

CABINET

Minutes of the meeting of the Cabinet held in the Monsanto Suite, Royal International Pavilion, Llangollen on Tuesday, 4th December, 2001 a 10.00 a.m.

PRESENT

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

Observers: Councillor R.J.R. Jones

ALSO PRESENT

Acting Chief Executive, Corporate Director of Resources, County Clerk and Administration Services Manager.

APOLOGIES FOR ABSENCE WERE RECEIVED FROM

Councillors E.C. Edwards (Leader), R.W. Hughes and E.W. Williams.

1. URGENT MATTERS

The Deputy 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) recruitment - Records Assistant, Lifelong Learning - item 3 (vii), and
- (ii) Capital Programme Group Report - Part II - item 14

2. MINUTES OF THE CABINET

RESOLVED that the Minutes of the Cabinet meeting held on 22 November 2001 be approved as a correct record.

3. RECRUITMENT

The Deputy-Leader submitted the following applications for approval:-

- (i) Sc4-6, Trainee Economic Development Officer (Europe) - Environment - Economic Regeneration;
- (ii) Two posts Manual Grade IV DCA/Manual Grade 1 Domestic: Day Care Assistant and Domestic Assistant - Personal Services - Dolwen;
- (iii) Manual Grade IV Day Care Assistant - Personal Services - Llys Nant;
- (iv) Sc 4 Access Development Officer - Lifelong Learning - Countryside;
- (v) Sc 2 Clerical Officer - Lifelong Learning - Education Services;
- (vi) Point 24-32 - Education Social Worker - Lifelong Learning - Education, and
- (vii) Sc 2 Records Assistant - Lifelong Learning - Archives (this item was considered as a matter of urgency, notice having been given by the Deputy Leader at the commencement of the meeting).

With respect to (iii) above the Lead Cabinet Member for Finance referred to the current under capacity at Llys Nant due to accommodation works and sought an update thereon. The Corporate Director, Personal Services agreed to provide that information.

With respect to (vii) above the Lead Cabinet Member for Finance indicated that this additional post had been identified as part of the zero based budget exercise and would be essential for the commencement of the P.F.I. Scheme. The Acting Chief Executive reported that it was the intention to defer the post until April 2002 but it was now critical to advertise the post in readiness for the P.F.I. Scheme.

The Deputy Leader requested that a comparison be made of the number of staff employed by the County as at 1st April 2001 and the 1st April 2002. The Head of Personnel agreed to provide that information at the end of the financial year.

RESOLVED that the external advertisement of the above-mentioned posts be approved

4. SPORTLOT: CAPITAL GRANTS: INVITATION FOR NOMINATIONS FOR THE REGIONAL AND NATIONAL DECISION-MAKING PANELS

The Deputy Leader submitted a report (previously circulated) inviting political groups to submit nominations for membership of the Regional and National Decision-Making Panels which were responsible for the SPORTLOT Capital awards and for overseeing the SPORTLOT Community Chest Scheme. An invitation had been received from the Sports Council for Wales for the County Council to submit nominations for membership of the National and Regional SPORTLOT Panels, the closing date for nominations being the 31st December 2001.

RESOLVED that the political groups be requested to submit their nominations for membership of the National and Regional SPORTLOT Panels and for those nominations to be considered by Cabinet for submission to the Sports Council for Wales by the 31st December 2001.

5. SALE OF ALCOHOL TO UNDER 18'S

The Lead Cabinet Member for the Environment submitted a report (previously circulated) informing Members of a new duty imposed on Local Authorities under the 1964 Licensing Act by virtue of amendment brought under Section 30 and 31 of the Criminal Justice Police Act 2000 concerning the sale of alcohol to the under 18's and to approve actions to be taken by Officers in order to enforce the provisions of the Act. Sections 30 and 31 of the Act amended the powers under the Licensing Act 1964 relating to issues concerning the test purchasing of alcohol by a person under 18 and it also created a duty on Local Authorities to enforce provisions concerning the sale of alcohol to under 18's.

Councillor D.M. Morris envisaged that it would be appropriate that the function of enforcement relating to Off-Licences would be compatible with the County's current duties in connection with under-age sales (cigarettes). The provision in relation to "On-Licences" would be a different matter and would be best dealt with by the Police.

RESOLVED that:-

- (a) *Officers of the Public Protection and Regulatory Services Department be authorised to enforce the legislation within Denbighshire County Council area and to take such actions as were necessary including Court Actions (in consultation with the County Clerk in order to secure compliance with the legislation), and*
- (b) *Officers be authorised to liaise with the North Wales Police together with the North Wales Trading Standards Authorities, in order to agree a consistent enforcement protocol and approach across the North Wales area in the enforcement of legislation.*

6. PLAY PROJECT 2000 - OPEN ACCESS PLAY FACILITIES

A joint report by the Lead Cabinet Member for the Environment and the Lead Cabinet Member for Education and I.C.T. (previously circulated) was submitted seeking approval to consult on a report prepared on behalf of Denbighshire by Play Safe and Safe Consultancy and to refer the matter for full discussion following the receipt of consultations to both the Environment Scrutiny Committee and the

Lifelong Learning Scrutiny Committee prior to recommendations being made to Cabinet and Council to implement new policies or amend existing policies as outlined in the report.

The Lead Cabinet Member for the Environment reported that the National Assembly for Wales had approved funding to carry out research to undertake a qualitative and quantitative research study on open access to play equipment, open access play opportunity and open access play within Denbighshire. The task required had been very extensive extending to the inspection of approximately 62 playground sites and one adventure playground. Community Councils, voluntary organisations and Housing Associations had also been contacted in order to seek their views and aspirations for the future provisions of play facilities.

The Lead Cabinet Member for Finance, as a Member of the Play 2000 Group hoped that the public consultation exercise would be extensive and highlighted the role for the Lifelong Learning Scrutiny Committee to oversee that consultation process. She felt that Denbighshire had a very poor record in the provision of open access play facilities and hoped that this report would act as a catalyst to access funding for the costs in promoting play.

Councillor I.M. German referred to the need to have appropriate signage in play areas regarding the exercising of dogs, dogs on leads etc.

In response to a question from Councillor G.M. Kensler, the Lead Cabinet Member for Education, referred to the ongoing discussions with schools on the use of school buildings, playing fields etc. outside school hours and a report on that matter would be submitted to the Lifelong Learning Scrutiny Committee in the New Year.

In conclusion the Lead Cabinet Member for Finance thanked the Officers for the excellent work done in commissioning this report.

RESOLVED that:-

- (a) *the report be received and noted, and*
- (b) *the Officers be authorised to launch the report and enter into a public consultation exercise on the contents of the report and refer the matter for full discussion following the receipt of consultations as to both the Environment Scrutiny and Lifelong Learning Scrutiny Committees prior to recommendations being made to Cabinet and Council on the findings.*

7. BEST VALUE: HOUSING RENTS

The Lead Cabinet Member for Personal Services submitted a report (previously circulated) seeking approval of the Housing Rents Best Value Review "options for further research". A new Project Team had been established to carry out a second Best Value Review of Housing Rents as required following the Audit Commission's inspection of the First Review. The Project Team had completed the Baseline Information Gathering and produced a Performance and Improvement Summary in accordance with the Best Value Tool Kit. The Team had then challenged the Service to Delivery Options and produced the Options for further research subject to approval by Cabinet. (Options attached to the report).

RESOLVED that the further research options as identified in the appendix to the report be approved.

8. HOUSING MAINTENANCE CONTRACTS

The Lead Cabinet Member for Personal Services submitted a report (previously circulated) seeking Members approval to extend contracts for repair and maintenance of housing stock and for servicing and maintenance of gas appliances for one year. The two major contracts for responsive housing repairs had been awarded in 1998 with an option to extend once only for twelve months by mutual consent. The current discussions on the possible transfer of the Council's housing stock and deferment of the Best Value Review of Housing Maintenance until 2002/2003 had deemed it logical to consider an extension of the contracts until October 2003 to allow the position to be clarified.

RESOLVED that:-

- (a) *in accordance with Schedule 1, Document 4, item 1.8 of the Agreement for the Repair and Maintenance of Housing Stock, the contract period be extended for a further 12 months from the 1st October 2002, and*
- (b) *in accordance with Contract conditions item 32.1 of the Agreement for Annual Servicing and Maintenance of Gas Fired Heating and Hot Water Installations the contract period be extended for a further 12 months from 5th October 2002.*

9. DENBIGHSHIRE LOCAL BIODIVERSITY ACTION PLAN - FRAMEWORK DOCUMENT

The Lead Cabinet Member for Culture, Leisure and Tourism's report (previously circulated) was submitted seeking agreement of the Denbighshire Local Biodiversity Action Plan Framework Document and to recommend to Council that it be adopted as a Council policy. All Local Authorities were required to prepare a Local Biodiversity Action Plan to meet commitments made by the UK Government and the International Convention on Biological Diversity which emerged from the 1992 Rio Convention.

The Acting Head of Countryside and Leisure Services referred to the consultation process and indicated that the Denbighshire Local Agenda 21 Steering Group had been advised of the Plan but had not yet endorsed the final document.

RESOLVED that subject to its endorsement by the Denbighshire Local Agenda 21 Steering Group the Denbighshire Local Biodiversity Action Plan and Framework Document be approved and recommended to full Council that it be adopted as County Council Policy.

10. SPORTLOT COMMUNITY INVESTMENT PROGRAMME - ROUND 2

The Lead Cabinet Member for Culture Leisure and Tourism's report (previously circulated) was submitted seeking Cabinet approval to submit a bid for SPORTLOT Capital Grant to refurbish Rhyl Leisure Centre.

The Acting Head of Countryside and Leisure Services referred to the previous five projects submitted for SPORTLOT Grant which were unsuccessful. The current bid would be a modified version of the original top priority scheme to refurbish Rhyl Leisure Centre and to link this with supporting measures to enhance access particularly for two target groups; women and girls and the socially excluded. The estimated capital cost of the scheme would be £948K and the proposed funding arrangements would be for £728K to be provided by SPORTLOT with a £220K contribution from the Council's Capital Fund which could be spread over 2002-03 and 2003-04. He also referred to the extensive consultation exercise carried out within the community and all organisations were fully supportive of the project.

The Lead Cabinet Member for Finance referred to the Capital Plan submitted to Council on the 27th November, 2001 which included details of indicative Capital Resources and Payments in 2002-2003 and 2003-2004. The level of known resources for 2002-2003 was expected to be sufficient to meet existing capital commitments together with block allocations of a similar level to those approved by Council for 2001-2002. Councillor E.A. Owens also reported that a formal application had been submitted to the Capital Programme Group in order to comply with procedures agreed by Council at its meeting of the 15th May, 2001.

RESOLVED that the principle of a bid for SPORTLOT Community Investment Programme Funding for refurbishment and improvement of Rhyl Leisure Centre be approved.

12. EXCLUSION OF PRESS AND PUBLIC

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

13. PURCHASE OF LAND : PLAS NEWYDD, LLANGOLLEN

The Lead Cabinet Member for Culture, Leisure and Tourism's confidential report (previously circulated) was submitted seeking approval to acquire land adjoining Plas Newydd, Llangollen. The acquisition of the land would enhance the heritage assets of the County and add to the attraction of Plas Newydd for future visitors. The Heritage Lottery Fund had allocated funding in their grant offer to the County which would finance 65% of the cost and sufficient Council financial resources to meet the remaining expenditure had been included in the 2001/2002 Capital Programme.

RESOLVED that the purchase of land at Plas Newydd, Llangollen be approved on terms to be agreed by the County Clerk and Valuation and Estates Manager as soon as permission to draw down Lottery Funding had been obtained.

14. CAPITAL PROGRAMME GROUP REPORT

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

The Director of Resources presented the report of the Capital Programme Group following its meeting of the 3rd December, 2001.

The report detailed the bids considered and the recommendations thereon together with an updated table of applications, outcomes and estimated net capital payments.

The Capital Programme Group had recommended approval of the applications in respect of:-

- (i) the refurbishment and remodelling of Rhyl Leisure Centre;
- (ii) the refurbishment of the Visitor Centre at Loggerheads Country Park, and
- (iii) improvement of facilities at the Pavilion Theatre Bar and the Servery - Community Bid Phase One.

The Corporate Director - Resources highlighted the possibility that the Authority's partial exemption status could be affected by the Rhyl Leisure Centre proposal due to the level of expenditure to be allocated against exempt income. It was difficult to predict the exact position at this time since it was also dependent on other actions that the Council may agree such as Housing Stock Transfer. The Lead Member for Finance agreed and emphasised that there were other steps that could be taken to minimise the risk.

Members considered the report and appendices and it was:-

RESOLVED that Cabinet recommend to Council acceptance of the applications for Capital Funding in respect of the Rhyl Leisure Centre; Loggerheads Country Park Visitor Centre and the Pavilion Theatre Bar and Servery.

The meeting concluded at 10.40 a.m.

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

Directorate: CHIEF EXECUTIVE'S DEPARTMENT Service: COUNTY CLERK'S
Post Title: CONVEYANCING ASSISTANT Salary Grade: SO 1

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

Vacancy has arisen for the above post which supports the Council's conveyancing in respect of Council house sales, and other acquisitions and purchases. It is necessary to fill this post in the interests of Best Value since the postholder is able to undertake work of a nature that enables best use to be made of the Council's more senior conveyancers. Authority is sought to advertise internally and externally at the same time since a recent recruitment exercise at the same salary level in respect of a temporary post to support work done in respect of possible housing stock transfer was unsuccessful.

Cost Implication

- 1 The additional spend for this post (full year effect) can be contained within the Service budget.

Financial Controller Statement

There is a small budget pressure projected for year end for the County Clerk which results from areas that are difficult to control i.e. Coroners Service. The rest of the services are on target. R

Signed: Mervin Hughes (Corporate Director) Date: 10/12/2001

Signed: [Signature] (Cabinet Lead Member) Date: 10/12/2001

TO: CABINET

Signed: _____ (on behalf of the Cabinet) Date: _____

Approved Refused

Comments/Reasons

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

CABINET 20.12.2001

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

Directorate: Environment Service: Economic
Regeneration

Post Title: Temporary Administration Assistant Salary Grade: 4
(Denbighshire Key Fund)

JUSTIFICATION FOR EXTERNAL RECRUITMENT

(This part must be completed for all posts)

This temporary post is fully funded through EU Objective One and the Assembly Local Regeneration Fund until 31st March 2003. The post is required to assist with the disbursement of grant aid to applicants to the Key Fund and to ensure compliance with funding regulations. Failure to fill the post will lead to clawback of grant aid. No valid applications were received in response to internal advertisement.
FIVED TERM CONTRACT.

Cost Implication *

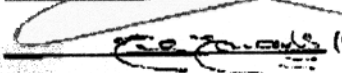
- 1 The additional spend for this post (full year effect) can be contained within the Service budget.
- 2 XX
* Delete as appropriate

Financial Controller Statement

There are no budget implications from filling this vacant post.

Signed:  (Corporate Director)

Date: 11-12-01

Signed:  (Cabinet Lead Member) Date:

TO: CABINET

Signed: _____ (on behalf of the Cabinet)

Date:

CABINET 20.12.200

4 (iii)

VACANCY CONTROL
APPROVAL FOR THE FILLING OF ADDITIONAL POSTS
BY INTERNAL ADVERTISEMENT

Directorate: Resources

Service: ICT

Post Title: Project Manager

Salary Grade: PO4

JUSTIFICATION FOR INTERNAL RECRUITMENT

(This part must be completed for all posts)

Immediate recruitment of this post is critical to the success of "Delivering Quality Services", the County's E Government Strategy and in the production of the Implementing Electronic Government Statement, which the County must produce and submit to the National Assembly by March 2002.

The post is concerned with the planning, management, delivery and co-ordination of multiple related and sometimes dependent projects, within a tight time-frame. The postholder will play a key role in ensuring that the corporate vision is promoted by ensuring the necessary collaboration between services.

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

Measures are in hand to identify spare budget across the entire Directorate to fund the costs in the current financial year.
A bid for additional funding has been made for the costs in 2002/3. If this bid is unsuccessful a similar exercise will be carried out to the current year.

Signed: [Signature] (Corporate Director)

Date: 28.11.01

Signed: [Signature] (Cabinet Lead Member)

Date: 28.11.01

TO: CABINET

Signed: _____ (on behalf of the Cabinet)

Date:

Approved Refused

Comments/Reasons

CABINET 20.12.2001

AGENDA ITEM 4iv

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

Directorate: Environment

Service: Support Services

Post Title: Receptionist x 2
(job share)

Salary Grade: Scale 2

JUSTIFICATION FOR EXTERNAL RECRUITMENT

(This part must be completed for all posts)

This is a key front line post which provides the first point of contact with the customer for all services located in Trem Clywd
The post has been advertised internally with no response and therefore authority to advertise externally is requested.

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 small overspend currently projected for the end of the financial year should be contained within the overall Directorate by measures in hand

Signed: [Signature] (Corporate Director) Date: 3-12-01

Signed: [Signature] (Cabinet Lead Member) Date: 5-12-01

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: ACCESS OFFICER Salary Grade: SO1

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

This post was created by Council to improve access for all to buildings and spaces. A budget of £27,000 has been allocated in the current financial year to resource this post. Following discussions, it was agreed not to fill the post for 6 months in order to meet the overall budget target.

The post has been advertised internally. One application was received but unfortunately the applicant did not have the essential and desirable experience and knowledge.

Permission is sought to advertise the post externally.

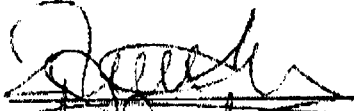
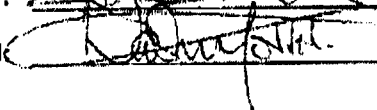
Cost Implication

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 overall budget position for the Environment Directorate in the current year is a small projected overspending, although measures in hand should enable the budget to be brought in on target by year.

Signed:  (Corporate Director) Date: 29-11-01
Signed:  (Cabinet Lead Member) Date: 27th Nov 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: Sc 4 - SO1

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

This post is in the Development Control Team in Prestatyn. Following the promotion of an officer, this post has become vacant. Funding for the post is in the existing revenue budget. The post is one of four dealing with planning applications and enquiries. It is essential that the post is filled to allow the Council to deliver its statutory functions.

The post has been advertised internally but no applications were received. Permission is sought to advertise the post externally.

Cost Implication

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 overall budget position for the Environment Directorate in the current year is a small projected overspending, although measures in hand should enable the budget to be brought in on target by year.

Signed:  (Corporate Director) Date: 29.10

Signed:  (Cabinet Lead Member) Date: 27th Nov 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: Social ServicesService: Admin SectionPost Title: Support Officer to the Financial Assessment Officers 18.5 hoursSalary Grade: Scale 2 £11,817 - £12,390

JUSTIFICATION FOR EXTERNAL RECRUITMENT

(This part **must** be completed for **all** posts)

This post have been advertised internally with no response from staff, which may be due to the post being part time and based in Ruthin. This post supports the work of the Financial Assessment Officers who deal with the charging for services to the clients. It is important that this post is filled in order to meet the work load within the team. We would therefore request that the committee will allow the post to be externally advertised as soon as possible.

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 current projected outturn position for the Directorate is a small overspending at year end, however measures in hand should result in the pressure being contained.

Signed: [Signature] (Corporate Director) Date: 10/12/01

Signed: [Signature] (Cabinet Lead Member) Date: 10/12/01

TO: CABINET

Signed: _____ (on behalf of the Cabinet) Date: _____

Approved Refused

Comments/Reasons

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

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

Directorate: Social Services Service: Strategic Planning

Post Title: Welfare Rights Assistant Full-time Temporary 1/1/02 - 31/3/03
Salary Grade: Scale 4 £13,764 - £15,342

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

This post has been advertised internally with no response from staff. Due to the current workload of the Welfare Rights Unit, it is vital that this post is filled in order to meet the needs of the clients and service users of Denbighshire Social Services. This post is linked to the Supporting People Co-ordinator work, which will enable the unit to maximise claims for the Transitional Housing Benefit.

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 current projected outturn position for the Directorate is a small overspending at year end, however measures in hand should result in the pressure being contained.

Signed: [Signature] (Corporate Director) Date: 10/12/01

Signed: [Signature] (Cabinet Lead Member) Date: 10/12/01

TO: CABINET

Signed: _____ (on behalf of the Cabinet) Date: _____

Approved Refused

Comments/Reasons

CABINET 20.12.2001

AGENDA ITEM 4ix

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

Directorate: Social Services

Service: Provider - Dolwen

Post Title: Day Care Assistant 23 hours per week, 2 year contract

Salary Grade: Manual grade 4 £10,233

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

This post have been advertised internally with no response from staff. Minimum Standards require that we fill this vacant post, it is important that this post is filled in order to meet the needs of the clients and service users of Denbighshire Social Services, we would therefore request that the committee will allow the post to be externally advertised as soon as possible.

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 current projected outturn position for the Directorate is a small overspending at year end, however measures in hand should result in the pressure being contained.

Signed: [Signature] (Corporate Director) Date: 7/12/01

Signed: [Signature] (Cabinet Lead Member) Date: 16/12/01

TO: CABINET

Signed: _____ (on behalf of the Cabinet) Date: _____

Approved Refused

Comments/Reasons

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

CABINET 20.12.2001

AGENDA ITEM: 4x

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

Directorate: ENVIRONMENT Service: PLANNING
Post Title: MODERN APPRENTICES x3 Salary Grade: Up to £6,762

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

One of the objectives of the Business Plan 2001-2004 is to replace Agency staff with permanent staff over the plan period. The Council is committed to providing opportunities for young people to enter the job market. Some agency staff work could be carried out by young, inexperienced recruits subject to proper training and mentoring.

The Service wishes to take on three modern apprenticeships to provide essential clerical support for (1) officers handling planning applications, (2) the new Access Officer and (3) Reception cover. The cost of the modern apprentices can be covered from savings. The modern apprentices will ensure that we achieve the objectives set out in the Business Plan.

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 overall budget position for the Environment Directorate in the current year is a small projected overspending, although measures in hand should enable the budget to be brought in on target by year.

Signed: [Signature] (Corporate Director) Date: 20.11.01
Signed: [Signature] (Cabinet Lead Member) Date: 22.11.2001

TO: CABINET

Signed: _____ (on behalf of the Cabinet) Date: _____

Approved Refused

Comments / Reasons

REPORT TO CABINET

AGENDA ITEM NO: 5

CABINET MEMBER: LEADER

DATE: 20 DECEMBER 2001

**SUBJECT: DENBIGHSHIRE VOLUNTARY SERVICES COUNCIL (NEWVOL)
APPLICATION FOR CORE FUNDING 2002/2003**

1. DECISION SOUGHT

Approval of core funding for Denbighshire Voluntary Services' Council (Newvol) in 2002/2003

2. REASON FOR SEEKING DECISION

2.1 Denbighshire Voluntary Services Council (Newvol) have submitted their annual application for grant aid towards core funding

2.2 Denbighshire Voluntary Services Council (Newvol) is an independent body, mainly grant-aided by the Welsh Assembly via the Wales Council for Voluntary Action (WCVA). The WCVA monitors DVSC's work against set minimum standards and performance criteria working with and on behalf of voluntary organisations, community groups and volunteers in the County. Its staff, many of whom are volunteers themselves, offer practical help, a representative voice and advice on a variety of matters including how best to channel scarce resources, commence local community initiatives, and how to promote and develop a vibrant local voluntary sector in Denbighshire.

2.3 The County Council recognises that voluntary organisations play a very important role in the delivery of services to local communities and has always worked closely with DVSC which also attracts grant aid from other external sources into the County to assist the voluntary sector generally.

2.4 DVSC has applied for contribution towards core funding for 2002/2003 (they are in receipt of £4,141 in the current financial year).

3. COST IMPLICATIONS

3.1 There are cost implications in approving the annual grant.

4. FINANCIAL CONTROLLER STATEMENT

The general level of inflationary increase for next year has not yet been agreed. and is unlikely to be finalised until January. If a commitment is made to funding then the inflationary figure would have to be agreed later.

5. CONSULTATIONS CARRIED OUT

5.1 Financial Controller and Personal Services Directorate.

6. IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

6.1 Consistent with Corporate objectives to work in partnership with the voluntary sector in Denbighshire.

7. RECOMMENDATION

7.1 To agree that the core funding costs of the Denbighshire Voluntary Services Council in 2002 / 2003 be included in this year's budget round

7.2 that the precise figure be determined at a later date once the inflationary figure has been finalised.

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR E C EDWARDS, LEADER OF THE COUNCIL
DATE: 20 DECEMBER 2001
SUBJECT: REPRESENTATION ON THE COURT OF THE UNIVERSITY OF WALES

1 DECISION SOUGHT

- 1.1 To consider a recommendation from the County Council of 27th November that Cabinet reconsiders the nominations for three Members to represent Denbighshire County Council on the Court of the University of Wales.

2. REASONS FOR SEEKING DECISION

- 2.2 At a Cabinet meeting on 28th June Members were informed of a change in the Statutes of the Court of University of Wales resulting in a reduction in the number of Council representatives from five to three. The Members representing Denbighshire at that time were:-

Councillor M.LI. Davies
Councillor N.H. Jones
Councillor R.W. Hughes
Councillor T.M. Parry
Councillor W.G. Thomas

- 2.2 Cabinet agreed that one Independent, one Labour and one Cabinet Member be the Denbighshire representatives on the University Court until 31st March 2002. Following representations from the Lifelong Learning Scrutiny Committee, Cabinet on 30th August 2001 agreed that there had been a misunderstanding over Membership and resolved that two Non-Executive and one Executive Member be nominated to represent the Council on the Court.
- 2.3 At a meeting at the County Council held on 27th November 2001 Members considered a Notice of Motion requesting that the Council should confirm its usual policy and adhere to the law of political balance when appointing Councillors to internal and external bodies.
- 2.4 Consequently County Council re-affirmed its commitment to political balance when appointing Councillors to internal and external bodies and requested Cabinet to reconsider the representatives to be appointed to the Court of the University of Wales.
- 2.5 According to the political balance matrix Cabinet will need to consider appointing one Independent, one Labour and one Plaid Cymru Member to the University Court.

3. COST IMPLICATION

Approved Duty

4. FINANCIAL CONTROLLER STATEMENT

N/A

5. CONSULTATIONS CARRIED OUT

All Members

Full Council 27th November 2001

6. POLICY IMPLICATIONS INCLUDING CORPORATE

N/A

7. RECOMMENDATION

7.1 That Members give further consideration to the nomination of three Members to represent Denbighshire on the Court of the University of Wales

CE-RD

REPORT TO CABINET

CABINET MEMBER: LEADER OF THE COUNCIL

DATE: 20 DECEMBER 2001

SUBJECT: FOOT AND MOUTH FINANCIAL ASSISTANCE - SECOND TRANCHE

1 DECISION SOUGHT

Confirm previous decision of Council to allocate funding to regeneration projects and approve new grant allocations to the second tranche of financial assistance to individual applicants.

2 REASON FOR SEEKING DECISION

As previously advised to the Cabinet the National Assembly for Wales have provided £540K to be disbursed to businesses affected by the foot and mouth outbreak through grant processes established under Section 2 of the Local Government Act 2000 with the funding committed before the 31 December 2001. Subsequently an additional £74,000 was provided to the Council by the Assembly.

The Cabinet agreed to channel financial assistance in three directions:

Specialist assistance for those businesses that remained closed or significantly affected.

A series of special projects which offer long term benefits to groups of companies.

Financial assistance to those companies who can demonstrate financial loss. This element was also to include the cost of any appeals.

It is necessary to commit this expenditure before 31 December 2001 and the Cabinet instructed the Director of Resources to implement a process to invite and evaluate applications and report back to the Cabinet on that process. An opportunity has been taken to review the special projects to ensure that they are being taken forward and a decision is sought in relation to an application for an additional special project which has been received.

3 The Present Position

Before proceeding to look at new applications, a brief overview of the present position will be undertaken.

Appeals

The Council has two appeals outstanding from the initial awards on which additional information is required. I cannot prejudge the outcome of the appeals but an allocation of £30k has been included in the present calculation to cover the costs of awards resulting from appeals.

Group Activity

Tourism Marketing Three Group bids which had developed first round applications were ring fenced for further support to total £87k, namely £45.5k for Llangollen, £26.5k for Corwen and £15k for Loggerheads. Eligible applications for tourism marketing activities have been received from all three groups.

In view of turnover reduction evidence amongst tourist companies in Ruthin an allocation was made to a new Tourist Business Group in Ruthin. They have identified a web site and new brochures as their priority activity and officers are having constructive discussions with the Group about their project which will use up the allocation of £15k.

E-marketing technology initiative to link Denbighshire's towns to the Offa's Dyke Trail. £50k was provided for this and in view of the costs identified it is unlikely that the Council's aspirations can be achieved within this costs limit. In view of the availability of Leader Plus funding as advised by

Leader Plus Officers this allocation can be reduced to £30k to provide for start up costs for the project which can be taken forward within Cadwyn Clwyd Leader Plus.

Resources to develop a Farmers Mart. £20k was provided and this expenditure has been committed.

Grants to retail businesses. In view of the limited take up I am advised by Denbighshire Enterprise Agency that it would be prudent to widen the grant to include small rural tourist operators and to reduce the £50k allocation to £30k. As anticipated, the impact of foot and mouth has reduced the capacity of rural businesses to match fund grants.

Grants for Christmas events. £16k has been committed to events in each of Denbighshire's towns and successful activities are underway. Nearly all Chambers and Town Business Groups have benefited.

Grants to Farmers for Environmental Improvements. £50k has been provided by the Council and this allocation is on track to be spent.

Consequently on the basis of the above the Council has already committed £248k to group activity and with a further £15k allocated to administration, 2.5% of the total, this leaves £351k to be disbursed.

Group Activity - New Application

Additionally a new application was received from Corwen Chamber of Trade. The application is made on behalf of the Chamber's membership but is not restricted exclusively to Chamber members.

The Corwen Chamber of Trade's application is for £67,850 but is capable of reduction, and would provide a second allocation to a group in the same area. The National Assembly of Wales's guidelines for the first tranche of Foot and Mouth Assistance was interpreted by the Council as requiring group activity to be focused on externally identified priority areas and disbursed to individual companies in the same economic sector agreeing to work together as a group.

The National Assembly had welcomed the Council's approach, and praised it for its innovation. Accordingly the Council continued this approach to the second tranche. using the priority sector already clearly established in the first tranche namely small tourist businesses and focusing on marketing.

Chambers of Trade, because of their wide economic representation did not fulfil the guidelines operating in the first tranche and invitations had not been extended to them in the second tranche.

Consequently it is recommended that the Chamber's application be rejected both because of the duplication of foot and mouth group activity funding in the Corwen area and because the application does not meet the criteria for group activity already established by the Assembly for the first tranche which the Council has carried forward to the second tranche.

New Individual Applications

The Cabinet will recall that it extended an invitation to all applicants from the first round to submit new application on the basis of a reduced requirement for information and also issue a general invitation to new applications.

A total of 151 applications were received. Of these 122 were considered to be eligible and 29 considered ineligible. As the total applied for amounted to £604k which is significantly greater than the amount available for disbursement, £351k, the Council has to scale down the applications.

In order to confirm to the Council's priority treatment of sectors, the businesses were divided into priority and non priority sectors. The priority businesses were tourism and tourism dependent businesses, agriculture related and support businesses and those affected by statutory closures.

In order to achieve the reduction it is recommended that priority businesses receive twice the rate of financial assistance of non priority businesses. This provides for a total of £287k awarded to 84 businesses in the priority sector and a total of £64k awarded to 38 businesses in the non priority sector.

All businesses, regardless of priority, will receive 6 months business rate relief. The benefit to these businesses is £72k. 25% of this is deducted from the grant allocation and the remainder is claimed from elsewhere.

In coming to a recommendation regarding the eligibility of applicants for assistance, the Council has applied a uniform policy which has been detailed previously. Owing to business conditions it has been found necessary to vary this policy in relation to certain businesses, for example increased capital investment in the business has been taken into account when considering loss in turnover; business conditions in 2000 affected by building activity or ill health have meant that 1999 has been substituted for 2000 to provide comparative records; and in certain cases, costs directly associated with dealing with the impact of foot and mouth have been deemed eligible because of the impact on the profitability of businesses. In some instances the clear evidence for impact of foot and mouth right across the summer period has not been forthcoming and consequently only those months where the impact was clear have been taken into account.

In agreeing these allocations to applicants, the Cabinet will meet the deadline of committing the National Assembly's funds before the end of 31 December 2001 and the payments will be processed in early 2002.

3 COST IMPLICATIONS

There appears at the moment to be no cost implications arising for the County Council as the National Assembly for Wales has indicated that some of the money can be used for administrative purposes.

4 FINANCIAL CONTROLLER STATEMENT

The report recommends a reasonable method to disperse the money which is in the form of additional funding provided by the Assembly. Administration costs will need to be contained within the £15,350 mentioned.

5 CONSULTATION CARRIED OUT

I have involved the Cabinet Lead Members for Culture, Leisure and Tourism, and the Lead Member for Finance together with the Deputy Leader of the Council, the Corporate Director of Resources and the head of Economic Regeneration.

6 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

There are implications for the Economic Development Strategy, Anti-Poverty Strategy together with a general Regeneration Strategy for the County Council.

7 RECOMMENDATION

- i) That the original group allocations are confirmed and the Chamber of Trade application be refused.
- ii) That the treatment of individual applications as outlined including the separate treatment of priority and non priority businesses be approved and delegated to the Corporate Director of Resources for implementation

REPORT TO CABINET

CABINET MEMBER: Councillor E A Owens - Lead Cabinet Member for Finance

DATE: 20 December 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 appendices, Members 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 £ 80k

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 on 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 consider necessary remedial actions to ensure the elimination of negative balances by the end of the current financial year.

MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2001/2002

Summary of Pressures

PERIOD ENDING NOVEMBER 2001

Directorate	- Year to Date -			- 2001/02 Totals -				Projected Variance (Previous Report)
	Budget Profile	Actual to end Nov 2001 Plus Commitments	Variance	Budget per Budget Book	Budget As at Nov 2001	Projected Outturn	Variance	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
Lifelong Learning (excluding schools delegated)	8,723	9,048	325	13,733	14,303	14,321	18	177
Environment	9,720	9,988	268	14,683	15,198	15,198	0	50
Personal Services	12,979	12,986	7	19,294	19,579	19,659	80	94
Chief Executive	1,424	1,338	-86	1,786	2,027	2,027	0	0
Resources	3,608	3,580	-28	4,447	4,243	4,243	0	0
Corporate, Miscellaneous & Benefits	6,765	7,738	973	2,297	2,274	2,274	0	0
	43,219	44,678	1,459	56,240	57,624	57,722	98	321
				Strategic Development Schemes			32	32
				Capital Financing Charges - Savings			130	353
							-50	-50
							80	303

**MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2001/2002
LIFELONG LEARNING
PERIOD ENDING NOVEMBER 2001**

	- Year to Date -			- 2001/02 Totals -				Projected Variance (Previous Report)
	Budget Profile	Actual to end Nov 2001 Plus Commitments	Variance	Budget per Budget Book	Budget As at Nov 2001	Projected Outturn	Variance	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
Individual Schools Budget	24,384	23,173	-1211	36,209	36,054	35,704	-350	-350
School Funds Held Centrally	4,956	5,171	215	8,242	8,660	8,678	18	162
Non school Funding	384	356	-28	615	624	624	0	0
Leisure Services	1,939	1,951	12	2,486	2,586	2,586	0	3
Culture	1,175	1,203	28	2,030	2,057	2,057	0	0
Countryside	269	367	98	360	376	376	0	12
	8,723	9,048	325	13,733	14,303	14,321	18	177
Total Lifelong Learning	33,107	32,221	-886	49,942	50,357	50,025	-332	-173

Lifelong Learning

Notes:

All re-profiling exercises still to be completed

All reserves not yet matched

Comments

Individual Schools Budgets

This is based on the latest outturn projections for each of the schools (-£350k)

School Funds Held Centrally

Three pressures were reported last month as follows:

- a) Invoice received from Conwy in respect of teaching and LSA support for pupils in Emrys ap Iwan for 1999/00 and 2000/01 (£28.6k)
- b) Cost of a place at Ysgol Gogarth, Conwy has been increased by 30% for 2001/02 without prior notice (£65k)
- c) Recoupment undercharges from Flintshire for 1997/98; 1998/99 & 1999/00 (£40k)

These three items are still being vigorously challenged and as such are not included in the projected outturn above.

Potential cost of Soulbury pay restructuring (£18.3k)

Reinstatement of Clothing grants (£23k)

School furniture (£5k) and store (£2.4k) have been offset by capitalisation approved by Council 27 November.

Delay in appointment of staff (-£20k)

Culture and Leisure

Pressures reported in last month 's report to be met by savings within Culture and Leisure.

MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2001/2002
ENVIRONMENT
PERIOD ENDING NOVEMBER 2001

	- Year to Date -			- 2001/02 Totals -				Projected Variance (Previous Report)
	Budget Profile	Actual to end Nov 2001 Plus Commitments	Variance	Budget per Budget Book	Budget As at Nov 2001	Projected Outturn	Variance	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
Highways and Transportation	2,808	3,017	209	5,468	5,195	5,195	0	0
Public Protection & Community Services	4,532	4,451	-81	7,297	6,989	6,989	0	0
Economic Regeneration	522	606	84	771	771	771	0	0
Planning Services	544	479	-65	778	823	823	0	0
Design and Construction	987	1,074	87	163	915	915	0	50
Support Services	327	361	34	206	505	505	0	0
Total Environment	9,720	9,988	268	14,683	15,198	15,198	0	50

MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2001/2002
PERSONAL SERVICES
PERIOD ENDING NOVEMBER 2001

	- Year to Date -			- 2001/02 Totals -				Projected Variance (Previous Report) £000s
	Budget Profile	Actual to end Nov 2001 Plus Commitments	Variance	Budget per Budget Book	Budget As at Nov 2001	Projected Outturn	Variance	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
Children and Families	2,401	2,476	75	3,454	3,704	3,836	132	148
Intake A & C M (North)	3,103	2,991	-112	4,826	4,747	4,529	-218	-223
Intake A & C M (South)	1,984	1,957	-27	2,715	3,010	2,952	-58	-136
Provider	3,683	3,823	140	5,159	5,204	5,427	223	230
Strategic Planning	1,808	1,739	-69	3,140	2,914	2,915	1	75
Total Personal Services	12,979	12,986	7	19,294	19,579	19,659	80	94

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

Adult Services - Provider:

Elderly Residential Services - Increase in Staff Sickness levels + reduction in income levels

MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2001/2002
CHIEF EXECUTIVE, RESOURCES, CORPORATE & MISCELLANEOUS
PERIOD ENDING NOVEMBER 2001

	- Year to Date -			- 2001/02 Totals -				Projected Variance (Previous Report)
	Budget Profile	Actual to end Nov 2001 Plus Commitments	Variance	Budget per Budget Book	Budget As at Nov 2001	Projected Outturn	Variance	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
Chief Executives's Dept	1,424	1,338	-86	1,786	2,027	2,027	0	0
Resources Directorate:								
Corporate Property Unit	169	199	30	814	238	238	0	0
Finance	2,235	2,302	67	1,778	2,150	2,150	0	0
I.T	850	717	-133	1,324	1,324	1,324	0	0
Personnel	354	362	8	531	531	531	0	0
Total	3,608	3,580	-28	4,447	4,243	4,243	0	0
Corprate & Miscellaneous Benefits	571	788	217	2,224	2,201	2,201	0	0
	6,194	6,950	756	73	73	73	0	0
Total	6,765	7,738	973	2,297	2,274	2,274	0	0
Total Chief Executive's, Resources, Corporate & Misc and Benefits	11,797	12,656	859	8,530	8,544	8,544	0	0

Notes:

1. Further work being undertaken on budget profiles.
2. Benefits - currently subject to detailed scrutiny.

REPORT BY: COUNCILLOR ANN OWENS, LEAD MEMBER FOR FINANCE

DATE: 20 DECEMBER 2001

SUBJECT: MODERNISATION OF FINANCIAL INFORMATION SYSTEM

1. DECISION SOUGHT

To approve the purchase, as a single tender, the software Seagull JWalk which will enable finance to upgrade its Financial Information System for Denbighshire (FISDEN). This forms part of the Authority's recovery plan in improving budgetary control by making financial data more accessible to budget holders, senior managers and members.

2. REASON FOR SEEKING DECISION

Denbighshire has been running Masterpiece 3 General Ledger as its main accounting system since its inception in April 1996. A number of enhancements and extra modules have been "bolted on" to the core system over the last few years. However, with the majority of users using PC Windows-based systems, we need to move away from traditional screen layouts and look to user-friendly point and click methods of accessing data. We need a solution that can transform existing systems into more user friendly versions, enabling users to access their financial data efficiently and monitor their budgets effectively.

A number of solutions have been evaluated and the preferred option is Seagull JWalk, the other two solutions were discounted on cost, functionality and deployment grounds (see Appendix A). This upgrade will enable us to integrate with existing systems without the need for a front-end server and drastic software enhancements, whilst integrating with other desktop applications. JWalk is a robust development and deployment environment that transforms existing applications into user friendly applications which can be accessed internally and through the Internet, providing users with a streamlined, easy-to-use application that enhances their productivity and effectiveness.

This software will also give us the ability to offer users a Welsh version of FISDEN, which has been requested by a number of users.

The timetable for this project is for staff training in JWalk to take place during January/February 2002 and a conversion route to be agreed in March 2002. Actual development and deployment of software and conversion will start in April 2002 and it is estimated that it will be completed by the end of June 2002.

3. COST IMPLICATIONS

Below are the initial one off costs of the software:-

	£
2 JWalk Developer Licences	13,000
60 JWalk Clients	9,000
1 JWalk Server	850
1 TTT/PC	2,500

Total one off Cost	£25,350

There will also be an annual maintenance fee of approximately £3,000. The costs quoted above will increase by at least £7,000 if we don't commit by 21/12/2001.

4. FINANCIAL CONTROLLER STATEMENT

The modernisation of the Authority's financial management system is an essential part of the recovery plan and the costs can be contained within the service budget.

5. CONSULTATIONS CARRIED OUT

Internal Audit have been consulted and have confirmed that this single tender follows proper procedures.

Various officers of the I.T. department were consulted in the evaluation and agreed with the preferred option.

A number of other Local Authorities were consulted as to their modernisation path and we visited the London Borough of Ealing where the software has been successfully deployed.

Finance officers in all Directorates have been consulted and all concluded that the current version of FISDEN needed modernising by being made more user friendly.

6. POLICY IMPLICATIONS INCLUDING CORPORATE

In line with the Authority's recovery plan.

7. RECOMMENDATION

That Cabinet approve the purchase, as a single tender, the software package Seagull JWalk and that the Finance department develop and deploy.

FISDEN MODERNISATION - Options considered.

Project Objectives:- Converting FISDEN into a net/browser version and improving reporting methods. A number of possible solutions were considered and these were assessed against the following criteria:-

- All modules which make up FISDEN should be made more user friendly with the same look and integrate seamlessly.
- The solution should not have an adverse affect on response times.
- AS400, network and PC requirements.
- Flexibility and ability to improve workflow and ability to edit screen layouts.
- Cost effectiveness.
- Speed of development and deployment.

Three possible Options were considered before arriving at the preferred solution:-

Option 1:

The most obvious route is to roll out Masterpiece 3's Net/Browser version of General Ledger. However this will only be a solution for the General Ledger and a separate solution would be needed for the other modules which make up FISDEN:- Journal Correction, Cost Centre Inquiry, Internal Orders and our in-house commitment system. Below is a summary of the cost associated with this Option:-

MP3 Net/Browser - NT server - estimate £5,000.

CA consultancy to replicate panel editing - estimate £3,000.

Conversion of journal Correction, Cost Centre Inquiry and Internal Orders - £20,000.

Conversion of in-house commitment system - upgrading to 'Cool' windows ?

Converting reports into net/browser version - estimate £3,000 to £5,000.

In addition to the prohibitive cost implications this route will not give us the seamless solution we're looking for.

Option 2:

There is an AS400 tool called WebFacing which comes as part of WebSphere which automatically converts AS400 green screens into user friendly GUI (Graphical User Interface) versions. However this software is still being Beta tested (ie not on general release) and we are not aware of any organisation using it. This option was therefore discounted at an early stage because we require a route which can be developed and deployed efficiently and effectively.

Option 3:

The third and only solution which meets all of our objectives is the development and deployment of Seagull JWalk. This will enable us to run a GUI thin client to the host application without the need for a front-end server and drastic software enhancement, whilst integrating with other desktop applications. JWalk is a robust development and deployment environment that transforms iSeries applications into sleek, new Web and Windows-enabled applications. This Option is therefore the preferred solution for modernising FISDEN.

DENBIGHSHIRE COUNTY COUNCIL

CABINET - 20 December, 2001

LOCAL MEMBERS NOMINATIONS FOR LEA GOVERNOR VACANCIES

Report by the Lead Cabinet Member for Education and ICT

1. PURPOSE

- 1.1 To consider nominations received for LEA Governor vacancies from the Local Member(s) for the area in which the school(s) are located subject to Council's approval of the criteria for selection.

2. BACKGROUND

- 2.1 Prior to 1st April, 1996 the appointment of LEA Governors was administered by the previous Clwyd County Council as Local Education Authority.
- 2.2 Under the Education (School Government) Regulations 1989 this function now falls to Denbighshire County Council in respect of those Schools within County.

3. RECOMMENDATION

- 3.1 That the following nomination(s) for LEA Governor appointment(s) be approved, the names listed below being the names nominated by the Local Member(s) for the Schools.

MELIDEN C.P. (YSGOL MELYD)

Local Member: Councillor Ms R.W. Hughes

No. of LEA Governors: 3

No. of Vacancies: 1

Cllr Ms R.W. Hughes	30.3.02
Mr Rick Abbas, 42 Ffordd Tanrallt, Meliden	18.11.02
Mrs L. Galley, 4 Lon Cwybr, Rhuddlan, Rhyl	(NOT APPROVED 17.5.05)

NOMINATION

Mrs Sue Agar, 15 Maes Gwilym, Meliden, Prestatyn.

TREMEIRCHION V.P. (C)

Local Member: Councillor R. Lloyd Williams

No. of LEA Governors: 2

No. of Vacancies: 1

Mrs Kathleen Easton, 2 Hen Afon, Tremeirchion, St Asaph	18.11.02
Mr Kevin Potts, Clwydfryn, Tremeirchion, St Asaph	18.11.01

NOMINATION

Mr Kevin Potts, Clwydfryn, Tremeirchion, St Asaph.

RHUALLT SUPPORT CENTRE

Local Member: Councillor R. Lloyd Williams

No. of LEA Managers: 2

No. of Vacancies: 1

Mrs Janice Catherine, Ty Capel, Rhualt, St Asaph 7.4.03

Mr D. Lloyd-Williams, 31 Beacon's Hill, Denbigh 30.7.00

NOMINATION

Mr H.T. Suddick, Abernant, Tremeirchion Road, Rhualt, St Asaph.

County Clerk

REPORT TO CABINET

CABINET MEMBER: LEAD MEMBER FOR LIFELONG LEARNING

DATE: 20 DECEMBER 2001

SUBJECT: EARLY YEARS DEVELOPMENT PLAN 2001/2002

1 DECISION SOUGHT

The Cabinet is asked to approve the Early Years Development Plan 2001/2002 for submission to:

- Full Council
- National Assembly for Wales

2 REASON FOR SEEKING DECISION

Approval is sought for submission to the National Assembly for Wales. The approval of the Early Years Development Plan by Council is a statutory requirement.

3 COST IMPLICATIONS

Nil

Costs are met from the following grants from the National Assembly for Wales:

- National Childcare Strategy
- GEST

4 FINANCIAL CONTROLLER STATEMENT

Not Applicable

5 CONSULTATION CARRIED OUT

The Early Years Development Plan 2001/02 has been delayed in going to Cabinet due to the consultations required and the systems involved in the new structure.

Denbighshire Childcare Partnership

This Early Years Development Plan was produced by the LEA in consultation with the Denbighshire Childcare Partnership. It has been approved by the full Partnership and this multi agency group will monitor its implementation.

*M. Roberts
Chair*

Directorate of Lifelong Learning

'This detailed report accurately reflects the wider developments within the Directorate. In particular, its plans for early identification of special educational needs is especially helpful.'

Sioned Bowen

Head of Education Services

The LEA will incorporate the Early Years Development Plan into the ESP. It will be monitored by the Primary Education Officer with remit for Early Years provision in the maintained sector. The newly appointed Early Years Advisery Teacher will continue to develop the already well established links with the non-maintained sector to ensure a co-ordinated approach to early education and childcare.

Ieuan L. Roberts

Social Services Department

As a member of the Childcare Partnership, the Social Services Department has been consulted on the Early Years Development Plan 2001/02 and will be involved in monitoring its implementation. This plan is consistent with related initiatives such as Sure Start and the Children's Services Plan.

Sheila Lyons

As the National Assembly for Wales required an update of the previous years plan for 2001/02, the decision was made by Denbighshire Childcare Partnership in conjunction with the LEA that a wider consultation was not necessary.

6 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

Education Strategic Plan
Childrens Services Plan

7 RECOMMENDATION

That Members approve the Early Years Development Plan 2001/02 for forwarding to Council for approval.



CYNGOR
Sir Ddinbych
Denbighshire
COUNTY COUNCIL

Early Years Development Plan for Denbighshire 2001 / 2002

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Summary

This plan builds on the 2000/01 Early Years Development Plan for Denbighshire. It relates to Early Years provision of the standard specified in the Curriculum Assessment Authority for Wales document, "Desirable Outcomes for Children's Learning Before Compulsory School Age".

Developing Provision: The Denbighshire Childcare Partnership will continue to encourage true partnerships across sectors for developing provision for three and four year olds in Denbighshire, to the standards of the Desirable Outcomes document. In particular, it will aim to:

- ^ Extend the number of establishments (across all sectors) which offer provision to the standards of the Desirable Outcomes Document.
- ^ Review the funding of provision.
- ^ Continue to provide on entry assessment and statutory baseline assessments in maintained schools.
- ^ Promote the consistent use of a baseline assessment across other sectors as and when they come within the scope of this Plan.
- ^ Promote the sharing of on entry assessments between the non-statutory and maintained sectors.
- ^ Continue to develop Special Educational Needs provision for three and four year olds aiming for full integration into mainstream provision in their own community based on a programme of outreach support.

1. Introduction

This Early Years Development Plan for 2001/2002 builds on last year's plan for Denbighshire. The plan is to show how at least a free part-time educational place will be available and accessible for every four year old who lives in Denbighshire whose parents want this.

The plan only relates to Early Years provision of the standard specified in the Curriculum Assessment Authority for Wales document, "Desirable Outcomes for Children's Learning Before Compulsory School Age".

It is linked to other initiatives affecting children in Denbighshire, notably the Childcare Plan and Sure Start.

2. Principles, Structure & Co-ordination

2.1. Purpose

To provide, through a multi-agency approach, high quality provision and services for all young children, their parents and carers aiming for freedom of choice.

2.2. Structure

The portfolio for Early Years in Denbighshire County Council lies with the lead member for Lifelong Learning within the Cabinet. (See Appendix D)

An Early Years Officer Group acts as an executive to the Childcare Partnership existing to provide the County Council with a corporate approach to all matters for children 0 - 14. This group works to:

- co-ordinate the work of the County Council on early years issues
- promote early years initiatives
- support the Denbighshire Childcare Partnership ensuring a corporate approach to early years education and childcare

Denbighshire LEA are acting as affiliators to the Childcare Partnership supporting the Co-ordinator and as an avenue for processing all relevant funding.

2.2.1. Denbighshire Childcare Partnership

The Childcare Partnership oversees the implementation and monitor the progress of this Plan. Ensuring that the Plan:

- helps providers to take into account the needs and experiences of different groups in a way that is fair and lawful and which allows genuine equality of opportunity for all.
- enhances the care and education of children up to the age of 14 including those with special needs and disabilities
- caters appropriately for provision based on local demand including requirements of the local labour market and needs of local employers
- directs the diverse needs and aspirations of local children and their parents supporting families and informal carers
- generates genuine partnership and debate between all providers
- is a channel for liaison and communication between all local agencies
- co-ordinates training opportunities

2.2.3 Denbighshire Early Years Forum

The forum was established in November, 1996, it includes representatives from all sectors involved in early years care and education. It represents it's members locally and offers opportunities for:

- training,
- providing information
- awareness raising.

2.3. Principles

The principles of the UN convention on the Rights of the Child, together with the following eight principles for providing services to children are to guide the implementation of this Plan.

- That all children should have equal right to the provision of services, in the language of their choice.
- That the aim in providing services to children should be to enable each child to reach his or her full potential.
- That childhood has a value in itself and that the aim of all partners in providing services and all those who have a responsibility for children must be to try and ensure that children are happy and contented.
- That children's services should assist in the role of preparing children for full and inclusive citizenship.
- That the ethos governing the provision for children should enable them to adapt to the changing world.
- That children's services should enhance the role of parents, but not in any way act as substitute for parental responsibilities, but should be supportive of that role.
- That children's rights should be observed, specifically the right to privacy; the right to practice their own religion and the right to speak their language.
- Provision for children should recognise the importance of play in their development.

3. Pre-School Provision, Curriculum & Resources

3.1. Purpose

To ensure that, where necessary, young children, parents and carers in all parts of Denbighshire should have high quality day care and Early Years provision including services for children with special needs. To ensure clarity and consistency within the early years curriculum and to promote best practice. The requirement is a part-time place for all four year olds, but the Council will continue to prioritise and support a free place full time for all four year olds and a free part time place for all

three year olds (see 3.3 below). In special circumstances children who have specific educational needs may access full time education from the age of 2 years.

3.2. Desirable Outcomes (Curriculum)

All children under five in Denbighshire County Council schools are given experiences based on the ACCAC (Curriculum Assessment Authority for Wales) document, "Desirable Outcomes for Children's Learning Before Compulsory School Age".

These are summarised as follows:

- **Language, Literacy & Communication Skills** - A wide range of language experiences are crucial if mastery of language is to become well established.
- **Personal & Social Development** - To learn about themselves, standards of good behaviour, relationships with others and the world outside the family.
- **Mathematical Development** - To begin to understand mathematical concepts by seeing them in action and by using them themselves.
- **Knowledge and Understanding of the World** - To gain experiences of past events, other cultures, the work people do, the use of money, the environment and other living things. To enjoy experimentation and physical activities.
- **Physical Development** - To begin to understand the concepts of health, hygiene and safety and the importance of diet, rest and sleep. To develop physical control, mobility and manipulative skills.
- **Creative Development** - To develop imagination and creativity and ways of expressing them.

3.3. Existing Provision

Denbighshire County Council will provide a free full-time place to the above standards for every 4 year old from the September following his/her 4th birthday and a free part-time place for every 3 year old from the September following his/her 3rd birthday. *i.e. the plan exceeds the minimum requirement of a free part-time Early Years*

educational place for every 4 year old. All places will be provided through existing budgets by the County Council.

The schools to provide these places are listed at Appendix 3, together with estimates of the numbers of places required in each. These numbers will remain the same for the autumn, spring and summer terms. There are 1021 four year olds expected in Denbighshire County Council Schools from September 2001. Of these, approximately 200 will be in mixed age classes and about 16 children with special educational needs are expected. In Denbighshire three year olds attend half-time provision in schools approximately 900 are expected from September, 2001.

There are 4 independent schools in the County. There are also 22 private day nurseries, 52 playgroups (Welsh & English), 73 childminders, 24 after school clubs, 16 holiday playschemes and 13 full day holiday facilities in the County registered under the Children Act 1989 and inspected annually. Some of the independent schools, private day nurseries and playgroups had received registration to provide 'Desirable Outcomes' but are no longer being inspected by ESTYN because they are not receiving funding to provide free places as part of this Plan.

3.3a Mixed Age Classes

To ensure that these classes meet the needs of every pupil:

- all mixed age classes (which include early years pupils) will be under 30 in number ;
- every mixed age class will have a qualified teacher and a qualified Nursery Nurse;
- all such staff will follow an annual programme of in-service training to develop their skills and knowledge in delivering education opportunities for the under 5's;

3.3b Children Requiring Full Day Care

For children receiving free Early Years educational places and requiring the extension for full day care provision, there are a range of alternatives in different areas of the county. These include breakfast clubs, after school clubs, out of school clubs, childminders, private day care facilities and playgroups (both Wales PPA and MYM). As part of the National Childcare Strategy Denbighshire Childcare Partnership continues to develop this provision.

PROVIDER	AGE GROUP	TYPE OF PROVISION	NO. OF SETTING	NO. OF PLACES
Denbighshire County Council	3 to 5	Early Years classes within Schools	46	Nursery 870 Reception 1024
Mudiad Ysgolion Meithrin	0 - 5	Playgroups Parent & Toddler Playgroup Plus	18 14 6	410 161
Wales PPA	0 - 5	Playgroups Parent & Toddler Playgroup Plus	22 16 6	441 60
Private Day Nurseries	0 - 5	Day care	21	923
Childminders		Day care	73	438
Out of School Clubs:				
- Breakfast clubs	4 - 11		12	233
- After School clubs	4 - 11		24	751
Holiday clubs Full day care Playschemes	4 - 11		13 16	412

3.3c Family Learning

Support for family learning is an important part of the Council's Literacy and Numeracy Strategies within the 'Raising Standards' element of the Educational Strategic Plan.

Following the result of On Entry assessment of pupils in partnership with parents those who would benefit from extra attention will be offered a 10 week intensive literacy/numeracy programme based on a family approach. These programmes are run in partnership with Llandrillo College of Further Education the WEA and the Basic Skills Agency.

3.4. Special Educational Needs

The County Council has a statutory responsibility, under the 1996 Education Act, to address the special needs of all children through identification, assessment and appropriate provision.

Denbighshire County Council have established early identification systems for children with special educational needs and work in close collaboration with parents and other agencies. Joint assessment of needs prior to school entrance and support at pre-school groups, nursery classes and schools is available to all children who require such a service.

In the Education Strategic Plan, the County Council have published their commitment to raising standards for children with SEN, stating their intentions across five key areas:

- supporting parents and children;
- developing the SEN framework;
- moving towards inclusive education;
- developing knowledge and skills and
- working together to meet special educational needs.

Denbighshire Social Services funding for assisted places is available to groups of Mudiad Ysgolion Meithrin and Wales PPA, but not for other providers. The Childcare Partnership has been able to provide some

support for assisted places during 2000/01. Support planned through the Sure Start initiative is detailed in Appendix E.

Wales PPA in Denbighshire is committed to helping children with special educational needs. The Special Needs Referral Scheme enables children with a wide range of special needs to integrate into local playgroups .

Mudiad Ysgolion Meithrin's referral scheme provides access to the Cylchoedd Meithrin for children with special educational needs. Additional help is provided if this is necessary and to the best interest of the child. Arrangements are made for special equipment and transport if this is required.

3.5. Access to Services

Early Years education establishments ensures equal access to services for all as a standard requirement, which is supported both by inspections and by the national organisations which these establishments belong to.

3.5.a Welsh Medium Provision

Welsh medium provision is now accessible in all parts of the County. All Denbighshire Primary Schools will be bilingual schools, though the degree of bilingualism may differ from area to area.

The County Council's Welsh language policy aims to ensure that all pupils become reasonably fluent in Welsh.

Consequently, it will be the responsibility of the LEA (in conjunction with the Headteacher and the School Governors) to ensure that competent staff are available in order that the proportion of time allocated to the teaching of both Welsh and English is in accordance with the requirements of the National Assembly for Wales.

Schools or units where Welsh is the main medium of instruction will be available within reasonable travelling distance for all children whose parents desire such provision.

3.6 School Transport

Transport is provided for children in Reception classes of maintained schools under the same criteria as apply for all school age children. Transport is not provided for the younger children attending nursery classes except for those children at aided schools, Welsh medium schools and for those with special educational needs who need to travel to access appropriate provision.

3.7. Action Plan for Developing Provision

The Denbighshire Childcare Partnership will continue to work to develop provision for three and four year olds in Denbighshire, to the standards of the Desirable Outcomes Document. Progress with its Action Plan is as follows:

Aim	Progress
Extend the number of establishments (across all sectors) which offer provision to the standards of the Desirable Outcomes Document.	All relevant schools already provide places. During 1999/2000 the Partnership agreed a proposal with the Director of Education, Culture & Information to fund 25 free part-time places for 3 year olds outside Maintained Schools. However, the Council decided to defer any decision on such a scheme, pending the results of the National Assembly for Wales review of Pre-School Education. Review still on-going. Result expected by mid 2002.
To review the funding of provision.	Early Years Provision report published by National Assembly for Wales, carrying out audit at present.
Continue to administer on entry assessment based on observations and discussion to inform planning. Continue to administer the statutory baseline assessment for pupils at the beginning of Reception, Promote the consistent use of baseline assessments across other sectors as and when they come within the scope of this Plan.	All LEA schools administer these assessments and plan accordingly. The LEA introduced the Denbighshire Early Intervention Scheme in September, 2000 and continues to monitor its progress. The LEA in partnership with neighbouring authorities have ensured quality assurance on the CDFW On Entry Assessment package used at all schools.

<p>Develop Special Educational Needs provision for three and four year olds, taking account of the issues highlighted in 3.4.</p>	<p>Children with special educational needs are offered a comprehensive service of assessment and support through identification of need and specialist provision. Pre-school groups and early years classes are provided with a structures support system. A multi-agency team, which includes the voluntary sector, work in close collaboration to enable schools to meet the needs of all their pupils.</p>
<p>Aim for 2001/02: Continue to work together with the National Assembly for Wales on developing childcare places.</p> <p>West End Rhyl Llangollen Holiday places</p>	

4. STAFFING, TRAINING AND QUALITY OF PROVISION

Purpose

To provide appropriately trained, qualified and experienced staff that can support and develop the needs of children in the early years.

4.1 Staffing

Denbighshire County Council Schools aims for a ratio of 1:13 in early years units. Day care facilities (including private day nurseries, cylchoedd meithrin, playgroups and childminders) registered under the Children Act require a staff:child ratio of the following:

Age of Child	staff/child ratio
0-2 years	1:3
2-3 years	1:4
3-8 years	1:8

The Childcare Partnership is still awaiting the outcome of a National Assembly for Wales review of this situation.

4.2. Action Plan

Progress with the Childcare Partnership's aims is as follows:

Aim	Progress
There should be greater consistency across sectors with respect to staff:child ratios	The Partnership and the Council have lobbied government on this point in response to its Review of the Regulation of Early Years Education and Daycare. The results of the review are still awaited.
Parents can be better informed as to what staff:child ratios exist	This is addressed through the Childcare Information Service set up by Denbighshire Childcare Partnership during 2000.
Early years teachers are accessible for advice, training and support at all establishments providing free early years educational places.	This is already achieved at all maintained schools (ie. all schools covered by this plan). This issue will need to be considered as part of any expansion of free provision into the non-maintained sectors. From September 2001 an Early Years Advisory teacher will be appointed through the GEST programme to assist the Childcare Partnership in meeting this objective,

5. Training

To ensure opportunities for multi-agency training at least once in each school term

5.1. Purpose

To improve the knowledge and expertise of those working with young children (to the standards of the Desirable Outcomes document), and to improve the quality of care and education.

5.2. Main Points

Training for schools staff is ongoing and a number of free places are made available to early years providers locally whenever suitable training is being delivered.

The Wales PPA, MYM and NCMA are all involved in accredited training programmes to provide staff with the knowledge required to work with the Desirable Outcomes Curriculum, and courses have been available in Denbighshire.

The Childcare Partnership has established a task group specifically to develop training for Early Years and Childcare providers in the area. The task group will continue to co-ordinate any training available within the County, to explore avenues of funding and to raise awareness of training and qualifications by keeping staff informed about new qualifications and about the role of the National Training Organisations. Colleges and the Childcare Partnership both aim to make childcare training accessible to the widest range of people. The Partnership uses venues and times to suit users.

Establishments registered under the Children Act 1989 are inspected by Denbighshire Social Services, and that inspection includes a section on staff training. Establishments are asked to note any training courses attended in the 12 months between inspections. Additionally, staff and childminders are asked to state their qualifications. This information forms part of the inspection report which is sent to the service provider who is asked to make it available to parents and carers. The report is available from the Under 8's Department of Denbighshire Social Services.

5.3. Action Plan

Specific progress with this plan's aims are as follows:

Aim	Progress
Expanding the joint training of staff across sectors	This is being addressed, with all training provided through the Partnership being multi-agency and with The Council's Education Dept continuing to offer places on their training to other sectors.
<p>Aim 2001/02: An Audit of Training needs is to be carried out by the Partnership Co-ordinator during Summer Term 2001.</p>	
Improving the publicising of training among practitioners	Being addressed by Childcare Co-ordinator and Information Worker
Investigating opportunities for links with business to help meet some of the area's training needs	The Co-ordinator continues to work with local colleges and business to identify training needs. Objective 1 funding through local colleges will support training for the over 25's in conjunction with the Childcare Partnership.

6. Information & Communication

6.1. Purpose

To provide an accessible and accurate information service on early years provision to parents, carers and the public in general.

6.2. Early Years Information Strategy : Childcare Information Service

With funding from Denbighshire Childcare Partnership, a Childcare Information Service was established in 2000 by the Council's Library and Information Service, with an advisory steering group. The Service will make use of a variety of local and national information sources to provide appropriate information to parents, carers, employers and trainers about all relevant services for children, including the early years. The Service will work closely with the Registration and Inspection Unit and with the Childcare Co-ordinator, as well as the various organisations on the Childcare Partnership. The Service will have an office base in Ruthin and will serve the whole county through telephone enquiries, referrals, the network of local libraries, and advice sessions in community venues.

See quarterly action plan on following page.

CHILDCARE INFORMATION SERVICE - QUARTERLY ACTION PLAN APRIL, 2001

Target	Work involved	Target date & Progress
Make database available on-line.	Refine and adjust information. Prepare set of instructions for web users. Rewrite introductory text.	Ongoing task fitted in as other work allows at present. To be completed by end of April
Prepare summer leaflet 10,000 copies.	<ul style="list-style-type: none"> • Write to all last year's information providers with details of deadlines • Send out press release asking for details of summer activities • Collate information and send to designers and printers • Arrange and monitor distribution 	To be done Leaflet to be out in June.
Answering queries	<ul style="list-style-type: none"> • Answer all queries received promptly and correctly. 	To be continued as an on-going task.
Childminding promotion	<ul style="list-style-type: none"> • Prepare leaflets and posters to promote childminding, particularly in the south of county. 	All information in hands of designers. Need to send out to all relevant locations, eg schools, village halls, and shops, and send out press releases to coincide. To be done by end of May.
Display Panels	<ul style="list-style-type: none"> • Prepare panels to promote information service and Partnership 	Most of text prepared To be done by end of May.
Work on policies and strategies	<ul style="list-style-type: none"> • Prepare policies as decided in Information Strategy sub group meetings 	Ongoing task for Information Strategy Sub group. To be passed to Partnership for discussion.
Provide administrative support to Information Strategy sub group	<ul style="list-style-type: none"> • Take minutes, prepare agenda, type and send out minutes. 	Ongoing task.

6.3. Other Council Information

Advice and information is also available to parents from the County Council:

(a) from Social Services on registered private nurseries and child-minders, and also a comprehensive set of leaflets covering all aspects of Social Services work

(b) from the LEA on provision in Denbighshire County Council Schools - Individual schools also have schemes including newsletters and visits for parents.

6.4. Action Plan

Aim	Progress
To establish a comprehensive Childcare Information Service.	Service established February 2000. Launched in Summer 2000, with a part-time (20 hours per week) information worker. Funded by Denbighshire Childcare Partnership.
To provide an accessible and accurate information service on early years provision to parents, carers and to the public in general.	The monitoring of this service has highlighted a need for a full time post. Awaiting further clarification of funding from the National Assembly for Wales.
<p>Aim 2001/02: Denbighshire Childcare Partnership will provide a newsletter twice per year with information such as training opportunities, current and new legislation and a continuous update of developments within Early Years on a local and national level.</p>	

7. Consultation, Monitoring & Inspection

7.1. Purpose

To evaluate the impact and the nature of provision made for young children and their parents/carers to assure high quality.

7.2. Monitoring and Quality Assurance

All services registered under the Children Act 1989, which includes private day nurseries, childminders and playgroups, are subject to an annual inspection. Pro formas are used to ensure that the inspection process is fair. The information is gathered through observation of staff and children, examination of records and conversations with staff and parents/carers. Each establishment receives a copy of the inspection report and is requested to make it available to staff and parents/carers. Also, a one-page summary sheet is provided with each inspection report, specifically for distribution to parents.

7.3. Action Plan

Progress with the Partnership's aims on monitoring and inspection are as follows:

Aim	Progress
Development of an ongoing monitoring process for early years settings in maintained Denbighshire schools, leading to self-evaluation and the ongoing identification of training needs, advice etc. Also to encourage the development of similar work in other sectors.	Quality Assurance of CDFW Assessment Package undertaken during Autumn 2000 and Spring 2001. Booklets to be published and distributed to all schools offering early years provision by September, 2001.

7.4 Consultation

Denbighshire Childcare Partnership will consult on this plan by

- asking Partnership members to seek the views of others within their own organisations;
- seeking the views of the public locally via the local press

This plan will be put before Denbighshire Childcare Partnership on 10th May, 2001.

7.5 Monitoring the Plan

Denbighshire Childcare Partnership will monitor this Plan at each meeting. The Co-ordinator's report at each meeting will reflect the progress made on the actions highlighted in the Plan.

Appendix A - Denbighshire Childcare Partnership Membership

The Denbighshire Childcare Partnership has the following representatives from the statutory, voluntary and private sector:

Jo Bradford - New Deal for Lone Parents
Karen Bull - Head of Health & Social Care - Lllysfasi College
Margaret Burton - DCC Social Services Under 8's Reg & Insp. Officer
Wendy Carter - Wales PPA
Pam Corry - MENCAP
Sian Davies - DCC Tourism & Leisure
Christine Edwards - National Childminding Assoc.
Lesley Gleave - DCC Social Services
Gwynfor Griffiths - DCC Social Services Childrens Services Manager
Jean Hannam - Federation of Head Teachers
Steve Hatton - DCC - Assistant Chief Exec.
Sue Haygarth - DCC Economic Development
Peter Hibbs - NCH Action for Children
Dr. Sarah Horrocks - Rhuddlan Family Centre
Bethan Hughes - DCC Library & Info. Service
Alwen Ingledew - Conwy & Denbighshire NHS Trust
Christine Jones - Sure Start Co-ordinator
Rhian Jones - Employment Service
Tina Jones - National Day Nurseries Assoc.
Maureen Makinson - Bangor University
St. Asaph Centre of Learning & Development
Margaret Morris - Mudiad Ysgolion Meithrin
Phil Orton - I S I S - Independent Schools, Northgate School
Councillor Ann Owens - DCC
Dr. Ruth Parry - N. Wales Health Authority
David Rhodes - DCC Education Officer
Morfudd Roberts - DCC Primary Education Officer (Chair)
Sue Roberts - DCC Education - SEN Adviser
Janet Ryder - AM
Ann Smith - DCC Youth Service
Maureen Williams - Church of Wales
Wenna Williams - Denbighshire Early Years Forum (Vice Chair)
Employees:
Sandra Welsby - Childcare Co-ordinator (full time)
Glenys Edwards - Childcare Information Officer (part time)
- Clerical Officer (part time)

Early Years Development Plan 2001/02

Appendix B - Expected Numbers Requiring Early Years Places in Maintained Schools 2001/2002 - the Places available column is the shortfall

between the Standard number of places allocated and the no. of full time places attending.

School	P/T	F/T	Mixed age groups	Standard numbers	Places available
Betws	5	7		11	4
Ysgol y Faenol	20	12		23	11
Bodfari	4	2		9	7
Brvnealwys	0	3		5	2
Carrog	1	6		11	5
Cefn	8	7		6	1
Clocaenog	2	2		9	7
Cvffvllio	2	5		11	6
Caer Drewyn	15	13		23	10
Cynwvd	5	3		13	10
Ysgol y Parc	42	53		60	13
Gwaenvnog	29	30		39	9
Twm o'r Nant	35	24		43	19
Dyserth	29	25		33	8
Gellifor	5	12		9	3
Glyndvfrdwy	1	10		7	3
Graianrhvd	1	3		7	4
Gwyddelwern	3	10		8	2
Henllan	11	6		15	9
Llanarmon vn	1	2		12	10
Llandeala	4	5		8	3
Llanbedr	9	2		9	7
Llandvrnog	2	7		14	7
Llanferes	10	6		8	2
Llanfair	4	10		10	0
Llandrillo	5	8		11	3
Llangollen	19	33		30	3
Llantheadr	4	7		14	7
Llantysilio	2	7		7	0
Meliden	15	12		26	14
Pentrecelyn	8	10		14	4
Bodnant	60	60		74	14
Penmorfa	65	71		90	19
Ysgol y Llŷs	29	31		30	1
Prion	2	3		10	7
Rhewl	5	7		13	6
Rhuddlan	17	22		31	9
Brvn Hedvdd	51	59		49	10
Christchurch	28	43		71	28
Dewi Sant	54	44		50	4
Emmanuel	41	54		63	22
Llŷweln	66	84		87	21
Ysgol Mair	45	47		93	48
Borthyn	16	10		22	6
Rhos Street	20	28		35	15
Pen Barras	23	27		29	6
St Asaph VP	27	36		38	11
Trefnant	8	9		8	0
Tremeirchion	1	6		10	9
St. Briaid	12	12		9	3

Appendix C - Maintained Schools Admission Criteria

(information obtained from Denbighshire County Council's Schools Information Document 2001-02)

The relevant sections of the County Council's School Admissions Criteria are as follows:-

Admissions Criteria

The LEA will comply with its duty to ensure the provision of efficient education and the efficient use of resources. In so doing, the LEA will have regard to the total resources, including accommodation and staffing, available to each school and any constraints imposed by the school organisation and curriculum. It will also consider the resource implications for the authority and impact on other education policies.

The LEA's criteria for admission to schools are listed below. They are subject (i) to the LEA's obligation to ensure the provision of efficient education and the efficient use of resources and (ii) any limitation which may arise in relation to a particular school resulting from the application of the Standard Number (including Reserve Places). Consequently, in considering parental preferences, the criteria will be applied unless the LEA has agreed with an individual Governing Body an alternative order of priority as published in the School's prospectus.

- I. The LEA will maintain the links between certain infants and junior schools, and between certain junior or primary schools and certain secondary schools.
- II. The LEA will consider the special educational needs of children (including those in respect of whom statements have been made under Section 324 of the Education Act 1996) and other special circumstances.
- III. The LEA will allow younger brothers or sisters to follow older ones to the school the older child attends.
- IV. Proximity of the child's home to the school for which a preference has been expressed. The LEA will ensure as far as possible that a place will be offered at the child's nearest appropriate school. In implementing this criterion, account will also be taken of transport arrangements and any potentially hazardous route between home and school.

The LEA will allow children whose parents wish them to receive their education through the medium of Welsh to do so.

The LEA will ensure that parents wishing to have their children educated at a denominational school will have the opportunity to express their preference for such a school. Admissions to Voluntary Aided Schools are subject to the criteria established by the Governing Body of such schools.

Nursery Education

The LEA policy in relation to nursery education (defined as provision for three-year old child) is:-

1. Nursery provision in schools will be provided on the basis of a minimum of 2¼ hours per day for each child;
2. "Pre statutory nursery education can be provided for children only at the schools (English or Welsh medium) nearest their homes unless a child has a brother or sister who is already a pupil at that school. In these circumstances, the LEA will, where possible, allow younger brothers or sisters to follow older ones to the school the older child attends".
3. Nursery education is not a statutory provision and parents have no right to appeal under the Education Act 1996 if they are unsuccessful in gaining a nursery place.

4. Admission to a nursery class or unit of a particular infant or primary school does not guarantee admission to that school.

Admission to Primary Schools in Denbighshire

1. The Authority will admit a child to a maintained infant school at the beginning of the school year if the child has achieved its 4th birthday on or before August 31st of that calendar year.
2. An initial application for admission to the reception class of a primary/infants school must be made to the Head of the School in the first instance. Admission (which is the responsibility of the Director of Education, Culture & Information) will be based on the criteria listed above.
3. The Director of Education, Culture & Information will invite parents of those children receiving their education in a separate infant school and whose children are due to transfer to junior school, to express their preference of school. A parental preference form will be sent to each parent/guardian. Parents may express preference for this neighbouring junior school or may insert the name of another school should they prefer that school.
4. If the Authority is unable to allocate the child to the school for which the parent has expressed a preference, the parent will be offered a place for the child at an alternative school. The parent may then accept the alternative placement, or make representations to the Authority, and, if still dissatisfied, may give notice of appeal.
5. The appeal (which shall be sent to the Director of Education, Culture & Information) must be in writing giving the reasons for the appeal. In the case of an appeal, the Authority will initiate the appeals procedure of the Education Act, 1996. The parent, accompanied by a friend if so desired, will be given an opportunity to appear before an independent Appeal Committee. The decision of the Appeal Committee will be final.

CHIEF EXECUTIVE
Acting: Meirion Hughes

Policy Unit
PR
Best Value/Performance
Area & Voluntary
Partnerships
Emergency Planning

Assistant Chief Executive [Strategy]
Steve Hatton

County Clerk
[Monitoring Officer]
Ian Hearle

Legal
Civics
Electoral Matters
Member Support
Committee Clerk

Personnel
Linda Atkin

Assistant Chief Executive
[Contract Services]
Keith Bryan

Corporate Director
Resources [S151]
Alan Evans

Corporate Director
Environment
Iwan Prys Jones

Corporate Director
Personal Services

Corporate Director
Lifelong Learning
Sioned Bowen

Assistant Director
Financial Controller
Roger Parry
Exchequer
Cemlyn Foulkes
Revenues
John Watkin

Audit
Ivan Butler

ICT
Dylan Roberts

Property Unit
**Stephen Meredith
Williams**

Highways & Transport
Philip Brelsford

Design & Construction
Rod Bowden

Planning
Aneurin Phillips

Economic Regeneration [Objective
One/Economic Development/Tourism]
Gareth Evans

Public Protection & Regulatory Services
Ken Ewing
Trading Standards
Environmental Health
Licensing
Community Services
Private Sector Housing

Client Services
Merfyn Roberts

Strategic Planning &
Support Services
Paul McWade

Public Housing
Paul Quirk

+ Community
Development

Assistant Director
Culture & Leisure
Ann Gosse

Countryside Services
Leisure/Libraries & OneStop
Shops/Archives/YouthServices/
Arts/Theatres/Cultural Attractions

Curricular Development
Ieuan Lloyd Roberts

Resources & Management
Gay Brooks

SURE START IN DENBIGHSHIRE

Sure Start in Denbighshire is administered by Social Services on behalf of the Local Authority. The Scheme is managed by Denbighshire's Childrens' Strategic Planning forum which is comprised of partners from both the statutory and voluntary sectors.

A Sure Start Co-ordinator was appointed by Social Services late 2000 and she took up post in January 2001. The Co-ordinator's role is to enable the strong links between partners to develop further and to develop Sure Start in Denbighshire in accordance with the guidance of the National Assembly of Wales.

Sure Start in Denbighshire is designed to provide services across the country. In practice this means that the whole of Denbighshire is a designated Sure Start Area.

The services that have received some or all of their funding under Sure Start in Denbighshire are as follows:-

Homestart

This scheme is operational across the county and is currently based in St Asaph. Homestart aims to provide volunteers who can befriend and support families as part of a partnership with the statutory health and social services, with a view to reducing the need for CP registration and reception into the Looked After System/

PSS Tegan Project

This project is a mobile service covering the whole county and provides a service to both groups and individual families. The scheme provides age appropriate toys and safety equipment for loan. PSS Tegan can also offer play development sessions. This service is

open to all who meet the Sure Start criteria and also takes referrals from Statutory Agencies.

NCH Cymru Outreach

This project is run jointly by NCH and Health. The service offers-

- Drop-in provision to provide accessible health advice
- Parent Craft groups
- Home Visiting Scheme

This project currently provides a service in South West Rhyl, Corwen and Ruthin. A group should be started in the near future in Llangollen.

This service is open to all who meet the Social Services criteria and it also takes referrals from statutory agencies.

MYM

MYM provide a pre-school service throughout Denbighshire. The Sure Start element is designed to ensure that MYM have a suitable programme of activities to support families in deprived areas.

PPA

PPA provide a pre-school service throughout Denbighshire. The Sure Start element is designed to enable PPA to extend their service to children in need.

Sure Start Family Support Worker

This post is based in Ruthin and is designed to provide a service to children in need in South Denbighshire. The worker works in partnership with families and their social workers with the objective of reducing the need for CP registration and/or admission to the Looked After system.

Young Parents Project

This programme operates across Denbighshire and it provides:-

- free child care for the children of young parents of statutory school age who are continuing their full time education.
- Support to both the mothers and fathers of school age.
- A programme of personal and social education/child care and practical skills in the classroom and via the youth service.

APPENDIX F

DENBIGHSHIRE ~ PRIMARY SCHOOLS

Name & Address of school	Telephone Number	Headteacher	Status	Language Category	Age Range & Full-Time No. On Roll	Standard Number
Betws Gwerfil Goch C.P. Betws Gwerfil Goch, Corwen LL21 9PY	☎01490 460315	Mrs B G Ellis	CP	B	4 ~ 11 29	11
Ysgol y Faenol C.P. Johns Drive, Bodelwyddan, Nr Rhyl LL18 5TG	☎01745 583370	Mr J M Edwards	CP	D	4 ~ 11 116	23
Bodfari C.P. Bodfari, Denbigh LL16 4DA	☎01745 710329	Mrs J Pritchard	CP	D	4 ~ 11 37	9
Bryneglwys Controlled Ysgol Dyffryn Ial Bryneglwys, Corwen LL21 9LL(<i>Twinned with Llandegla</i>)	☎01490 450221	Mr E Roberts	VC	C	4 ~ 11	5
Carrog C.P. Carrog, Corwen LL21 9AW	☎01490 430262	Mrs B Lebbon, B.Ed	CP	D	4 ~ 11 56	11
Cefn Meiriadog C.P. Groesffordd Marli, Cefn Meiriadog Nr Abergele LL22 9DS	☎01745 582224	Mrs K A Royles	CP	D	4 ~ 11 43	6
Clocaenog C.P. Clocaenog, Ruthin LL15 2AY	☎01824 750636	Mr G Hughes, B.Ed	CP	B	4 ~ 11 39	9
Corwen C.P.- Caer Drewyn, Clawdd Poncen Corwen LL21 9RT	☎01490 412418	Mr G E Roberts, B.Ed	CP	D	4 ~ 11 109	23
Cyffylliog C.P. Cyffylliog, Ruthin LL15 2DL	☎01824 710274	Mrs M A Lloyd, B.Ed	CP	B	4 ~ 11 36	11
Cynwyd C.P.- Maes Hyfryd, Cynwyd, Corwen LL21 0LG	☎01490 412500	Mrs E V Owain, B.Ed	CP	B	4 ~ 11 73	13
Denbigh - Ysgol y Parc Infants Ruthin Road, Denbigh LL16 3ER	☎01745 812989	Mrs C J Thomas, DipEd	CP	D	4 ~ 7 154	48
Denbigh - Gwaenynog Infants, Gwaenynog Road, Denbigh LL16 3RU	☎01745 812660	Mrs G Brockley, B.Ed, MSc	CP	D	4 ~ 7 82	39
Denbigh - Twm o'r Nant C.P., Rhyl Road, Denbigh LL16 3DP	☎01745 812261	Mr E G Jones, B.Ed	CP	A	4 ~ 11 239	43
Dyserth C.P. - Hiraddug, Thomas Avenue, Dyserth LL18 6AN	☎01745 570467	Mrs V Evans Williams, B.A	CP	D	4 ~ 11 194	33
Gellifor C.P., Gellifor, Ruthin LL15 1SG	☎01824 790387	Mr J R Jones	CP	D	4 ~ 11 63	9
Glyndyfrdwy Primary, Glyndyfrdwy, Corwen LL21 9HH	☎01490 430214	Mr D A Williams, B.Ed	CP	B	4 ~ 11 48	7
Bro Famau School (<i>Graianrhyd Site</i>), Graianrhyd, Llanarmon~Yn~Ial, Mold CH7 4BW (<i>Clustered with Llanarmon yn Ial & Llanferres</i>)	☎01824 780201	Mr G M Davies	CP	D	4 ~ 11 11	7
Gwyddelwern C.P., Gwyddelwern, Corwen LL21 9DF	☎01490 412332	Mr K Williams	CP	B	4 ~ 11 58	8
Henllan C.P., Denbigh Street, Henllan LL16 5AW	☎01745 812959	Mrs E Williams	CP	C	4 ~ 11 103	15
Llanarmon~Yn~Ial, Bro Famau School, Eryrys Road, Llanarmon~Yn~Ial, Mold CH7 5TB (<i>Clustered with Graianrhyd & Llanferres</i>)	☎01824 780722	Mr G M Davies	CP	D	4 ~ 11 39	12
Llanbedr Controlled, Llanbedr, Ruthin LL15 1SU	☎01824 702927	Mrs F E Hughes, B.Ed	VC	D	4 ~ 11	9

Name & Address of school	Telephone Number	Headteacher	Status	Language Category	Age Range & Full-Time No. On Roll	Standard Number
Llandegla Controlled Ysgol Dyffryn Ial, (<i>Twinned with Bryneglwys</i>) Llandegla, Wrexham LL11 3AW	☎01978 790645	Mr E Roberts	VC	C	73 4 ~ 11	8
Llandrillo C.P., Llandrillo, Corwen LL21 0SR	☎01490 440300	Mrs G Owen	CP	B	43 4 ~ 11	11
Llandyrnog C.P. ~ Bryn Clwyd School, Llandyrnog, Denbigh LL16 4EY	☎01824 790324	Mr C D Roberts, M.Ed	CP	D	40 4 ~ 11	14
Llanfair D.C. Controlled, Llanfair Dyffryn Clwyd, Ruthin LL15 2RU	☎01824 703169	Mrs D H Roberts	VC	C	35 4 ~ 11	10
Llanferres - Bro Fammau School, Llanferres, Mold CH7 5SP (<i>Clustered with Graianrhyd & Llanarmon~Yn~Ial</i>)	☎01352 810242	Mr G M Davies	CP	D	69 4 ~ 11	8
Llangollen - Bryn Collen C.P., Pengwern, Llangollen LL20 8AR	☎01978 861125	Mr A E Williams, B.Ed, DipEd	CP	C	35 4 ~ 11	30
Llanrhaeadr Y.C. Bro Cinmeirch C.P., Llanrhaeadr Y.C., Denbigh LL16 4NL	☎01745 890347	Mrs O Cottle, M.Ed	CP	B	290 4 ~ 11	14
Llantysilio Controlled, Llantysilio, Llangollen LL20 8BT	☎01978 860551	Mr G Hughes, M.Ed	VC	D	24 4 ~ 11	7
Meliden C.P., Ffordd Pennant, Meliden, Prestatyn LL19 8PE	☎01745 852782	Mrs L H Evans	CP	D	42 4 ~ 11	26
Pentrecelyn C.P., Pentrecelyn, Ruthin LL15 2HG	☎01978 790288	Mr E Hughes, B.Ed	CP	B	116 4 ~ 11	14
Prestatyn - Bodnant Infants, Marine Road, Prestatyn LL19 7HA	☎01745 852783	Mrs J Hannam	CP	D	70 4 ~ 7	74
Prestatyn - Penmorfa C.P., Dawson Drive, Prestatyn LL19 8SY	☎01745 852757	Mr D W Edwards	CP	D	197 4 ~ 11	78
Prestatyn - Ysgol y Lllys, Prince's Avenue, Prestatyn LL19 8RW	☎01745 853019	Mrs A Jones	CP	A	630 4 ~ 11	30
Prion Pant Pastynog Controlled, Prion, Denbigh LL16 4SG	☎01745 890331	Mrs V R Cooper	VC	B	216 4 ~ 11	10
Rhewl C.P., Rhewl, Ruthin LL15 2TU	☎01824 703296	Mr R G Griffiths	CP	C	30 4 ~ 11	13
Rhuddlan C.P. - Ysgol y Castell, Hylas Lane, Rhuddlan LL18 5AG	☎01745 590545	Mr N Evans, B.A M.Ed	CP	D	56 4 ~ 11	31
Rhyl - Bryn Hedydd C.P., Tynewydd Road, Rhyl LL18 3SU	☎01745 351676	Mr P Gallagher, M.Ed	CP	D	220 4 ~ 11	49
Rhyl - Christchurch C.P., Ernest Street, Rhyl LL18 2DS	☎01745 353982	Mr C J Thompson	CP	D	411 4 ~ 11	71
Rhyl - Dewi Sant C.P., Rhuddlan Road, Rhyl LL18 2RE	☎01745 351355	Mr A C Jones, B.Ed, DipEd	CP	A	405 4 ~ 11	50
Rhyl - Emmanuel C.P., Victoria Road, Rhyl LL18 2EG	☎01745 353447	Mr S Gaskell	CP	D	358 4 ~ 11	63
Rhyl - Llewelyn C.P., Trellewelyn Road, Rhyl LL18 4EU	☎01745 353392	Mr R G Williams, M.Ed	CP	D	446 4 ~ 11	87
Rhyl -Ysgol Mair R.C., St Margarets Drive, Rhyl LL18 2HY	☎01745 350762	MrsG Edge (Acting Head)	VA	D	629 4 ~ 11	93

Name & Address of school	Telephone Number	Headteacher	Status	Language Category	Age Range & Full-Time No. On Roll	Standard Number
Ruthin - Borthyn Controlled, Denbigh Road, Ruthin LL15 1NT	☎01824 702727	Mr N C Roberts, B.Ed DipMan	VC	D	429 4 ~ 11	22
Ruthin - Pen Barras School, Rhos Street, Ruthin LL15 1DY	☎01824 704129	Mr A Edwards	CP	A	158 4 ~ 11	29
Ruthin (English Medium) C.P., Rhos Street, Ruthin LL15 1DY	☎01824 702565	Mr D A Williams, B.Ed	CP	D	190 4 ~ 11	35
St Asaph Infants, Upper Denbigh Road, St Asaph LL17 0RL	☎01745 583416	Miss S P Williams, DipEd	CP	D	164 4 ~ 7	38
St Asaph - St Winefrides R.C., Heol Esgob, St Asaph LL17 0PN	☎01745 583329	Mr J M Draper, DipEd	VA	D	108 4 ~ 11	13
Trefnant Controlled, Henllan Road Trefnant, LL16 5UF	☎01745 730276	Mr R A Peters, B.Ed	VC	D	73 4 ~ 11	8
Tremeirchion Controlled, Tremeirchion, St Asaph LL17 0UN	☎01745 710328	Mr G Roberts, B.Ed	VC	A	44 4 ~ 11	10
St Brigid's School, Plas yn Green, Denbigh, LL16 4BH	☎01745 815228	Sister E Kelly	VA	D	53 4 ~ 11	9
					125	

Status:~

CP	~	Community Primary School
VA	~	Voluntary Aided School
VC	~	Voluntary Controlled

Welsh Language Definition:~

A	~	Designated Welsh Medium School
B	~	Natural Welsh School
C	~	Bilingual School
D	~	English Medium School

**REPORT TO CABINET
NO: 12**

AGENDA ITEM

CABINET MEMBER: COUNCILLOR K E WELLS, LEAD MEMBER FOR EDUCATION AND ICT

DATE: 20 DECEMBER 2001

SUBJECT: Ysgol Bro Cinmeirch C. P. - Transfer of Control Agreement

1 Decision Sought

To seek Cabinet approval to the attached Transfer of Control Agreement between the County Council/Governing Body of Ysgol Bro Cinmeirch and Llanrhaeadr Yng Nginnmeirch Community Council.

2 Reason For Seeking Decision

Discussions have taken place over a number of years to establish a Transfer Control Agreement in respect of the Community facilities at the school. This Agreement is required to enable responsibilities between the various parties to be clearly identified in terms of the cost and management of the facilities. It will also enable the Management Committee to submit bids to the appropriate grant aiding bodies for any improved facilities they may require of some future date.

Members will note that this Agreement is backdated to 24 July, 1990 and is for a period of 21 years. This date reflects the resolution of the Education (Development and Resources) Sub Committee of the former Clwyd County Council to enter into a formal agreement to cover community use of the premises.

The decision to backdate the Agreement to 24th July, 1990, (rather than the present day), is based upon the fact that the Community have had 11 years usage of the premises. This date was agreed following extensive consultation with all parties. In the event of the County ever wishing to develop or dispose of the community facilities to the effect that they cease to be available for use by the public, as referred to under Clause 9 of the Agreement, then the level of compensation payable to the Community Council would reflect this period of usage.

3 Cost Implications

No additional costs. This agreement seeks to formalise the existing arrangements which have been in place since the school opened in 1989.

4 Financial Controller Statement

The proposed agreement will enable the costs of of the community area of the premises to be clearly identified and passed on to the Management Committee.

5 Consultation Carried Out

Meetings have been held between Officers of the Local Education Authority, Legal Department, School Governing Body, Community Council and Management Committee to agree the draft document. Councillor P Williams has been consulted and supports the proposal.

6 Implications On Other Policy Areas Including Corporate

Nil

7 Recommendation

- That Members agree to adopt the attached draft Transfer of Control Agreement in respect of Ysgol Bro Cinmeirch.

Appendices not available in the electronic form

- LL-JW

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR D M MORRIS

DATE: 20 December 2001

SUBJECT: On-street Parking Charging - Rhyl

1 DECISION SOUGHT

To seek Members agreement to include Rhyl Town Centre in the area to be considered for the charging of on-street parking.

2 REASON FOR SEEKING DECISION

The Transportation Study for Rhyl recommended a parking strategy for the town. One of the measures to be considered in the short term was the introduction of charging for on-street parking on East and West Parade. Currently enforcement of all controlled (i.e. limited waiting) or restricted parking is the responsibility of North Wales Police and their Traffic Warden Force. Over the years resources have been diverted away from parking enforcement to address core offences such as burglaries and personal assaults. The Council has powers available that enable it to enforce permitted parking. Additional costs would be incurred in the Council taking on these powers, principally in terms of funding its own wardens to provide the enforcement. It would be necessary therefore to introduce on-street charging to meet the additional costs.

The issue of charging for parking on East and West Parade, Rhyl was the subject of a report to Cabinet on 28 June 2001 (minute no 245). The meeting approved a consultation procedure for the introduction of on-street charging. The first stage was to convene a meeting of Rhyl Members to discuss the proposals in detail, and subsequently to meet with business organisations and seek the views of the general public. A meeting was held with Rhyl Members in October 2001 where the proposal was made and agreed that charging should be introduced throughout Rhyl town centre in addition to East and West Parade. A number of Rhyl Members were unable to attend the meeting. These Members were informed by letter of the meeting's conclusions and asked to indicate their support or opposition to the proposal. No objections were received.

The main issues to be the subject of the next stages of consultation will be the level of charges, the length of time to be permitted and charged and, for East and West Parade, the dates of charging, either summer only or all year. An important aspect will be to ensure that the cost of on-street parking should be considered in relation to charges in public car parks to encourage motorists to park in them rather than on-street.

3 COST IMPLICATIONS

The initial costs involved in consultation will be met from the capital allocation for 2001/02. The costs identified in the Study for implementing the whole charging scheme would be capital costs of £205,500 with revenue costs of £74,000 which would be defrayed against the on-street charging revenue. The extent of charging and future revenue will be determined following the consultation process.

4 FINANCIAL CONTROLLER STATEMENT

Funding for the initial consultation costs is available within existing Highways 2001/02 budgets.

The Capital costs of £205k relate to the provision of parking meters and civil engineering works. These costs will be incurred after 2001/02. An application for capital resources will need to be submitted to the Council's Capital Programme Group in accordance with the approved Capital Planning & Project Management Procedures. The distribution of capital

resources for 2002/03 will be subject to Council consideration and approval which will take account of existing capital commitments and competing requests for new capital funding. The availability of resources to fund these capital works cannot therefore be guaranteed at this stage."

5 CONSULTATION CARRIED OUT

The report outlines the consultation procedure to be undertaken.

6 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

There are no significant implications for other policy areas.

7 RECOMMENDATION

Members to receive, and approve the report noting that following a Rhyl Members meeting proposals to introduce on-street charging is to be amended to include Rhyl town centre.

CABINET MEMBER: **COUNCILLOR D M MORRIS, LEAD MEMBER ENVIRONMENT**

DATE: **20 December 2001**

SUBJECT: Claimed Public Footpath, Berwyn Ridge Path (mainly in Denbighshire but partly in Powys - Communities of Llandrillo and Llanrhaeadr ym Mochnant (north))

1 DECISION SOUGHT

That the County Clerk be authorised to make a joint Definitive Map Modification Order with Powys County Council to add the above route, shown on the attached plan, as a Public Footpath to the County Council's Definitive Map and Statement of Public Rights of Way subject to clarification being obtained as to certain issues.

2 REASON FOR SEEKING DECISION

The County Council is subject to a direction by the National Assembly for Wales to determine an application submitted by the North Wales Secretary of the Ramblers Association pursuant to Section 53 of the Wildlife and Countryside Act 1981 to the former Clwyd County Council in November 1995, to add the above route as a Public Footpath. The applicant has appealed to the National Assembly for Wales on the basis of non determination of his application by the County Council.

The effect of the application would be to add a footpath running roughly north south along the summit ridge of the Berwyn Mountains ending in Powys at two points near Pistyll Rhaeadr both of which are currently where rights of way end in cul de sacs. The route crosses the highest point in the County, Moel Sych which is 827m high.

The Ramblers Association have submitted 37 detailed statements from path users, in support of their application who give considerable detail regarding the route (although there are no maps attached to the statements). None of the witnesses report interference when using the route (aside from one witness who refers to having heard that someone had been turned back by a local farmer) until the Countryside Council for Wales erected a sign indicating a path existed which was provided with their permission of the landowners. This act was considered to be hallenge in legal terms to their right to use the claimed path and prompted the application on behalf of the Ramblers Association claiming the route was public on the basis of presumed dedication pursuant to Section 31 of the Highways Act 1980.

There are two aspects to proving the statutory presumption of dedication:-

- 1) there must be user as of right by the public over the full 20 years over land which is capable of being a highway; and
- 2) there must be no proof of an intention not to dedicate.

Dealing with the first issue, the 20 years is to be calculated retrospectively back from the date when the right of the public to use the way is brought into question - Section 31(2). The statutory period of 20 years (which can any period of 20 years) has no fixed starting point but only a fixed finishing point.

In order for the right of the public to have been brought into question within the meaning of Section 31(2) the landowner must challenge it by some means sufficient to bring it home to the public that their right is being challenged so that they become aware of the challenge and have a

reasonable opportunity of meeting it. This requires an overt act on the part of the landowner such as to show to the public at large that he had no intention to dedicate.

It should be noted that this application rests mainly on user evidence. The only documentary evidence that has been presented which consists of advertisements by the Ramblers Association to publicise guided walks in the area for people from Merseyside and Cheshire traveling by train. These show that the Berwyn Ridge was a popular walking destination since at least the early 1950's. The routes advertised incorporate the Berwyn Ridge between Moel Sych and Cadair Bronwen which forms part of the route claimed but the question remains as to the precise line of the path as taken by walkers.

Overall, the assessment of this application against these criteria is as follows. The quality of the witness statements vary and sometimes witnesses do not clearly describe the route used but the important point is that of the 10 users claiming user over 20 years, 6 had clearly been using the whole claimed route and another 3 probably had been but had not been quite so specific. Given the nature of the terrain it is unlikely that all witnesses have followed the same route but the longer term witnesses have provided very good evidence of use over a period of 58 years along what must be broadly the same route. The claimed route has been taken to correspond with the line of the permissive path (the subject of the notices referred to above) otherwise no challenge of the route has occurred by landowners to trigger a claim for presumed dedication.

The evidence of use is sufficient to support the applicants claim that the public have exercised use for over 20 years without challenge or hindrance. It would not be un-reasonable for many of those users on the path to have taken the view the route was in fact public.

I believe there is evidence that use for over 20 years by the public has occurred which has been largely unchallenged. I am however not satisfied that the creation of the permissive route constitutes a challenge sufficient to the right existing within the terms of the Highways Act 1980 to bring the right into question requiring the making of an order under the Wildlife and Countryside Act 1981.

In conclusion it is the view of officers that there is evidence to reasonably allege that a public footpath exists along the claimed route in line with the case of *R-v-Secretary of State for Wales ex parte Emery 1998* which allows a presumption that where a public footpath can be reasonably alleged to exist (rather than it does subsist) a Definitive Map Modification Order can be made in order to allow the evidence to be fully tested. The making of a Definitive Map Modification allows for objections to be lodged to the order and for cross examination of the evidence at any public inquiry held into the matter.

This view is however (as well as the question of whether user has been brought into question referred to above) subject to clarification that walkers have followed a defined route as this is a prerequisite to the making of a Definitive Map Modification Order. A site inspection has revealed that whilst in parts a defined route is clear on the ground in other parts there is no evidence of a route on the ground and therefore it is the intention of officers in consultation with the Ramblers Association and the Countryside Council for Wales (who introduced the concept of the permissive route across the Berwyn Ridge) to discuss whether it can be argued that there is a defined route aside from where it is defined as part of CCW's permissive route.

These issues must be addressed prior to any Order being made as the Council would be at risk on costs if it pursues an order without there being an arguable case to do so.

It should be noted that issues of maintenance liability arise here in that part of CCW's permissive route is over wooden boardwalks which may be affected in the future by works to prevent soil erosion. As far as possible in discussions regarding whether the route can be defined officers will seek to ensure that maintenance liability to the County Council is kept to a minimum.

The only other view that needs addressing is that of the CCW with regards to their ability to use powers to divert the path under the CAROW act 2000 if the use of the path causes damage

leading to conservation problems. I believe if we make the order we should make it clear the council would be sympathetic to such a solution if the order is successful and such problems arise.

3 COST IMPLICATIONS

There will be a cost associated with this Order if it proceeds to a public inquiry.

4 FINANCIAL CONTROLLER STATEMENT

It will be necessary to report back on the estimated costs of the proposal as soon as they can be identified.

5 CONSULTATION CARRIED OUT

Consultation with Community Councils, landowners, User Groups (in accordance with Annex E of Welsh Office Circular 5/93) and Statutory Undertakers. Powys County Council as Surveying Authority for part of the route claimed has been consulted and has resolved to delegate the power to Denbighshire County Council to publish a joint Definitive Map Modification Order to include those sections of the claimed route within the area of Powys. There are five landowners concerned only three of whom have responded. The landowners who have responded are the Davies family, of Ty Gwyn farm, CCW and the Wynnstay Estate. In broad terms they do not support the application but have not produced evidence of intention not to dedicate the land.

The of the late Mr Davies of Ty Gwyn Farm, maintains he will object to any order made but have never challenged any person using the route (they have owned the land since 1985 which is late in terms of his claim) and were not responsible or the erection of the signs for the permissive route which was an action by the CCW who confirmed this action was intended to allow the development of a route that was sustainable in the interest of the conservation designation of the land.

The Head of Highways and Transportation and myself take the view that the response by the Davies family is insufficient to negate the claim of the applicants for the order, and this opinion is not contradicted by the comments made by the other principle landowners. The CCW confirm that they have no records of any actions to discourage use and merely produced a permissive path to provide a sustainable path that has been promoted to allow visitors to view the National Nature Reserve. They have no objection to the order if this council is satisfied the applicant's case can be shown to be correct. The Wynnstay Estates owning the land in Powys have stated they are unable to produce any evidence of intent not to dedicate or action taken to challenge use by the public that they have confirmed existed before the creation of the permissive route created by the CCW. They are opposed to the making of the order and have made clear this is mainly due to their fears of increased liability if the route become public. The true situation is however likely to be the opposite.

6 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

None

7 RECOMMENDATION

That the County Clerk be authorised to make a joint Definitive Map Modification Order with Powys County Council to add the above route as a Public Footpath subject to further discussions with the applicant and the Countryside Council for Wales to ensure:-

- a) that it can reasonably be argued that the right of way has been brought into question; and
- b) that the route claimed follows a defined line on the ground

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

DATE: 20 December 2001

SUBJECT: Establishment of a WLGA Task and Finish Group on Trading Standards

1 Decision Sought

- 1.1 To nominate one elected Member and one Officer to serve on a Task and Finish Working Group which is to be established by the Welsh Local Government Association (WLGA) on Trading Standards.

2 Reason For Seeking Decision

- 2.1 On 15th December, 2000 the WLGA Co-ordinating Committee looked at the current challenges and opportunities for Trading Standards Services within local authorities.

The Committee noted that the Service deals with a large volume of diverse and sometimes complex legislation and that the expectations of the Service by Government and Consumers are ever increasing.

Accordingly, the Committee resolved that a Member/Officer Task and Finish Working Group is arranged to:

- (i) Review Trading Standards/Consumer Protection Services in Wales in the light of current challenges.
- (ii) Consider how best to raise the profile of these services and
- (iii) Monitor the outcome of inspections of Trading Standards Services by the Best Value Inspectorate and promote the implementation of models of best practice identified.

This Authority is very proactive in the services promoted through the Trading Standards arm of Public Protection & Regulatory Services and accordingly it is considered that the Authority should participate fully in the Task and Finish Group, as there is much to gain from the outcome of the workings of such a group.

Nominations are requested to be received by the WLGA prior to 7th January, 2002, which should include a brief note of the expertise and political affiliation (as appropriate) of the nominees.

It is of course for the Cabinet to decide whether or not to participate in the Group, however should Members decide to participate, then a Member/Officer nomination will be requested.

3 Cost Implications

- 3.1 Costs will be incurred in attending meetings, however it is expected that the elected Member and Officer will share transport (where public transport is not used).

4 Financial Controller Statement

- 4.1 Costs incurred relating to membership will need to be contained within existing budgets.

5 Consultation Carried Out

5.1 Not applicable.

6 Implications On Other Policy Areas Including Corporate

6.1 Anti poverty, consumer protection and animal welfare

7 Recommendation

- 7.1 (i) The Cabinet agree to participate in the WLGA Task and Finish Group on Trading Standards.
- (ii) An elected Member be nominated to serve on the Group together with the Public Protection Manager.

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR D M MORRIS, LEAD MEMBER FOR ENVIRONMENT

DATE: 20 DECEMBER 2001

SUBJECT: FFORDD DERWEN, RHYL - RESURFACING WORKS

1 DECISION SOUGHT

Members approval of actions taken by the Head of Highways and Transportation in respect of works procurement for the reconstruction / resurfacing of Ffordd Derwen, Rhyl and approve single tender action.

2 REASON FOR SEEKING DECISION

- As part of the Transport Grant-funded Rhyl Coastal Package scheme, a contract was let, in August 2001, to contractor John Doyle Midlands Ltd, to undertake resurfacing and traffic calming works along a route constituting a link for cyclists between West Rhyl and the Clwyd Retail Park (via Ffordd Las & Ffordd Derwen).
- The scheme, which is valued at £513,000, also provides for traffic signal improvements in Rhyl Town centre, to provide upgraded facilities for public transport, cyclists and pedestrians.
- A match funding element of approximately 25% (£112,000) has been made from within the overall Highway Maintenance structural maintenance backlog allocation of the County Council's capital programme for 2001/02. This is to provide for necessary surfacing improvements, primarily to Ffordd Las, prior to the application of traffic calming features.
- The above scheme and its funding sources did not make provision for Ffordd Derwen to be reconstructed/resurfaced prior to the application of the traffic calming works. These works were desirable at the scheme preparation stage, but due to further deterioration have now become essential for the works to proceed.
- National Assembly for Wales has recently (October 2001) provided a ring-fenced grant fund specifically for highway maintenance. The allocation to this Authority for 2001/02 is £432,000. The money is to be used for road condition assessment (£25k) and pedestrian safety training (£7k), with the remaining majority intended for structural maintenance on strategic routes with integrated transport connections.
- This additional, unexpected funding affords the opportunity to reconstruct & resurface Ffordd Derwen prior to the proposed traffic calming measures, thus enabling the traffic calming scheme to be carried out, following the necessary structural maintenance works. The anticipated cost of the resurfacing works is £350,000.
- To ensure the works to go ahead in the correct sequence and within the critical funding time scale, negotiations have taken place with the contractor for the initial scheme, John Doyle Midlands, Ltd, who have agreed to carry out the additional works at the same rates as those tendered for the initial contract. On this basis, the work has been evaluated at those rates and awarded to John Doyle Midlands Ltd. This process accords with Standing Order 9 (b) - Exceptions to Tendering Procedure (extension of existing contract)

3 COST IMPLICATIONS

Nil to this Authority. The additional work (contract extension) is 100% funded by National Assembly for Wales via the recently announced Special Grant for Highway Maintenance.

4 FINANCIAL CONTROLLER STATEMENT

The additional costs of the works will need to be contained within the additional NAFW funding.

5. CONSULTATION CARRIED OUT

Head of Internal Audit, who confirmed that this approach is satisfactory with respect to Financial Standing Orders.

6 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

None

7 RECOMMENDATION

That Members note and approve the actions taken by the Head of Highways and Transportation including the single tender to ensure essential works take place in respect of procurement for the reconstruction and resurfacing of Ffordd Derwen, Rhyl, as a necessary addition to the existing Transport Grant-funded traffic calming scheme.

ED~PB

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR A E ROBERTS, LEAD MEMBER FOR PERSONAL SERVICES

DATE: 20 December 2001

SUBJECT: CONSULTATION POLICY - SOCIAL SERVICES DEPARTMENT

1 DECISION SOUGHT

To approve for recommendation to Council the Consultation Policy for Social Services.

The Policy has been designed for managers and staff who are arranging consultations with service users, carers, the wider public, voluntary organisations, health services, the private sector as well as other external groups and organisations.

The Policy is based on six principles of good practice:

- ① consult those affected by the proposal or people (groups) representing their interests;
- ② consult early enough in the decision making process;
- ③ give consultees the information they need to respond;
- ④ allow consultees enough time to respond;
- ⑤ listen to what respondents say;
- ⑥ keep consultees informed throughout the process.

2 REASON FOR SEEKING DECISION

The policy has been designed to:

- ✓ promote a consistent approach to consultation across Social Services;
- ✓ respond to the increasing expectation that consultation is a key part of decision making both for individual managers and for the Department as a whole;
- ✓ provide a documented policy that can be monitored.

3 COST IMPLICATIONS

It is anticipated that consultation will take place via existing Forums. However, there may be occasions where there is a need to have specific consultation event. One of the main barriers for services users and carers attending events is lack of transport, or the need for someone to care for them, or the person they care for, whilst they attend the event.

Under the Policy service users and carers are requested to let us know in advance if they need care or travel arrangements to attend a consultation event. We may be able to provide/arrange these and if not agree to reimburse them with any reasonable costs incurred. The Policy also requires consideration to be given for the provision of crèche facilities at consultation events. These costs are already being met from Social Services budget.

4 FINANCIAL CONTROLLER STATEMENT

It will be necessary to estimate the likely cost of the proposals to ensure these can be contained within service budgets.

5 CONSULTATION CARRIED OUT

The Policy has been developed in consultation with staff, service users, carers, voluntary organisations, statutory and independent providers. Over 100 Organisations/Groups were invited to comment on the draft document. Presentations on the draft document were

undertaken and an advert seeking feedback on the draft Policy was placed in Denbighshire Voluntary Services Council's (DVSC) newsletter.

Policy Review and Scrutiny Committee have also been consulted.

Appendix 2 provides an overview of the feedback received on the draft Policy and how this feedback has been incorporated into the final version. Where it has not been possible to incorporate the feedback an explanation is given.

6 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

A number of Organisations/individuals have expressed that they would wish to see the Policy adopted across the authority. In response to this message an information seminar will be held on 'consultation'. The half day seminar will be open to all Directorates and will look at promoting best practice and the 'Six Principles of Good Practice' (see point 1). The seminar will be hosted in conjunction with the Authority's Best Value Unit.

The Policy for Social Services has been developed to complement, and build on, the Corporate Consultation Policy for Best Value.

7 RECOMMENDATION

Members approve to Council the Consultation Policy for Social Services

PS~SE

Draft

Consultation Policy

Denbighshire Social Services Department



CYNGOR

Sir Ddinbych

Denbighshire

COUNTY COUNCIL

Version

1. September 2001

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Introduction

- 1 The Social Services Department has given a firm commitment to consultation in the Business Plan: working in partnership with service users, carers and others is referred to in the Department Mission Statement; consulting with service users and carers is identified as one of the Core Activities of the Department and there is also a stated commitment in the Department Objectives to "have systems that enable service users to comment, complain or influence service delivery".
- 2 This policy is for managers and staff who are arranging consultations with service users, carers, the wider public, voluntary organisations, health services, the private sector or any other external group or organisation.
- 3 All managers and staff have a responsibility to listen to the views of service users and carers. Members of Departmental Management Team have a particular responsibility to consult with service users, carers and other interested parties in the development of their Business Plans.
- 4 Consultation, and therefore this policy, is one element of a strategy of actively involving people and organisations in the development of services. Wherever possible a joint approach to Planning should be adopted which incorporates consultation.

The Aims of the Policy

- 5 The aims of the policy are to:
 - (i) promote a consistent approach to consultation across the Department;
 - (ii) respond to the increasing expectation that consultation is a key part of decision making both for individual managers and for the Department as a whole;
 - (iii) provide a documented policy that can be monitored.

Reasons for Consulting

- 6 The reasons for consulting are for the Department to:
 - (i) make itself properly accountable for its policy making;
 - (ii) comply with legislation and guidance;
 - (iii) tap into expert knowledge in the community offering an opportunity to improve initial proposals and shape services;

- (iv) foster partnerships with users, carers, voluntary organisations, public and private providers and increase their knowledge of the Department and the problems faced;
- (v) gain information to help prioritise services and make better use of limited resources;
- (vi) meet the requirements of Best Value.

Issues Requiring Consultation

- 7 Identifying the issues that require consultation is a matter of judgement by individual managers. It is not realistic to consult about everything so it is important to identify priorities. As a rule of thumb, managers should consider consulting on **non-routine issues that will affect others to a significant degree**. This includes:
- (i) new policies and / or procedures that will affect others to a significant degree;
 - (ii) a significant change in where or how a service is delivered;
 - (iii) the removal of a service;
 - (iv) plans or proposals that would benefit from a wider range of views and expertise than is available "in-house";
 - (v) plans or proposals that will have a significant effect on another organisation;
 - (vi) plans or proposals where consultation is required by legislation or guidance.
- 8 If consultation is required Managers will need to agree who will have responsibility for the overall consultation and the different elements. The Planning Team may be able to offer assistance with specific consultation exercises.

Who to consult

- 9 Who to consult depends very much on what you are consulting about. The obvious starting point is those who will be affected or people (or groups) representing their interests (see 11(i) below). But consultation may need to be wider than this and include, for example:
- people wanting to access services e.g. people on waiting lists;
 - proposals that may impact on the local community;
 - the general public;
 - other public services (e.g. Health, Police, Benefits Agency, Education, Housing);
 - other social care and housing providers;
 - the wider business community and their representatives.

- 10 It is neither practical, nor appropriate, to consult everyone about everything - indeed this would lead to consultation fatigue for consultees and consultors! It is therefore imperative that being clear about the purpose of consultation includes being clear that we are consulting the right people and not just jumping in!

Principles of Good Practice

- 11 The Department is committed to the following six Principles of Good Practice for conducting consultations, developed by the National Consumer Council:

(i) Consult those affected by the proposals or people (or groups) representing their interests.

It is important to identify the range of people or groups that should be consulted and to keep accurate and complete lists of key groups and organisations. Consideration should always be given as to the appropriateness of consulting beyond this Group (see 9 above).

(ii) Consult early enough in the decision making process.

Ideally consultation should take place sooner rather than later as consultation at an early stage can help improve and shape a proposal. Generally views should be invited on proposals, not the final document. However, on some occasions, the main principles of a proposal will not be open to consultation. In such cases it may still be possible to consult on how something is done, rather than whether it is done (see 35).

(iii) Give consultees the information they need to respond.

The purpose and limits of a consultation need to be set out and consultees need enough information, including the possible impact of any proposals, to be able to respond. All of this should be clearly expressed. Managers should be specific on questions on which they want responses, while leaving consultees to put forward further ideas of their own.

(iv) Allow consultees enough time to respond.

Obviously, the length of the consultation will depend on the complexity of the issue, the range of people consulted and the urgency of the matter. However, it is important to allow sufficient time for consultation and to take into account the decision making structures of the consultees (e.g., the User Forums for Older People meet monthly). The time of year is also important - deadlines in August and late December can be problematic. Managers should consider allowing a short extension on a consultation period if this allows a key meeting to take place.

(v) Listen to what respondents say

The definition of consultation is “an exchange of views in an attempt to reach a decision”. The legal definition of consultation, as established in case law, requires the consulting body to have an open mind about their proposal. Just doing the consultation is not enough. Genuine and serious thought needs to be given to what has been said, whether they be suggestions for radical or minor change.

Following consultation the Department needs to interpret the results and often balance a range of views with other factors such as resources and statutory requirements. There may be occasions where the Department is not convinced by the arguments presented, even by a majority of respondents.

(vi) Keep consultees informed throughout the process.

Thank respondents for the time and thought they have given. Consider ways of giving feedback to respondents on how comments made in the consultation have been used - or why we have not taken action on views expressed. The importance of feedback has been voiced on numerous occasions by the Service User Forums in Denbighshire.

- 12 It is also important to **document how the consultation was conducted** and to refer to this in any reports that follow, e.g., reports to Directorate Management Team or to Social Services Committee. This will require a record of the processes that have been used and the key issues raised. Managers should always consider having consultation meetings minuted.

Ways of Consulting

- 13 There are a range of ways to consult and it is important to choose an effective method (or methods) of consultation. The choice will depend on the available budget, the purpose of the consultation, the number and range of people to be consulted, where consultees are located (e.g., rural areas) how much the consultees already know about the subject, the time scale for the consultation and whether mechanisms for consultation already exist that could be used. Any method has its advantages and disadvantages and managers will need to use a range to ensure maximum involvement.
- 14 The main methods of consulting are:
- (i) **Making use of ready-made information** in the form of complaints, comments suggestions and compliments from existing users. The Representation and Complaints Procedure is a central source of information for managers, providing an early warning if something is amiss and also highlighting good practice. To make the most of this, it is important to support staff to implement the Representation and Complaints Procedure and to make sure staff are aware of the internal manager-staff communication channels they can use.

Feedback from staff who directly serve the public is another source of ready made information. Often staff have valuable comments to make on issues that they talk about with clients.

(The following methods go further by reaching out for information that the Department doesn't yet have and investigating views in a more systematic, searching and in some instances statistically reliable way).

- (ii) **Asking questions** (opinion based research). This can be in the form of questionnaires, surveys, telephone or face to face interviews or small discussion groups. To undertake this kind of research, managers may need to seek additional guidance. An advantage of this method is that the research can be repeated at a later date and comparisons made. Using questions used in national studies can allow comparisons with other areas (particularly useful for Best Value). The following checklist is adapted from the National Consumer Council:
- v am I clear what I want to find out and why?
 - v am I clear whose views I need to canvas?
 - v am I selecting a representative sample?
 - v has anyone else carried out similar research e.g. market research, the 2001 census?
 - v am I involving people whose experience of services is fresh?
 - v am I allowing enough time (the National Consumer Council suggests 20 weeks for a substantial survey, including planning, conducting and analysing the results).
 - v can I make use of expert advice e.g. a local university?
 - v should I consider commissioning professional research?
 - v am I excluding some groups, e.g., those whose literacy and language skills will prevent them taking part?
- (iii) **Service User and Carer Forums.** A number of Forums have already been established in Denbighshire and these meet regularly to comment on services and to recommend improvements. The advantage of Forums is that the focus is on the consumer issues - their concerns and priorities (unlike questionnaires and surveys where the organisation decides what questions are important). Forums are also a useful place to test out new proposals. Over time, Forum members gain knowledge of the issues the Department is facing and, therefore, consultation will become more participative. A list of local Forums is set out in Appendix 1.
- (iv) Using **consumer representative organisations**, e.g., Voluntary Organisations, CAB and other local groups. The advantages are that such organisations are ready made and usually consist of well informed and committed people and they may have carried out their own research into what users want.
- (v) **One - off Consultation Meetings.** If well publicised and organised these can be a useful way of consulting. However, the outcome will depend on who turns up and who has the confidence to speak.

- (vi) Conducting **Joint consultation** exercises with other Teams and Organisations can be an effective way of seeking people's views. Many problems that people face do not fall neatly into the remit of one Team or Organisation. A joint approach to consultation will enable people to consider and comment on services as they affect them rather than how they are provided.
 - (vii) Bringing in **an independent adviser**. The advantage is that the advisor is neutral and independent and it also means less extra work for Department staff. The disadvantage is that it can be costly, although the work can be tailored to meet the budget available.
 - (viii) **Consultation documents**. These can be useful for consulting about specific plans or proposals. Consultation documents can also be combined with other methods, e.g., discussion at a Service User Forum. Documents can vary in length and complexity as appropriate e.g., one side of A4 or a more complex document. All consultation documents should clearly state that they are "draft" with each page numbered.
- 15 Whatever method is selected, it is important to think of the audience, their current level of knowledge and understanding about the subject, and to keep in mind the principles of good practice outlined above.

Reaching the right people

- 16 If consultation is to be effective then we need to ensure that we reach the right people. This can be done in a variety of ways, but there is no easy answer as to how it should be done. The single most important piece of advice is talk to the target group about the best way to consult them, wherever this is possible.
- 17 Some service users and carers may be reticent to criticise the services that they receive. Therefore all consultation exercises need to convey that we welcome all feedback - positive and negative.
- 18 All questionnaires or documents used should be in plain language and produced in a range of formats as required, e.g., large print or on audio tape.
- 19 Any consultation exercise must meet the Authority's Welsh Language Policy.
- 20 All meetings should be planned with access issues in mind. This includes physical access to venues and consideration of any other potential barriers (e.g., psychological, financial, etc.) which may prevent people from taking part. As a guide venues should be accessible to all, welcoming, comfortable and with adequate refreshments provided. Consideration should be given to holding events during the day, the evening or both. Loop systems for use with hearing aids, signers and interpreters should be available where they are needed.

- 21 Service users and carers involved in consultations should be reimbursed for reasonable costs incurred. This will include transport and respite care. It is suggested that people are requested to let us know in advance if they need respite or travel arrangements to attend a consultation event. We may be able to provide/arrange these and if not agree what is reasonable with them. Consideration also needs to be given for the provision of crèche facilities at consultation events.

People with impaired capacity

- 22 In some instances people's capacity will be impaired to such an extent that they are not able to participate in consultation. It is important to ensure that any decision not to directly involve a person in a consultation exercise is an informed decision which takes into account a range of views e.g. a persons carer, relative, representative/advocate, staff involved in the persons case etc.
- 23 Where a person's views are not sought directly then efforts must be taken to establish their views via their nominated representative/carers, family etc. An independent advocate will be appointed to establish the clients views where required.
- 24 Groups such as local Forums and Planning Groups may be consulted about the appropriateness of consultation with a client Group.

Confidentiality

- 25 Where consultation is carried out on the [Department's](#) behalf by a third party e.g. an independent advisor (see 14(vii)); consumer representative organisation (see 14(iv)), or university; the Department needs to ensure that arrangements for maintaining client confidentiality, and the circumstances in which the third party would release confidential information to the Department, are agreed.
- 26 Clients personal details will not be released to a third party without the express consent of the client/their representative. This may necessitate the Department sending out a letter to clients explaining the consultation exercise. A questionnaire could be enclosed with a request that the completed information is returned to the third party. Where interviews are necessary as part of the consultation exercise then the client could be asked to contact the third party direct if they wish to take part.
- 27 If it is intended to produce information following consultation that will identify a consultee, or the Organisation they represent, then this should be made clear at the time of consultation. Otherwise the source of information will be regarded as confidential and information produced on the feedback received will be anonymised so that the identity of consultees can not be deduced.

Co-ordinating Consultation

- 28 People may receive a range of services from the Department. It is therefore important that consultation is co-ordinated so that we avoid, wherever possible, different Teams/Services asking a person the same thing at the same time.
- 29 To help achieve a co-ordinated approach to consultation, and help us make the best of information that we already have, staff have been asked to advise the Quality Assurance Section of consultation exercises that are undertaken by questionnaire. The Quality Assurance Section will then be in a position to signpost Teams to other questionnaires that have already been conducted. Managers will use their discretion as to the need to advise the Quality Assurance Section if they undertake consultation exercises in addition to questionnaires.
- 30 Consultation Plans for Best Value will be monitored by the Corporate Best Value Team in line with Denbighshire County Council's Best Value Consultation Strategy.
- 31 In some instances people may express that they do not want to be involved in a specific consultation exercise or in any consultation exercises at all. These views should be fed to the Quality Assurance Section so, as far as practicable, they can make other people planning consultation aware.

Consultation and Decision Making

- 32 The decision making process usually starts with a general strategy and gradually develops towards a firm proposal. Consultation can take place at any stage or at several stages.
- 33 For plans and proposals that require legal advice, it is usual practice to obtain that advice before embarking on a consultation. It may be necessary to seek further legal advice after a consultation if significant changes have been made to the original proposal.
- 34 For plans and proposals that will ultimately require the agreement of Elected Members it is usual practice to undertake the consultation prior to Member approval. The report that is then presented to Elected Members should include a reference to consultation, including how the proposal has been shaped by the consultation process. However, for particularly sensitive issues, it may be appropriate to seek Member approval before embarking on consultation and Senior Management Team (SMT) will advise in these situations.
- 35 Sometimes the main principles of a proposal will not be open for consultation. In such case, if the proposal is non-routine and will affect others to a significant degree (see 7 (i-vi)), managers will need to consider the appropriateness of seeking advice from SMT on the processes to be adopted.

Where we do not consult on the main principles of a proposal the reason should be explained to those affected by the proposal or people (or groups) representing their interests.

- 36 There can also be difficulties in deciding the sequence of consultations where several different groups are affected to a significant degree by a proposal, e.g., staff and service users. As above, in these situations, SMT will advise.

Sources of Help

- 37 The Planning Section can provide help with the arrangements for consulting including co-ordinating the consultation in some instances and advising how to link in with the existing User and Carer Forums. The Planning Section also has a number of publications for loan providing more detailed information about how to organise a consultation. The Section also has information on market research organisations.
- 38 The Quality Assurance Section can assist with designing surveys and questionnaires and advise on consultations relating to customer satisfaction
- 39 The County Council Public Relations Section have produced a Communication Strategy for Best Value and can advise on consultation specifically related to this area.
- 40 The Denbighshire Voluntary Service Council can advise on consultation with the voluntary sector.

Monitoring and Evaluation of Performance

- 41 This policy will be monitored by incorporating the following information about the outcomes of consultation and the process into the Business Plan:
- 42 Outcomes:
- (i) Changes to services in response to service user / carer comments
 - (ii) Number of policies that have been shaped by consultation.
 - (iii) Examples of how consultation has helped to improve the cost effectiveness of a service by making it match users' needs more closely.

43 Process:

- (i) Number of ways in which we collect comments about services.
- (ii) Number of service users / carers whose views have been gathered.
- (iii) Number of policies/procedures we have consulted on.
- (iv) Is consultation being carried out in line with the Policy across the Department?
- (v) The views of service users, carers and others on whether they feel they have been involved in meaningful consultation.

Local Forums in Denbighshire

This list was produced on 11 September 2001. The list is intended as a guide and not an exhaustive list of who should be consulted. An up to date list of Forums is held with the Planning Team (01824 706635)

Older People

User Forums, Age Concern North Wales Central
12-14 Hall Square, Denbigh, Denbighshire, LL16 3NU
01745 816947

People with a Physical Disability and/or Sensory Impairment

Denbighshire Disability Forum
Unit 9, Morfa Clwyd Business Centre, 84 Marsh Road, Rhyl, LL18 2AF.
01745 354445

People with Learning Disabilities (Mental Handicap)

Denbighshire County Forum for Learning Disabilities (Mental Handicap)
C/o DVSC Ltd, Station Road, Ruthin, Denbighshire, LL15 1BP.
01824 707246

People with a Visual Impairment

C/o Planning Team, Denbighshire Social Services, Ty Nant, Prestatyn, LL19 9LG
01824 706635

Children with Disabilities

C/o Planning Team, Denbighshire Social Services, Ty Nant, Prestatyn, LL19 9LG
01824 706635

Carers

The Carers Project, Regent House, Regent Street, Wrexham, LL11 1PR.
01978 310414

People with a Mental Illness

North Denbighshire:	North Denbighshire Survivors Network, C/O Vale of Clwyd MIND, 34 Elwy Street, Rhyl
Rhyl:	Hafod User Group, C/O Vale of Clwyd MIND, 34 Elwy Street, Rhyl
Denbigh:	Vale of Clwyd Mental Illness Local Planning Group Contact Planning Team, Denbighshire Social Services Ty Nant, Nant Hall Rd, Prestatyn for address
Llangollen:	Refections User Group, C/O Oakleigh CMHT, Abbey Road, Llangollen
Corwen:	L21 Club Contact Planning Team, Denbighshire Social Services Ty Nant, Nant Hall Rd, Prestatyn for address

This document was written by Sheila Lyons - Planning Manager and Craig Macleod, Planning Officer. We are grateful to the people and organisations that have taken their time to let us know their views in drawing together this document.

In addition to Social Services staff the following were provided an opportunity to comment on the draft document:

Voluntary Organisations

Age Concern North Wales Central
Alzheimers Society
Barnardos
Body Positive
British Red Cross
Canolfan Awelon
Carers Project
Childline Cymru (Wales)
CAB - North and South Office
Crossroads - Rhuddlan and South Denbighshire
Cymdeithas Tai Hafan
Cyngor Alcohol Information Services
Denbigh Youth Project
Denbighshire Access Group
Denbighshire Care and Repair
Denbighshire County Forum for People with Learning Disabilities (Mental Handicap)
Denbighshire Disability Forum
Denbighshire Early Years Forum
Denbighshire People First
Denbighshire Voluntary Services Council (DVSC)
Epilepsy Wales
Family Resource Centre & Toy Library
Gingerbread - Rhyl & District
Hearing Aid
Headway
Homestart
Mencap Cymru
Mudiad Ysgolion Meithrin
NACRO
National Childminding Association (North East Wales)
National Schizophrenia Fellowship
NCH Action for Children (Mr Peter Hibbs and Mrs Shirley Cox)
North Denbighshire Dial A Ride
North Denbighshire Survivors Network
North Wales Association for Spina Bifida
North Wales Association for Spina Bifida & Hydrocephalus
North Wales Consortium of HIV Voluntary Groups
North Wales Deaf Association
North Wales Resources Centre for Disabled People (NWRCDP)

Draft

Peripatetic Play Care Co
Reflections User Group
Relate - North Wales
Rhyl Benefit Advice Shop
R.N.I.D Cymru
Shopmobility - Rhyl
Samaritans - Rhyl and North East Wales
SCOPE
Sense Cymru
Stepping Stones
St Vincent de Paul Society
Systems Advocacy Service
The Children's Society - The Children's Rights Service
The Stroke Association
Unllais
Vale of Clwyd Mind Association
Vale of Clwyd Mental Illness Local Planning and Interest Group
Vision Enhancement Services
Vision Support
Wales Council for the Blind
Wales Pre-School Playgroups Association
West Rhyl Young People's Project
Women's Aid - Glyndwr and Rhyl and District

Statutory Agencies

Benefits Agency - Rhyl and Wrexham
Conwy and Denbighshire NHS Trust
Denbighshire Child Care Partnership
Denbighshire Best Value Unit
Denbighshire Education Department
Denbighshire Housing Department
Denbighshire Local Health Group
Denbighshire Press and Public Relations
Denbighshire Social Inclusion Unit
Denbighshire Youth Offending Team (YOTS)
North East Wales Registration and Inspection Unit
North Wales Health Authority
North Wales Health Authority Registration and Inspection Unit
North Wales Police

Independent Sector Providers

Association of Domiciliary Care Providers
North Wales Nursing and Residential Homes Association

Appendix 2

Draft Consultation Policy Feedback from Staff

	Feedback	Comments
Consultee 1	<p>The draft consultation policy appears to be a very useful guide and well written. The only comment I would make is that although it may be implicit it might be useful to be more inclusive of staff (other Teams/SSD staff groups) within the WHO to consult as I believe many, particularly care staff, have valuable comments to make, on issues that they talk about with Users.</p> <p>It might not be appropriate.... but could this policy include internal consultation when Teams inc S.M.T./Panel decide to introduce changes that might not need to go external but could have an impact internally? There have been a few examples recently where at least a brief consultation would have saved reactive management practices...pos a staff consultation database for mini changes?????</p> <p>Hope this is useful. I will bring it to the attention of my Team and ask them to respond directly if they have any comments.</p>	<p>The following paragraph has been included at 14(i) of the Policy:</p> <p>"Feedback from staff who directly serve the public is another source of ready made information. Often staff have valuable comments to make on issues that they talk about with clients."</p> <p>The focus of the Policy is external consultation. The Department is already looking at internal consultation via the IIP Group and introducing schemes such as the staff suggestion database.</p>
Consultee 2	<p>Just a thought, following a nice 'thank you' letter from the Assembly today for comments I sent to one of their consultation papers, an acknowledgement of the time and thought given is a welcome touch and could be incorporated into our policy.</p> <p>I read through your draft policy at lunch time, and thought it very useful and comprehensive.</p>	<p>The following sentence has been included at 11(vi) of the Policy:</p> <p>"Thank respondents for the time and thought they have given."</p>

<p>Consultee 3</p>	<p>Page 1 Para 3(d) When we discuss with service users the "problems faced" by the Directorate, how candid are we allowed to be? Is it considered inappropriate to mention the lack of resources for instance?</p> <p>Page 5(c) Service User and Carer Forums. Who are they? Could a list be made available or are there too many?</p> <p>Page 6 Para 8.3/8.4 Equal Opps fine but no mention of the Welsh Language. (I once had to introduce a meeting of service users by apologising - in Welsh - for not being able to speak it fluently).</p> <p>Page 7 Para 10.2 If one plans a consultation exercise which is NOT undertaken by questionnaire, who needs to be told? Planning?</p> <p>SPELLING/TYPING ERRORS Page 2 (e) "significant affect" should be "effect" Page 3 (e) "need to interperate" should be "interpret"</p> <p>One final thought: I think any consultative meetings with service users should be minuted. Is that what is alluded to on P4 Para 6.2?</p>	<p>One of the 6 Principles of Good Practice set out in the Policy is the need to "give consultees the information they need to respond" (see 11.iv). This may necessitate an open discussion about limited resources and the need to prioritise services - indeed consultation may often be about what priorities to set.</p> <p>A list is now Appended to the Policy.</p> <p>A requirement to "adhere to the Authority's Welsh Language Policy" has been incorporated into para 19 of the Policy.</p> <p>Para 29 now advises staff that "Managers will use their discretion as to the need to advise the Quality Assurance Section if they undertake consultation exercises in addition to questionnaires."</p> <p>Amendments made.</p> <p>Whilst it is good practice to have consultation meetings with service users minuted it may not always be appropriate or achievable to have a formal minute taker in every instance. The Policy therefore requires "a record of the processes that have been used and the key issues raised" and that managers "consider having consultation meetings minuted" (Para 12).</p>
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<p>Consultee 4</p>	<p>I've just read it from the machine and I feel exhausted - it's full of information but I'm not sure I'm clear about who takes responsibility for consultation in every instance! - I tried to relate it to a draft document we are designing. Would we consult within adult services first, make any revisions and then who would decide who we consult with - service managers, planning, teams? This is an operational document, is it expected that we consult.</p>	<p>The Policy explains that "it is not realistic to consult about everything so it is important to identify priorities" (Para 7) and the Section 'Issues Requiring Consultation" (Para 7) should assist managers in determining whether or not to consult externally. The following para (8) has been incorporated into the Policy: "If consultation is required Managers will need to decide and agree who will have responsibility for the overall consultation and the different elements. The Planning Team may be able to offer assistance with specific consultation exercises."</p>
<p>Consultee 5</p>	<p>Do you think there is enough coverage on consultation with other agencies, such as Health or Housing, as the document is weighted towards the mechanisms for consultation with users. I am not sure that we consult with other agencies enough, such as Housing, and wonder whether this can be brought forward in the document. Not just consultation, but information exchange and joint planning. Present consultation with Health takes place at a very informal level - face to face with nurses during normal work - or else at a senior strategic level. Perhaps it needs to come into play somewhere in the middle, making it more localised and routine. Do you feel that consultation with users is something we all remember, but other agencies are often forgotten?</p>	<p>Whilst aimed at consultation with all external parties the document is weighted towards clients as partner agencies are more identifiable and easier to reach. The Introduction to the Policy (para 4) now emphasises the need to actively involve people and Organisations in the development of services and that a joint approach to Planning should be adopted wherever possible. In addition a new para (14.vi) has been included within the policy which promotes conducting joint consultation exercises with other Teams and Organisations.</p>
<p>Consultee 6</p>	<p>I have read through the draft, it appears to be an informative document. Which should ensure some consistency of approach across the Directorate.</p> <p>I have shared it with one of my Managers, who is presently arranging a consultation exercise with a group of Service Users next week. I will let you know how it goes, when I have feedback.</p>	<p>No further comments received</p>

<p>Consultee 7</p>	<p>Para 3.2 - does this need to be in the consultation policy itself?</p> <p>Para 4.2 link to Best Value and Joint Reviews</p> <p>Para 7.2 (c) "feedback should become more sophisticated" ?</p> <p>Para 7.2 - use of market research data and/or agency?</p> <p>Para 12.3 Section have "produced" a Communication Strategy</p>	<p>Paragraph now removed.</p> <p>Paragraph now removed</p> <p>Reference to sophisticated now removed.</p> <p>use of market research now incorporated in 14 (ii)</p> <p>Amendment made</p>
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Draft Consultation Policy
Feedback from People/Groups/Organisations outside Social Services

	Feedback	Comments
Consultee 1	There is no explicit mention of hard to reach ethnic minority groups in the policy	The same principles apply to all groups as there are many clients of social services who are perceived as being hard to reach
	Languages other than Welsh and English do not appear to have been catered for within the policy	The Policy requires the use of 'plain language' for consultation exercises - this applies to all languages. The Policy also makes explicit reference to the need to consider signers and interpreters.
	Page 6, paragraph 16 seems to suggest the best way to identify appropriate consultation methods with a particular group is to consult that group about how to consult them	This is the intention of the Policy i.e. when consulting with specific groups people it is good practice to ask members of that group the best way to consult with the group as a whole.
	The inclusion of the abbreviations DMT and SMT detract from clarity. (It is accepted however that internally these abbreviations would be understood).	Policy amended accordingly
	In more general terms, we would question the need to have such a policy for an individual department. The Best Value Consultation Policy should be able to cater for all forms of consultation.	The Best Value Policy is specific to Best Value Service Reviews. The Policy that has been produced for Social Services builds on the Best Value consultation policy to provide for all consultations. The Best Value Team were invited to comment on the draft Policy and will be involved in exploring the possibility of County wide training on the principles of good consultation practices contained within this Policy.
Consultee 2	I believe the policy takes the right approach, covers the right issues and should promote good practice. I have no further comments or suggestions.	
Consultee 3	There is a need for an index	Contents Page now included
	Page 2 - 7 line 5. Delete "this could include" and substitute "This includes"	Amendment made
Consultee	Page 8 - 32. The Group would request some clarification	Para 11(ii) of the Policy explains that where the main principle is

3	of this paragraph and examples of when this could happen together with a precise interpretation of the wording 'main principles'.	not open to consultation it may still be possible to consult on how something is done, rather than whether it is done. An example of this may be a decision to implement eligibility criteria. The decision to implement the criteria is the main principle and this is not open to consultation. However, the content of the criteria would be consulted on.
	Page 9. Substitute 'Monitoring and Evaluation of Performance' for 'Monitoring Performance'.	Amendment made.
	Could you please ensure that all the relevant Mental Illness Local Planning Groups are on your circulation list.	Groups now included.
Consultee 4	Does the Policy make it explicit the need to consider the timing of consultation exercises and the need to give consultees sufficient time to respond?	One of the 6 Principles of Good Practice is "give consultees enough time to respond." See para 11(d).
Consultee 5	The Policy should be adopted by all Departments in Denbighshire - not just Social Services	This view will be fed to the Chief Executive's Department.
Consultee 6	Page 4 - 11 (e) change "Be prepared to listen" to "Listen".	Amendment made.
	The Policy needs to include guidance for consultation where people's capacity is impaired to the extent that they can not provide an informed view as part of a consultation exercise.	A specific section relating to people with impaired capacity has now been included within the policy (see ???)
	Replace 'be aware' in para 15 with 'think'	Amendment made
	Turing to organisations which represent the views of the services (refer 11(i)), it is important to be aware of the extent to which these represent the views of the total group of users for whom they speak. For example the views of people with long-term severe mental illnesses are, almost by definition, hard to elicit. These people need sensitive canvassing if their needs are to be understood.	You quite rightly highlight the need to be aware of the extent to which the views elicited are representative of the total client group. We will be providing staff training on consultation and good practice. The issues that you raise are at the heart of ensuring that consultation is effective and these issues will be included within the training exercise

<p>Consultee 7</p>	<p>Quite properly the thrust of your proposals is towards consulting those who use the services which you offer rather than towards partners in the provision of those services such as ourselves. Partners, perhaps particularly those in the voluntary sector, also require attention as indicated in the Compact between Denbighshire and the voluntary sector. From our point of view your proposals would be strengthened by reference to that document with an indication of how you intend to implement or are implementing its intentions. x has both good and bad experiences of working in partnership with Denbighshire.</p>	<p>The Consultation Policy is intended as a guide for staff to help ensure good practice in consultation. The Policy highlights the important role of the Voluntary Sector in consultation exercises and provides a list of Organisations who people should consider involving in consultations.</p> <p>Whilst I appreciate, and support, your views in relation to partners, particularly those in the Voluntary Sector, it is the case that the Compact between Denbighshire and the Voluntary Sector has wider implications than consultation. My concern is that to include information about how we intended to implement the Compact within Social Services Consultation Policy could infer that the Compact is just about consultation and therefore underplay the important and significant role that the Voluntary Sector has in all aspects of service development - of which consultation is one element. My view is that Denbighshire's response to the Compact would be better placed in strategies and policies relating to partnerships. I will however, ensure that the importance of involving the Voluntary Sector in consultation exercises is reaffirmed in staff training.</p> <p>I am sorry to hear that your experiences of working in partnership with Denbighshire have not always been positive. Clearly this is a learning experience for us and we need to acknowledge that that we will not always get everything right. However, we are trying to improve!</p>
	<p>We endorse and would like to see strengthened the requirement that senior management staff should be imaginative and resourceful in seeking feedback about service from their front line staff (ref. 14 (i)). Typically, and without reference to Denbighshire, the opinions of this group of people tend to be undervalued.</p>	<p>The views of staff are important and have been central to informing the strategic direction of our services. For example the development of rehabilitation services in Denbighshire led from the views and ideas of operational staff. We are always looking at how we can encourage and enable staff to provide feedback and suggestions. An example of this is a task group that we have which consists of members from all levels within the Organisation. This task group looks at issues relating to staff and last year commissioned an independent review of how we can improve communication within the Department. One of the messages arising from this review was the need to be imaginative and resourceful in the way senior managers seek the views of staff. The task group is looking at how the recommendations of the review can be translated into everyday practice - indeed many of the recommendations have already been actioned!</p>

<p>Consultee 7</p>	<p>You make reference to proposals which are not open to consultation (ref. 32) but we are not told which types of proposals these are. Examples would aid our understanding and perhaps touch our sympathy.</p>	<p>An example of a situation where we may not consult on the main principle of a proposal would be the introduction of eligibility criteria. There is an expectation from central government that Authorities have clear eligibility criteria about who will receive priority for services. Indeed Authorities that do not have such criteria have been criticised</p> <p>It is the intention of Denbighshire to introduce eligibility criteria for mental illness services. This 'main principle' will not be consulted upon. However, we will consult and what that criteria should look like. I hope that this helps to clarify the type of situation this element of the Consultation Policy covers.</p> <p>I think that it is important that where we do not consult on a main proposal then the reason for this should be explained to people. Indeed I have included this as a requirement of the Consultation Policy. (see 35)</p>
	<p>Your paper concentrates on consulting others about ideas put forward about existing services by Denbighshire Social Services. This is important. However perhaps as important is the need for Denbighshire to listen to the ideas of others about how both existing and new service might be developed. For too long, the interpretation of the need for service has been the prerogative of the statutory authorities. It is time that the views of those who use the services are sought both about deficits in the current services and ideas for improvement.</p>	<p>If services are to be effective, reflecting what people want and need, then it is vital that people who use services and partner agencies are involved in service development. Indeed I understand that an 'inclusive' approach to service review and development is being taken in the current strategic review of Mental Illness Services (Mr Nigel Jones). This approach reflects Social Services commitment to listen to the ideas of others, drawing on their experiences and ideas, to improve our services for the people who need them.</p>

<p>Consultee 7</p>	<p>Ongoing consultation about the shape of services is as important as one-off exercises. Your document refers to Service Users and Carers Forums (ref. 14 (iii)). In our opinion a wider, stronger statement, as indicated above, is required.</p>	<p>As you point out "ongoing consultation about the shape of services is as important as one-off exercises." The need for an ongoing process is echoed in the introduction to the Consultation Policy:</p> <p>"Consultation is one element of a strategy of actively involving people an Organisations in the development of services. Wherever possible a joint approach to Planning should be adopted which incorporates consultation."</p> <p>Again this point will be emphasised in staff training.</p>
<p>Consultee 8</p>	<p>Concern was expressed that Appendix 1 and 2 did not accurately reflect the Forums and Voluntary Organisations relating to mental illness.</p>	<p>Appendix 1 and 2 amended to take account of comments raised.</p>

REPORT TO CABINET**AGENDA ITEM NO: 18****CABINET MEMBER: COUNCILLOR W R WEBB, LEAD MEMBER FOR PROPERTY****DATE: 20 DECEMBER 2001****SUBJECT: PROPERTY REVIEW****DECISION SOUGHT**

To note the clarification of the way in which operational property assets are managed within Denbighshire, and to agree the allocation of additional resources to improve the operational management of the property portfolio.

REASON FOR SEEKING DECISION

In March 2001, a review took place of the property function within Denbighshire. The adopted solution was to split the operational part of the function from the corporate strategic part of the structure and therefore ensure that property was regarded as a major resource for the benefit of the Council. The restructuring also complied with Audit Commission guidelines on Asset Management.

Following an initial period of reflection on the new arrangements, this paper is put forward as a way of clarifying the relationship between the operational and strategic areas of work.

Considerations

The property portfolio of the Council is one of its main resources. At the latest available asset valuation, the portfolio was valued at £225 million. In a County of the size of Denbighshire, this is a very sizeable property holding.

For an asset of this magnitude the resource devoted to its management and development has been minimal, and this in part has led to the range of problems associated with the portfolio. This includes a considerable backlog in maintenance and the inability to review leases regularly. It has already been recognised that there exists a great opportunity to maximise value within the portfolio and to use this created value to drive forward the programmes and activities of the Council.

The process leading to the development of Asset Management Plans together with the development of strategies for the operational assets, will inform the debate as to future requirements within the portfolio. There will be a dynamic relationship between the development of this requirement and the effective management of the assets themselves. A greater priority in the short term is the effective operational management of the assets themselves. The structures adopted and level of available resources may at this stage be hampering this work.

Asset Management Planning will ensure that the holding is dynamic by challenging the assumption that just because a building exists which meets the need, it is necessarily the most effective way of meeting that need. Asset Management Plans [AMPs] will provide a regular

review of operational requirements to ensure that the properties meet the need in the most effective way.

The range of issues requiring action to resolve can be summarised as follows,

1. Completed terrier of property across the County
2. Completed asset management plans setting out service requirements
3. Full review of all operational leases and occupation by non-County organisations
4. Rent review and lease renewal programme up to date.
5. Develop a strategy for the maximisation of revenue income across the portfolio.
6. Identification of surplus property within the portfolio
7. Form a sales group in order to maximise income from the disposal of surplus property by seeking best available development option within the context of developing the Asset Management Programme.
8. Eliminate the backlog of capital maintenance across the portfolio and establish a programme of cyclical maintenance that is adequately funded from within existing resources.

Proposals

It is considered that the requirements at this stage are to resolve the issues of clarity currently existing between the operational and the strategic or compliance role, to allocate adequate resources to the functions and to set ambitious but deliverable targets for the Property Review Group. This can be summarised in the following list of key proposals.

Clarification of the roles of the Operational unit and the Corporate Property Unit, whereby the CPU is responsible for governance compliance and forward planning of the portfolio requirements alongside the Asset Management process. The County Landlord within the CPU will also maintain a register of ongoing initiatives in order to avoid duplication of work. The Operational unit is tasked with the delivery of an effective estate management service within set corporate objectives to increase revenue income manage the portfolio effectively and deliver agreed capital receipts

The roles can be summarised as follows.

Strategic

Strategic Management of Portfolio and Partnering
Initiatives
Regulatory and Compliance
Forward Planning and Policy
Service Liaison and Planning

Operational

Operational Management of Portfolio
Management of Sales Programme
Implementation of Projects.

The allocation of additional resource to the functions, to enable the demands of the day-to-day management of a complex and dynamic portfolio to be met, in the expectation that additional resources both revenue and capital will be realised by the process.

Consideration should be given to the need to set clear ambitious but deliverable targets to the operational property unit, in particular to identify the outputs expected from the additional resource provided.

The Property Review Group should have a clear focus on property sales and the granting of long leases. Other matters should be within the Lead Members' responsibility. As Asset Management plans develop there will be a need to consider whether an Asset Management Group is required.

Consideration of the appointment of external property advisors to offer commercial advice to the Property Review Group on the disposals programme, should be included as part of the package.

Members should also be aware that the level of transactions being generated by the additional activity will have implications on the level of resources within the County Clerk's department.

In summary, this paper allows greater opportunities and flexibility for the operational property team to progress property projects and proceed quickly with the review of the leases etc. All developments must satisfy the overall objectives and priorities of the Authority and be consistent with Asset Management plans which remain the responsibility of the Corporate Property Unit.

COST IMPLICATIONS

In order to enable the operational property unit to deliver the anticipated additional income to the Council, and to fulfil their enhanced role as manager of the assets of Denbighshire, additional resources will need to be provided. It is suggested that three trainee graduate valuers should be appointed together with a trainee property technician. Collectively these will provide additional staff to deal with the backlog, which exists at this time. These appointments, which will be for a fixed period of two years, will be funded from additional income derived from the portfolio.

Additional resource for the asset management function within the CPU will also be required to develop the Asset Management Plans, and up to two additional graduate posts are likely to be required on the same two year arrangements set out above.

Consideration also needs to be given to resource levels within the County Clerk section.

The additional costs incurred above will be met by additional revenue generated by the effective management of the property function.

FINANCIAL CONTROLLER STATEMENT

The effective use of the property portfolio is recognised as being a fundamental part of the Authority's recovery plan. This has not been achieved in recent years and therefore the opportunity to increase income clearly exists.

The initiative is expected to be completely self funding and therefore needs to cover additional costs incurred in the Corporate Property Unit, Legal Department as well as in the operational property team.

It is also important to maintain the distinction between strategic and operational asset management to ensure compliance with Audit Commission guidance.

CONSULTATION CARRIED OUT

Acting Chief Executive, Corporate Directors for Environment and Resources, together with the Leader and the Lead Members for Property, Environment and Finance have been consulted. The key staff involved, have also been involved in the consultation.

IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

The use of property across the Council provides an opportunity to make a tangible difference to the financial standing of the organisation. The proposals suggested above set out a possible way of providing a capital and revenue funding for the Council. Equally important is the need to create a dynamic portfolio that adds value to the Authority and provides an opportunity for improving the economic well being of Denbighshire.

Property is a cross cutting issue for the County, and an effective, well managed portfolio will impact on all areas of service delivery. The suggested operational changes will start the process of delivering these benefits.

RECOMMENDATION

It is recommended that the Cabinet note the changes to the operational management of the Council's property as set out above, and approve the additional resources suggested, subject to the additional costs being met by additional revenue receipts being generated by the effective management of the portfolio.