

CABINET

Minutes of the Cabinet meeting held in the Sports Pavilion, Corwen on Tuesday 23 March 2004 at 10.00 a.m.

PRESENT

Councillors P A Dobb, Lead Member for Health & Wellbeing; E C Edwards, Lead Member for Safeguarding our Communities; M A German, Lead Member for Sustainable Development and Environment; G M Kensler, Lead Member for Promoting Denbighshire; R W Hughes, Lead Member for Lifelong Learning; D M Morris, Lead Member for Communications; E A Owens, Lead Member for Finance; J A Smith, Lead Member for Social Inclusion, W R Webb, Lead Member for Property and Asset Management and E W Williams, Lead Member for Economic Wellbeing.

Observers: Councillors M LI Davies, S Drew and C H Williams.

ALSO PRESENT

Chief Executive; Deputy Chief Executive / Corporate Director: Resources and the County Clerk.

1 URGENT MATTERS

There were no Urgent Matters.

2 MINUTES OF THE CABINET

The Minutes of the Cabinet meeting held on 23 March 2004 were submitted.

Item 21 The Development of Regional Facilities (Of Excellence) for Children with Autism - Councillor G M Kensler said the formation of a Trust had originally been put forward by the Shirley Foundation who would be investing in the centre.

The Corporate Director: Resources reported that the Trust had raised concerns regarding part of the resolution in that no paid members of

staff of the Council or the Trust could be directors of the Joint Venture Company. Members agreed the resolution of 24.02.2004 should stand and supported the proposal from officers that there should be a standing invitation extended to the Trust's Director and the Corporate Director: Lifelong Learning to attend Board meetings. In addition, there would be an Operational Working Group, of which the Trust Director would be a member.

RESOLVED that subject to the above, the Minutes of the Cabinet meeting held on 24 February 2004 be approved as a correct record and signed by the Deputy Leader.

3 IMPROVING THE SUPPLY OF AFFORDABLE HOUSING

Councillor P A Dobb presented the report seeking endorsement of a consultation process on measures aimed at improving the supply of affordable housing in Denbighshire. Councillor Dobb said the scheme would have a wide ranging impact for Denbighshire.

Councillor E W Williams suggested that some criteria be included for local people to have some help in the housing allocation, particularly single people, and this should be included in the Resolution.

Councillor E A Owens raised concerns regarding the Fordham report and said Cabinet could not recommend adoption of the Fordham report until further information had been provided and a meeting held to discuss its implications.

Councillor E C Edwards suggested the scheme of housing allocation should be re-considered as Councillors were now not part of the allocation process and therefore the local knowledge on individual applications was unavailable. He supported the need for single people to be given local housing. Councillor W R Webb agreed that local points should be for the local area and not the whole County.

The Head of Housing Services said the priority had been to build family housing and single people had been encouraged to move from family accommodation to smaller accommodation where possible. He confirmed that local points were in place when applications were considered but these were for the whole of Denbighshire and not a

particular area of the County. A range of different housing provision was required.

Councillor P A Dobb said she supported the comments made by Members but said the Authority also had to consider the homeless who were housed in bed and breakfast accommodation. Councillor E A Owens agreed with Councillor Dobb but in Rhyl the homeless were always at the top of the list and housing was therefore unavailable to anyone else. The transient population of Rhyl exacerbated the problem. She said it was incumbent on the Authority to ensure that the Welsh Assembly Government was made aware of the problem.

After discussion, Members agreed that local people should have a positive opportunity to enter the scheme.

RESOLVED that:

- [a] Cabinet formally consults all Scrutiny Committees, organisations with a particular interest in housing provision including Town and Community Councils, and Area Partnerships as to the costs/benefits of the measures set out in Appendix A to the report*
- [b] the Denbighshire Strategic Housing Forum is asked to organise a summit, following the consultation recommended in 8.1, to develop a detailed costed Affordable Housing Action Plan, as part of the implementation of Denbighshire's Local Housing Strategy*
- [c] the Plan is submitted for further consideration by Cabinet in the Autumn*
- [ch] Cabinet agree, following the discussion referred to above, to safeguard the possibility of local people having a positive opportunity to enter the scheme and maintain local residency within their present environment.*

4 SOCIAL CARE AND HOUSING FOR OLDER PEOPLE

Councillor P A Dobb presented the report seeking Members' agreement to adopt the Terms of Reference of the Social Care and Housing for Older People / Officer Working Group.

RESOLVED that the Terms of Reference of the Social Care and Housing for Older People / Officer Working Group [attached to the report at Appendix 1] be adopted.

5 EUROPEAN POLICY AND REGIONAL ISSUES

Councillor E W Williams presented the report seeking Members' approval to the Council's continued representations on the future of the European Structural Funds and the current programme of European Regional activity as well as to support the resolution received from Clare County Council. He reported briefly on visits to Italy and Brussels and said a delegation from Poland was currently visiting the County.

Councillor R W Hughes said the Polish delegation had been to ECTARC and had made useful contact with civil servants from Spain who were at ECTARC. She suggested that a meeting of all those involved in the international field, such as ECTARC, Economic Development, Denbighshire's International Committee, schools and the international eisteddfod should have a meeting to share information and aims as soon as possible.

Councillor E A Owens said the Rhyl Athy project had made a positive impact on Rhyl and was to be extended to Gwasg Gee, Denbigh. She wished, on behalf of Rhyl residents, to thank officers for their work on the project and agreed with Councillor Hughes' suggestion.

RESOLVED that Council continues to make representations on the future of the European Structural Funds and that the current programme of European Regional activity outlined in the attachment to the report be supported; as well as to support the resolution received from Clare County Council. Members also agree to a meeting between the relevant parties as detailed above to share information and aims and objectives as soon as possible.

6 REVENUE BUDGET 2003-2004

Councillor E A Owens presented the report which advised Members that all the pressures identified before 31 December 2003 would be financed from Corporate savings occurring mainly on borrowing costs and investment income. Any further pressures identified would have to be met from within Directorate budgets. She said no update was currently available from Lifelong Learning due to the officer's illhealth. She stressed that no provision was available if the service came in over £503k reported at the end of January 2004.

***RESOLVED** that Cabinet note the figures in the appendices and note that all pressures identified after 31 December 2003 as listed in the report for the current financial year must be absorbed by services to ensure achievement of the 2003/2004 revenue budget strategy.*

7 CABINET FORWARD WORK PROGRAMME

The Chief Executive said a report on CCTV would be incorporated into the programme for April 2004. He said the Heads of Service would be reminded at the Monthly Management Conference later in the week of the need to ensure their work was included in the programme.

***RESOLVED** that Cabinet note the contents of the Forward Work Programme.*

8 URGENT ITEMS

There were no Urgent Items

QUESTION AND ANSWER SESSION

There were no outstanding questions.

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, 8, 9 and 10 of Part 1 of Schedule 12A of the Local Government Act 1972.

PART II

9 HOUSING REVENUE - AMENDED CAPITAL AND REVENUE BUDGETS 2003-2004 AND 2004-2005

Councillor E A Owens presented the report for Members to note the latest estimate of costs to be incurred in undertaking stock transfer and the financing of these costs and seeking amendments to the HRA Budgets for revenue and capital.

Councillor Owens said the report set out the various stages of the complex work involved in undertaking stock transfer. She said the Welsh Assembly Government had not informed how much funding would be given towards the costs of stock transfer. Residents would be consulted and unambiguous answers must be provided for them. If the consultation resulted in a yes vote, Dyffryn would submit a bid to the Welsh Assembly Government and would then pay Denbighshire the costs. If a no vote was achieved it was possible that perhaps only half the costs would be borne. Joint arrangements would be required with Dyffryn and the Task Force would ensure operating within Council parameters.

The Senior Management Accountant confirmed that Appendix 1 of the report was based on information provided by the Welsh Assembly Government as an estimate of costs. When complete, it was likely that the Audit Commission would determine whether the costs were reasonable. Councillor G M Kensler expressed her concern with regard to costs and suggested the Government should consider a fourth option. The Corporate Director: Resources reminded Members that the resolution previously agreed had to be adhered to.

Members agreed it would be helpful to know the costs incurred by Wrexham County Borough Council. The Head of Housing Services confirmed the costs incurred by Wrexham would be made known as soon as they were available. The Welsh Assembly Government had offered no further funding or change of policy as a result of the no vote on stock transfer in Wrexham.

Councillor E A Owens said the Task Group would now have a representative from Personnel. Officers who could be considered for transfer to Dyffryn would need to be excluded from discussions.

The Corporate Director: Resources suggested an additional recommendation be included at 8.5, that all expenditure within the categories outlined at Appendix 1 of the report be authorised by the Corporate Director: Resources and the Corporate Director: Personal Services, whilst any expenditure outside of the categories listed at Appendix 1 of the report be authorised by the Lead Member for Health and Wellbeing and the Lead Member for Finance.

RESOLVED that:-

- [a] Members note the latest estimate of costs to be incurred in undertaking stock transfer and the funding of these costs*
- [b] the amended Housing Revenue Accounts: Capital and Revenue be adopted*
- [c] a further report detailing updated estimates of costs to be incurred in undertaking stock transfer and the financing of these costs be brought to a future Cabinet meeting*
- [ch] a further report outlining amendments to HRA estimates, capital and revenue, be brought to Cabinet if required*
- [d] that all expenditure within the categories outlined at Appendix 1 of the report be authorised by the Corporate Director: Resources and the Corporate Director: Personal Services, whilst any expenditure outside of the categories listed at Appendix 1 of the report be authorised by the Lead Member for Health and Wellbeing and the Lead Member for Finance*

At this juncture (11.30 am.) the meeting adjourned for 10 minutes to allow Members to participate in refreshments.

10 COMMUNITIES FIRST

The County Clerk referred to the recommendation at paragraph 8 of the report and said it should read "That Cabinet approves the measures set out in 2.14 above to improve ..."

Councillor J A Smith presented the report for Cabinet to note the current progress of the Communities First initiative and approve a number of measures designed to improve the effectiveness of County Council input to the programme.

The Corporate Director: Personal Services detailed the current difficulties in progressing the programme. However, approval had been given for a second preparatory bid for staff and building costs to be submitted. She suggested that agreement to the bid could only be made if an action plan was formulated. She explained that the staff were hosted by Denbighshire on behalf of Communities First but they saw their role as supporting the partnership.

Councillor E A Owens highlighted some of the problems within Communities First but said the staff respond well to the tasks allocated to them. It was essential that specific targets were set. Some groups were now not attending and participating in the partnership.

In response to a query from Councillor G M Kensler, the Corporate Director: Personal Services said there was no formal complaints procedure in place but the issue has been put forward as a partnership issue.

Councillor D M Morris asked whether the Welsh Assembly Government had responded to the correspondence referred to in paragraphs 2.7 and 2.8 and suggested a formal meeting was required to discuss issues.

Councillor E A Owens agreed that issues may not be resolved locally and that an Assembly remit should be discussed.

Councillor E C Edwards said all the issues should be promptly resolved and said funding opportunities had been missed since inception of the Communities First programme. The Corporate Director: Personal Services agreed and said a bid for funding for 2 years had now been

prepared. She said difficulties would be experienced in taking the programme forward and the Welsh Assembly Government needed to be aware of the problems and confirmed that the Assembly Member was supportive of the Authority's concerns.

Councillor E W Williams said the County had done everything possible to move the programme forward and said schemes had to be costed properly with due diligence. He said he would raise the matter informally with the Minister as soon as possible.

Councillor E A Owens said many lessons should be learnt from the new way of working. She thanked the Corporate Director: Personal Services and officers for their understanding and empathy with the new ways of working.

After further discussion, it was agreed to amend the recommendation to ensure specific targets were agreed with the Partnership.

RESOLVED that Cabinet approves the measures set out in 2.14 of the report to improve the effectiveness of County Council input to the Communities First programme and that specific targets be agreed with the Partnership on the second preparatory bid before accepting grants.

11 EXEMPTION FROM CONTRACT STANDING ORDERS - PURCHASE OF SIGN MAKING MACHINE

Councillor M A German presented the report seeking Members' approval to an exception to the Tendering / Quotation Procedure for the purchase of a specialist sign making machine.

RESOLVED that Members agree to an exemption from the Tendering / Quotation Procedure, as required by Contract Standing Orders, to allow the purchase of the specialist machinery detailed in the report.

12 RETROSPECTIVE APPROVAL OF AN EXCEPTION TO THE TENDERING PROCEDURE FOR THE SUPPLY OF FACILITIES FOR THE WEST PARADE SKATE PARK, RHYL

Councillor M A German presented the report seeking Members' retrospective approval of an exception to the tendering procedure for the award of a contract for the supply and installation of wheeled sports facilities for the West Parade Skate Park, Rhyl.

In response to a query from Councillor E C Edwards, the Corporate Director: Environment said projects at Prestatyn, Ruthin, Corwen and Denbigh were under consideration. Site identification and match funding could be a problem in some areas. The Corporate Director: Environment also took the opportunity to apologise to Members for the breach of the Financial Regulations.

RESOLVED that Cabinet agree retrospectively an exception to the tendering procedure for the award of a contract to construct a wheeled play facility on West Parade, Rhyl as detailed in the report.

13 YELLOW BUS INITIATIVE AND EDUCATION TRANSPORT

Councillor M A German presented the report seeking Members' approval to continue the Denbighshire County Council "Yellow Bus" beyond the period of the scope of the current pilot initiative and to consider the procurement of an additional vehicle to expand the initiative in north Denbighshire. He asked that the recommendation be amended to read "to agree continuation of the "Yellow Bus" initiative ...".

Councillor R W Hughes said the initiative had been a great success and was the way forward and had been cited as good practice by the Authority. Councillor E W Williams asked whether the scheme saved the County money and if so, would be possible to extend the scheme throughout the County with the use of prudential borrowing.

Councillor E A Owens suggested using the buses during the day would make the scheme viable. She also said a 3 point safety belt system was required for every journey on school buses.

The Chief Executive pointed out that currently the yellow bus scheme was funded by the Environment Directorate but in the future the funding may come from Lifelong Learning.

In response to a query from Councillor P A Dobb, the Public Transportation Manager said a number of options would be considered in the future including the Strategy for Older People so that vehicles would not be promoted solely for use by school children. The yellow colour had been selected for safety reasons. It was hoped that smaller vehicles would also be fitted with the same facilities.

RESOLVED that Cabinet:-

[a] agree continuation of the "Yellow Bus" initiative beyond the scope of the current pilot initiative.

[b] agree to purchase on 31 March 2004 the "Yellow Bus" currently leased at a cost of £95,450. This sum is forecast to be available from the underspend of the unhypothecated concessionary fare budget.

[c] endorse exploratory work for future expansion of the "Yellow Bus" initiative.

14 SAFETY AND SECURITY ON SCHOOL TRANSPORT

Councillor R W Hughes presented the report seeking Members' approval for the use of surveillance equipment and marshals on home to school transport services and to introduce such deployment on prioritised routes within the constraints of available financial resources. Agreement was also sought for a further report regarding future expansion of these initiatives and marshals.

Members agreed with Councillor R W Hughes' suggestion that recommendation 8.2 be amended to read "... surveillance equipment on 22 double decker buses and marshals ..."

Councillor E A Owens said Members had been informed of the dangers to children travelling on the school buses and were therefore all vicariously liable. The County Clerk agreed there was a corporate

responsibility to ensure children travelled safely to and from school. He also referred to the legislation on human rights and the requirement for surveillance details to be kept on file.

The Corporate Director: Resourced referred to the funding sources for the extra surveillance equipment being funded from the Risk Management Fund and the Capital budget.

RESOLVED That Members:-

- [a] approve in principle the use of surveillance equipment and marshals on school buses.*
- [b] agree to implement the introduction of digital passenger surveillance equipment on 22 double decker buses and marshals on initially prioritised routes, within the constraints of financial resources made available, as referred to in paragraph 4.*
- [c] agree to receive a further report at a later date regards scope of expansion of these measures, which will be dependent upon availability of financial resources.*

The meeting concluded at 4.30 p.m.

REPORT TO CABINET

CABINET MEMBER: Councillor J A Smith, Lead Member for Social Inclusion

DATE: 20 April 2004

SUBJECT: Update on Children and Family Social Services

1 DECISION SOUGHT

Members are requested to continue to endorse the current approach to stabilising Children and Family Social Services.

2 REASON FOR SEEKING DECISION

2.1 Context

Cabinet has previously received reports on the staffing position in Children and Family Social Services on 25th September 2003 and on 16th December 2003. These reports detailed both the issues relating to staffing shortages and the associated service delivery impacts. This report updates the progress made in relation to these areas over the past four months.

2.2 Current Staffing Position

As of the 31st March 2004 there were nine qualified Social work vacancies in the Children and Family Service, this includes one team manager post. Since the first report to Cabinet on this matter in September 2003 when there were 13 vacancies, there has been a net gain of four social workers. With the return of trainees from college courses and further planned appointments (if there is no further turnover) then as of the 1st June 2004 the number of vacancies based on the 04/05 budget (not including six posts funded from 1/11/04) will be ten from an establishment of 43.

2.3 However, as was identified within the budget plan for Children's Services for 04/05 staffing capacity is insufficient to meet service demands and therefore an increase in the number of social workers and managers is a cornerstone of this plan. As such, three deputy team manager posts are to be funded from 1st April 2004 and six social work posts from 1st November 2004. Bringing the potential total number of vacancies to between eight and 14 between June and November 2004 and not taking account of any turnover which could be reasonably expected.

2.4 Ongoing Action to Recruit to Vacant Posts

Social Services continues to implement its detailed workforce development strategy which addresses the full range of issues associated with recruitment and retention.

Social Services continues to advise locally and regionally in the print press, advertising on the Denbighshire website has recently proved to be a successful means of generating interest from potential applicants.

The contract for overseas recruitment has been awarded to International Graduate Services. This work has now commenced and advertisements have been placed in the national and professional press across Canada. The current proposal is for interviews to take place during the third week in April, although depending on the number and location of responses across Canada, this date may slip forward into May. Social Services expects to recruit approximately six social workers, although a final decision will be made in respect of numbers based on the calibre of applicants, the matching of applicants to the various specialist posts available across the department and the current and projected vacancy rates. It is expected, depending on personal circumstances, that the Canadian staff will arrive in Denbighshire between August and October 2004.

A comprehensive support programme is being developed to ensure that both for the Canadian social workers and for

existing Denbighshire staff the transitions associated with this programme are managed as seamlessly as possible. This includes:

- A revision of the relocation policy to ensure that needs of overseas social workers (and occupational therapists) are specifically accounted for. The proposals for this are shortly to be presented to full Council.
- The commissioning of a specialist training programme for Canadian staff to enable them to “translate” their skills, professional knowledge and legislative training into a Welsh context. This programme will also provide a period of personal mentoring, similar to that which we offer newly qualified social workers.
- The nomination of a specific officer within social services who will provide practical support, such as assisting with the renting of housing and arranging schooling for dependent children. This with the aim of ensuring that new staff are in a position to act as fully functioning members of the department as soon as is practicably possible.

In the last report that was presented to Cabinet it was proposed to recruit a small supernumerary team to assist with the particular pressures in the intake and assessment service. This plan has not been successfully implemented as the staff and the agency identified withdrew their services just prior to commencement. Denbighshire has not been able to compete with the salary levels being requested by other agencies as this would have created a significant disparity for our existing workforce. The resources identified for this team have been used to spot purchase the services of independent social workers for specific pieces of work and to recruit local agency staff as and when they have become available.

2.5 Service Delivery Impacts

The position of Children and Family Social Services remains stretched, the risk management plan prioritising those children with the highest levels of need remains in place with the support of partner agencies. Such a high threshold approach to the delivery of Children's Services is not sustainable in the long term creating additional costs due to late intervention with children and families in need. This approach is also unsatisfactory for staff as it does not ameliorate the high pressure working environment for individual staff and teams who, as a consequence, find themselves working continually with families with very complex needs in demanding circumstances.

2.6 Services to children on the Child Protection Register and in legal proceedings are being maintained in line with our statutory requirements. Services to children looked after however are reduced as a result of the focussing of resources on children at risk in the community. The department currently has approximately 700 open children's cases of which approximately 60 children are awaiting an assessment. These children are monitored through an interagency risk management strategy to ensure that any change in circumstances is acted upon by Social Services in a timely fashion.

3 POWER TO MAKE THE DECISION

- Children Act 1989,
- Leaving Care Act 2000',
- Adoption and Children Act 2002

4 COST IMPLICATIONS

4.1 Cabinet has previously agreed £62,000 additional resources for Children's Services to fund the overseas recruitment initiative. These resources are being taken forward into 04/05 and cover all the associated costs with the recruitment drive excluding the relocation costs which could be expected to be £42,000 over a

two year period. These costs will be met from the existing staffing budget.

- 4.2** A further allocation of £43,207 to support short term recruitment measures was made on the 16th December 2003. These resources have been used to recruit a locum Human Resources Officer to assist in the development of the overseas recruitment initiative, to purchase independent social workers and cover the additional costs of using agency staff who can cost up to an additional £20.00 an hour compared to in house staff.

5 FINANCIAL CONTROLLER STATEMENT

Additional budget allocations for 2003/4 and 2004/5 have been approved as follows:

2003/4

Additional on going resources agreed from C/Tax 'Windfall' -£62,000
Agreed at the December Cabinet meeting, one off addition of -
£43,207

Total	£105,207
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2004/5

Further increases in addition to on going £62k above

Bids of £187k approved as follows;

Funded as pressure -	£60,000
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Funded through Performance Improvement grant -	£91,000
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To be funded from Efficiency Savings within Directorate -	£36,000
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Total	£187,000
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6 CONSULTATION CARRIED OUT

- 6.1** For the Risk Management Action Plan ongoing consultation with the Denbighshire Area Child Protection Committee, including Dr. Horrocks (ACPC Chair, and Community Paediatrician Conwy and Denbighshire Trust),

Alwen Ingledew (Conwy and Denbighshire NHS Trust), Sylvia Jones (Lifelong Learning), Ieuan Lloyd Roberts (Head of Education), Rachel Shaw (Conwy and Denbighshire NHS Trust), DCI Kevin Evans (North Wales Police), Social Services Inspectorate for Wales.

7 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

7.1 Ability to deliver the underlying principles espoused by the Corporate Parenting Statement and Checklist under threat.

7.2 Development of early intervention and preventative measures in line with the Children and Young People's Framework compromised.

8 RECOMMENDATION

Members are requested to:

8.1 Endorse the ongoing approach to stabilising Children's Services.

REPORT TO: Cabinet

CABINET MEMBER: Councillor W R Webb, Lead Member for Property & Asset Management

DATE: 20 April 2004

SUBJECT: Revised Protocol for Disposals

1.0. Decision Sought:

1.1 That Members: -

- note the advice of Resources Scrutiny Committee
- approve the adoption of the proposed revised protocol for disposal of property.

2.0. Reason for Seeking Decision

2.1 At the Asset Management Committee ['AMC'] meeting held on the 6th of February 2004, Members received a report which incorporated the results of a consultation exercise [including Resources Scrutiny Committee] and resolved to agree to establish a task force / group to revise the protocol for disposal.

The task force / group membership would be the Chair of Asset Management Committee, the Lead Member for Finance, two Scrutiny Committee Members to be nominated by the Scrutiny Committee Chairs and Vice Chairs and 2 relevant officers.

2.2. A Task Group meeting was held on 5th of April, 2004, comprising the following Members and Officers; - Councillors - W.R. Webb [Chair]; E.A. Owens; D.A. Thomas [Environment Scrutiny] and P.O. Williams [Resources Scrutiny]; Officers - County Clerk; Valuation & Estates Manager & County Landlord. The findings of the meeting are incorporated within Appendix 2 attached.

2.3. Resources Scrutiny Committee :
The County Clerk addressed the Scrutiny meeting on the 7th of April, 2004 [following the Task Group meeting], the Task group's observations are recorded in para. 6.2. below.

2.4. AMC Members will receive a report back to its meeting of the 13th of April, 2004, [to which Councillors P.O. Williams - Resources Scrutiny and D.A. Thomas - Environment were invited]. The County Clerk will advise Cabinet of any further observations from AMC.

3.0. Power to make the decision:

3.1. S. 123 of the Local Government Act 1972. [Disposal of Land].

3.2. Property Value Threshold: [Delegated / AMC / Cabinet] :
Not applicable.

4.0. Cost Implications:

4.1. Minimal administration costs.

5.0. Financial Controller Statement:

5.1. The generation of capital receipts from the disposal of surplus assets is key to funding the capital programme.

6.0. Consultation Carried out:

6.1. Local Members:
Not applicable.

6.2. Resources Scrutiny:
Supported the draft Protocol.

7.0. Implications on other Policy Areas including Corporate

7.1. Not applicable.

8.0. Recommendations

8.1. That Members:-

- note the advice of the Resources Scrutiny Committee
- approve the adoption of the proposed revised protocol for disposal of property in Appendix 1.

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Background

- 1 The Council's Mission Statement, [ref. Item B] states that " We will maximise resources for Denbighshire and use them wisely".

The Council has for some time recognised the importance of the generation of capital receipts in supporting the capital programme to allow the necessary improvements to the assets of the Council. Furthermore it is recognised that some of these decisions may be controversial and accordingly the position of elected members, both in terms of their roles as consultees and decision makers needs to be clarified.

Policy

- 2 The purpose of this paper is to outline current procedures in relation to disposals, recognising who is the ultimate decision maker but also ensuring that all members have had an opportunity to contribute to the discussion on disposals.
- 3 Current procedures for the disposal of Council property are dictated by disposal being an executive function under the Local Government Act 2000 and by the obligation to secure the best price under Section 123 Local Government Act 1972. The appropriate decision making body will usually be determined by the value of the land / property to be disposed of.
4. As a guide the current allocation of powers for such disposals is as follows:-
 - a. land / property at a market value below £10k may be disposed of by the Chief Executive, subject to no objections by the Local Member(s), providing the consideration is not less than the market price. [as approved by Cabinet 24/06/2003]
 - b. property valued below £500k may be disposed of by the Asset Management Committee [AMC], providing the

consideration is not less than the market price. [as approved by Cabinet 18/06/2002]

- c. property valued above £500k, or for which the consideration is less than market price, may only be disposed of by Cabinet. [as approved by Cabinet 18/06/2002]

5 However the detail provided in paragraph 4 only states the constitutional position and does not provide guidance on issues where there may be conflict between local and corporate objectives. In such circumstances a decision-maker with delegated powers (whether officers or the Asset Management Committee) may choose to refer the matter upwards to the Asset Management Committee or the Cabinet, as the case may be. But the power to act will always reside with the executive - the Cabinet cannot refer decisions on these matters to the full council."

6 **Identification of Surplus Land / Property**

Other than for minor disposals under paragraph 4a, in respect of which there is specific consultation with Local Member[s], AMC will maintain a confidential list of land / property, the future use of which the Committee proposes to review. This list will be circulated periodically to all Members as a confidential working document, seeking the observations of all Members and relevant Officers as to the future use, including suitability for disposal or rationalisation with other property.

The responses to the review list will be taken into consideration by AMC in determining how it will deal with a particular property.

7. **Disposal of Property:**

Where the proposal is to dispose of a property, AMC will consider a report in the Council's usual format, providing details of the property, its location, valuation, title, consultation responses and the recommended method of disposal.

8. **Schedules:**

Details of Transactions completed will be reported to AMC.

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REPORT TO: CABINET

CABINET MEMBER: Councillor Rhys Webb; Lead Member for Property & Asset Management

DATE: 20th of April, 2004

SUBJECT: Welsh Assembly Guidance on Disposals of Land at Less than Best Consideration.

1.0. Decision Sought:

1.1 That with regard to future disposals, Members:

- note the comments of the Resources Scrutiny Committee
- approve the attached policy interpretation and practice paper
- approve that AMC should be given authority to approve or refuse grants towards the rent and, the decision to dispose of the freehold at an undervalue should be a Cabinet decision, [but that all must go through the Asset Management Group / Committee route].

2.0. Reason for seeking Decision:

2.1. Background:

At the AMC meeting on 19th of March, 2004, Members received a report on the above subject , [which included a copy of the Welsh Assembly Guidance - see Appendix 1] and agreed to incorporate the findings of an appointed Task and Finish Group into the final report to be presented to Cabinet. Moreover, Members resolved to:

- [a] note the publication of the Welsh Assembly Government guidance in respect of disposals of land at less than best consideration and approve the policy interpretation and practice attached to the report at Appendix 2 to deal with future disposals and for this to be recommended to Cabinet at its April meeting
- [b] recommend to Cabinet that AMC should be given authority to approve or refuse grants towards the rent and, the decision to dispose of the freehold at an undervalue should be a

Cabinet decision, but all must go through the Asset Management Group/Committee route.

- [c] agree to seek the views of the Resources Scrutiny Committee on the proposed procedure detailed at [a] and [b] above prior to submission to Cabinet

2.2. Task Group:

A Task Group meeting was held on 5th of April, 2004, comprising the following Members and Officers ; - Councillors - W.R. Webb [Chair]; E.A. Owens; D.A. Thomas [Environment Scrutiny] and P.O. Williams [Resources Scrutiny]; Officers - County Clerk; Valuation & Estates Manager & County Landlord. The findings of the meeting are incorporated within a revised Appendix 2 to this report attached and take account of the Assistant CEO's comments.

Members are advised that Officers will report separately on the issue of Welsh Assembly Consent regarding disposal at less than best consideration of land and / or houses to Registered Social Landlords.

2.3. Resources Scrutiny:

The County Clerk addressed the Resources Scrutiny Committee meeting on the 7th of April, 2004 [following the Task Force meeting]. Their comments are recorded under para. 6.2. below.

- 2.4. AMC Members will receive a report back to its meeting on the 13th of April, 2004, [to which Councillors P.O. Williams - Resources Scrutiny and D.A. Thomas - Environment were invited]. The County Clerk will advise Cabinet of any further observations from AMC

3.0. Power to make the decision:

- 3.1. S. 123 of the Local Government Act 1972

4.0. Cost Implications:

- 4.1. Not applicable at this stage.

5.0. Financial Controller Statement:

5.1. The amended regulations will enable disposals of this type to take place more smoothly.

6.0. Consultation Carried out:

6.1. Local Members: not applicable.

6.2. Resources Scrutiny: Supported the draft policy.

6.3. The Assistant Chief Executive - Strategy:

The effect of AMC's decision, if ratified by Cabinet, is that discounted leases will be excluded from proper consideration as grants, I have no difficulty in AMC making the decision, but I would want to be assured that the grounds for awarding these grants are as rigorously assessed as any other grant decision. Also that the grant is subject to the same monitoring scheme.

7.0. Implications on other Policy Areas including Corporate

7.1. Potential negative impact on Capital Receipts Target.

8.0. Recommendations

8.1. That Members:-

- note the comments of the Resources Scrutiny Committee
- approve the attached policy interpretation and practice paper [ref. Appendix 2].
- approve that AMC should be given authority to approve or refuse grants towards the rent and, the decision to dispose of the freehold at an undervalue should be a Cabinet decision, [but that all must go through the Asset Management Group / Committee route].

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To :

Chief Executives
County and County Borough Councils

Clerks
Community Councils

Chief Officers
National Park Authorities
Fire Authorities
Police Authorities

One Voice Wales
Association of Larger Local Councils
National Association of Local Councils Cymru
North Wales Association of Town Councils
Wales Association of Community and Town Councils
Welsh Local Government Association

Audit Commission in Wales

Our ref: **NAFWC 41/2003**

December 2003

**LOCAL GOVERNMENT ACT 1972 : GENERAL DISPOSAL CONSENT
(WALES) 2003**

**DISPOSAL OF LAND IN WALES BY AUTHORITIES FOR LESS THAN
BEST CONSIDERATION**

1. This circular and the General Disposal Consent (Wales) 2003 (“the General Disposal Consent”) apply to the following authorities in Wales: county and county borough councils, community councils, fire authorities constituted by a combination scheme, police authorities and national park authorities. Authorities have powers, under sections 123 and 127 of the Local Government Act 1972 (“the 1972 Act”), to dispose of land in any manner they wish provided that the disposal is not at an undervalue. A disposal will be at an undervalue where the proposed consideration is less than the best that can reasonably be obtained.

2. The General Disposal Consent (Annexed to this circular), which comes into effect on **31 December 2003**, removes the requirement for authorities to seek specific consent for any disposal at an undervalue where the authority considers that the disposal is in the interests of the economic, social or environmental well being of the whole or any part of its area, or any or all persons resident or present in its area **and** the undervalue is £2,000,000 or less.

3. If an authority considers that a proposed disposal is at an undervalue and does not fall within the scope of the General Disposal Consent then it must first obtain the consent of the National Assembly for Wales (“the National Assembly”) – see paragraphs 12 to 14. Where an authority wishes to grant an option to purchase, or an option holder wishes to exercise a previously negotiated option, the authority must consider whether the option terms will result in an undervalue.

4. It is for the local authority concerned to decide whether a proposed disposal requires the consent of the National Assembly, seeking its own legal or other professional advice as appropriate, and to bear responsibility for its decisions. It is recommended that authorities confer with their external auditors when seeking to rely on the General Disposal Consent. In any event, where an authority intends to dispose of land in reliance upon the General Disposal Consent, it should notify its external auditor within 28 days of taking the decision to do so. Where the undervalue is likely to be substantial and could exceed the £2 million threshold, authorities are recommended to obtain a professional valuation, in terms of “unrestricted value” as set out in the General Disposal Consent, in order to assess whether the National Assembly’s specific consent to the disposal is required. The valuer should be directed to have regard to the guidance on local authority disposals of land at an undervalue in the version of the Appraisal and Valuation Manual of the Royal Institution of Chartered Surveyors’ (otherwise known as “the Red Book”), which is current at the time of the disposal.

5. The National Assembly’s role is solely to determine any application for consent to a disposal on its merit. Where the National Assembly gives consent to a disposal, that consent will apply only to the particular transaction detailed in the application. If there are any material changes to the transaction terms, the authority will need to make a fresh application for consent. The National Assembly has no power to grant consent for a disposal that has already taken place.

6. The General Disposal Consent disapplies Department of the Environment/Welsh Office Circular 6/93 (WO 19/93) and the Department of the Environment, Transport and the Regions/Welsh Office Circular letter issued on 11 December 1998 and replaces the Local Government Act 1972 General Disposal Consents 1998. In so far as these documents relate to Wales, they should be disregarded from the date of coming into effect of the General Disposal Consent.

7. The General Disposal Consent does not constitute any consent that may be required under any enactment other than sections 123 and 127 of the 1972 Act. It is the responsibility of the authority to undertake any further procedures that may be necessary to enable it to dispose of any particular area of land. In particular, authorities should note that the terms of the General Disposal Consent do not extend to the disposal of land under section 233 of the Town and Country Planning Act 1990 Act (“1990 Act”). Where consent to a disposal of land is given under a statutory power other than

section 128 of the 1972 Act, that provision may state that no further consent in respect of that disposal is required. For example, paragraph 12 of Part III of Schedule 3 of the School Standards and Framework Act 1998 provides that where land is held for educational purposes and is disposed of to a governing body of a foundation, voluntary or foundation special school (or other person proposing to establish such a school) consent under section 123 of the 1972 Act is not required. In these circumstances further consent under section 128 of the 1972 Act will not be required. Authorities must ensure that the disposal is made under the appropriate statutory power.

8. Sections 123(2A) and 127(3) of the 1972 Act require that where an authority wishes to dispose of “open space” (defined by section 336(1) of the 1990 Act), it must advertise its intentions in a local newspaper for two consecutive weeks and consider any objections. Such advertisement must be undertaken regardless of whether the proposed disposal of open space falls within the terms of the General Disposal Consent.

9. Where an authority is directed to dispose of land, under sections 98 and 99 of the Local Government, Planning and Land Act 1980, the National Assembly’s consent, for the purposes of the 1972 Act will be deemed given if compliance with the direction results in a lower price being paid than would have been realised through some other method of disposal. However, where the authority voluntarily attaches conditions to the disposal (in addition to any specified in the National Assembly’s direction) and any resultant undervalue exceeds the £2 million threshold in the general disposal consent, the Assembly’s specific consent will be required.

10. Authorities are reminded that all disposals need to comply with the European Commission's State aid rules. The subsidised sale of land and property, and its subsequent development, can be deemed to be State Aid. The Commission has approved several schemes where a permitted amount of aid is allowed in the sale of land and buildings and the proposed transaction must meet the terms of such schemes as are from time to time in force. If authorities conclude that the proposed transaction may constitute state aid, it must seek clearance from the European Commission before proceeding. Where there is a failure to notify aid, that aid is illegal and it may have to be recovered from the beneficiary. The responsibility for compliance with State aid rules rests with the authority.

Applications for Specific Disposal Consent

11. The Welsh Assembly Government anticipates that far fewer applications for specific disposal consent will be required as a consequence of the new General Disposal Consent. Where an authority considers that it requires the specific consent of the National Assembly to a disposal, an application should be submitted to:

Local Government Administration Team
Local Government Modernisation Division
Welsh Assembly Government
Cathays Park
CARDIFF
CF10 3NQ

12. In future, the Welsh Assembly Government intends to simplify its approach to dealing with disposal consents. Authorities will not normally be required to submit the detailed information previously required for all applications at the outset.

13. In submitting an application, an authority should provide sufficient information to enable the National Assembly to make at least a decision in principle on the disposal. This will depend on the nature and scale of the disposal, but as a minimum will include details of the current and proposed future use of the land in question and an explanation of the authority's reasons for wishing to dispose of the land at an undervalue. Following initial consideration of the application, the National Assembly may approve or reject the application, or give an in principle decision. The National Assembly will in general seek to reach a decision based on the initial application. However, where the National Assembly gives an in principle decision, it will at that stage request any further information that it requires in order to reach a final decision.

14. Any queries regarding this circular should be directed to the Welsh Assembly Government at the above address, or by telephone on 029 2082 3621.

Kate Cassidy
Head of Local Government Modernisation Division

THE LOCAL GOVERNMENT ACT 1972:

GENERAL DISPOSAL CONSENT (WALES) 2003

1. The National Assembly for Wales ("the National Assembly"), in exercise of the powers conferred on the Secretary of State by sections 123(2), 127(2) and 128(1) of the Local Government Act 1972 and transferred to the National Assembly by virtue of Article 2 and Schedule 1 of The National Assembly for Wales (Transfer of Functions) Order 1999, gives general consent to the disposal of an interest in land (as defined in paragraph 4 below) by an authority (see paragraph 4), in those circumstances specified in paragraph 3 below.

2. This General Disposal Consent applies in Wales.

General Consent

3. In any case where an authority would be empowered, under sections 123(1) and 127(1) of the Local Government Act 1972, to dispose, other than by way of a short tenancy, of an interest in land for the best consideration that can reasonably be obtained, consent is hereby granted for that authority to dispose of such an interest for a sum which it considers to be less than the best consideration that can reasonably be obtained where the following conditions are met:

- a) the authority considers that the purpose for which the interest in the land is to be disposed is likely to contribute to the achievement of any one or more of the following objects in respect of the whole or any part of its area, or of all or any persons resident or present in its area:
 - i. the promotion or improvement of economic well-being;
 - ii. the promotion or improvement of social well-being;
 - iii. the promotion or improvement of environmental well-being;
- and
- b) the difference between the unrestricted value of the interest to be disposed of and the consideration accepted does not exceed £2,000,000 (two million pounds).

Interpretation and savings

4. In this general disposal consent -

"authority" means a county and county borough council, community council, fire authority constituted by a combination scheme, police authority or a national park authority;

"interest in land" includes any interest in freehold land, any leasehold interest exceeding 7 years, any agreement to acquire such an interest in land (e.g. options to purchase), any easement or right of way over or under land and any licence;

"unrestricted value" means:

- for the disposal of a freehold interest, the best price for which the disposal, if made on terms which are intended to maximise the consideration, might reasonably be expected to have been completed unconditionally for cash on the date of valuation by a willing seller; or
- for the disposal of a leasehold interest, the sum of:
 - i) the unrestricted value of the freehold interest, as defined above, subject to a lease which is granted on terms which are intended to maximise the consideration and which terms contain no unusual or onerous conditions; and
 - ii) any premiums paid.

and, in either case, taking into account any additional amount which is or might reasonably be expected to be available from a purchaser with a special interest, on the assumptions that:

a) before the date of the valuation, there had been a reasonable period (having regard to the nature of the property and to the state of the market) for the negotiation and agreement of the price and terms and for completion of the sale; and

b) the state of the market, level of values and other circumstances were, on any earlier assumed date of exchange of contracts, the same as on the day of the valuation.

5. Nothing in this instrument shall be construed as giving consent to a disposal of an interest in land for any purpose for which the consent of the National Assembly is required by virtue of any enactment other than sections 123 and 127 of the Local Government Act 1972 as may be appropriate.

Name and Application

6. This General Disposal Consent is called the Local Government Act 1972 General Disposal Consent (Wales) 2003 and comes into effect on 31 December 2003.

7. From the date of this General Disposal Consent the Local Government Act 1972 General Disposal Consents 1998 are disapplied in Wales.

8. From the date of this General Disposal Consent the guidance given by the Department of the Environment/Welsh Office Circular 6/93 (WO 19/93), which was issued on 16 April 1993, and the Department Environment Transport and the Regions/Welsh Office Circular Letter, issued on 11 December 1998, do not apply in Wales.

Signed on behalf of the National Assembly for Wales

2003

Minister for Finance, Local Government and Public Services

DRAFT POLICY GUIDANCE AND CRITERIA FOR DISPOSALS AT UNDERVALUE BY VIRTUE OF THE GENERAL DISPOSAL CONSENT (WALES) 2003 (“GDC”) AND OTHERWISE

1. The GDC applies to disposals by authorities by freehold sale and leases over seven years where the undervalue does not exceed £2 million and where the disposal promotes or improves the economic, social or environmental well being of the whole, or any part of any area, or of any persons resident or present in an area. If the undervalue exceeds the £2 million threshold, Assembly consent must be sought.
2. When seeking to rely on the GDC, the External Auditor should be conferred with, prior to the making of a decision to dispose at undervalue. Accordingly, the Auditors views must be sought and those views must be included in the Consultation section of any Report seeking authority for a disposal. The External Auditor must also be notified within 28 days of the making of the decision and justification for the disposal will need to be given.
3. It is proposed that the Policy Guidance and Criteria for the GDC shall also apply to any disposal by the Authority of land or premises at undervalue.
4. Valuation advice should be sought as to the likely amount of the undervalue and any subsequent Report should set out the unrestricted and restricted values.
5. The County Clerk and the Corporate Director Resources shall confirm (where appropriate), that the requirements of the GDC have been met in any particular case.
6. Any disposal being considered, should have regard to:
 - i. Community strategy and / or agreed Council policy.
 - ii. Service Asset Management Plans.
 - iii. Corporate Asset Management Plan.
 - iv. The Council’s fiduciary duty to local people.

7. The relevant Portfolio Manager must submit supporting information, (to include monetary and non monetary benefits), with the usual draft Report to AMG. Such information should include details of e.g. job creation, environmental improvements, local service delivery etc. and outline that alternative funding arrangements have been investigated . AMG shall develop, for approval by AMC, a matrix against which proposed disposals can be assessed and 'scored'.
8. A disposal at an undervalue may be by way of a long lease, or transfer of the freehold. The financial benefits, safeguards and implications of both options should be examined, including any reduction in the Council's future maintenance liabilities.
9. All requests by the applicant for disposal at an undervalue must be accompanied by a business plan and / or detailed evidence of how the asset will be maintained after disposal.
10. If the grant towards the rent is over £10,000 per annum, the relevant Portfolio Manager shall monitor compliance with the terms of the grant by way of Service Level Agreement, or other method as appropriate.
11. Where a disposal is by way of lease, a recommendation will be made to Members on which of the following options should be adopted as policy for making a grant towards the rent, either : -
 - i. the grant towards the rent to be for the whole term of the lease (even in cases of long lease terms) and for the rent to be increased annually in line with the retail price index; or : -
 - ii. the grant to be linked where appropriate, to rent reviews, (it is usual for example for long leases to have rent reviews every five years).
12. The market rent shall be shown in the Lease and the grant shall be recorded by way of a 'side letter', which shall be personal to the parties, except in exceptional circumstances.

=====

REPORT TO CABINET

CABINET MEMBER: Councillor E A Owens, Lead Member for Finance.

DATE: 20 April 2004

SUBJECT: Revenue Budget 2003/04

1 DECISION SOUGHT

That Members note the estimated Revenue Outturn position for 2003/04.

2 REASON FOR SEEKING DECISION

The need to deliver the Council's agreed budget strategies.

3 POWER TO MAKE THE DECISION

Local Authorities are required under section 151 of the Local Government Act 1972 to make arrangements for the proper administration of their financial affairs.

4 COST IMPLICATIONS

The projections set out in Appendix 1 are based on budget monitoring undertaken at the end of March and show current pressures on services at £382k (£417k at the end of February). Caution must be exercised when reviewing this improved position as work has now commenced on finalising the accounts for 2002/03. This process will take a number of weeks.

It should be noted that Cabinet has previously recommended that all pressures identified after 31 December 2003 for the current financial year must be absorbed by services.

A further update on the anticipated outturn position will be reported to Cabinet in May.

5 FINANCIAL CONTROLLER STATEMENT

The Council's financial strategy for the year requires a contribution of £1.0m to be made to balances in 2003/04. The projections of the year end position suggest that this will be achieved.

Cabinet agreed at its meeting of 27 January 2004 that pressures identified to the end of December would be funded corporately from savings in capital financing charges.

The Council's Financial Regulations require Full Council to agree procedures for carrying forward under and overspends on budget headings, as proposed by Cabinet. These will be a matter for consideration when the final outturn position is confirmed.

6 CONSULTATION CARRIED OUT

Lead Cabinet Members have consulted on an ongoing basis with Heads of Service to review the budgetary performance of their Services.

7 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.

8 RECOMMENDATION

That Members note the figures in the appendices.

MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2003/04
Summary of Pressures
POSITION AS AT END MARCH 2004

Directorate	- 2003/04 Totals -				Projected Variance (Previous Report) £000s
	Budget As per Budget Book	Budget As at End Mar	Projected Outturn	Variance (Increase/ - Saving)	
	£000s	£000s	£000s	£000s	
Lifelong Learning (excluding schools delegated)	16,899	17,710	18,146	436	436
Environment	18,613	19,397	19,395	-2	-33
Personal Services	25,852	26,083	26,069	-14	33
Chief Executive	2,243	2,408	2,408	0	0
Resources	4,937	5,161	5,124	-37	-19
Corporate, Miscellaneous & Benefits	3,870	3,653	3,652	-1	0
	72,414	74,412	74,794	382	417
Non - Service Items:					
Contingency	100	0	0	0	0
Capital Financing Charges/Investment Income	11,283	11,206	10,824	-382	-417
Precepts & Levies	4,435	4,435	4,435	0	0
Contribution to Balances	1,000	1,000	1,000	0	0
	89,232	91,053	91,053		
			Total Variance	0	0

Note: The Management Accounting rules of the Council require debtor account entries to be reversed in respect of amounts outstanding for more 30 days after the due date. In the event that debts cannot be collected Services will be required to meet the cost of the debt write-off. This may impact on the actual outturn achieved by Services at the year-end.

**MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2003/04
LIFELONG LEARNING
POSITION AS AT END MARCH 2004**

	- 2003/04 Totals -				Projected Variance (Previous Report)
	Budget As per Budget Book	Budget As at End Mar	Projected Outturn	Variance (Increase/ - Saving)	
	£000s	£000s	£000s	£000s	
Individual Schools Budget	39,975	39,936	39,936	0	0
School Funds Held Centrally	10,004	10,721	11,066	345	345
Non school Funding	388	389	453	64	64
Leisure Services	3,086	3,129	3,144	15	15
Culture	2,414	2,471	2,471	0	0
Countryside	434	441	441	0	0
Youth	573	559	571	12	12
	16,899	17,710	18,146	436	436
Total Lifelong Learning	56,874	57,646	58,082	436	436

Notes:

Comments	Current Month	Previous Month
	£ 000s	£ 000s
Education		
<u>School Funds Held Centrally</u>		
School Transport - Cost increases following re-tendering in February to be accommodated within existing budget.	130	130
SEN - Budget pressures isolated to LSA/SEN (Learning) and pressures incurred in recoupment - impact of placing authorities' Inclusion policies, withdrawing pupils from Plas Brondyffryn.	250	250
Less Delays in appointing staff	-15	-15
Management & Administration efficiency savings	-20	-20
	345	345
<u>Non School Funding</u>		
College Transport - effect of increased contract prices from September due to reduced competition; increased fuel and insurance costs and Working Time Directive implications on drivers' pay and conditions. A review of college transport is underway.	64	64
	64	64
<u>Culture and Leisure</u>		
<u>Leisure Services Pressures</u>		
Pool Hoists for Disabled Persons (DDA)/ increase in licensing fees and security costs.	15	15
	15	15
<u>Youth</u>		
Prestatyn Youth Centre - Essential Repairs & Maintenance	5	5
Backdated Superannuation Contribution	7	7
	12	12
	436	436

**MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2003/04
ENVIRONMENT
POSITION AS AT END MARCH 2004**

	- 2003/04 Totals -				
	Budget As per Budget Book	Budget As at End Mar	Projected Outturn	Variance (Increase/ - Saving)	Projected Variance (Previous Report)
	£000s	£000s	£000s	£000s	£000s
Consultancy Services	1,095	1,225	1,474	249	163
Economic Regeneration	914	952	980	28	15
Highways and Transportation	6,697	6,785	6,773	-12	25
Planning Services	935	909	865	-44	-35
Public Protection & Regulatory Services	7,903	8,249	8,100	-149	-190
Support Services	797	1,005	931	-74	-8
Contract Services	272	272	272	0	-3
Total Environment	18,613	19,397	19,395	-2	-33

**MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2003/04
PERSONAL SERVICES
POSITION AS AT END MARCH 2004**

	- 2003/04 Totals -				Projected Variance (Previous Report)
	Budget As per Budget Book	Budget As at End Mar	Projected Outturn	Variance (Increase/ - Saving)	
	£000s	£000s	£000s	£000s	
Children Services:					
Children and Families Services	4,094	4,945	5,173	228	113
Community Development	274	261	240	-21	-33
Performance Management & Support	381	280	211	-69	-65
Adult Services:					
Intake A & C M (North)	5,333	6,902	7,626	724	692
Preserved Rights/RCA	3,404	3,001	2,235	-766	-754
Intake A & C M (South)	3,772	3,851	3,441	-410	-358
Adult Services (Provider)	5,682	5,715	5,822	107	145
Performance Management & Support	1,515	2,121	1,817	-304	-251
Business Support & Development	1,313	1,543	1,817	274	299
Supporting People	0	2,024	2,070	46	55
	25,768	30,643	30,452	-191	-157
Supporting People Grant	0	-4,700	-4,700	0	0
	25,768	25,943	25,752	-191	-157
Non HRA Housing	84	140	317	177	190
Total Personal Services	25,852	26,083	26,069	-14	33

Comparison of end March projected variances with those produced at the end of January and February remain cause for concern. A review is to be undertaken to establish the reasons for these movements.

Children and Families

The Fostering Service which includes specialist placements is expected to overspend by £275k due to specific children with very complex needs. The past month has seen an increase in the number of placements required.

Intake A & C M (North & South)

Included in outturn is 1% increase for domiciliary providers and stepped increase for Residential/Nursing Homes from October 2003. Problem with backlogs of domiciliary bills at local offices has been resolved, which is reflected in outturn projection.

Adult Services - Provider

Potential savings regarding the loan facility in respect of Llys Marchan Residential home circa £80k.

Mental Illness payments to Residential/Nursing homes estimated overspend £251k is mainly attributable to increases in the number of clients with expensive placements.

A High Court judgement means there is the potential that DCC may get claims for refunds of fees for residential care for people under Section 117 of the Mental Health Act.

These claims so far have been identified as approximately £3-£5k per individual but further work is being undertaken in order to see what the full impact would be if all those eligible to claim do so.

Business Support & Development.

Pressure areas include IT and central telephone recharges.

Within Business Support and in particular MIS the increased projected overspend is attributable to the replacement of obsolete computers.

**MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2003/04
CHIEF EXECUTIVE, RESOURCES, CORPORATE & MISCELLANEOUS
POSITION AS AT END MARCH 2004**

	- 2003/04 Totals -				Projected Variance (Previous Report)
	Budget As per Budget Book	Budget As at End Mar	Projected Outturn	Variance (Increase/ - Saving)	
	£000s	£000s	£000s	£000s	
Chief Executive's Dept	2,243	2,408	2,408	0	0
Resources Directorate:					
Finance	2,115	2,351	2,355	4	9
Audit	299	312	310	-2	-9
I.T	1,649	1,622	1,602	-20	0
Personnel	874	876	857	-19	-19
Total	4,937	5,161	5,124	-37	-19
Corporate & Miscellaneous Benefits	3,386	2,869	2,868	-1	0
	484	784	784	0	0
Total	3,870	3,653	3,652	-1	0
Total Chief Executive's, Resources, Corporate & Misc. and Benefits	11,050	11,222	11,184	-38	-19

REPORT TO CABINET

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

DATE: 20 April 2004

SUBJECT: Welsh Assembly Government Consultation on the Balance of Local Authority Funding in Wales

1 DECISION SOUGHT

To agree a response to the WAG consultation on the Balance of Local Authority Funding in Wales

2 REASON FOR SEEKING DECISION

WAG has issued a consultation document, for which a response is required by 30 April 2004.

3 POWER TO MAKE THE DECISION

Section 111 Local Government Act 1972.

4 COST IMPLICATIONS

There are no direct cost implications arising from this report.

5 FINANCIAL CONTROLLER STATEMENT

The response to the Assembly paper supports strengthening and improving the present system rather than wholesale change. There are many advantages inherent in the present system which would be difficult to ensure in a completely new arrangement.

6 CONSULTATION CARRIED OUT

The response has been considered by Corporate Executive Team, but has not been discussed elsewhere.

7 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

The final decision upon how a local authority is funded could have considerable impact upon how the Council takes decisions on its spending, as well as on local residents and businesses and the local economy. These are difficult to anticipate until the Balance of Funding debate is concluded.

8 RECOMMENDATION

To approve the response to the consultation, as outlined in Appendix 1

1. **The paper shows that the balance of funding between what is provided centrally by the Welsh Assembly Government and what is raised by local taxation is in the ratio 81:19. Do you think a change in that balance (i.e. an increase in the proportion raised locally) would enhance Local Government's**

accountability

Yes. The more money that is raised locally the greater will be the accountability

efficiency

Yes. Again the higher level of locally raised funding will hopefully create greater local scrutiny and local efficiency

electoral turnout

Yes. It could lead to greater local interest and electoral turnout, particularly at times of high increases.

capacity to respond to changing local circumstances

Not necessarily. A change in the balance of funding does not necessarily lead to greater responsiveness to local needs, particularly when the total funding remains the same. There could however be a demand for greater involvement by the public and businesses in response to greater input. Similarly this could occur if the overall total funding is increased.

or is the balance of funding irrelevant to those issues?

2. **There is a growing perception that the current system of local taxation is no longer appropriate. Do you agree? If so, how can we best address the need to ensure local government is properly funded to deliver local services?**

It is not accepted that the current system of local taxation is no longer appropriate. Council Tax is relatively simple to collect. Identification

of liability is straightforward and the tax is not easy to avoid (houses cannot be hidden in the same way as income). Any system will have advantages and disadvantages as detailed later, and it is considered that the current system meets its objectives. There are however shortcomings, for examples the legal difficulties of being able to provide a certain group of people e.g. Pensioners with a discount, but it would be unwise to change a whole system when solutions are possible. Indeed it could be argued that the restriction on offering reductions is a benefit - it certainly makes it easier to operate. Discussions on gearing have often focused on headline percentage increases as opposed to absolute increases in real terms. The disproportionate increase in the Police element also tends to cause confusion.

One infrequently mentioned benefit of the current system of Council Tax is the high rate of collection and the cash flow benefits of collecting the bulk of the money in the first 10 months.

The "problem" with Council Tax is that it is the only tax that Councils control. It has been expected to absorb an unfair burden of pressure in recent years, particularly when central government does not properly fund new responsibilities that it places on Councils.

While any property tax is not as progressive as income-related taxes, Council Tax benefit can meet all the cost for poorer people, even those who live in houses in Band H. The 25% discount for single adult households is also relevant. When there are pressures for more housing for families etc, a property-based tax may help to encourage some people to move to smaller properties - such an incentive would disappear if Council Tax were replaced by local income tax.

- 3. What do you consider the most important principles and objectives for a system of local taxation and why? What are the implications of the chosen priorities?**

It is suggested that the most important features of a local system are:

rational distribution, of which property value appears realistic and transparent

flexible to meet the needs of the locality

easy to understand

easy to collect

benefit system to support those who cannot afford to pay

4. **How important is equalisation? Would a change in the balance of funding provide an opportunity for less equalisation or more?**

Equalisation is considered to be an important principle. The SSA methodology provides a reasonable approach to determining resource requirements. The funding requirement is calculated by reference to a notional Council Tax consistent across Wales. Other methods of funding would still require equalisation, although it might be less significant if Councils had access to a wide range of taxes.

5. **How easily would equalisation work if there were no central grant and local government were funded entirely from local sources?**

It appears unlikely that a system funded entirely from local sources is possible in view of the radical changes to the level of local taxation, offset by a corresponding amount collected in other taxes.

6. **Is the restriction of Local Government's ability to raise taxes at will via 'gearing' a useful discipline or an undemocratic burden? Does it promote efficiency? Is gearing itself the problem, or its uneven distribution between authorities?**

In general it is considered that the present level of gearing does provide a 'brake' which affects different Councils in different ways. Whilst percentage increases often paint an exaggerated position compared to the notional increase, they attract a lot of media attention. It is unfair that two Councils can have very different levels of Tax if they choose to spend by an identical small margin above SSA.

7. **Various proposals for changing the current funding arrangements for Local Government have been discussed in**

the paper. Do you think any of these changes (or any others you might like to suggest) would address the current issues? Should the approach be to adopt a package of reforms to the existing system, or would adoption of just one of these proposals address the problems?

It is considered that the existing system of Council Tax is the correct one, recognising that more could be done to give Local Authorities greater discretion about offering reliefs to certain categories, or indeed applying premiums such as on second or holiday homes which remove housing stock from the reach of local people.

It is felt that the focus should be on local accountability and this is considered to increase the higher the amount that is raised locally. In addition such an approach would allow LAs to retain additional amounts raised encouraging increased collection efficiencies.

It is therefore proposed that Business Rates should also return to the control of the Local Authorities, since there is currently little incentive to use this as a tool for stimulating economic growth. Percentage increases in Business Rates should be linked to Council Tax increases to prevent unfair weighting on Business Rates.

Local income tax is not considered an option due to difficulties with setting the right level. Collection will also be complex depending upon the PAYE system, placing great burdens on local companies payroll systems. Much tax is collected through Schedule D for self-employed people, creating a major timing issue.

The LGA2003 has opened up more possibilities for charging. This needs to be brought into focus to support Council Tax. Currently freedom on charging is restricted to discretionary services - it may be appropriate that this is now reviewed to include mandatory services, and for any central controls on fees and charges to be removed.

There are options to introduce totally new taxes such as local sales tax or tourist tax, although there would be a need for a careful evaluation of their effectiveness.

In summary therefore there is a strong argument for increasing local

flexibility. Council Tax should remain broadly unchanged and control of Business Rates returned to Local Authorities. In addition these should be supported by a range of freeing of restrictions on existing funding options or introducing new ones, which Local Authorities could chose to introduce or not. Retaining the concept of SSAs would allow a mechanism to judge a Local Authority's performance.

8. **What specific options for major change would you propose or support? What changes might you oppose? Why? What are the pros and cons of each of the options?**

As indicated above, the major change proposed is to return Business Rates to local control. Council Tax could remain broadly unchanged. The focus should be on creating greater flexibility to allow Local Authorities to chose the funding route which best suits their particular needs.

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR E WILLIAMS Leader

DATE: 20 APRIL 2004

SUBJECT: PROGRESS REPORT ON THE SERVICE
REVIEW TIMETABLE

1 DECISION SOUGHT

1.1 That Members note the attached progress report on the Service Review Timetable and highlight any issues of concern. (Appendix I)

2 REASON FOR SEEKING DECISION

2.1 To ensure the improvement of the management of the Best Value review programme Cabinet is asked to consider the attached quarterly Progress Report On The Service Review Timetable.

2.2 The key issues for consideration are the inordinate length of time Best Value Reviews are taking to complete and the conclusion of the consultant who was appointed to consider the day to day delivery of Personnel Services.

3 POWER TO MAKE THE DECISION

Service reviews are a key element of the Wales Programme for Improvement which is underpinned by the statutory requirements of the Local Government Act 1999.

4 COST IMPLICATIONS

There maybe cost implications to carrying out reviews and achieving improvement plans.

5 FINANCIAL CONTROLLER STATEMENT

Costs in connection with carrying out service reviews will need to be contained within service budgets.

The funding of service improvements recommended by the reviews will need to be considered as part of the process to develop the revenue budget for 2005/6 during the Autumn and as part of the ongoing development of the Council's 3 Year Capital Plan. Any immediate costs will have to be contained within service budgets.

6 CONSULTATION CARRIED OUT

The progress report on the Service Review Timetable has been produced in consultation with Project Team Leaders and presented to Corporate Governance Committee and the Corporate Executive Team. Both meetings expressed concern over the time Best Value Reviews were taking to complete and agreed that the recommendation of the Personnel Services consultant required further discussion.

7 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

The outcomes of service reviews and subsequent improvement actions have the potential to impact upon all policy areas at both a corporate and/or departmental level.

8 RECOMMENDATION

8.1 That Members consider the Service Review Timetable (Appendix I) and identify any issues that require remedial action.

PROGRESS REPORT ON THE SERVICE REVIEW TIMETABLE

SERVICE REVIEW	REGULATORY WORK	SERVICE REVIEW UPDATE - MARCH 2004
Agricultural Estates	No external regulatory involvement for 2003/04 but might be considered as part of the Joint Risk Assessment in 2004.	A meeting took place with the consultant on the 1 April to discuss the way forward. The Authority expressed disappointment with progress made by the consultant who agreed to complete the work on Design Services and Agricultural Estates by the end of April.
Personnel	This will be considered as part of the Corporate Improvement Assessment.	People Business was appointed to determine whether the day to day delivery of Personnel Services should be centralised or devolved. The conclusion reached was that the current structure of Personnel Services should remain unchanged for the time being. In summary, the concluding reasons were:- 1. There is no acceptance or acknowledgement by service providers or service users that there is a need to change the current structure. 2. There have been great strides forward. 3. Directorate personnel will play a major part in ensuring that line managers are competent in the implementation of policies. The report now rests with the Corporate Executive Team for deliberation.
Residential Homes for Older People	ACiW will continue to monitor the progress of this review.	The six month review period referred to in the previous report has been completed, involving member visits to an authority that has invested in residential homes and to an authority where a model of extra care housing support has been developed. Detailed costings concerning the full financial costs of investing in residential homes to make them fit for future was also obtained. On the basis of this work a report was taken to Cabinet on 17th February and a number of recommendations were agreed.

Sport and Recreation Services	The recommendations and action plan will be considered and a decision will be taken as to whether an inspection is required	The review has been completed and was considered by Cabinet on 27 January 2004. Cabinet agreed an Improvement Plan and decided on an in-house service delivery option. This is a staged inspection and the final assessment by the Audit Commission took place on 23-25 February. The Inspectors draft report and judgement is awaited.
Procurement	The ACiW will work in collaboration with the Project Review Team and challenge the process. The recommendations and action plan will be considered and a decision will be taken as to whether an inspection is required	A Procurement consultant was employed in January to produce a Project Plan for the Review and an Improvement Action Plan. The consultant has also been advising officers on current contracts and European legislation and has been identifying some “quick wins” for the Authority. A Strategic Procurement Manager has now been appointed and began work on the 5 April. A Project Review Team meeting took place on the 31 March where the consultant reported on progress and an inspector from the Audit Commission was present. Further actions for the consultant were agreed at the meeting with a deadline of the 8 April.
Building Services	The ACiW will work in collaboration with the Project Review Team and challenge the process.	A meeting took place with the consultant on the 1 April to discuss the way forward. The Authority expressed disappointment with progress made by the consultant and agreement was reached regarding the Best Value Review of Building Services and the linked subject areas involving the other property related sections. The consultants will provide a first draft containing their conclusions by the end of April followed by a framework with actions for improvement.
Debt Recovery	The ACiW will consider the Improvement Plan	The report was taken to Resources Scrutiny on 4 February who gave their enthusiastic support to progress made to date and endorsed the 5 year action plan. The report will be taken to Cabinet in April for endorsement. The Project Group last met on 18 February and meets on a strictly quarterly basis. Internal consultation with user departments will be initiated before mid April and a Customer Charter will be published by June. Actual performance based on the statutory PI's is set to exceed last year's performance and a suite of local PI's was introduced in January.

Communication and Consultation		The Review Team agreed to carry out the review in three distinct phases, Phase 1: External communications with the public, Phase 2: Customer care and consultation, Phase 3: Internal communications. Phase 1 is due to be completed by the end of March 04. A meeting of the Review Team took place on 23 February where the preliminary review findings were discussed. These will be finalised once the results from a questionnaire to the Citizens' Panel have been collected.
Change Management		An initial meeting has been scheduled between the Director of Resources and the Performance Management Team
Services to Older People		Discussions have been held in February and March 2004 with the Older People's Wellbeing Steering Group and the Performance Management Unit on options for the scope of the Review. A further meeting will take place in April with the Director, Performance Management & Business Planning Manager and the Older People's Strategy Dev. Officer to prepare a scoping proposal
Youth Services		The Youth and Community Service are in the initial planning stage of preparing for the review. This includes reviewing the Best Value Toolkit, assembling a project team, briefing staff and stakeholders, initial scoping of the review. The Project Team Leader is meeting with the Performance Management Unit on the 24 March.
Strategic and Financial Planning		An initial meeting has been scheduled between the Director of Resources and the Performance Management Team

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR E WILLIAMS

DATE: 20 APRIL 2004

SUBJECT: PROGRESS REPORT ON ACTION PLAN IN
RESPONSE TO ACiW REPORT ON THE
IMPROVEMENT PLAN

1 DECISION SOUGHT

1.1 That Cabinet consider the progress report on the action plan produced in response to the statutory recommendations made in the Audit Commission's report on the Improvement Plan (Appendix I).

1.2 That Members monitor closely the progress of identified actions with a view to considering any issue in greater depth as deemed necessary.

2 REASON FOR SEEKING DECISION

2.1 To promote the regular monitoring of the action plan to ensure that the seventeen statutory recommendations made in the Audit Commission's report are effectively progressed.

2.2 The key issues for consideration are detailed below. Members should be confident that effective progress is being made against key actions to ensure improvement in the following areas:-

- Identifying actions to mitigate corporate and service risks
- Ensuring actions link more clearly to corporate objectives
- The quality of action plans and local performance measures
- Identifying and monitoring service performance
- Setting SMART (specific, measurable, agreed, realistic and timebound) targets
- Identifying the resources required to achieve planned improvements
- Achievement of the Service Review Timetable

3 POWER TO MAKE THE DECISION

The Improvement Plan is a key element of the Wales Programme for Improvement which is underpinned by the statutory requirements of the Local Government Act 1999.

4 COST IMPLICATIONS

There are no cost implications to progressing the identified actions.

5 FINANCIAL CONTROLLER STATEMENT

Any future cost implications from the action plan will need to be identified and contained within service budgets.

6 CONSULTATION CARRIED OUT

6.1 The Action Plan was produced in consultation with Director's and Heads of Service. The progress report against the Action Plan has been presented to the Corporate Governance Committee and discussed at Corporate Governance Team.

7 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

The Performance Management framework impacts on all policy areas including corporate.

8 RECOMMENDATION

That Members consider the progress report (Appendix I) and identify any issues that require further information or remedial action.

WPI Audit Report –
Improvement Plan
2003/2004

Denbighshire County
Council

PROGRESS REPORT ON
ACTION PLAN-MARCH 2004

Reference:	
Authors:	Denbighshire County Council
Date:	March 2004

The Authority must formally respond to all the recommendations in the action plan within 30 working days.

S – Statutory recommendations

Ref	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Comments	Date	Progress Report – March 2004
S1	It is recommended that the next risk assessment should consider the outcome from the Corporate Improvement Assessment in identifying the extent of ongoing corporate risks.	3	Members, Corporate Executive Team (CET) and Performance Management Unit (PMU)	The ACiW will produce a report on the Corporate Improvement Assessment which will include recommendations. These recommendations will be incorporated into the Corporate Action Plan which is published in the Council's Improvement Plan and monitored by Cabinet.	30 June 2004	The ACiW has completed the on-site work for the Corporate Improvement Assessment and a report is currently being produced.
S2	It is recommended that the next risk assessment should ensure that in identifying risks, service managers are also setting out actions proposed to mitigate the risks. This should be subject to some form of quality monitoring.	3	Members, Corporate Executive Team (CET) and Performance Management Unit (PMU)	The Corporate Improvement Assessment report will be used to help identify ongoing corporate risks. The corporate risk assessment will involve Members and officers and will be conducted as part of the Policy and Priorities Review. The current risk assessment will be updated at the Authority's Monthly Management Conference (MMC) in December.	April - July 2004	The corporate and service risk assessments were updated in December's MMC. Heads of Service attended external risk assessment training in February. Risk assessments, including proposed actions to mitigate risks, have been included in Service Business Plans. Risks identified in Service Business Plans (SBPs) will be collated and taken to MMC in April for challenge and discussion.
S3	Service key or priority actions should be linked to corporate objectives, be allocated a priority and responsibility and the necessary resources should be identified.	3	CET, Heads of Service and PMU	Service Business Plans already link actions to corporate objectives, allocate responsibility and identify resources.	1 March 2004	The Service Business Plan format has been revised to ensure priority actions link more clearly to corporate objectives and the responsible officer and necessary resources are clearly identified.

Ref	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Comments	Date	Progress Report – March 2004
				However, the current process will be strengthened and services will be requested to prioritise key actions as part of the 2004/2005 business planning process. Services will also be actively encouraged to attend Action Planning Workshops which will be facilitated by the ACiW.		Four Action Planning Workshops have been held which were facilitated by the ACiW. The workshops were well attended by all Directorates and will ensure officers have the skills necessary to produce robust action plans.
S4	Significant differences in service performance should be consistently identified and explained for both national and local indicators as they relate to service and corporate objectives.	2	Members, CET, PMU and Scrutiny Support Officers	Performance issues are highlighted by the PMU and Scrutiny Support Officers and reported quarterly to the respective Scrutiny Committee. These reports are amalgamated into a Corporate Quarterly Performance Report which is discussed at Cabinet, Corporate Governance Committee and CET. Greater emphasis will be placed on the relationship between performance and objectives in future.	Quarterly	Quarterly reports have been produced by all services and performance issues highlighted to the respective Scrutiny Committees. This monitoring process is working well with CET and Members regularly questioning performance issues. A Corporate Quarterly Performance report was not produced as scheduled in February due to a lack of staff resources However, performance issues for this period have been highlighted in reports to the relevant Scrutiny Committees.
S5	It is recommended that the relevance of all local PIs is reconsidered before inclusion in next year's Plan. PIs should measure performance that is	2	CET, Heads of Service, PMU	This is already in the PMU's Work Programme. A quality assurance checklist is currently being devised which will be used to ensure the relevance of local PIs. It is	December 2003 – February 2004	Services have been prioritised and a work schedule produced but this work has not been carried out due to staffing issues in the PMU.

Ref	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Comments	Date	Progress Report – March 2004
	relevant to corporate, services and individuals' objectives.			planned to prioritise each service before scheduling a visit by an officer from the PMU.		
S6	It is recommended that the work programmes in future plans are limited to priority improvements and contain SMART targets.	2	Members, CET, Heads of Service, PMU	This recommendation will be incorporated into the Performance Management Framework and business planning process and was discussed at Monthly Management Conference (MMC). All targets are agreed by Members before being included in Service Business Plans.	20 Nov 2003 – MMC 1 March 2004 - Service Business Plans	The Service Business Plan template has been revised to ensure work programmes are limited to Improvement Priorities.
S7	It is recommended that future plans show the capacity/capability requirements, including finance, necessary to achieve the planned improvements in the work programmes.	2	Members, CET, Heads of Service, PMU	This recommendation will be incorporated into the Performance Management Framework and business planning process and was discussed at Monthly Management Conference (MMC) in November.	20 November 2003 – MMC 1 March 2004 - Service Business Plans	The Service Business Plan template has been revised to show the resources required to achieve the planned improvements. The Plan also shows whether the resource can be found within existing budgets or whether a budget bid is required to fund the improvement actions.
S8	The outcome of the consultation and communication review should clearly influence the future risk assessment and the preparation of the next Improvement Plan.	2	Members, CET, Communication Review Project Team, PMU	A Member/officer project team has been established to carry out a review of communication. The review will be in two parts. Part I of the review will focus on external communication and Part II on internal issues. The outcome of the review will	1 May 2004	The Review Team agreed to carry out the review in three distinct phases, Phase 1: External communications with the public, Phase 2: Customer care and consultation, Phase 3: Internal communications. Phase 1 is due to be completed by the end of March 04.

Ref	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Comments	Date	Progress Report – March 2004
				feed into the risk assessment and the Improvement Plan 2003 - 2004		A meeting of the Review Team took place on 23 February where the preliminary review findings were discussed. These will be finalised once the results from a questionnaire to the Citizens' Panel have been collected.
S9	<p>It is recommended that: -</p> <p>a) services are encouraged to focus on fewer actions that explicitly state how improvement will be delivered and that these are highlighted in the monitoring process</p> <p>b) those services adept at action planning should share their expertise with others</p>	3	CET, Heads of Service, PMU	<p>a) the recommendation will be incorporated into the Performance Management Framework and business planning process and was discussed at Monthly Management Conference (MMC) in November. Three Action Planning Workshops which will be facilitated by the ACiW have been arranged to strengthen the action planning process.</p> <p>b) this was discussed at MMC in November and will be progressed by the Corporate Performance Management Group.</p>	20 November 2003	<p>a) The Service Business Plan format has been revised to ensure priority actions link more clearly to corporate objectives and the responsible officer and necessary resources are clearly identified. Four Action Planning Workshops have been held which were facilitated by the ACiW. The workshops were well attended by all Directorates and will ensure officers have the skills necessary to produce robust action plans.</p> <p>b) The Corporate Performance Management Group allows good practice to be shared amongst departments.</p>
S10	<p>It is recommended that: -</p> <p>a) the emphasis of the PMU is changed towards challenging the</p>			The Council will look at ways of developing the Performance Management Team bringing in	1 April 2004	The Council has considered how additional resources can be made available to the Performance

Ref	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Comments	Date	Progress Report – March 2004
	<p>quality and robustness of performance management in key service areas, particularly how the key actions are linked to improvements</p> <p>b) consideration is given to how best to provide additional resources to the corporate centre to support the review and improvement process, whilst achieving a balance between this investment and the more direct support of front line services</p>			<p>additional resources through possible amalgamation with the Project Management Team, which is being developed.</p> <p>A review of the use of consultants is underway and possible efficiency savings will, in part, be used to fund any additional new resources.</p>		Management Team and as a consequence the Unit will transfer to the Resources Directorate from the 1 April 2004.
S11	Where good practice exists, it is recommended that this is used to encourage outcome-based SMART targets for all plans that can be used to measure and monitor performance management.	2	CET, Heads of Service, PMU	The recommendation will be incorporated into the Performance Management Framework and business planning process and was discussed at Monthly Management Conference (MMC) in November.	20 November 2003	The Service Business Plan template has been revised to encourage outcome-based SMART three year targets. Good practice is shared in the Corporate Performance Management Group and via the Performance Management Database.
S12	It is recommended that actions and improvements stemming from service reviews are systematically integrated into service and corporate plans.	2	CET, Heads of Service, PMU	This is standard practice within the Authority and reality checks are carried out by the PMU during the audit of Service Business Plans		The audit of Service Business Plans has been completed and Heads of Service confirmed during the audit that actions stemming from service reviews were integrated into Service Business Plans and subsequently monitored via Quarterly Performance reports.
S13	The Council needs to continue the good work on improving PI	1	Heads of Service, PMU, Internal	The current system will continue with an audit of PI systems being	June 2004	Despite staffing issues an audit of the majority of PI systems for statutory PIs

Ref	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Comments	Date	Progress Report – March 2004
	accuracy so that monitoring and decision making is based on reliable information.		Audit	carried out between November and January and PI data being checked for accuracy by Internal Audit during May and June.		has been carried out and it is hoped to complete this work by the end of April. Internal audit will check PI data accuracy during May and June.
S14	The Council needs to ensure that it rolls out the development of performance appraisal across all departments.	2	CET, Heads of Service, Head of Personnel			Denbighshire County Council introduced the corporate Development Review system in 1996/7. This was adopted across the authority (with the exception of schools) and has been the subject of steady development. The system is based on the identification of individual contribution to the aspirations of the organisation, the setting and achievement of job objectives and the associated identification and evaluation of learning and development. Personal aspirations are also addressed. In February 2004, the authority underwent a corporate Investors in People assessment. This provided an objective report on our progress from an external body. There were no adverse comments on the Development Review system in the report. The quality of its implementation, as would be expected in any large organisation,

Ref	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Comments	Date	Progress Report – March 2004
						was found to be not always consistent. Taking action to improve this is in the council's post assessment improvement plan. Development Review forms now contain personal objectives and targets and training and development plans are produced to ensure staff have the skills necessary to enable them to meet their objectives.
S15	<p>It is recommended that the Council:-</p> <p>a) implements a risk-based approach to the managing and delivery of reviews resulting from the WPI process, particularly in terms of the complexity of the service under review and the project management skills available</p> <p>b) build on the positive experiences of some of its successful reviews, communicating what works well and using team leaders and members in a mentoring role to help in the</p>	3	CET, Heads of Service, PMU	<p>a) the "Best Value Toolkit" is to be updated as part of the PMU Work Programme. The recommended risk-based approach to reviews will be incorporated into the Authority's corporate methodology.</p> <p>b) this recommendation will be implemented by inviting Members and Project Team Leaders of successful reviews to talk to review teams as part of the process. The Authority already carries out a Peer Challenge of completed reviews as part of the process.</p>	1 February 2004	<p>a) The "Best Value Toolkit" is currently being updated but this work has slipped due to staffing issues within the PMU.</p> <p>b) Peer Challenges continue to take place and a member of the Performance Management Unit is a member of all Project Review Teams to act as a critical friend and ensure that the process which is carried out is robust. Leaders of successful reviews will be invited to talk to newly formed Project Teams. The Performance Management Database has now been rolled out to all staff and information to support best value, including good practice will be included.</p>

Ref	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Comments	Date	Progress Report – March 2004
	induction of less experienced review teams					
S16	It is recommended that the progress on recommendations from regulators including statutory recommendations is reported to scrutiny or corporate governance committee.	2	CET, Heads of Service, PMU	Regular progress reports are already provided to the Corporate Governance Committee. The Action Plan in response to the Auditor's Report on the Improvement Plan will be an item on the Committee's forward Work Programme and a quarterly progress report will be produced.		These reports have been produced and included in forward work programmes.
S17	Whilst acknowledging that the Council is awaiting the results of a Food Standards Agency Inspection, it is recommended that robust action is taken on inspection of high risk food premises as a matter of urgency.	3	Corporate Director, Head of Service	The Food Standards Agency (FSA) is satisfied with enforcement policies and procedures and that there has been an improvement in service delivery. <ul style="list-style-type: none"> Main reason for not achieving target is that to ensure food premises are properly clean and 		So far this year 63% of high risk food premises have been visited. Since April 2003 the Food Safety Section has been responsible for prosecuting three hotels/restaurants for food hygiene offences. A further two cases are pending and three formal cautions have been issued in accordance with Home Office guidelines. Further cases are being compiled concerning a number of

Ref	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Comments	Date	Progress Report – March 2004
				<p>hygienic requires repetitive visits to ensure compliance.</p> <ul style="list-style-type: none"> Repeat visits mean that the planned programme of visits is delayed whilst officers give priority to the problems they have encountered. Acting Head of Public Protection and Regulatory Services has raised the issue of the additional funding required to meet target. 		<p>other food premises. Also three premises have chosen voluntary closure in order to carry out cleaning and 63 premises were issued with Improvement Notices. In February 2004 Cabinet approved the Lead Member for Finance's recommendation and allocated a £30,000 performance improvement grant for 2004/05 to Public Protection to assist in improving the number of high risk food premises visited within the County.</p>

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR E WILLIAMS Leader

DATE: 20 APRIL 2004

SUBJECT: CORPORATE QUARTERLY PERFORMANCE REPORT

1 DECISION SOUGHT

1.1 That Cabinet consider the Corporate Quarterly Performance Report (Appendix I).

1.2 That Members monitor closely the progress towards target of the statutory performance indicators with a view to considering any issue in greater depth as deemed necessary.

2 REASON FOR SEEKING DECISION

2.1 To promote regular monitoring of performance against statutory indicators and targets in the policy agreement.

2.2 The key issues for consideration are noted below:-

Overall

31% of statutory indicators are ahead of target

15% of statutory indicators are on target

54% of statutory indicators have not met the target for the third quarter or are unlikely to meet the annual target

Policy Agreement Indicators

37% of policy agreement indicators are ahead of target

3.5% of policy agreement indicators are on target

56% of policy agreement indicators have not met the target for the third quarter or are unlikely to meet the annual target

3.5% of policy agreement indicators are annual reporting

Good progress has been made in Quarter 3 in relation to the percentage of standard searches carried out in 10 working days (7.7) with figures for the last two months of 91.54% and 94% respectively. The % of the authority's buildings accessible to disabled people (1.15) is below target.

The % of 11 year olds achieving Level 4 or above exceeded target (2.4a,b,c d - Policy Agreement) but the % of 14 year olds achieving Level 5 or above was below target (2.5a,b,c).

The % of adult clients receiving a written statement of their needs (3.9 - Policy Agreement) exceeded target but the % of young people in care on their 16th birthday who have a care plan (3.3 - Policy Agreement) was below target.

The number of collections of household waste missed (5.6 - Policy Agreement) was ahead of target but the % of municipal waste landfilled (5.1d - Policy Agreement) was below target.

3 POWER TO MAKE THE DECISION

Performance management is a key element of the Wales Programme for Improvement which is underpinned by the statutory requirements of the Local Government Act 1999.

4 COST IMPLICATIONS

There maybe cost implications to the achievement of some statutory performance indicator targets.

5 FINANCIAL CONTROLLER STATEMENT

Performance management is a key element in ensuring quality services that are cost effective

6 CONSULTATION CARRIED OUT

6.1 Quarterly Performance Reports are produced by Heads of Service for Directors and copied to the Performance Management Unit.

The reports are the subject of Departmental Management Team meetings and are reviewed by Performance Management and Scrutiny Support Officers and distributed to the relevant Scrutiny Committees. A Review Of Quarterly Performance Reports is produced for each Scrutiny Committee which includes the comments of the appropriate officer. The corporate report is presented for consideration to the Corporate Executive Team and Cabinet.

7 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

Statutory performance indicators impact upon all policy areas including corporate.

8 RECOMMENDATION

8.1 That Members consider the Corporate Quarterly Performance Report (Appendix I) and identify any issues that require remedial action.

Please note: Trend analysis cannot be shown for Quarter 1.

Policy Agreement (PA) Indicators are in bold.

NAWPI	Description	Responsible Member & Officer	2002/03 Target	2002/03 Data	Data Quarter 1 July 03/04	Data Quarter 2 Oct 03/04	Performance	Data Quarter 3 Jan 03/04	Performance	Data Quarter 4 April 03/04	Performance	2003/04 Target
KEY:	Target Slippage ↓	Arrows denote progress against 03/04 Targets										
	On Target →											
	Ahead of Target ↑											
COMMUNITY SAFETY												
1.16 a	Number of racial incidents recorded per 100,000 population recorded. CUMULATIVE	Cllr D Morris : Mike Denman	Not set	78	18	14		13				Not set as yet
1.16 b	The percentage of racial incidents that resulted in further action	Cllr D Morris : Mike Denman	Not set	100%	100	100%		100%				Not set as yet
Note:	The figures 1.16a and 1.16b are police figures only. The post of an Equalities Officer will assist with implementing such a process.											
1.17	The number of domestic violence refuge places per 10,000 population, provided or supported by authority	Cllr E Edwards, Mike Denman	4.29	4.19	4.19	4.19	→	4.19	→			4.19
12.1	Domestic burglaries per 1,000 households and percentage detected. CUMULATIVE	Cllr E Edwards, Mike Denman	11	14	3.03 12%	3 8%	→	3 36%	↑			12% reduction to 12.36 per 1000 households
12.2	Violent crimes per 1,000 population and percentage detected. CUMULATIVE	Cllr E Edwards, Mike Denman			4 38%	6 31%	→	5 53%	↓			11% reduction to 20.66 per 1000 households
12.2 a	Violent offences committed by a stranger per 1,000 population.	Cllr E Edwards, Mike Denman		12	2	3		2.5				There are no targets set for these indicators. Targets only set for overall Crime and Disorder Indicator.
12.2 b	Violent offences committed in a public place per 1,000 population	Cllr E Edwards, Mike Denman		13	2	3		2.4				As per 12.2a
12.2 c	Violent offences committed in connection with licensed premises per 1,000 population	Cllr E Edwards, Mike Denman		2	0.5	0.4		0.6				As per 12.2a
12.2 d	Violent offences committed under the influence per 1,000 population	Cllr E Edwards, Mike Denman		5	0.7	0.9		0.9				As per 12.2a

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Policy Agreement (PA) Indicators are in bold.

NAWPI	Description	Responsible Member & Officer	2002/03 Target	2002/03 Data	Data Quarter 1 July 03/04	Data Quarter 2 Oct 03/04	Performance	Data Quarter 3 Jan 03/04	Performance	Data Quarter 4 April 03/04	Performance	2003/04 Target
12.3	Vehicle crimes per 1,000 population and percentage detected. CUMULATIVE	Cllr E Edwards, Mike Denman	13.36	14	4 7%	3 5%	↓	2.3 5%	↓			10% reduction to 12.98 per 1000 population
Note:	NAWPI's 1.17/12.1/12.2/12.2a/12.2b/12.2c/12.2d/12.3 will be discussed for clarification of definition and data given in a meeting with Mike Denman and Steve Hatton.											
12.4 a	Has the authority established a corporate strategy to reduce crime and disorder in their area? If no, go to (b)	Cllr E Edwards, Mike Denman	Yes	Yes	Yes	Yes	→	Yes	→			Yes
12.4 b	Has the BV authority established a timetable for doing so?	Cllr E Edwards, Mike Denman	Not applicable	Not applicable	Not applicable	Not applicable		Not applicable				Not applicable
CORPORATE GOVERNANCE												
1.1 a	The level of compliance with the authority's approved Welsh Language Scheme (Service delivery)	Cllr D Morris, Eryl Davies	Good	Fair & Improving	Annual reporting	Annual reporting Jan 04		Report received from WLB. Assessment being considered				Good
1.1 b	The level of compliance with the authority's approved Welsh Language Scheme (Scheme Management)	Cllr D Morris, Eryl Davies	Good & Improving	Good & Improving	Annual reporting	Annual reporting		Report received from WLB. Assessment being considered				Good & Improving
1.2	The level of CRE's "Standard for Local Government" to which the authority conforms	Cllr D Morris, Eryl Davies	Level 2	Level 1	Level 1	Level 1		Level 1 (SH is aware this is to be reported by 31.03.04)				Level 2
COUNTY CLERK'S DEPARTMENT												
1.3	Number of complaints to an Ombudsman classified as maladministration	Cllr E Williams, Ian Hearle	0	0	0	0	→	0	→			0
1.4	The percentage turnout for local elections	Cllr E Williams, Ian Hearle	35%	48%	N/A	N/A		N/A				35%
7.7	The percentage of standard searches carried out in 10 working days. CUMULATIVE	Cllr M German, Ian Hearle	35%	68.45%	23.13%	32.27% cumulative see Appendix I	↓	42.92%	↓			65%
ICT												

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1.5	The percentage of interactions with the public which are capable of electronic service delivery and which are being delivered using internet protocols etc. Annually	Cllr D Morris, Peter Wickes	45.5% average	46.9% average	Annual reporting	Annual reporting April 04		Annual reporting April 04				57.5% average
FINANCE AND PROPERTY												
1.6	The percentage of undisputed invoices paid within 30 days.	Cllr A Owens, Cemlyn Foulkes	100%	92%	Annual reporting	Annual reporting		Annual reporting				100%
1.7	The percentage of Council Tax collected. CUMULATIVE	Cllr A Owens : Ken Jones	95%	96.19%	30%	58.20%	↑	86.80%	↑			96.50%
1.8	The percentage of non-domestic rates which should have been received during the year that were received. CUMULATIVE	Cllr A Owens, Ken Jones	93.22%	96.14%	34.88%	60.55%	↑	88%	↑			96.50%
1.15	The percentage of the authority's buildings open to the public that are suitable for accessible to disabled people	Cllr R Webb, Stephen M Williams	Not set	1.67%	1.70%	1.5% see Appendix I	↓	1.5%	↓			50%
HOUSING BENEFIT/ COUNCIL TAX BENEFIT												
11.1	Whether authority has strategy for combating fraud and error	Cllr A Owens : Jackie Walley	Yes	Yes	Yes	Yes	→	Yes	→			Yes
11.3 a	Average time for processing new claims	Cllr A Owens, Jackie Walley	74 days	58 days	52 days	44 days	↑	43 days	↑			47 days per QTR
11.3 b	Average time for processing change of circumstances	Cllr A Owens : Jackie Walley	22 days	12 days	15 days	11 days see Appendix I	↓	13 days	↓			10 days Per QTR
11.3 c	Percentage of renewal claims processed on time	Cllr A Owens, Jackie Walley	58%	70%	50%	52%	↓	48%	↓			70%
11.4 a	Percentage of claims where calculation of benefits correct	Cllr A Owens : Jackie Walley	98%	98.05%	99.30%	100%	↑	99.20%	↑			98.61%
11.4 b	Percentage of recoverable overpayments that were recovered in the financial year. CUMULATIVE	Cllr A Owens : Jackie Walley	38%	40.63%	11.86%	22.77%	↑	29.23%	↓			44%
PERSONNEL												
1.9	The percentage of senior management posts filled by women	Cllr D Morris : Linda Atkin	20%	25%	23%	24%	↓	25%	→			25%
1.10	The number of working days/shifts per FTE lost due to sickness absence. CUMULATIVE	Cllr D Morris, Linda Atkin	9.2	12.4	2.72	2.5	→	3.3 (8.53 days)	→			11 days

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NAWPI	Description	Responsible Member & Officer	2002/03 Target	2002/03 Data	Data Quarter 1 July 03/04	Data Quarter 2 Oct 03/04	Performance	Data Quarter 3 Jan 03/04	Performance	Data Quarter 4 April 03/04	Performance	2003/04 Target
1.12	Ill health retirements as a percentage of the total workforce CUMULATIVE	Cllr D Morris, Cllr P Dobb : Linda Atkin	0.60%	0.36%	0.36%	0%	↑	0.1% (0.46%)	↑			0.60%
1.13	The percentage of total workforce that declare they are disabled per Disability Disc Act 1995 Annual Reporting	Cllr D Morris : Linda Atkin	2.72%	2.60%	2.60%	2.60%	→	2.60%	→			2.60%
1.14	Minority ethnic community staff as a percentage of total workforce Annual Reporting	Cllr D Morris : Linda Atkin	0.45%	0.31%	0.36%	0.36%	↓	0.36%	↓			0.60%
EDUCATION												
Note:	The education results which denote NV (not validated) , have not yet been validated and therefore a measure of true performance cannot be determined this quarter											
2.1	Average GCSE/GNVQ points score of 15/16 year olds in schools maintained by the authority ANNUALLY Academic Yr (November)	Cllr R Hughes, Ieuan L Roberts	Not set	40	Summer 2003 Results 38 Points					↓		40
2.2 PA	% of pupils in schools maintained by the authority achieving 5 or more GCSE's at grades A*-C or the vocational equivalent ANNUALLY Academic Yr (November)	Cllr R Hughes, Ieuan L Roberts	56.50%	52%	Summer 2003 Results 47%					↓		56.80%
2.3	% of pupils in schools maintained by the authority achieving one or more GCSE's at grade G or above or the vocational equivalent ANNUALLY Academic Yr (November)	Cllr R Hughes : Ieuan L Roberts	93%	93%	Summer 2003 Results 90%					↓		93%
2.4a P A	% 11 year olds in schools maintained by authority achieving Level 4 or above in the National Curriculum Key Stage 2 mathematics test ANNUALLY Academic Yr (October)	Cllr R Hughes : Ieuan L Roberts	69.80%	71.60%	Summer 2003 Results 72.5%					↑		69.20%
2.4b P A	% 11 year olds in schools maintained by authority achieving Level 4 or above in the National Curriculum Key Stage 2 English test ANNUALLY Academic Yr (October)	Cllr R Hughes : Ieuan L Roberts	69.80%	76.80%	Summer 2003 Results 77.4%					↑		67.60%
2.4c P A	% 11 year olds in schools maintained by authority achieving Level 4 or above in the National Curriculum Key Stage 2 Welsh (first language) test. ANNUALLY Academic Yr (October)	Cllr R Hughes : Ieuan L Roberts	71.20%	81.20%	Summer 2003 Results 79.1%					↑		71.30%
2.4d P A	% 11 year olds in schools maintained by authority achieving Level 4 or above in the National Curriculum Key Stage 2 Science test. ANNUALLY Academic Yr (October)	Cllr R Hughes : Ieuan L Roberts	72.40%	82.90%	Summer 2003 Results 85.9%					↑		71.40%

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NAWPI	Description	Responsible Member & Officer	2002/03 Target	2002/03 Data	Data Quarter 1 July 03/04	Data Quarter 2 Oct 03/04	Performance	Data Quarter 3 Jan 03/04	Performance	Data Quarter 4 April 03/04	Performance	2003/04 Target
2.5 a	% 14 year olds in schools maintained by the authority achieving Level 5 or above in the National Curriculum Key Stage 3 Mathematics test. ANNUALLY Academic Yr (October)	Cllr R Hughes : leuan L Roberts	67.50%	61.85%	Summer 2003 Results 67.5%						↓	69%
2.5 b	% 14 year olds in schools maintained by the authority achieving Level 5 or above on the National Curriculum Key Stage 3 English test. ANNUALLY Academic Yr (October)	Cllr R Hughes : leuan L Roberts	65%	63.10%	Summer 2003 Results 62.8%						↓	67%
2.5 c	% 14 year olds in schools maintained by the authority achieving Level 5 or above in the National Curriculum Key Stage 3 Welsh (first language) test. ANNUALLY Academic Yr (October)	Cllr R Hughes : leuan L Roberts	77%	57.60%	Summer 2003 Results 74.8%						↓	82%
2.5 d	% 14 year olds in schools maintained by the authority achieving Level 5 or above in the National Curriculum Key Stage 3 Science test. ANNUALLY Academic Yr (October)	Cllr R Hughes : leuan L Roberts	64%	69.95%	Summer 2003 Results 70.0%						↑	66%
2.6	% 15/16 year olds achieving the 'core subject indicator'. Those pupils achieving at least grade C in GCSE English or Welsh, Maths and Science combined. ANNUALLY Academic Yr (November)	Cllr R Hughes : leuan L Roberts	41.70%	35%	Summer 2003 Results 35%						↓	43.30%
2.7 P A	% 15/16 year olds leaving full time education without a recognised qualification. ANNUALLY Academic Yr (December)	Cllr R Hughes, leuan L Roberts	1%	2%	2.90%							0.90%
2.8 a	Number of primary pupils permanently excluded per 1,000 primary pupils. Reported upon Termly	Cllr R Hughes, leuan L Roberts	0	0.89	Spring 2003 0.1 (2 pupils)	Summer 2003 0.1 (1 pupil)		Autumn 2003 0.11 (1 pupil)			↑	1
2.8 b	Number of secondary pupils permanently excluded per 1,000 secondary pupils. Reported upon Termly	Cllr R Hughes, leuan L Roberts	0	1.47	Spring 2003 0.3 (2 pupils)	Summer 2003 0.7 (6 pupils)		Autumn 2003 0.51 (4 pupils)			↓	1.07
2.8 c	Number of special pupils permanently excluded per 1,000 special pupils. Reported upon Termly	Cllr R Hughes, leuan L Roberts	0	0	Spring 2003 0	Summer 2003 0		Autumn 2003 0			→	0
2.11 a	Percentage permanently excluded pupils attending <10 hours alternative tuition/week. Reported upon Termly	Cllr R Hughes, leuan L Roberts	0%	0%	Spring 2003 0%	Summer 2003 0%		Autumn 2003 0%			→	0%
2.11 b	Percentage permanently excluded pupils attending 10-25 hrs alternative tuition/week. Reported upon Termly	Cllr R Hughes, leuan L Roberts	0%	0%	Spring 2003 0%	Summer 2003 0%		Autumn 2003 50%			↓	0%

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2.11 c	Percentage permanently excluded pupils attending >25 hrs alternative tuition/week. Reported upon Termly	Cllr R Hughes, leuan L Roberts	100%	100%	Spring 2003 100%			Summer 2003 100%		Autumn 2003 50%	↓	100%	
2.12 a	Percentage primary classes with more than 30 pupils - reception to year 2 inclusive. ANNUALLY - January	Cllr R Hughes, leuan L Roberts	2%	2%	(See Narrative) (NV * - 1.4%)							2%	
2.12 b	Percentage primary classes with more than 30 pupils - year 3 to 6. ANNUALLY - January	Cllr R Hughes, leuan L Roberts	8%	12.20%	(See Narrative) (NV * - 17.7%)							8%	
<p>Note that this data is provisional and has yet to be confirmed - data being calculated by tim data. Extrapolated from PLASC and School source data. * figures to be collected from schools through PLASC during January/February 2004 2.12. a) The 2 classes out of 143 classes with more than 30 pupils are both in Welsh Medium schools and are covered in the "Exceptions" clause. 2.12. b) All within the "Exceptions" clause.</p>													
2.13 a	The number of statements issued during the year. ANNUALLY - February	Cllr R Hughes, leuan L Roberts	No target set	103	103							↑	97
2.13 b (i)	% of statements of special educational needs prepared within 18 weeks excluding those affected by the 'exceptions to the rule' under SEN code of practice. ANNUALLY - February	Cllr R Hughes, leuan L Roberts	75%	24.30%	24.30%							↓	100%
2.13 b (ii)	% of statements with special educational needs finalised within 26 weeks excluding those affected by the 'exceptions' to the rule under SEN code of practice. ANNUALLY - February	Cllr R Hughes, leuan L Roberts	Not set	46.60%	47.60%							↓	100%
Note:	NAWPI'S 2.13a - 2.13b are reported termly as local indicators and this data should be provided for this report.												
2.14 P A	The percentage of attendance, those present or on approved educational activities, in secondary schools. ANNUALLY Sept 2002 - May 2003	Cllr R Hughes, leuan L Roberts	Not applicable	89.80%	90%							↑	89.80%
SOCIAL SERVICES													
3.1	Stability of placements of children looked after by the authority by reference to the percentage of children looked after on 31 March in any year with three or more placements during the year. (Not cumulative - 3 monthly)	Cllr J Smith, Nicola Francis	<12%	20%	4.32%	8.7% *(see actuals below) and Appendix I	↓	13.16%	↑			<15%	
*20 of 152 children had experienced 3 or more moves. The PI is on target for QTR 3 as the data is non-cumulative. However, this PI is a cause for concern as it may not meet its target for the year if the current trend continues.													

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NAWPI	Description	Responsible Member & Officer	2002/03 Target	2002/03 Data	Data Quarter 1 July 03/04	Data Quarter 2 Oct 03/04	Performance	Data Quarter 3 Jan 03/04	Performance	Data Quarter 4 April 03/04	Performance	2003/04 Target
3.2 a	Educational qualifications of children looked after by reference to the percentage of young people leaving care age 16 or over with one or more GCSE's at Grade A* to Grade G or GNVQ equivalent one or more (Cumulative - 3 monthly)	Cllr J Smith, Nicola Francis	75%	17%	Not accessible	50%	↓	18.18% (2 pupils)	↓			75%
3.2 b	Educational qualifications of children looked after by reference to the percentage of young people leaving care age 16 or over with two or more GCSE's at Grade A* to Grade G or GNVQ equivalent two or more (Cumulative - 3 monthly)	Cllr J Smith, Nicola Francis	50%	17%	Not accessible	50% (4 pupils 2 achieved GCSE's)	→	18.18% (11 pupils 2 achieved GCSE's)	↓			50%
3.3 P.A	The percentage of young people in care on their 16th birthday who have a care plan and/or pathway plan for their continuing care (Cumulative - 6 monthly reporting)	Cllr J Smith : Nicola Francis	100%	66%	Not accessible	23% See Appendix I	↓	33%	↓			75%
3.4 P.A.	The percentage of first placements (for looked after children) beginning with a care plan in place (Cumulative 6 monthly reporting)	Cllr J Smith : Nicola Francis	95%	33%	Not accessible	23% See Appendix I	↓	59%	↓			80%
3.5	Average weekly costs of services for children looked after in foster care or in a children's home (Cumulative - 3 monthly)	Cllr J Smith, Nicola Francis	£415	£338.57	Not collected	£510.78	↓	£458.73	↓			£415
3.6 a	Cost of providing social services to adults by reference to gross cost per week for residential and nursing home care (Expenditure Data = Cumulative, Activity Data = Not Cumulative - 3 monthly)	Cllr P Dobb, Neil Ayling	£165	£264 (net)	£399 (gross)	£399 (gross)	↓	£393 (gross)	↓			£390
3.6 b	Cost of providing social services to adults by reference to gross cost per week for home care (Expenditure Data = Cumulative, Activity Data = Not Cumulative - 3 monthly)	Cllr P Dobb, Neil Ayling		£82 (net)	£63 (gross)	£52 (gross)	↓	£52	↑			£70
3.7 P.A	The rate of older people (aged 65 or over) helped to live at home per 1,000 population aged 65 or over (Not Cumulative - 3 monthly)	Cllr P Dobb, Neil Ayling	98	125.93	117.33	117.43	↓	102.83	↓			126
3.8 P.A.	The rate of delayed transfers of care for social reasons per 1,000 population aged 75 and over (Cumulative - 3 monthly)	Cllr P Dobb, Neil Ayling	2.53	2.08	0.1	0.42 See Appendix I	↑	0.83	↑			< 2.53
3.9 P.A.	The percentage of adult clients receiving a written statement of their needs and how they will be met (Cumulative 6 monthly)	Cllr P Dobb, Neil Ayling	95%	97%	File audit currently being undertaken	File audit currently being undertaken		100%	↑			97%

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3.10	The rate of assessments of people aged 65 and over per 1000 population aged 65 and over (Cumulative - 3 monthly)	Cllr P Dobb, Neil Ayling	205	175.43	45.62	84.13	↑	131.67	↑			165
3.11	Nights respite care provided or funded by authority per 1,000 population aged 18 or over (Cumulative - 3 monthly)	Cllr P Dobb, Neil Ayling	145	132.32	43.08	91.03	↓	138.59	↑			117
3.12	The percentage of Children on the CPR whose cases should have been reviewed that were reviewed (Not Cumulative - 3 monthly)	Cllr J Smith : Nicola Francis	100%	80%	77%	59% See Appendix	↓	100%	↑			95%
3.13 P.A.	The number of people aged 65 or over whom the authority supports in residential care homes or nursing homes per 1,000 population aged 65 or over (Not Cumulative 3 monthly)	Cllr P Dobb, Neil Ayling	22	33.57	31.12	30.75 (incl. Preserved Rights) 25.28 (excl. Preserved Rights)	↓	32.4	↓			22
3.14 a P.A.	The number of adults under 65 whom the authority helps to live at home per 1,000 adults (physical or sensory disabled) Not Cumulative - 3 monthly	Cllr P Dobb, Neil Ayling	3.46	10.07	7.53	7.57	↓	5.17	↓			10.07
3.14 b P.A.	The number of adults under 65 whom the authority helps to live at home per 1,000 adults (learning disabilities) Not Cumulative 3 monthly	Cllr P Dobb, Neil Ayling	4	2.89	1.83	2.84	↓	3.54	↓			4
3.14 c P.A.	The number of adults under 65 whom the authority helps to live at home per 1,000 adults (mental health problems) 6 Monthly	Cllr J Smith, Neil Ayling	5.25	9.77	0.95 * see below	7.72		6.6	↓			9.77
	<i>* "Quarter 1 of the QPR reported a rate of 0.95 people with a mental health problem receiving help to live at home. This data reflected services provided via our Intake and Assessment teams at Social Services Local Offices. The data did not capture people who receive help arranged through our Community Mental Health Teams. Data for Community Mental Health teams is collected manually every 6 months. Consequently the data in quarter 1 was not an accurate reflection of the services provided."</i>											
3.15 a P.A.	Percentage of cases of children with an allocated social worker providing a service appropriate to need (children on the child protection register) Not Cumulative - 3 monthly	Cllr J Smith : Nicola Francis	100%	99%	100%	91.67% *(See actuals below)	↓	98.72%	↓			100%
	<i>*78 children were on the Child Protection Register. 77 had an allocated social worker</i>											
3.15 b P.A.	Percentage of cases of children with an allocated social worker providing a service appropriate to need (children looked after excluding 3.15a) Not Cumulative - 3 monthly	Cllr J Smith : Nicola Francis	100%	95%	Not available	66.17% *(See actuals below)	↓	81.71%	↓			100%

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	<i>*175 children were looked after (excluding those on the child protection Register). 143 had an allocated social worker</i>											
3.15 c P.A.	Percentage of cases of children with an allocated social worker providing a service appropriate to need (children in need excluding 3.15 a and b) not cumulative - 3 monthly	Cllr J Smith : Nicola Francis	100%	69%	Not available	75.58% *(See actuals below)	↓	58.02%	↓			100%
	<i>*786 were in need. 456 had an allocated social worker. Overall there were 1039 children with 676 having an allocated social worker</i>											
HOUSING												
4.1 a	The percentage of unfit private sector dwellings made fit/demolished - direct LA action. Annually	Cllr P Dobb : Gary Sumner	7.79%	5.17%	Not applicable	Annual reporting		Annual reporting				5.17%
4.1 b	The percentage of private sector dwellings vacant for 6mths+ reoccupied from LA action. Annually	Cllr P Dobb : Gary Sumner	0.11%	0.56%	Not applicable	Annual reporting		Annual reporting				0.56%
4.2	Average SAP energy efficiency rating of LA owned dwellings	Cllr P Dobb, Paul Quirk	52	52	Annual reporting	Annual reporting		51.6*	→			52
Note:	*Nawpi 4.2 a new stock condition survey carried out in December on a 10% sample of properties identified a more accurate SAP rating of 51.6.											
4.5 a	Rent arrears of current tenants as a percentage of rent roll	Cllr P Dobb : Paul Quirk	6.80%	4.90%	Annual reporting	Annual reporting		Annual reporting				3.90%
4.5 b	Rent arrears of former tenants as a percentage of rent roll	Cllr P Dobb : Paul Quirk	1.50%	1.50%	Annual reporting	Annual reporting		Annual reporting				1.30%
4.5 c	Rent arrears of current and former tenants written off as not collectable as a percentage of rent roll	Cllr P Dobb : Paul Quirk	1.50%	2.40%	Annual reporting	Annual reporting		Annual reporting				0.90%
4.6	Percentage of decisions on homelessness applications made and notified within 33 days	Cllr P Dobb, Paul Quirk	93%	99.30%	100%	99%	↑	90%	↓			93%
4.7	Average relet times for LA dwellings let during the financial year	Cllr P Dobb, Paul Quirk	46 calendar days	53 calendar days	43 calendar days	41 calendar days - See Appendix I	↑	41 days	↑			46 calendar days
4.10 a	Percentage of repairs completed within target time (a) classed as emergency	Cllr P Dobb, Paul Quirk	100%	92.40%	91.50%	93% - See Appendix I	↓	93%	↓			95%
4.10 b	Percentage of repairs completed within target time (b) classed as urgent	Cllr P Dobb, Paul Quirk	90%	88.50%	74.40%	91% - See Appendix I	↑	93%	↑			90%

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4.11	Average time taken to complete non-urgent responsive repairs	Cllr P Dobb, Paul Quirk	50 days	54 days	44 days	42 days - See Appendix I	↑	47 days	↑			50 days
4.12	Does the authority follow CRE's code of practice in rented housing?	Cllr P Dobb, Paul Quirk	Yes	No	Annual reporting	Annual reporting		Annual reporting				Yes
4.13 a	Are there landlord wide Tenant Participation Compacts (TPCs)?	Cllr P Dobb : Paul Quirk	Yes	Yes	Yes	Yes	→	Yes	→			Yes
4.13 b	When was the most recent review of a landlord wide TPC in partnership with tenants?	Cllr P Dobb : Paul Quirk	2002	Quarterly Basis	Yes	Yes		Yes				Quarterly
4.13 c	What proportion of tenants are covered by local or group-specific TCPs?. Annual	Cllr P Dobb : Paul Quirk	5%	0%	-	-		-				5%
4.14	The number of homeless households placed by the authority in temporary housing for more than six months. Annual	Cllr P Dobb : Paul Quirk	Nil	1	Annual reporting	1	↓	5	↓			0
4.15	Average rent lost per tenant through dwellings being left vacant during the financial year. Annual	Cllr P Dobb, Paul Quirk	£30.77	£34.17	Annual reporting	Annual reporting		Annual reporting				£32.81
ENVIRONMENTAL SERVICES												
5.1 a (i) P.A.	Percentage of municipal waste recycled or reused. Quarterly	Cllr M German, Gary Sumner	5%	4.70%	3.49%	5.27%	↑	5.25%	↓			7.50%
5.1 a (ii) P.A.	Percentage of incinerator residues, beach cleansing wastes, rubble and abandoned vehicles recycled. Quarterly	Cllr M German, Gary Sumner		67.50%	64.09%	71.67%	↑	74.90%	↑			70%
5.1 b P.A.	Percentage of municipal waste composted. Quarterly	Cllr M German, Gary Sumner	5%	4.40%	6.58%	7.57%	↑	6.94%	↓			7.50%
5.1 c P.A.	Percentage of municipal waste used to recover heat, power and other energy sources. Quarterly	Cllr M German, Gary Sumner	0%	0%	0%	0%		0%	→			0%
5.1 d P.A.	Percentage of municipal waste landfilled. Quarterly	Cllr M German, Gary Sumner	88%	87.50%	87.12%	83.24%	↓	84.36%	↓			82%
5.5 P.A.	Percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness. Quarterly	Cllr M German, Gary Sumner	97%	94.40%	96.90%	96%	↑	96.90%	↑			95%
5.6 P.A.	Number of collections missed per 100,000 collections of household waste. Quarterly	Cllr M German : Ken Ewing	78	506.6	96	98	↓	87.7	↑			95

Please note: Trend analysis cannot be shown for Quarter 1.

Policy Agreement (PA) Indicators are in bold.

NAWPI	Description	Responsible Member & Officer	2002/03 Target	2002/03 Data	Data Quarter 1 July 03/04	Data Quarter 2 Oct 03/04	Performance	Data Quarter 3 Jan 03/04	Performance	Data Quarter 4 April 03/04	Performance	2003/04 Target
5.7 P.A.	The percentage of population served by kerbside collection of recyclables. Quarterly	Cllr M German : Gary Sumner	0%	0%	0%	0% - See Appendix I	↓	0%	↓			44%
This scheme was only introduced at the end of QTR 3 so an improvement on this data should be shown in QTR 4												
TRANSPORT												
6.1	Cost of highway maintenance per km on principal roads. Annually	Cllr M German, Steve Kent		£14,265 Provisional	Annual reporting	Annual reporting		Annual reporting				£12,365
6.2	Cost per passenger journey of subsidised bus services. Annually	Cllr M German, Steve Kent	£1.98	£1.96 Provisional	Annual reporting	Annual reporting		Annual reporting				£1.46
6.3 a	Condition of principal roads. Annually	Cllr M German, Steve Kent	Not set	11.40%	Annual reporting	Annual reporting		Annual reporting				Not set
6.3 b	Condition of non-principal roads. Annually	Cllr M German, Steve Kent	Not set	27.70%	Annual reporting	Annual reporting		Annual reporting				Not set
6.4	Percentage of street lamps not working. Quarterly	Cllr M German, Steve Kent	Steve Kent	0.72%	0.60%	0.69% 0.65% cumulative	↓	3.55% 1.73 cumulative	↓			0.50%
6.5 a (i)	Number of pedestrians killed / seriously injured per 100,000 population. Annually	Cllr M German, Steve Kent	11	17	Annual reporting	Annual reporting		Annual reporting				16
6.5 b (i)	Number of pedal cyclists killed / seriously injured per 100,000 population. Annually	Cllr M German, Steve Kent	4	5	Annual reporting	Annual reporting		Annual reporting				5
6.5 c (i)	Number of two wheeled vehicle users killed / seriously injured per 100,000. Annually	Cllr M German, Steve Kent	15	20	Annual reporting	Annual reporting		Annual reporting				20
6.5 d (i)	Number of car users killed / seriously injured per 100,000. Annually	Cllr M German, Steve Kent	37	25	Annual reporting	Annual reporting		Annual reporting				24
6.5 e (i)	Number of other vehicle users killed / seriously injured per 100,000. Annually	Cllr M German,	2	5	Annual reporting	Annual reporting		Annual reporting				5
6.5 a (ii)	Number of pedestrians slightly injured per 100,000 population. Annually	Cllr M German, Steve Kent	64	61	Annual reporting	Annual reporting		Annual reporting				61
6.5 b (ii)	Number of pedal cyclists slightly injured per 100,000 population. Annually	Cllr M German, Steve Kent	33	19	Annual reporting	Annual reporting		Annual reporting				19
6.5 c (ii)	Number of two wheeled vehicle users slightly injured per 100,000. Annually	Cllr M German, Steve Kent	23	32	Annual reporting	Annual reporting		Annual reporting				32
6.5 d (ii)	Number of car users slightly injured per 100,000. Annually	Cllr M German, Steve Kent	475	410	Annual reporting	Annual reporting		Annual reporting				406
6.5 e (ii)	Number of other vehicle users slightly injured per 100,000. Annually	Cllr M German, Steve Kent	76	39	Annual reporting	Annual reporting		Annual reporting				38
	Total Children = 115 (12 killed or seriously injured and 103 slightly injured - figures not supplied to the authority broken down as requested in the following criteria). Annually	Cllr M German, Steve Kent		See note								
6.5 a (iii)	Number of pedestrians - children killed / seriously injured per 100,000 population. Annually	Cllr M German, Steve Kent		Not applicable	Annual reporting	Annual reporting		Annual reporting				

Please note: Trend analysis cannot be shown for Quarter 1.

Policy Agreement (PA) Indicators are in bold.

NAWPI	Description	Responsible Member & Officer	2002/03 Target	2002/03 Data	Data Quarter 1 July 03/04	Data Quarter 2 Oct 03/04	Performance	Data Quarter 3 Jan 03/04	Performance	Data Quarter 4 April 03/04	Performance	2003/04 Target
6.5 b (iii)	Number of pedal cyclists - children killed / seriously injured per 100,000 population. Annually	Cllr M German, Steve Kent		Not applicable	Annual reporting	Annual reporting		Annual reporting				
6.5 c (iii)	Number of two wheeled vehicle users - children killed / seriously injured per 100,000. Annually	Cllr M German, Steve Kent		Not applicable	Annual reporting	Annual reporting		Annual reporting				
6.5 d (iii)	Number of car users - children killed / seriously injured per 100,000. Annually	Cllr M German, Steve Kent		Not applicable	Annual reporting	Annual reporting		Annual reporting				
6.5 e (iii)	Number of other vehicle users - children killed / seriously injured per 100,000. Annually	Cllr M German, Steve Kent		Not applicable	Annual reporting	Annual reporting		Annual reporting				
6.6	Number of days of temporary traffic controls or road closures caused by LA road works per km of traffic sensitive road. Quarterly	Cllr M German, Steve Kent	1.52	0.88	0.44 (cumulative)	0.55 0.99 (cumulative) - See Appendix I	↓	0.01 1.00 cumulative	↓			0.57
6.8	The Percentage of incidents of dangerous damage to roads and pavements made safe within 24 hours. Quarterly	Cllr M German, Steve Kent	98%	95%	94%	88% (91% cumulative)	↓	100% (95% cumulative)	→			98%
6.9	The percentage of pedestrian crossings with facilities for disabled people. Quarterly	Cllr M German, Steve Kent	76%	77%	77% (cumulative)	81% cumulative	↑	87% cumulative	↑			81%
6.10	The percentage of total length of footpaths and other rights of way easy to use by the public. Annually	Cllr M German, Steve Kent	55%	62%	47% (half sample)			Annual				65%
Transport Policy Agreement	<p>Transport Policy Agreement - In order to develop a better co-ordinated and sustainable transport system to support local communities the Welsh Assembly has presently agreed the Local Authorities can develop their own baseline data to measure changes in public transport patronage around key travel centres. In the longer term The North Wales Economic Forum (the Taith Consortium) will develop a North Wales Transport Model to provide input to future policy agreements. As part of the current arrangement the county will undertake the following steps:- 1. Measure public transport patronage at the key centres of Rhyl town centre, Glan Clwyd Hospital and St Asaph Business Park. 2. Discussions will take place with the main public transport operators to measure patronage based on ticket information for the "neutral month of October. Should agreement not be possible the Council will establish its own cost effective monitoring system. 3. Baseline figures will be collected in October 2001, These will then be used together with other relevant data on fares, service frequencies and aspects of competing modes (e.g. petrol and parking costs for private motorists) to seek to understand future changes in patronage. On the basis of the</p>											
QTR 1 April 2003 Update	<p>The Council has been involved in discussions to promote the use of public transport to and from Glan Clwyd Hospital and St Asaph Business Park. The Local Transport Plan contains a target "to increase the number of passengers on services subject to Quality Bus Partnerships (QBP) by 10% over a five year period". The QBPs are centred on Rhyl, the first has been developed for the coast road corridor through Rhyl and Prestatyn. 2. Discussions have taken place with the main bus operator, Arriva Cymru, to measure patronage based on ticket information for the "neutral" month of October. 3. Baseline figures have been collected for October 2001 and a second set of figures for October 2002. When three years worth patronage data have been collected these will be used, together with other relevant data on fares, service frequencies and aspects of competing modes (e.g. petrol and parking costs for private motorists) to seek to understand future changes in patronage. 4. On the basis of the trends established to set a target for public transport patronage within the three year period covered by the agreement. The patronage figures collected for the two years 2001 and 2002 are as follows:</p>											

Please note: Trend analysis cannot be shown for Quarter 1.

Policy Agreement (PA) Indicators are in bold.

NAWPI	Description	Responsible Member & Officer	2002/03 Target	2002/03 Data	Data Quarter 1 July 03/04	Data Quarter 2 Oct 03/04	Performance	Data Quarter 3 Jan 03/04	Performance	Data Quarter 4 April 03/04	Performance	2003/04 Target
	Location	Number of passengers										
			2001	2002	2003							
	Rhyl		53,945	68,791	78714							
	Glan Clwyd Hospital		3,169	3,965	4645							
	St Asaph Business Park		31	28	1							
QTR 2 October 2003 Update	The data has not yet been received from Arriva and will require validation.											
QTR 3 January 2004 Update	The reduction in St Asaph Business Park figures in 2003 was due to replacement of the main Arriva bus service with a shared hire car arrangement. The numbers using the shared hire car to the Business Park in October 2003 were 497.											
PLANNING												
7.1 a	Does the authority have a Unitary Development Plan in place? If no, go to (b) and (c)	Cllr M German, Graham H Boase	Yes	Yes	Yes	Yes		Yes				Yes
7.1 b	Is there a deposit Unitary Development Plan in place?	Cllr M German, Graham H Boase	Not applicable	Not applicable	Not applicable	Not applicable		Not applicable				Not applicable
7.1 c	What percentage of the population of the authority is covered by local plans which were adopted in the last 5 years? Annually	Cllr M German, Graham H Boase	Not applicable	Not applicable	Not applicable	Not applicable		Not applicable				Not applicable
7.3	The number of advertised departures from the adopted development plan approved by the authority as a percentage of total permissions granted	Cllr M German, Graham H Boase	3%	0.85%	0.79%	0.77%	↑	0.37	↑			<3%
7.4	The percentage of planning applications determined within 8 weeks. Quarterly	Cllr M German, Graham H Boase	75%	66.70%	72%	73%	↓	70%	↓			75%
7.6	Quality in customer service (Planning Officers Society Wales checklist). Quarterly	Cllr M German, Graham H Boase	11	11	11	11	→	11	→			11
ENVIRONMENTAL HEALTH & TRADING STANDARDS												
8.1 a	The percentage of food premises inspections that should have been carried out that were for high-risk premises. Quarterly	Cllr E Edwards, Gary Sumner	100%	42.30%	66%	54% - See Appendix I	↓	58%	↓			100%

Please note: Trend analysis cannot be shown for Quarter 1.

Policy Agreement (PA) Indicators are in bold.

NAWPI	Description	Responsible Member & Officer	2002/03 Target	2002/03 Data	Data Quarter 1 July 03/04	Data Quarter 2 Oct 03/04	Performance	Data Quarter 3 Jan 03/04	Performance	Data Quarter 4 April 03/04	Performance	2003/04 Target
8.1 b	The percentage of food premises inspections that should have been carried out that were for other premises. Quarterly	Cllr E Edwards, Gary Sumner	100%	100%	100%	6% - See Appendix I	↓	3%	↓			100%
8.2 a	Score against the checklist of enforcement best practice for environmental health standards.	Cllr E Edwards, Gary Sumner	9	8.6	8.6	8.6	↓	8.6	↓			9
8.2 b	Score against the checklist of enforcement best practice for trading standards.	Cllr E Edwards, Gary Sumner	9	8.6	8.6	8.6	↓	8.6	↓			9
CULTURAL SERVICES												
7.8 a	Is a local biodiversity action plan in place for the authority's area? If no, go to (b)	Cllr G Kensler, Ann Gosse		No	Plan launched June 2003	Yes		Yes				Yes
7.8 b	Will there be such a plan in place within the next 12 months?	Cllr G Kensler, Ann Gosse		Yes	Yes	Yes		Yes				Yes
9.1	The number of pupils visiting museums and galleries in organised school groups. CUMULATIVE	Cllr G Kensler, Ann Gosse	9286	8151	3165	4321	↑	6169	↓			9379
9.2	The number of visits to public libraries per 1,000 population CUMULATIVE	Cllr G Kensler, Ann Gosse	5426	6113	N/A	3359	↑	n/a				6300
9.3	The number of swims and other visits to swimming pools and sports centres per 1,000 population CUMULATIVE	Cllr G Kensler, Ann Gosse	9295	9044	2202	4895	↑	6030	↓			9388
9.4 a	The number of playgrounds and play areas provided by the authority, per 1,000 children under 12	Cllr M German, Gary Sumner	4	4	4	4	→	Annual Only				4
9.4 b (i)	The percentage of playgrounds & play areas which conform to national standards for local unequipped play areas	Cllr M German, Gary Sumner	0%	0%	0%	0%		Annual Only				0%
9.4 b (ii)	The percentage of playgrounds & play areas which conform to national standards for local equipped play areas	Cllr M German, Gary Sumner	6%	11%	11%	11%	↓	Annual Only				14%
9.4 b (iii)	The percentage of playgrounds & play areas which conform to national standards for larger, neighbourhood equipped play areas	Cllr M German, Gary Sumner	4%	13%	13%	13%	↓	Annual Only				14%

REPORT TO CABINET

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

DATE: 20 April 2004

SUBJECT: Ysgol Plas Brondyffryn

1 DECISION SOUGHT

- 1.1 To agree outline proposals to undertake the next phase of development at Ysgol Plas Brondyffryn.

2 REASON FOR SEEKING DECISION

- 2.1 The Brondyffryn Trust informed the Council on 23 March 2004 that it did not feel in a position to continue with the arrangements to develop residential care facilities in conjunction with Denbighshire County Council. Any relevant matters arising from the Trust's next meeting on 13 April 2004 will be reported verbally to Members.
- 2.2 The Council's commitment to the project is firm. At the February Cabinet meeting, it was resolved that signed Service Level Agreements from all North Wales authorities should be in place by 5 March 2004. All signed documents have been received and forwarded to the National Assembly. These agreements demonstrate a continued commitment by all North Wales authorities to the project.
- 2.3 The proposals to deliver the residential and challenging behaviour facilities include:
- An agreement with the National Assembly to vest the site at Gwynfryn in the council's ownership.
 - The potential use of prudential borrowing facilities to fund the capital build on the site.
 - Continuing with the plans to refurbish the primary provision on the Ty'n Fron site, once the residential facility is in place. Subject to

the funding for both Phases 1 and 2 being received (as promised) from the Assembly.

3 POWER TO MAKE THE DECISION

Section 2 of the Local Government Act 2000

Section 191 of the Education Act 2002

Section 1 of the Special Educational Needs and Disability Act 2001

4 COST IMPLICATIONS

4.1 It is expected that this project, in common with all Council work and in accordance with prudential borrowing rules, will be subject to a full financial analysis review and risk assessment, through the agreed programme and processes with regulators.

4.2 There will be ongoing pressures on education and social services budgets, particularly with regard to respite care and post 19 provision if/when these facilities are developed at a later stage in the project.

5 FINANCIAL CONTROLLER STATEMENT

There is no provision currently in the Council's 3 year Capital Programme for the costs of developing the residential facilities. Prudential Borrowing offers an opportunity that needs to be carefully developed with a predefined but realistic solution and brought to a future Cabinet meeting for consideration.

6 CONSULTATION CARRIED OUT

6.1 Productive discussions have taken place with Welsh Assembly Government officials following the Trust's decision to withdraw from the partnership arrangements. There is agreement on the way that the Council intends to proceed in continuing partnership with the National Assembly.

6.2 The Headteacher, Governors and parents have been kept fully informed. Parents will meet with officers to discuss Council's plans for the next stage of development early in the summer term.

6.3 The Care Standards Inspectorate for Wales, during its recent inspection of the school, is conversant with the developments.

7 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

7.1 The project addresses the mandatory requirement to provide for the special needs of a particular group of statemented pupils.

8 RECOMMENDATION

8.1 To agree the way forward in the next phase of development at Ysgol Plas Brondyffryn, as outlined in paragraph 2.3.

**CABINET, ASSET MANAGEMENT COMMITTEE AND DELEGATED DECISION
FORWARD WORK PROGRAMME**

AGENDA ITEM NO: 12

MONTH	RESOURCES DIRECTORATE	ENVIRONMENT DIRECTORATE	CHIEF EXECUTIVE'S DEPARTMENT	LIFELONG LEARNING DIRECTORATE	PERSONAL SERVICES DIRECTORATE
April 2004	<p>Monthly Budget Monitoring report - Revenue and Capital - C</p> <p>Balance of LA Funding in Wales - C</p> <p>Eirianfa - C</p> <p>Contact Centre - C</p> <p>Response to Consultation on Balance of Funding - C</p> <p>Granting of Hardship Relief - D</p>	<p>CCTV - C</p> <p>Vehicle Maintenance Depot - Location and Staffing - C</p> <p>Revised Protocol for Disposal - C</p> <p>Disposal at Less Than Best Consideration - C</p> <p>Highway Maintenance and Traffic Management - scheme prioritisation policy - C</p> <p>Fordham Research Report on Local Housing Needs Assessment - C</p> <p>Public Open Space Provision in New Developments - operating guidelines on Commuted Sums - C</p> <p>3 Award of Contract Reports - C</p> <p>Gwasg Gee - C</p>	<p>Corporate Quarterly Performance Report - Quarter 3 - C</p> <p>Progress Report on Action Plan in response to ACiW report on Improvement Plan - C</p> <p>Best Value review Timetable - Quarterly Report - C</p> <p>Single Tender Approval - Photocopies - C</p> <p>Approve a grant from the Welsh Church Acts Fund - D</p>	<p>Clwydian Range AONB Management Plan - C</p> <p>Ysgol Plas Brondyffryn - C</p> <p>Appointment of an LEA Governor (1 School) - D</p> <p>Appointment of LEA Governors (13 Schools) - D</p>	<p>HSCWB Draft Strategy - C</p> <p>Childrens' Services Update - C</p> <p>Formal Adoption of Local Housing Strategy - C</p> <p>Revision of the Agreement for Purchasing a service from a Care Home - D</p> <p>Social Care Workforce Development Plan - D</p>

KEY: C ~14/04/2004 A ~ ASSET MANAGEMENT COMMITTEE
D ~ DELEGATED DECISION

MONTH	RESOURCES DIRECTORATE	ENVIRONMENT DIRECTORATE	CHIEF EXECUTIVE'S DEPARTMENT	LIFELONG LEARNING DIRECTORATE	PERSONAL SERVICES DIRECTORATE
		Welsh Assembly Guidance on Disposals of Land at Less than Best Consideration - C Residents' Parking Schemes - D			
May 2004	Monthly Budget Monitoring report - Revenue and Capital - C	Consultation - Closure of an access on to the A55 at St Asaph - D Consultation - Creation of a bridleway - D SPG on Affordable Housing - C Residents' Parking Schemes - D Housing Renewal Policy - C Grants Under the Former SDS Scheme - D	Review Appointments to Outside Bodies - C Statutory Pls Quarterly Report - C Improvement Plan - C LGA / WLGA Relationship - C		Anti Poverty Policy and Action Plan - C Social Inclusion in Employment Policy - C Housing Stock Transfer Formal Offer Document - C Children First Management Action Plan - D
June 2004	Monthly Budget Monitoring report - Revenue and Capital - C		LGA / WLGA Relationship - C WLGA Nominations - C		Housing Stock Transfer Formal Offer Document - C Housing Stock Transfer Options for the DSO - C

KEY: C ~14/04/2004 A ~ ASSET MANAGEMENT COMMITTEE
D ~ DELEGATED DECISION

MONTH	RESOURCES DIRECTORATE	ENVIRONMENT DIRECTORATE	CHIEF EXECUTIVE'S DEPARTMENT	LIFELONG LEARNING DIRECTORATE	PERSONAL SERVICES DIRECTORATE
					Social Care and Hosuing for Older People - C Joint Review Action Plan Exceptions Report - C Children First Management Action Plan - D
July 2004	Monthly Budget Monitoring report - Revenue and Capital - C				
August 2004					
September 2004	Monthly Budget Monitoring report - Revenue and Capital - C	Draft Annual Monitoring report for the Unitary Development Plan - C or D			
October 2004	Monthly Budget Monitoring report - Revenue and Capital - C				Draft HSCWB Strategy - C Integrated Mental Health Service - C
November 2004	Monthly Budget Monitoring report - Revenue and Capital - C				Fees and Charges - D
December 2004	Monthly Budget Monitoring report - Revenue and Capital - C				Joint Review Action Plan Exceptions Report - C

KEY: C ~14/04/2004 A ~ ASSET MANAGEMENT COMMITTEE
D ~ DELEGATED DECISION

MONTH	RESOURCES DIRECTORATE	ENVIRONMENT DIRECTORATE	CHIEF EXECUTIVE'S DEPARTMENT	LIFELONG LEARNING DIRECTORATE	PERSONAL SERVICES DIRECTORATE
January 2005	Monthly Budget Monitoring report - Revenue and Capital - C				
February 2005	Monthly Budget Monitoring report - Revenue and Capital - C				
March 2005	Monthly Budget Monitoring report - Revenue and Capital - C				
April 2005	Monthly Budget Monitoring report - Revenue and Capital - C				
May 2005	Monthly Budget Monitoring report - Revenue and Capital - C				

KEY: C ~14/04/2004 A ~ ASSET MANAGEMENT COMMITTEE
D ~ DELEGATED DECISION