children's Commissioner for Wales**

20. The Children's Commissioner for Wales plans to consult regularly with children and young people. He is keen to ensure that there is effective communication with him and that he listens to their views about how he exercises his powers, including his annual programme. He would be able, where he felt it appropriate, to meet with children and young people through Llais Ifanc/Young Voice in order to consult children and young people. This would be alongside or in addition to consultation with other networks as he sees fit. He might also want to scrutinise the way in which processes for participation are operating in the Assembly, in local authority-supported forums and in school councils.

### **Wales/UK Youth Parliament**

21. The Powys-based *Regenerate* organisation is currently engaged in establishing a *Wales Youth Parliament*. This group originated in *Regenerate's* work with the UK Youth Parliament. As part of the consultation on this document, discussions are to be held with a view to establishing a joint basis for future working.

22. Through the work of *Regenerate*, three UK Youth Parliament members have already been elected in Powys, and it is proposed they be included in the inaugural General Council of Llais Ifanc/Young Voice.

### **Consultation Questions**

23. Your views on these proposals would be welcome, including in particular answers to the following questions:

- Do you think that the proposed structure and support arrangements will work effectively as an all-Wales representative organisation for children and young people?
- Do you feel that the aims and function of Llais Ifanc/Young Voice as described are appropriate and can you suggest others?
- Does the proposal build on existing practice in Wales, particularly in local youth forums where they have been established?
- What learning from work in current participation structures in Wales and elsewhere needs to be taken into account?
- What do you think is the role for Llais Ifanc/Young Voice in supporting local forums?
- The proposal aims to set up a body that will ensure that children and young people from disadvantaged groups are involved. Does it do this and can you suggest other ways in which this might be achieved?
- Do you think that it is practical to involve both children up to 11 years and young people in the same structure? Are different structures needed for the two age groups?
- What should be the upper age limit for membership of Llais Ifanc/Young Voice?
- Do you support the principle of Llais Ifanc/Young Voice as a self-governing organisation, answerable to children and young people themselves? Are there other ways in which this can be achieved?
- The term “General Council” was chosen by young people for want of a better one. Have you a suggestion?

### **Consultation Arrangements**

24. Your views and comments on these proposals would be much appreciated. Responses should be sent by 31 August to:

Gareth Davies

Children's Frameworks Team  
National Assembly for Wales  
Cathays Park  
Cardiff CF10 3NQ  
Tel: 029 2082 5640      [email: gareth.davies2@wales.gsi.gov.uk](mailto:gareth.davies2@wales.gsi.gov.uk)

25. Specific arrangements are being made by staff of Llais Ifanc/Young Voice to attend meetings of local children and youth forums across Wales to consider this paper. If you wish to enquire about this aspect please contact:

Katie Antippas  
Wales Youth Agency  
Leslie Court  
Lon-y-llyn  
Caerphilly CF83 1BQ  
Tel: 029 2085 5714      [email: katie.antippas@wya.org.uk](mailto:katie.antippas@wya.org.uk)

26. A copy of this paper is available on the National Assembly website:  
[www.wales.gov.uk](http://www.wales.gov.uk)

## **Proposed Composition of the General Council of Llais Ifanc/Young Voice**

1. The Council will aim to promote the rights of children and young people to participate in the decisions that affect them and encouraging active citizenship in Wales at local and national levels, and beyond. In furtherance of this aim the Council will:
  - undertake consultations with constituencies of children and young people around relevant policies, strategies and initiatives, informing debate and passing on outcomes as appropriate to divisions or subject Committees of the Assembly;
  - work with local forums and other participation –based organisations and groups to ensure effective participation of children and young people in areas that affect them in the work of the Assembly, including the arranging of a six-monthly "gathering";
  - review and monitor participation in planning and decision-making, providing a voice for children and young people in evaluation processes;
  - act as the channel through which organisations wishing to consult with children and young people in Wales undertake such exercises;
  - provide links with similar organisations in England, Scotland and Northern Ireland, with relevant UK- wide bodies, in Europe and beyond;
  - participate in monitoring and reporting processes around the UN Convention on the Rights of the Child in Wales.
2. The Council will have a membership of 60, comprising:
  - One representative of each local children and youth forum , elected by the forum (22);
  - One representative of participation organisations at local level - town councils, school council or individual, elected by the forum (22);
  - Co-options (10) drawn from national voluntary organisations, elected at the Llais Ifanc/Young Voice Annual Gathering mindful of the need to ensure contributions from underrepresented groups; and
  - Co-options (6) elected by the Council from organisations or as individuals, who represent interests relevant to the Council's work, or as the Council shall decide.

3. The Council will elect from its membership the agreed number of members to represent Wales in the UK Youth Parliament.

### **Management Committee**

4. The governance of Llais Ifanc/Young Voice, the management of its finances, staff and resources will be the responsibility of a Management Committee, which will comprise:

- Four Trustees aged 18 to 25 years, elected for a period of two/three years by the General Council;
- Four Directors, aged up to 18 years, elected by the General Council;
- Two Trustees, one nominated by Children in Wales from its staff, one by Wales Youth Agency nominated from its staff, ratified by the General Council;
- Two Trustees elected by the General Council from voluntary organisations that have participation of children and young people among their objectives and functions.

5. Llais Ifanc/Young Voice should as far as possible be run by and answerable to children and young people. The adult Trustees will act as enablers, facilitating this aim and ensuring that governance meets legal requirements. The Committee will meet at least five times each year. It will select from its number a Treasurer, Chair and vice Chair. The Chair and vice Chair will be selected from the young people's representatives. The Committee will select one from its membership who will provide regular support to the National Co-ordinator.

### **Llais Ifanc /Young Voice - Staffing**

6. The proposed structure will need to be supported in ways that are inclusive and empowering of children and young people. It is proposed that the staff who have been engaged to date as part of Llais Ifanc/Young Voice and the Bite Back initiative be drawn together into a single team, pending the appointment of a Co-ordinator. A new team will then be established, comprising two development officers, a web editor, an administrator and an administrative assistant.

7. The new Llais Ifanc/Young Voice staff team will:

- provide day to day support to the Management Committee, General Council and Working Groups;
- support the establishment and operation of local forums and work with other participatory bodies, for example those in schools, youth clubs and projects ;
- review and monitor participation in planning and decision-making;

- provide practical training to children and young people and promote models of good practice;
- work in partnership with the Assembly in exchanging information, developing accessible briefing and in planning and running annual gatherings;
- provide information and training materials to support consultations with children and young people;
- maintain regular contact with children and young people individually and in groups, particularly through the reconstructed Llais Ifanc/Young Voice Website.

8. The Wales Youth Agency has hosted Llais Ifanc/Young Voice since its inception and is prepared to continue the arrangement in the future. The Agency has a remit to promote young people's participation, and Llais Ifanc/young Voice is able to benefit from the arrangement, particularly in terms of information provision and administrative support and efficiency in keeping running costs to a minimum.

### **Legal status**

9. It is proposed that the new Llais Ifanc/Young Voice is established as a charitable organisation and a company limited by guarantee. This status would enable management committee members aged 18 and over to become trustees and young people aged below 18 to become directors of the company. This is being pursued at present and further work is being carried out on a constitution.



## Jane Hutt AM

Our ref:

To: Those on Attached list

28 June 2001

I am committed to the core value of the National Assembly for Wales that “*children and young people are to be treated as valued members of the community whose voices are heard and needs considered across the range of policy-making.*” I now wish to consult children and young people and appropriate organisations on proposals for ensuring that children and young people are involved in decision-making.

I propose to establish a structure to ensure representation at an all-Wales level that can link to local children and young people’s forums. This would involve the setting up of a new self-governing organisation that would be called Llais Ifanc/Young Voice, managed by children and young people and supported by representatives of key organisations. The National Assembly would finance this new body.

I attach the consultation proposal for your consideration. You will note that this paper has also been sent to children and young people’s organisations and to youth-led organisations such as local youth forums. I expect that you will involve children and young people in preparing your response, which will identify the views of those with whom you consulted.

The proposal refers to arrangements for linking with the UK Youth Parliament that held its first meeting in London in February. The Parliament has been consulted at the planning stages of this proposal and it is anticipated that representation of young people in Wales could take place through the proposed structure.

The Powys-based Regenerate organisation is currently engaged in establishing a Wales Youth Parliament. This group originated in Regenerate’s work with the UK Youth Parliament. Both the Wales Youth Parliament and Regenerate are being included in the consultations on this document.

In order to maintain oversight of the development, including the launch of the new Llais Ifanc website in September, a secondee is sought to act as Interim Co-ordinator until the new appointee is in post, that is until 31 March 2002. If you are aware of a member of your staff who would be interested or available to take up this secondment, please contact Gareth Davies at the address below for additional details.

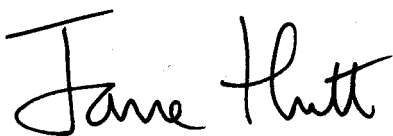
Your views and comments on the proposals would be much appreciated. Responses should be sent by 30 September to:

Gareth Davies  
Children's Frameworks Team  
National Assembly for Wales  
Cathays Park  
Cardiff CF10 3NQ  
Tel: 029 2082 5640      [email: gareth.davies2@wales.gsi.gov.uk](mailto:gareth.davies2@wales.gsi.gov.uk)

Specific arrangements have been made for staff of *Llais Ifanc - Young Voice* to attend meetings of local forums across Wales to consider this paper. If you wish to enquire about this aspect please contact:

Katie Antippas  
Wales Youth Agency  
Leslie Court  
Lon-y-llyn  
Caerphilly CF83 1BQ  
Tel: 029 2085 5714      [email: katie.antippas@wya.org.uk](mailto:katie.antippas@wya.org.uk)

I look forward to receiving your response.

A handwritten signature in black ink that reads "Jane Hutt". The signature is written in a cursive style with a large initial 'J' and a long, sweeping underline.

Circulation List:

Chair, Council of Wales Voluntary Youth Services  
Chairs, Local Health Groups  
Chief Executive, Children in Wales  
Chief Executive, Welsh Local Government Association  
Chief Executive, Wales Youth Agency  
Chief Executives, Health Authorities  
Chief Executives, Health Trusts  
Children's Commissioner for Wales  
County Principal Youth Officers  
Director (Wales), Barnardo's  
Director (Wales), Save the Children  
Director, Voices from Care  
Director, Wales Council for Voluntary Action  
Director, Youthlink Wales  
Directors of Education  
Directors of Social Services  
Head of Social Work, Children's Society  
Local Authority Chief Executives

## **Jane Hutt AM**

Our ref:

To: Those on attached list

28 June 2001

I am writing to you to ask your views on how we can ensure that the voices of children and young people are heard in Wales and taken into account in how we develop policy in the National assembly for Wales. We are setting up a structure to ensure representation at an all-Wales level that can link to local children and young people's forums. This would involve setting up a new self-governing organisation that would be called Llais Ifanc/Young Voice. It would be run by, and answerable to, children and young people and supported by representatives of key organisations. The National Assembly would pay for this new body, which would have its own staff team.

This proposal is based on Llais Ifanc/ Young Voice, the Assembly's own initiative about participation in decision-making. You may in the past have used the Llais Ifanc website, received information packs, or attended the conference entitled 'Breaking Barriers', held in the Assembly building in Cardiff Bay last July.

Work on this proposal has also involved 'Bite Back,' a group of young people supported by Save the Children, Children in Wales, and the Wales Youth Agency. The group met regularly and has undertaken consultations around Assembly proposals, helped with planning and running the Breaking Barriers conference, and also supported the recruitment of the Children's Commissioner for Wales.

I am also proposing that, at a local level, children and young people are involved in decision-making through children and youth forums. As you will know, the forums may include representatives of town youth councils, school councils and youth clubs. Local youth forums would aim to ensure the participation of those who might not otherwise get their voices heard, such as children and young people from black, minority ethnic and traveller communities, and children and young people with disabilities (physical or mental impairment). Local youth forums would be able to support Llais Ifanc/Young Voice at an all-Wales level and receive training and advice in return.

The details of how this structure would work are described in the paper enclosed with this letter. I am also attaching a copy of the covering letter sent to local authorities and other relevant organisations, to inform you of other bodies that are being consulted.

You will see that the proposal refers to arrangements for linking with the UK Youth Parliament that held its first meeting in London in February. The Parliament has been consulted at the planning stages of this proposal and representation of young people in Wales could take place through Llais Ifanc/Young Voice.

The Powys-based 'Regenerate' organisation is currently engaged in establishing a Wales Youth Parliament. This group originated in the organisation's work with the UK Youth Parliament. Both the Wales Youth Parliament and 'Regenerate' are being included in the consultations on this document.

Your views and comments on the proposals should be sent by 30 September to:

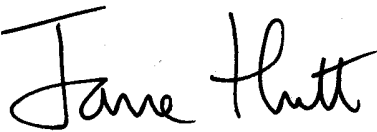
Gareth Davies  
Children's Frameworks Team  
National Assembly for Wales  
Cathays Park  
Cardiff CF10 3NQ  
Tel: 029 2082 5640      [email: gareth.davies2@wales.gsi.gov.uk](mailto:gareth.davies2@wales.gsi.gov.uk)

Please note that staff and young people from Llais Ifanc/Young Voice are available to attend meetings of local forums to discuss this proposal. If you wish to ask further about this please contact:

Katie Antippos  
Wales Youth Agency  
Leslie Court  
Lon-y-llyn  
Caerphilly CF83 1BQ  
Tel: 029 2085 5714      [email: katie.antippos@wya.org.uk](mailto:katie.antippos@wya.org.uk)

I look forward to hearing from you.

Yours Sincerely,



Circulation List:

ACE (African Caribbean Education) Saturday School  
Blaenllechau Community Regeneration  
Cardiff Kids Helpline  
Chequers Youth Facility  
Dusty Forge Project  
Fairbridge  
FFLAG  
Grassroots City Centre Youth Project  
Llanharan Drop in Centre  
Local Youth Forum contacts  
Move-on-Cardiff  
Neath Port Talbot Life Long Learning  
Neway / Immtech Training  
North Wales Children's Rights Service  
Prestatyn Town Council  
Right On – The Cardiff Youth Network  
Riverside Warehouse Centre  
Teen Challenge Gwent  
Theatr Fforwm Cymru  
UK Youth Parliament  
Wales Association of Youth Clubs  
Wales Youth Parliament  
Youth Help Line

**REPORT TO CABINET**

**AGENDA ITEM 16**

**CABINET MEMBER :** Lead Member for Welsh Language

**DATE :** 25 September 2001

**SUBJECT :** Welsh Language Board (WLB) Interim Report: (BVW1)

**1 Decision Sought**

- 1.1 Consider the interim report and agree in principle the short-term Action Plan (September-December).
- 1.2 Link the implementation of the Corporate Welsh Language Scheme (WLS) with the new Performance Management arrangements.

**2 Reason for Seeking Decision**

- 2.1 The Best Value Performance Plan 2001-2002 sets a target of 'good' for service delivery and management of the Scheme (Corporate Governance first statement BVW1 and NAW PI). We will need to demonstrate clearly how we are implementing the actions to meet our commitment to improve.
- 2.2 The Welsh Language Board will carry out a further review of performance between October and December 2001 and provide the Council with a final report. The annual report on progress in implementing the County's WLS is to be submitted to the Welsh Language Board shortly.
- 2.3 Full use of current facilities for training needs and collating information for corporate data base is urgently required.
- 2.4 Link with NafW Generic Equalities Standard for Local Government and e-government methodology must be established.

**3 Cost Implications**

- Training costs are currently held in each Directorate
- Data base facilities are already in place
- Shortfall of resources will be identified as a pressure for 2001-2002 budget discussions
- Evaluation of the success or otherwise of the short-term action plan will identify further resource needs (officer time) for January 2002 onwards.

**4 Financial Controller Statement**

N/A

**5 Consultation Carried Out**

Corporate Directors  
Operations Management Board

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

Equal Opportunities – generic equalities standards  
e-government – methodology – Quality customer care  
Performance Management  
Best Value Performance Plan

## **7 Recommendation**

- 7.1 Cabinet consider the findings of the report and agree in principle the short-term Action Plan arrangements
- 7.2 Cabinet agrees to the link between corporate responsibility for implementing, monitoring, reviewing the WLS with the new Performance Management arrangements for all Council services.



# ACTION PLAN

*WLS: Welsh Language Scheme WLB: Welsh Language Board*

Objective	Action 2001-2002	Date	Target/anticipated outcome
<p>Improve service to people of Denbighshire through better face-to-face and telephone communication.</p>	<ul style="list-style-type: none"> <li>• All office managers display bilingual service signs prominently in all areas where we meet the public;</li> <li>• All front line staff wear badges to show that they can offer a bilingual service or that they are learners</li> <li>• All telephone answering methods checked as being bilingual</li> <li>• Name the person(s) able to offer a bilingual service in each section</li> <li>• Examine ways of monitoring correspondence which requires a bilingual response</li> </ul>	<p>July (check August)</p> <p>July (check August)</p> <p>September (check September 24)</p> <p>September (check Denb. 500)</p> <p>For further discussion</p>	<p>Positive feedback from 100% staff and public</p> <p>“Good” compliance in contrast to current ‘fair’ judgement 2001.</p> <p>Checks confirm 100% compliance</p> <p>Leaflet available for all</p> <p>For further discussion</p>
<p>Raise profile and increase momentum to action the Scheme’s objectives</p>	<ul style="list-style-type: none"> <li>• Inform Corporate Directors (CD) of WLB findings</li> <li>• Lead member and officers discuss WLB report;</li> <li>• NA/W Culture Committee presentation</li> <li>• Outline to CD of interim actions</li> <li>• Presentation of paper to Operations Management Board</li> <li>• Cabinet response to interim report and short-term Action Plan</li> <li>• Discuss operational matters with Heads of Service</li> </ul>	<p>18 June</p> <p>26 June</p> <p>4 July</p> <p>16 July</p> <p>6 September</p> <p>25 September</p> <p>3 October</p>	<p>Agreement for the way forward</p> <p>Positive interest in securing improvement</p> <p>More awareness of task ahead</p> <p>Clear understanding of requirements</p> <p>Positive ideas for the way forward</p> <p>100% understanding</p> <p>100% commitment from Members</p> <p>Agreement across all services</p> <p>100% commitment</p>

Objective	Action 2001-2002	Date	Target/anticipated outcome
Develop ownership + co-ordination of the Scheme.	<ul style="list-style-type: none"> <li>• Identify key officers within each Directorate who will take responsibility for WLS and compliance with agreed actions for improvement</li> <li>• Formalise cross-directorate Working Group - remit to include co-ordinating and monitoring all Performance Plans</li> <li>• Criteria for compliance agreed with named officers and processes for recording evidence implemented</li> <li>• Report to Cabinet</li> <li>• Response of Council to the report (Lead Member) for submission to WLB</li> </ul>	<p>Heads of Service Quarterly meeting 3 October</p> <p>3 October 3 October</p> <p>25 September</p>	<p>Key officers clear about their role and able to secure rapid improvements 100% of Heads of Service reporting on progress in Performance Plans. 100% response rate to named officer</p> <p>Usefulness of criteria and processes acknowledged as a method of monitoring and carrying out tasks Purposeful and positive debate Report based on extensive consultation and evidence</p>
Sufficiency of those competent in Welsh and English to deliver a bilingual service.	<ul style="list-style-type: none"> <li>• Up-to-date personnel database</li> <li>• Audit of language competence</li> <li>• Number of posts advertised as requiring bilingual skills</li> <li>• Corporate budget setting</li> <li>• Training programme and budget set up</li> <li>• Audit use of translation services + cost.</li> </ul>	<p>October October To be discussed</p> <p>13 September</p> <p>5 May, 6 July</p> <p>October</p>	<p>2001 baseline available to compare 2002 performance. To be discussed</p> <p>Sufficient resources at corporate level to carry out tasks Continuity and progression to match training needs. Efficient and effective translation service</p>
Set up internal monitoring systems linked to Best Value requirements.	<ul style="list-style-type: none"> <li>• Identify specific performance indicators, in line with Best Value requirements</li> <li>• Performance plans make explicit reference to WLS</li> <li>• Quarterly reports to Management Group.</li> <li>• Annual reports to Council on compliance, based on annual monitoring report submitted to WLB.</li> </ul>	<p>To be agreed following consultation and outcomes of meetings with Members and officers (dates detailed above)</p> <p>May 2002</p>	<p>Robust data available to inform Annual WLB report, DCC Performance Plan etc.</p> <p>Fully informed Members, Corporate Directors, Heads of Service and staff</p> <p>Satisfactory report from Welsh Language Board</p>

**REPORT TO CABINET**

**Agenda Item No: 17**

**CABINET MEMBER:** Councillor D M Morris, Lead Member for the Environment

**DATE:** 25 September 2001

**SUBJECT:** Review of County Public Conveniences

**1 Decision Sought**

To consider the report and recommendations submitted to the Environment Scrutiny Committee by the Head of Public Protection and Regulatory Services regarding the operation of the County Public Conveniences on 19 July 2001, together with the recommendations of that committee.

**2 Reason For Seeking Decision**

- 2.01 The Environment Scrutiny Committee set up a small panel of Members and Officers to look at the condition and operation of the County operated public conveniences. As part of the panels consideration a survey of all operational and non operational conveniences was carried out by the County Design Services section with the results being fed back to the panel and taken into consideration and subsequently reported back to the full meeting on of the Environmental Scrutiny Committee held on 19 July 2001 when members deliberated on the findings and made certain recommendations.
- 2.02 Attached at **Appendix 1** is a copy of the full report as presented to the Committee, which as Members will see sets out a number of options for the future of the service.
- 2.03 The main points that were accepted by all are that the conveniences do require serious consideration if the facility is to measure up to the standards expected by the residents and visitors to the County. Further there is a need to ensure that any proposals are adequately funded, through either direct funding, funding through a more effective charging regime or a combination of both.
- 2.04 The capital cost of improvements and modifications required is substantial, as is the requirement to provide, through the revenue stream a more responsive cleaning / maintenance regime. It is likely that a rolling programme of improvements will need to be considered in order to be able to finance the work over a number of years.
- 2.05 In **Appendix 2** are the additional recommendations of that committee for the consideration of the Members.

**4 Financial Controller statement**

The report of the Lead Member for Finance on the current year budget position includes a proposal to validate certain pressures in revenue budgets including the budget for Public Conveniences. Bids for Capital schemes can now be made as part of the new Capital bidding process

**5 Consultation Carried Out**

Environmental Scrutiny Committee

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

None

**7 Recommendation**

That the Cabinet gives consideration to the enclosed report together with the recommendations of the Environment Scrutiny Committee dated 19 July 2001.

**EXTRACT FROM THE ENVIRONMENT SCRUTINY COMMITTEE**

Minutes of the Environment Scrutiny Committee held in the, Committee Room, Nant Hall Road, Prestayn, on Thursday, 19th July, 2001 at 10.00 a.m.

**2 PUBLIC CONVENIENCES WORKING GROUP**

A copy of a report by The Head of Public Protection and Regulatory Services, setting out the current position with regards to public conveniences located within the Authority, had been circulated to Members of the Committee with the papers for the meeting.

The report outlined the current position regarding public conveniences which had been closed, those which were presently operational, together with, various future options for discussion and consideration.

Members considered the list of fifteen public conveniences currently closed and the following amendments to the report were suggested by Members:-

1. John Street, Rhyl - Members agreed that the Block be declared surplus in conjunction with plans for the future development of the area, particular consideration be given to the need for additional open space in this vicinity.
2. Greenfield Place, Rhyl - the recommendation be agreed with suggestion that the Block be demolished as soon as possible.
4. Old Golf Road, Rhyl - Members expressed concern regarding the recommendation that the toilet blocks at both Old Golf Road and Garford Road be declared surplus. It was suggested that in view of the areas popularity with cyclists, walkers, the caravan club and tourists it be recommended that the possibility of reinstating the toilet block at Old Golf Road be investigated by the officers. The Section Manager Community Services estimated that renovation costs could be in the region of £3000.00 with revenue costs of approximately £2000.00 per annum
7. Cynwyd, nr Corwen - In response to a request from Members, the Section Manager Community Services agreed to investigate possible alternatives for maintaining and monitoring the toilet block with a view to reinstatement. The officers agreed that the matter be referred to the Community Partnership Manager-South for investigation.
8. Llandrillo, Nr Corwen - In reply to a question from Members regarding a possible partnership between the local Bowling Club, Community Council and County Council with regards to the operation of the toilet block , the officers agreed that the matter be referred to the Community Partnership Manager-South for investigation.

Reference was made to the increasing problems and expense incurred as result of vandalism at public conveniences, it was explained that the installation of video cameras had helped to deter vandals and that the equipment could be installed at a cost of approximately £1000 per installation. Members agreed that the officers look at the possibility of installing video cameras at locations where vandalism had been a problem, together with, the possible redesign of toilet blocks to ensure that they were as vandal proof as possible

The possibility of combining car parking charges and the provision of public conveniences was suggested by Members, with a view to subsidising the provision of public conveniences.

Consideration was given by Members to the comments set out in the report regarding public conveniences currently in operation and the following amendments to the report were suggested by Members:-

1. Market Street, Llangollen - The problem of vandalism was highlighted at this particular location. In reply to a suggestion from Members that the installation of CCTV cameras in the car park could help deter vandals, the officers agreed that the possibility of installing a small video camera inside the toilet block could be examined.

2. Green Lane Car Park, Corwen - Members agreed that the opening times be reviewed at this location.
3. Ponderosa, Horseshoe Pass, Llangollen - Following a discussion regarding the possible installation of coin locking devices, it was agreed that the legal officers examine the current contract relating to this site, together with, the proposed expenditure of £10,000 basic cost.
6. Factory Ward, Denbigh - In reply to questions from Members, the officers agreed to review the opening times at this location.
7. St Asaph - Members agreed that this toilet block be redesigned and possibly re- located at an approximate cost of £30,000, the cost to be confirmed by the Section Manager Community Services following further investigations.
8. Princes Road, Rhuddlan - In response to concerns expressed by the Local Member regarding the survey, which stated the building had a flat roof, the officers agreed to investigate examine and amend the report.. Members were informed that vandalism had been a major problem at this location and the officers agreed that, as part of the redecoration and minor works, they would investigate the possible installation of a video camera, a coin locking system and further liaison with the Town Council.
11. West End, West Parade, Rhyl - Members agreed that this toilet block be declared surplus to requirement and recommend immediate action to alleviate the current problems.
12. Coliseum, West Parade, Rhyl - Members agreed the basic cost of £5,000 as an interim measure. However, consideration be given to the provision of a new toilet block in this vicinity at an estimated cost of £100,000.
23. Town Hall, Rhyl - Basic cost of £1,500 agreed, together with, the inclusion of £10,000 for full-time manning.
24. Crescent Road, Rhyl - In view of the lack of use, Members agreed that subject to the agreement of the Local members this toilet block be declared surplus to requirement.

Member discussed the considerable burden placed on the authority when providing public conveniences as a result of NNDR and water/sewage charges, particularly when the buildings were not been utilised, and it was agreed that the Valuation Officer be notified and representations made to the National assembly.

Reference was made to the current charge of 20 pence in public conveniences in the County and it was agreed that it remain unchanged until the standard of the facilities had been improved., at which time the charge could be reviewed.

In reply to a request from Members, the officers agreed to identify the cost of introducing an additional mobile team of cleaners which would work in conjunction with the current work force.

The Chair referred to the Future Options outlined in the report and Members agreed that Closing more public conveniences, Doing nothing, Transfer of the complete function to others to operate or Maintaining the facility within Public Protection would not be options considered at the present time. However, options which could be considered included Working in partnership with others, Transfer part of the function to the Trust, Transfer part of the function to the DSO or Splitting the management and repair functions.

The Chair outlined the additional revenue and capital costs and it was agreed that the Public Conveniences Working Group review the report prior to submission to Cabinet in September, 2001. The officers outlined the importance of identifying money within Revenue a Capital streams.

Resolved - that the report be received and the suggested amendments be included prior to submission to Cabinet.

# **REPORT TO ENVIRONMENT SCRUTINY COMMITTEE**

**REPORT BY:** Ken Ewing, Head of Public Protection & Regulatory Services

**DATE:** 19th July 2001

**SUBJECT:** Survey of Public Conveniences - Options for the Future

## **1 BACKGROUND - GENERAL**

**It must be remembered when considering the contents of this report, that the County's Public Conveniences are usually the first and last ports of call for visitors to the County. Poor conveniences can and do leave a lasting impression on our visitors and it is essential therefore that consideration be given to moving forward and dealing with public conveniences in a proactive and positive way.**

Prior to the Local Government Reorganisation within Wales there were **23** public conveniences within the area covered by Rhuddlan Borough Council, **14** within the area covered by Glyndwr District Council and **1** within Conwy, which subsequently transferred to the Directorate of Housing and Environmental Services of Denbighshire County Council in 1996, all of which were at that time operational.

During 1996, financial burdens and pressures started to mount on the County, making it difficult to maintain the full range of public conveniences inherited together with the statutory functions which were expected of the Directorate at that time.

Reports were considered by the various committees and Full Council and, after a lot of heart searching on the part of the members, together with considerable canvassing from the areas concerned, the following list of public conveniences was identified for closure (**Please refer to appendix A for schedule of inspections**).

- 1 John Street, Rhyl.**
- 2 Greenfield Place, Rhyl.**
- 3 West Kinnel Street, Rhyl.**
- 4 Old Golf Road, Rhyl.**
- 5 Garford Road, Rhyl.**
- 6 High Street, Dyserth.**
- 7 Cynwyd, Nr Corwen.**
- 8 Llandrillo, Nr Corwen.**
- 9 Henllan, Nr Denbigh.**
- 10 Coronation Gardens, Prestatyn.**
- 11 Trefnant**
- 12 Meliden Road, Prestatyn**
- 13 Glyndyfrdwy**
- 14 Townsend, Denbigh**
- 15 Velvet Hill, Llantysillio**

I set out brief comments on the schedule below :-

## **Closed Public Conveniences**

### **1 John St Rhyl**

This block used to suffer from considerable vandalism and use by undesirables. It is situated off the main area frequented by visitors.

#### **Recommended**

**Block should be declared surplus.**

### **2 Greenfield Place, Rhyl**

The whole of the Greenfield Place site has now been sold and the toilet block will be demolished as part of the redevelopment of the site.

#### **Recommended**

**No action required.**

### **3 West Kimmel St**

**Now demolished.**

#### **Recommended**

**No action required.**

### **4 Old Golf Road, Rhyl**

These public conveniences are in poor condition, due to the time since first closed.

#### **Recommended**

**The block should be declared surplus.**

### **5 Garford Road, Rhyl**

The block is in very poor condition and now attracts vandals as before, but with the added problem of people using the outside of the building as a toilet.

#### **Recommended**

**The block should be declared surplus.**

### **6 High St Dyserth**

Part of the old bus station.

#### **Recommended**

**The block should be declared surplus.**

### **7 Cynwyd, near Corwen**

A relatively modern block, which was serviced by a local person who lived opposite.

#### **Recommended**

**The block should be declared surplus.**

### **8 Llandrillo, near Corwen**

This block is old and will need some investment if to remain.

There has been interest shown in taking on the facility, firstly by the local community and secondly by the bowling club.

The community could not afford the cost of running the facility, and the bowling club want it only to serve their club, leaving out the visitors, but it is understood that they will still wish the county to pick up the bills.

**Recommended**

**The facility should be declared surplus and interests in the property can then be dealt with through the normal corporate landlord route.**

**9 Henllan, near Denbigh**

**The block should be declared surplus**

**10 Coronation Gardens, Prestatyn**

Following a partnership arrangement with the Prestatyn Town Council, the Coronation Gardens Public Conveniences in Prestatyn was refurbished and reopened, the works being funded by the Town Council and carried out by the County Council PC team.

**Recommended**

**No action required.**

**11 Trefnant**

**Block demolished**

**Recommended**

**No action required.**

**12 Meliden Road, Meliden**

**The block should be declared surplus.**

**Recommended**

**No action required.**

**13 Glyndyfrdwy**

Sold to Village Hall

**Recommended**

**No action required.**

**14 Townsend, Denbigh**

**Block demolished.**

**Recommended**

**No action required.**

**15 Velvet Hill, Llantysillio**

**Transferred to Countryside.**

**Recommended**

**No further action at this point.**



I attach at **Appendix B**, schedules detailing visual inspections carried out in respect of the twenty four public conveniences set out below (it should be noted that some of these are seasonal and open only during the holiday periods.

1. **Market Street, Llangollen**
2. **Green Lane Car Park, Corwen**
3. **Ponderosa Cafe, Horseshoe Pass, Llangollen**
4. **Market Street, Ruthin**
5. **Crispin Yard Car Park, Ruthin**
6. **Factory Ward Car Park, Denbigh**
7. **St Asaph**
8. **Princes Road, Rhuddlan**
9. **Waterfall Car Park, Dyserth**
10. **Railway Station, Rhyl**
11. **West End, Rhyl**
12. **Coliseum, Rhyl**
13. **Childrens Village, Rhyl**
14. **Events Arena, Rhyl**
15. **Barbican Bowling Green, Rhyl**
16. **Sun Centre Car Park, Rhyl**
17. **Botanical Gardens, Rhyl**
18. **Bus Station, Prestatyn**
19. **Council Offices Car Park, Prestatyn**
20. **Coronation Gardens, Prestatyn**
21. **Nova Car Park, Prestatyn**
22. **Barkby Beach, Prestatyn**
23. **Town Hall, Rhyl**
24. **Crescent Road Car Park, Rhyl.**

I set out below brief comments concerning each public convenience currently open, for the consideration of Members.

### **Operational Public Conveniences**

**\*\* Please note the “Basic Cost” refers only to the an estimate of the absolute minimum works required in most cases and does not refer to the cost of enhancements.**

#### **1 Market Street, Llangollen - Attended Open all year round 8.00 am to 8.00 PM**

Requires basic maintenance, including replacement windows and some doors.

It is due for complete redecoration and would benefit from complete modernisation programme altering the access point to allow a better controlled access for both ladies and gents from the one point.

The block is the subject of serious vandalism to the external elements out of hours.

**Basic cost £3,000.**

## **2 Green Lane Car Park, Corwen - Unattended**

**Open all year round 8.00 am to 8.00 PM**

Various “action” exercises have been carried out in respect of this block.

There are proposals for the provision of public conveniences within the Terminus for the new rail extension from the Llangollen Railway, however, this is at least three years off, if indeed the facility is produced.

Considerable works are required to bring the block up to a reasonable standard, but it is **considered that these works are essential in the medium term if the block is to remain.**

**Basic cost £30,000.**

## **3 Ponderosa, Horseshoe Pass, Llangollen - Unattended**

**Opened and closed by owner of Ponderosa.**

The Ponderosa Cafe Public Conveniences were erected by the owner of the Ponderosa during the days of Glyndwr District Council, whereupon an agreement was reached where the Council would pay the owner to open/close and cleanse the toilets, with the Council supplying all materials required.

This situation has continued to this day. The block is extremely busy and is now in need of modernisation.

It remains the only major P.C facility which is not coin locked. There is resistance to coin locking and negotiations are on going.

It should be noted that potential income from coin locking this facility would be in the region of £6,000 per year.

**Basic cost £10,000.**

## **4 Market Street, Ruthin.**

**Open all year round 8.00 am to 8.00 PM**

Very little work has been done to this block because of the proposed new Council Offices (PFI), however it is now necessary to consider carrying out “patch and mend” works to the block in order to provide a facility for the town.

**Basic cost of repairs £2,000.**

## **5 Crispin Yard Car Park, Ruthin.**

**Open all year round 8.00 am to 8.00 PM**

Crispin Yard Block is a relatively new block and in reasonable condition, however basic repairs and decoration are required together with repairs to the front ramp following the recent flooding.

**Basic costs £3,000.**

**6 Factory Ward, Car Park, Denbigh.**

**Open all year 8.00 am to 8.00 PM**

A relatively modern block, well used with minimal works being required, other than basic repairs.

Suffers constant vandalism

**Basic costs £1,000.**

**7 St Asaph.**

**Open 7.00 am to 5.00 PM**

This block suffers from continuing high vandalism problems, almost on a daily basis. The facility was recently decorated with new doors and lighting being fitted. It was covered with graffiti within days and the lights ripped from the ceiling.

If the block is to be kept, it requires considerable upgrading to bring it into a reasonable standard.

It is a well used toilet block, particularly by persons playing bowls or visiting the area.

**Basic costs £2,000.**

**8 Princes Road Rhuddlan.**

**Open 7.15 am to 5.00 PM**

This block has been **closed for most of the past two years** The closures have been necessary because of the continuing and very high rate of vandalism on a daily basis.

The facilities are relatively modern and would cost very little to bring it back into use, however serious consideration needs to be given to the future of this block as to whether or not it is required in real terms.

Full redecoration is now required with minor repairs.

**Basic costs £2,000.**

**9 Waterfalls Car Park Dyserth**

**Open 8.00 am to 8.00 PM Easter to October**

This block is in reasonable condition, needing only basic repairs and decorating.

**Basic costs £2,000.**

**10 Railway Station, Rhyl.**

**Open 7.30 am until foyer is closed by rail staff.**

This block suffered continuing vandalism, owing to the accumulation of alcohol and drug users.

Following the installation of CCTV (recording only) within the problem areas, the vandalism and damage caused to the facilities has almost ceased, with the patrons being able to now use the facility once more in safety.

Minor repairs and decoration are required.

**Basic costs £2,000.**

**11 West End, West Parade, Rhyl.**

**Open all year 8.00 am to 7.00 PM (except when high tides)**

This is undoubtedly the worst toilet block within the County. It is basically a subterranean toilet block on the edge of the promenade and the facilities offered here are quite appalling. Given the location of the block and the construction, it is in my view beyond economic repair, as whatever is done, we will always end up with a substandard facility, which is accessed via steep stairways and offers no access for disabled persons in any event. **Due to its condition, this block has remained closed this year.**

**Basic costs £100,000.**

**12 Coliseum, West Parade, Rhyl.**

**Open 8.00 am to 7.00 PM (Whit sun to 2nd week in September)**

The Coliseum Building itself is in a poor state of repair. It is very difficult to know what to do with this block until such time as the main block itself is renovated, subject of course to the County getting a suitable tenant to take over the tenancy.

If this is not the case, then I would again consider the long term future of the building, which could take in the more severe option of demolition of the overall Coliseum Block which would include the public conveniences.

In the intervening period, each year money is spent on bringing the toilets up to a very basic standard to enable them to be used. Only this year it was necessary to repair loose asbestos to the fascias of the building in the vicinity of the toilet block, which was done by my officers.

It has to be noted that this particular toilet block is one of the most well used within the County, being adjacent to the paddling pool and various other areas where high family use is to be expected.

**It would be far better to ignore this block altogether and build a new purpose built facility to serve the area.**

**Basic cost £5,000.**

**13 Childrens Village, West Parade, Rhyl.**

**Open every weekend 9.00 am to 7.00 PM Easter to October (every day from Spring Holiday).**

This is a relatively new facility, having been built with the Childrens Village and Car Park.

It does suffer from vandalism, but requires only minor maintenance and decoration.

**Basic costs £500.00.**

**14 Events Arena, East Parade, Rhyl.**

**Open all year 8.00 am to 7.00 PM.**

This is a new purpose built block which is permanently manned throughout the year. It is a very heavily used toilet all year round and requires very little maintenance to the block, other than external redecoration, which has not been done since the block was built.

**Basic costs £1,000.**

**15 Bowling Green, East Parade, Rhyl.  
Open 31st March - End of October (to coincide with bowling season)**

This facility is used by patrons of the Bowling Green.

It is in reasonably good condition and would benefit from redecoration and minor repairs.

**Basic costs £500.00.**

**16 East Parade, Rhyl - Adjoining Sun Centre.  
Open Whit to September (staffed 10.00 am to 5.00 PM)**

This is a newly built block in very good condition, however as with the Events Arena which was built some years before, the externals of the block would benefit from redecoration.

The facility is seasonal and again a busy unit when in operation.

**Basic costs £500**

**17 Botanical Gardens, Grange Road, Rhyl.  
Open 8.00 am until park closes.**

This is a small busy toilet block set in the park. Very little money has been spent on it over the years, thanks to the Park Keeper who **locks the facility up at school dinner times in order to prevent vandalism by youngsters.**

It requires new lighting and painting in the near future.

**Basic costs £500.00.**

**18 Bus Station, Prestatyn.  
Open 8.00 am to 6.00 PM**

The block has been completely refurbished very recently which has been paid for by the Prestatyn Town Council and is in good condition.

It is a heavily used block owing to its popular location.

**Basic costs £500.00.**

**19 Council Offices Car Park Prestatyn  
Open 8.00 am to 6.00 PM**

Recently refurbished, cost of works being paid for by Prestatyn Town Council.

A very well used block.

**Basic cost £500.00.**

**20 Coronation Gardens, Prestatyn.**

**Open 8.00 am to 5.00 PM**

This block was previously closed under the regime referred to earlier in the report, however Prestatyn Town Council requested the block be reopened and have paid for the complete refurbishment.

It offers a small single access cubicle which is sufficient for the use in the area.

**Basic cost £1,000.**

**21 Nova, Prestatyn.**

**Open 8.00 am to 6.00 PM (winter weekends) 7.00 PM summer.**

This block is again a well used facility and the upgrade has been paid for by Prestatyn Town Council.

However, it needs to be noted that the overall structure of the building itself is not as good as it might be.

**Basic cost £500.00.**

**22 Barkby Beach, Prestatyn.**

**Open Whit to September 8.00 am to 7.00 PM**

Subject of an extensive refurbishment paid for by Prestatyn Town Council.

**Basic cost £500.00.**

**23 Town Hall, Rhyl.**

**Open all year from 8.00 am to 5.00 PM**

A relatively new facility which was renovated at the same time as the Town Hall some eight years ago.

A very heavily used facility, being in a central location which requires only basic decoration and repairs. The undesirable element who were moved on from the Railway Station now occupy the area outside these toilets and cause both mess and damage to the facility.

It has suffered over the years from vandalism, although now we have a part time cleaner in attendance, the vandalism has reduced.

**Basic cost £1,500.00.**

**24 Crescent Road, Rhyl.**

**Open 8.00 am to 7.00 PM Whit to September.**

A relatively new block erected some eight years ago, having had little use.

It has benefited from a new roof being fitted to prevent vandalism which was quite severe to the external elements of the building and since this time has suffered little problems.

**Basic cost £1,000.**

It will be observed from the above that the twenty four public conveniences which remain open, vary in age and condition considerably and these will be discussed in more detail later in this report, however it should be noted at the outset that if it is the County's intention to move forward to provide a better quality public convenience, it will be necessary to consider a radical change in the current regime which will involve considerable financial investment through revenue and capital, joint working with others (Town and Community Councils) or further closures.

The cost of servicing the public conveniences is made up of staff costs (cleaners), maintenance, NNDR Rating and water/sewage rates. The NNDR and water/sewage charges place a considerable burden on the cost of providing public conveniences, (£26,000 to NNDR and £24,000 to water/sewage charges) whereas charges attributable to opening, closing and cleaning the conveniences could be considered to be somewhat less than one might expect, given the facility.

Rhuddlan Borough Council (RBC) embarked on a programme of coin locking, which was implemented in some public conveniences within the north of the County immediately prior to LGR in Wales. The County Council authorised a programme of coin locking to be implemented to extend throughout the County and moreover, authorised officers to increase the charging in respect of the coin locking from 10p to 20p.

This programme is for the most part complete, however there are a number of public conveniences still without coin locking, either because of the extremely limited take when viewed against the cost of coin locking or as in one particular instance, an ongoing dispute between the operator of the toilets and the County Council.

The revenue stream collected from coin locking is not inconsiderable, having netted approximately £38,000 during the 2000/2001 financial year and this all helps to fund the works required. It is possible, however to increase the revenue collected if further measures are put into place regarding the control of the facilities, but this in itself will come at a cost. (attended conveniences)

On the other hand many complaints are received at the cost of using Denbighshire's public conveniences. Charging should be reflected in the service offered when the public gain access (a good service).

Serious problems have been encountered over the recent years with regards to vandalism which has caused considerable inconvenience to customers and frustration to visitors to the County. No area is free from this type of problem, but Rhyl and St Asaph, together with Rhuddlan have been particularly hard hit. Often officers repair the damage only to see it re occur immediately they leave the premises.

In an attempt to deal with the situation, a closed circuit television system (CCTV) was installed in the Railway Station Toilets and Foyer. This has had a dramatic effect in reducing the vandalism down to virtually nothing, which has therefore proved its worth.

The system chosen for the Railway Station was a simple recording CCTV System, not one which is able to be linked to the CCTV Control Centre, however the benefits have been described above.

It is possible to consider the installation of CCTV Systems in some of the County's other troublesome public conveniences. This needs to be considered further in the light of the views of this committee, however it must be borne in mind that not all public conveniences will benefit from the installation of a system, nor is it practicable nor possible in some instances, to install such a system.

From experience it has been found that by far the best solution to vandalism, or misuse of the toilets is the provision of a full time member of staff on site who will both keep the conveniences clean and by his/her very presence, reduce the vandalism considerably. Further in some instances it has been found to be effective to close the conveniences at school lunch times (Botanical Gardens, Rhyl)

This is a radical option, not without cost, however in key high problem areas, could be worthy of further consideration.

The use of turn styles has been considered and discounted. The reason for this being that county councils and local authorities are barred by an Act of Parliament from installing turn styles to the entrances or anywhere within public conveniences. It is understood that this was brought about by an accident which happened some years ago.

Members will see from the above details that the estimated broad brush cost of carrying out essential repairs and basic maintenance to the facilities is in round terms in the region of **£170,200**. It should be noted however, that this cost is to bring up the facilities to a basic standard and, as stated **excludes additional revenue** costing where required.

Should members decide that they wish a higher than mere basic standard, coupled perhaps with alterations which would allow for attendant controlled public conveniences to be operable, then the cost of the works would understandably be considerably higher, reaching up to in the region of £350,000. I have to say that these figures are purely estimates and certainly the higher figure is not the subject of a detailed estimating process, as this, given the time scale and facilities available to officers was not possible at this stage.

### **Staffing and Finance**

As stated above the budgets for the public conveniences have been reduced over the years. The overall budget now stands at £200,000. This is barely sufficient to operate the facilities that remain open, in fact there is a predicted short fall this year due to the expected under achievement of the predicted income stream, which I have to say is somewhat higher than I consider to be realistic! Foot and mouth disease has also taken its toll of visitors to the county which again results in less income.

The staffing compliment is made up of full time, part time and seasonal staff. It is often difficult to recruit staff, particularly within the high season at short notice.

Overtime burdens place a considerable strain on the budget, but in some areas, such as bank holidays and sickness / leave cover it is presently unavoidable. Consideration is currently being given to reducing the amount of overtime paid, but this will, in some circumstances require a change to the terms and conditions of some employees.



I set out at **appendix A** bar charts detailing a profile of the finances since 1996 to date. You will note that The budget available has reduced from approximately £320,000 to 200,000. This represents a considerable cut in the amount available.

I also set out at **appendix B** a graph detailing the decline of the P.C budget over the years and predicting where the budget should realistically be at today's date

### **Future Options**

There are a number of options, all but the first two requiring a considerable injection of finances to achieve a realistic improvement to the service and I set out these below for members consideration :-

#### **Close more P.C.'s**

This would enable the budget available to be applied to a smaller number of P.C.'s allowing a greater input to individual units

**Do nothing** - This option will result in the continuing downward spiral of the county P.C facility, eventually leading to the closure of more P.C.'s

**Work in Partnership with others** - Work with Town and Community Councils to improve facilities.

#### **Transfer the complete function to others to operate.**

This option is really a non starter as any transfer is likely to necessitate a considerable cash inducement to make up for the short fall

#### **Transfer of part of the function to the Trust**

This has been considered, but it is as yet early days and it is difficult to envisage how the Trust could improve the situation without considerable financial input, other than in respect of the modern blocks which produce a good income.

#### **Transfer all or part of the function to the DSO.**

This is a possibility, however again this would not remove the need for proper financial support

#### **Maintain the facility within Public Protection**

Again this would require financial resources in order to enable the facilities offered to be maintained and improved to meet the needs of the visitors and citizens of Denbighshire.

#### **Split the Management and Repair Functions.**

The responsibility for repairs could be transferred to Design Services Corporate Repairs. In this way the maintenance of all P.C.'s would be dealt with in the same way as for other corporately owned property.

Secondly, the responsibility for cleaning could also be transferred to perhaps DSO or others as suggested above.

The above options are not without cost, but would bring the function into line with other County owned property.

**Recommended**

**The Committee consider the above report and suggested options.**

APPENDICES NOT AVAILABLE IN ELECTRONIC FORM