

**CABINET**

Minutes of the Cabinet meeting held in the Town Hall, Rhyl on Tuesday 28 September 2004 at 10.00 a.m.

**PRESENT**

Councillors S A Davies, Lead Member for Business & Communications; P A Dobb, Lead Member for Health & Wellbeing; E C Edwards, Lead Member for Communities; M A German, Lead Member for Children and Young People; R W Hughes, Leader and Lead Member for Regeneration; P J Marfleet, Lead Member for Finance and Personnel; D Owens, Lead Member for Lifelong Learning; S Roberts, Lead Member for Promoting Denbighshire; J Thompson Hill, Lead Member for Property and Asset Management and E W Williams, Lead Member for Environment.

Observers: Councillors R E Barton; J Butterfield; P C Duffy; M LI Davies; K N Hawkins, N Hugh Jones, D Jones and G M Kensler.

**ALSO PRESENT**

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

**1 URGENT MATTERS**

[i] Closure of Benefits Offices

**2 MINUTES OF THE CABINET**

The Minutes of the Cabinet meeting held on 14 September 2004 were submitted.

Item 7 Approval of SPG Parking Requirements in New Developments: Para 2 delete "at residential institutions".

Item 10 Meeting with Rhodri Morgan AM, First Minister: The Leader said it would be possible to devolve some of the funding and relevant work of the WTB, ELWa and WDA to Local

Authorities rather than the Welsh Assembly Government but WAG had decided not to pursue this avenue at this time.

**RESOLVED** that subject to the above, the Minutes of the Cabinet meeting held on 14 September 2004 be approved as a correct record and signed by the Leader.

### **3 LOCAL HOUSING STRATEGY**

Councillor P A Dobb presented the report seeking Cabinet recommendation to Council that the Denbighshire Local Housing Strategy be adopted. Councillor Dobb said an enormous amount of work had been carried out over the last two years to ensure an appropriate Strategy would be adopted for Denbighshire. The demography of the County had altered and the percentage of older persons was also higher. It was essential to find efficient ways of funding accommodation, leading to affordable, sustainable neighbourhoods.

The County Clerk confirmed that it was a Cabinet, rather than a Council, decision whether to adopt the Denbighshire Local Housing Strategy at this time. Although in agreement with the County Clerk, Councillor R W Hughes said it was important for all Councillors to have been involved in producing the Strategy.

**RESOLVED** that Cabinet adopt the Denbighshire Local Housing Strategy.

### **4 IMPROVING THE COUNCIL HOUSING STOCK: UPDATE**

Councillor P A Dobb presented the report seeking Members' agreement to receive a detailed report on Housing Stock Transfer at Cabinet in October 2004, in light of the points raised in the report. She said the report would include information on prudential borrowing. Councillor Dobb also expressed her disappointment in the consultants who had not provided information in a timely manner, which could present difficulties for some of the Authority's tenants. However, following on from a recent meeting of the WLGA, it had been agreed that the Welsh Assembly Government would meet with all Local Authorities to discuss ways of moving housing stock transfer forward. Further discussions would also follow on pension back-funding.

Councillor P J Marfleet agreed with the points made by Councillor Dobb and reminded Members that although Denbighshire had many new Councillors this was of no relevance to decisions being made. Circumstances had altered, there was a general lack of information from the Welsh Assembly Government and any decisions taken would have significant financial implications for the Authority.

Councillor R W Hughes said she had spoken with Mr J Patterson, Chair of the Denbighshire Tenants' and Residents' Federation and had explained the current situation. In the circumstances he had agreed it would not have been helpful to have a further meeting at this time.

Councillor J Butterfield asked that consideration be given to a member of the Tenants' Federation attending any meeting, or attending as observers, with the Welsh Assembly Government and the Leader and Lead Members for Health and Wellbeing and Finance and Personnel. Councillor M A German said all Cabinet Members should be informed of the outcome of any discussions before a meeting was held with the Tenants. Members agreed to give the matter consideration.

***RESOLVED*** that Members agree to receive a detailed report on Housing Stock Transfer at the Cabinet meeting in October 2004.

## **5 APPOINTMENTS TO OUTSIDE BODIES**

Councillor R W Hughes presented the report seeking Members' agreement to revoke the previous delegation to Cabinet Members to make appointments to outside bodies subject to the exceptions listed in paragraph 2.4 of the report. She said a number of further amendments had been made since the report had been despatched to Members and circulated an addendum for Members' consideration.

Councillor P A Dobb would be the Member on the Denbighshire Voluntary Sector Liaison Group and not Councillor S Frobisher. Councillor D Hannam would be the Member on the Rhyl and District Benefit Advice Shop along with Councillor D Jones.

**RESOLVED:**

- [a] *that Cabinet agrees to revoke the delegation to all Members “to make appointment to external bodies whose remit lies wholly within the Cabinet Member’s portfolio.”*
- [b] *that Cabinet agrees a new delegation to the Leader and Cabinet Members in respect of external bodies whose remit lies wholly within the Cabinet Members’ portfolio, to make appointments to fill any vacancies that occur before the next ordinary election of Councillors.*
- [c] *that following attendance at meetings of outside bodies short reports should be produced by the nominated representative for the relevant Lead Members, outlining the key issues discussed and any implications for the Authority, enabling a review of the Council’s membership of these bodies to be reviewed in 12 months’ time.*
- [ch] *to agree appointments to the bodies detailed on the list at Appendix 1 attached to the report and the addendum circulated and revised at the meeting.*

**6 REVENUE BUDGET 2004-2005**

Councillor P J Marfleet presented the report for Members, in the light of the budget performance figures for the current financial year as detailed in the appendices attached to the report, to consider any actions necessary to reduce the balance of overspending on services. He said improvements in performance were required each month otherwise a shortfall would occur by the year end.

Councillor Marfleet, in response to a query from Councillor E W Williams, said officers and Members were meeting to discuss policies and priorities for the next year. However, overspending on services needed to be addressed as savings were required.

**RESOLVED** *that Cabinet note the figures in the Appendices and agree the remedial actions to align projected spending levels with approved budgets.*

## 7 ANNUAL TREASURY REPORT 2003/2004

Councillor P J Marfleet presented the annual report on the performance of the treasury management function in accordance with the Authority's Treasury Policy Statement. The report detailed previous expectations of the economic climate, the resultant strategy agreed, the actual interest rate performance and the actions undertaken by Council in response. Members were asked to approve the treasury activities undertaken in 2003-2004 as detailed in the appendix to the report.

Councillor Marfleet detailed the positive improvements in collection of Council Tax and other debts and that the Council had drawn down more grant funding. However, some of the improvements had been due to slippage where funding had been allocated but not used. He said the Authority's cash flow appeared healthy on a daily basis.

Members discussed the impacts of the Council Tax property rebanding by the Inland Revenue and agreed residents should be kept informed. The Chief Executive confirmed that residents would have the opportunity of appeal next year but in the meantime would have to pay their Council Tax.

The Leader agreed with Members that a press release be issued detailing the Council Tax property rebanding and that it would also be included in the next issue of Cabinet Watch which was published in the local press.

***RESOLVED*** that Cabinet approve the Annual Treasury Report for 2003-2004. Members agree a press release be issued detailing the Council Tax property rebanding.

## 8 COLLABORATIVE PROCUREMENT - NETWORK MAINTENANCE AND SUPPORT

Councillor S A Davies presented the report seeking Members' authorisation for the Head of ICT to enter into collaborative procurement arrangements along with other North Wales Authorities (Wrexham County Borough Council and Flintshire County Council), to tender for the maintenance and support of the Denbighshire wide-area network, corporate local area network and supporting equipment. The process constituted a

joint procurement arrangement as referred to in Section 7.1 of the Financial Regulations (CPRs). Flintshire County Council would be the lead Authority.

***RESOLVED** that Members authorise the Head of ICT to enter into negotiations with other North Wales Authorities (Wrexham County Borough Council and Flintshire County Council), with a view to enabling joint procurement arrangements in respect of Denbighshire's network maintenance, support and equipment.*

## **9 CABINET FORWARD WORK PROGRAMME**

Councillor S A Davies presented the report and asked officers to ensure that Lead Members were fully involved in developing the Cabinet Forward Work Programme and involving Members from the start. The Leader endorsed Councillor Davies' comments and said Members must 'own' their reports.

Councillor Davies reported on his recent meeting with the Chair of Resources and the Administration Services Manager and said a questionnaire would be sent to all Members seeking suggestions for efficiencies on production of papers for meetings. Ongoing research would continue. He agreed with Members that a cost efficient but effective way of delivering papers to Members was required.

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

## **10 URGENT ITEMS**

### **[a] CLOSURE OF BENEFIT OFFICE, BRIGHTON ROAD, RHYL**

Councillor S Roberts informed Members that the Department of Work and Pensions were to close the Benefit Office in Brighton Road, Rhyl along with other offices in North Wales. It would mean that only one Benefit Office would operate in Denbighshire, whilst there would be 3 in Flintshire, 2 in Conwy and 2 in Wrexham. It was proposed that a bilingual call centre would eventually be established in Bangor.

Members agreed the Authority should oppose the closure of the office in Rhyl in the strongest terms as it operated in an area of

deprivation and the closure of the office would inevitably make more difficulties for its clients. Members said the best possible service was required for the residents of Denbighshire.

Members agreed the three Denbighshire MPs should be contacted as a matter of urgency regarding the closure, to ensure Denbighshire had at least an equal service as would be provided in other North Wales counties. Members agreed they also be requested to contact the Department of Work and Pensions regarding Rhyl being considered as a location for a call centre.

***RESOLVED*** the Leader contact Denbighshire MPs and regarding the closure of the Rhyl Benefit Office.

## **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 paragraph 8 and 9 of Part 1 of Schedule 12A of the Local Government Act 1972.

## **PART II**

### **11 SPECIALIST CARRIAGEWAY SURFACE TREATMENT**

Councillor E W Williams presented the report seeking Members' approval to an exemption from Contract Procedure Rules [CPRs] in respect of the procurement of specialised remedial surface treatment in order to address low skid resistance values on principal roads - CPR 10.1 (a) refers.

***RESOLVED*** that Cabinet agree to an exemption from Contract Procedure Rules in accordance with CPR 10.1(a) be granted to enable the Klaruw surface retexturing process to be utilised on areas of the principal road network where mechanical survey shows skid resistance to be below recognised intervention levels.

## **12 THE NEXT PHASE OF DEVELOPMENT OF YSGOL PLAS BRONDYFFRYN AS A REGIONAL CENTRE FOR CHILDREN WITH AUTISM**

Councillor D Owens presented the report seeking Members' agreement to the proposals for the development of Ysgol Plas Brondyffryn school [YPBD] as a regional centre for children with autism in North Wales and to fund the scheme within the 2004/07 capital plan, making use of an earmarked capital receipt from the sale of the current Brondyffryn Hall site and prudential borrowing.

Members were also asked to agree the transfer of the Gwynfryn site by gift from the Welsh Assembly Government to Denbighshire County Council. Agreement was sought to an exemption of the Contract Procedure Rules, 15 to 23 Quotation and Tendering. Members were asked to endorse the appointment of an existing Building Development Team.

Councillor Owens said Ysgol Plas Brondyffryn was an excellent centre with 112 pupils at 4 sites, 73 of whom came from outside the County.

Councillor P J Marfleet reminded Members the regional centre at Ysgol Plas Brondyffryn would be foremost amongst such provision in Wales. He supported the transfer of the Gwynfryn site by gift from the Welsh Assembly Government to the Authority as the only costs would be ongoing maintenance costs. Councillor Marfleet said the refurbishment of the Tyn y Fron site at Rhyl Road, Denbigh would be considered in further detail, in particular the provision of car parking facilities.

The Deputy Chief Executive / Corporate Director: Resources confirmed that the Brondyffryn Trust had originally agreed to gift the development plans to the Authority but had later sought to include a financial penalty clause in the deed of gift which would be imposed if the project was not completed as stated. The Council was not prepared to accept these imposed conditions.

Councillor E C Edwards said he was delighted to see the project going ahead as it was an unparalleled facility. It was essential to work closely with other Local Authorities to engage in service level agreements. He looked forward to seeing completion of the work.



Councillor E W Williams agreed with Councillor Edwards' remarks and said on completion Ysgol Plas Brondyffryn would become a national rather than a regional centre for children with autism.

In response to a query from Members, the Senior Management Accountant confirmed all revenue costs were in place for the scheme. The Senior Education Adviser confirmed that there was a demand for places at the school and figures showed that autism in children had increased over the last 10 years.

Councillor R W Hughes said she was delighted with the provision being made by the Authority for the young people of Denbighshire at Ysgol Plas Brondyffryn and also at Ysgol Tir Morfa.

***RESOLVED that Cabinet:***

- [a] agree the proposals for the development of Ysgol Plas Brondyffryn school [YPBD] as a regional centre for children with autism in North Wales.*
- [b] agree to fund the scheme within the 2004/07 capital plan, making use of an earmarked capital receipt from the sale of the current Brondyffryn Hall site and prudential borrowing.*
- [c] agree the transfer of the Gwynfryn site by gift from the Welsh Assembly Government to Denbighshire County Council.*
- [ch] agree to an exemption of the Contract Procedure Rules, 15 to 23 Quotation and Tendering.*
- [d] to endorse the appointment of an existing Building Development Team.*

Councillor R W Hughes, Leader reminded all Members that questions had been allowed from non Cabinet Members at the meeting but it would not always be possible for non Cabinet Members to comment. Non Cabinet Members were encouraged to submit written questions to the Leader / Cabinet Office 5 days before the Cabinet meeting.

The meeting concluded at 11.25 a.m.

**REPORT TO CABINET**

**CABINET MEMBER:** Councillor E W Williams, Lead Member:  
Environment

**DATE:** 26 October 2004

**SUBJECT: DENBIGHSHIRE'S MUNICIPAL WASTE  
MANAGEMENT STRATEGY**

**1. DECISION SOUGHT**

1.1 Approval is sought to publish the draft Municipal Waste Management Strategy. The waste management strategy sets out how Denbighshire intends to meet the various waste reduction and recycling and composting targets that have been established through national policy documents, including 'Wise about Waste'. The report also describes how the Council intends to combat litter and other related environmental issues.

**2. REASON FOR SEEKING DECISION**

2.1 The Municipal Waste Management Strategy is a major policy document, which Councils are required to produce in order to comply with Welsh Assembly Government guidance. The strategy that has been proposed is designed to ensure that the Council satisfies the requirements of the various European and National directives that will have been issued in relation to waste. Many of these directives will have significant budgetary implications.

2.2 The document also incorporates the Council's proposed Litter Plan, which deals with many issues that are at the forefront of the day to day concerns of Denbighshire's residents.

2.3 An executive summary of the full report is appended to this paper. Full copies of the report are available from the Head of Environmental Services.

### **3. POWER TO MAKE THE DECISION**

- 3.1 The 'Wise about Waste' the National Waste Strategy for Wales created by WAG in June 2002 recommends that a strategy is put in place by public sectors. Section 2 of the Local Government Act 2000 - Promotion or improvement of the environmental wellbeing of their area.

### **4. COST IMPLICATIONS**

- 4.1 The strategy was supported by SLR Consulting Ltd who prepared the main body of the document, in close consultation with Denbighshire County Council officers. A presentation on the strategy will be made at Cabinet.
- 4.2 The Council's main recycling contract is with SITA Ltd. This runs until 2009, and it incorporates the kerbside recycling scheme and the operation of the recycling parks (civic amenity sites). The recycling targets contained within this contract were set according to the WAG recycling targets that were in force at that time. Since the contract was let, new targets have been set in relation to bio-mass diversion (green waste, wood, paper and kitchen waste, etc.) The Council will face large surcharges if it fails to achieve these targets. The options for achieving the targets are therefore considered in the strategy.
- 4.3 The North Wales Regional Waste Plan which Denbighshire lead on behalf of North Wales Authorities gives some useful background information in relation to the wider picture. It is envisaged that a number of waste treatment and disposal facilities will have to be constructed across North Wales, and that Denbighshire will need to make use of some or all of these facilities. To date, none of the schemes has received definite approval to proceed. This means that Denbighshire's future disposal methods (and the associated costs) are still undetermined.

### **5. FINANCIAL CONTROLLER STATEMENT**

- 5.1 The impact of cost increases from changes in legislation and increased tonnages will need to be reviewed annually as part of the budget setting exercise. Any net increase in costs over and above

any increases in Assembly support may need to be contained within existing directorate budgets.

## **6. CONSULTATION CARRIED OUT**

6.1 The draft strategy was presented to the Environmental Scrutiny Committee on the 2 September 2004, with the following outcomes:

- (a) the Environment Scrutiny Committee supported the Draft Municipal Waste Management Strategy*
- (b) the committee endorsed the approach and policy outlined within the Draft Litter Plan relating to Dog Fouling Bins. The issue of strengthening the enforcement of dog fouling offences is to be considered in greater detail by a Working Group*
- (c) the locations of the Civic Amenity Sites be considered by a Working Group, and*
- (d) the matter of the death of livestock, and its subsequent removal from the highway, should be examined by the officers with a view to its inclusion in the Draft Litter Plan*

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

7.1 The targets relating to waste reduction and the effect of escalating waste costs will have consequences for all departments of the Council. These effects have largely originated from changes to national legislation and European Union directives. Although the Council cannot exert any significant control over these issues, it needs to react in a timely and appropriate fashion if it is to minimize the cost implications.

## **8. RECOMMENDATION**

8.1 That Members approve the publication of the draft Municipal Waste Management Strategy for consultation (incorporating the Denbighshire County Council Litter Plan).

## CHAPTER 1 – EXECUTIVE SUMMARY

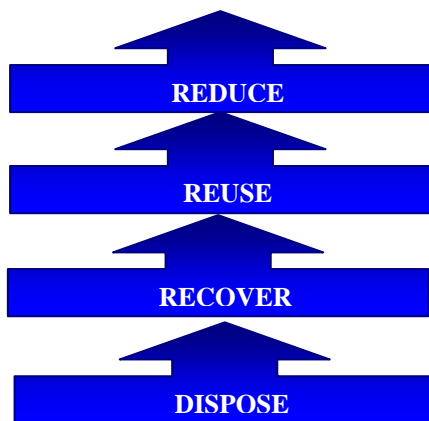
### 1.1 BACKGROUND

The management of municipal waste is one of the most important and challenging environmental issues facing Wales. The National Waste Strategy for Wales ('Wise about Waste'), which was published in June 2002, sets a challenging programme of change over the period to 2010 and beyond, which will alter fundamentally the way waste is managed throughout Wales. It is essential therefore, that each local authority in Wales prepares its own detailed plans for managing municipal wastes in line with the national strategy.

It is the aspiration of both the Welsh Assembly Government (WAG) and the Welsh Local Government Association (WLGA), that in the future, municipal wastes in Wales will be managed in ways that not only protect the environment and human health but also provide economic and social benefits. This Municipal Waste Management Strategy for Denbighshire will contribute significantly to meeting this aspiration and ensure that municipal waste is managed in a truly sustainable manner.

In preparing this strategy for Denbighshire the focus has been on adopting an approach that is consistent with the Waste Hierarchy (see Figure 1.1).

**Figure 1.1 - The Waste Hierarchy**



Waste reduction is at the top of the hierarchy. To date in Wales (and elsewhere in the UK) the principal focus has been on the recycling of waste. However, it is simply not sufficient merely to find different ways of dealing with the waste we produce. As a priority we must aim to produce less in the first place.

Second in the hierarchy is the reuse of waste, which essentially involves using a product over and over again. If the product regarded as waste is no longer suitable for reuse, it may still contain materials of value that can be recovered through recycling, composting or treatment with energy recovery.

Only when all of the other levels of the waste hierarchy have been maximised, should disposal of material be considered. Various European Union Directives limit the amount and type of residual material that is permitted for disposal to landfill. However, regardless of the method of waste management applied, there will always be a need for landfill for those elements of the waste stream that cannot be further re-used, recycled, composted or otherwise treated.

The '**Best Practicable Environmental Option**' (**BPEO**) is widely accepted as the key concept for assessing waste management options and facilities. This strategy for

Denbighshire has been developed within the context of the Regional Waste Plan for North Wales which was derived using a modified version of the BPEO which incorporates social and economic factors.

**The BPEO is defined as:**

***The option that provides the best overall solution taking into account specific local circumstances, social and economic aspects, as well as impacts on the environment.***

## 1.2 PREFERRED STRATEGY

The preferred strategy for Denbighshire, which is in line with the Best Practicable Environmental Option (BPEO) and Sustainable Waste Management Option (SWMO) identified for the North Wales Region as a whole, is as follows:

Expansion of recycling and reuse schemes for municipal waste such that the waste strategy targets for each of the target years of 2003/04, 2006/07 and 2009/10 are met and in fact exceeded. All residual waste would be sent to a Mechanical Biological Treatment plant, with some energy from waste. Continued landfill of waste residues will be required.

The strategy focuses on meeting specific targets set over the next 16 years (to 2020) but, realistically, cannot look in detail anywhere near this far ahead. Changes in legislation, taxation, attitudes to waste and availability of waste treatment and disposal facilities dictate that a regular review of detail will be necessary every 3 years. It is anticipated therefore, that the first review will be undertaken during 2007 so as to provide the basis for modification of any aspects of the strategy that may be required to achieve the targets for 2010 and beyond.

At this stage it is proposed that the strategy for Denbighshire will comprise of a number of key elements, as follows:

- **Waste minimisation** will be a priority for the Council over the next few years.
- Development of **kerbside collection schemes for dry recyclable and, in the medium to long term, organic (compostable) materials** (including green waste and kitchen derived organic waste). The first phase of the Council's kerbside collection scheme commenced in 2003 (operated under Contract to SITA), and it will be necessary to develop the scheme over the period up to 2009/10 in order to achieve the levels of diversion required to meet the targets.
- **Enhancement of the civic amenity site provision across the County** to facilitate better access to the principal population centres and increased diversion of materials for recycling and reuse. This will involve upgrading where necessary the six existing civic amenity sites in Denbighshire over the

period 2004-2006 so as to maximise the potential for segregation of materials for recycling and composting at each facility.

- **Enhancement of the existing network of 'Bring Sites'**, with a particular focus on the more rural areas which may not be served by kerbside collection schemes. The range of materials targeted will also be expanded at selected sites.
- Seeking to maintain, and where appropriate, expand **partnerships with community groups**.
- Maintaining **green waste composting** outlets within the County, and identifying further opportunities within or outwith the County where appropriate.
- Exploring opportunities for use of a sub-Regional **composting facility** to be developed by Conwy County Borough Council. It is intended that the site will be developed on a 'twin-track' basis to separately compost green waste and kitchen derived organic waste (using in-vessel techniques). The facility will form a core part of the North Wales Composting Research and Development Project, with the ultimate aim of developing a strategic facility for use on a partnership basis by a number of authorities in North Wales.
- Further development of **Materials Recycling Facility (MRF) infrastructure and services** to deal with recyclable materials diverted at the kerbside and at civic amenity sites and 'Bring' sites. Over the period prior to 2010 this will be largely achieved through the existing kerbside collection and civic amenity site Contract in place with SITA. There will also be an increasing focus on recycling from the commercial waste stream over the period to 2010 and beyond.
- Identifying appropriate **waste handling and treatment infrastructure for residual waste** (i.e. materials that are not segregated for recycling and composting). Further treatment of residual waste will be required by 2010 (and possibly prior to 2010) in order to meet the European Union Landfill Directive targets for diversion of Biodegradable Municipal Waste (BMW) from landfill. Prior to 2010 there may also be a need to identify **new or improved waste transfer infrastructure**; this will be dependent on the treatment and disposal routes adopted over the period to 2010.

It should be noted that there will be a need for the disposal to **landfill** of some residual wastes over the full duration of the strategy. The quantity of waste sent to landfill will reduce significantly up to 2010 and beyond. Ongoing access to landfill capacity will therefore need to be secured in the long term (currently the Council has access to a number of landfill facilities, including the Llandulas Landfill operated by Waste Recycling Group for wastes from the northern parts of the County, a landfill site near Chirk operated by Waste Recycling Group for wastes from the southernmost parts of the County and Gowy Landfill in Cheshire, again operated by Waste Recycling Group, for wastes from the central parts of the County, currently via the Ruthin Transfer Station).

**REPORT TO CABINET**

**CABINET MEMBER: COUNCILLOR P.A DOBB  
LEAD MEMBER FOR HEALTH & WELLBEING**

**DATE: 26<sup>TH</sup> OCTOBER 2004**

**SUBJECT: SUPPORTING PEOPLE OPERATIONAL PLAN  
2005/6**

**1 DECISION SOUGHT**

To agree the Supporting People Operational Plan for 2005/6.

**2 REASON FOR SEEKING DECISION**

- The National Assembly for Wales have requested the Supporting People Operational Plan on an annual basis (See Appendix 1 for introduction and Overview).
- The Supporting People Operational Plan 2005/6 outlines new and remodelled service for development and delivery in 2005/6.
- The projects identified will bridge gaps within existing services and meet local needs
- The Supporting People Operational Plan will inform the revenue resource allocation process for the Supporting People Grant and Supporting People Revenue Grant in 2005/6

A Summary of New Services/ Projects for development (see appendix 2) are as follows:-

- 1) A project consisting of 6 bed spaces dispersed throughout Denbighshire, for people who have substance misuse needs and are stable after treatment, but who require support to prevent relapse. ( 95% of the funding for this project has been allocated from the Drug & Alcohol Commissioning group)
- 2) Mental Health Supported lodging 7 flats with low level support delivered in partnership with Vale of Clwyd MIND and Clwyd Alyn,



this is a preventative scheme to reduce demands on statutory services.

- 3) A 'Wider Care' scheme for older people who live within their own homes (similar to a contact warden & care-line alarm service), initially for 50 people and then (funding permitting) extending to a further 50 people.
- 4) Two family properties with support for families fleeing domestic abuse, linked to the Glyndwr and Rhyl Women's Aid hostel provision.
- 5) Low level rural support service for 9 people with a low level learning disability
- 6) 10 'Supported Lodging' places for young people/care leavers who are unable to live independently without support.
- 7) A 3 bed space single parent unit, for young mothers who have a child under 1, where there may be child protection issues.
- 8) A Community Living project for a young person, whose accommodation will transfer from a 'residential children's home' to a community living project on his 18<sup>th</sup> Birthday.

A Summary of Existing Projects which will be "Re-modelled" is as follows:

- 1) 12 Dispersed units of supported accommodation across Denbighshire (outside of Rhyl) for young people 16 to 25 years of age. The National Assembly have allocated funding to Denbighshire, for 2 x 6 bed schemes to provide temporary accommodation with 24 hour staff provision. Given some of the difficulties which can arise with accommodating 6 young people together in one location, as well as in sourcing appropriate accommodation to provide this service, it has been agreed by the Supporting People Planning Group to develop this project on a dispersed basis.
- 2) To provide 10 people with mental health needs with an intensive floating support service to prevent hospital admissions (previously provided on a fixed based accommodation basis)

- 3) To provide a low level floating support scheme for 11 older people with mental health needs (previously the service provided a higher level of support to one person)
- 4) To remodel a successful three bed scheme to four beds, to ensure financial viability when tariffs are applied in April 2005.
- 5) Remodeling the Welfare Rights long term help service to cover a wider range of service users and to link into existing Supporting People service provision

A copy of the full Supporting People Operational Plan 2005/6, can be obtained from the Supporting People Team, Morfa Hall, Rhyl (Telephone 01824 712303). A copy will also be available on the Denbighshire Information Centre once agreed by elected members.

### **3 POWER TO MAKE THE DECISION**

To determine the content of any plan, strategy or other policy document requires approval by the Lead Cabinet Members in accordance with Statutory Instrument 2001 No. 2291 (W,179) Regulation 4 (3)( c) + (d)

### **4 COST IMPLICATIONS**

Some projects identified within the 2005/6 Supporting People Operational Plan have had financial resources allocated by the Welsh Assembly Government to enable services to be developed and / or remodelled (see pages 11 & 12)

Projects identified within the Supporting People Operational Plan for 2005/6 which do not have funding allocated, can only progress if / when savings can be made to existing Supporting People Contracts as a result of the Initial Service Review and Supporting People Commissioning processes.

### **5 FINANCIAL CONTROLLER STATEMENT**

Careful monitoring of costs and commitments will be necessary to ensure expenditure is contained within the special funding available.

## **6 CONSULTATION CARRIED OUT**

A Supporting People Consultation Day was held on 25<sup>th</sup> June 2004, where members of existing planning groups and forums (such as The Strategic Planning Group for Learning disabilities, the Mental Health Strategic Planning Group, The Planning Forum for People with a Disability and Sensory Impairment, The Forum of Forums for Older People, Tenants Association representatives, the Denbighshire Drug and Alcohol Forum, the Domestic Abuse Forum and other similar groups).were invited to attend.

Elected members, service users and organisations not represented on existing planning groups/ forums were also invited, to ensure extensive consultation on the Supporting People Operational Plan and priorities.

Additionally a special Supporting People Scrutiny Seminar will be held 21<sup>st</sup> October 2004 to consult further with elected members.

The Supporting People Planning Group (which includes representation from health, Probation, Social Services and Housing) met on 27<sup>th</sup> July 2004 to agree the Operational Plan and projects to be developed (subject to funding for 2005/6).

## **7 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE**

Services commissioned and developed through the Supporting People Programme (helping to meet the needs of vulnerable people in the community with a preventative and early intervention agenda) contribute to the objectives of many policy areas

- Health- contributes to reducing the level of admissions/ readmissions to hospital and reduces demand for expensive care packages.
- Education/ Economic regeneration – builds skills & confidence needed to enter and be successful in education or the job market.
- Community Safety – Supported housing services challenge anti-social behaviour, and are part of a holistic approach to

break the cycle between homelessness, substance misuse and offending behaviour and therefore promote safer communities.

- Social Inclusion – helps people develop independent living skills and facilitates social engagement
- Homelessness – contributes to reducing homelessness by supporting individuals to move from insecure to stable accommodation. Also enables vulnerable individuals to develop skills to maintain independent living.

## **8 RECOMMENDATION**

To agree the Supporting People Operational Plan for 2005/6 and support the projects identified to proceed to meet the needs of vulnerable people.

## **Appendix 1** (Extract From The "2005/6 Supporting People Operational Plan)

### **Part One: Introduction & Summary Overview**

#### **1.1: General Overview**

This represents the third Supporting People Operational Plan (SPOP) produced by Denbighshire County Council that considers the housing related support services required to meet the needs of vulnerable groups residing within the County of Denbighshire for the period 1<sup>st</sup> April 2005 to 31<sup>st</sup> March 2006.

The development of this plan has been completed with the knowledge that the Supporting People Operational Plan will no longer be used as a bidding document to the Welsh Assembly for the funding of new services. Rather it is a plan that will start to look at managing existing resources and utilising the review and monitor mechanisms to ensure legacy services meet the housing related support needs for residents of Denbighshire, in line with agreed strategy priorities.

The Supporting People Revenue Grant tariffs are now known (see appendix 1). Future service development will occur within existing funding resources. At the time of writing this plan there is uncertainty as to how much the revenue for Supporting People services will be in 2005/6, as a result of the announcement from the ODPM to cut spending within the programme.

The format of this plan follows the prescribed layout detailed within the guidance issued by the Welsh Assembly Government.

#### **1.2: Summary of Denbighshire's Geography & Demography based on Census Data 2001.**

Denbighshire is centrally located on the North Wales Coast; the north of the county predominantly contains a densely populated lowland fringe and the south by sparsely populated uplands. Denbighshire's population is slowly increasing; in 2001 the population was 93,092 forecast to increase to 97,900 by the year 2016. In 2001, 36% of the population spoke Welsh and 57.9% of Denbighshire's population was born in Wales.

A significant feature of the population of Denbighshire is the proportion aged over 55 years and in particular, the very elderly age group of 80 years. In relation to Wales, Denbighshire has the second highest percentage of the population over retirement age and the second highest percentage of the population over the age of 85

In Denbighshire, the natural change is negative, i.e. there are more deaths than births. Over the last decade there have been 10,327 births and 12,976 deaths. The increase in the total population is therefore due to a net inward migration of around 700 people per year

The unemployment rates are similar and slightly higher than those for the United Kingdom.

The whole of Denbighshire County Council falls into Objective One demonstrating the need to develop business and training to create and sustain wealth, to achieve convergence with other Welsh, UK and European regions.

The county contains a divergence of areas, with West Rhyl being the most deprived ward in Wales and Rhyl South West and Upper Denbigh are ranked amongst the worst 25% of wards within Wales.

For some locations in Denbighshire there is a direct correlation between the various indices of deprivation and both crime and disorder at the ward level. Rhyl West, the most deprived ward in Wales, has the highest recorded crime as well as the highest density per head of population

Housing tenure consist of 71.5% for owner occupied accommodation, 10.8% private rented and 13.2% local authority/ RSL accommodation; which would indicate that there is a shortage of social sector accommodation available at reasonable rents for vulnerable people who are not able to purchase their own homes.

#### Summary:

The geography of Denbighshire provides a broad range of challenges and implications in respect of access to health facilities, education, employment and delivering support services. The authority has to ensure delivery of consistent services that meet the needs of a diverse, relatively elderly, urban and rural population, where many of the issues and patterns relevant to the densely populated areas predominant on the coastal fringe are distinctly different from those applicable to more sparsely populated rural areas, in an area with a sizeable number of bilingual residents.

### 1.3: An Overview of Establishing the Third SPOP.

A Vision statement was agreed within the first Supporting People Operational Plan for 2003/4, which was:

***“To ensure adequate provision of appropriate, timely, and responsive housing-related support is accessible to all who need help to achieve or sustain independent living in the community, to promote social inclusion and prevent and reduce homelessness in Denbighshire”***

The overarching aim is that there must be no need for people in Denbighshire to become homeless, remain homeless or have to leave their home due to the lack of appropriate timely and co-ordinated housing related support services.

A philosophy and objectives have also been agreed by the Supporting People Planning Group (see appendix 6).

### 1.4: The Supporting People Planning Group (SPPG)

To comply with the format recommended in the Welsh Assembly Government Guidance, the SPPG consists of representation from Social Services, the Local Health Board, Housing Services and the Assistant Area Chief Probation and/or Senior Probation Officer.

The SPPG has held four meetings within the current planning cycle of establishing the 2005/2006 SPOP starting in May 2004. The purpose of these meetings has been to analyse data available from the needs mapping exercise, consider priorities laid down in the wider Strategies and Plans that influence the Supporting People Framework and to develop Supporting People services in accordance with this analysis, which are contained within this plan. In response to feedback received from RSL's and Voluntary organisation the composition of the Supporting People Planning Group is currently under review.

### 1.5: The Supporting People Operational Planning Process

#### 1.5.1: Development of the Local Planning and Consultation Process

A number of strategic links have been established with existing planning groups and forums within the Authority, with the aim of integrating Supporting People into other plans and strategies, as well as utilising existing channels for effective consultation in developing the third SPOP, essential to prevent consultation fatigue for service users and their representatives. Links have been established

with the Mental Health Strategic Planning Group, The Strategic Planning Group for People with a Learning Disability, The Physical Disability and Visual Impairment Planning Group, Denbighshire's Drug and Alcohol Forum, Domestic Abuse Forum and Age Concern Forum of Forums for Older People, Denbighshire's Housing Forum, Tenants representatives, the Young People's Partnership and Community Area Partnership Groups.

A Consultation day was organised with the following aims in mind: -

- To consult with all stakeholders on the development of the third Supporting People Operational Plan
- To consult with all stakeholders on the order of priorities as highlighted at planning groups.
- To establish any further areas of unmet need to feedback to the planning group.
- To establish further involvement and closer working partnership between the local authority, RSL's, voluntary sector providers & Probation Service & Health within the planning process.
- Provide a foundation for continual improvement in developing future Supporting People planning and consultation processes within the authority.

The Consultation Day had representation from stakeholders not represented within existing planning groups and forums.

#### 1.5.2: Service Users

Service users and their representatives have been consulted through the existing planning groups and forums, in addition to the Consultation Day.

On-going research into service user needs, along with feedback from service users through the service review process will inform future service development & remodeling to ensure the delivery of 'Best Value' and continuous improvement.

#### 1.5.3: Service Provider Involvement

The involvement locally of Service Providers (voluntary & independent sector providers in addition to RSL's, Probation and Health) has been fundamental to the development of the Supporting People Operational Plan; providers have been involved in the following ways:

- Participation in the Supporting People Consultation Day
- Meetings with individual Service Providers & RSL's
- Meetings with various Social Services Teams and Health Teams

#### Private Landlords

Private Landlords have been encouraged to be involved in the Supporting People Programme and the planning and consultation processes. through the Denbighshire Landlord's Forum. As a result private landlords were represented at the Supporting People Consultation Day this year.

#### 1.5.4: Minority Groups within the Community

Consultation with the minority communities within the authority is a particularly pertinent issue. Representatives from these groups were invited to attend the Consultation Day to enable them to contribute to the development of the plan. Sadly no representatives engaged, however there was representation through organisations who work with these vulnerable groups.

The Supporting People Team will endeavour to work closer with Network and Partnership Groups throughout Denbighshire to ensure that needs of minority groups are identified and addressed.

The effectiveness of planning and consultation processes will be reviewed within consecutive operational plans in relation to delivering continuous improvement and Best Value.

#### 1.5.5: Future Implementation Issues to be addressed

One of the major aims of Supporting People Programme, is to ensure that services are 'joined up and seamless', another is to ensure to delivery of quality support services which are value for money: therefore over the next twelve months a great deal of work will be required to ensure that this happens within Denbighshire. Some of the key tasks facing the Supporting People Team and planning group will be: -

- Production of a directory of services to raise awareness of Supporting People services and provide information on how to access to services.
- To improve the capture and dissemination of 'needs mapping' information in terms of quality and quantity from provider and advice organisations as well as the Probation and Housing Services.
- To work with ICT to overcome problems with reporting mechanisms from the NME database.
- Development of a comprehensive Needs Mapping Strategy for community care and sheltered housing in conjunction with implementation of the unified assessment process.
- Establish a SPPG 'Position Statement', to clarify eligibility for funding of Supporting People services to inform the review and commissioning processes.
- Implementing the charging policy once this has been finalised.
- Implement proposed changes to the SPPG
- Managing the cuts in SP revenue funding, once this has been announced by the WAG in October/ November 2004.
- Prepare for an inspection of Supporting People services from the WAG/Audit Commission in Wales
- Prepare for the transfer of SPRG services from the WAG to Denbighshire County Council in 2006
- Review performance monitoring systems when the WAG Performance Indicators for SP services are published later this year.
- Establish monitoring and management systems for Need's Mapping information.

#### 1.6: Supporting People Achievements & Developments in Denbighshire

Over the last 12 months, the Supporting People team has:-

- Issued 'Interim contracts' for all Legacy Supporting People Services.
- Commissioned the 'GIFT' project, (number 1 priority in 2004/5 SPOP), to join up homeless services directly with the Supporting People support and accommodation network, which will



contribute to reducing homeless presentations and facilitate timely & responsive 'move on' from temporary to more secure accommodation.

- Secured additional revenue funding from the Drug & Alcohol commissioning forum to fund the rehabilitation services for people with substance misuse needs identified within the 2004/5 SPOP
- Secured additional capital funding for 6 accommodation units in partnership with Housing and the Drug & Alcohol Forum to support the substance misuse rehabilitation project.
- Established a 'Key Ring' pipeline service as a pilot project in partnership with Social Services, to provide low level support to people with a learning disability in the North of the County.
- Established the 'Social Support' pipeline project within Community Drug & Alcohol Team (CDAT), in partnership with the North East Wales Trust.
- Established a pipeline scheme for 4 additional supported accommodation units for people with mental health needs.
- Established a pilot 'Young People's Support & Accommodation Group', initially comprising of membership of Homelessness officers, the Leaving Care Team and Supporting People to identify and address problems associated with accessing supported accommodation for young people aged 16 to 24, with the overarching aim to 'join up services'
- Established an 'Accreditation' process and an 'Accredited Provider List For Supporting People Services' in Denbighshire, which will reduce costs within future commissioning and contracting processes
- Established a 'Quality Assessment Framework' (QAF) for SP services in Denbighshire, which details minimum standard requirements and provides the basis for the formal SP review processes, including a self assessment process for support providers, to facilitate continual improvement in service quality.
- Denbighshire's QAF will also be adopted in the neighbouring counties of Conwy & Flintshire as a cross-authority assessment tool for Supporting People services
- Commenced the 'Initial Service Review' Process informed by a risk assessment process.
- Undertaken a review of the effectiveness of the SPPG in Denbighshire and made recommendations for improvement in constitution & functioning, in response to feedback from consultation processes.
- Established interim systems for contract and performance monitoring arrangements
- Aligned support payments for small providers with the Housing Benefit payments to improve customer service.
- Implemented new filing and information management systems necessary to support the policy framework in the future, following the changes from Transitional Housing Benefit to Supporting People.

### 1.7: Monitoring the outputs of the Supporting People Operational Plan

The Supporting People Planning Group will oversee the work of the Supporting People Team, to ensure that the Supporting People Operational Plan is being delivered on the ground

Contracting and review processes have been established in addition to interim project monitoring arrangements, results and outcomes will be reported to the Supporting People Planning Group to inform future planning decisions, to report on the strategic relevance of existing provision and to develop future services in line with 'best practice' models.

The WAG have also established a 'Task & Finish' group to determine formal performance indicators (PI's) for Supporting People policy implementation and service delivery, these PI's are due to be announced shortly and are likely to have an implementation date of April 2005.

### 1.8: IT Issues

Denbighshire Social Services IT department are no longer developing care.comm but are now looking at purchasing an existing database to hold service user information.

It is anticipated that the new system will hold information required to map supply & needs for community care services necessary for the Supporting People Programme, however until this system comes on stream within Denbighshire, the Supporting People team will continue to face an IT challenge in terms of maintaining interim records across different software systems, with Lotus notes, phase one of Care.comm (not including Supporting People) which is currently in use throughout the social services department and Microsoft software distributed by WAG for the SPRG Needs Mapping Exercise.

### 1.9: Cross boundary issues

#### 1.9.1: North Wales Supporting People Information Network Group

Denbighshire's Supporting People team has been active participants within this North Wales forum to discuss Supporting People issues. The group meets every 4-6 weeks, and is open to any Local Authority employee who has an interest in Supporting People from the counties of Wrexham, Flintshire, Denbighshire, Conwy, Gwynedd and Anglesey. A wide variety of issues have been discussed including those concerning cross boundary Supporting People projects.

A report (Local Challenges Regional Solutions) into cross boundary issues was completed in September 2003. It proposed some new ways of solving challenges in housing strategy and management by working more on a co-ordinated, regional basis - and it outlined some of the obstacles preventing more strategic working on a corporate, regional and multi agency level.

A partnership has now been formed across the six North Wales authorities and Probation. This group will work on identified cross boundary issues which will inform future SPOP's in Denbighshire.

### 1.10: Limiting Factors Influencing the Development of Supporting People Services in 2005/6.

To understand the context of the Supporting People Planning Groups decisions in relation to outlined service development priorities in 2005/6, it is important to understand some of the limiting factors influencing the shape of Supporting People Services in 2005/6:-

- **Needs Mapping Information** - This is not comprehensively available at present. The SPPG have therefore outlined the need for project development based on needs mapping information available augmented by data within existing strategies, reports and plans and feedback from the Consultation Day.

- **Suitable, Sustainable Housing Provision** - There is a shortage of social sector accommodation available at reasonable rents for vulnerable people who are not able to purchase their own homes. A survey undertaken by Michael Howard Associates has identified that the incidence of unfitness in the private sector housing sector is 22.9%. Many private sector properties are located in Rhyl and are houses in multiple occupation and these are issues which will be addressed through Denbighshire's Local Housing Strategy, but these do impact on the SP team's ability to develop supported accommodation services.
- **The Social Housing Grant Programme** - This provides limited funding to expand rented accommodation within the Registered Social Landlord sector through purchasing existing stock or new building, the level of funding is therefore a limiting factor in the development of supported accommodation.
- **Public Opposition to some Supported Housing Schemes.**  
Some supported housing projects in Denbighshire have been rejected at the planning stage due to public opposition, and these factors have had to be taken into consideration when developing the 2005/6 SPOP.

The Housing Needs Assessment survey has identified that future investment should be within special needs housing and within the rented sector. The level of need within Denbighshire has also been assessed as double that in other areas of Wales such as Anglesey.

Not only will more special needs housing be required to meet need, but the demand for support to enable people to achieve and sustain independent living, particularly for the young and elderly group will also increase.

## Appendix 2

### 1.12: Summary list of priorities-New Provision (extract from page 11 & 12)

These are the areas highlighted as priority from the SPPG in Denbighshire and rolled out for Consultation.

Overall Priority/ Status	Money Allocated	Project	No of Units	Tariff/SVO's (and equivalent)	Total Weekly Cost	Annual Cost
1/ New Provision	Yes	Drugs/alcohol: dispersed supported accommodation to compliment rehabilitation - 'Denbighshire Doorstop'	6	£110 rural:£10 on call: £22 staff intensity: £37.18 Assuming between 1:4 + 1:2 option	£1075.08	£55, 904
6/ New Provision	No	Mental Health Supported Housing	7	£40 + out of hours service option £22	£434	£22,568
7/ New Provision	No	Older People 'Wider care' scheme for housing related support/ warden support with carelines to people living within their own homes. Scheme to include substance misuse and sensory impairment support services	50			£37000
8/ New Provision	No	2 units for Families fleeing Domestic Abuse	2	£110 Rural option: £10	£240	£12,480
9/ New Provision	No	Learning disability: low level rural support	9	£40 + rural option £10	£450	£23,400
10/ New Provision	No	Supported lodgings for Young People	10	£110	£1100	£57,000
11/ New provision	No	Single parent accommodation	3	To be assessed with Young People Strategy		
12/ New Provision	Previous SPG funded project	Community living project (learning disability) through DCC children's service	1	SP contribution to be assessed/ agreed by SPPG		
14/ New Provision	No	Expansion of Older People 'Wider care' scheme	50			£37,000

1.13: Summary list of priorities - remodelling existing projects

Overall Priority/ Project code	Money Allocated	Project	No of Units	Tariff/SVO's (and equivalent)	Total Weekly Cost	Annual Cost
2 SP5910 SP5771	Yes	Symud Ymloen 1 & 2 Young People' s supported accommodation	2 x 6 units	£110 Staff intensity: £72.60 Assuming between 1:1 option On call £22 Rural £10	£2,575.20	£133,910.40
3 SP5100	Yes	Mental Health Supported Accommodation	10	£110 + Staff intensity: 66% (remodel to FS)	£1826	£94,952
4	Yes	Mental Health -EMI floating support scheme	11	£40 (LLG)	£440.00	£22880.00
5	Yes	Homeless/ potentially homeless 'Seashells'	4	24 hour staffed accommodation £223 Super intensity staff ratio £147.18 Out of hours option £22	£1568.72	£81573.44
14	Yes	WR Long Term Help (low level support) scheme	379	Remodel scheme to provide for a wider client group, (e.g. incorporate young people, families etc) and join up with wider support services	No increase in revenue contract value necessary	

**REPORT TO CABINET**

**CABINET MEMBER: Cllr Mike German, Lead Member for Children and Young People**

**DATE: 26 October 2004**

**SUBJECT: The Care Standards Inspectorate for Wales (CSIW) Inspection of the Denbighshire Fostering Service**

**1. DECISION SOUGHT**

1.1 Endorsement of the approach being taken to deliver improvements to the Fostering service in Denbighshire

**2. REASON FOR SEEKING DECISION**

**2.1 Background**

The Denbighshire Fostering Service was inspected by the Care Standards Inspectorate for Wales (CSIW) in March 2004. This was the first inspection carried out since the introduction of the Fostering Services (Wales) Regulations 2003.

2.2 The inspection revealed that of the thirty-three National Minimum Standards required 7 were met; 7 were almost fully met; 10 were partly met and 9 were not met. This is not a good outcome, though inspectors did find encouraging practice – for example to enable the education and health needs of looked after children to be met. The full report of the CSIW is available from Nicola Francis, Head of Children and Family Services.

2.3 Members will be aware that, particularly linked to recruitment and Retention difficulties, the quality of Children's Social Services remains a high corporate risk to the authority. This was flagged in the Joint Review in 2003 and subsequent Social Services Inspectorate (Wales) inspections/audits, and has been the subject of a series of reports to Cabinet in late 2003/early 2004. While some additional resources and high levels of management attention are being devoted to secure improvement, this latest report shows the depth of change process required and that the service as a whole has not yet turned the corner.

- 2.4 As a consequence of these findings, immediate work has taken place to respond to the CSIW with proposals and a timed action plan to address the shortfalls identified (attached at Appendix 1).

### **Current Position**

- 2.5 The level of work required to bring the Fostering Service into a position whereby it can meet the requirements of the legislation and the National Minimum Standards is significant. The response has been to take a specific Project Managed approach to address all requirements.

- 2.6 A Project Board has been established with the following objectives to:

- develop a culture of partnership working between foster carers and Denbighshire Children's Services
- develop long term, sustainable foster carer recruitment and retention strategies and improve existing foster care training and development opportunities.
- raise the quality of fostering social work practice and the confidence of operational staff to deliver excellent services
- implement new policies and procedures to comply with statutory and regulatory requirements placed on the Fostering Service
- establish systems to ensure that Denbighshire Children's Services take account of the views of the children and young people who are users of the Fostering Service
- develop a clear understanding of the investment needs to sustain excellence in the Fostering and Adoption Services
- produce a clear position statement and the identification of actions required to ensure the Adoption Service is fit for purpose

- 2.7 The Project Board has established Project Groups to lead on the work which has been divided into seven workstreams as follows:-

Workstream 1: Re-engaging Foster Carers  
Workstream 2: Recruitment and Training of Foster Carers  
Workstream 3: Rebuilding Departmental Processes/Clarifying Staff Roles  
Workstream 4: Policies and Procedures  
Workstream 5: Involvement of Children and Young People  
Workstream 6: Service Investment  
Workstream 7: Auditing Adoption Services

- 2.8 The Project Board will maintain a rigorous overview to manage and monitor progress to ensure compliance with the timescales as indicated within the action plan and to ensure fitness is achieved prior to re-inspection which is scheduled for March 2005.

### **3. POWER TO MAKE THE DECISION**

Care Standards Act 2000  
Fostering Services (Wales) Regulations 2003  
The Children Act 1989  
National Minimum Standards for Fostering Services

### **4. COST IMPLICATIONS**

- 4.1 The costs will be met through existing budgets.

### **5. FINANCIAL CONTROLLER STATEMENT**

- 5.1 Any costs resulting from this report will need to be considered as part of the budget setting exercise for future years, but will probably need to be contained within the existing service base budget.

### **6. CONSULTATION CARRIED OUT**

- 6.1 Consultation has taken place with CSIW. Denbighshire County Council action plan has been agreed.
- 6.2 The project based approach will involve and engage foster carers; Children Looked After (CLA), 'critical friends' from other statutory and voluntary organisations, as well as operational and planning staff within DCC's Children and Family Services



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

- 7.1 Statement of Corporate Parenting, Corporate Accountabilities Framework for Children Looked After.

## **8. RECOMMENDATIONS**

- 8.1 Cabinet members note the action plan and timetable as featured in the attached **APPENDIX 1** document
- 8.2 Cabinet Members endorse the approach being taken to deliver the necessary improvements to the fostering service in Denbighshire.

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**Inspection of Denbighshire County Council  
Fostering Services by**

**Care Standards Inspectorate for Wales, Care  
Standards Act 2000**

**Denbighshire County Council Action Plan – July  
2004**



Section / Regulation	Action Proposed	Lead Officer	Completion Date
<b>Regulation 3 (1)</b> <i>Of the Fostering services (Wales) Regulations 2003. The Statement of Purpose includes details in respect of the fostering service of:</i> <ul style="list-style-type: none"> <li>The Fostering service's policies, procedures and any written guidance to staff and carers accurately reflects the Statement of Purpose. The services it provides and any restrictions it operates</li> </ul>	<ul style="list-style-type: none"> <li>Revise and update all fostering policies, procedures and practice guidance including Foster Carer Handbook</li> </ul>	Service Manager (Resources and Specialist Services)	<sup>1</sup> January 2005
<b>Regulation 3 (3)(c)</b> <ul style="list-style-type: none"> <li>The Children's Guide includes the address and telephone number of CSIW's North East regional office</li> </ul>	<ul style="list-style-type: none"> <li>Enter the correct contact details for CSIW into the reviewed Children's Guide</li> </ul>	Family Placement Team Manager (FPTM)	October 2004
<b>Regulation 4 (a)(b)</b> <ul style="list-style-type: none"> <li><i>The Statement of Purpose is revised to reflect the recent staff changes.</i></li> <li><i>Notify the appropriate office of the National Assembly (CSIW) of any such revision within 28 days</i></li> </ul>	<ul style="list-style-type: none"> <li>Provide CSIW with an update on staff changes</li> </ul>	FPTM	September 2004
	<ul style="list-style-type: none"> <li>Establish a mechanism for informing CSIW of staff changes within the Fostering Service within one month of their appointment</li> </ul>	Personnel Manager	October 2004
<b>Standard 1.5<sup>2</sup></b> <ul style="list-style-type: none"> <li><i>The Children's Guide is developed to reflect the needs of all children placed by the Agency, which includes children with disabilities.</i></li> </ul>	<ul style="list-style-type: none"> <li>Update the Children's Guide</li> </ul>	FPTM	December 2004

<sup>1</sup> For the purposes of this response and throughout the document a commencement date is assumed as 01.08.04

<sup>2</sup> Highlighted text refers to Good Practice Recommendations by CSIW compliance is not mandatory, Denbighshire County Council has agreed to implement most of the Good Practice Recommendations

## APPENDIX 1

<p><b>Regulation 7</b></p> <p>Fitness of manager</p> <ul style="list-style-type: none"> <li>The Local Authority must ensure compliance with the Fostering Services (Wales) Regulations 2003 and the National Minimum Standards. In the appointment of a manager for the Fostering service.</li> </ul>	<ul style="list-style-type: none"> <li>Comply with the relevant standards and regulations when the appointment of a Team Manager is made in the near future.</li> </ul>	Head of Children and Families Service (HCFS)	September 2004
<p><b>Regulation 8,9 and 10</b></p> <ul style="list-style-type: none"> <li><i>All matters apply</i></li> </ul>	<ul style="list-style-type: none"> <li>Appoint to the post of Family Placement Team Manager, a manager who has or by 2005 achieves NVQ Level 4 Management qualification</li> </ul>	HCFS	Ongoing
	<ul style="list-style-type: none"> <li>Ensure there is a system in operation for reporting to the Head of Service – Children and Families, all the matters encompassed in Schedule 7</li> <li><i>Inform CISW as a matter of good practice of notifiable events outlined in Schedule 8</i></li> </ul>	Service Manager R&SS	December 2004
<p><b>Regulation 8</b></p> <p><b>Registered Person General Requirements</b></p> <ul style="list-style-type: none"> <li>There are clear written procedures for monitoring and controlling the activities of the fostering service and ensuring quality performance</li> </ul>	<ul style="list-style-type: none"> <li>A Quality Assurance Plan for the fostering service will be developed</li> </ul>	Commissioning Planning & Performance Manager (CPPM)	December 2004
<p><b>Standard 4.2</b></p> <ul style="list-style-type: none"> <li><i>There are clear roles for managers and staff and well-established lines of communication and of accountability between managers, staff and carers.</i></li> </ul>	<ul style="list-style-type: none"> <li>A Communication Protocol and accountability will be developed</li> </ul>	FPTM	January 2005
<p><b>Standard 4.3</b></p> <ul style="list-style-type: none"> <li><i>The service has proper written financial procedures and there is a reviewing procedure to keep them up to date.</i></li> </ul>	<ul style="list-style-type: none"> <li>Financial Procedures will be developed</li> </ul>	Service Manager R&SS	January 2005
<p><b>Standard 4.5</b></p> <ul style="list-style-type: none"> <li><i>A written procedure is drafted informing staff and carers of the Agency, to declare any possible conflicts of interest.</i></li> </ul>	<ul style="list-style-type: none"> <li>Corporate policy on conflict of interest has been launched and this will be incorporated in the new Fostering Procedures Manual</li> </ul>	CPPM	January 2005
<p><b>Regulation 17</b></p> <p><b>Support, training and information for foster parents</b></p>	<ul style="list-style-type: none"> <li>Produce Health and Safety Guidelines and revise Safe Care Guidelines</li> </ul>	FPTM	October 2004

## APPENDIX 1

<ul style="list-style-type: none"> <li>Foster carers are provided with written guidelines on their health and safety responsibilities.</li> <li>The Safe Care Guidelines are reviewed.</li> </ul>			
<p><b>Regulation 33(b)</b> <i>General duty of responsible authority</i></p> <ul style="list-style-type: none"> <li>A placement with the particular foster parent is the most suitable placement having regard to all the circumstances.</li> </ul>	<ul style="list-style-type: none"> <li>Children's needs identified prior to placement through LAC documentation and Prevention Support Panels</li> <li>Procedures for completion of referral forms to Family Placement Team will be reinforced</li> </ul>	Operational Service Manager	Ongoing
<p><b>Regulation 34</b> <i>Making of placements</i></p> <ul style="list-style-type: none"> <li>All areas within this Regulation.</li> </ul>	<ul style="list-style-type: none"> <li>Procedures will be revised to ensure compliance</li> </ul>	Service Manager (R&SS)	January 2005
	<ul style="list-style-type: none"> <li>Extend the range of placement choice by increasing numbers of foster carers through major recruitment strategy initiative and ongoing strategy</li> </ul>	CPPM	April 2005
<p><b>Regulation 8 (b)</b> <i>The need to safeguard promote welfare of children placed</i></p> <ul style="list-style-type: none"> <li>Safe caring guidelines are provided, based on a written policy and included in the foster care agreement, for each foster home, in consultation with the carer and everyone else in the household. The guidelines are agreed with the child's social worker and are explained clearly and appropriately to the child.</li> </ul>	<ul style="list-style-type: none"> <li>Action as per Regulation 17</li> </ul>	FPTM	October 2004
<ul style="list-style-type: none"> <li><b>The fostering service ensures that foster cares are aware of the particular vulnerability of looked after children and their susceptibility to bullying and procedures are in place to recognise, record and address any instance of bullying and to help foster carers cope with it.</b></li> </ul>	<ul style="list-style-type: none"> <li>Develop policy around the vulnerability of children looked after linking it with school's anti-bullying policy, supporting carers in its implementation through a process of supervision</li> </ul>	Education Liaison Officer	October 2004
<p><b>Regulation 12</b> <i>Arrangements for the Protection of children</i></p> <ul style="list-style-type: none"> <li>The Local Authority must ensure full compliance with</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing compliance with the All Wales Child Protection Procedures and National Assembly for Wales Guidance on allegations against professionals and carers</li> </ul>		Ongoing

## APPENDIX 1

<p>this Regulation.</p>	<ul style="list-style-type: none"> <li>Develop reporting system as part of the Quality Assurance Plan</li> </ul>	<p>Quality Assurance Officer, CPPM</p>	<p>January 2003</p>
<p><b>Regulation 13</b> <i>Behaviour management and absence from foster cares homes</i></p> <ul style="list-style-type: none"> <li>The Local Authority must ensure full compliance with this Regulation.</li> </ul>	<ul style="list-style-type: none"> <li>Issue revised procedures</li> </ul>	<p>Service Manager (R&amp;SS)</p>	<p>October 2004</p>
<p><b>Regulation 17</b> <i>Support, training and information for foster carers</i></p> <ul style="list-style-type: none"> <li>The training programme for foster carers should be developed to ensure all carers attend Behaviour Management and Child Protection Courses.</li> </ul>	<ul style="list-style-type: none"> <li>Complete audit of training needs of foster carers, and ensure child protection training is completed within six months. Priority will be given to the most active carers</li> </ul>	<p>FPTM</p>	<p>January 2005</p>
	<ul style="list-style-type: none"> <li>Monthly supervision of carers to be audited by Team Manager, Family Placement Team to ensure training needs are routinely discussed</li> </ul>	<p>FPTM</p>	<p>Ongoing</p>
<p><b>Regulation 14</b> <i>Duty to promote Contact</i></p> <ul style="list-style-type: none"> <li>The Foster Carer Placement Agreement covers all details relating to the contact arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>Family Placement staff to take responsibility for convening placement agreement meetings and completing Placement Agreement Part 2</li> </ul>	<p>FPTM</p>	<p>October 2004</p>
<ul style="list-style-type: none"> <li>The Statutory Review of placement discusses contact arrangements and this is recorded within the minutes. The review document is placed on the children's file within the required timescales.</li> </ul>	<ul style="list-style-type: none"> <li>Action as required</li> </ul>	<p>Independent Reviewing Officer</p>	<p>Immediate and ongoing</p>
<ul style="list-style-type: none"> <li>The Care Plan covers in detail the contact arrangements; these should only be changed following full consultation with all parties concerned.</li> </ul>	<ul style="list-style-type: none"> <li>Action as required</li> </ul>	<p>Operational Service Manager, Team Managers</p>	<p>Immediate and ongoing</p>
<p><b>Regulation 35</b> <i>Supervision of placements</i></p> <ul style="list-style-type: none"> <li>The Local Authority complies with its duty to visit the child in placement as required within this Regulation and a written report is provided of the visit.</li> </ul>	<ul style="list-style-type: none"> <li>Comply with the relevant legislation, regulations and procedures in relation to visits to children who are looked after and ensure that all visits are recorded</li> </ul>	<p>Operational Service Manager, Team Managers</p>	<p>Immediate and ongoing</p>
<p><b>Regulation 34(3)</b> <i>Matters and Obligations in Foster Cares Placement Agreement</i></p>	<ul style="list-style-type: none"> <li>Foster Care Placement Agreement to be updated</li> </ul>	<p>Service Manager (R&amp;SS)</p>	<p>October 2004</p>

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<ul style="list-style-type: none"> <li>The Foster Carer Placement Agreement includes all areas as required within Schedule 6 of the Fostering Services (Wales) Regulation 2003 and this is fully implemented with all foster carers.</li> </ul>			
<p><b>Regulation 34(3) Schedule 6 (e)</b></p> <ul style="list-style-type: none"> <li>The foster service must provide foster carers with information necessary to meet the educational needs of children placed with them. The Placement Agreement includes the children's educational needs.</li> </ul>	<ul style="list-style-type: none"> <li>Provide foster carers with guidance and training on their responsibilities in relation to the education of children who are looked after</li> </ul>	Education Liaison Officer	November 2004 and ongoing
<p><b>Standard 6.7</b></p> <ul style="list-style-type: none"> <li><i>A recording system is devised which records and seeks foster carers signatures, to confirm they are provided with all policies and procedures of the Foster service and this is placed on each carers file.</i></li> </ul>	<ul style="list-style-type: none"> <li>Develop system which ensures that all new carers and established carers receive and sign for the new Fostering Procedures, Foster Care Arrangements, updated Foster Care Handbook - this will be recorded in each Foster Carer's file</li> </ul>	Quality Assurance Officer	December 2004
<p><b>Standard 7.2</b></p> <ul style="list-style-type: none"> <li><i>The fostering service referral form seeks information on children's language needs.</i></li> </ul>	<ul style="list-style-type: none"> <li>Update referral form to include children's language needs</li> </ul>	FPTM	August 2004
<p><b>Standard 7.7</b></p> <ul style="list-style-type: none"> <li><i>The Foster Carers Training Programme includes information on the importance of the promotion of activities within the community for children in care. This information is also incorporated within the Foster Carer Handbook.</i></li> </ul>	<ul style="list-style-type: none"> <li>Update Foster Care Handbook to include more information about the promotion of local community activities for children looked after</li> <li>Update training programme</li> </ul>	Service Manager (R&SS)	January 2005
<p><b>Standard 8.4</b></p> <ul style="list-style-type: none"> <li><i>The Foster Carer Agreement contains specific references to elements of the matching considerations.</i></li> </ul>	<ul style="list-style-type: none"> <li>Action as per Standard 34(3)</li> </ul>	Service Manager (R&SS)	October 2004
<p><b>Standard 8.6</b></p> <ul style="list-style-type: none"> <li><i>The on-going Training Programme for carers should link into meeting the identified specific needs of children prior to placement, which would include preparing children of foster carers.</i></li> </ul>	<ul style="list-style-type: none"> <li>Action as per Standard 7.7</li> </ul>	Service Manager (R&SS)	January 2005
<p><b>Standard 8.7</b></p> <ul style="list-style-type: none"> <li><i>Where practicable each child has the opportunity for a period of induction.</i></li> </ul>	<ul style="list-style-type: none"> <li>Arrange where possible for children to be introduced to placements and ensure that there is a comprehensive exchange of information, including the completion of relevant documentation</li> </ul>	Operational Service Manager, Team Managers	Immediate and ongoing
<p><b>Standard 9.3</b></p> <ul style="list-style-type: none"> <li><i>The Placement Agreement should cover specific safe</i></li> </ul>	<ul style="list-style-type: none"> <li>Action as per Regulation 14</li> </ul>	FPTM	October 2004

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<i>care and behaviour management guidelines pertaining to the child placed. These should be discussed with the foster carers and children during introductory meetings.</i>			
<p><b>Standard 9.5</b></p> <ul style="list-style-type: none"> <li><i>A system is implemented to notify the Care Standards Inspectorate of any investigation and outcome of any child protection enquiry.</i></li> </ul>	<ul style="list-style-type: none"> <li>Develop a system in place for notifying Care Standards of any event listed in Schedule 8 of the Fostering Regulations (in accordance with Reg.43)</li> </ul>	Quality Assurance Officer	January 2005
<p><b>Standard 10.2</b></p> <ul style="list-style-type: none"> <li><i>There are clear procedures setting out how appropriate contact arrangements for each child in foster carer are to be established, maintained, monitored and reviewed.</i></li> </ul>	<ul style="list-style-type: none"> <li>Ensure that Care Plans are up to date and that they specify contact arrangements. These arrangements should always be reviewed at the child's statutory review</li> </ul>	Operational Service Manager Team Managers, Independent Reviewing Officer	Immediate and ongoing
<p><b>Standard 11.2.</b></p> <ul style="list-style-type: none"> <li><i>Foster carers are provided with specific training that equips them with the necessary knowledge to ensure they understand the importance of listening to the views of children. Such training provides an opportunity to develop skills in communicating effectively with children, and covers communication with children who have communication difficulties.</i></li> </ul>	<ul style="list-style-type: none"> <li>Action as per Regulation 17</li> </ul>	FPTM	January 2005
<p><b>Standard 12.1</b></p> <ul style="list-style-type: none"> <li><i>It is recommended that children's files be organised to include a section on health, to support the monitoring and tracking of relevant health issues.</i></li> </ul>	<ul style="list-style-type: none"> <li>Review structure of children's files</li> </ul>	Operational Service Manager, Administration Manager	December 2004
<p><b>Standard 12.3</b></p> <ul style="list-style-type: none"> <li><i>It is recommended that a higher priority is given by social workers to ensure the LAC Nurse is informed when children are admitted into care, change placements or leave the care system.</i></li> </ul>	<ul style="list-style-type: none"> <li>This already happens. No action required</li> </ul>		No action
<p><b>Standard 12.5</b></p> <ul style="list-style-type: none"> <li><i>All Foster carers are provided with certified First Aid Training.</i></li> </ul>	<ul style="list-style-type: none"> <li>This is already provided to foster carers but an audit will take place to identify any carers who have not received it</li> </ul>	FPTM	January 2005



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<p><b>Standard 13.1</b></p> <ul style="list-style-type: none"> <li><i>It is strongly recommended that the Statutory Review for children in full time education should not take place during the school day.</i></li> </ul>	<ul style="list-style-type: none"> <li>Where possible, reviews are held outside of school hours. This Good Practice recommendation is not entirely practical. Position will remain unchanged</li> </ul>		No action
<p><b>Standard 13.7</b></p> <ul style="list-style-type: none"> <li><i>The Fostering service makes clear its expectations (in relation to school day responsibilities) of foster carers and the arrangements, which will be put in place if any child is not in school. Those arrangements include structured occupation during school hours.</i></li> </ul>	<ul style="list-style-type: none"> <li>Review daytime activities for children who are excluded from school and ensure that suitable arrangements are in place for their occupation</li> </ul>	Education Liaison Officer	September 2004
<p><b>Standard 13.8</b></p> <ul style="list-style-type: none"> <li><i>The foster placement agreement identifies where financial responsibility lies for all school costs, including school uniform, school trips and school equipment.</i></li> </ul>	<ul style="list-style-type: none"> <li>Ensure that the Foster Placement Agreement outlines financial responsibility for all school costs including school trips, uniforms and equipment</li> </ul>	Service Manager (R&SS)	October 2004
	<ul style="list-style-type: none"> <li>Foster Care Procedures and Foster Care Handbook will also address this and update accordingly</li> </ul>	Service Manager (R&SS)	January 2005
<p><b>Regulation 20 (3)(d)</b> <b>Schedule 1 Fitness of workers</b></p> <ul style="list-style-type: none"> <li>All staff working in or for the fostering service must obtain a satisfactory clearance through the Criminal Records Bureau at the 'Enhanced Disclosure' level.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all staff have obtained Enhanced CRB clearances. Any staff members who still have original police clearances to immediately apply for Enhanced CRB checks</li> </ul>	FPTM, Personnel Manager	Immediately
	<ul style="list-style-type: none"> <li>Establish procedure for notifying CSIW of new members of staff within the FSP including all the details covered in Schedule 2 (2)(3)</li> </ul>	Personnel Manager	October 2004
<p><b>Regulation 17 (1) Support Training and Information for foster carers</b></p> <ul style="list-style-type: none"> <li>The Fostering service must ensure a training portfolio is maintained for all foster carers.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure each foster carer has a separate training portfolio outlining training completed. This information is already available on a database but will be included on carers' individual files</li> </ul>	FPTM, Training Officer	November 2004

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<p><b>Regulation 29</b> <i>Reviews and termination of approvals</i></p> <ul style="list-style-type: none"> <li>The Local Authority must ensure full compliance with Regulation 29. Regulation 34(d) Making of placements. Where the foster parent is approved by an Independent Fostering Agency, the requirements of Regulation 40 have been met.</li> </ul>	<ul style="list-style-type: none"> <li>Review all foster carers within one year of their approval and present these to Panel</li> <li>Audit current situation to identify reviews outside timescale</li> <li>Ensure that reviews comply with 29(3), i.e. with regard to making enquiries and taking the views of the carers and children into account</li> <li>Ensure that written reports are prepared at the conclusion of reviews in accordance with 29(4)</li> <li>Implement the recent procedure developed by Denbighshire for terminating approvals and ensure that the requirements of this regulation in relation to terminations are fully complied with</li> </ul>	Service Manager (R&SS)	November 2004
	<ul style="list-style-type: none"> <li>Develop suitable agreements with independent fostering agencies so that regulation 40 is fully adhered to as part of the work of North Wales Contracting Forum</li> </ul>	CPPM	Ongoing
<p><b>Regulation 19(a)</b> <i>Staffing of the fostering service</i></p> <ul style="list-style-type: none"> <li>The staffing of the fostering service must meet the numbers of the children placed by it.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that there are sufficient numbers of suitably qualified staff by the creation of two additional social work posts and the permanent filling of the team manager vacancy as soon as practicable</li> </ul>	Service Manager (R&SS)	Ongoing
<p><b>Regulation 26(1)(d)</b> <i>Function fostering panel</i></p> <ul style="list-style-type: none"> <li>The Fostering Panel to consider any case referred under regulation 28(8)(b) with reference to those foster carers who require changes to their terms of approval in extreme cases only. Where it takes carers over their usual fostering limit, in all cases the approval should be time limited and for named children only.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all exemptions and variations to a foster carers' terms of approval are brought to the Panel. A procedure has been established and it will be reviewed in October 04 by the Panel to ascertain its effectiveness</li> </ul>	Service Manager (R&SS)	Ongoing – Review October 2004
<p><b>Regulation 27</b> <i>Assessment of prospective foster carers</i></p> <ul style="list-style-type: none"> <li>The Fostering service must ensure full compliance with this Regulation.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing training to be provided to staff</li> <li>Fostering Panel to oversee requirements of this Regulation</li> </ul>	Service Manager (R&SS), Fostering Panel Chair	Ongoing
<p><b>Regulation 28(1)</b> <i>Approval of foster carers</i></p>	<ul style="list-style-type: none"> <li>Following internal audit, there are currently no carers jointly registered with Independent Fostering</li> </ul>	Service Manager	No action required

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<ul style="list-style-type: none"> <li>The Fostering service must not approve a person who has been approved as a foster carer by another fostering service provider, and whose approval has not been terminated.</li> </ul>	Agencies and Denbighshire County Council	(R&SS)	
<b>Schedule 3</b> <i>Information as to the prospective foster carer</i> <ul style="list-style-type: none"> <li>The Fostering service must ensure full compliance with this Schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the assessments of prospective carers fully comply with this Schedule</li> </ul>	Service Manager (R&SS)	Ongoing
<b>Regulation 34 (1) (b)</b> <i>Making of placements</i> <ul style="list-style-type: none"> <li>The Fostering service can only place a child with a foster carer provided the terms of approval are consistent with the proposed placement.</li> </ul>	<ul style="list-style-type: none"> <li>Implement Recruitment and Retention Strategy. This will result in an increase in the number of approved carers leading to far fewer children being placed with carers outside the terms of their original approval</li> </ul>	CPPM	April 2005
<b>Regulation 17(2)</b> <i>Support training and information for foster carers</i> <ul style="list-style-type: none"> <li>The Fostering service provider must take all reasonable steps to ensure that foster carers are familiar with and act in accordance with the policies established in accordance with regulation 12(1) and 13(1) and (3).</li> </ul>	<ul style="list-style-type: none"> <li>Foster care training programme to be further developed taking into account new procedures</li> </ul>	FPTM	November 2004
<b>Regulation 17-(1)</b> <i>Support training and information for foster carers</i> <ul style="list-style-type: none"> <li>The Fostering service has a clear strategy for working with and supporting foster carers, as outlined under standard 21.2.</li> </ul>	<ul style="list-style-type: none"> <li>Implement system for supervision, support and appraisal of foster carers</li> <li>Implement new supervision pro-forma to inform Annual Reviews of foster carers</li> <li>The format for the Annual Foster Home Review will be redesigned and the procedure for the Review included within Denbighshire's new Fostering Procedures</li> </ul>	FPTM	December 2004
<b>Regulation 29(5)</b> <i>Reviews and terminations of approval</i> <ul style="list-style-type: none"> <li>The first annual review reports are prepared and referred to the Fostering Panel for consideration.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure annual reviews of foster carers are completed within necessary timescales</li> <li>Establish a robust system for notifying Panel of any carers who have been subject to allegations. The new policy on Review, Variation and Termination of carers has been completed</li> <li>Ensure updated format of Annual Review is presented to Panel for agreement</li> </ul>	Service Manager (R&SS)  FPTM	Ongoing December 2004  November 2004
Regulation 12	<ul style="list-style-type: none"> <li>Procedure for dissemination of information to be developed</li> </ul>	Service Manager	January 2005

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<p><b>Arrangements for the Protection of children</b></p> <ul style="list-style-type: none"> <li>Information about the procedures for dealing with investigations into allegations of abuse against foster carers should be made available to children and young people in foster care.</li> <li>Records about allegations of abuse are kept and monitored and there is a clear policy framework, which outlines the circumstances in which a carer should be removed from the foster carer register.</li> </ul>	<ul style="list-style-type: none"> <li>Deregistration Policy in place</li> </ul>	(R&SS)	
<p><b>Regulation 17</b> <i>Support, training and information for foster parents</i></p> <ul style="list-style-type: none"> <li><b>Foster carers are provided training and support. This should include a management system for the supervision and appraisals of carers. A record to be maintained of supervision meetings with carers, which is clearly documented and separate to a support visit, and a record is made of all unannounced visits.</b></li> </ul>	<ul style="list-style-type: none"> <li>Action as per Regulation 17.1</li> </ul>	Service Manager (R&SS)	December 2004
<p><b>Regulation 28 (5) (b)</b> <i>Schedule 5 Foster Carer Agreement</i></p> <ul style="list-style-type: none"> <li>An agreement with foster carers should be implemented, which meets the above requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Action as per all other Recommendations regarding Foster Care Agreement</li> </ul>		October 2004
<p><b>Standard 15.6</b></p> <ul style="list-style-type: none"> <li><i>Social workers are provided with opportunities to attend the Post Qualification Award in Family Placement, and are provided with additional training in assessment.</i></li> </ul>	<ul style="list-style-type: none"> <li>Continue to arrange for social workers to complete PQ Awards and additional training in assessment. Supervision and staff development review will identify social workers who require this</li> </ul>	FPTM	Actioned and ongoing
<p><b>Standard 16.5</b></p> <ul style="list-style-type: none"> <li><i>The Fostering service has systems in place to determine, prioritise and monitor workloads and assign tasks to appropriate staff.</i></li> </ul>	<ul style="list-style-type: none"> <li>Arrange for workload management system to be adapted for the Family Placement Team</li> </ul>	FPTM	November 2004
<p><b>Standard 17.5</b></p> <ul style="list-style-type: none"> <li><i>The Recruitment Policy needs to be developed in line with the development of the service.</i></li> </ul>	<ul style="list-style-type: none"> <li>Address the recruitment issues within the fostering service as part of the Department's Workforce Strategy</li> </ul>	Service Manager (R&SS)	Actioned and ongoing
<p><b>Standard 17.8</b></p> <ul style="list-style-type: none"> <li><i>There are clear written recruitment and selection procedures on appointing carers, which follow good practice.</i></li> </ul>	<ul style="list-style-type: none"> <li>Procedures to be developed</li> </ul>	Service Manager (R&SS)	January 2005

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<p><b>Standard 17.11</b></p> <ul style="list-style-type: none"> <li><i>In assessing foster carers there is a competency element to this assessment.</i></li> </ul>	<ul style="list-style-type: none"> <li>Introduce a competency based element within fostering – then develop a training programme for the team and the Panel</li> </ul>	Service Manager (R&SS)	Training in 2005
<p><b>Standard 18.3</b></p> <ul style="list-style-type: none"> <li><i>The Fostering service provider must provide foster carers with outside office hours support as appears necessary in the interests of children placed with them.</i></li> </ul>	<ul style="list-style-type: none"> <li>Needs Mapping and foster care survey to determine type of service required</li> </ul>	CPPM	December 2004
<p><b>Standard 18.7</b></p> <ul style="list-style-type: none"> <li><i>The Whistleblowing Procedure is made available to Foster carers.</i></li> </ul>	<ul style="list-style-type: none"> <li>Ensure that a copy of the Whistleblowing Procedure is provided to all carers</li> </ul>	FPTM	September 2005
<p><b>Standard 21.1</b></p> <ul style="list-style-type: none"> <li><i>The procedural guidelines should inform of the out of hour's service, supervision, training support services and self help groups that the Fostering service provides to foster carers.</i></li> </ul>	<ul style="list-style-type: none"> <li>Arrange for Fostering procedures/handbook to include information for carers on access to out of hours support/support groups</li> </ul>	FPTM	January 2005
	<ul style="list-style-type: none"> <li>Daytime 'helpline' already launched to meet the health, educational, sexual health, social work and emotional health needs of LAC and their carer</li> </ul>		Actioned and ongoing
<p><b>Standard 22.5</b></p> <ul style="list-style-type: none"> <li><i>The Foster Carer Handbook is updated in order to reflect the requirements of the Fostering services (Wales) Regulations 2003.</i></li> </ul>	<ul style="list-style-type: none"> <li>Update the Foster Carer Handbook is line with the 2003 Fostering Service Regulations</li> </ul>	Service Manager (R&SS)	January 2005
<p><b>Regulation 30(1)(2)(3)</b></p> <p><b>Case records relating to foster parents and others</b></p> <p>There is a requirement that a notice to the terms and conditions of foster carer's approval is recorded as required. This is compliant with regulation 28 (5)(a). The information should be provided to foster carers in writing as required in regulation 29 (10).</p>	<ul style="list-style-type: none"> <li>Ensure that all carers receive written confirmation of their Terms of Approval</li> </ul>		October 2004
<p><b>Regulation 30 (3)(a)</b></p> <p>Case Records</p> <p>A record of each placement with the foster carer including the name, agree and sex of each child placed, the dates on which each placement began and terminated and the circumstances of the termination</p>	<ul style="list-style-type: none"> <li>Ensure that a chronology of placements are held on each foster carers' file including name, age and sex of each child placed, the dates on which each placement began and terminated and the circumstances of the termination and legal status</li> </ul>		December 2004
<p><b>Schedule 2</b></p> <p><i>Records to be kept by Fostering service Providers</i></p>	<ul style="list-style-type: none"> <li>Ensure that records of all persons working for the Foster Service Provider comply with Schedule 2</li> </ul>		November 2004

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A full set of records to be maintained in compliance with Schedule 2.			
<b>Regulation 34 (3)</b> <b>Schedule 6</b> <b><i>Making of placements</i></b> A Placement Agreement should be in place for each child placed.	<ul style="list-style-type: none"> <li>Ensure foster placement agreement and LAC documentation is completed with agreed timescale</li> </ul>		November 2004
<b>Regulation 18</b> <b><i>Complaints and Representations</i></b> The complaint procedure does not restrict the issues that may be complained about and should comply fully with the requirements of this standard	<ul style="list-style-type: none"> <li>Update Complaint Procedure</li> </ul>		November 2004
Regulation 12 (2) (d) Arrangements for the Protection of children Separate records are kept for allegations and complaints, including details of the investigation, conclusion reached and action taken.	<ul style="list-style-type: none"> <li>Reinforce use of current procedures</li> </ul>		Immediate and ongoing
Regulation 22 Records with respect to fostering services The Agency must maintain records as required within Schedule 2.	<ul style="list-style-type: none"> <li>Recording procedures to be updated</li> </ul>		January 2005
Regulation 31 (1)(3)(a)(b)(c) Register of foster parents A register of foster carers must be maintained.	<ul style="list-style-type: none"> <li>Ensure that a register of foster parents is maintained in accordance with this regulation</li> </ul>		Actioned and ongoing
<b>Standard 24.8</b> <ul style="list-style-type: none"> <li><i>Foster carers are provided with equipment that ensures documentation is stored safely and securely.</i></li> </ul>	<ul style="list-style-type: none"> <li>Continue to issue secure boxes to carers to store confidential information</li> </ul>		Ongoing
<b>Standard 25.3</b> <ul style="list-style-type: none"> <li><i>All staff receive training in the complaints procedures, covering the areas as outlined under this standard.</i></li> </ul>	<ul style="list-style-type: none"> <li>Provide Foster carers with training in accessing the updated</li> <li>Update procedure and provide training on new procedure complaints and representation procedure</li> </ul>		January 2005 Training during 2005
<b>Standard 25.4</b> <ul style="list-style-type: none"> <li><i>The Fostering service maintains a complete record of all complaints and representations made and how they are dealt with, including the outcome.</i></li> </ul>	<ul style="list-style-type: none"> <li>Centralise all information on complaints made about and by foster carers and their recorded outcomes with reports mechanism</li> </ul>		January 2005
<b>Standard 25.5</b>	<ul style="list-style-type: none"> <li>Audit the above information to identify any patterns of complaints</li> </ul>		March 2005 and

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<ul style="list-style-type: none"> <li><i>The Fostering service reviews the records at least annually to check satisfactory operation of the complaint procedure, to identify any patterns of complaint and action taken on individual complaints.</i></li> </ul>	and to ensure that appropriate actions have been completed. The Fostering Service should then ensure there is a review for specific cases or procedures where issues are raised by this audit	ongoing
<p><b>Standard 25.6</b></p> <ul style="list-style-type: none"> <li><i>The Fostering service takes appropriate action from such a review in relation to its policies and practices, as well as taking any necessary further follow up action in relation to individual cases. A written record should be made of any action taken.</i></li> </ul>	<ul style="list-style-type: none"> <li>Modify policies and practice in response to lessons learnt from complaints</li> <li>Ensure that the complaints system is implemented satisfactorily in relation to individual complaints</li> </ul>	As required
<p><b>Standard 26.3</b></p> <ul style="list-style-type: none"> <li><i>There is a system to monitor the quality of records and remedial action is taken when necessary.</i></li> </ul>	<ul style="list-style-type: none"> <li>Quality Assurance plan to be developed as per Regulation 8</li> </ul>	December 2004
<p><b>Standard 26.10</b></p> <ul style="list-style-type: none"> <li><i>The system for keeping records is congruent with the Looked After Children System.</i></li> </ul>	<ul style="list-style-type: none"> <li>All systems for keeping records within the Fostering Service Provider are consistent with the looked after children system and new integrated children's system</li> </ul>	January 2005
<p><b>Standard 27.5</b></p> <ul style="list-style-type: none"> <li><i>Premises provide an equipped base from which staff work. The purchase of additional computers for social workers is considered.</i></li> </ul>	<ul style="list-style-type: none"> <li>Audit computer hardware available to social work staff and obtain additional equipment if required and if resources permit</li> </ul>	March 2003
<p><b>Standard 30.1</b></p> <ul style="list-style-type: none"> <li><i>Each foster carer receives an allowance and agreed expenses, which covers the full cost of caring for each child. Payments are made promptly. Allowances and fees are reviewed annually.</i></li> </ul>	<ul style="list-style-type: none"> <li>Ensure the current boarding out system efficiently pays carers promptly including any agreed expenses. This system is working well currently – no action required</li> </ul>	Actioned
<p><b>Regulation 25(2)</b></p> <p>Meetings of Panel</p> <ul style="list-style-type: none"> <li>The Panel is required to have procedures in place.</li> </ul>	<ul style="list-style-type: none"> <li>Develop necessary procedures to comply with this regulation</li> </ul>	January 2005
<p><b>Regulation 26</b></p> <p><i>Functions of the Fostering Panel</i></p> <ul style="list-style-type: none"> <li>The Local Authority must ensure full compliance with this regulation.</li> </ul>	<ul style="list-style-type: none"> <li>Take necessary steps to ensure full compliance with this regulation</li> </ul>	January 2005
<p><b>Standard 31.5</b></p> <ul style="list-style-type: none"> <li><i>Foster panels receive management information about the outcome of foster carers' annual reviews.</i></li> </ul>	<ul style="list-style-type: none"> <li>A Performance Management System is being developed including a Core Data Set for Fostering Panel</li> </ul>	December 2005
<p><b>Standard 31.6</b></p>	<ul style="list-style-type: none"> <li>As for 31.5</li> </ul>	January 2005 and

## APPENDIX 1

<ul style="list-style-type: none"> <li><i>The panel monitors the range and type of carers available to the authority in comparison with the needs of children.</i></li> </ul>		ongoing
<p><b>Standard 31.8</b></p> <ul style="list-style-type: none"> <li><i>Consideration is given to having a young person on Panel who has been in foster care, in addition to the members who have had children placed in foster care.</i></li> </ul>	<ul style="list-style-type: none"> <li>Pursue the appointment of a young person who has been previously looked after on the Panel</li> </ul>	Ongoing
<p><b>Regulation 17(2)</b> <b>Support, training and information for foster carers</b> The Fostering service provider must take all reasonable steps to ensure that foster carers are familiar with and act with the policies established in accordance with regulation 12(1) and 13(1) and (3). The Fostering Service should have Policies and Procedures implemented in practice, to meet the particular needs of children receiving short-term breaks.</p>	<ul style="list-style-type: none"> <li>As per previous Requirements, develop procedures, policies and protocols</li> </ul>	January 2005
<p><b>Regulation 38</b> <i>Emergency and immediate placements by Local Authorities</i></p> <ul style="list-style-type: none"> <li>The Fostering service must ensure full compliance with this regulation.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all immediate and emergency placements comply with Regulation 38</li> <li>Revised procedures to be developed</li> </ul>	December 2005
<p><b>Regulation 17</b> <b>Support, Training and Information for foster parents</b></p> <ul style="list-style-type: none"> <li>The support and training needs for family and friends carers are assessed and met in the same way as for any other carer.</li> </ul>	<ul style="list-style-type: none"> <li>Audit the support and training needs of friends / family carers and ensure that these are met in the same way as those of Local Authority foster carers</li> </ul>	December 2005



**REPORT TO CABINET**

**CABINET MEMBER: Cllr M A German, Lead Member for Children and Young People**

**Date: 26 October 2004**

**Subject: Adoption Support Services**

**1. Decision Sought**

- 1.1 For Council to implement the Adoption Support Services (Wales) Regulations 2004 from 1 October 2004.
- 1.2 Endorse the arrangements for financial support (as per Appendix 2) including freezing the existing (former) Clwyd Adoption Allowance Scheme with immediate effect.
- 1.2 Note the arrangements prevailing within the North Wales Adoption Support Consortium which should enable consistency of approach and sharing of relevant information and good practice between the North Wales Authorities

**2. Reason for seeking decision**

- 2.1 Adoption services are governed by the Children Act 1989, as amended by the Adoption & Children Act 2002.
- 2.2 The Adoption & Children Act 2002 is being implemented on a phased basis over the next two years. The latest implementation timetable produced by the Welsh Assembly Government (WAG) is attached as Appendix 1 to this report.
- 2.3 Local Authorities have duties and powers to carry out assessment of needs for adoption support services in response to a request from specified eligible persons:
  - children who may wish to be adopted, their parents and guardians
  - persons wishing to adopt a child, and
  - adopted persons, their parents, birth parents and former guardians

- 2.4 Having carried out an assessment, the Local Authority is required to decide whether to provide adoption support services. There is no duty placed on the Authority to automatically provide services and there is no entitlement for those assessed to receive services, however, Local Authorities are expected to act reasonably in the making of their decision and will be expected to take individual account of each case and of the resources that are available locally.
- 2.5 Adoption Support Services can be provided by the Local authority's own Social Services Department, or through agreement with other agencies. Services are expected to take account of existing local services for children and their families and delivered in a co-ordinated manner without duplication, omission and delay.
- 2.6 Adoption Support Services will include a range of universal and more specialist services around the provision of information, advice, counselling/therapeutic support or financial support.
- 2.7 Examples of this would be:
- meeting the adoptive child's educational needs through placement at an appropriate local school with any specific support that might be required
  - meeting the adoptive child's health needs through registration with a local GP and providing access to more specialist services such as Child & Adolescent Mental health Services (CAMHS) in accordance with identified need
  - providing the adoptive parents with appropriate support following the granting of an Adoption Order by the Court
  - the support provided to adoptive parents may include (primarily) short-term financial assistance
  - provision of advice and counselling to children and young adults who have been adopted
- 2.8 This requires that the Social Services Department liaise with other agencies such as Lifelong Learning, and the Local Health Board to make them aware of the provision of these regulations and to secure access to services for adopted children.
- 2.9 Each Local authority is required to create an Adoption Support Services Advisor (ASSA) role. The ASSA is expected to be formally vested in the second tier of management, and WAG

guidance advises that this should be at Head of Children's Services level.

2.10 In Denbighshire this will be the 'Head of Children's Services', with day-to-day operational functions devolved to a Qualified Social Worker in the Family Placement Team, i.e. the FP Team Manager acting in this capacity.

2.11 The functions of the ASSA are to:

- provide a single point of contact for people affected by adoption
- signpost people to appropriate services, giving advice and information about how to access them
- ensure that suitable intra and inter agency arrangements are in place between social services, education, local health boards and trusts, voluntary service providers and voluntary adoption agencies, and other local authorities where they are involved
- advise colleagues in this regard when they are working on assessments for adoption support needs and are considering appropriate types of support and how they might be achieved locally
- work with other colleagues to produce and review adoption support plans, ensuring that multi-service provision can be effectively arranged and delivered
- help ensure that adoption support service components of placement plans are effectively transferred and delivered via an adoption support plan post adoption order
- act as a mechanism to facilitate smooth transition of adoption support plans where cross boundary scenarios arise

2.12 A significant change brought about by the Regulations relates to financial support to adopters. Current practice is based on the provision of long term allowances in specified circumstances that are agreed as part of the assessment and presented to the Adoption Panel. The new Regulations specify that financial barriers should not be the sole reason for an adoption failing to go ahead or to survive. The regulations set out the circumstances in which financial support may be paid and refer to a:

- single lump sum to meet a specified and assessed need
- series of lump sum payments to meet a specific assessed need
- periodic or regular payment payable at intervals to be determined by the local authority to meet a specified assessed and ongoing need

- 2.13 The presumption is that financial support to meet a one-off cost will usually be paid as a single lump sum, but that there is flexibility to pay financial support as a series of payments or regular payments
- 2.14 A North Wales Adoption Consortium was formed in October 2003, by the six Local Authorities. In the context that children are placed for adoption across North Wales (and beyond) it is important that a consistent approach is adopted across the region. The agreement of the North Wales Adoption Consortium is attached as Appendix 2.
- 2.15 Subject to approval, this protocol will be adopted across North Wales from October 2004. The funding for this will initially be met from existing budgets within fostering & adoption services. It is impossible to predict demand and to know whether this can be met from existing resources.

### **3. Power to make the Decision**

- 3.1 Children Act 1989 as amended by the Adoption and Children Act 2002

### **4. Cost Implications**

- 4.1 As indicated at 2.15 above, the actual costs for this service provision are unknown. This will be a demand-led service and thus subject to the vagaries of need as it occurs. It is proposed that costs are established and met through existing service budgets within the adoption & fostering service until greater understanding and knowledge is gained about longer-term budget requirements.
- 4.2 The effect of freezing the current (former Clwyd Adoption Allowance) Scheme will mean that:
- All new applicants, after 1<sup>st</sup> October 2004, will be subject to the new scheme as per Appendix 2.
  - Existing recipients of the Clwyd Adoption allowance scheme will not receive inflating increases and, as per current requirements, be subject to an annual financial review. Should recipients feel this is insufficient to meet their needs they may ask to be reassessed under the terms applicable to the new scheme.

## **5. Financial Controller statement**

- 5.1 Costs and commitments will need to be carefully monitored to ensure they can be contained within the service budget concerned.

## **6. Consultation carried out**

- 6.1 This report has been brought forward as a consequence of the introduction of new Regulations as imposed by WAG. Other Councils have been consulted as part of the North Wales Adoption Consortium approach in order to establish consistent policies.
- 6.2 Consultation will occur with the Local Health Board, Education and local Adoption Support service providers.

## **7. Implications for other policy areas including corporate**

- 7.1 None other than as identified above in 6.1

## **8. Recommendations**

- 8.1 It is recommended that Cabinet:
- Endorse the arrangements for financial support as per Appendix 2 including freezing the existing (former Clwyd Adoption Allowance Scheme) with immediate effect.
  - Note the arrangements prevailing within the North Wales Adoption Support Consortium which should enable consistency of approach and sharing of relevant information and good practice between the North Wales Authorities

**Adoption and Children Act 2002  
Provisional Implementation Timetable**

<b>Regulations/Orders</b>	<b>Consultation Period</b>	<b>Regulations Made</b>	<b>Coming into Force</b>
Adoption Support - Phase I	01.09.03 - 30.11.03	31.03.04	01.10.04
Independent Review Mechanism - Phase 1	01.10.03 - 31.03.04	19.10.04	03.01.05
Adoption Agency Regulations	22.12.03 - 30.06.04	30.11.04	01.09.05
Access to Information	30.04.04 - 30.07.04	02.11.04	01.09.05
Adoption Support Agencies	01.05.04 - 31.07.04	24.11.04	01.09.05
Special Guardianship	10.05.04 - 27.08.04	30.11.04	01.09.05
Adoption Support - Phase II	31.05.04 - 20.08.04	23.11.04	01.09.05
Inter Agency Fees	07.06.04 - 27.08.04	23.11.04	01.09.05
Adoptions with a Foreign Element	30.01.04 - 30.04.04		01.09.05
Restrictions on Reports	30.01.04 - 30.04.04		01.09.05
Independent Review Mechanism - Phase II	Not yet scheduled		01.09.05
Local Authority Adoption Plans	Not yet scheduled		01.09.05
Isle of Man and Channel Islands	Not yet scheduled		01.09.05
Restrictions on Advertisements	Not yet scheduled		01.09.05
Adoption and Children Act Register	Not yet scheduled		
e-Commerce Directive	Not yet scheduled		01.09.05
Court Rules	Not yet scheduled		01.09.05



## Denbighshire County Council Policy and Procedure on Financial Support for Adoption

### Summary of Policy:

Financial support can be paid to an adoptive family to enable an adoption to take place or to enable an adoption to continue. It can be paid as an ongoing allowance, as a lump sum or a series of lump sums.

### Summary of Procedures:

For looked after children who have an adoption plan, payment of financial support should be considered by the Adoption Panel when the plan is considered.

For children already adopted, an assessment for financial support can be undertaken and payment made if the criteria are met.

There must be no reward element paid to adoptive families.

### 1. The Adoption Support Services (Local Authorities)(Wales) Regulations 2004

The 2004 regulations replace the 1991 Adoption allowance regulations from 1 October 2004. From that date all applications for an adoption allowance will be assessed under the 2004 regulations.

Those who are already receiving an adoption allowance under the 1991 regulations will continue to do so, but from 26<sup>th</sup> October 2004 the levels of allowances will be frozen in monetary terms for the duration of their existence.

The 2004 regulations not only apply to agency adoptions of looked after children, but apply also to relative adoptions (except step parent adoptions), inter-country adoptions and where a child is already adopted, provided the child is aged under 18 years old. In these latter circumstances, the adoptive family who did not qualify for an allowance under the 1991 regulations can apply for an assessment for financial support under the 2004 regulations, in relation to current and future needs. Likewise, adopters currently receiving adoption allowances may apply for a further assessment.

## 2. Definition of Financial Support

Financial support for adoption can be paid as:

- A single lump sum payment to meet a specific assessed need
- A series of lump sum payments to meet a specific need
- A periodic or regular payment payable at intervals to be determined to meet a specific assessed need

Because financial support is to meet the costs of actual expenditure, it should always be considered whether it can be paid as a lump sum rather than an ongoing allowance.

## 3. Inter-Agency Placements

When an adopted child or a child placed for adoption resides in Denbighshire but was placed by another adoption agency, the child's placement agency is responsible for financial support in the following circumstances:

- Where an adoption allowance was agreed under the 1991 regulations by the placing agency
- Where the placing agency decided prior to the making of the adoption order that ongoing financial support should be paid
- Where the child is placed for adoption but not yet adopted
- Where there is a new request for financial support and the child was placed for adoption less than 3 years previously and the child was adopted less than 12 months previously

## 4. Eligibility for Financial Support

Financial support may be payable to help secure a suitable adoption where a child cannot be readily adopted because of a financial obstacle. It can also be paid post placement for adoption and post adoption order to ensure that the adoption can continue.

- Financial support can only be paid to an adoptive parent, if the criteria are met, regardless of whether the adoption was the result of an agency placement.
- An "adoptive parent" includes inter-country adopters and relative adopters but does not include step-parent adoptions.
- Financial support can commence at any point during the adoptive child's childhood (under 18 years of age)

To be eligible, one of the circumstances listed below has to exist:

- (a) The child has not been placed with the adoptive parents for adoption and financial support is necessary to ensure that the adoptive parents can look after the child if placed with them.;



- (b) The child has been placed with the adoptive parents for adoption and financial support is necessary to ensure that the adoptive parents can continue to look after the child;
- (c) The child has been adopted and financial support is necessary to ensure that the adoptive parents can contribute to look after the child'
- (d) The child has established a strong and important relationship with the adoptive parent before the adoption order is made;
- (e) The child should be placed with the same adoptive parent as his brother or sister (whether of half or full blood), or with the child with whom he has previously shared a home;
- (f) Where the child needs special care which requires a greater expenditure of resources by reason of illness, disability, emotional or behavioural difficulties or the continuing consequences of past abuse or neglect;
- (g) Where on account of the age or ethnic origin of the child it is necessary for the local authority to make special arrangements to facilitate the placement of the child for adoption.

(For more details about these points please refer to the Adoption Support Services Guidance Wales paragraphs 187 - 205.)

In addition, all the child's circumstances must be considered in relation to those of the adoptive family.

### **5. Application for Financial Support**

To ensure consistency, all requests for payment of financial support to adoptive families who are to adopt a looked after child will be heard by the Denbighshire County Council Adoption Panel. The adoption panel will make a recommendation whether or not financial support should be paid and at what level. The Agency Decision Maker will make a decision having considered the panel's recommendation.

Before the application for financial support is presented to the adoption panel, the application has to be agreed by the Service Manager responsible for the child.

The procedure is as follows for a looked after child:

1. Consider whether the child will meet the criteria for payment of financial support (see eligibility as above)
2. Decide what type of financial support would be most appropriate - lump sum, series of lump sums or an ongoing allowance
3. Present application for financial support to the adoption panel either at the stage of adoption being in the child's 'best interests' or at the stage of the match between the child and adoptive family. It is often advisable to consider financial support at the 'best interests' stage to enable the recommendation to be included in the family finding strategy
4. If the application for financial support is being presented at the time of match, the financial assessment of the adoptive family must also be included in the papers for panel, including a proposal of the amount of financial support to be paid

5. Before the child is placed the adoptive family must receive written details of the placement, including the details of the payment of financial support

If the child is already placed with the adoptive family but is still looked after, the same procedure must be followed.

If the child is already adopted and a request for financial support has been made, refer to the paragraph below entitled ' financial support to adopted children and their families'.

### **6. Assessing the Amount of Financial Support**

In assessing the amount of financial support to be payable, the adoptive family's income, including from benefits and tax credits, must be taken fully into account. However, to avoid cumbersome and, at times, unhelpful assessments of financial means, a simplified basis of entitlement based on 'tax banding' will be employed. Eligible adopters whose income does not exceed the current lower income tax threshold will receive maximum payments deemed appropriate; those who fall within the higher income tax banding will have their payments reduced by 50%.

The aim of financial support is to facilitate a successful placement and to enhance the child's well-being in the adoptive home. It is necessary to project forward and consider all the financial circumstances that are likely to apply when the child is living in the adoptive home.

When assessing the amount of the allowance, the specific factors to be taken in to account are:

- Any recommendation made by the adoption panel
- Financial resources available to the adopter
- The amount needed by the adopters
- The financial needs and resources of the child
- Expenditure to facilitate the adoption

The limits on the amount of the allowance payable are as follows:

- The amount of financial support provided must not include any element of remuneration for the care of the child, i.e. no 'reward' element. (The exception to this is in the case of former foster carers, for which see separate section on 'foster carers who wish to adopt a child they are currently caring for' below)
- Christmas/festival, birthday and holiday allowances paid to foster carers are not payable to adoptive families

In assessing the amount of financial support to an adoptive family, the following can be included. (These rates have been agreed by Local Authorities in the North Wales Adoption Consortium).

#### **➤ Introductions between child and adoptive parents**

- For adopters - meals at Denbighshire County Council substance rates
- Transport for introductions payable at standard class public transport

rates or petrol costs, equivalent to the current mileage rates for Denbighshire County Council foster carers

- Accommodation payable at the local 'Travel Lodge' rates or equivalent, by prior agreement only

### ➤ **Settling-in-Grants**

Initial expenditure necessary for the purpose of accommodating the child to include bedroom furniture, bedding, school uniform, safety equipment, toys and clothing (taking into account the child should arrive with full set of clothing). Settling in grants can be up to a maximum of 5 times the Fostering Network recommended weekly fostering payment for a child of the same age.

### ➤ **Transport**

For the purpose of purchasing a larger vehicle, a payment of up to 50% of the cost incurred, up to a maximum of £5,000 when adopting a sibling group of 2 or more children and this brings the number of children in the household under 18 years of age to 4 or more.

### ➤ **Adaptation of property**

A grant up to a maximum of £5,000 can be made available to facilitate the adaptation or extension of existing property in order to provide suitable accommodation for the adopted child. This amount is increased to £10,000 in the case of foster carers adopting previously looked after children.

### ➤ **Special needs of the child**

Cost of equipment for the purpose of meeting any special needs of the child. Cost of meeting the special needs of the child, including needs arising out of a serious disability or illness. A grant up to a maximum of £5,000 can be made available.

### ➤ **Travel costs**

To facilitate contact between the child and their birth family, public transport rates or mileage costs will be paid as in I (above).

### ➤ **Ongoing financial support**

Ongoing financial support (previously known as adoption allowances) is paid at the same level as a fostering allowance (not including Christmas/festival, birthday and holiday allowances) but reduced by the amount of Child Benefit for all adopters except those receiving Income Support (Child Benefit is already taken into account in the Income Support assessment). For those receiving Income Support, Child Benefit should be disregarded in the financial assessment.

Ongoing financial support can be paid from the date of placement for adoption for a maximum period of 2 years.

## **7. Foster Carers who wish to adopt a child for whom they are currently caring**

Foster carers who wish to adopt a child in their care are deemed to have 'special circumstances' which warrant the use of flexibility in the amount of financial support

which can be paid. In the 2004 Regulations, foster carers are cited as exceptions to the general principle that no element of remuneration for the care of the child can be included in the payment of financial support. This supports the principle that finance should not be an obstacle to an adoption going ahead.

Payment can therefore be paid above the usual level where it is regarded as necessary to ease the transition for adopters who have previously been in receipt of fostering allowances in respect of a child they are adopting.

Such transitional arrangements are paid for a period of up to two years after the making of an adoption order. This can be, but does not have to be, paid on a gradually reducing scale to ease the transition for the former foster carers.

The higher amount can be up to the level of payment previously received by the adopter when they fostering the child, minus Child Benefit and minus birthday, Christmas/festival and holiday allowances. Such higher amounts could include previously received fostering fees in addition to normal fostering allowances.

In exceptional circumstances, this higher amount can be paid for longer than this 2 year period but only when the following applies:-

- a) the child has not been placed with the adoptive parents for adoption and financial support is necessary to ensure that the adoptive parents can look after the child if placed with them
- b) The child has been placed with the adoptive parents for adoption and financial support is necessary to ensure that the adoptive parents can continue to look after the child
- c) The child should be placed with the same adoptive parent as his brother or sister (whether half or full-blood), or with a child with whom he has previously shared a home
- d) Where the child needs special care which requires a greater expenditure of resources by reason of illness, emotional or behavioural difficulties or the continuing consequences of past abuse or neglect
- e) Where on account of the age, gender or ethnic origin of the child it is necessary for the local authority to make special arrangements to facilitate the placement of the child for adoption.

To qualify for these exceptions, the decision to pay ongoing financial support must be taken, via the Adoption Panel route **before** the making of the adoption order. Likewise, should any decision on the payment of legal fees involved in the adoption.

### **8. Financial Support to Adopted Children and their Families**

Financial support can commence at any point during the adoptive child's childhood, provided the child is aged under 18. Those adoptive families who adopted before the 2004 regulations and who did not previously qualify for an adoption allowance can apply for an assessment for financial support under the 2004 regulations. The need for financial support can be considered as part of an overall assessment for adoption support services.

To decide whether or not financial support should be given, an assessment of the child's needs in relation to those of the adopters will need to be carried out in the same way as for looked after children and considered by the Adoption Panel. Subsequently, if a decision is taken not to give financial support the reasons for that decision must be given. The applicant is given notice of 28 days to consider the proposal and they can make representations within the 28 days if they disagree.

If the adopted child was placed by an adoption agency other than Denbighshire County Borough Council and the Adoption Order was made within the last 12 months and the child placed less than 3 years previously, the placing agency should be responsible for the assessment and funding of financial support.

### **9. Review of Financial Support Agreements**

Financial support to adoptive families must be reviewed annually. A review can take place sooner if requested by the adoptive family. The adopters are required to complete and submit an annual statement to Denbighshire County Council of:

- their financial circumstances
- the financial needs and resources of the child
- their address and whether the child still has a home with them (or either of them)

Therefore it is crucial that adopters are informed of the requirement to provide annual financial statements at the time of the initial agreement to pay financial support.

The Regulations provide the authority with the discretion to suspend payment until such a statement is provided. A request for the financial statement should be made to the adoptive family, followed by a reminder if necessary. If no statement is then forthcoming, notice of the suspension of the allowance can be given. If after 28 days the statement is still not received, the financial support will be suspended and notice can be given to terminate the financial support in a further 6 months time.

Once the review has been conducted, it must be decided whether there is a need to vary the arrangement.

If the financial support agreement is to be varied, the adoptive family must be given notice of any change.

The notice required is as follows:

- the notice must be given in writing
- the notice must state whether the decision is to vary, suspend or terminate the payment of financial support
- the reasons for the decision to vary, suspend or terminate the payment must be given
- the period of notice given should be 28 days for varying or suspending the allowance and 6 months for termination of the allowance.

## 10. Termination of Financial Support

The financial support arrangement can be terminated in the following circumstances:

- Where the child ceases to have a home with the adopters (or either of the adopters)
- Where the child ceases full time education or training and commences employment, including government employment schemes
- Where the child qualifies for income support or jobseekers allowance in his/her own right
- Where the child reaches 18 years, unless he continues in full time education or training, in which case it can continue until the end of the course of education or training he or she is undertaking
- Where any predetermined agreed period for payment expires
- Any significant changes in the circumstances of the adopters

**REPORT TO CABINET**

**CABINET MEMBER:** Councillor P J Marfleet, Lead Member for Finance

**DATE:** 26 October 2004

**SUBJECT:** Revenue Budget 2004/05

**1 DECISION SOUGHT**

That in the light of the budget performance figures for the current financial year as detailed in the attached appendices, members consider any actions necessary to reduce the balance of overspendings on services.

**2 REASON FOR SEEKING DECISION**

The need to deliver the Council's agreed budget strategies for the current financial year and avoid budget pressures in 2005/06 when the budgetary position is expected to be very tight.

**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 undertaken at the end of September 2004 show a potential gross overspend at year end of £0.525m (£0.439m at the end of August 2004). The increase is mainly attributable to a shortfall of income being identified within the Lifelong Learning Directorate in respect of out of county placements in special schools amounting to £0.320m. This has been largely offset by measures taken within the Personal Services Directorate to identify savings to remove the previously predicted overspend of £0.160m.

## **5 FINANCIAL CONTROLLER STATEMENT**

Measures to offset the impact of the anticipated budget pressures must be identified. This requires urgent action as the ability to generate sufficient cost savings diminishes with the passage of time in the current financial year.

## **6 CONSULTATION CARRIED OUT**

Lead Cabinet members will be required to consult with Heads of Service to agree necessary remedial action to prevent overspends in 2004/05.

## **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 and consider remedial actions to align projected spending levels with approved budgets.



**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2004/05  
POSITION AS AT END SEPTEMBER 2004**

Directorate	Budget			Projected Outturn			Variance			Net Expenditure (Previous Report)
	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Lifelong Learning (excluding schools delegated)	28,284	-9,609	18,675	28,092	-8,937	19,155	-192	672	480	165
Environment	29,150	-7,845	21,305	29,207	-7,886	21,321	57	-41	16	38
Personal Services	44,683	-17,492	27,191	46,630	-19,466	27,164	1,947	-1,974	-27	160
Chief Executive	3,354	-886	2,468	3,468	-939	2,529	114	-53	61	76
Resources	7,546	-2,194	5,352	7,722	-2,375	5,347	176	-181	-5	0
Corporate, Miscellaneous & Benefits	18,807	-15,343	3,464	18,807	-15,343	3,464	0	0	0	0
<b>Total All Services</b>	<b>131,824</b>	<b>-53,369</b>	<b>78,455</b>	<b>133,926</b>	<b>-54,946</b>	<b>78,980</b>	<b>2,102</b>	<b>-1,577</b>	<b>525</b>	<b>439</b>
Capital Financing Charges/Investment Income			10,790			10,790			0	0
Precepts & Levies			4,737			4,737			0	0
			<b>93,982</b>			<b>94,507</b>			<b>525</b>	<b>439</b>

**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 REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2004/05  
LIFELONG LEARNING  
POSITION AS AT END SEPTEMBER 2004**

	Budget			Projected Outturn			Variance			Net Expenditure (Previous Report) £000s
	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Individual Schools Budget	47,544	-5,036	42,508	48,044	-5,536	42,508	500	-500	0	0
School Funds Held Centrally	15,695	-4,247	11,448	15,759	-3,947	11,812	64	300	364	44
Non school Funding	1,219	-817	402	1,219	-817	402	0	0	0	0
Leisure Services	6,755	-3,562	3,193	6,499	-3,190	3,309	-256	372	116	121
Culture	2,908	-286	2,622	2,908	-286	2,622	0	0	0	0
Countryside	1,109	-658	451	1,109	-658	451	0	0	0	0
Youth	598	-39	559	598	-39	559	0	0	0	0
	<b>28,284</b>	<b>-9,609</b>	<b>18,675</b>	<b>28,092</b>	<b>-8,937</b>	<b>19,155</b>	<b>-192</b>	<b>672</b>	<b>480</b>	<b>165</b>
<b>Total Lifelong Learning</b>	<b>75,828</b>	<b>-14,645</b>	<b>61,183</b>	<b>76,136</b>	<b>-14,473</b>	<b>61,663</b>	<b>308</b>	<b>172</b>	<b>480</b>	<b>165</b>

**Notes:**

Comments	Current Month	Previous Month
	£ 000s	£ 000s
<b>Education: School Funds Held Centrally</b>		
<b>School Transport:</b> Additional costs arising from contract retendering.	44	44
	44	44
<b>Special Educational Needs:</b> Shortfall of income due to reduction in out of county placements in special schools ( recently quantified as investigation now concluded). A review of behavioural support expenditure is currently underway.	320	0
	320	0
<b>Culture and Leisure:</b>		
<b>Leisure:</b> Effect of closure at Rhyl Leisure Centre for refurbishment.	92	92
DDA/Leisure Improvement Programme/N.O.F. - Service disruption.	36	36
Impact on advertising & associated revenue - Pavilion Theatre.	15	15
Miscellaneous savings achieved through management actions.	-27	-22
	116	121
	480	165

The Directorate is working towards addressing the impact of topslicing budgets by identifying compensating savings:  
Topslicing to fund ICT infrastructure upgrades & improvements.

£000s

13

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2004/05**  
**ENVIRONMENT**  
**POSITION AS AT END SEPTEMBER 2004**

	Budget			Projected Outturn			Variance			Net Expenditure (Previous Report)
	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Development Services - (Note 1)	7,793	-3,358	4,435	7,574	-3,123	4,451	-219	235	16	16
Transport & Infrastructure (Note 2)	8,024	-2,456	5,568	8,209	-2,641	5,568	185	-185	0	0
Planning & Public Protection	3,756	-1,439	2,317	3,800	-1,483	2,317	44	-44	0	22
Environmental Services	8,435	-581	7,854	8,482	-628	7,854	47	-47	0	0
Director & Support	1,142	-11	1,131	1,142	-11	1,131	0	0	0	0
<b>Total Environment</b>	<b>29,150</b>	<b>-7,845</b>	<b>21,305</b>	<b>29,207</b>	<b>-7,886</b>	<b>21,321</b>	<b>57</b>	<b>-41</b>	<b>16</b>	<b>38</b>

Notes:

1. The projected year-end overspend is in respect of an element of the service's contribution to fund County Voice.  
Restructuring within the service and a review of its operations indicate that income and expenditure will be reduced.
2. The introduction of Decriminalised Parking Enforcement during the year has led to an increase in service expenditure and income.

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2004/05**  
**PERSONAL SERVICES**  
**POSITION AS AT END SEPTEMBER 2004**

	Budget			Projected Outturn			Variance			Net Expenditure (Previous Report)
	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Children Services	7,711	-942	6,769	8,375	-1,232	7,143	664	-290	374	375
Adult Services	29,258	-10,320	18,938	30,471	-11,839	18,632	1,213	-1,519	-306	202
Business Support & Development	1,496	-117	1,379	1,428	-117	1,311	-68	0	-68	60
	38,465	-11,379	27,086	40,274	-13,188	27,086	1,809	-1,809	0	637
Non HRA Housing	6,218	-6,113	105	6,356	-6,278	78	138	-165	-27	-79
	44,683	-17,492	27,191	46,630	-19,466	27,164	1,947	-1,974	-27	558
2003/04 Budget Underspend Brought Forward										-398
<b>Total Personal Services</b>	<b>44,683</b>	<b>-17,492</b>	<b>27,191</b>	<b>46,630</b>	<b>-19,466</b>	<b>27,164</b>	<b>1,947</b>	<b>-1,974</b>	<b>-27</b>	<b>160</b>

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2004/05****PERSONAL SERVICES****POSITION AS AT END SEPTEMBER 2004****Notes:**

The latest Out turn projection details the situation as at 30th September 2004 the potential overspend reducing to £1K, a reduction of £237K when compared to the previous month's predicted overspend of 238K. It should be noted that the Children's Services Out turn has not been up dated since the previous Out turn.

Savings of **£182K** were required to be identified and achieved within the Directorate this has in part been achieved.

**Learning Disability Service:**

It is anticipated that there is likely to be additional income amounting to **£46K**, this will be achieved through Charging Policy and additional Independent Living Fund Income not previously recovered.

A budget of **£53k** previously set aside for new developments / quality initiatives has also been cut in the light of increased fees to Independent Providers and training and development initiatives through the Social Care Workforce Development Programme.

Savings are to be achieved through a reduction in the projects requiring match funding for Supporting People **£27k** and staffing savings in Senior Management.

Within Business Support and Development there is a reduction in use of temporary staff amounting to **£5K**.

**Supporting People:**

It is likely that there will be an under spend of **£51K** on various Supporting People projects, this is due in part to voids, and new projects starting later than first anticipated.

**Older People:**

An updated projection of spend to the year end relating to Preserved Rights has high-lighted a reduction in spend of **£135K**. There has been a reduction of clients within this service since 1<sup>st</sup> April 2004.

**Client Information System**

Costs likely to be incurred in respect of the implementation of a new Client Information system are estimated to be £168K, of which £88K is funded by specific grant with the difference of **£80k** to be funded from within Business Support and Development.

**Action to manage Pressures:**

In order to reduce the overspend action has been taken to reduce the number of costly placements in Children's Services, however this can fluctuate and is difficult to predict the nature of the needs of children coming into services in the next few months. Further analysis will be available by the next Cabinet report. Staff have been asked to contribute to ideas for short and long term savings particularly to suggest 'invest to save' proposals, as well as being encouraged to reduce spend in areas such as travel. The impact of any action as a result of this work, will probably not be evidenced until the end of January 2005.

**Other Information:**

As a consequence of restructuring of services in May, a major piece of work is under way to amend the general ledger to accurately reflect the new structure. Therefore, the general ledger at present does not accurately reflect the true picture.

Due to the complexities of the revised coding structures, it is not anticipated that this work will be completed before the end of October. The finance team are liaising with central finance to action these amendments. Once the new coding structure is correctly in place within the general ledger, the reports in the future will also identify specific grants thus reporting the gross position. It is anticipated that the first such report will be in place for the end of October report.

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2004/05  
CHIEF EXECUTIVE, RESOURCES, CORPORATE & MISCELLANEOUS  
POSITION AS AT END SEPTEMBER 2004**

	Budget			Projected Outturn			Variance			Net Expenditure (Previous Report) £000s
	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
<b>Chief Executive's Department</b>	3,354	-886	2,468	3,468	-939	2,529	114	-53	61	76
<b>Resources Directorate:</b>										
Finance	4,017	-1,702	2,315	4,232	-1,878	2,354	215	-176	39	30
Audit	416	-41	375	416	-41	375	0	0	0	0
I.T	2,059	-339	1,720	2,062	-342	1,720	3	-3	0	0
Personnel	1,054	-112	942	1,012	-114	898	-42	-2	-44	-30
	7,546	-2,194	5,352	7,722	-2,375	5,347	176	-181	-5	0
<b>Corporate &amp; Miscellaneous</b>	3,502	-58	3,444	3,502	-58	3,444	0	0	0	0
<b>Benefits</b>	15,305	-15,285	20	15,305	-15,285	20	0	0	0	0
	18,807	-15,343	3,464	18,807	-15,343	3,464	0	0	0	0
<b>Total Chief Executive's, Resources, Corporate &amp; Misc. and Benefits</b>	<b>29,707</b>	<b>-18,423</b>	<b>11,284</b>	<b>29,997</b>	<b>-18,657</b>	<b>11,340</b>	<b>290</b>	<b>-234</b>	<b>56</b>	<b>76</b>

**REPORT TO CABINET**

**CABINET MEMBER:** Councillor P A Dobb  
Cabinet Lead Member - Health & Well-being

**DATE:** 26 October 2004

**SUBJECT:** Housing Revenue Account Budget 2004/05

**1 DECISION SOUGHT**

To note the latest financial forecast position of the Housing Revenue Account (HRA) for the current financial year.

**2 REASON FOR SEEKING DECISION**

The need to deliver the Council's agreed budget strategies for the current financial year.

**3 POWER TO MAKE THE DECISION**

Housing Act 1985, Part II.

**4 COST IMPLICATIONS**

The projections undertaken at the end of September 2004 show a potential gross overspend at year end of £65k (Appendix 1). This is mainly attributable to a forecast overspend of £68k on repairs and maintenance. This budget was, however, reduced by £200k when Cabinet recently (20 July 2004) adopted a revised HRA budget for the current year. Since then, budget reductions have been made and expenditure will be reviewed again, over the next few weeks, to ascertain what further actions can be taken to redress the potential overspend.

**5 FINANCIAL CONTROLLER STATEMENT**

Measures to offset the impact of the anticipated budget pressures must be identified. This requires urgent action as the ability to generate sufficient cost savings diminishes with the passage of time in the current financial year.

## **6 CONSULTATION CARRIED OUT**

Lead Cabinet members will be required to consult with Heads of Service to agree necessary remedial action to prevent overspends in 2004/05.

## **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 Appendix 1 and consider any remedial action to align projected spending levels with approved budgets.



## Housing Revenue Account ~ 2004/05

<u>2003/04</u>		<u>2004/05</u>		
Actual £		Revised Budget £	Forecast Out-turn £	Variance to Budget £
<b><u>EXPENDITURE</u></b>				
930,338	Supervision & Management - General	971,469	978,684	7,215
206,524	Supervision & Management - Special	202,511	211,028	8,517
145,969	Welfare Services	134,265	116,813	-17,452
78,922	Homelessness	83,222	81,751	-1,471
415,317	Rents	430,012	430,569	557
2,605,253	Repairs and Maintenance	2,536,060	2,604,224	68,164
4,382,323	Total - Management and Maintenance	4,357,539	4,423,069	65,530
5,099,232	Rent Rebates	57,489	57,489	0
1,408,151	Debt Charges	1,118,204	1,118,204	0
0	C.E.R.A.	0	0	0
0	Subsidy	2,518,943	2,518,943	0
100,000	Provision for Bad Debts	50,000	50,000	0
<b>10,989,706</b>	<b>Total Expenditure</b>	<b>8,102,175</b>	<b>8,167,705</b>	<b>65,530</b>
<b><u>INCOME</u></b>				
8,547,660	Rents (net of voids)	8,293,676	8,293,676	0
86,944	Garages	92,500	92,500	0
14,572	Interest (R.T.B. mortgages)	15,000	15,000	0
2,701,299	Subsidy	0	0	0
0	Other Income	0	0	0
<b>11,350,475</b>	<b>Total Income</b>	<b>8,401,176</b>	<b>8,401,176</b>	<b>0</b>
<b>360,769</b>	<b>Surplus / Deficit (-) for the Year</b>	<b>299,001</b>	<b>233,471</b>	<b>-65,530</b>
301,301	Balance as at start of year	662,070	662,070	0
662,070	Balance as at end of year	961,071	895,541	-65,530

**REPORT TO CABINET**

**CABINET MEMBER: CLLR SUE ROBERTS, LEAD MEMBER:  
PROMOTING DENBIGHSHIRE, AND CLLR  
PAULINE DOBB, LEAD MEMBER: HEALTH AND  
WELL BEING**

**DATE: 26 OCTOBER 2004**

**SUBJECT: FREE SWIMMING FOR OLDER PEOPLE**

**1 DECISION SOUGHT**

1.1 To agree to participate in the Welsh Assembly Government's Free Swimming for Older People pilot project, and to consider arrangements for community access to our swimming pools to ensure successful delivery of the scheme.

**2 REASON FOR SEEKING DECISION**

2.1 Improving the health of the nation through increased physical activity is now embedded within the Assembly's policies for health, sport and active recreation. Swimming is acknowledged as a very beneficial and enjoyable activity, and a major commitment has been made by the Assembly to provide free swimming for the under 16's and for older people. The Under 16 Free Swimming Scheme is now fully operational across Wales and has been a great success in Denbighshire with over 13,000 young people taking part so far this year. The Assembly are now seeking to establish an all-Wales pilot scheme to provide free swims for older people from November 2004 with a view to introducing the final scheme in April 2005.

2.2 The number of residents aged over 60 in Denbighshire is 24,312, which represents 25.9% of the total population. The County has the second highest proportion of over 60's in Wales (Wales - 23% over 60), and demographic change will increase the significance of this group in future years. Physical activity levels in Wales are generally very low, but the health benefits of regular exercise for older people include:

- Reduced risk of premature death and major chronic disease such as coronary heart disease, stroke, diabetes and cancers.
- Improve strength, balance and flexibility, and thus improve mobility with consequent reductions in falls and fractures.
- Reduce blood pressure and obesity.
- Help older people retain their independence and to engage with their community, thus reducing isolation, loneliness and depression.

For the older person swimming is identified as an excellent medium for safe, comfortable and gentle exercise, hence the desire to promote this form of physical activity for older people.

2.3 The detailed arrangements for the pilot scheme have only just been received from the Welsh Assembly, and as a minimum require us to:

- provide free swimming for adults aged 60 or over during public swimming sessions at all our pools, namely Rhyl, Denbigh, Ruthin and Corwen, outside school holidays.
- provide a minimum level of structured activity (eg swimming lessons, aqua aerobics, GP exercise referrals, etc) specifically for older people every week in all our pools, and at least one hour per week structured activity for older people with a disability.

In addition, authorities are encouraged to appoint a Free Swimming Coordinator, and it is intended to extend the remit of our existing Swimming Development Officer to undertake this role. The project also includes specialist training for leisure centre/pool staff, grants for the provision of essential equipment (eg Aqua Gyms), marketing and promotion of the scheme, and the supply of 'polar' watches as an added incentive to older people to participate and to obtain information about health benefits.

2.4 A Local Delivery Plan has to be submitted to the Assembly by participating local authorities before 1 November. This sets out details of how the scheme is to be delivered locally, and should

demonstrate that the Assembly's minimum requirements can be met. However, the Assembly has indicated that they will be looking to local authorities to exceed the minimum standards.

2.5 A number of critical success factors have been highlighted by the emerging Local Delivery Plan. These are:

- The need to secure greater community access to the three dual-use swimming pools at Rhyl and Denbigh High Schools and Ysgol Brynhyfryd, Ruthin.
- The need to deliver the scheme in Prestatyn, which has a particularly high proportion of eligible residents.
- The need for temporary arrangements to meet Rhyl's needs whilst the Leisure Centre and swimming pool are closed for refurbishment.

2.6 Consultation with users and current advice suggests that to achieve successful long term participation of older people in such recreational activity, access should ideally be provided during weekday mornings (9am – 1pm). This has been confirmed in local research connected with the recent Best Value Review of Sport and Recreation Services, with such comments as “More swimming pools should be available during the day” and “more quiet times for pensioners” being made by respondents. Better access to leisure services was also highlighted in consultations on the emerging Health, Social Care and Well Being Strategy.

2.7 The Assembly require programmes to be designed specifically for the age group, and whilst one morning a week of structured activity for older people can be delivered at Corwen Pool during term times, this is currently not the case at Rhyl, Denbigh or Ruthin. It is therefore recommended that Cabinet support the need to secure additional community access (a minimum of one morning a week) to dual use swimming pools during term time for structured and fully supervised activity to ensure the successful delivery of this initiative.

2.8 The options open to deliver the scheme in Prestatyn are via the Nova Centre or Pontins. The Nova Centre is favoured because it has year round access, easy parking and is generally perceived as the main public pool serving the Prestatyn area. The Health, Social Care

and Well Being Strategy Manager also favours the Nova because of enhanced socialising possibilities at the site. Negotiations have therefore commenced with Clwyd Leisure Ltd, and it is hoped that the scheme can also be delivered from this site.

2.9 The swimming pool at Rhyl Leisure Centre will not reopen until early next year. The Sun Centre pool is not considered appropriate for older persons swimming, but the feasibility of temporarily using the two private pools in the town – Marine Park and/or The New Pines for structured activity only is currently being examined.

### **3 POWER TO MAKE THE DECISION**

3.1 The provision of health initiatives and sport and recreational opportunities is covered by the power to promote the social, economic and environmental well being of the area under S.2 of the Local Government Act 2000.

### **4 COST IMPLICATIONS**

4.1 The Welsh Assembly Government's financial allocation for Denbighshire to fund the 5 month pilot scheme is £18k, plus £5k funding for marketing and start up costs. In addition, a further £3.7k is available to cover the additional costs of a Free Swimming Coordinator. The indicative full year allocation for the following year 2005 - 06 is £37k, and £55k in 2006 - 07. Funding for the pilot scheme will be payable in two tranches following receipt of an acceptable Local Delivery Plan and validated participation data.

4.2 It is difficult to precisely identify the full costs of the scheme at this stage, especially potential lost income, but financial projections prepared by Culture and Leisure suggest that the grant will cover the costs and that there will be no adverse impact on Leisure's budget.

### **5 FINANCIAL CONTROLLER STATEMENT**

5.1 The financial implications resulting from this initiative will need to be contained within the service budget.

## **6 CONSULTATION CARRIED OUT**

6.1 Given the educational issues raised by the initiative, the Lead Cabinet Member for Lifelong Learning and Head of Education Services have been consulted. The views of the Head teachers of the three dual-use swimming pools have also been sought. At the time of writing this report no replies have been received, but any subsequent comments will be reported verbally at your meeting.

6.2 The Lifelong Learning Scrutiny Committee will be considering this matter at their meeting on 19 October. Their views will be reported verbally at your meeting.

6.3 The Strategy Manager for the emerging Health, Social Care and Well Being Strategy and the Older People's Development Officer responsible for the Older People's Strategy have also been consulted. They have welcomed the initiative and confirmed that it is consistent with these new Council strategies. However, members should note that there is an inconsistency between the Assembly definitions of older people in the free swimming initiative, which is for the over 60's, and the Older People's Strategy which targets the over 50's. This is an issue which may emerge as part of the pilot phase of the scheme. The Older People's Development Officer also comments that "the availability of swimming sessions at times that suit will be critical to the success of the scheme" and supports the need to secure weekday morning access.

6.4 Negotiations are currently underway with Clwyd Leisure Ltd to secure the participation of the Prestatyn Nova in the scheme, and with other potential partners to provide access to one of the private sector pools in Rhyl. We hope to be able to report on the outcome of these discussions at your meeting.

## **7 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE**

7.1 Improving the health of local people is one of the key themes of the Denbighshire Community Strategy. The initiative is also fully consistent with the aims of your approved Culture and Leisure

Strategy 'Pick and Mix', and with the emerging Health, Social Care and Well Being and Older People's Strategies.

## **8 RECOMMENDATION**

8.1 To welcome the Welsh Assembly Government's Free Swimming for Older People initiative, and to agree to be a partner in the scheme.

8.2 To work with Rhyl and Denbigh High Schools and Ysgol Brynhyfryd, Ruthin to secure community access to the swimming pools for a minimum of one morning per week during term time for structured activity relating to this and other healthy living initiatives.

**REPORT TO CABINET**

**CABINET MEMBER: COUNCILLOR S A DAVIES, LEAD MEMBER FOR BUSINESS AND COMMUNICATIONS**

**DATE: 26<sup>TH</sup> OCTOBER 2004**

**SUBJECT: INFORMATION MANAGEMENT PRINCIPLES**

**1 DECISION SOUGHT**

1.1 That Cabinet approve the Information Management Principles.

**2 REASON FOR SEEKING DECISION**

2.1 The Audit Commission in Wales Report (2001/02) recommended that Denbighshire County Council produces a Freedom of Information and a Records Management Policy to ensure compliance with Freedom of Information legislation, which comes fully into force on 1<sup>st</sup> January 2005. The Principles also serve to set out formal protocols for the Data Protection Act 1998. Additional sections may be added to the Principles as deemed necessary.

2.2 To raise awareness of the implications of the Freedom of Information Act 2000 on Denbighshire County Council.

2.3 The corporate Information Management Principles to which all services will be compelled to adhere have been developed and consist of three parts, although it is anticipated that further parts may be added as deemed necessary. The whole document is not attached here but can be obtained from the contact officer below, although an executive summary is appended.

**2.4 Part 1 - FREEDOM OF INFORMATION POLICY**

A new policy intended to inform, assist, support and guide employees of Denbighshire County Council in understanding the provisions of the Freedom of Information Act 2000.

The Act provides for a general right of access to recorded information held by public authorities, including local authorities. The Act will allow people to apply for access to documents, copies of documents and, as the Act relates to the holding of information and not just to documents, it will also allow people to apply for access to the information or a summary of the information.



In brief, the Authority will have to respond to a request for any information held by the Authority within 20 working days. In many cases there will be a need to balance between confidentiality and the public interest in disclosing the information or even its existence.

## 2.5 Part 2 - RECORDS MANAGEMENT POLICY

A new policy intended to ensure that one of Denbighshire's key resources information is managed effectively.

Denbighshire County Council in pursuance of its mission and objectives creates, receives and maintains records which document the functions, activities and transactions carried out by the Authority. Records are the basis for organisational accountability, compliance with legislative requirements and the integrity of the corporate memory. The Records Management Policy and procedures therefore underpin the Freedom of Information and Data Protection sections of the Information Management Policy, as their success is dependent on the quality of records to which they provide access. Effective and efficient records management is the key to open and accountable government.

## 2.6 Part 3 - DATA PROTECTION POLICY

A new policy intended to provide a consistent guide for employees of Denbighshire County Council in understanding the provisions of the Data Protection Act 1998.

The Act's purpose is to protect the rights of individuals (which includes members and employees past and present) and to enable them to have access to information that might be held about them by companies, local authorities and other organisations.

The general rule is that any organisation or individual processing personal data must comply with the provisions of the Act.

## 3 POWER TO MAKE THE DECISION

- 3.1 The Freedom of Information Act 2000; the Data Protection Act 1998; s.111 Local Government Act 1972.

## 4 COST IMPLICATIONS

- 4.1 No specific additional cost implications have been identified.

## 5 FINANCIAL CONTROLLER STATEMENT

- 5.1 There are no obvious significant financial implications resulting from this report. However services will need to comply with the policy and legal requirements from within existing service budgets.

## **6 CONSULTATION CARRIED OUT**

- 6.1 Consultation has been undertaken with the Information Management Action Team, County Archivist & Heritage Officer, Assistant Director Culture & Leisure, Information Champion, MMC, CET, Corporate Governance Committee.

## **7 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE**

- 7.1 The adoption of a corporate Information Management Policy has implications on the working practices of the whole authority.

## **8 RECOMMENDATION**

- 8.1 That Cabinet approves and supports the Information Management Policy.

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## INFORMATION MANAGEMENT PRINCIPLES

### 1. EXECUTIVE SUMMARY

- 1.1 The Information Management Principles seek to progress and formalise Denbighshire County Council's information management agenda, which includes the three public sector modernisation initiatives of Open Government, Joined-up Government, and E-Government.
- 1.2 The implementation of these principles will impact on all employees and service areas within the Authority and will result in a mass culture change of greater openness and accountability.
- 1.3 It is recommended that Members lead in embracing and supporting this progression toward accountability and freedom of information by fully supporting the implementation of the Information Management Principles.

### 2. BACKGROUND

- 2.1 The Audit Commission Report (2001/02) requires Denbighshire County Council to produce a Freedom of Information Policy and a Records Management Policy to ensure compliance with Freedom of Information legislation, which comes fully into force on 1<sup>st</sup> January 2005.
- 2.2 The Information Management Action Team (IMAT) have therefore developed a corporate Information Management Policy which all services will be compelled to adhere to. The Policy also serves to set out formal protocols for the Data Protection Act 1998.
- 2.3 The Principles are currently in three parts as below. Additional sections may be added as deemed necessary.

### 3. PART 1 : FREEDOM OF INFORMATION POLICY

- 3.1 The Freedom of Information Act ("the Act") came into force on the 30th November 2000. The Act provides for a general right of access to recorded information held by public authorities, including local authorities. The Act creates a statutory right of access and provides for a more extensive scheme to ensure information held by a public authority is available to the public.

- 3.2 The Act will allow people to apply for access to documents, copies of documents and as the Act relates to the holding of information and not just to documents, it will also allow people to apply for access to the information or a summary of the information. It is expected that these rights will facilitate better understanding by the public of how public authorities carry out their duties, why they make the decisions they do and how they spend public money.
- 3.3 In brief, the Authority will have to respond to a request for any information held by the Authority within 20 working days. In many cases there will be a need to balance between confidentiality and the public interest in disclosing the information or even its' existence.
- 3.4 The Department for Constitutional Affairs is working with a Fees Working Group to establish Draft Fees Regulations. A range of possible approaches to the fees regime have been considered by the Group but no consensus has yet been reached. When further information is received from the Department of Constitutional Affairs regarding charging fees a recommendation regarding this issue will be made to the Lead Member.
- 3.5 The policy has been produced to ensure that the employees of the Authority comply with the requirements of the Act, as well as to establish firm practices and procedures that are to be used throughout the Authority to ensure that the Authority comply with the provisions of the Act.

#### **4. PART 2 : RECORDS MANAGEMENT POLICY**

- 4.1 The Audit Commission Report (2001/02) requires Denbighshire County Council to produce a Records Management Policy to ensure compliance with the Freedom of Information Act 2000.
- 4.2 Records and information are a corporate resource. Denbighshire County Council in pursuance of its mission and objectives creates, receives and maintains records which document the functions, activities and transactions carried out by the Authority. Records are the basis for organisational accountability, compliance with legislative requirements and the integrity of the corporate memory.
- 4.3 In brief records are the basis for :
- Organisational accountability and corporate governance
  - Compliance with legislative and regulatory requirements

- Current and future policy formation and management decision making
- Protecting the interests of the Authority and the rights of employees and customers
- Consistency, continuity and productivity in management and administration
- Documenting the Authority's activities, development and achievements.

4.4 The Records Management Policy and procedures therefore underpins the Freedom of Information Policy and the Data Protection Policy as their success is dependent on the quality of records to which they provide access. Such rights are of little use if reliable records are not created in the first place, if they cannot be found when needed, or if the arrangements for their eventual archiving or destruction are inadequate.

Effective and efficient records management is the key to open and accountable government.

## **5. PART 3 : DATA PROTECTION POLICY**

5.1 The Data Protection Act 1998 ("the Act") has been in force since 1st March 2000. The Act's purpose is to protect the rights of individuals (which includes members and employees - past and present) and to enable them to have access to information that might be held about them by companies, local authorities and other organisations.

5.2 The Act also places an onus upon organisations who hold information about individuals to do so in specific ways. The Act restricts the way in which information about others can be shared and used within and outside the organisation which holds that information. In addition, all types of information held about individuals have to be formally notified to the Information Commissioner, who is responsible for overseeing overall compliance with the Act. The Information Commissioner also has a role to play in advising and assisting organisations in the ways in which they carry out their functions under the Act. The general rule is that any organisation or individual processing personal data must comply with the provisions of the Act.

5.3 There is a wealth of information available about the Act , in particular a series of guidance notes produced by the Information Commissioner. However this wealth of information, whilst useful, is indicative of the variety of opinions available and do not necessarily always assist in weeding out the real questions and answers at the heart of the Act.

5.4 It is on this basis that calls have been made for a detailed policy document to be produced for the employees of Denbighshire County Council, which should aim to provide a consistent handbook for employees who deal with information about people within the sphere of their work. The policy itself is not intended to be an authoritative and complete guide to all of the issues that arise pursuant to the Act, but hopefully will give the answers to some of the most simple questions posed and at least offer guidance about how employees can seek further assistance to help them answer their queries as and when they arise.

Author : Sian Owens Jones , Head of Records Management

**REPORT TO CABINET**

**CABINET MEMBER: COUNCILLOR S DAVIES LEAD MEMBER FOR  
BUSINESS & COMMUNICATIONS**

**DATE: 26 October 2004**

**SUBJECT: PRESENTATION OF REPORTS – FONT SIZE**

**1 DECISION SOUGHT**

To change the policy regarding font size for all reports from 14 point to 12 point text.

**2 REASON FOR SEEKING DECISION**

To make savings in expenditure, in line with the Council's drive to reduce business costs whilst maintaining minimum recommended access standards.

**3 POWER TO MAKE THE DECISION**

Section 111, Local Government Act 1972 (Subsidiary Powers of Local Authorities)  
Cabinet decision agenda item 11, 20 May 2003.

**4 COST IMPLICATIONS**

Minimum saving per year = £5.00 x 250 = £1250

Maximum savings per year = £35.00 x 250 = £8750

Reduction to 12 point may increase the number of individual requests for papers in size 14 font or above, which could counteract the above savings due to the additional administration time in responding to individual requests.

See attached spreadsheet for cost calculations based on industry standard costs.

## **5 FINANCIAL CONTROLLER STATEMENT**

Improved efficiency, producing a small saving.

## **6 CONSULTATION CARRIED OUT**

Consultation on the decision to adopt 14 point font size for cabinet and asset management committee reports was originally undertaken with Denbighshire access group , RNIB Cymru and Social services. Consultation to move from 14 point to 12 point has been undertaken with the Chief Executive – “ This risks being seen as a backward step in accessibility of documents just after the Disability Discrimination Act has come fully into force. A more effective, cost saving strategy might be to have fewer, shorter reports”; Assistant Chief Executive (Strategy); and the Corporate Equalities Officer.

RNIB guidance has also been consulted which states that “Clear Print is a design approach which better takes into account blind and partially sighted readers.....Clear Print documents recommend text is set in a minimum type size of 12 point, with 14 point being recommended as best practice by both the Royal National Institute for the Blind (RNIB) and by the British Dyslexia Association. The use of 14 point can also reduce the risk of scanning errors for those who use assistive technology to read documents.

Enquiries have identified that the use of 12 point is common across a number of other Welsh Local Authorities.

## **7 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE**

- Corporate Identity Policy – Will bring Cabinet reports in line with this policy
- Induction information – “Aiming to be Number 1 for Service Excellence” – this will require revising as current guidance is 14 point.
- Equal Opportunities – The Council has a duty to promote equality of opportunity and specifically to provide reasonable adjustments for disabled people for example providing information in alternative formats such as large text; Braille



or tape on request. It is more costly to provide them on request than automatically, because of staff time in dealing with requests.

## **8 RECOMMENDATION**

That policy regarding font size for Cabinet and Asset Management Committee reports is changed from 14 point to 12 point.

**Cost saving Analysis - Reduction of font size for Council Papers**

Number of pages in pack	<i>Cost saving/meeting</i>		<i>Cost saving/ meeting</i>		<i>Cost saving / meeting</i>		<i>Cost saving / meeting</i>		<i>Cost saving / meeting</i>	
	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>					
5% reduction due to Font size change	0.25	£0.00	0.5	£0.00	0.75	£0.00	1	£5.00	1.25	£5.00
10% reduction	0.5	£0.00	1	£5.00	1.5	£5.00	2	£10.00	2.5	£10.00
20% reduction	1	£5.00	2	£10.00	3	£15.00	4	£20.00	5	£25.00
30% reduction	1.5	£5.00	3	£15.00	4.5	£20.00	6	£30.00	7.5	£35.00

The % reduction when changing from 14 point to 12 point font varies due to lay out of the pages of a document but usually falls within the range 5 - 30%.

Costings used:

Cost per sheet = 5 pence

Average number of packs produced 100

NB Documents over 25 pages tend to be sectioned so reductions in the number of pages through reduced font size are minimal

At 250 meetings per year *	Minimum saving per year =	£5.00 x 250 = £1250
	Maximum savings per year =	£35.00 x 250 = £8750

\*worse case scenario one meeting per day 50 weeks a year

**Report to Cabinet**

**Report by**            **The Leader, Councillor Rhiannon Hughes**

**Subject**            **Size of Asset Management Committee**

**Date**                **26 October 2004**

**1. Decision Sought**

1.1 To increase the size of Asset Management Committee by 2 members to 5.

**2. Reason for Decision**

2.1 It has become increasingly evident that a larger number of Cabinet Members is felt appropriate to make the decisions delegated to this Committee.

2.2 By increasing to 2 the Committee remains of a size to warrant sub committee status. If any larger number were proposed, it would seriously question the need for a subcommittee for this purpose. As the work of the AMC is intensive, there is a clear need for a subcommittee continuing at this time to prevent Cabinet business being dominated by AMC matters.

2.3 Therefore I propose an increase of the Committee to 5 members with immediate effect.

2.4 The membership of the Committee will be determined as previously and I will bring forward proposals to the meeting.

**3. Power to make Decision**

3.1 Section 7.6 of the Constitution

**4. Cost Implications**

4.1 N/A

**5. Financial Controller Statement**

5.1 Although the sub committee often deals with significant financial issues, the content of this report has no direct financial implications.

## **6 Consultation**

6.1 The Lead Member for Property and Assts Management has welcomed this proposal

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

7.1 N/A

## **8 Recommendation**

8.1 That Asset Management Committee be increased by 2 members to 5 with immediate effect.

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

**AGENDA ITEM NO: 13**

<b>MONTH</b>	<b>RESOURCES DIRECTORATE</b>	<b>ENVIRONMENT DIRECTORATE</b>	<b>CHIEF EXECUTIVE'S DEPARTMENT</b>	<b>LIFELONG LEARNING DIRECTORATE</b>	<b>PERSONAL SERVICES DIRECTORATE</b>
October 2004	Monthly Budget Monitoring report - Revenue and Capital - C	DCC Waste Management Strategy - C - Presentation  Charging Regime for DCC Public Conveniences - C  Purchase of 27 Vans - Purchases between £50,000 & £250,000 - D	Font Size of Committee Reports and Number of Committee Reports Despatched to Members - "War on Waste" - C	FOI & Electronic Management System - C  Over 60's Free Swim Initiative - C  School Organisation Plan D	Supporting People Operational Plan 2005/2006  Foster Care Following Inspection - C  Denbighshire Surestart Programme - C  Adoption Support - C  Improving Housing Strategy - C  Care.comm - D
November 2004	Monthly Budget Monitoring report - Revenue and Capital - C  Budget 2005/6 update  Corporate Quarterly Performance Report - C	Review of Delegation Scheme DC & Planning Compliance - C  Registration of Motor Salvage Operators [to adopt the Act] - C  International Relations Strategy - C  Air Quality Limit Values Regulations - Consultation Response to WAG - D		Youth Service Quality Statement - C  Youth Services Best Value - Progress Report Options Appraisal - C  Production Account Risk Fund Pavilion Theatre, Rhyl - C  School and College Transport - C	Health Social Care and Well Being Strategy 2005-2008 - C  Extra Care Developments in Prestatyn - C  Children and Young Persons Plans - C  Review of the Homelessness Service - C

KEY: C ~ CABINET  
A ~ ASSET MANAGEMENT COMMITTEE  
D ~ DELEGATED DECISION

MONTH	RESOURCES DIRECTORATE	ENVIRONMENT DIRECTORATE	CHIEF EXECUTIVE'S DEPARTMENT	LIFELONG LEARNING DIRECTORATE	PERSONAL SERVICES DIRECTORATE
		Residents' Parking Schemes - D  Sunbeds in Leisure Centres - C / D  Education and public transport service contracts - D		Rhyl Museum Feasibility Study - D	Housing Register / Allocations - C  Housing Advice Services - C  Fees and Charges - D
December 2004	Monthly Budget Monitoring report - Revenue and Capital - C  Budget 2005/6 update - C  Customer Service Centre: Customer Relations Management - C	Affordable Housing SPG - C  Public Open Space – Guidelines on Commuted Sums - D		Ruthin Craft Centre Development Stage - A  Corwen Pavilion - A  Archives Policy Documents - D  Local Biodiversity Action Plan HAPS + SAPS - D	Joint Review Action Plan Exceptions Report - C  Housing Register / Allocations - C  Housing Advice Services - C  Commissioning Strategy for Older People - C  Integrated Mental Health Service - C
January 2005	Monthly Budget Monitoring report - Revenue and Capital - C  Budget 2005/6 update  Progress Against ACiW - C	Review of Fees and Charges - C		Rhyl Open Space Audit Plan - A  Heather and Hillforts Development - D  Prestatyn Hillside Local Nature Reserve Designation - D	Housing Stock Transfer - Outcome of Tenants' Vote - C  Affordable Housing C  Payment for Skills - Fostering - C

KEY: C ~ CABINET  
A ~ ASSET MANAGEMENT COMMITTEE  
D ~ DELEGATED DECISION

MONTH	RESOURCES DIRECTORATE	ENVIRONMENT DIRECTORATE	CHIEF EXECUTIVE'S DEPARTMENT	LIFELONG LEARNING DIRECTORATE	PERSONAL SERVICES DIRECTORATE
	Progress Report Against Service Review Timetable - C				
February 200	Monthly Budget Monitoring report - Revenue and Capital - C  Final budget 2005/6 proposals  Corporate Quarterly Performance Report - C			Royal International Pavilion Phase I - A  Youth Services Best Value Final Report - C	
March 2005	Monthly Budget Monitoring report - Revenue and Capital - C	Deposit LD Plan - Approval of Charges - C		Urdd Eisteddfod Staging / Proposals / Programme - C]]Denbigh Museum Designation Feasibility - A  Scala Development Study Progress Report - A	
April 2005	Monthly Budget Monitoring report - Revenue and Capital - C  Progress Against ACiW - C  Progress Report Against Service Review Timetable - C				

KEY: C ~ CABINET  
A ~ ASSET MANAGEMENT COMMITTEE  
D ~ DELEGATED DECISION

<b>MONTH</b>	<b>RESOURCES DIRECTORATE</b>	<b>ENVIRONMENT DIRECTORATE</b>	<b>CHIEF EXECUTIVE'S DEPARTMENT</b>	<b>LIFELONG LEARNING DIRECTORATE</b>	<b>PERSONAL SERVICES DIRECTORATE</b>
May 2005	Monthly Budget Monitoring report - Revenue and Capital - C  Corporate Quarterly Performance Report - C				
June 2005	Monthly Budget Monitoring report - Revenue and Capital - C				
July 2005	Monthly Budget Monitoring report - Revenue and Capital - C				
August 2005	Monthly Budget Monitoring report - Revenue and Capital - C				
September 2005	Monthly Budget Monitoring report - Revenue and Capital - C				
October 2005	Monthly Budget Monitoring report - Revenue and Capital - C				
November 2005	Monthly Budget Monitoring report - Revenue and Capital - C	Approve Deposit LD Plan For Public Consultation - C			

KEY: C ~ CABINET  
A ~ ASSET MANAGEMENT COMMITTEE  
D ~ DELEGATED DECISION