

CABINET

Minutes of the Cabinet meeting held in the Monsanto Suite, Royal International Pavilion, Llangollen on Tuesday 18th June, 2002 at 10.00 a.m.

PRESENT

Councillors P.A. Dobb, E.C. Edwards, M.A. German, R.W. Hughes, G.M. Kensler, D.M. Morris, E.A. Owens, J.A. Smith, W.R. Webb and E.W. Williams (Leader).

Observers: Councillors M.LI. Davies, I.M. German, D.M. Holder, G. Jones, R.J.R. Jones and A.J. Tobin.

ALSO PRESENT

Chief Executive, Deputy Chief Executive / Corporate Director of Resources, Financial Controller and the County Clerk.

1 URGENT MATTERS

The Leader of the Council gave notice of the following item 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) Item 10 Llangollen Boundary Review
- (ii) Part II Item 11 Community Development - Management Structure and Funding Issues - item withdrawn

2 MINUTES OF THE CABINET (CABINET 2002 - 113)

The Minutes of the Cabinet meeting held on 5 June 2002 (previously circulated) were submitted.

Cabinet Minutes 07.05.2002 - Item 14 Inspection of the Authority's Child Protection Services by the Social Services Inspectorate for Wales: Councillor E.C. Edwards, Lead Member for Safeguarding our Communities asked whether the Chief Executive was in a position to provide his written report. The Chief Executive said that he had written to Councillor Edwards confirming that he was pursuing the matter and agreed to circulate a report as soon as possible.

Item 5 Joint Arrangements: With regard to legislation on committee membership of joint committees, the Chief Executive said currently only Cabinet Members were eligible. Councillor W R Webb, Lead Member for Property and Asset Management said that the Minister for Finance, Local Government and Communities has stated that this will soon change.

Councillor G.M. Kensler, Lead Member for Promoting Denbighshire enquired whether Group consultation had been carried out with regard to the AONB membership. Councillor E.W. Williams, Leader said Groups could forward their nominations but to date the only one nomination had been received. The County Clerk confirmed that nominations from Groups were still awaited and that the membership would be based on the area of the AONB. In reply to a query from Councillor R.W. Hughes, Lead Member for Lifelong Learning on whether Non-Aligned Members would be eligible, the Leader said any Member could nominate themselves, but membership was limited to 6.

Councillor G.M. Kensler asked whether Flintshire County Council had been contacted. The County Clerk said he had been in contact with Flintshire and they had been given the information in Denbighshire's Joint Arrangement report.

With regard to the Joint Agricultural Board, Councillor E.C. Edwards, Lead Member for Safeguarding our Communities said only one of the Members had real agricultural experience and suggested that the

membership should be revisited. The Leader said the selection had been based on the Cabinet Portfolios.

Item 10 Area Partnership Managers: Councillor G.M. Kensler, Lead Member for Promoting Denbighshire referred to the last sentence of the fourth paragraph and said it should read "Councillor G.M. Kensler, Lead Member for Promoting Denbighshire agreed there should be 4 Area Partnership Managers".

Item 12 North Wales Fire Authority - Membership of the Fire Authority and of its Committees: Councillor D.M. Morris, Lead Member for Communications said the Independent Group had discussed membership of the Fire Authority. Councillor E.C. Edwards, Lead Member for Safeguarding our Communities said he was the named substitute for Councillor D.M. Morris. The Chief Executive said the Resolution would read: "The four County Council representatives to serve on the North Wales Fire Authority for the year 2002/2003 be as set out in paragraph 2.3 of the report, with Councillor E.C. Edwards, Lead Member for Safeguarding our Communities the named substitute for Councillor D.M. Morris.

RESOLVED that subject to the above, the Minutes of the Cabinet meeting held on 5 June 2002 be approved as a correct record and signed by the Leader.

3 HOUSING STOCK TRANSFER (CABINET 2002 - 114)

Councillor E.A. Owens, Lead Member for Finance presented the report seeking Cabinet's support for her recommendation to Council.

Councillor Owens emphasised that written clarification on prudential borrowing should be supplied by the National Assembly for Wales before Denbighshire could make any financial decisions with regard to stock transfer. In the meantime it would be prudent to make a provisional application to progress to a formal ballot.

Councillor P.A. Dobb, Lead Member for Health and Wellbeing, said the Freedom and Responsibility report indicated that poorer Counties would be considered first for prudential borrowing. The National Assembly Minister for Finance, Local Government and Communities was still in discussion with HM Treasury regarding agreement to prudential borrowing. Councillor Dobb said the tenants were keen to progress housing stock transfer and read a letter she had received from the Residents' Consultant - Tenants' Adviser that stock transfer was the preferred option for capital investment.

Councillor E.W. Williams, Leader said the issue was important and that while Cabinet make their recommendation, it would be Full Council to resolve. Councillor Williams also said staff were enthusiastic about the proposals and wanted to improve the housing stock.

Councillor D.M. Morris, Lead Member for Communications, agreed with Councillor Owens that written clarification had to be received from the National Assembly for Wales. Councillor R.W. Hughes, Lead Member for Lifelong Learning, agreed with Councillor Morris and stressed the impacts which the options could have on the schools building programme, for example, could be far-reaching.

In reply to a query from Councillor W.R. Webb, Lead Member for Property and Asset Management, Councillor E.A. Owens said the position would be reviewed at the latest after 9 months if written clarification had not been received from the National Assembly. Denbighshire was one of the pilot Authorities for stock transfer which should help to make an early decision.

The Chief Executive agreed that it was appropriate to wait for further clarification of prudential borrowing and reminded Members that whichever option was finally approved, the tenants are the intended beneficiaries. The Chief Executive then detailed the figures given in the Appendix to the report, in particular the negative impact on revenues with the potential extra costs for support services. It would be possible, however, to come to an arrangement with the Housing Association for an agreement of up to 3 years for support services to be provided from the Council. The positive side to the transfer would be more capital resources available, at least initially.

The Corporate Director: Resources in reply to a query from Councillor G.M. Kensler, Lead Member for Promoting Denbighshire, on the employment of consultants, said it was likely that the National Assembly for Wales would agree to cover the costs of this.

RESOLVED that Cabinet recommend to Council that:-

- (a) *housing stock transfer is the only known viable current option, but in the light of the proposed prudential borrowing regime, clarification is sought as a matter of urgency from the National Assembly on the scope for using the value of the housing stock or rental income for borrowing purposes;*
- (b) *Council awaits the advice of the National Assembly before a final decision is taken on whether to proceed with housing stock transfer with the position being reviewed after 9 months if clarification is not received, and in the meantime the Council commissions Consultants to model the funding potential under Prudential Borrowing;*
- (c) *in the interim, in order not to lose the momentum on current plans for housing stock transfer, the Authority submit an application to the National Assembly for the Provisional Approval of Stock Transfer, with the decision to proceed to ballot stage depending on the advice from the National Assembly (under (a)) and Council having given approval to proceed (under (b)), and*
- (ch) *as a matter of urgency, meetings are held with the tenants to explain the Council's current position and to provide assurances to them regarding the Council's intentions.*

4 DELEGATION (CABINET 2002 - 115)

The Chief Executive presented the report (previously circulated) seeking Cabinet approval of the establishment, membership and terms of reference of an Asset Management Committee of the Cabinet; and the delegation of certain functions to the Leader, Deputy Leader, the Cabinet Member for Information and Communication Technology and the Chief Executive. The Chief Executive said this would be the first of many papers on delegation.

Councillor E.C. Edwards, Lead Member for Safeguarding our Communities said he had been unable to respond to the consultation as his e-mail had not been working for over a week and reminded the Chief Executive that he was contactable by fax.

Councillor W.R. Webb, Lead Member for Property and Asset Management said he had been unable to respond to the consultation as he was away at that time. Councillor Webb then asked Members to consider increasing the maximum disposal by sale figure from £250,000 to £500,000 (paragraph 3.3(2)(a)). Councillor Webb asked whether the Asset Management Committee could consider building maintenance items as this was part of his Asset Management portfolio, and if so, whether the capital receipts could be 'ring fenced' for building maintenance. The Leader said 'ring fencing' was a policy issue.

Councillor E.A. Owens, Lead Member for Finance agreed with the increase of disposal by sale maximum to £500,000. Councillor Owens also said the Asset Management Committee would work in conjunction with the capital plan adopted by the Council.

Councillor G.M. Kensler, Lead Member for Promoting Denbighshire sought clarification regarding the purchasing of land and buildings within the context of the capital programme (paragraph 3.3). The Chief Executive explained that the Committee could undertake any purchase in the capital programme for which funding was in place or the purchase of land to enable a disposal to take place on more favourable terms as had been the case in a recent Cabinet report.

The Chief Executive also agreed that delegation on building maintenance would be subject to further consideration.

At this point the Leader took the opportunity to inform Members of the rotation system for the Deputy Leader (listed below) and said that the Deputy Leader would be expected to attend the Operations Management Board whenever possible during their three month term.

| | |
|--|-------------------------|
| June, July August 2002 | Councillor E.C. Edwards |
| September, October, November 2002 | Councillor G.M. Kensler |
| December 2002, January 2003, February 2003 | Councillor R.W. Hughes |
| March ,April, May 2003 | Councillor D.M. Morris |

RESOLVED that Cabinet:-

- (a) establishes an Asset Management Committee consisting of the Cabinet Member for Property and Asset Management (Chair), the Cabinet Member for Finance and the Leader; and that the terms of reference for the Committee are as set out in paragraph 3.3 of the report subject to the consideration ceiling in item 2(a) being raised from £250,000 to £500,000, and
- (b) resolves to delegate the functions as set out in paragraphs 3.5, 3.7 and 3.8 of the report.

5 DRAFT SOCIAL SERVICES BUSINESS PLAN/SOCIAL CARE PLAN 2002-05(CABINET 2002 - 116)

Councillor P.A. Dobb, Lead Member for Health and Wellbeing and Councillor J.A. Smith, Lead Member for Social Inclusion presented the report (previously circulated) for Cabinet to recommend approval of the Business Plan / Social Care Plan for 2002 - 2005 to Council.

Councillor E.C. Edwards, Lead Member for Safeguarding our Communities asked whether consultation had been carried out in the light of the new executive arrangements. The Corporate Director: Personal Services said the report had been written in the light of the new arrangements. The Corporate Director also said the Service was required to have a statutory Social Care Plan.

Councillor E.A. Owens, Lead Member for Finance asked that Members be given a copy of the 'user friendly' summary version of the plan when available.

RESOLVED that Cabinet recommend approval of the Social Services Business Plan / Social Care Plan 2002 - 2005 to Council and that the summary version of the plan be distributed to all Members when available.

6 CARE AND CONTROL OF CHILDREN AND YOUNG PEOPLE: A GUIDANCE STATEMENT FOR DENBIGHSHIRE (CABINET 2002 - 117)

Councillor J.A. Smith, Lead Member for Social Inclusion presented the report (previously circulated) seeking Cabinet approval of the Care and Control of Children and Young People as a Personal Services Guidance Statement for Denbighshire.

Councillor G.M. Kensler, Lead Member for Promoting Denbighshire asked why the Police Authority had not been among the consultees. The Corporate Director: Personal Services said that although the Police Authority were involved with the Area Child Protection Committee, it would not have been relevant for them to be consulted at this stage.

Councillor E.A. Owens, Lead Member for Finance congratulated staff on the clear and helpful report and asked whether there was any guidance available on the role of Councillors in this context. The Corporate Director: Personal Services said no guidance was currently available but this could be considered in the future.

RESOLVED that Cabinet approve the Care and Control of Children and Young People document as a Personal Services Guidance Statement for Denbighshire.

7 HOMELESS STRATEGIES (CABINET 2002 - 118)

Councillor P.A. Dobb, Lead Member for Health and Wellbeing presented the report (previously circulated) seeking Cabinet adoption of the Single Homeless Strategy, in accordance with the Council's adopted Housing Strategy and Operational Plan. Members were also asked to consider the development of a General Homeless Strategy.

RESOLVED that Cabinet:-

- (a) approve and adopt the single Homeless Strategy, and
- (b) note the development of the Homeless Strategy and welcome the grant from the National Assembly for Wales.

The Leader took the opportunity to thank the new Cabinet Members for their reports.

8 PROPOSED WELSH LOCAL GOVERNMENT PROCUREMENT UNIT (CABINET 2002 - 119)

Councillor E.W. Williams, Leader presented the report (previously circulated) seeking Members' agreement to support the proposed Welsh Local government Procurement Unit, initially for a 2 year period.

Councillor G.M. Kensler, Lead Member for Promoting Denbighshire asked whether the Business Plan had been made available to the WLGA. The Chief Executive said the Business Plan had now been drawn up.

RESOLVED that:-

- (a) Cabinet agrees to support the proposed Welsh Local Government Procurement Unit for an initial period of 2 years, subject to regular monitoring of the benefits and that at least 14 Local Authorities subscribe, and
- (b) Contingency Fund money is used to cover the subscription cost for the financial year 2002/2003.

9 COMMUNITIES FIRST (CABINET 2002 - 120)

Councillor E.W. Williams, Leader presented the report (previously circulated) to advise Members of progress towards a strategy for Communities First, and to seek nominations for a Member to sit on the Communities First Interim Steering Group. The Leader proposed Councillor P Douglas.

Councillor G.M. Kensler, Lead Member for Promoting Denbighshire asked whether Upper Denbigh would be included in the Communities First programme. The Corporate Director: Environment said the Communities First programme only covered Rhyl West and Rhyl South West.

Councillor E.C. Edwards, Lead Member for Safeguarding our Communities said all Members should support the Communities First programme.

RESOLVED that Cabinet note the progress made in implementing the Communities First Programme and appoint Councillor P. Douglas, as Local Member to sit on the Interim Steering Group.

10 URGENT ITEMS (CABINET 2002 - 121)

10A LLANGOLLEN BOUNDARY REVIEW

The Leader announced that the National Assembly for Wales had confirmed the Local Government Boundary Commission's findings on the Llangollen Boundary Review and he was pleased that Llangollen and Llantysilio would remain part of Denbighshire. He took the opportunity to thank the Assistant Chief Executive: Strategy, past Chief Executives, the Past Leader and Members, and the Corporate Directors for all their work.

At this juncture (11.10 a.m) the meeting adjourned for 15 minutes to allow Members to participate in refreshments.

EXCLUSION OF PRESS AND PUBLIC

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

11 COMMUNITY DEVELOPMENT - MANAGEMENT STRUCTURE AND FUNDING ISSUES (CABINET 2002 - 122)

Item withdrawn.

12 PROPOSED RESTRUCTURING OF SOCIAL SERVICES DEPARTMENT (CABINET 2002 - 123)

Councillor J.A. Smith, Lead Member for Social Inclusion and Councillor P.A. Dobb, Lead Member for Health and Wellbeing presented the report (previously circulated) seeking Cabinet support for the case for the costs of restructuring to be met from Contingency Budget allocation given the findings of the SSI(W) Child Protection Inspection and to enable the proposed restructuring of the Social Services Department to proceed.

***RESOLVED** that Cabinet supports the case for the costs of restructuring to be met from Contingency Budget allocation, up to a maximum of £165k in Year 1, in order to enable the proposed restructuring of the Social Services Department to proceed. Support for costs arising in Years 2 and 3 to be submitted as part of the budget process for the relevant years.*

13 DISPOSAL OF INDUSTRIAL PLOTS - COLOMENDY INDUSTRIAL ESTATE, DENBIGH (CABINET 2002 - 124)

Councillor W.R. Webb, Lead Member for Property and Asset Management presented the report (previously circulated) seeking Members' approval to the sale of four (4) industrial plots at Colomendy Industrial Estate, Denbigh as outlined hatched black on the plan attached to the report.

***RESOLVED** that Cabinet declare the four plots surplus to Council requirements and approve their disposal to generate a capital receipt on terms to be agreed by the Head of Consultancy Services in consultation with the County Clerk.*

The meeting concluded at 11.35 a.m.

REPORT TO CABINET

CABINET MEMBER : Councillor R W Hughes, Lead Member for Lifelong Learning

DATE : 02 July 2002

SUBJECT : Specialist Education Support Service – Best Value Review

1 DECISION SOUGHT

To approve the Specialist Education Support Service (SESS) Best Value Review methodology and Action Plan for 2002-2005 for inspection in February 2003.

2 REASON FOR SEEKING DECISION

A report to Cabinet on the Service Review is required before inspection. The Review considered the whole range of separate but interrelated SESS elements. The Best Value Project Team completed the Review within the required timescale (by December 2001). The writing of the final report has required several stages of re-drafting in order to satisfy different audiences. The report is comprehensive yet concise, detailed yet clear about the general findings, analytical and evaluative. The evidence-based recommendations are listed for implementation in the Action Plan 2002-2005, to ensure continued service improvements.

3 COST IMPLICATIONS

Cost implications resulting from the Action Plan for 2002-05 will be included in the Lifelong Learning Directorate's budget, with additional funding from Children and Youth Partnership, Children First, GEST and partnerships with the voluntary sector. Most of these cost implications have been previously reported to the Cabinet Member for Finance in the budget planning exercise. Further improvements will be dependant on efficient and effective delivery of this statutory service and evidenced bids for resources in the next round of budget setting.

4 FINANCIAL CONTROLLER STATEMENT

The costs of any implications resulting from the review will need to be identified and be the subject of a further report to Cabinet. Special Funds that are available currently are cash limited with any additional costs having to be funded from the Directorate's own resources. Careful appraisal of costs will be needed to ensure they can be contained within the total funding available.

5 CONSULTATION CARRIED OUT

The Best Value Project Team included representation from: Members, Education Officers, Team Leaders, Headteachers, Unions, Governors Association, Citizens Advice Bureau, Parents, Social Services, Health Services, Financial Services, Personnel Services, ICT, Audit, Disability Rights Commission, and Audit Commission through an 'up-streaming' consultation. The report, action plan and supporting documentation was subject to a Peer Challenge Panel in March 2002.

6 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

The SESS Action Plan will significantly improve the service and will reflect the Corporate objectives.

7 RECOMMENDATION

- That Cabinet note and approve the Specialist Education Support Service Review methodology and Action Plan to enable the service to be inspected.
- That Cabinet note the conclusion of the Best Value review of SESS that, in the light of the statutory nature of the services and the value and importance users of the service attach to it, the service should remain in LA control but that there should be internal redefining of roles and urgent appointment of a lead officer for SEN, Access and inclusion.

DIRECTORATE OF LIFELONG LEARNING

Specialist Educational Support Services

Best Value Review 2001

Core Team Members

Special Educational Needs Co-ordinator, also
Best Value Review Team Leader
Principal Educational Psychologist
Statementing Officer
Learning Development Team Leader
Head of Behaviour Support Service
Educational Social Work Team Leader
Informal Education Team Leader
Education Officer - Best Value

Project team, including partners

Head of Education Services
Primary, Secondary and Special schools
Headteacher
DTJNC and UNISON
Conwy & Denbighshire NHS Trust
Denbighshire Social Services
Parents of Children with Disabilities
DCC Best Value Officer, financial and personnel
service managers, senior auditor, IT customer
services
Disability Rights Commission
DCC Cabinet Lead Member
Governors Association
Citizens Advice Bureau

1. Scope of the Specialist Educational Support Services (SESS) Review

1.1 The review considered the whole range of separate but interrelated elements that constitute the SESS. The SESS supports and advises all Denbighshire primary, secondary and special schools, and the families of pre-school children undergoing statutory assessment. Azhar Mobin, the Lead Audit Commissioner on SEN and LEA self-evaluation said: 'SEN is the biggest management challenge for LEAs'.

1.2 The Service, which is provided bilingually, is directly linked to the Council's corporate priorities.

- C1. Continued delivery of the financial recovery plans so that revenue and capital debts are cleared by the end of the period.
- C2. Developing a modern, accountable and transparent local government to ensure that the Modernising Agenda is achieved.
- C3. Develop services so as to meet the needs of the people of Denbighshire
- C4. Develop the organisation (members and staff) in a way that will meet the future requirements of the Council.

1.3 The service adopted five key objectives from the National Assembly for Wales guidance 'BEST for Special Education' as a framework for Service provision. These five **objectives** frame the Service input and are included in the Education Strategic Plan.

- Supporting parents and children by providing better support and advice for parents and carers.
- Developing and improving the SEN framework of provision.
- Promoting a more inclusive education system.
- Developing the knowledge and skills of all staff.
- Promoting partnership and working together with all relevant agencies.

1.4 The service also takes account of these **statutory and guidance documents and national and local priorities** from Central Government and the National Assembly for Wales :

- Shaping the Future of Special Education - an Action Plan for Wales 1999
- Revised Special Educational Needs Code of Practice - 2001, implementation 2002
- Special Educational Needs and Disability Act - 2001 - implementation 2002
- Fair Funding - 1999, revision 2002
- Education Strategic Plan - 1999, new plan 2002-2005
- Best Value - 1999
- Benchmarking Implications 1999
- BEST paper on school improvement 1999
- Audit commission national study on children with SEN 2001/2002 (Denbighshire only LA included from Wales)
- Human Rights Act
- Children Act 1989
- Special Education Action Programme for Wales requires:
 - ✓ Increased inclusion and monitoring of progress of children with SEN
 - ✓ Improved identification of and provision for very young children with SEN
 - ✓ School support and school support plus - increasing LA responsibility for making provision at current stage 3 rather than through statements
 - ✓ Improve LA accountability for statementing, support and monitoring, tribunals, funding and delegation
 - ✓ Developing role of special school
 - ✓ Training and development of staff

- ✓ Role of educational psychologists
- ✓ Improved multi-agency working
- ✓ Establish parental partnership scheme
- ✓ Regional co-ordination of low incidence SEN.

1.5 The **budget** allocated to Denbighshire on LGR in 1996, with the budget allocation to education the second lowest in Wales, proved to be insufficient for the special education services. This resulted in end of year financial reports reporting substantial overspends of over £1 million. The background is one of constant cuts in the service. In addition, because of a lack of funded facilities, there is a disproportionate need to use expensive 'out of county' places (£561,102 for 61 pupils for example). Another feature which places considerable demands on funding is the influx of pupils requiring special needs support who move into the county throughout the school year. The council has worked hard to rectify the situation by allocating extra funds to the budget over the past two years. Team Leaders and Education Finance Officers have also applied robust financial management strategies.

1.6 These figures show the increased investment over the past three years into SEN provision in Denbighshire:

| | 2001/02 | 2000/01 | 1999/00 |
|--------|-----------|-----------|-----------|
| Budget | 2,400,069 | 1,626,127 | 1,271,628 |
| Actual | 2,810,155 | 2,128,443 | 2,061,317 |

1.7 A **zero-based budgeting exercise** was undertaken as part of the Review to ensure that each element of the Service had sufficient funds to cover the essential, statutory aspects. However, in order to develop the Service to meet children's needs effectively, through earlier identification and intervention in keeping with the requirements of the new Code of Practice and social inclusion agenda, the further investment detailed in the Action Plan is required.

1.8 The total amount in base budget for the Service is **£2,400,069**. It is essential to note that this is supplemented by grant aid from the Children and Youth Partnership (CYP), Grants for Education and Support (GEST), and joint working partnerships with other agencies. The total amount of grant aid and partnership funding is **£407,805**.

1.9 The Service is **staffed** by a range of professionals, including Advisory Teachers, Educational Psychologists, Educational Social Workers, Statement Officer and Youth Workers, operating from a number of locations across the county. An Education Officer leads the Social Inclusion elements - Informal Education Team, Educational Social Workers, and Behaviour Support Team - with a direct link into the Education Management Team.

1.10 There has been no **lead Education Officer** for the SEN elements of the Service since April 2000. The SEN elements are the statutory Statementing service, Educational Psychology Service, Learning Development Team and Pupil Support. This major role, undertaken by the Head of Education as an interim measure, is identified as a priority appointment in the Action Plan.

1.11 The Services have **close links** with:

- All mainstream schools
- Special schools in and outside the LA
- Advisory teachers
- Data team and Information Technology team
- School library service

- English as an additional language
- Finance and personnel
- Child and Family mental health
- Speech and Language therapy
- Rhuddlan Children assessment centre
- Physiotherapy

2. Services reviewed with staffing, function, budget and performance information

A. Statutory statementing and assessment (SSA)

| Staffing | Function (specified in 1998 Act) | Budget | Performance |
|--|---|-------------------------------------|--|
| 1 Statement officer 1 Senior administrative assistant 1 Clerical assistant | Management of access to statutory assessment Co-ordination of process of statutory assessment Production of statement Monitoring of statement delivery | £86,990 - 00/01 £110,030 - 01/02 | 0.07% issued within 18 weeks 42.6% issued within 18 weeks - This is a weakness |

The Government target for 2002 is that the proportion of children who have statements should move towards 2% of the school population. The National Assembly for Wales has expressed this as 'lower than the present level of more than 3%'. In a range of 1.3% (Rhondda Cynon Taff) to 5.3% (Wrexham), Denbighshire was 2.9% February 2000. During 1999-2000, 93 statements were issued, in 2001-2001, 66 statements were issued whilst 39 statements ceased. In 2001-2002, 52 statements have been issued. The number of statements in February 2002 is :

| | |
|--------------|------------|
| Under 5 | 21 |
| 5-15 | 474 |
| 16+ | 31 |
| TOTAL | 526 |

B. Educational Psychology Service (EPS)

| Staffing* | Function | Budget | Performance |
|--|---|--|--|
| Principal Educational Psychologist (Ed. Psych.) (.2 case work, .4 social inclusion, .4 management 3 Area Ed. Psych (.6 social inclusion, 2.2 case work) 1.5 administrative assistants | Formal advice for statutory assessments Stage 4 Code of Practice 1996 Education Act 1989 Children Act 1986 Disabled Person Act | £128,870 with an actual spend of £146,396 in 2000-2001 £163,545 - 01/02 | 93.4% of clients judge the service to be good or very good. |
| | Involvement at Stage 3 of Code of Practice in accordance with legislation | Delegated to schools: 46% Pre-school/ primary 29% secondary 25% special | Reports completed Stage 3 - 1133 Stage 4 - 65 Stage 5 - 205 |
| | Direct support for pupils, parents/carers, teachers. | Income of £31,979 offsets overspend Shortfall of £30k on employee costs. No travel/resources budget - £14k 2000-2001 | 60 % Stage 3 reports completed within 29 days |
| | Assessment of pre-school children | | 80% Stage 5 reports completed within 5 days |

| | | | |
|--|----------------------------|--|---|
| | Inter-agency with other LA | | 90% letters replied within 5 working days |
|--|----------------------------|--|---|

** only 2.4 full-time equivalent available to provide a generic case work service to schools. The service needs two more educational psychologists to bring the service up to the average staffing levels for Wales. In Wales, the average ratio of educational psychologist to number of pupils is 1:4,500. In Denbighshire, the ratio is 1: 6,500*

C. Learning development team (LDT)

| Staffing | Function | Budget | Performance Indicator |
|--|---|------------------|--|
| 1 team leader 4 full time specialists 1 clerical assistant | Advice/support through direct teaching to pupils with Statements of SEN in mainstream schools; Intervention Stage 3 Code of Practice | £193,746 - 01/02 | Extensive range of local PIs, for example, 95% reports produced within 3 weeks of assessment against a target of 97% |
| Sensory impairment team | Direct teaching and advice to schools | £132,567 - 01/02 | Extensive range of PIs but weaknesses, particularly in provision for pupils with hearing impairment and availability of specialist resources |
| Denbighshire Early Intervention Service (DEIS) | Intervention with young children up to 5 | £30,409 - 01/02 | |

Comparison with neighbouring LA notes that the 90% direct teaching commitment exceeds the percentage in those authorities. This points to a service which is under-resourced. The demands of the Stage 5 statement caseload prevents staff spending time on the intervention at Stage 3 recommended by the National Assembly and which is desirable by all schools questioned.

D. Pupil Support service

| Staffing | Function | Budget | Performance |
|--|---|---|---|
| Learning support assistants (LSA) and NNEB | Classroom support for pupils with physical, learning or emotional needs in mainstream schools | Budget 2000/01 - £665,180 Actual spend 2000/01- £1,117,300 | 73% of schools satisfied that service targets appropriate pupils. |
| | Offer SALT, ABA, BSS | 2001/02 budget increased to £1,037,340 | 83% of schools satisfied with the service |

E. Behaviour Support Service

| Staffing | Function | Budget | Performance |
|--|---|---|--|
| 9 Full time equivalent teachers 40 Learning Support Assistants (LSA) 3 NNEB 1 Service Manager | Specialist teaching in withdrawal and in school support for Key stages 1,2,3,+4 | 2001-2002 for PRU and specialist units and other support £266,469 | 3.8 exclusions per 1000 primary pupils 0.25 exclusions per 1000 secondary pupil |
| | School phobic secondary provision LSA outreach | No budget for LSA in 2000-2001 £242,537 put in for 2001-2002 | 1.25% unauthorised absence |
| | Home Tuition and support for parents | £49,956 - 01/02 No budget for £2,000 travel, capitation | 100% 25 hours per week for permanently excluded* |

| | | | |
|--|----------------------|--|--|
| | Young Parent support | | 67% schools judge service to be good/very good |
|--|----------------------|--|--|

**Substantial budget increase will be required to sustain this indicator from 2002 onwards*

F. Educational Social Work Team (ESW)

| Staffing | Function | Budget | Performance |
|--|------------------|---|-----------------------|
| 3 full-time +0.4 1 full-time 3 full-time trainee (Sept 2001) | Attendance | Core budget £145,793* Primary use 35% Secondary use 56% Special 9% | Given under Section E |
| | Child protection | Children and Youth Partnership | |
| | Exclusions | GEST 5 | |
| | Child employment | Income £6,658 | |

*The budget does not take into account the considerable increased rent, shared costs of working in a central base with other services or phone call costs.

The Elton report (1989) recommended a ratio of 1:2000. The following comparison demonstrates the under-resourcing of this service:

| | |
|--------------|--------|
| Conwy | 1:2414 |
| Wrexham | 1:2516 |
| Ceredigion | 1:1620 |
| Denbighshire | 1:3319 |

G. Informal Education Team

| Staffing | Function | Budget | Performance |
|---|--|---|--|
| 1 Team leader 1 senior youth and community worker 2 schools youth and community workers 1 careers youth worker 1 young parent support | Promote social inclusion - strong crosscutting links with : Strategic Planning Forum Youth Offending team Crime reduction partnership Drug and Alcohol Local Action Team | Considerable grant funding : TOTAL - £407,805 | Performance indicators listed in the supporting papers |
| | Provide group and individual support and counselling | Children and Youth Partnership Fund £273,914 - only a portion comes into the LA | |
| | Develop group work activities in educational and community settings | Youth Access £106,500 Play Grant £27,805 | |

3. SWOT Analysis

Each element of the Service identified Strengths, Weaknesses, Opportunities and Threats. This was a major contribution to the Challenge process of Best Value. Issues for development are highlighted in the Action Plan. Several actions to improve services were introduced as the review took place.

Strengths

- The broad, recent and relevant experiences of staff enable the delivery of the wide range of elements.
- The ability to deliver the Service bilingually was also recognised as a major strength of the Service.
- Positive working relationships with a number of agencies, including schools, now more formally established at a corporate level to agree joint protocols and procedures, reflect the commitment to continue to develop and improve services to meet the needs of the people of Denbighshire.
- Responsive and accessible staff who are swift to answer needs.
- Early intervention work with good quality training provided for all staff, in schools and within the LA.
- Innovative practice such as the ABA and DEIS work
- Alternatives to exclusion provide safe and secure ethos which is valued by young people

Weakness

- The statutory commitments of the Service compromise the capacity of the staff to undertake preventative intervention, to develop new initiatives and can result in a small number of staff trying to do everything for everyone and being unable to prioritise or deal with urgent matters.
- Resource shortfalls, for example in the statementing and assessment section, educational psychology and Education Social work service, leads to overlarge caseloads and staff dealing with effects rather than causes of difficulties.
- Roles and responsibilities lack clarity, including confusion about the remit of the SEN section and the Statementing service, resulting in time wasting when decisions need ratification.
- The lack of a lead officer with budget responsibilities makes it difficult to monitor expenditure
- IT incompatibility and training in using IT as a resource
- Difficulties in co-ordinating responses and lack of protocols, particularly with agencies outside the control of the LA
- Lack of protocols for parental referrals
- Inadequate and poor standard of office space and lack of privacy for confidential phone calls and discussions
- For staff who cover large geographical areas, considerable time is taken to travel
- On occasion there is too great a mix of ages, abilities and behaviours in classes and units

Opportunity

- The revised Code of Practice on SEN encourages earlier, preventative intervention and inclusion.
- New criteria for statutory assessment allows schools to take more responsibility for matters such as parental consent.
- Regional co-ordination and improved work with other agencies.
- The possibility of enhanced staffing levels, sustained over a longer time scale than one year, including senior officer support, to co-ordinate services and to allow for peer supervision to reduce isolation
- Improved resources and office space through NAW Flexibilities fund, GEST, e-government and training so that more joint working can lead to a more inclusive service
- Ability to tailor IT programme for own needs
- Closer links with health authorities and relevant charities

Threat

- Without realignment of both budget and staff responsibilities as well as more staff, the Service will continue to have insufficient resources and time to plan and deliver. There are real concerns when there are long term staff sickness.
- Continued confusion about the management structure
- Continued insecurity of grant aided, time limited project funding
- Increase in referrals from the private sector
- More costly input by private educational psychologists who choose the case load leaving the more difficult work for the public sector.
- Increase in delegated funding could see schools 'going their own way' thus weakening the service for all

- LA not in control of inputs from Social and Health services
- Danger of inappropriate referrals and increase in litigation
- Distracting working environment and stress due to isolation and lack of time to complete tasks to a level of satisfaction

4. Challenge

Five options for future delivery of the service identified by the Project Team, were ratified by Cabinet on 11th October 2001.

4.1 Externalise the service to a third party.

Another LA might be considered to carry out the work and there are already some examples of joint working across the North Wales authorities. One service is externalised through an arrangement with Barnardos

| Advantages | Disadvantages |
|--|---|
| All statements written by an independent agent | LA control of school placement and provision diluted and would need managing |
| Able to externalise the whole service as a single entity or in small sections | Loss of the link with strategic school improvement agenda; monitoring of outcomes for pupils a requirement - some danger of duplication in LA monitoring and external monitoring responsibility |
| Possibility that all assessments would be completed within the 18 week period | Budgetary issues - providing a fixed sum within which the 'agency' has to provide every statutory requirement could be problematic due to fluctuations in level of requests for assessments |
| No need for LA to employ administrative staff in SSA or provide office space | Continuity of expertise, particularly the bilingual element may be lost |
| Not necessary to invest in IT system | (Confidentiality and sharing of data needs to be assured) |
| Schools to commission assessments from health and education, and negotiate the buying in of appropriate provision, using their own delegated budget for this. Quicker assessment response for pupils and families | Already a shortage of educational psychologists for assessments and a possible difficulty in ensuring an equitable service across all schools regardless of need. |

4.2. Internal reorganisation.

This option was considered in the light of detailed comparison with delivery and performance in other LA. One considerable advantage to this option is the District Audit report of 1999 which commended the LA :

Denbighshire is meeting the challenges of government directives and legislation in promoting inclusive learning, in tackling social inclusion and in raising standards for its youngsters. The Council has made good progress in developing its own approach to SEN.

| Advantages | Disadvantages |
|---|---|
| strategic overview and alignment with other initiatives (self-review, partnerships), with responsibility for monitoring the provision and progress made by pupils clearly defined and understood by heads, named governor and link officers | Funding from various initiatives may be short term, exit strategies may not be in place |
| partnership working to meet identified needs and sharing of | Some partners may feel disadvantaged |

| | |
|---|--|
| good practice | |
| Mechanisms in place to monitor quality of provision across all partner projects to positively impact on children and young people | |

4.3 Consortium with other LA

Joint working with neighbouring authorities is already in place for some aspects of the service. Further opportunities for joint working with all North Wales authorities arise out of the regional provision for autistic spectrum disorder through the £2 million National Assembly leverage fund for Ysgol Plas Brondyffryn redevelopment.

| Advantages | Disadvantages |
|--|--|
| Sharing of staff and good practice | Specialist staff such as educational psychologists in short supply across all LA |
| Providing bilingual training services over a wide area | Less control in responding to local needs |
| More economical provision for low incidence SEN and specialist service | Already being developed |
| Sharing of costs such as transport and the named person service | Staff costs and travelling times could be considerable |
| Build long term EBD special unit; save on transport costs; multi disciplinary input on site; isolate EBD pupils so that they can enjoy an enriched provision not available locally | High set up and staffing costs. Goes against inclusive policies |

4.4 Cessation of service.

This is not an option in the light of the statutory requirements and good practice guidance that is issued regularly from central government and the National Assembly for Wales. In the supporting files provided for the inspection team, a detailed analysis of cessation of the Behaviour Support service for example, showed that the disadvantages far outweighed any advantages.

4.5 Summary

The Challenge process identified the following:

- The LEA has a statutory responsibility for the assessment of children with SEN, provision of statements, and for pupils permanently excluded.
- Whilst the intervention work and promotion of inclusion is not a statutory responsibility, it is good practice and is expected within central government policy guidelines. There is a continued need to support schools in implementing NAW policies.
- Effective partnerships are already established with a number of agencies. Corporate planning and co-ordination between Education and Personal Services are beginning to further enhance Service delivery. The Challenge identified that further partnerships could bring improvements and efficiencies, particularly on joint planning of provision for children who are, or at risk of becoming, socially excluded. This is included in the Action Plan.
- Monthly budget meetings between individual Team Leaders and Finance Officers has ensured efficient monitoring of budget and identification of potential difficulties.

The review challenged and considered devolving further funds to schools through a revised funding mechanism, (Banding System), and concluded that this was both desirable and urgently required. Phase One of this system was implemented in April 2002, with equitable distribution of funding to primary schools, with Phase Two planned implementation as from April 2003. The Banding System will make the Service more efficient as fewer demands for additional resources will be made from schools to the authority. The new Code of Practice supports this position by placing further responsibilities on schools to meet SEN.

- The review challenged the structure of the Service and recognised the need to redefine and restructure the staff roles and responsibilities to provide an improved service and thus, improve the profile of statutory Performance Indicators.

5.0 Compare

5.1 This process involved drawing comparisons with other LEAs through:

- identification of best practice, through document analysis, visits and interviews;
- membership of Association of Directors of Education, Wales (ADEW) Benchmarking Clubs of Educational Psychology, Statementing, Education Social Work and Finance;
- comparison of data included in the District Audit's Report on National PIs.

5.2 The process of developing local PIs to evaluate the effectiveness of the Service is underway for all elements of the Service. These are listed in the supporting papers for inspectors. The planning and further development of these PIs will be undertaken in partnership with ADEW Benchmarking Clubs and the North Wales Regional Co-ordination Group for SEN. Whole Service comparisons are very difficult because each LA has unique structures. However, some of the comparison research has enabled improvements to local practice e.g. The Banding System; and, the redefining of roles and responsibilities regarding statutory assessment.

5.3 The Comparison exercise has shown that:

- Over the last three years, Denbighshire has shown the greatest percentage increase in funding one aspect of the service, namely, Special Educational Needs provision per pupil in Wales. The following data was made public by Jane Davidson from the NAFW at an ADEW meeting in November 2001:

| | 2001/02 | 200/01 | 1999/00 |
|--------------|---------|---------|---------|
| Denbighshire | £149.58 | £120.78 | £99.79 |
| Wales | £153.07 | £135.63 | £124.74 |

- The budget allocation for other elements of the service, for example, Behaviour support, Education Social Work, Educational Psychologist service and Statementing and assessment remains low in comparison to other Welsh Authorities
- Fixed term exclusion rates from secondary schools are very low compared to other authorities. This is a very positive endorsement of the interventionist approach to the Service:

| | |
|---------------|-------|
| Denbighshire | 13.1% |
| Welsh average | 40.1% |

- In 2000/01 Denbighshire was in the bottom quartile, with 42.6%, of statements issued within the guidance of 18 weeks. The review noted that other authorities, unlike Denbighshire, were preparing statements without the full multi-agency advice, hence meeting the indicator of 18 weeks. The review agreed that Denbighshire should adopt this process in order to improve its performance on the indicator.

- In comparison with other counties, the number of tribunals (2) is very small.
- The authority is a member of ADEW Benchmarking groups, but without the necessary Management Information System (MIS) to collate data for analysis, was unable to report on some indicators. This was identified in the review. Consequently Phase 1 of a new MIS has been installed. This will enable improved statistical analysis and comparison.

6. Consult

The Project Team was set up to reflect a broad spectrum of service providers and service users to challenge the Service and to be consulted. The consultation process involved:

- questionnaires, telephone surveys and focus groups;
- a 'Task and Finish Group' of headteachers, education officers and county councillors;
- parent representatives, carers, children and young people;
- trade unions, education service staff, Governors representative; and,
- colleagues from health, social services and the voluntary sector.

The Consultation exercises showed the following:

- The Services are highly valued, with 74.7% of schools who responded to a detailed questionnaire expressing satisfaction, and only 4.7% any dissatisfaction. 100% of schools participating in the exercise noted that it was important that the Service was available to them.
- Consultation with parents/carers, including telephone survey and questionnaires, indicate that on-going support through periods of transition i.e. into school, from primary school to secondary school and from school to college or work, need to be strengthened. In response to this consultation, the redefining of roles within the Service reflects these transitional phases.
- Schools noted that there is a need to make clear the legitimate expectations and remit of some elements of Service.
- Staff consultation exercises recorded that Grants for Education Support and Training (GEST) provide improvement opportunities to the Service through continuous professional development of staff. This is highly valued.
- Staff also commented that any diminution or cessation of specific grant aid would have serious consequences for the level of service offered to some children and young people.
- Improved methodology for effective and on-going consultation, particularly with children and young people is required.
- There is a need to build on the momentum of the consultation process by maintaining and developing the Best Value Project Team as a monitoring and consultative body.

7. Compete

The Project Team considered if any authority or agency would have the capability of delivering the bilingual Service required by the people of Denbighshire. It concluded that:

- There are no commercial organisations in the market to deliver the bilingual Service.
- No neighbouring local authority has the capacity to deliver the complete Service bilingually.
- In order to secure best value, through being competitive on price and quality, individual aspects of the Service e.g. Applied Behavioural Analysis, Speech and Language Therapy Services and Support to Young Carers, showing potential for delivery from other sources, have current partnerships in place.
- Denbighshire schools continue to positively support the Behaviour Support Service, rather than buy the service from elsewhere.
- Denbighshire is taking a lead role on elements of joint regional planning. The NAW project for Regional Co-ordination of SEN will provide further opportunities to support regional developments.

8 Conclusions

The conclusions of the Best Value Review of SESS have drawn from the evidence of the SWOT exercise, the 4C's of Challenge, Compare, Compete and Consult and the SEN Recovery Plan devised by the 'Task and Finish' group of headteachers and county councillors. In the light of the statutory nature of the Specialist Support Services and the value and importance users of the service attach to it, the Best Value Review team believe that the Service should remain in LA control.

- Internal reorganisation was the preferred option. The Statementing service requires a complete redefining of roles with additional staff in order to improve performance. In addition, the appointment of a lead officer for SEN, Access and Inclusion was judged essential.
- The Challenge highlighted that the non-statutory preventative work of the Service is an important aspect and highly valued by schools. Preventative work is in line with the new Code of Practice, but requires increased resources and

clear management responsibilities. Further partnerships could be developed to enhance earlier, non-statutory intervention.

- Comparisons with other authorities show that Denbighshire has improved funding of one aspect of the Specialist Educational Support Service over the last two years. However, further investment is required in order to improve other elements within the service and to meet national statutory and good practice requirements and expectations.
- Consultation with staff, schools, parents/carers strongly indicated a need to redefine roles and responsibilities. This matter was agreed to be urgent and was addressed immediately.
- The Competition aspect of the Review concluded that on price and quality, partnerships with other agencies and voluntary bodies have been successful. Denbighshire is taking a lead role in elements of regional developments supported by the NAW.

9 Recommendations

See Action Plan

Best Value Action Plan for Improvement

Specialist Support Service

February 2002 - revised June 2002

| Action | By Whom | By When | Funding | Criteria for Success | 4C's |
|--|--|----------------|--|--|---------------------------------|
| Appoint Lead Officer SEN | Head of Education | September 2002 | LEA Staff time | Lead Officer SEN in post | Challenge Consult |
| Redefine roles in the Statementing section | Head of Education | April 2002 | LEA Staff time | Three Phase Co-ordinators in post (Early Years, Primary, Secondary) Improvement in Statementing Performance Indicators. | Challenge Consult Compare |
| Define the legitimate expectations of schools regarding SEN budgets | SESS Management Team/Finance/LMS | June 2002 | LEA/GEST Staff time | Document published and circulated to all schools. Decrease in number of referrals for statutory assessment. | Consult |
| Corporately work together to improve the efficiency and effectiveness of the Service | SESS Management Team, Social Services | April 2002 | Staff time | Creation of formal structures to facilitate improved joint working practices eg Looked After Children etc | Challenge Consult Compete |
| Ensure parents/carers right to independent advice and support - new Code of Practice | SNAP | April 2002 | GEST Staff time | Advice and Conciliation Service operational | Challenge Consult |
| Facilitate and evaluate the feasibility of jointly commissioning children's services | Corporate Director, Head of Education, Joint Commissioning Group | April 2002 | Local Authority /Flexibilities Fund Staff time | Joint working criteria and procedures agreed and operational. Specific initiatives jointly commissioned | Challenge Consult Compete |

| | | | | | |
|--|---|-----------------|---|---|--|
| Implement requirements of Children First | Education Liaison Officer/Multi -Agency group | April 2002 | Children First/C&YP/GEST | Improvement in % of Looked After Children achieving GCSE or GNVO | Consult Compete |
| Develop 'Detached' Outreach Youth Work Service | Link Officers/BSS/IED Team/ESWs | April 2002-2005 | Drug Treatment Fund/Seized Assets and Communities Fund | Numbers engaged. Increase in attendance. Monitoring and evaluation procedures in place | Challenge Consult Compete |
| Guidance, training and support for schools in positive behaviour management and anti-bullying issues | BSS/EPs/IED Team | April 2002 | LEA/GEST/C&YP Staff time | All schools to receive Assertive Discipline training. Whole school approaches to management of behaviour and anti-bullying policies | Challenge Consult |
| Publish policy on inclusion | SESS Management Team | July 2002 | Staff time | Policy published and circulated to schools and agencies | Challenge Consult |
| Continue to liaise with colleges of further education in the region to plan and develop access to FE provision | Secondary Phase Officer SEN/BSS/Link Officer | May 2002 | LEA/colleges Staff time | 'Seamless' transition from school to college for all children. Increase in the number of children accessing FE | Consult |
| In liaison with Health, continue to develop provision of Speech and Language Therapy (SALT) initiatives | SESS Management Team/Health | September 2002 | LEA / GEST/ Health/Flexibilities Fund Staff time | Increase in the number of children receiving regular SALT in schools within county. | Challenge Consult Compare Compete |
| Ensure that children with SEN, with or without statements, are treated fairly in school's admissions policies | SESS Management Team/Link Officers | September 2002 | Staff time | Procedural guidelines in place. All children with school placement | Challenge Consult |

| | | | | | |
|--|--|----------------|-----------------------------|---|--|
| Criteria for accessing the Service to be revised in the light of the new Code of Practice | SESS Management Team | September 2002 | Staff time | Document published and circulated to schools and other agencies | Challenge Consult |
| Delivery of Code of Practice (CoP) training and documentation to all Link Officers, schools, and agencies | SESS Management Team | September 2002 | LEA/GEST Staff time | All Link Officers, schools and agencies offered CoP training and revised documentation. Decrease in number of referrals for statutory assessment. | Challenge Consult Compare Compete |
| Delivery of Disability Discrimination Act training and documentation to all Link Officers and schools | SESS Management Team/DRC | September 2002 | LEA/GEST/DRC Staff time | All Officers and schools received training/ awareness raising in implications of DD Act | Challenge Consult Compare Compete |
| Strengthen LEA procedures to take account of the child's view as indicated in the Revised Code of Practice. <ul style="list-style-type: none"> • School Action Plus • Statutory Assess Process • Annual Review • Transitional Planning | SESS Management Team | September 2002 | Staff time | Procedures published and circulated. More children actively participating in planning of their future learning pathways | Consult |
| Ensure co-ordinated multi-disciplinary approach with pre-school and school services | SEN Co-ordinators / Health/Social Services/voluntary sector/FE | September 2002 | Staff time | Parents/carers/schools satisfied with 'seamless' transition between pre-school service to primary, to secondary, to FE. | Challenge Consult |
| Coherent strategy to tackle disaffection, under achievement and social inclusion | Link Officers/BSS/Ed Team/ESWs | September 2002 | C&YP/GEST/LEA Staff time | C&YP plans implemented | Challenge Consult Compete |

| | | | | | |
|---|--|--|--|--|--|
| Increase the support to children and young people experiencing behavioural difficulties | BSS/EOTAS FE colleges | September 2002 | BSS/C&YP/GEST Staff time | All children and young people in full time education. Alternative curricular opportunities for Key Stage 4 accessing Behaviour Support | Challenge Consult Compete |
| Support to schools to tackle attendance issues | ESW service | September 2002 | BSS/C&YP/YAI Staff time | Increase in attendance. Monitoring system in place | Challenge Consult |
| Ensure procedural guidelines are in place with regard to exclusions | BSS/ESWs/I Ed Team /Pastoral Care Teams/Link Officers/Tim Data | September 2002 | LEA/C&YP/GEST Staff time | All schools following correct procedures Monitoring systems in place | Challenge Consult Compare Compete |
| Reduce the number of permanent and fixed term exclusions | BSS/ESWs/I Ed Team/ Pastoral Care Teams/Link Officers/TimData | September 2002 | LEA/C&YP/GEST Staff time | Strategies in place in all schools Reduction in exclusions by 1/3 year on year | Challenge Compete |
| Develop alternative curriculum activities | Link Officers/BSS/I EDTeam/ESWs | September 2002 | C&YP/GEST/LEA Staff time | Increased numbers of young people engaged in activities Increase in attendance figures | Challenge Consult |
| Support to Young Parents | I Ed Team/Multi-Agency Group/BSS/Local health Group/Voluntary sector | September 2002 Denbigh/ Corwen September 2003 Prestatyn /Rhyl | Sure Start/C&YP Local Health Group Staff time | Numbers supported in mainstream schools. Reduction in teenage pregnancies | Challenge Consult |
| Revise all SESS policies with reference to the SEN and Disability Discrimination Act (2001) and current legislation | SESS Management Team | September 2002 | LEA/GEST/C7YP/YAI Staff time | All policies revised and circulated to schools and agencies. All schools revised SEN policies, Behaviour Support Plans | Challenge Consult |
| Ensure that parents/carers | SESS Management | November | LEA/Barnardo's | | Consult |

| | | | | | |
|---|---|--|--|--|---------------------------------|
| receive comprehensive, factual and appropriate advice | Team/SNAP/Cyfle (Barnardo's) | 2002 | Staff time | Handbook and leaflets available and circulated through schools, Health, Social Services, libraries etc. | |
| Monitor performance of schools to raise standards of achievement for children with SEN | SESS Management Team/Tim Data | December 2002 | LEA staff time | Improvement in performance achievement | Challenge Compare |
| Develop a process of consultation with parents, as identified within the Revised Code of Practice | SESS Management Team/SNAP | January SESS Management Team/Health 2003 | LEA staff time | Questionnaire, Focus Groups and Annual Reviews. Parents/carers as partners in planning/monitoring | Consult |
| Develop, with Health, improved provision of Occupational and Physiotherapy Services | | January 2003 | LEA / GEST Local Health Authority Staff time | Increase in the number of children receiving therapy. Management of equipment regional co-ordinated. Reduction in demands for new equipment. | Challenge Compare Compete |
| Develop an information database with a regional perspective | SESS Management Team/ Regional Co-ordinator | January 2003 | LEA/ Welsh Assembly Staff time | Regional database operational and accessible by Education, Social Services and Health | Compare |
| More equitably devolve elements of the LEA's SEN budget | Directly Devolved Budget Team | April 2003 | Staff time | Proposals circulated, consulted upon and budgets devolved equitably. Decrease in referrals for statutory assessment. | Challenge Consult Compare |
| Contingency fund to deal with pressures of transient school population | Director | April 2003 | County Council | All children arriving in county offered appropriate school provision | Challenge Consult |

| | | | | | |
|---|----------|------------|----------------|--|----------------------|
| Base budget increase to Service to meet needs of ESW, Ed. | Director | April 2003 | County Council | Increase in number of Advisory Teachers and Support staff. Meeting needs of schools by | Challenge Compare |
|---|----------|------------|----------------|--|----------------------|

| | | | | | |
|---|--|----------------|--------------------|---|--|
| Psych, Statementing section, Behaviour support and the service to schools | | | | developing preventative strategies, advice and support. | |
| Continue to work with neighbouring local authorities in order to improve the efficiency and effectiveness of the Service | SESS Management Team/Regional Co-ordinator SEN | September 2003 | Staff time | Formal structures to plan, manage and co-ordinate joint services across counties for low incidence SEN to include Autism, Speech and Language, and Behaviour. | Challenge Compete |
| Develop structures to achieve 'Dyslexia Friendly Schools' | SESS Management Team/British Dyslexia Association/SENCOs | September 2003 | GEST Staff time | Secondary schools skilled up to provide for all children with Dyslexia. No out of county placements for SPLD. | Challenge Compete |
| Develop the role and remit of special schools and units, following consultation (as detailed in the Development Plans and Service Level Agreements) | SESS Management Team/Head of Education/Headteachers of special schools | September 2004 | LEA Staff time | Reduction in the number of children attending non-mainstream and/or out of county provision. | Challenge Consult Compare Compete |

APPENDIX 2

**Best Value Action Plan for Improvement
Specialist Support Service
February 2002**

| Action | By Whom | By When | Funding | Criteria for Success | 4C's |
|--|--|----------------|--|---|---------------------------------|
| Appoint Lead Officer SEN | Head of Education | April 2002 | LEA Staff time | Lead Officer SEN in post | Challenge Consult |
| Redefine the roles within the SEN Department | Head of Education | April 2002 | LEA Staff time | Three Phase Coordinators in post (Early Years, Primary, Secondary) Improvement in Statementing Performance Indicators. | Challenge Consult Compare |
| Define the legitimate expectations of schools regarding SEN budgets | SESS Management Team/Finance/LMS | April 2002 | LEA/GEST Staff time | Document published and circulated to all schools. Decrease in number of referrals for statutory assessment. | Consult |
| To corporately work together to improve the efficiency and effectiveness of the Service. | SESS Management Team, Social Services | April 2002 | Staff time | Creation of formal structures to facilitate improved joint working practices e.g. Looked After Children etc | Challenge Consult Compete |
| Ensure parents/carers right to independent advice and support, as described in new Code of Practice | SNAP | April 2002 | GEST Staff time | Conciliation Service operational | Challenge Consult |
| To facilitate and evaluate, through a process of consultation, the feasibility of jointly commissioning children's services. | Corporate Director, Head of Education, Joint Commissioning Group | April 2002 | Local Authority /Flexibilities Fund Staff time | Joint working criteria and procedures agreed and operational. Specific initiatives jointly commissioned | Challenge Consult Compete |

| Action | By Whom | By When | Funding | Criteria for Success | 4C's |
|--|---|-----------------|--|--|--|
| Ensure the requirements of Children First are implemented | Education Liaison Officer/Multi -Agency group | April 2002 | Children First/C&YP/GEST | Improvement in % of Looked After Children achieving GCSE or GNVQ | Consult Compete |
| Develop 'Detached' Outreach Youth Work Service | Link Officers/BSS/I ED Team/ESWs | April 2002-2005 | Drug Treatment Fund/Seized Assets and Communities Fund | Numbers engaged. Increase in attendance. Monitoring and evaluation procedures in place | Challenge Consult Compete |
| Guidance, training and support for schools in positive behaviour management and anti-bullying issues | BSS/EPs/I Ed Team | April 2002 | LEA/GEST/C&YP Staff time | All schools to receive Assertive Discipline training. Whole school approaches to management of behavior and anti-bullying policies | Challenge Consult |
| Publish policy on inclusion | SESS Management Team | July 2002 | Staff time | Policy published and circulated to schools and agencies | Challenge Consult |
| Continue to liaise with colleges of further education in the region to plan and develop access to FE provision | Secondary Phase Officer SEN/BSS/Link Officer | May 2002 | LEA/colleges Staff time | 'Seamless' transition from school to college for all children. Increase in the number of children accessing FE | Consult |
| In liaison with Health, continue to develop provision of Speech and Language Therapy (SALT) initiatives | SESS Management Team/Health | September 2002 | LEA / GEST/ Health/Flexibilities Fund Staff time | Increase in the number of children receiving regular SALT in schools within county. | Challenge Consult Compare Compete |
| Ensure that children with SEN, with or without statements, are treated fairly in school's admissions policies | SESS Management Team/Link Officers | September 2002 | Staff time | Procedural guidelines in place. All children with school placement | Challenge Consult |
| Criteria for accessing the Service to be revised in the light of the new Code of Practice | SESS Management Team | September 2002 | Staff time | Document published and circulated to schools and other agencies | Challenge Consult |

| Action | By Whom | By When | Funding | Criteria for Success | 4C's |
|---|--|----------------|--------------------------|---|--|
| Delivery of Code of Practice (CoP) training and documentation to all Link Officers, schools, and agencies | SESS Management Team | September 2002 | LEA/GEST Staff time | All Link Officers, schools and agencies offered CoP training and revised documentation. Decrease in number of referrals for statutory assessment. | Challenge Consult Compare Compete |
| Delivery of Disability Discrimination Act training and documentation to all Link Officers and schools | SESS Management Team/DRC | September 2002 | LEA/GEST/DRC Staff time | All Officers and schools received training/ awareness raising in implications of DD Act | Challenge Consult Compare Compete |
| To strengthen LEA procedures to take account of the child's view as indicated in the Revised Code of Practice. <ul style="list-style-type: none"> · School Action Plus · Statutory Assess Process · Annual Review · Transitional Planning | SESS Management Team | September 2002 | Staff time | Procedures published and circulated. More children actively participating in planning of their future learning pathways | Consult |
| To ensure co-ordinated multi-disciplinary approach with pre-school and school services. | SEN Co-ordinators / Health/Social Services/voluntary sector/FE | September 2002 | Staff time | Parents/carers/schools satisfied with 'seamless' transition between pre-school service to primary, to secondary, to FE. | Challenge Consult |
| Coherent strategy to tackle disaffection, under achievement and social inclusion | Link Officers/BSS/I Ed Team/ESWs | September 2002 | C&YP/GEST/LEA Staff time | C&YP plans implemented | Challenge Consult Compete |
| Increase the support to children and young people experiencing behavioural difficulties | BSS/EOTAS FE colleges | September 2002 | BSS/C&YP/GEST Staff time | All children and young people in full time education. Alternative curricular opportunities for Key Stage 4 accessing Behavior Support | Challenge Consult Compete |
| Support to schools to tackle attendance issues | ESW service | September 2002 | BSS/C&YP/YAI Staff time | Increase in attendance. Monitoring system in place | Challenge Consult |

| Action | By Whom | By When | Funding | Criteria for Success | 4C's |
|--|--|--|---|--|--|
| Ensure procedural guidelines are in place with regard to exclusions | BSS/ESWs/I Ed Team /Pastoral Care Teams/Link Officers/Tim Data | September 2002 | LEA/C&YP/GEST Staff time | All schools following correct procedures Monitoring systems in place | Challenge Consult Compare Compete |
| Reduce the number of permanent and fixed term exclusions | BSS/ESWs/I Ed Team/ Pastoral Care Teams/Link Officers/TimData | September 2002 | LEA/C&YP/GEST Staff time | Strategies in place in all schools Reduction in exclusions by 1/3 year on year | Challenge Compete |
| Develop alternative curriculum activities | Link Officers/BSS/EDTeam/ ESWs | September 2002 | C&YP/GEST/LEA Staff time | Increased numbers of young people engaged in activities Increase in attendance figures | Challenge Consult |
| Support to Young Parents | I Ed Team/Multi-Agency Group/BSS/Local health Group/Voluntary sector | September 2002 Denbigh/ Corwen September 2003 Prestatyn /Rhyl | Sure Start/C&YP Local Health Group Staff time | Numbers supported in mainstream schools. Reduction in teenage pregnancies | Challenge Consult |
| Revise all SESS policies with reference to the SEN and Disability Discrimination Act (2001) and current legislation. | SESS Management Team | September 2002 | LEA/GEST/C7YP/Y AI Staff time | All policies revised and circulated to schools and agencies. All schools revised SEN policies, Behavior Support Plans | Challenge Consult |
| Develop structures to achieve 'Dyslexia Friendly Schools' | SESS Management Team/British Dyslexia Association/SENCOs | September 2002 | GEST Staff time | Secondary schools skilled up to provide for all children with Dyslexia. No out of county placements for SPLD. | Challenge Consult |
| To ensure that parents/carers receive comprehensive, factual and appropriate advice | SESS Management Team/SNAP/Cyfle (Barnardo's) | November 2002 | LEA/Barnardo's Staff time | Handbook and leaflets available and circulated through schools, Health, Social Services, libraries etc. | Consult |

| Action | By Whom | By When | Funding | Criteria for Success | 4C's |
|---|--|----------------|---|---|---------------------------------|
| Monitor performance of schools in raising standards of achievement for children with SEN | SESS Management Team/Tim Data | December 2002 | LEA staff time | Improvement in performance achievement | Challenge Compare |
| To develop a process of consultation with parents, as identified within the Revised Code of Practice. | SESS Management Team/SNAP | January 2003 | LEA staff time | Questionnaires, Focus Groups and Annual Reviews. Parents/carers as partners in planning/monitoring. | Consult |
| Develop, with Health, improved provision of Occupational and Physiotherapy Services | SESS Management Team/Health | January 2003 | LEA / GEST Local Health Authority Staff time | Increase in the number of children receiving therapy. Management of equipment regionally coordinated. Reduction in demands for new equipment. | Challenge Compare Compete |
| To develop an information database with a regional perspective. | SESS Management Team/ Regional Coordinator | January 2003 | LEA/ Welsh Assembly Staff time | Regional database operational and accessible by Education, Social Services and Health | Compare |
| To more equitably devolve elements of the LEA's SEN budget. | Directly Devolved Budget Team | April 2003 | Staff time | Proposals circulated, consulted upon and budgets devolved equitably. Decrease in referrals for statutory assessment. | Challenge Consult Compare |
| Contingency fund to deal with pressures of transient school population | Director | April 2003 | County Council £75,000 | All children arriving in county offered appropriate school provision | Challenge Consult |

| Action | By Whom | By When | Funding | Criteria for Success | 4C's |
|--|---|----------------|----------------------------|--|--|
| Base budget increase to Service to meet needs of Denbighshire schools | Director | April 2003 | County Council £200,000 | Increase in number of Advisory Teachers and Support staff. Meeting needs of schools by developing preventative strategies, advice and support. | Challenge Compare |
| To continue to work with neighbouring local authorities in order to improve the efficiency and effectiveness of the Service | SESS Management Team/Regional Coordinator SEN | September 2003 | Staff time | Formal structures to plan, manage and co-ordinate joint services across counties for low incidence SEN to include Autism, Speech and Language, and Behavior. | Challenge Compete |
| Develop the role and remit of special schools and units, following consultation (as detailed in the Development Plans and Service Level Agreements). | SESS Management Team/Head of Education/Headteacher of special schools | September 2004 | LEA Staff time | Reduction in the number of children attending non-mainstream and/or out of county provision. | Challenge Consult Compare Compete |

REPORT TO CABINET

CABINET MEMBER: Leader

DATE: 2 JULY 2002

SUBJECT: DENBIGHSHIRE MEDIATION

1 DECISION SOUGHT

1.1 Approve a rescue package to enable Denbighshire Mediation to reformulate it's financial basis.

2 REASON FOR SEEKING DECISION

2.1 Denbighshire Mediation provides a mediation service for residents in dispute with their neighbours. It was funded from a successful Sustainable Communities bid (Section 126 of the Housing Grants, Construction and Regeneration Act 1996) to the National Assembly for Wales. The grant of £52k was for a 2 year period (Feb. 2001 to March 2003) and was for the initial set up costs as well as ongoing funding. It was envisaged that at the end of the grant period the service would be funded from the organisations using the service, and from funding applications to National Lottery and charitable trusts.

2.2 To date the service has four accredited mediators (plus seven trainees) and has completed 42 cases. A further 5 cases await allocation. However due to workload commitments the business administration has not kept pace with the work and no Service Level Agreements or Contracts have been negotiated with clients. Denbighshire Mediation is therefore now rapidly running out of funds and supporting bodies such as local Housing Associations who have fixed their 2002/3 budgets have made no provision for this service and are therefore unable to pay until 2003/4.

2.3 There is now an urgent need for Denbigh Mediation to reform the trustees, to develop charitable status and a Company limited by Guarantee. Regular funding must be established through contracts, additional funding from the Assembly must be sought and external sources must be established. This means that those organisations, who readily accepted the services of Denbighshire Mediation while it was free, must now decide the true extent of their support when the services are charged.

2.4 It is proposed that Cabinet agree to funding provision of £34k from the contingency fund to allow the service to continue for 6 months (July to 31st December 2002), during which time a restructuring as per 2,3 above will take place. It will be necessary to review the position at a three month stage. If the objectives of setting up the Service Level Agreements/ Contracts are not being met, it will be necessary to bring a further report to Cabinet.

3 COST IMPLICATIONS

3.1 Appendix 1 sets out the costs of funding the six month period as £34k. Some of this expenditure would have to be met by Denbighshire County Council in any case. Costs include a limited contract for an Administrator, who is deemed essential if this restructuring is to be achieved. Monies received during the six months will finance the operation for the last three months of this financial year (which otherwise would be extremely difficult). Consideration will need to be given by Directorates as to whether they wish to make bids for 2003/4 to include the services of Denbighshire Mediation.

4 FINANCIAL CONTROLLER STATEMENT

- 4.1 It is understood that in return for financial support Denbighshire Mediation will provide mediation services to Denbighshire CC free of charge during this period. The level of likely take-up is unknown.

5. CONSULTATION CARRIED OUT

- 5.1 Denbighshire County Council (Personal Social Services), North Wales Police, Tenants Federation, Rhyl College, Rhyl Community Agency and Clwyd and Alyn Housing Association have all been involved in the discussions to construct this package. A much wider consultation involving Members, Town Councils, other DCC Directorates, Probation Service, Solicitors, Accountants and the Business Forum is now planned.

6 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

- 6.1 Mediation Services could have wide usage for the Authority including Planning, Legal and Crime and Disorder. The process meets the criteria for Best Value and, through Mediation Wales, is supported by the NAFW.

7 RECOMMENDATION

- 7.1 That Cabinet agree to the rescue package for Denbighshire Mediation as detailed in 2.4 above.

CE ~ SH

Appendix: Denbighshire Mediation

Background

Denbighshire Mediation service successfully obtained grant funding from the Welsh National Assembly (Sustainable Communities Section 126 of Housing, Grants, Construction and Regeneration Act 1996) to set up a community mediation service in Denbighshire, currently the only community mediation service available in North Wales.

Denbighshire Mediation has one paid employee, who is the volunteer coordinator for the project. Since its launch in September 2001 the project has demonstrated demand for the service and the effectiveness of mediation. In acknowledgement that Conflict is an inescapable factor of daily life the Service is seeking to secure funding to continue offering the mediation process as a successful and still alternative opportunity to help local people resolve a variety of dispute.

Mediation supports the political agenda for communities in Wales – capacity building, empowerment, social inclusion and action to improve quality of life

The Service aims to work in partnership to provide a referral service to statutory and voluntary agencies in Denbighshire to use mediation as a part of their strategy to combat anti social behaviour.

1.1 Aims

To ensure that disputes can be settled in a prompt confidential and inexpensive manner without going to court. Mediation offers a pragmatic and people orientated approach to the problems of disputes between individuals and groups within the community.

Denbighshire Mediation works to relieve hardship and distress to those in conflict with their neighbours and other community members through the provision of a mediation service throughout Denbighshire.

1.2 Objectives

The Mediation Service will agree to carry out five referrals for Denbighshire County Council

To promote mediation as a viable means of dispute resolution

To give support to those in carrying out mediation enabling them to use their skills as a community resource

To develop partnerships and negotiate funding arrangements and service targets with the main referral agencies.

In view of the demand for mediation it is envisioned that the service will recruit an experienced administrator to assist the coordinator. Local applications will be encouraged and will welcome interest from disadvantaged groups. All candidates will be required to demonstrate appropriate levels in numeracy, literacy, communication, computer and organisational skills.

1.3 Training Standards

Trained volunteers who are local people with a commitment to the concept of mediation deliver the service. Every mediator is required to undertake a minimum of forty hours training in community mediation delivered by a recognised and accredited trainer. Each trainee must achieve three credits at level three of the National Open College Network (NOCN) Learning Programme before volunteering as a mediator

All mediators volunteering in neighbour disputes following their successful completion of the community mediation course will be required to strictly adhere to the service commitment of impartiality, confidentiality and dealing with all disputants in a non judgemental way.

1.4 The Mediation service will ensure the following

All agencies will be supplied with appropriate referral forms

Acknowledgement of receipt of referrals within seven working days with an indication of the likely waiting time for allocation

Write to consenting parties introducing the service also with an indication of the likely waiting time for allocation

Allocate the referral, normally in date order, as soon as a team of mediators is available

To undertake the case as speedily as possible

To contact referrers when the case is allocated

To contact consenting parties when case is allocated

To contact the referrer if waiting time is exceeded

To contact consenting party if waiting time is exceeded

1.5 Monitoring and Evaluation

The mediation service will continually monitor the progress of the project and a Report will be presented to the management committee on a monthly basis and Feedback and statistical data provided on a quarterly basis in terms of number of cases, disputants referred and outcomes of cases.

Evaluation of the work carried out by the service is essential in establishing effectiveness of the service provided. It is envisaged that each element in the case will feedback via an evaluation form. The disputants and the mediators will be asked to complete a pro-forma at the end of the case.

It is anticipated that the work undertaken in the next six months will compliment and enrich the quality of service and promote the use of mediation throughout Denbighshire.

Written by Denbighshire Mediation

REPORT TO CABINET

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

DATE: 2 July 2002

SUBJECT: Revenue Budget 2002-2003

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 any actions necessary 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 of at least £1.0m by the end of the current year .

3 COST IMPLICATIONS

The first projections undertaken for 2002/03 show a potential overspend at year end of £190k on revenue account. The projected trading surplus of Contract Services at year end is £100k.

4 FINANCIAL CONTROLLER STATEMENT

The Council's financial strategy for the year requires balances to be built up to £1.0m by the year end (Corporate Objective C1.1). Any adverse deviation from agreed budgets will endanger achievement of this objective.

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 2002/03.

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 that balances of £1.0m are achieved by the end of the current financial year.

MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2002/03

Summary of Pressures
PERIOD ENDING MAY 2002

| Directorate | - Year to Date - | | | - 2002/03 Totals - | | | | Projected Variance (Previous Report) |
|--|------------------|---|----------------------------------|---------------------------|---------------------------|-------------------|-------------------------------|--------------------------------------|
| | Budget Profile | Actual to end May 2002 Plus Commitments | Variance (Increase/ - Saving) | Budget As per Budget Book | Budget As at end May 2002 | Projected Outturn | Variance (Increase/ - Saving) | |
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s | |
| Lifelong Learning (excluding schools delegated) | 2,239 | 2,975 | 736 | 15,065 | 15,056 | 15,246 | 190 | 0 |
| Environment | 2,370 | 2,154 | -216 | 16,768 | 16,813 | 16,813 | 0 | 0 |
| Personal Services | 3,897 | 3,568 | -329 | 23,297 | 23,271 | 23,271 | 0 | 0 |
| Chief Executive | 368 | 329 | -39 | 2,244 | 2,241 | 2,241 | 0 | 0 |
| Resources | 893 | 1,075 | 182 | 4,543 | 4,543 | 4,543 | 0 | 0 |
| Corporate, Miscellaneous & Benefits | 781 | 2,312 | 1,531 | 3,098 | 3,097 | 3,097 | 0 | 0 |
| | 10,548 | 12,413 | 1,865 | 65,015 | 65,021 | 65,211 | 190 | 0 |
| Non - Service Items: | | | | | | | | |
| | | | Contingency | 1,720 | 1,720 | 1,720 | 0 | |
| | | | Capital Financing Charges | 11,144 | 11,138 | 11,138 | 0 | |
| | | | Precepts & Levies | 4,130 | 4,130 | 4,130 | 0 | |
| | | | Contribution to Balances | 1,000 | 1,000 | 1,000 | 0 | |
| | | | | 83,009 | 83,009 | 83,199 | | |
| | | | | | | | Total Variance | 190 |

Note; the projected trading surplus of Contract Services at year end, after allowing for anticipated backdated evaluation payments, is in the order of £100k.

MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2002/03
LIFELONG LEARNING
PERIOD ENDING MAY 2002

| | Year to Date - | | | - 2002/03 Totals - | | | | Projected Variance (Previous Report) £000s |
|--------------------------------|----------------|---|-------------------------------|---------------------------|---------------------------|-------------------|-------------------------------|---|
| | Budget Profile | Actual to end May 2002 Plus Commitments | Variance (Increase/ - Saving) | Budget As per Budget Book | Budget As at end May 2002 | Projected Outturn | Variance (Increase/ - Saving) | |
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s | |
| Individual Schools Budget | 5,828 | 4,589 | -1239 | 35,527 | 35,527 | 35,327 | -200 | 0 |
| School Funds Held Centrally | 1,288 | 1,986 | 698 | 9,004 | 9,004 | 9,194 | 190 | 0 |
| Non school Funding | 51 | 37 | -14 | 172 | 172 | 172 | 0 | 0 |
| Leisure Services | 412 | 423 | 11 | 2,701 | 2,717 | 2,717 | 0 | 0 |
| Culture | 300 | 346 | 46 | 2,245 | 2,235 | 2,235 | 0 | 0 |
| Countryside | 102 | 95 | -7 | 405 | 405 | 405 | 0 | 0 |
| Youth | 86 | 88 | 2 | 538 | 523 | 523 | 0 | 0 |
| | 2,239 | 2,975 | 736 | 15,065 | 15,056 | 15,246 | 190 | 0 |
| Total Lifelong Learning | 8,067 | 7,564 | -503 | 50,592 | 50,583 | 50,573 | -10 | 0 |

Notes:**Education**

Due to the pressure of closing the 2001/02 accounts it has not been possible to commence budget monitoring meetings between budget managers and finance officers for 2002/03. A clearer position on pressures/savings will be reported next month once meetings commence.

Re-profiling exercises to be completed
Reserves not yet matched

Culture and Leisure

Due to the work of the Financial Support Services section having to be concentrated on 2001/02 closedown, the 2002/03 budget has yet to be scrutinised in detail.

Although the zero basing exercise for 2002/03 has been started, there is still a great deal that remains to be done. It would be fair to say that pressures are anticipated within Leisure Services in the current year, however, they remain to be quantified.

The re-profiling exercise for 2002/03 is also yet to be done.

Comments

Individual Schools Budgets outturn difficult to project so early in year so based on last years outturn

School Funds Held Centrally

Education Transport - additional 12 operating days at £10k per day plus £70k contract variations and escort pressures - £190k

This is a statutory provision with little opportunity for cost cutting as the majority of contracts have already been retendered.

**MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2002/03
ENVIRONMENT
PERIOD ENDING MAY 2002**

| | - Year to Date - | | | - 2002/03 Totals - | | | | Projected Variance (Previous Report) |
|---|-------------------|--|-------------------------------------|---------------------------------|---------------------------------|----------------------|-------------------------------------|---|
| | Budget Profile | Actual to end May 2002 Plus Commitments | Variance (Increase/ - Saving) | Budget As per Budget Book | Budget As at end May 2002 | Projected Outturn | Variance (Increase/ - Saving) | |
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s | |
| Consultancy Services | 227 | 310 | 83 | 995 | 995 | 995 | 0 | 0 |
| Economic Regeneration | 172 | 209 | 37 | 798 | 843 | 843 | 0 | 0 |
| Highways and Transportation | 440 | 409 | -31 | 5,929 | 5,929 | 5,929 | 0 | 0 |
| Planning Services | 147 | 156 | 9 | 889 | 889 | 889 | 0 | 0 |
| Public Protection & Regulatory Services | 1,294 | 986 | -308 | 7,540 | 7,540 | 7,540 | 0 | 0 |
| Support Services | 90 | 84 | -6 | 617 | 617 | 617 | 0 | 0 |
| Total Environment | 2,370 | 2,154 | -216 | 16,768 | 16,813 | 16,813 | 0 | 0 |

**MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2002/03
PERSONAL SERVICES
PERIOD ENDING MAY 2002**

| | - Year to Date - | | | - 2002/03 Totals - | | | | Projected Variance (Previous Report) |
|--------------------------------|-------------------|--|-------------------------------------|---------------------------------|---------------------------------|----------------------|-------------------------------------|---|
| | Budget Profile | Actual to end May 2002 Plus Commitments | Variance (Increase/ - Saving) | Budget As per Budget Book | Budget As at end May 2002 | Projected Outturn | Variance (Increase/ - Saving) | |
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s | |
| Children and Families | 680 | 733 | 53 | 3,805 | 3,850 | 4,046 | 196 | 0 |
| Intake A & C M (North) | 1,283 | 1,086 | -197 | 8,011 | 8,026 | 8,045 | 19 | 0 |
| Intake A & C M (South) | 532 | 441 | -91 | 3,046 | 3,030 | 3,042 | 12 | 0 |
| Provider | 902 | 858 | -44 | 5,442 | 5,398 | 5,357 | -41 | 0 |
| Strategic Planning | 500 | 450 | -50 | 2,993 | 2,967 | 2,781 | -186 | 0 |
| Total Personal Services | 3,897 | 3,568 | -329 | 23,297 | 23,271 | 23,271 | 0 | 0 |

Comments**Children and Families**

The Fostering service will be the main area of concern in 2002/2003.

A high demand for foster placements combined with payments to outside Fostering agencies will contribute to the projected overspend.

Intake A & C M (North & South)

Preserved Rights and Residential Care Allowance budget and spend included in A & C M (North). Currently underspent as fees have not yet been increased.

Adult Services - Provider

Elderly Residential Services - estimated overspend year end - £200K

Adult Services General

Transitional Housing Benefit Income is providing some compensation for overspends in other areas

MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2002/03
CHIEF EXECUTIVE, RESOURCES, CORPORATE & MISCELLANEOUS
PERIOD ENDING MAY 2002

| | - Year to Date - | | | - 2002/03 Totals - | | | | Projected Variance (Previous Report) |
|--|-------------------|--|-------------------------------------|---------------------------------|---------------------------------|----------------------|-------------------------------------|---|
| | Budget Profile | Actual to end May 2002 Plus Commitments | Variance (Increase/ - Saving) | Budget As per Budget Book | Budget As at end May 2002 | Projected Outturn | Variance (Increase/ - Saving) | |
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s | |
| Chief Executive's Dept | 368 | 329 | -39 | 2,244 | 2,241 | 2,241 | 0 | 0 |
| Resources Directorate: | | | | | | | | |
| Corporate Property Unit | 40 | 55 | 15 | 247 | 247 | 247 | 0 | 0 |
| Finance | 487 | 577 | 90 | 1,908 | 1,933 | 1,933 | 0 | 0 |
| Audit | 46 | 47 | 1 | 308 | 283 | 283 | 0 | 0 |
| I.T | 227 | 298 | 71 | 1,492 | 1,492 | 1,492 | 0 | 0 |
| Personnel | 93 | 98 | 5 | 588 | 588 | 588 | 0 | 0 |
| Total | 893 | 1,075 | 182 | 4,543 | 4,543 | 4,543 | 0 | 0 |
| Corporate & Miscellaneous Benefits | 136 | 373 | 237 | 2,623 | 2,622 | 2,622 | 0 | 0 |
| Total | 645 | 1,939 | 1,294 | 475 | 475 | 475 | 0 | 0 |
| Total | 781 | 2,312 | 1,531 | 3,098 | 3,097 | 3,097 | 0 | 0 |
| Total Chief Executive's, Resources, Corporate & Misc. and Benefit | 2,042 | 3,716 | 1,674 | 9,885 | 9,881 | 9,881 | 0 | 0 |

Report To : CABINET

Report By : LEAD MEMBER FOR FINANCE

Date of meeting 2 JULY 2002

Distribution of Contingency Budget 2002/03

1. Decision Sought

- 1.1 To consider granting funding for the urgent pressures detailed in column 2 of the attached appendix, from the Contingency Budget for the current financial year.
- 1.2 To request that the relevant Scrutiny Committees consider the case for agreeing further bids for funding from the Contingency Budget, as detailed in column 3 of the appendix.

2. Reason for Seeking Decision

- 2.1 The Council set a Contingency Budget of £1.720m for 2002/3. This allowed for potential support of £720k for the Schools' Budgets to provide for the under funding by the Assembly of Teachers' Threshold payments and the Head Teachers' Leadership Scheme, with a further £1m for other potential inescapable pressures.
- 2.2 Directors and Heads of Service have been asked to identify potential service pressures in the current financial year which might be eligible for funding from the Contingency.
- 2.3 These bids have been reviewed with Finance staff against the Council's priorities and are detailed in the attached appendix. Some are clearly so urgent as to require immediate consideration while others can be submitted to Scrutiny Committees for consideration with report back later.

3. Cost Implications

- 3.1 The level of funding estimated to be available, £1.6m, takes account of the likely minimum additional funding for Schools against the shortfall mentioned above, to be announced shortly. It is felt that a significant element of the Contingency should be retained until later in the year to allow for further unforeseen problems.
- 3.2 The urgent bids that Cabinet is asked to consider are detailed in column 2 of the appendix and total £998k. The detail of further bids, which it is recommended are considered by Scrutiny Committees, are detailed in column 3 and total £2,228k.
- 3.3 Columns 5 & 6 of the appendix details the full year impact of bids on next financial year. Some of the bids are for one off funding which therefore does not recur in 2003/4.

4. Financial Controller Statement

- 4.1 The original purpose of the Contingency Budget was to enable the Council to accommodate unexpected expenditure arising from unavoidable circumstances. The proposals allow for the retention of an element of the original contingency to fund some of the bids recommended for review by Scrutiny Committees but also to provide emergency funding for pressures which may arise later in the financial year that have to be provided for.

5. Consultation carried out

- 5.1 Lead Cabinet Members, Directors and Heads of Service have been consulted over budget pressures and their bids are detailed in column 1 of the appendix.

6. Implications for Other Policy Areas including Corporate

6.1 Regard has been had to the Council's Corporate Objectives in the initial review of bids.
The level of funding available for services impacts upon all policy areas of the Council.

7. Recommendations

- 1) That Cabinet consider the urgent pressures detailed in column 2 of the appendix for immediate approval for funding from the Contingency Budget for 2002/3.
- 2) That Cabinet request Scrutiny Committees to review the further bids for funding as detailed in column 3 of the appendix, with a report back to Cabinet for consideration in September.

RD ~ RP

Lifelong Learning**a) Education**

| | | | | | |
|--|-------|-------|-------|-------|-------|
| Schools delegated budgets temp deficit | 40 | 0 | 40 | 0 | 0 |
| Music service | 140 | 75 | 0 | 140 | 0 |
| School transport inc in school days | 120 | 60 | 0 | 0 | 0 |
| SEN transport | 70 | 0 | 70 | 0 | 70 |
| Recoupment invoices | 150 | 40 | 0 | 0 | 0 |
| Joint user costs | 58 | 0 | 58 | 0 | 58 |
| Christchurch school - SEN | 125 | 0 | 65 | 0 | 125 |
| | ----- | ----- | ----- | ----- | ----- |
| | 703 | 175 | 233 | 140 | 253 |
| | ----- | ----- | ----- | ----- | ----- |

b) Culture & Leisure

| | | | | | |
|----------------------------------|-------|-------|-------|-------|-------|
| Marketing | 68 | | 17 | 0 | 68 |
| Leisure Centres operating costs | 146 | | 73 | 0 | 146 |
| Community Arts | 19 | | 9 | 0 | 19 |
| Blue Peter event | 5 | | 5 | 0 | 0 |
| Pavilion Theatre operating costs | 28 | | 14 | 0 | 28 |
| Apollo profit share | 23 | | 23 | 0 | 23 |
| Supernumerary post | 18 | | 18 | 0 | 18 |
| CLL insurances | 32 | 0 | 15 | 0 | 15 |
| | ----- | ----- | ----- | ----- | ----- |
| | 339 | 0 | 174 | 0 | 317 |
| | ----- | ----- | ----- | ----- | ----- |

Personal Services**a) Non HRA Housing**

| | | | | | |
|------------------------------------|----|--|----|---|----|
| Local Housing Strategy consultancy | 50 | | 12 | 0 | 50 |
|------------------------------------|----|--|----|---|----|

b) Social Services

| | | | | | |
|---------------------------------------|-------|-------|-------|-------|-------|
| Service Demands - Learning Difficulty | 175 | | 175 | 0 | 175 |
| - Comm Living | 50 | | 50 | 0 | 50 |
| Fostering | 300 | | 300 | 0 | 300 |
| Joint Review preparation | 142 | 122 | 20 | 100 | 5 |
| Comm Dev | 67 | 50 | 0 | 67 | 0 |
| Restructure | 165 | 90 | 75 | 90 | 25 |
| Residential/Nursing Homes fees | 100 | 0 | 75 | 0 | 100 |
| | ----- | ----- | ----- | ----- | ----- |
| | 1,049 | 262 | 707 | 257 | 705 |
| | ----- | ----- | ----- | ----- | ----- |

Environment**a) Consultancy Services**

H & S legislation non compliance issues

- Asbestos Audit

30

30

0

30

- Other

84

84

0

84

Property repairs & maintenance

350

350

0

350

Addit valuation posts funded from income

84

84

0

0

Office accom - LLL relocation costs

46

46

0

46

b) Economic Regeneration

TICs support

25

0

0

25

c) Highways & Transportation

Drainage team

80

0

80

0

80

Public transport retendered routes

20

0

20

0

20

CROW

63

33

30

33

30

Streetworks IT system

25

25

0

25

0

Temp parking wardens

30

0

30

0

0

Footway trip repairs

60

30

30

30

30

Structures maintenance

45

0

45

0

45

Car Parks maintenance

50

0

50

0

50

d) Public Prot & Reg

Renovation grants agency income

125

65

45

65

45

Contaminated land strategy

30

30

0

30

H & S enforcement

26

26

0

26

Software update

10

10

0

10

e) Support

GIS officer

19

0

19

0

19

Rhyl Going Forward project leader

25

25

0

40

0

1,227-----
178-----
1,009-----
1,187-----
193-----
920**OVERALL TOTALS**-----
4,147
=====-----
998
=====-----
2,228
=====-----
3,226
=====-----
1,187
=====-----
2,372
=====

REPORT TO CABINET

CABINET MEMBER: Councillor J A Smith & Councillor P A Dobb

DATE: 2 July 2002

SUBJECT: JOINT REVIEW PREPARATION

1 DECISION SOUGHT

For Members to approve the allocation of additional resources in 2002/2003 to respond to Joint Review.

2 REASON FOR SEEKING DECISION

2.1 Personal Services will be inspected by a joint Audit Commission and SSIW Inspection in January 2003. The Directorate has already completed a careful analysis of strengths and weaknesses and this has identified the need for additional front line services for children and families and for administrative staff.

2.2 Looked After Children require regular and supervised contact with parents/relatives. This is important to maintain family relationships and Social Workers are currently struggling to achieve quality contact for all children. An additional post would enable these contact arrangements to be enhanced and free up valuable social work time.

For administration, the objectives are to **a) to provide sufficient administrative staff so that Social Workers can focus on client contact**, b) improve initial response to clients and public and c) improve the quality of file recording and management. The Directorate also needs to purchase filing cabinets and related equipment.

3 COST IMPLICATIONS

The additional costs for 2002/03 and 2003/04 are shown in the table below:-

| LOCATION/SERVICE | NO. OF STAFF | COST £ 2002/03 | COST £ 2003/04 Full Year | TEMPORARY/ PERMANENT |
|---|--------------|----------------|--------------------------|----------------------|
| Children's Service - Contact Arrangements for Looked After Children | 1 - S01 | 19,701 | 27,963 | Permanent |

| LOCATION/ SERVICE | NO. OF STAFF | COST £ 2002/03 | COST £ 2003/04 | TEMPORARY/ PERMANENT |
|--|-----------------|-----------------|-----------------|----------------------|
| All Services - File Management | 3 - Scale 2 | 37,039 | | Temporary |
| Morfa Hall Care Management Adults | 1 -Scale 3 | 13,453 | 18,475 | Permanent |
| Cefndy Resource Centre - Children's Services | 3 x 0.5 Scale 1 | 17,663 | 24,256 | Permanent |
| Cefndy Road - Learning Disabilities | 1 - Scale 1 | 11,755 | 16,171 | Permanent |
| Ty Nant, Joint Review Liaison | 1 - Scale 3 | 8,968 | | Temporary |
| Morfa Hall - Customer Liaison Officer | 1 - Scale 3 | 13,452 | 18,554 | Permanent |
| Office Equipment | - | 20,000 | - | - |
| TOTAL | 9.5 | £142,031 | £105,419 | |

4 FINANCIAL CONTROLLER STATEMENT

These issues could be included as part of bids from the contingency budget, a report on which will be presented to a future meeting of Cabinet. Funding beyond 2002/03 will be subject to further discussions as part of budget preparation for 2003/04.

5 CONSULTATION CARRIED OUT

The Personal Services Policy Review & Scrutiny Committee have received regular reports on Joint Review preparation as have the Key Councillors Group. A meeting with the Lead Member of Finance is scheduled for 20 June 2002, and feedback from that meeting will be available to Cabinet.

6 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

Joint Review represents a high profile inspection process for the Authority as a whole and the proposals will help ensure adequate preparation.

7 RECOMMENDATION

That Members:

- A) Support the allocation of contingency funds to meet additional costs in 2002/03 (£142,031);
- B) Note that the rollover costs for future financial years will be submitted as part of budget preparation for 2003/04.

REPORT TO CABINET

CABINET MEMBER: Councillor P A Dobb, Lead Member for Health and Wellbeing and Councillor J A Smith, Lead Member for Social Inclusion

DATE: 2 July 2002

SUBJECT: Transitional Housing Benefit and Supporting People & Variation of Council tenancy agreements.

1. DECISION SOUGHT

For Cabinet to approve the variation of tenancy agreements for Council tenants who want to claim Transitional Housing Benefit.

2. REASON FOR SEEKING DECISION

For the period April 2000 to the end of March 2003, a new scheme called 'Transitional Housing Benefit' (THB) has been introduced by the Department of Work and Pensions. The new scheme allows claims to be made by service users who live in supported accommodation, who require general support and counselling services, and where the landlord (or someone acting on that landlord's behalf e.g. Social Services) provides the claimant with services for which payment is a condition of the tenancy agreement. Where service charges are not a condition of tenancy, it is possible to amend tenancy agreements to include such charges. Supported Accommodation can therefore arise in general Council property and sheltered Council schemes. Costs in relation to "personal care" can not be claimed.

Recent guidance on THB has made it clear that Councils can vary the tenancy agreements of those tenants who want to apply. The Council's Legal Department has drawn up the amended tenancy (Appendix 1).

3. COST IMPLICATIONS

There is a small cost to varying the tenancies. (See Financial Controller statement below.) THB will improve the Council's financial position as well as improving services to its residents; Local Authorities throughout Wales have one chance to do this by lodging THB claims by October 2002. THB claims in Council properties can only be paid four weeks from the date of Cabinet's approval.

4. FINANCIAL CONTROLLER'S STATEMENT

The take up of THB increases the Council's level of spend on Housing Benefit in the current financial year and therefore also increases the 5% element of the Benefit that is funded by the Council. However the level of new funding under the Supporting People initiative to be transferred to Personal Services in the future will be partly based on the level of THB incurred this year.

5. CONSULTATION CARRIED OUT

On this specific issue, consultation has been carried out with Council Tenants that are in receipt of Social Services who meet the eligibility criteria for THB and would need a variation to their tenancy to receive support under THB. The response has been very positive from tenants - they see that the variation to their tenancy allows them to get services that they need but are unable to receive under Community Care, or that the service received can be enhanced, therefore meeting need and improving quality.

Lead Officers from Social Services, Housing, Revenues and Probation have also been consulted along with Lead Members - all are in favour. A report is being presented to the Personal Services Policy Review and Scrutiny Committee on the 3 July 2002.

A Strategic Plan for promoting THB & Supporting People was circulated by Personal Services Welfare Rights to 33 organisations/individuals for consultation between 11/2/02 and 28/3/02 and a final plan circulated on 18/4/02.

6. IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

To improve the Council's ability to promote the Corporate & Social Services objective:
"To meet identified priority needs within available resources and promoting independence and social inclusion." (Reference: C1 & C3 & SSD/PO/2)

7. RECOMMENDATION

That Cabinet approve variations to Council tenancy agreements when required for THB claims.

DENBIGHSHIRE COUNTY COUNCIL
SUPPORTING PEOPLE
VARIATION OF TENANCY AGREEMENT

THIS DEED OF VARIATION is dated _____

Between:

Tenant: _____

and

Landlord: _____

Property: _____

Tenancy Agreement (date): _____

- 1 This Deed is in addition to the Tenancy Agreement.
- 2 The Landlord and the Tenant agree to vary the terms of the Tenancy as stated in this Deed. They agree that this Deed does not end the Tenancy Agreement or start a new tenancy.
- 3 The Housing Related Support means the general counselling, support services and other Housing related issues provided by Denbighshire County Council on behalf of the Landlord as set out in the Schedule to this agreement.
- 4 The Tenant agrees to the provision of Housing Related Support as a condition of occupancy throughout the period of the tenancy. The Tenant is aware that if they fail to accept the Housing Related Support then the tenancy may be ended if the Tenant fails to comply with the terms of the Tenancy Agreement.
- 5 The Tenant agrees:
 - a) to accept the Housing Related Support
 - b) in addition to the rent that is paid to the Landlord, to pay a Housing Related Support charge to the Denbighshire County Council
 - c) to pay the Housing Related Charge for as long as the support is provided
 - d) that if the Tenant is on full housing benefit, the Tenant agrees to co-operate and apply for Housing Benefit for financial assistance for the Housing Related Support
 - e) to inform Denbighshire County Council of any changes that would alter the Tenant's position when claiming Housing Benefit or will mean that the Tenant will no longer be entitled to Housing Benefit

6 The Landlord and the Tenant agree that the current weekly figures for the property are:

| | |
|-----------------------------|---|
| Rent | £ |
| Housing Related Support Fee | £ |
| Total | £ |

7 The Landlord and Tenant agree that the requirement for Housing Related Support will be assessed and reviewed by Denbighshire County Council and this may result in a change to the level of the Housing Related Support Fee.

8 The Housing Related Support has been provided with effect from the date of this Agreement

Signed as a deed by the Tenant
in the presence of:

Signed as a deed by the Landlord
in the presence of:

THE SCHEDULE

The Housing Related Support can be for all or any of the following:

- Maintaining the security of the home
- Maintaining the safety of the home
- Standard of conduct required
- Paying the rent
- Maintaining the home in an appropriate condition
- Giving up the tenancy at the appropriate time
- Contact with others to ensure the tenant's welfare
- General counselling and support not extended to care

Report to Cabinet

CABINET MEMBER: LEADER

SUBJECT: CABINET APPOINTMENTS

DATE: 2 JULY 2002

1. Decision Sought

1.1 To agree the following Cabinet appointments to various partnerships and bodies.

2. Reason for Decision

2.1 There are two appointments to consider

- ◆ Representation on the Rural Group of the North Wales Economic Forum
- ◆ The Forum has taken the decision to limit the representation on the Rural Group to 1 per Authority. Currently, there are 2 representatives: The Head of Economic Regeneration and Councillor R W Hughes

- ◆ Representation on the Childcare Partnership
- ◆ Councillor E A Owens has recently resigned from the Childcare Partnership

2.2 Both are groups carry out executive functions and therefore appointments should come from within Cabinet.

2.3 I propose that Councillor R W Hughes should represent the Cabinet given the importance of Lifelong Learning and Leader Plus within the rural economy and that Councillor J A Smith with the children and families responsibilities be asked to replace Councillor Owens on the Childcare Partnership.

3. Costs

3.1 The only costs are those associated with travel.

4. Financial Controller Statement

4.1 Travel etc costs will need to be contained with the budget for Members' costs.

5. Consultation

5.1 Both Councillor R W Hughes and Councillor J A Smith are content.

6. Impacts on other Policy Areas

6.1 There are no impacts associated with the change of membership.

7. Recommendation

7.1 That Members agree that Councillors R W Hughes and J A Smith represent the Authority on the Rural Group of the North Wales Economic Forum and the Childcare Partnership respectively.

Report to Cabinet
Lead Member Leader
Subject Barriers Coming Down - Conference
Date 2 July 2002

1 Decision Sought

1.1 To seek Cabinet approval for Council Members to attend the forthcoming conference 'Barriers Coming Down'

2 Reason for Seeking a Decision

2.1 The Assembly Minister for Finance and Local Government, Edwina Hart, has written to the Authority inviting attendance at a forthcoming conference - **Barriers Coming Down-** on the Disability Discrimination Act.

2.2 The Conference is being held at the Conwy Business Centre on 12 July 2002 commencing at 9.30 a.m.

2.3 Attendance at the conference is free and 10 places overall for Member and officer attendance has been reserved for this Authority. I would recommend to Cabinet that 3 Cabinet Members should attend, the Chair of the Authority, the 4 Scrutiny Chairs and two officers. I have already written to Members alerting them to this event.

2.4 The Chair of the Authority has also agreed to help sponsor the conference from the civic fund.

2.5 The event is self evidently worthwhile and in my view the Authority should be strongly encouraged to be represented, especially as it is being held in North Wales

3 Cost Implications

3.1 The cost implications are associated with travel expenses as this would be an approved duty.

4 Financial Controller Statement

4.1 The travel costs involved will need to be contained within the members travel expenses budget.

5 Consultation

5.1 No consultation required, although the Chair has been consulted over the sponsorship of the conference.

6 Impacts on Other Areas

6.1 The DDA has profound consequences for the Authority as has been detailed in previous reports. Of particular concern is the Authority's need to make its buildings accessible.

7 Recommendation

7.1 That Members approve attendance at the conference and those attending.

Edwina Hart AM MBE
Minister for Finance, Local Government
and Communities

Dear colleague

Cardiff Bay
Cardiff CF99 1NA
029 2082 5111
GTN: 1208
Fax: 029 2089 8131

May 2002

Barriers Coming Down – Act Now

On behalf of the National Assembly for Wales, I would like to invite you to attend the launch of our campaign that seeks to enable businesses to develop new trade through removing barriers that block access to disabled people.

In Wales, one person in six is disabled, the highest proportion in the UK. Disabled people in the UK have around £50bn to spend on goods and services. Many organisations deny themselves the opportunity of tapping into this business through having inappropriate barriers that stop disabled people using their services.

In October 2004, Part III of the Disability Discrimination Act comes fully into force. This law makes it illegal for service providers of any size to have unreasonable physical barriers that stop disabled people using their services. These barriers will have to be removed or organisations will risk legal action. The purpose of these conferences is to help service providers to comply with the law and to realise the opportunities that are being missed.

I would be delighted if you could join us at **Conwy Business Centre, Conwy, on July 12th**. The day is free and will include speakers, two seminars, a buffet lunch and a question and answer session.

I would be most grateful if you could provide an early indication if you are interested in attending. (Please see attached confirmation form). If you require further information or a different format, contact Jon Luxton on 02920 801303, or Chris Morgan on 02920 823575.



BUDDSODDWR MEWN PORT.
INVESTOR IN PEOPLE

Ffon / Tel: 029 2080 1303
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Mfonicom: 029 2082 3280
E-bost / E-mail: jon.luxton@wales.gsi.gov.uk

Disability Rights Commission Comisiwn Hawliau Anabledd

"What do I say if a person with epilepsy wants to use facilities in this local authority leisure centre?"

"Our bank is in a listed building – what should we do?"

"I run a community based voluntary group - do I need to brief the volunteers about how to deal with disabled people?"

The Disability Rights Commission will be present at the 'Barriers Coming Down' event to answer your questions about the Disability Discrimination Act and provide advice on preparing for the changes to the Act coming in 2004.

There is significant ignorance amongst those providing services in Wales about the needs of their disabled customers and the practical implications of the DDA.

A survey¹ of 100 small high street businesses in Wales revealed that:

- Businesses in Wales are less likely to be able to accurately estimate the numbers of disabled people or their disposable income.
- Businesses in Wales are least likely to have introduced improvements benefiting disabled customers.
- Businesses in Wales are twice as likely to believe wrongly that changes would be too disruptive.

Out of 2,200 buildings from which local authorities run public services in Wales only 260 are fully accessible for disabled people.²

It makes good business sense to treat your customers fairly and to make your services accessible. Disabled people want to use services and spend their money like everyone else, but businesses that are inaccessible often prevent them from doing so.

It's not just disabled people who benefit from accessible services, changes will often benefit other customers:

- The friends and families who accompany disabled people
- Customers who are carrying heavy shopping
- Customers with pushchairs, and those carrying children
- Older people who may not see themselves as disabled people

Changes will also benefit staff: an accessible environment is easier and safer to work in. You may have disabled members of staff now or in the future. It is also easier for staff serving customers if they understand the organisations policy on disability issues, and feel confident serving disabled people.

Having more accessible premises and good customer service is better for your whole business.

The Disability Rights Commission Helpline: Telephone 08457622 633 Textphone: 08457 622 644, Fax: 08457 778 878, Email: enquiry@drc-gb.org

¹ Survey for DRC by Janice Muir Partnership 2002

² "Council Services Compendium for Wales: Local Authority Performance Indicators 2001/2", Audit Commission 2002



RMS Disability Issues Consultancy Profile for Welsh Assembly Government

The RMS Disability Issues Consultancy ("RMS") was formed in 1995.

Quality, reliability & consistency are the mantras by which all our work is judged. We seek to develop and deliver training packages, tailored to suit specific Businesses; Service Providers or Educational Establishments, in a professional approach and sensitive to the needs of those who attend the courses organised.

The aim of our Disability Equality Training packages is to promote good practice within your organisation. We do this by promoting the Social Model of Disability, in a safe, relaxed and enjoyable atmosphere.

Clients include Cardiff City Council; Cardiff Social Services; The Open University; Welsh Education Funding Council; Cardiff Institute of Higher Education; University of Wales Institute Cardiff; Bridgend School of Nursing; Thalidomide Society; National Childbirth Trust; Voluntary Action Cardiff; Safer Cardiff; Brecon Beacons National Park; University of Wales, Cardiff; Cardiff Estate Agents; Cardiff Community Healthcare Trust; The College of Health, London; HM Customs & Excise; The Disability Rights Commission; Welsh Assembly Government; Comprehensive; Junior & Infant Schools.

Rosaleen (Rosie) Moriarty-Simmonds -- Proprietor of RMS, is a Freelance Journalist & Disability Issues Consultant. She graduated from University in 1985 with a B.Sc. (Hon), in Psychology; and thereafter worked as an Executive Officer in the Civil Service for seven years.

Rosaleen calls herself a disabled woman. Her impairment is four limbed phocomelia caused by the drug Thalidomide. Mobility is enjoyed by way of an electric wheelchair, and she drives her own adapted car. Rosaleen is a member of Disability Wales; an Executive member of the Cardiff & Vale Coalition of Disabled People; a member of the Disability Rights Commission Trainers Panel; a registered Disability Equality Trainer with the Disability Equality in Education Network/DfEE and The British Council of Disabled People. In 1998 she was a finalist in the 'Welsh Woman of The Year Awards'. Finally, Rosaleen says, "in my spare time I am a wife and mother!"

As a partner in this conference RMS will be leading a seminar session by giving a presentation on 'The history of discrimination experienced by disabled people, through to civil rights today; Explain the benefits of adopting the social model of disability; and discuss the barriers that disabled people face, how to remove them hopefully, encouraging a better understanding of total inclusion'.



For further Information or Training,
Contact RMS on the following e-mail:
rosie@rms-cons.fsbusiness.co.uk
or visit: www.rms-consultancy.co.uk