

CABINET

Minutes of the Cabinet meeting held in Conference Room 1, County Hall, Ruthin on Tuesday 25 October 2005 at 10.00 a.m.

PRESENT

Councillors S A Davies, Lead Member for Business & Communications; P A Dobb, Lead Member for Health & Wellbeing; R W Hughes, Leader and Lead Member for Regeneration; M A German, Lead Member for Children and Young People; 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 M LI Davies; G C Evans; M M Jones, N Hugh Jones and G J Pickering.

ALSO PRESENT

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

APOLOGIES

Councillor E C Edwards, Lead Member for Communities.

ANNOUNCEMENT

The Deputy Chief Executive / Corporate Director: Resources informed Members that congratulations were in order for the Council Tax Team who have won the National BACS Direct Debit Challenge for the second year running for increasing the number of people who pay by direct debit. The Team were presented with their award at a ceremony in Manchester and were the only Welsh Authority to receive an award. He praised and thanked the whole team for their hard work. Councillor R W Hughes said she would write to the team on behalf of the Cabinet echoing the sentiments expressed.

1 URGENT MATTERS

Part II Item 11 Drift Park Regeneration, West Parade, Rhyl - Main Contractor Appointment.

2 MINUTES OF THE CABINET

The Minutes of the Cabinet meeting held on 27 September 2005 were submitted.

Item 3 Improving the Council Housing Stock: Councillor P A Dobb reported that the seminar for all members would be held in December 2005.

Item 12 Annual Treasury Report: Councillor P J Marfleet said the last paragraph should read "The Authority has increased its borrowing in the current year in line with the approved Treasury Management Statement. As interest rates were low the Council has been able to invest short term at a higher rate than the borrowing repayment rate".

Item 13 Proposals for Staff and Organisational Development: The Chief Executive asked that the second paragraph on page 11 be amended to read "Councillor D Owens welcomed the report ..."

Item 17 Capital Plan: Councillor P J Marfleet said the penultimate sentence in the second paragraph should read "Once received, an element of the sale proceeds from the former temporary car park in Ruthin would be allocated to schools maintenance work. £1m would be required to fund the Tir Morfa Project, if approved by Council, which would leave £750k in the capital fund".

RESOLVED that, subject to the above, the Minutes of the Cabinet meeting held on 27 September 2005 be approved as a correct record and signed by the Leader.

3 SCHOOL ADMISSIONS

Councillor D Owens presented the report seeking Cabinet approval to carry out a review of school admissions criteria and to approve the proposed criteria and their prioritised ranking when considering admissions to all Denbighshire schools. Approval was also sought to approve the proposal to consult widely on the proposed revised criteria in accordance with the indicated time scales.

In response to a query from Councillor P A Dobb regarding 2.6.8, the Corporate Director: Lifelong Learning explained that this was linked to boundaries and would be used when a school was oversubscribed.

In response to a query from Councillor M A German, it was also confirmed that the shortest walking distance to school would be the shortest safest route.

Councillor E W Williams said it was unlikely that any school would refuse to admit a child as it affected the school's funding provision. A stronger policy was required to stop the more popular schools increasing pupil numbers at the expense of leaving the other schools with fewer pupils. This trend was also having an effect on rural schools.

The Chief Executive, in response to a query from Councillor N Hugh Jones, confirmed the new rules would allow the three categories listed at 2.6.1 to 2.6.3 to be prioritised before siblings were considered for admission to schools.

The Corporate Director: Lifelong Learning referred to current reviewing of legislation in England and said it was possible further reviews would be carried out in Wales. The revised document was at the consultation stage. Lifelong Learning Scrutiny Committee had suggested a centralised admissions framework and Members agreed this should be considered as part of the Schools Admissions policy.

RESOLVED that Members agree to:-

- 1 *approve a review of school admissions criteria*
- 2 *approve the proposed criteria and their prioritised ranking when considering admissions to all Denbighshire schools*
- 3 *approve the proposal to consult widely on the proposed revised criteria in accordance with the indicated time scales.*

4 REVISED WELSH LANGUAGE SCHEME

Councillor S A Davies presented the report for Members to recommend the revised Welsh Language Scheme for approval by full Council. Members were asked to consider whether any of the changes recommended by Scrutiny at paragraphs 6.1 to 6.4 should be incorporated. The Welsh Language Board had been consulted and their comments had been incorporated.

Councillor Davies provided Members with information on costs of printing and translating. He said he was working with the Deputy Chief Executive / Corporate Director: Resources on providing more detail in costings in reports. He said one school needed to fund a teacher able to teach Physics through the medium of Welsh and asked Cabinet to consider this type of expenditure alongside the costs for translating appendices to reports.

Councillor E W Williams said he agreed with both recommendations in the report and felt that the Authority had promoted the use of the Welsh language which led to strengthening of the culture of the region. He said the Scheme should be funded in the same way as any other requirements. Councillor S Roberts supported Councillor Williams' comments.

Councillor R W Hughes said costs should not be hidden and the Welsh Language should not be treated in a different way to any other issue. Councillor P J Marfleet agreed a cost should not be put on the provision of Welsh Language but common sense should prevail in certain circumstances. He agreed with Councillor Davies that printing costs should be considered and Members asked whether they wished to have both Welsh and English copies of reports, particularly large documents.

Councillor M M Jones said she had chaired the Bilingual Forum during Councillor D Jones' absence and wished to acknowledge the work carried out by Councillors G C Evans and M LI Davies. She said work would continue and monitoring take place and the Forum could be asked to consider which items are contracted out. Councillor R W Hughes said each political group should be reminded a member from that group should form part of the Forum.

Councillor P A Dobb whilst supporting the report, agreed printing and translation costs should be considered in detail and streamlined where possible.

The Chief Executive, referring to paragraphs 6.3 and 6.4, said the suggestions had been made by Scrutiny Committee and were in addition to what was currently provided. The Welsh Language Board did not expect these to be provided and it would be an extra cost on the Authority. He referred in particular to documents received from other organisations which would be appended to Denbighshire reports as required and said it was not possible to pay for the translation of such documents. He said paragraph 6.3 should refer to Denbighshire papers. With regard to paragraph 6.4, he said there would be extra costs if internal reports were also translated.

Councillor M LI Davies said paragraph 6.4 referred to Welsh documents being translated to English. If documents in English only were received from the Welsh Assembly Government, they should be asked to provide the Welsh translation. He said paragraph 6.2 in the Welsh version should read para 13.3 and not para 16.4.

RESOLVED that Cabinet recommend the revised scheme for approval by full Council prior to final approval by the Welsh Language Board, including the changes recommended at paragraphs 6.1 to 6.4 of the report.

5 “CHILDREN DON’T COMPLAIN ...” - THE CHILDREN’S COMMISSIONER FOR WALES’ REVIEW OF THE OPERATION OF COMPLAINTS AND REPRESENTATIONS AND WHISTLEBLOWING PROCEDURES, AND ARRANGEMENTS FOR THE PROVISION OF CHILDREN’S ADVOCACY SERVICES IN LOCAL EDUCATION AUTHORITIES IN WALES

Councillor M A German presented the report for Members to agree the proposed response to the Children’s Commissioner for Wales report.

RESOLVED that Cabinet agree the proposed response to the Children’s Commissioner for Wales report.

6 REVENUE BUDGET 2005-2006

Councillor P J Marfleet presented the report for Members to note the budget performance figures for the current financial year as detailed in the appendices to the report and consider any actions necessary to bring the Directorates’ projected spending in line with available budgets. The potential overspends had improved slightly at £301k, being £351k in the last report.

Councillor Marfleet said the biggest concern was the SEN and School and College Transport overspend and the increased demand in adult services had led to the Social Services and Housing Directorate projecting an overspend by £20k. He also referred to the corporate position due to the Land Charges deficit of £100k being funded from the Corporate Budget. He stressed the

need for the Corporate Executive Team to consider how Directorates should absorb the £301k by the year end.

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

7 HOUSING REVENUE ACCOUNT BUDGET 2005 / 2006

Councillor P A Dobb presented the report for Members to note the latest financial forecast position of the Housing Revenue Account (HRA) for 2005-2006, which showed a potential net underspend of £239k at the year end, a lower figure than in the previous month as outstanding plastering contract payments had been made.

RESOLVED that Cabinet note the latest financial forecast position of the Housing Revenue Account for 2005-2006.

8 CABINET FORWARD WORK PROGRAMME

Councillor S A Davies presented the Cabinet Forward Work Programme. He said the Lifelong Learning report should be entitled "Modernising Education".

Both Councillor Davies and the Deputy Chief Executive / Corporate Director: Resources were considering ways of ensuring improvements to costs and accountability were included in Cabinet reports and a reminder would be despatched to Members.

RESOLVED that Cabinet note the Cabinet Forward Work Programme.

9 URGENT ITEMS

There were no Part I Urgent Items.

EXCLUSION OF PRESS AND PUBLIC

RESOLVED under Section 100A(4) of the Local Government Act 1972 the Press and Public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 7, 8 and 9 of Part 1 of Schedule 12A of the Local Government Act 1972.

PART II

10 CAPITAL PLAN 2005-2006

Councillor P J Marfleet presented the report for Members to note the latest projected position in the 2005/06 element of the capital plan.

Councillor Marfleet reported that the sale proceeds from the former temporary car park in Ruthin were still awaited and should be received as soon as a site

issue had been resolved. He said the usable capital receipts included in the 2006-2007 column in Appendix 1 should be excluded. There was no reference to projects such as the Scala development, CCTV provision, the development of Rhyl Police Station or possible extra care housing in Prestatyn as these schemes would be reported separately to a future meeting.

Councillor D Owens referred to the £450k which needed to be reinstated to Lifelong Learning as soon as possible, otherwise slippage on capital expenditure would ensue. Councillor Owens said the reinstatement was required before the end of November 2005. Councillor E W Williams agreed with Councillor Owens and said schools should not lose the opportunity to carry out work on school buildings. Councillor Marfleet said reinstatement could not take place until the capital receipt had been received. The Financial Controller reminded Members that it would not be necessary for Cabinet to agree the reinstatement of the £450k once the capital receipt had been received as it had been previously agreed and deferred until such time as the receipt was available.

With regard to the awaited capital receipt, the Chief Executive said the Financial Controller would report to Council at the end of November 2005. He drew Members' attention to the new style of report at Appendix 2.1 where estimated spend and spend to the end of the previous month had been included.

The Deputy Chief Executive / Corporate Director: Resources said limited slippage was forecast which would limit the potential to direct funds to other schemes. He agreed this would be considered to see whether there was scope to enable the required works in schools to be commenced.

The Corporate Director: Lifelong Learning confirmed that everything was in place so that once the capital receipt was received, works on school buildings could commence.

RESOLVED that Cabinet note the position of the 2005/06 element of the Council's agreed 3 Year Capital Plan.

11 DRIFT PARK REGENERATION, WEST PARADE, RHYL: MAIN CONTRACTOR APPOINTMENT

Councillor R W Hughes presented the report, circulated at the meeting, seeking agreement to grant delegated power to herself to appoint the main contractor to carry out regeneration works at the Drift Park, West Parade, Rhyl.

The Corporate Director: Environment apologised for the lateness of the report. He said tenders based on cost and quality had been received and the tender which was the most economically advantageous for the Authority was not necessarily the lowest tender but was within the budget.

Members agreed it was important for the regeneration works to be carried out and the works when completed could be a catalyst for provision of other green areas in Rhyl.

RESOLVED that Members delegate power to the Leader to appoint the main contractor to carry out regeneration works at the Drift Park, West Parade, Rhyl.

The meeting concluded at 11.20 p.m.

Report to Cabinet

Cabinet Member Councillor R W Hughes, Leader

Date: 29 November 2005

Subject: International Strategy

1. Decision Sought

To approve the Denbighshire International Strategy

2. Reason for seeking decision

The cabinet has previously approved a draft International Strategy which has been circulated extensively throughout the County. Cabinet requested that the Strategy be brought back to Cabinet for formal ratification.

3. Power to make the decision

Local Government Act 2000 Section 2.

4. Cost implications

The appendix to the report indicates costs incurred to date. A total of £25,133 has been spent on European visits in the year ending August 2005. Of this total £12,922 has been charged directly to EU funded projects and £12,211 from within existing revenue budgets provided by the Council. Currently this investment has facilitated the levering in of £1.8m of EU resources. These provisions are adequate for the purposes of the strategy and no additional provision is required.

In the emerging post 2006 European Union programmes, fresh opportunities for securing additional external resources may be identified. These opportunities must add value to existing budgets and not create additional revenue pressures. It is our intention to more than match current achievements in these future programmes.

5. Financial Controller's Statement

The level of external investment achieved appears to offer a reasonable return on the costs of the strategy as reported. It will be necessary to ensure a similar result in future to justify the expense and officer and member time involved.

6. Consultation carried out

Extensive consultation with Council partners has been carried out. The International Development Forum has been involved several times in over viewing the developing strategy. There have been discussions with the Chief Executive, Corporate Director of Resources and the Head of Development who all concur with the report.

7. Implications on other policy areas including corporate

The strategy identifies significant areas of corporate activity which are affected by the International Strategy.

8. Action plan

The Strategy identifies action to prioritise, coordinate and control international activity as well as developing principles for developing relationships which include maximising value from external funds for the County.

9. Recommendations

That the International Development Strategy be approved.

DENBIGHSHIRE INTERNATIONAL STRATEGY

1. INTRODUCTION

Denbighshire is part of the global community and the citizens of Denbighshire are citizens of a wider world. Across a range of sectors there are economic, resource and community benefits to be obtained from mutual collaboration with other international regions. To maximise the potential that these developments provide Denbighshire County Council will:-

- seek to build relations with like minded councils and organisations overseas.
- seek to build these relations into thriving partnerships that animate and improve service activity within Denbighshire.
- support internationally orientated organisations within Denbighshire to enhance their capacity in ways that are beneficial to these organisations and to the wider community.

Over the years the Council's transnational links have become more extensive. The current partnership connections and those identified in the future must be placed within a coordinated, structured and strategic framework. This will enable the County Council to maximise future European funding opportunities. In future all European funding, will have a greater emphasis on transnational working.

To maximise external funding this strategy will seek to identify priorities for action. It is not the intention of this document to be prescriptive, especially as details of the 2007 programme have yet to be agreed. The prioritised themes and activities are largely and deliberately expressed in broad brush terms and these may be amended as details of the 2007 programme emerge.

2. **VISION - *“to think globally and act locally and work in partnership to enable Denbighshire to identify projects which raise prosperity, reduce social exclusion and promote a vigorous lifelong learning culture”.***

3. STRATEGIC CONTEXT

a) Strategic Statement

- work in partnership cooperatively
- identify service areas requiring overall improvement
- identify appropriate funding opportunities
- develop expertise to access external funding resources
- target these resources to achieve overall service improvement

b) Strategic Framework

In order to place current arrangements and future developments within a strategic framework we need to consider the following -

- synergy with council's strategic objectives;
- synergy with service objectives;
- synergy with WAG objectives;

- synergy with UK government objectives;
- synergy with relevant EU programme objectives.

4. AIMS AND OBJECTIVES

The vision and identified strategic considerations can be realised by way of targeting resources into areas of need and opportunity and through the achievement of the following five aims and objectives:

- a) **Promoting economic development and competitiveness** - improve the economic performance of the county by establishing a dynamic, competitive and modern business sector which maximises the potential of new technologies adopts equal opportunities policies and incorporates sound environmental principles for the benefit of SMEs and the workforce alike.

- b) **Enhancing Lifelong Learning and the investment in the development of people** - to develop within Denbighshire a flourishing lifelong learning culture through the provision of improved access to high quality education and training which is demand led based on the identified needs of communities, local and labour market requirements alike and is available to all age groups.

- c) **Community Regeneration** - to develop thriving and empowered communities throughout Denbighshire by enhancing equal access to work, training, health and recreational opportunities, nurturing a strong sense of community pride and community participation in the social development and economic regeneration of the county.

- d) **Enhancing Tourism, Arts, Culture, Heritage and Leisure Industries** - to develop the County's tourism product especially in niche areas to stimulate arts, craft, heritage and cultural itineraries, leading to the provision of opportunities to build capacity and generate wealth to local SMEs and provide employment and recreational opportunities for local communities and visitors.

- e) **Protection and enhancement of the natural and built environment** - to enable Denbighshire to continue to be a pleasant place to live and work through the protection and enhancement of the county's natural and built environment, the provision of a wider range of economic and leisure opportunities for local communities and visitors.

5. CROSS CUTTING THEMES (COMMON THEMES)

The Denbighshire International Development Forum seeks to promote awareness and encourage project ideas which mainstream the following themes.

a) Equal Opportunities.

- increase and secure access to education, training and employment opportunities for women, disabled people and ethnic minorities and other excluded groups.
- increase the number of women, disabled people and members of ethnic minorities securing training and employment in higher paid and higher skilled sectors and self employment.
- adopting equal opportunity policies and working practices to reconcile work and family life issues.

b) Information Society.

- increasing awareness of the potentials offered by ICT and increase the number of people receiving high quality ICT related skills training;
- enhancing business competitiveness in the region by supporting increased use of ICT applications;
- reducing the negative effects of peripherality by maximising the potential of ICT;

c) Environmental Sustainability.

- maintaining and enhancing the environmental assets of Denbighshire;
- community level activities which promote the management of the county's rich environmental heritage including such actions as countryside protection and landscape management;
- enhancing the quality of life through the promotion and support for community led environmental actions, such as renewable energy and energy conservation measures.

6. PREFERRED (INDICATIVE) ACTIVITIES

a) Economic Development

- assisting economic growth in Denbighshire in an increasingly global marketplace;
- improving business and trade opportunities;
- promoting urban and rural development,
- encouraging tourist related activities;
- increasing awareness of the opportunities provided by the European single market;
- responding to business training needs;
- identifying exemplars of best practice to benefit Denbighshire's businesses.

b) Lifelong Learning.

- enhancing formal / informal education and lifelong learning for all;
- developing a global dimension in education and connecting communities worldwide;
- promoting global citizenship and sustainable development;
- enhancing I.T skills, information and communication technology;
- developing awareness of social justice and international interdependence;
- developing appreciation of diversity and comparing traditions and cultures;
- improving educational attainment by developing activities that relate to the national curriculum or an exam syllabus;
- enhancing key skills e.g. language, communication, understanding, learning ;
- developing youth exchanges or work experience to increase practical skills;
- providing an environment in which young people can explore social and political issues, deepening their awareness and increasing self confidence;
- identify exemplars of best practice to benefit Denbighshire's teachers and pupils.

c) Corporate.

- improving service delivery and problem solving;
- increasing global and European awareness especially in areas where EU legislation impacts directly on local government activities;
- enhancing staff development and training by providing innovative training opportunities for all levels of staff and in a number of subject areas;
- providing a better understanding of other cultures enabling officers to work more effectively within their own community;
- providing member development and training through exchanging experiences.

d) Personal Services.

- promoting social inclusion;
- promoting tolerance, increasing understanding and respect for others, to combat racism and xenophobia;
- providing the basis to bring together all members of a community, regardless of ethnic or religious background, age, gender, disability or social or economic status;
- providing the means to bring together counterpart organisations, experts and interest groups for example in education health and social welfare with the aim of improving community services and facilities;
- sharing expertise and experiences on a wide variety of social and economic problems such as unemployment, social exclusion, drug and alcohol dependency;
- raising public consciousness and encourage debate on major global issues, such as reducing poverty, environment, racism and social inclusion;
- providing a greater understanding of the political, social, environmental, cultural and economic issues that face their own area and other parts of the world.



7. CONTROL

The system of delegated approvals for Member visits will continue to apply for transnational visits by Members of the County Council. As regards Officers, the Chief Executive's authority, with in future be exercised with the advice of the International Development Forum which will assess requests against the criteria of the strategy. Forms are available via Kevin Edwards, the Council's Principal European and External Funding Officer.

8. PRINCIPLES OF DEVELOPING RELATIONS

The Council has long standing relationships with some transnational authorities and these are governed by Letter of Agreement / Memorandum of Understanding. The strategy will continue to be developed in this way with the Letter of Agreement // Memorandum of Understanding providing controls and understanding to direct relationships. The strategy will, in some instances, be developed with some areas on a more intensive basis and will sometimes give rise to a requirement to further governance developments.

Over a long period of time and with a coherent range of activity in place, the developments of more formal connections with transnational regions involving twinning could be considered, but the justification for such relationships would need to be clearly spelt out in advance in terms of outputs both for the Council in relations to its services and activities and in relation to the Denbighshire community and its aspirations.

It is not considered that twinning should be entered into lightly. The strategy recognises that there can mutually beneficial relationships with other regions without twinning and the step of twinning should be seen as essential only where this would consolidate current activities and provide a natural extension of existing links

APPENDIX 1

**DEVELOPMENT SERVICES
EUROPEAN REGIONAL VISITS
INDIVIDUAL VISITS**

Dates of Visit	DCC Officer attending	Country and town (area) visited	Name of Organisation visited	Brief description	Result / Outputs of Visit	Costs	Contribution to International Strategy
26,27 August 2004	Kevin Edwards	Silesia, Poland	Union of Silesian Municipalities and Districts and Powiat Gliwicki	WLGA visit to Silesia	Facilitating Welsh Polish links and cementing ties with Gliwicki	£286.80	3a,3b,5a Assisting economic growth in a global marketplace 5b enhancing lifelong learning for all. 5c - providing member development / training through exchanging experiences
Sept 2004	Andrew Rainsford	Ireland	RAR Project Athy	Co-ordinators meeting in Dublin	Project operations	£150	3a,3c,5a - Interreg project about community sector business development
17,18,19,20 November 2004	Sian Morgan Jones	Lille, France	Intereg IIIB, North West Europe Conference	Attendance at conference, networking with project teams	Update of future of Interreg & other European funds, project management of transnational projects	£189.22 £55	3d,5a – Interreg IIIb project encouraging tourism related activities
9 – 20 October 2004	Morfydd Roberts Lifelong Learning	Bolzano, Italy	Provincia Bolzano	Exchange programme Lifelong Learning	Ongoing – A COMENIUS application has been made	£617.88 paid for by Sue Haygarth's credit card, coded to F89	3b,5b – best practice to benefit Denbighshire teachers and pupils
19 – 23 May 2005	Sue Haygarth	Lisbon, Alentejo, Portugal	Regiao de Turismo Rota Da Luz	Final Semina of Leonardo project	2 reports and 2 CD's	£129.10 – one meal sponsored by DCC	3d,5a – transnational agri - tourism project,

APPENDIX 2

**DEVELOPMENT SERVICES
EUROPEAN REGIONAL VISITS**

Dates of Visit	DCC Officers attending	Other attendees	Country and town (area) visited	Name of Organisation visited	Brief description	Result / Outputs of Visit	£ DCC or Other	Contribution to International Strategy
EU FUNDED PROJECT WORK – ATHY, CANTATA, COMENIUS								
Rhyl & Athy								
27 -29 May 2004	Sian Morgan Jones, Andrew Rainsford, Caroline Brady	Businessmen	Athy, County Kildare, Ireland	Kildare County Council	Rhyl RAR (Rhyl Athy Regeneration) project team visit to Athy Waterways Festival	Continuing development of Partnership and business network	Total £2000 RAR project funds	3a,3c,5a - Interreg project about community sector business development
22 July 2004	Sian Morgan Jones Gareth Evans, Andrew Rainsford		Dublin, Ireland	Kildare County Council	Rhyl Athy project officers meeting Des Page & Dorian Marks, Kildare CC	Half yearly review of outputs	£266.34 RAR project funds	3a,3c,5a - Interreg project about community sector business development
August 2004	Caroline Brady Andrew Rainsford Susan Dalloe		Athy, Ireland	RAR Project	Joint activity, craft launch in Athy	Possible Interreg project identified – Wexford	Total £700 RAR project funds	3a,3c,5a - Interreg project about community sector business development
Sept 2004	Andrew Rainsford		Dublin, Ireland	RAR Project Athy	Co-ordinators meeting in Dublin	Project operations	Total £200 RAR project funds	3a,3c,5a - Interreg project about community sector business development
Oct 2004	Caroline Brady, Andrew Rainsford, Michelle Rendell, Gareth Evans, Carolyn Brindle, Wendy McDaid	Cllrs R Hughes, Dave Thomas, Glyn Williams, Brian Thomas, Ian Eldred, Irene Norman	Dublin, Ireland	RAR Project (Athy)	Joint Steering Group	RAR Project, Joint Steering Group	Total £800 RAR project funds	3a,3c,5a - Interreg project about community sector business development
29 Nov 2004	Carolyn Brindle Andrew Rainsford		Dublin, Ireland	Kildare County Council	Opening tender documents for consultation work	Consultant appointed	Total £93.28 RAR project work	3a,3c,5a - Interreg project about community sector business development
March 2005	Caroline Brady	Simon Townsend, Cllr Dave Thomas	Athy, Ireland	Waterways Committee	Waterway festival, logistics meeting re: steam train going over in May	Joint marketing initiative	Total £400 RAR project funds	3a,3c,5a - Interreg project about community sector business development

6 /7 April 2005	Caroline Brady, Carolyn Brindle Gareth Wyn Davies		Athy, Ireland	RAR Project (Athy)	Introduction of new Manager to Athy team	Staff meeting	Total £400 RAR project funds	3a,3c,5a - Interreg project about community sector business development
26 – 28 May 2005	Caroline Brady, Michelle Rendell, Gareth Wyn Davies, Gareth Evans, Sian Morgan Jones, Dafydd Evans, Gareth John, Dave Lloyd, Ann Weir, Carolyn Brindle	Barry Mellor, Ian Eldred, Tom Hodgson, Cllrs, Dave Thomas, Meirick Lloyd Davies, Glyn Williams, Town Cllrs: Joan Butterfield, Peter Williams, Rhyl team Prs Trust – Simon Townsend +3 Craft members. Mr & Mrs Duxbury	Athy, Ireland	2 Saints Event, Waterways Festival	Joint craft fayre, marketing opportunity. Visit to residential youth rehabilitation complex. Joint meeting Rhyl / Athy Town Council. Attendance at 2 Saints regenerations seminars	Joint activity for RAR project marketing and promoting Rhyl	Total £5900 RAR project funds £3,700 DCC £2,200	3a,3c,5a - Interreg project about community sector business development
12 – 13 July 2005	Caroline Brady, Michelle Rendell, Gareth Wyn Davies, Gareth Evans, Wendy McDaid, Carolyn Brindle	Barry Mellor, Ian Eldred, Cllr Dave Thomas Derwena Watkin, Julia Cain	Athy, Ireland	Athy RAR Project	Joint Steering Group meeting to oversee Interreg IIIa project	Meetings held 4 times a year – 2 Wales / 2 Ireland	Total £1000 RAR project funds	3a,3c,5a - Interreg project about community sector business development
16 August 2005	Gareth Evans Carolyn Brindle Gareth Wyn Davies	Des Page Dorian Marks, Kildare CC	Dun Laoghaire, Ireland	Mid term evaluation by WEFO	Interreg IIIA Interview with EU Auditor	Compliance with EU process	Total £84 DCC	3a,3c,5a - Interreg project about community sector business development
27 Aug – 1 Sept 2005	Caroline Brady	Brenda Day (Business)	Dublin, Ireland	Trade Fair at R D S Centre	4 day promotional event in Dublin	1 SME supported. Promoting products made in Rhyl	Total £800 RAR project funds	3a,3c,5a - Interreg project about community sector business development

Cantata								
16,17 June 2004	Sian Morgan Jones, Carolyn Brindle, Elen Edwards, Gareth Evans		Paris, France	Agreement to pursue Interreg CANTATA project, Galicia, Poher, Montemore, Clare. Confirmation of finances	To get signature on internal IIIb grant application and hold first partner meeting	Agreement of project budget & signing of application form, Successful application lodged	Total £470 Cantata project funds	3d,5a – Interreg IIIb project encouraging tourism related activities
10, 11 March 2005	Sian Morgan Jones, Elen Edwards, Mike Hitchings		Lisbon, Portugal	Interreg IIIb secretariat	Interreg seminar – pre-Cantata, guidance/advice on completion of financial control forms	Guidance / advice	Total £1046.40 Cantata project funds	3d,5a – Interreg IIIb project encouraging tourism related activities
25-28 July 2005	Sian Morgan Jones, Samantha Williams, Cheryl Evans, Carolyn Brindle, Gareth Evans, Susan Dalloe	Cllr Sue Roberts Cllr Stuart Davies	Montemor O Velho, Portugal	M.O.V. Municipality	To launch CANTATA project and to hold steering group	Launch of CANTATA and meeting	Total £2169 Cantata project funds £1046 DCC £1123	3d,5a – Interreg IIIb project encouraging tourism related activities
9 – 20 October 2004	Morfydd Roberts Lifelong Learning		Bolzano, Italy	Provincia Bolzano	Exchange programme Lifelong Learning	Ongoing – A COMENIUS application has been made	£617.88 paid for by Sue Haygarth's credit card, DCC	3b,5b – best practice to benefit Denbighshire teachers and pupils
POST 2006 STRUCTURAL FUNDS – PLANNING FOR FUTURE								
10 May 2005	Susan Dalloe		Brussels, Belgium	Interreg III b seminar NEW seminar	Looking for new funding stream for proposed Rhyl Museum. Made new contacts and attended surgery	Application now made, results known in December	Total £220.72 DCC	Interreg IIIb project

23 -25 May 2004	Kevin Edwards Gareth Evans		Gliwice, Silesia Poland	Silesian Union of Municipalities and Districts & Powiat Gliwice	Project identification town centre regeneration visits	Development of project ideas with Silesia and Powiat Giwicki	Total £540 DCC	3a,3b,5a Assisting economic growth in a global marketplace 5b enhancing lifelong learning for all.
26,27 August 2004	Kevin Edwards		Silesia, Poland	Union of Silesian Municipalities and Districts and Powiat Gliwicki	WLGA visit to Silesia	Facilitating Welsh Polish links and cementing ties with Gliwicki	Total £286.80 DCC	3a,3b,5a Assisting economic growth in a global marketplace 5b enhancing lifelong learning for all. 5c - providing member development / training through exchanging experiences
8 – 11 Nov. 2004	Kevin Edwards Gareth Evans Ian Miller	Cllrs, Rhiannon Hughes, Sue Roberts, Meirick Lloyd Davies,	Powiat Gliwici, Poland	Powiat Gliwicki	To identify links and projects with region and formalise agreement	Signed memorandum of Understanding with Powiat Gliwicki	Total £1519 DCC	3a,3b,5a Assisting economic growth in a global marketplace 5b enhancing lifelong learning for all. 5c providing member development / training through exchanging experiences
17,18,19,20 November 2004	Sian Morgan Jones	Lille, France	Interreg IIIB, North West Europe Conference		Attendance at conference, networking with project teams	Update of future of Interreg & other European funds, project management of transnational projects	Total £244 DCC	3d,5a – Interreg IIIB project encouraging tourism related activities

OTHER								
28/2 – 2/3 2005	Ian Miller Cllr Rhiannon Hughes		Brussels, Belgium	WLGA conference	Making Europe work for Welsh Local Authorities	Sharing ideas regarding Structural Funds and identification of projects	Total £1217.20 DCC	3a,3b,5a Assisting economic growth in a global marketplace 5c - providing member development / training through exchanging experiences
10 -15 Sept 2004	C Young, RIP G Williams CEO,RIP	N E Wales dancers and artists	Bolzano, Italy	Teatro Nuovo	Party of painters, dancers, practitioners	Ongoing transfer of skills between theatres	Total £4351.50 DCC	3b,5b – providing employment and recreational opportunities
19 – 23 May 2005	Sue Haygarth		Lisbon, Alentejo, Portugal	Regiao de Turismo Rota Da Luz	Final Seminar of Leonardo project Cadwyn Leader Plus project	2 reports and 2 CD's	Total £129.10 DCC	3d,5a – transnational agri - tourism project,

REPORT TO CABINET

CABINET MEMBER: Cllr Dewi Owens
Lead Member for Lifelong Learning

DATE: 29th November 2005

SUBJECT: Modernising Education Update

1. DECISION SOUGHT

- 1.1. To note progress made with the Modernising Education programme.
- 1.2. To approve the issue of an Invitation to Tender (ITT) to appoint consultants to work on the Modernising Education Programme. (Draft attached at Annex A)
- 1.3. To note that the potential contract value to undertake the work described in the ITT will be ascertained from tender responses.
- 1.4. To note that any contract arising from the tendering process will only be let subject to the availability of sufficient funding.

2. REASON FOR SEEKING DECISION

- 2.1. Since the decision by Cabinet in July 2005 to proceed with a programme for the Modernising of Education in Denbighshire, work has been ongoing to further shape the programme and define management structures. A Steering Group, comprising Members and Corporate Directors, formed to monitor and drive progress on the Council's Priority to Improve the Condition of School Buildings has also agreed to act as the overarching group to monitor progress with the Modernising Programme. A Programme Officer Task Group has been established, chaired by the Director of Lifelong Learning. The Task Group is developing a refined area and school profiling system which will allow the consideration of a more holistic approach to the role of schools in the community. Indeed, the need to take an approach which recognises the community focus of schools was a clear outcome of the consultation process undertaken in the Spring/early Summer.
- 2.2. Work so far has confirmed that, whilst the Lifelong Learning staff have the capacity to project manage the Modernisation Programme and undertake a number of tasks, they have insufficient capacity to undertake the extensive consultation, intelligence gathering, analysis and reporting which the programme requires. Accordingly, the Task Group has proposed that it will be more cost effective to contract consultants to undertake the work than to appoint a discrete team of officers, as had originally been envisaged. The Steering Group have agreed with the proposal to appoint consultants and tasked officers with taking the matter forward for approval by the Cabinet. Details of the ITT are included at Annex A of this report.

2.3. PROGRAMME DEVELOPMENT AND STRUCTURE

Steering Group. This group has met twice – in September and October. The Steering Group has agreed to include the Secondary Sector into the programme to allow as holistic approach as possible. The Group has also proposed a clear vision for the whole Modernising Education agenda; this clear focus and vision for the future is essential for the direction of the programme and the communication of priorities during the comprehensive consultation process which will follow.

The Group has accepted the following Vision Statement as appropriate for the outcome of the Modernisation Programme and in keeping with the current work on Visioning for Denbighshire:

“A portfolio of schools all fit for purpose for the 21st Century, justified as viable, located best to serve current communities and provide positive contributions to Lifelong Learning, community development, social inclusion and regeneration”

Officer Task Group. The Officer Task Group was established in September to develop the detail of the programme; it has met on several occasions since September with appropriate colleagues joining for specific tasks. The work of the Task Group is to:

- a) Develop a policy context for the Modernising Agenda in line with Community Focused Schools central to the Strategy.
- b) Seek the ‘right provision – with the right facilities at the right location’.
- c) Develop templates for Area/ School Profiles and drafting an Action Plan for Area/School Profile implementation.
- d) Write a Consultation Charter and establishing a website for information and feedback.
- e) Develop a full Programme Plan for the roll out of the Modernising Programme itself and Programme resource requirements.
- f) Provide a clear policy context for Modernising Education.

2.4. The Group reported progress to the Steering Group on 21st October 2005. The presentation included an overview of:

- the shape of the programme.
- tasks to be undertaken.
- the personnel resource implications for delivering the programme.
- potential costs including a proposal to appoint consultants as an efficient and cost-effective means of progressing the Modernising Education Programme.

2.5. Following more detailed analysis of the tasks involved in the Modernisation Programme, the Group emphasised the scale of work involved and the significant impact on present staff workloads. Members will recall that in July

they acknowledged that additional staff resources would be necessary to implement the Programme; £90K per year for 3 years was proposed. Given the time required to appoint suitable staff, and the need to press on with the programme, the Task Group proposed that suitable external consultants are appointed to take forward significant elements of the work. This would save time, provide an external and independent view and would probably achieve the work of the programme at less cost. Accordingly, the Task Group proposed that as much work as is appropriate is undertaken by an appointed contractor. Further detail of the work expected to be undertaken is included in Annex A).

2.6. It is considered that the programme will be manageable if robust contract management arrangements are put in place. This may require some additional administrative support to be provided, which would be met from the approved Programme resources.

2.7. The Officer Task Group met on 7th November 2005 and considered the preparation of an Invitation to Tender Specification Brief so that the market can be tested for the work. This document is has been drafted and will proceed according to the timetable set out in Section 8 of this report if agreement to proceed is secured.

2.8. Timetable for Consultation and Implementation. A proposed Action Plan for consultation and implementation is included at section 8 below.

2.9. NATIONAL DEVELOPMENTS

- a) In Spring 2005 the WLGA Management Sub-Committee passed a resolution to convene a task and finish group to look at the broader issues around planning places in schools. The Planning School Places Task and Finish Group is being chaired by Cllr John Davies, WLGA education spokesperson. The Group will invite written contributions from a variety of organisations in addition to local authorities and have and will meet on a number of occasions until December to hear verbal evidence from invited consultees. A report will be produced early in 2006 that aims to provide a practical tool for local authorities, highlighting examples of good practice and giving broad guidance on planning school places. The results of this work will need to be fed into the Modernisation Programme as appropriate.

3. POWER TO MAKE THE DECISION

3.1. The power to make the decision is contained within Section 111 of the Local Government Act 1972.

4. COST IMPLICATIONS

4.1. In July cabinet acknowledged the additional resource requirement in terms of a core Programme Team at a cost of £90k per year for 3 years (£270k).

- 4.2. The appointment of consultants instead of appointing a discrete team of officers should enable the total programme cost to be kept significantly below the £270k figure.
- 4.3. It is expected that the Invitation to Tender will attract responses indicating a potential contract value. The potential contract value will be an important consideration in planning expenditure next year.
- 4.4. Any contract to be let as a result of the tendering process will be subject to the availability of sufficient funding.

5. FINANCIAL CONTROLLER STATEMENT

- 5.1. Consideration will be given to the provision of funding for this matter as part of the budget setting process for 2006/7. It is one of several bids for resources that will be reported to the relevant Scrutiny Committee prior to presentation to Cabinet for final recommendation to full Council for inclusion in the budget.

6. CONSULTATION CARRIED OUT

- 6.1. The following have been consulted on the Modernising Programme:
 - a) Officers of the Lifelong Learning Directorate
 - b) CET members
 - c) Lead Member for Lifelong Learning
 - d) Chair LLSC
 - e) Chair Resources Scrutiny
 - f) Lead Member for Finance & Resources

7. IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

- 7.1. The Modernising Education Programme will impact upon, and be impacted by, the following policy developments:

- Development of the Denbighshire Visionary Exercise
- UDP 1996 – 2011 and the New LDP
- Development of the DCC Capital Programme
- WLGA review of Small Schools Policy
- IWA study of Small Schools in Wales
- Transport Policy Review – WAG/DCC
- Welsh Education Scheme – WLB/DCC
- Foundation Stage Changes - WAG
- Disability Discrimination Act - WAG/National
- Corporate & Directorate Asset Management Plans - DCC
- Admissions Policy - DCC
- Education Strategic Plan 2002 – 2005 - DCC
- School Organisation Plan 2003 – 2006 - DCC
- School Building Improvement Grants 2005 – 2010 – WAG
- Service Asset Management Plan
- Community Learning Resource 2003 - 2006 – ELWa

7.2. The need to set the Modernising Education Programme within a council wide context and encompassing all areas of the Authority's business will require a corporate lead. This would provide an opportunity for future joined-up consideration of service developments to meet the needs of the children, young people and citizens of Denbighshire in the 21st century.

8. ACTION PLAN

Timetable for implementation

Action	By When/Deadline	Key People
ITT Specification Brief developed by Officer Task Group	16/11/05	ILR/DGE
Finalised ITT Brief approved by DCC Procurement Manager	21 /11/05	Arwel Staples
Present ITT document to Lead Member for Lifelong Learning Mid Nov 05 for agreement & approval to issue ITT	29/11/05	HWG/ILR/ DGE/CllrDO
ITT Issued	30/11/05	AS/DGE
Responses to ITT received	02/01/06	HWG/DGE/ Cllr DO
'Preferred Bidder' identified	03/01/06	HWG/ILR/ DGE/CllrDO
Contract Let	31/01/06	HWG/ILR/ DGE

9. RECOMMENDATION

Members are recommended to:

- 9.1.** To note progress made with the programme to date
- 9.2.** To approve the issue of an Invitation to Tender to appoint consultants to work on the Modernising Education Programme. (Draft attached at Annex A)
- 9.3.** To note that the potential contract value to undertake the work described in the ITT will be ascertained from tender responses.
- 9.4.** To note that any contract arising from the tendering process will only be let subject to the availability of sufficient funding.

Annex A – Modernising Education Draft Invitation to Tender

Invitation to Tender for the Undertaking of the Modernising Education in Denbighshire Programme

Brief to Potential Bidders

1. Introduction

- 1.1. Like all local Authorities Denbighshire County Council has a statutory responsibility to provide Education for children from age 3 to 16 years. The Council has made the improvement of school buildings its first priority. However, providing Education is about more than just having suitable buildings.
- 1.2. Recent policy developments by the Welsh Assembly Government have brought about a number of significant changes which affect the way schools are funded and managed. There are also changes underway which affect how teachers are expected to work with a consequential impact on teaching and learning.
- 1.3. Denbighshire wishes to take an holistic approach to these developments and to bring about improvements to the provision of Education across the county. Members have approved the development of a wide-ranging modernisation programme which will encompass all the above, engage fully with its diverse communities and ensure that appropriate Education is provided with appropriate facilities in appropriate locations.
- 1.4. The scale of work required exceeds the capacity presently available within County Council staff resources. Consequently, Denbighshire is seeking to appoint a contractor to fully undertake all aspects of the Modernising Education Programme as defined within this document.
- 1.5. This is a major undertaking and will require extensive consultation with all Programme stakeholders throughout the duration of the contract.

2. Context

- 2.1. Denbighshire is a culturally and geographically diverse county with significant and polarised differences from North to South. The northern coastal towns are relatively large and generally anglicised. Moving inland towards the south the Welsh heritage in terms of language and culture becomes stronger and the towns smaller with many outlying village communities – often a reflection of the physical geography of the terrain which becomes increasingly mountainous.
- 2.2. The main transport routes within the county tend to follow the Clwyd and Dee Valleys which run almost perpendicular to each other. The A55 dual carriageway traverses the county from west to east towards the north. The main railway line follows the coastline, similarly from west to east. The consequence is that travelling in the county is difficult.
- 2.3. The Council is undertaking a broad programme of consultation to ascertain what the 'vision' for Denbighshire should be 20 years hence. This vision will provide the context for planning all Council service provision and help prioritise development and improvement.
- 2.4. Education is a high-profile service and key to the future vision for the county. However, there are many factors which have a bearing on the way Education can and should evolve over the coming years. The most significant of these is the role of schools in their communities and Denbighshire County Council is strongly committed to ensuring that

communities are closely engaged in any development planning which might affect them. Facilitating this engagement is a key feature of the Modernising Education Programme.

- 2.5. The eventual output from the consultation will be the production of a number of area 'intelligence' profiles. These will be nested in structure and comprise a number of community profiles which in turn may have a school profile within them. The agreement of the areas, communities and content of the profiles will also be the subject of an initial consultation process. The scope of the consultation will include local elected representatives, schools and their communities.
- 2.6. The National context will also have a bearing on the Programme, particularly the policy guidance and developments from the WLGA and directions given by central government and WAG. This provides a challenge at a time when Local Authorities are under pressure to deliver more, to consistent standards with no additional – and sometime fewer – resources.

3. Aim of the Programme

- 3.1. A portfolio of schools all fit for purpose for the 21st Century, justified as viable, located best to serve current communities and provide positive contributions to Lifelong Learning, community development, social inclusion and regeneration.

4. Programme Objectives

The following objectives are listed in reverse sequence implying a top-down approach to achieving the end objective within the available timeframe:

- 4.1. To produce a programme of fully costed and justified proposals for modernising the Education provision in Denbighshire in a format suitable for presentation to Council Members, Corporate Executives, key Officers of the Authority and Programme stakeholders by April 07
- 4.2. To structure the programme of proposals on comprehensive Area Profiles which reflect the needs of the constituent communities and:
 - 4.2.1. identifies the demand for and range of service provision by DCC and other agencies
 - 4.2.2. emphasises the Statutory Education and Lifelong Learning requirements
 - 4.2.3. identifies opportunities for joined-up and synergistic service delivery:
 - between agencies
 - between DCC directorates, and
 - within Lifelong Learning
- 4.3. To develop these Area Profiles from prime intelligence gathered from primary sources including all DCC Primary and Secondary Schools, the communities which they serve and Local Authority sources.
- 4.4. To facilitate and undertake the gathering, collation and analysis of such data and intelligence through an extensive process of communication, liaison and engagement with primary data sources and Programme Stakeholders.

5. Tasks to be Undertaken

- 5.1. The first stage of the contract will require the consultant to consider the potential and desirable outcomes of the Modernising Education Programme and assimilate the policy context surrounding the Programme.

- 5.2. The consultant will undertake:
 - 5.2.1. all necessary preparation arrangements for, and facilitation of, meetings, and make presentations
 - 5.2.2. data collection and analysis
 - 5.2.3. liaison and consultation with all Programme stakeholders at all points of contract delivery.
- 5.3. The consultant will attend contract monitoring meetings and produce appropriate progress and summary reports as agreed in the contract performance schedule.

6. Other Specific Tasks

- 6.1. The following specific tasks have also been identified:
- 6.2. Review all historical background reports and documents relevant to the Modernising Education Programme to assimilate the policy context within which the Programme resides. Such documents may be local or produced by the Welsh Assembly Government, Audit Commission, WLGA or other national bodies.
- 6.3. Review the experience of and consider good practice developments from other UK Local Authorities.
- 6.4. Examine how the modernisation of Education would bring wider benefits to the stakeholder communities of Denbighshire as a result of implementing the Programme and identify possible dependencies to realising such benefits.
- 6.5. To adhere to a Consultation Charter which explains the processes and protocols for facilitating participation of all stakeholders in the Programme development process

7. Key Skills

In undertaking this study the successful bidder will be required to demonstrate:

- 7.1. Proven understanding of the strategic context and current policy developments with a wide experience and understanding of Education and Local Authority service provision
- 7.2. A breadth of professional specialisms within the team (e.g. Education Service management, Education policy development, asset management, programme development and project management, statistical data and intelligence processing and analysis skills
- 7.3. Significant depth of understanding of education and community infrastructure issues and a proven track record of master planning, design expertise and complex change management in a politically sensitive context
- 7.4. Extensive experience of social, environmental, cost benefit, financial and economic appraisals in an Educational context
- 7.5. Proven technical proficiency in the development and implementation of significant infrastructure change
- 7.6. Ability to quickly and responsively adapt working practices to address difficulties and overcome challenges which arise in the course of Programme development and delivery
- 7.7. Of paramount importance is the ability to engage with individual stakeholders and groups using the Welsh language – verbally and in written formats

- 7.8. Excellent communication, presentation and facilitation skills
- 7.9. Extensive experience of statutory and non-statutory consultation processes including public meetings
- 7.10. The consultant will be responsible for keeping the client informed of the progress of the work and submissions should set out an indicative timetable of work and programme meetings indicating how this will be done.

8. Work Elements

- 8.1. The following work elements are required of the contractor:

Stage 1 – Scoping and Initiation

In this stage the consultant is required to assimilate the background and context to the Modernising Education Programme. It is expected that this stage will identify key issues to be addressed in the Programme and suggest appropriate approaches to address them in subsequent stages. It will also include the data and intelligence requirements planning: content, sources, structures, collection, analysis and interpretation

Outputs:

- Three hard copies and one electronic copy of a report which includes identification of key issues and a proposed schedule of actions to address these and a detailed data and intelligence requirements plan
- A presentation and discussion with key client representatives of initial findings and proposals to address them by a date to be determined by the client.

Stage 2 – Consultations & Stakeholder Participation Planning

In this stage the contractor will initially engage with all Programme stakeholders. This will require careful planning and coordination. Beginning with a comprehensive Stakeholder Analysis the contractor will prepare a schedule of consultation to engage with and facilitate the participation of all Programme stakeholders. The purpose of this engagement is to encourage a sense of ownership of the issues and, ultimately, proposals for improvement by Programme stakeholders.

The schedule will grow from the Consultation Charter drafted by DCC. The charter will be subject to its own process of consultation and inclusion of stakeholders to be undertaken by the contractor. Once in place the data and intelligence gathering for the compilation of comprehensive community and school 'profiles' can proceed – again requiring consultation on the structure and content of these profiles. The community profiles will in turn be developed into area profiles. The communities which are to be included in each area will also be determined through consultation with stakeholders.

Outputs:

- 3 hard copies and one electronic copy of:
 - a detailed Consultation Schedule and Stakeholder Participation plan
 - Draft structures for community, school and area profiles
 - A presentation and discussion with key client representatives of initial findings and proposals to address these by a date to be determined by the client.

Stage 3 – Data and Intelligence Gathering and Analysis

Once agreed, the various 'profiles' can be completed. These can then be analysed and areas of duplication, overlap, deficiency and shortfall (gaps) can be identified together with opportunities for improvements and enhancement of benefits for the local community. Proposals should be developed on the strength of this analysis which accord with the Modernising Education Programme aspirations.

The profiles, analysis and proposals should be approved by Programme stakeholders for whom there should be 'no surprises' if their participation has been successfully facilitated and they have been kept informed of developments and Programme progress.

Outputs:

- 3 hard copies and one electronic copy of a report which:
 - Details Area Profiles comprising specific Community and School Profiles
 - Clearly shows how Stakeholder contributions to the process have been taken into account
 - Itemises a range of specific proposals for improvement – evidenced by the data and intelligence profiles
- A presentation and discussion with key client representatives of key findings, analysis and proposals to implement these by a date to be determined by the client.

Stage 4 – Completion

This is the final stage of the programme in which a full and costed Programme of Proposals is prepared and presented to the Council and Programme stakeholders by April 07

The Contractor will further develop the outputs from Stage 3 to include a full cost – benefit analysis of the proposals showing any net savings or additional cost to the proposals. Any 'spend to save' in terms of initial investment generating lower revenue costs in future should also be demonstrated.

Outputs:

- The contractor shall provide 6 hard copies of the Final Report and one electronic copy – in both English and Welsh – detailing the proposals and timescales for implementation. This report must take into account and cross-reference with any county wide planning and policy documents arising from the Vision 2025 review and LDP/UDP proposals.
- The contractor will present the final report to a number of audiences to be determined nearer the time but not expected to exceed more than 6 meetings – venues and dates to be determined by the client.

9. Tendering Information

- 9.1. In response to the Invitation to Tender, bidders are required to submit a fully detailed Programme Development Plan that accords with the timeframes stipulated in the Specification.
- 9.2. The plan shall take account of the activities to be undertaken and the outputs to be generated at each stage of the Programme and ensure that sufficient time and resource is allocated to achieve the output deadlines and Programme stage boundaries.

- 9.3. The consultant shall make available to the client any and all survey material, data and information gathered for the Programme. DCC shall retain copyright to all materials relating to and produced in the course of the Programme and shall retain sole rights to publish or reproduce, in whole or in part, any such materials.
- 9.4. The client shall, without obligation, retain the right and discretion to:
- interpret all data and intelligence gathered within the Programme, and,
 - whether or not to act on or implement any recommendations.

10. Selection of Consultants

- 10.1. Consultants invited to tender should submit four copies of their proposal in accordance with the conditions set out in the tender pack.
- 10.2. For the sake of clarity:
- 10.2.1. The County Council is not obliged to accept the lowest cost tender; each submission will be scored against criteria drawn from the requirements of this specification and the DCC corporate tender documentation.
- 10.2.2. There is no specific budget guide for the Programme but a thorough examination of the brief will guide consultants as to the requirements of the client and the nature and scale of tasks to be undertaken to deliver these.
- 10.2.3. All bids will be assessed on the basis of their competitiveness in terms of both price and quality, with a successful tender being selected on the basis of it being the most economically advantageous to the client.
- 10.2.4. The County Council retains the right at its discretion not to proceed with any submitted responses to the Invitation to Tender.

11. Appointment of Consultants

- 11.1. The appointment will be made either by exchange of correspondence or through formal signed agreement dependent on the value of the contract.
- 11.2. Fees will be available to be paid in stages in arrear, the detail of which is to be agreed with the successful contractor in a Fees Schedule:
- 11.2.1. 10% on satisfactory completion of Stage 1
 - 11.2.2. 35% for Stage 2 (of which 10% payable on Stage completion)
 - 11.2.3. 35% for Stage 3 (of which 10% payable on Stage completion)
 - 11.2.4. 20% on satisfactory completion of Stage 4
- 11.3. The appointment may be terminated by the client on payment of all fees and expenses to the date of termination in accordance with the agreed Fees Schedule.
- 11.4. It will be a condition of appointment that the consultants will hold the client indemnified against any claims arising from the commission whether caused by negligence or otherwise. Confirmation should be given that the appointed consultant carries professional indemnity insurance to a minimum sum of £2 million.

12. Contacts

- 12.1. The Contract will be managed by a nominated Project Manager who is a member of the Officer Task Group which reports to a Programme Steering Group comprising Members and Corporate Executive Officers.

- 12.2. The Corporate Director for Lifelong Learning will be the nominated Programme Director and signatory for all contractual matters.
- 12.3. Contract performance reviews will be undertaken by the Project Manager who will also be the primary point of contact on the client side. Progress and performance meetings will be scheduled at least monthly and may be attended by key client stakeholders.
- 12.4. The Contractor will be responsible for keeping the Project Manager informed of progress constraints in the intervening periods.
- 12.5. Further information can be sought from D G Evans, Project Manager, Denbighshire County Council, County Hall, Wynnstay Road, RUTHIN, LL15 1YN

REPORT TO CABINET

CABINET MEMBER: Councillor R Hughes, Leader

DATE: 29 November 2005

SUBJECT: Denbighshire's Response to the Auditor's Report on the Improvement Plan 2005 - 2006

1 DECISION SOUGHT

To agree the Authority's draft Action Plan (Appendix I) in response to the Auditor's report on the Improvement Plan (Appendix II).

2 REASON FOR SEEKING DECISION

- 2.1 The Council is required to prepare and publish an annual Improvement Plan and Summary. The Council is also responsible for establishing appropriate performance management and for ensuring that the capabilities and capacity required to manage change and improvement are provided.
- 2.2 The Authority is required to publish the statutory report and to prepare a statement explaining the action it intends to take as a result of the statutory recommendations and the timetable it intends to follow within 30 working days of receipt of the Improvement Plan audit (1 November 2005).
- 2.3 As the Council's auditors, the Wales Audit Office is required to carry out an audit of the Improvement Plan and to report on whether the Plan meets statutory requirements and to make statutory recommendations where there are areas for improvement.
- 2.4 The Auditor's report on the Improvement Plan 2005-2006 was very positive. The Council received an unqualified opinion on the Plan and the WAO found the decision to structure the document around the six themes contained in the Community Strategy and the new three-year corporate priorities particularly useful.
- 2.5 The report included three statutory recommendations in relation to risk assessment, outcome based targets and the accuracy of performance information and these are detailed in Appendix I.

3 POWER TO MAKE THE DECISION

The requirement to carry out an audit of the Improvement Plan is under Section 7 of the Local Government Act 1999.

4 COST IMPLICATIONS

The achievement of the Action Plan can be contained within current budgets.

5 FINANCIAL CONTROLLER STATEMENT

Action S2 refers to a potential review of the Council's corporate priorities following the agreed vision and reconsideration of the mission. This may impact upon future years' budget strategies and indicative 3 year budgets.

6 CONSULTATION CARRIED OUT

The draft Action Plan has been sent to Corporate Executive Team and Heads of Service for comments. The Action Plan will be presented to Corporate Governance Committee on the 6 December and it will be recommended that quarterly progress reports against the Action Plan be added to the Committee's forward Work Programme.

7 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

Implementation of the Action Plan will have implications on all policy areas and Directorates.

8 ACTION PLAN

Please see Appendix 1 attached.

9 RECOMMENDATION

That Members approve the Action Plan in response to the Auditor's report on the Authority's Improvement Plan 2005-2006 as detailed in Appendix I.

Appendix 1

**ACTION PLAN IN RESPONSE TO WALES AUDIT OFFICE REPORT ON DENBIGHSHIRE COUNTY COUNCIL'S
IMPROVEMENT PLAN 2005 - 2006**

Statutory Recommendation	Denbighshire County Council Action	Lead Officer	Deadline
S1 Ensure the risk assessment process is undertaken consistently across the Council by providing suitable training and identifying and utilising the good practice that exists in some Directorates and Services.	A draft Risk Register has been developed and the Head of Internal Audit will visit all Heads of Service to ensure risks have been consistently assessed and are up-to-date. Risks for 2006 onwards should be identified and fed into the budget rounds as additional resources maybe required to mitigate the risk.	Ivan Butler, Head of Internal Audit	10 December 2005
S2 Increase the number of outcome based targets particularly those that support the Council's improvement priorities as included in the Community Strategy and Improvement Plan	An extensive visioning exercise is currently taking place for the County of Denbighshire. Once the vision has been agreed in March 2006, the Community Strategy will be revised via a strategic partnership. The Council will reconsider its mission statement and corporate priorities to reflect the vision and outcome based targets will be developed to support strategic actions.	Janette Williams, Strategic Policy Manager	1 October 2006
S3 Ensure that the appropriate senior managers are aware the ownership and accuracy of performance information is the responsibility of individual Directorates and Services	The Corporate Performance Management Group ensures that key messages regarding performance information are communicated to relevant officers. The implementation of the Performance Management Database will expedite the effective monitoring of performance indicators by Members and officers. An internal audit of strategic, core and policy agreement indicators is taking place during November and December so that any issues relating to the accuracy of performance information can be identified early and remedial action taken by services where necessary.	Janette Williams, Strategic Policy Manager	31 January 2006



WALES **AUDIT** OFFICE
SWYDDFA **ARCHWILIO** CYMRU

Auditors' Report 2005/2006

Date: October 2005

Author: Anthony Barrett

Ref: 977A2005

Audit of the Improvement Plan

Denbighshire County Council

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Scope of the Improvement Plan audit	4
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Auditors' report to Denbighshire County Council on its Improvement Plan published June 2005

Certificate

- 1 We certify that we have audited Denbighshire County Council's Improvement Plan in accordance with Section 7 of the Local Government Act 1999 (the Act) and the Wales Audit Office's Code of Audit and Inspection Practice. We also had regard to supplementary guidance issued by the Audit Commission in Wales and, subsequently, the Wales Audit Office.

Respective responsibilities of the Council and the auditors

- 2 Under the Act the Council is required to prepare and publish a Best Value Performance Plan summarising:

 - its assessments of performance; and
 - its position in relation to its statutory duty to make arrangements to secure continuous improvement to the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 3 This was supplemented by further guidance on how the Wales Programme for Improvement (WPI) will be implemented under Sections 3, 5 and 6 of the Act as set out in the National Assembly for Wales circular 18/2002. Under this guidance, the statutory Best Value Performance Plan has been replaced by a statutory Improvement Plan (the Plan) which must be published by 30 June of the financial year to which the Plan relates.
- 4 The Council is responsible for the preparation of the Plan and for the information and assessments set out within it. The Council's future work programme set out in the Plan should connect to the outcomes of the updated risk assessment. The Council is also responsible for establishing appropriate performance management and internal control systems from which the information and assessments in its Plan are derived and for ensuring that it provides sufficient capabilities and capacity needed to manage change and improvement. The form and content of the Plan are prescribed in Section 6 of the Act and statutory guidance issued by the Welsh Assembly Government.

- 5** As the Council's auditors, we are required under Section 7 of the Act to carry out an audit of the Plan, to certify that we have done so, and:
- to report whether we believe that the Plan has been prepared and published in accordance with statutory requirements set out in Section 6 of the Act and statutory guidance and, where appropriate, recommending how the Plan should be amended so as to accord with statutory requirements; and
 - to recommend:
 - where appropriate, procedures to be followed in relation to the Plan;
 - whether the Wales Audit Office should carry out an inspection of the Council under Section 10 of the Act; and
 - whether the Welsh Assembly Government should give a direction under Section 15 of the Act.

Scope of the Improvement Plan Audit

- 6** We planned and performed our work to obtain all the information and explanations that we considered necessary in order to report and make recommendations in accordance with Section 7 of the Act.
- 7** For the purposes of our report, we have interpreted compliance with the statutory guidance issued by the Assembly in the WPI: Guidance for Local Authorities as being sufficient to meet the statutory requirements under Section 6 of the Act.
- 8** We are not required to form a view on the completeness or accuracy of the information or realism and achievement of the Plan published by the Council. Our work therefore comprised a review and assessment of the Plan and, where appropriate, examination on a test basis of relevant evidence, sufficient to satisfy ourselves that the Plan includes those matters prescribed in legislation and statutory guidance and that the arrangements for publishing the Plan complied with the requirements of the legislation and statutory guidance.
- 9** Included in the Plan are the Council's performance estimates for the year ended 31 March 2005. Actual results for the year may be different from the figures reported because events and circumstances frequently do not occur as expected and the differences may be material. To the extent that the figures included in the Plan are estimates, our audit work comprised an assessment as to whether the estimates made by the Council had been properly compiled in all significant respects on the basis of the assumptions stated by the Council, as at the date on which the Plan was prepared.

- 10 For the purpose of determining whether or not to make recommendations on procedures to be followed in relation to the Plan, our work included:
 - a review and assessment and, where appropriate, examination on a test basis of evidence relevant to the adequacy of the systems set in place by the Council for collecting and recording specified performance information; and
 - the testing of specific Performance Indicators (PIs) selected by the Wales Audit Office because of the inherently higher risks of their misstatement.
- 11 The work we have carried out in order to report and make recommendations in accordance with Section 7 of the Act cannot be relied upon to identify every weakness or opportunity for improvement. In particular, it has not necessarily covered the same areas as an inspection.
- 12 Many of the issues identified by this work as requiring further attention have already started to be addressed by the Council through their inclusion in improvement work programmes. Others are currently being discussed with the Council.
- 13 There are, nonetheless, a number of important issues that are fundamental to the delivery of the Council's improvement agenda that are raised as formal recommendations in this report.
- 14 These recommendations, together with a brief commentary, are included under the following themes:
 - implementation of previous year's recommendations;
 - updated Risk Assessment/Joint Risk Assessment (JRA); and
 - Improvement Plan Audit.

Implementation of previous year's recommendations

- 15 Last year's report on the 2004/2005 Improvement Plan contained three statutory recommendations. Two of the recommendations have been fully implemented. Some progress has also been made on the remaining recommendation, concerning the accuracy of the performance information reported in the Plan, although further work is required - see under 'Improvement Plan Audit' below.

Updated risk assessment/JRA

- 16 Many of the initial outcomes from this year's updated risk assessment were incomplete as they did not include an analysis of corporate and service performance. This was due primarily to confusion in some of the Council's Directorates and Services over the definition of risk with a significant number providing assessments based on business continuity rather than service performance and improvement risks.

- 17** The Council addressed these issues through a series of meetings with the regulators and subsequent updates to the initial corporate and service assessments. The amended risk assessments were discussed and agreed with the Wales Audit Office, and other regulators, and included in the JRA.
- 18** We are satisfied that the Council has taken ownership of the issues identified in the JRA and has incorporated the necessary improvement actions and targets in the Improvement Plan.

Statutory recommendation	
S1	Ensure the risk assessment process is undertaken consistently across the Council by providing suitable training and identifying and utilising the good practice that exists in some Directorates and Services.

Improvement Plan Audit

- 19** The Plan was published on the Council's website by 30 June. The summary of the Plan was also published and distributed by the due deadline. The Plan's contents comply with the statutory guidance issued by the Welsh Assembly Government. It is a comprehensive and informative document which contains information on progress against the Council's priorities and targets contained in the Community Strategy and the previous year's Improvement Plan. The Plan also contains the work programmes and improvement actions planned to achieve the 2005/2006 targets.
- 20** The Council's decision to structure the Plan around the six themes contained in the Community Strategy and the new three-year corporate priorities is particularly useful. The improvement in the Plan's structure has been achieved through the Council's increased clarity and focus on the strategic objectives identified in the Community Strategy and the establishment of its corporate priorities. The continuing improvement in the Council's business planning and performance management arrangements has also contributed towards progress in this area. This is particularly evident in the increased number of specific improvement actions and outcome based targets included in the Plan.
- 21** Further improvements are, however, possible. The Plan still contains a number of key targets which are not outcome based eg, reduce the number of domestic abuse offences, increase attendance rates in two secondary schools, improve the cleanliness and appearance of public spaces etc. We are aware that the Council's latest visioning exercise – 'Imagine ... Our County, Our Future – A Vision for Denbighshire' – and work currently being undertaken to establish a reduced number of high-level performance measures to support key improvement priorities are intended to address this issue. We would encourage the Council to complete these projects as soon as possible and incorporate the results into the 2006/2007 business planning process and Improvement Plan.

- 22** Also, the inclusion of outcome based targets in the Plan will require the production of accurate information to support the reporting and monitoring of performance. Our audit of the performance information contained in the Plan indicated that the Council's arrangements for validating PIs have improved. This is primarily the result of work undertaken by the Corporate Performance Management Unit to check information before its inclusion in the Plan. Despite this, our audit identified eight PIs and one National and one Local Policy Agreement as materially misstated. Directorate and service managers must be aware that they, not the Performance Management Unit or the External Auditors, have responsibility for producing accurate performance information for inclusion in monitoring reports and the Improvement Plan.
- 23** Finally, the Council has reacted positively to the outcomes of the National Performance Measurement Review. Many of the new National Strategic and Core Indicators, together with existing NAWPIs, have been included as 'key' indicators in Directorate and Service Plans and are regularly reported to management and members as part of the updated performance management framework and timetable.

Statutory recommendations	
S2	Increase the number of outcome based targets particularly those that support the Council's improvement priorities as included in the Community Strategy and Improvement Plan.
S3	Ensure that the appropriate senior managers are aware the ownership and accuracy of performance information is the responsibility of individual Directorates and Services.

Recommendations on referral to Wales Audit Office/Welsh Assembly Government

- 24** We are required each year to recommend whether, on the basis of our audit work, the Wales Audit Office should carry out a Best Value Inspection of the Council or whether the Welsh Assembly Government should give a direction.
- 25** On the basis of our work:
- we do not recommend that the Wales Audit Office should carry out a Best Value Inspection of Denbighshire County Council under Section 10 of the Act; and
 - we do not recommend that the Welsh Assembly Government should give a direction under Section 15 of the Act.
- 26** The Council must consider this report and formally respond to the statutory recommendations contained within it within 30 working days.

Appointed Auditor's signature:	
Date	27 October 2005



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REPORT TO CABINET

CABINET MEMBER: CLLR P J MARFLEET, LEAD MEMBER FINANCE AND PERSONNEL

DATE: 29 NOVEMBER 2005

SUBJECT: MONITORING THE AUTHORITY'S KEY PERFORMANCE INDICATORS

1 DECISION SOUGHT

That Cabinet consider the attached Corporate Quarterly Performance Report which details the Authority's key performance indicators, with a view to considering any issue in greater depth as deemed necessary (Appendix 1 refers).

2 REASON FOR SEEKING DECISION

The Authority's key performance indicators have been chosen to reflect Denbighshire County Council's priorities and areas of risk. Regular monitoring of these indicators will ensure that priorities are being progressed and areas of risk improved.

The key issues for consideration from Quarter 2 ((July, August, September) are noted below:-

36% of key indicators are ahead of target
26% of key indicators are on target
38% of key indicators are below target

Members may also wish to consider that no quarterly figures are available to measure progress against Community Safety targets.

3 POWER TO MAKE A DECISION

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

4 COST IMPLICATIONS

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

5 FINANCIAL CONTROLLER STATEMENT

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

6 CONSULTATION CARRIED OUT

Progress against key performance indicators should be discussed at Departmental Management Team meetings and team meetings. Quarterly performance reports which include key performance indicators are also distributed to the relevant Scrutiny Committees for review.

7 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE














Key performance indicators impact upon all policy areas including corporate.

8 ACTION

Action	Responsibility	Deadline
To explore and address the reasons for below target performance at Departmental Team Meetings and CET	CET	10 December 2005
Report to Informal Cabinet on actions taken to address below target performance	CET	20 December 2005

9 RECOMMENDATION

That Members consider the Corporate Quarterly Performance report and identify any issues which require further discussion and/or remedial action (Appendix I). It is recommended that particular attention is paid to those indicators which are not on target.

Indicator Reference	Type of Indicator	Description	Responsible Member & Officer	Welsh Comparative data 04/05	2004/05 Annual Target	2004/05 Data	Data Quarter 1 (Apr-Jun) July 05/06	QTR 1 Performance against 05/06 target	Data Quarter 2 (Jul-Sep) Oct 05/06	Performance	Data Quarter 3 (Oct-Dec) Jan 05/06	Performance	Data Quarter 4 (Jan-Mar) April 05/06	Performance	2005/06 Annual Target
KEY: Symbol denotes progress against 05/06 Targets		SLIPPAGE AGAINST TARGET													
		ON TARGET													
		AHEAD OF TARGET													
S		Welsh Assembly Government - National Strategic Indicator													
C		Welsh Assembly Government - Core Set Indicator													
Local PI		Local Performance Indicator													
NPA		National Policy Agreement (Bold)													
LPA		Local Policy Agreement (Bold)													
HEALTH, SOCIAL CARE & WELL-BEING															
SCC/S/001	NATIONAL STRATEGIC & POLICY AGREEMENT 7	a) The percentage of first placements of looked after children during the year that began with a care plan in place.	Cllr M German, Nicola Francis	80.80%	a) 70%	a) 52%	77%		82%						a) 80%
		b) For those children looked after whose second review (due at 4 month) was due in the year, the percentage with a plan for permanence at the due date.	Cllr M German, Nicola Francis	64.00%	b) 60.00%	b) 44.44%	50.0%		78%						
The target for this Policy Agreement has been set by the Welsh Assembly Government. Improvement for the PI is being sustained with particularly good performance in quarter 2 for the second element of the PI. We are now on track to meet this policy agreement target.															
SCC/C/004	CORE	The percentage of children looked after on 31 March who have had three or more placements during the year.	Cllr M German, Nicola Francis	N/A	N/A	New Indicator 2005/06	6.04%		12.58%						17%
This indicator measures the extent to which the local authority is able to provide stable placements for children looked after. The need to find appropriate placements for children with complex needs continues to be a challenge.															
SCC/C/005	CORE	a) The percentage of children looked after on their 16th birthday who have a care plan;	Cllr M German, Nicola Francis	N/A	N/A	New Indicator 2005/06	33.30%		57.14%						a) 85%
		b) The percentage of 'eligible' children looked after on their 16th birthday who have a pathway plan for their continuing care	Cllr M German, Nicola Francis	N/A	N/A	New Indicator 2005/06	100.00%		71.42%						b) 85%
This indicator measures the efficiency of the local authority in relation to care planning for those children who have reached the age of 16 whilst in care. Considerable work has been undertaken to improve performance in care planning following prolonged staff absences in this service. The data that is currently being presented uses a strict interpretation of the PI guidance and we are seeking clarification as to whether other areas of performance are in fact eligible for inclusion which should have a positive impact on the indicator.															

Indicator Reference	Type of Indicator	Description	Responsible Member & Officer	Welsh Comparative data 04/05	2004/05 Annual Target	2004/05 Data	Data Quarter 1 (Apr-Jun) July 05/06	QTR 1 Performance against 05/06 target	Data Quarter 2 (Jul-Sep) Oct 05/06	Performance	Data Quarter 3 (Oct-Dec) Jan 05/06	Performance	Data Quarter 4 (Jan-Mar) April 05/06	Performance	2005/06 Annual Target
SCA/S/001 NPA 5	NATIONAL STRATEGIC (National Policy Agreement 5)	The rate of delayed transfer of care for social care reasons per 1,000 population aged 75 or over	Cllr P A Dobb, Neil Ayling	9.35	<2.53	1.23	0.10		0.20						<2.53
SCA/S/002 NPA 6	NATIONAL STRATEGIC & NATIONAL POLICY AGREEMENT 6	a) The rate of older people (aged 65 or over): a) Helped to live at home per 1,000 population aged 65 or over	Cllr P A Dobb, Neil Ayling	a) 115.41	36.15	a) 114.59	36.15		32.82						a) 104
		b) Whom the authority supports in care homes per 1,000 population aged 65 or over		b) 26.87	32.46	b) 32.82	32.46		33.39						b) 41.00
<p>a) This PI measures the extent to which the authority provides effective community support to enable older people to live independently in their own homes. The objective is to promote independence and social inclusion and ensure that as many people as possible remain in the community. Good performance is a high figure but over time there may be a reduction in performance due to the positive impact of preventative and rehabilitative strategies. The definition for the PI has changed this year as the PI no longer includes professional support e.g. services such as welfare rights support. This is particularly pertinent for Denbighshire given the investment in rehabilitation services for older people and the high number of older people supported by our welfare rights team. The target that has been set will need to be renegotiated with the Welsh Assembly Government to reflect the impact of the revised definition. There are also process issues which need to be improved to ensure that we capture data for people who are provided with help through the provision of reablement, adaptations and equipment - all of which are areas where Denbighshire is performing well.</p>															
SCA/C/003	CORE	a) The percentage of clients supported in the community during the year, who are: a) aged 18-64	Cllr P A Dobb, Neil Ayling	N/A	75.30%	New Indicator 2005/06	75.30%		80.60%						a) 90%
		b) The percentage of clients supported in the community during the year, who are: b) aged 65+	Cllr P A Dobb, Neil Ayling	N/A	64.80%	New Indicator 2005/06	64.80%		73.60%						b) 75%
<p>This is a new indicator which looks at the balance of support provided between the community and Care Home setting. Good performance is a high figure i.e. more people supported in the community during the year. The target for this PI was set on the basis that professional support would be included within the definition. However, the final definition excludes professional support which required our reporting systems to be re-written by our system provider which has now taken place. Now that actual performance data is available a new definition a revised target will be considered and presented within the next quarterly performance report.</p>															
LP 3.14a	LOCAL INDICATOR (previously NAW PI 3.14a)	The number of adults aged under 65 with a physical or sensory impairment, whom the Authority helps to live at home, per 1,000 aged under 65	Cllr P A Dobb, Neil Ayling	6.00	2.64	7.12	2.73		2.71						7.50
LP 3.14b	LOCAL INDICATOR (previously NAW PI 3.14b)	The number of adults aged under 65 with a learning disability, whom the authority helps to live at home, per 1,000 adults aged under 65	Cllr P A Dobb, Neil Ayling	3.92	2.02	3.73	2.02		2.20						3.9
<p>This is considered to be a test of how well we support adults with a physical/sensory disability at home and assist to promote their independence. Good performance is a high figure. The calculation of the data has been brought in line with the definitions used for the new suite of PI's i.e. excluding professional support. The impact of this change is that performance appears to have reduced but this is due to definition rather than reduced activity. However, it is acknowledged that there is also a need to improve data recording and collection processes about the full range of services being provided and to this end a data clean up framework is being developed. This impact of this work will help to ensure that we include the full range of our activity and that we are able to set a SMART target which takes account of the revised definition.</p>															
WMS/001	NATIONAL STRATEGIC & POLICY	a) The number of homeless families with children who have used bed and breakfast accommodation during the year, except in emergencies	Cllr P A Dobb,	N/A	70	61	12		14						a) 35

Indicator Reference	Type of Indicator	Description	Responsible Member & Officer	Welsh Comparative data 04/05	2004/05 Annual Target	2004/05 Data	Data Quarter 1 (Apr-Jun) July 05/06	Performance against 05/06 target	Data Quarter 2 (Jul-Sep) Oct 05/06	Performance	Data Quarter 3 (Oct-Dec) Jan 05/06	Performance	Data Quarter 4 (Jan-Mar) April 05/06	Performance	2005/06 Annual Target
	STRATEGIC & POLICY AGREEMENT 3	b) The average number of days all homeless households spend in temporary accommodation	Paul Quirk	N/A	33 weeks	118 days	81.4 days		57.2 days						b) 189 days
HHA/S/001 - a) Use of Bed and Breakfast accommodation for families is reducing but there is concern that the target for 2005/06 will not be met - and the Performance Grant Target for 2006/07 is more challenging again. Further options are being considered and reports will be presented to Scrutiny and Cabinet.															
HLS/C/001a	CORE (previously NAW PI 4.5a)	The total amount of rent arrears owed by current tenants as a percentage of the total rent collectable for the financial year	Cllr P A Dobb, Paul Quirk	2.57%	3.70%	3.60%	3.50% (est)		3.49% (est)						3.30%
HLS/C/002	CORE (previously NAW PI 4.7)	Re-let times for local authority dwellings	Cllr P A Dobb, Paul Quirk	30.7calendar days	39 calendar days	46.8 calendar days	33 calendar days		26.8 days						40 calendar days
PPN/S/001bii) (previously NAWPI 8.1	NATIONAL STRATEGIC	The percentage of high risk businesses liable to a programmed inspection or alternative enforcement activity during the year for Food Hygiene	Cllr E W Williams, Graham Boase	93.9%	60.0%	60.6%	12.5%		17.0%						65.0%
Long term staff absences due to illness and an Officer resigning have meant that the target was not met for this quarter. Consultants are being considered provided funding is available. Also an FSA 'Food Alert' involving E Coli meant that Officers had to contact over 240 food premises in Denbighshire to advise them of the dangers of food supplied from a firm in South Wales.															
	LOCAL INDICATOR	Action all 15 recommendations in the Inter Authority audit on Health & Safety	Cllr E W Williams, Graham Boase	N/A	N/A	New Indicator 2005/06	0		7						100%
	LOCAL INDICATOR	Number of private sector houses improved as a result of direct financial assistance	Cllr E W Williams, Graham Boase	N/A	N/A	New Indicator 2005/06	52		139						260
LIFELONG LEARNING															
EDU/S/001	NATIONAL STRATEGIC & POLICY AGREEMENT 1	The percentage of attendance, those present on approved educational activities, in secondary schools	Cllr D Owens, Gay Brooks	90.53%	91%	89.44%	89.8% unverified		89.90%						91.00%
The 2004/2005 data column refers to the period September 2003 to May 2004. The target has not been reached due to the negative impact of 2 coastal secondary schools - strategies are in place to improve attendance in both schools. The data in QTR 1 refers to unverified data for the period September 2004 to May 2005 - the data in QTR2 refers to the same time scale and has now been verified by the Welsh Assembly Government. Although attendance has improved across the county, it is still slightly lower than the target set. Attendance in the two coastal schools is being monitored closely.															
	LOCAL INDICATOR	Reduction in the number of mobile class rooms used by Denbighshire's schools	Cllr D Owens, Gay Brooks	N/A	N/A	New Indicator 2005/06	Report in QTR 4 - See Comment Below		See note	See note					5% per annum ("4")
Due to an increase in the number of pupils in some schools, an additional 5 mobile classrooms have been provided for September '05. It is hoped that a reduction in mobiles will take place before the end of Quarter 4, partly as a result of falling rolls and partly through the completion of building projects."															
	LOCAL INDICATOR	Sq. metres of new/refurbished school buildings completed each quarter, measured against priorities determined by the Service Asset Management Plan	Cllr D Owens, Gay Brooks	N/A	N/A	New Indicator 2005/06	Report in QTR2 - See Comment Below	See note	See note	See note					Strategy & Resources - see comment below

Indicator Reference	Type of Indicator	Description	Responsible Member & Officer	Welsh Comparative data 04/05	2004/05 Annual Target	2004/05 Data	Data Quarter 1 (Apr-Jun) July 05/06	QTR 1 Performance against 05/06 target	Data Quarter 2 (Jul-Sep) Oct 05/06	Performance	Data Quarter 3 (Oct-Dec) Jan 05/06	Performance	Data Quarter 4 (Jan-Mar) April 05/06	Performance	2005/06 Annual Target
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During the first 2 quarters of this financial year, major projects have been completed at Ysgol Plas Brondyffryn (Glasfryn site), Ysgol Bryn Hedydd, Rhyl and Ysgol Glan Clwyd, St Asaph. The County Council also completed 60 contracts at schools over the summer break, funded from the Capitalised Maintenance budget. These schemes cover such issues as major window replacement, re-roofing and re-lamping. A number of other major contracts are currently on-site and will be reported later in the year.

ENVIRONMENT

ED.101	LOCAL INDICATOR	Percentage of the most urgently required building maintenance works carried out	Cllr E Williams, Gareth Evans	N/A	N/A	New Indicator 2005/06	4%		13%						22%
WMT/S/001	NATIONAL STRATEGIC	ia) The total tonnage of municipal waste reused and or recycled;	Cllr E Williams, Steve Parker	N/A	N/A	ia) 4761.5 tonnes	1,421		3,445						ia) 6890
		ib) The percentage of municipal waste reused and/or recycled	Cllr E Williams, Steve Parker	i) b) 12.90%	i) b) 10.50%	ib) 8.86%	10.7%		13%						ib) 13%
		ii) The total tonnage of municipal waste composted or treated biologically	Cllr E Williams, Steve Parker	N/A	N/A	New Indicator 2005/06	1,037		2,175						ii) 4505
		ii) The percentage of municipal waste composted or treated biologically	Cllr E Williams, Steve Parker	N/A	N/A	New Indicator 2005/06	7.90%		8.10%						ii) 8.5%















The contractor has reported very poor composting figures for April which continue to have an effect. When the target was set it was anticipated that household collections of compostable waste would have started but this has not been the case.









WMT/S/002	NATIONAL STRATEGIC	a) The total tonnage of biodegradable municipal waste sent to landfill	Cllr E Williams, Steve Parker	N/A	N/A	New Indicator 2005/06	7,518		14,491						a) 29167 tonnes
		b) The percentage of biodegradable municipal waste sent to landfill	Cllr E Williams, Steve Parker	N/A	N/A	New Indicator 2005/06	55%		80%						b) 61%
STS/C/001	CORE	The percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness	Cllr E Williams, Steve Parker	95.39%	96.00%	98.05%	93%		93%						97.00%

An external contractor is carrying out the survey independently and the data is now accurate. The target for 05/06 will be reviewed in light of this new data.

	LOCAL INDICATOR	Number of enforcement actions taken for dog fouling/litter/fly tipping/abandoned cars, etc	Cllr E Williams, Steve Parker	N/A	N/A	157	40		55						100
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COMMUNITY SAFETY

Indicator Reference	Type of Indicator	Description	Responsible Member & Officer	Welsh Comparative data 04/05	2004/05 Annual Target	2004/05 Data	Data Quarter 1 (Apr-Jun) July 05/06	QTR 1 Performance against 05/06 target	Data Quarter 2 (Jul-Sep) Oct 05/06	Performance	Data Quarter 3 (Oct-Dec) Jan 05/06	Performance	Data Quarter 4 (Jan-Mar) April 05/06	Performance	2005/06 Annual Target
	LOCAL INDICATOR	Reduction in the overall level of crime and disorder	Cllr E Edwards, Mike Denman	N/A	N/A	18,100 reported incidents	N/A								15% reduction
The Officer has reported that these statistics are only available on an annual basis.															
ECONOMIC PROSPERITY															
LPA 14	POLICY AGREEMENT	Number of new high quality jobs created through financial support programme	Cllr Rhiannon Hughes, Gareth Evans	N/A	57	131.5	12.5		14.5						97
Still 11 months of the project to go - project finish date is 31 August 2006, however data indicates target will be achieved.															
CORPORATE HEALTH															
CFH/C007	CORE INDICATOR	The percentage of council tax due for the financial year which was received by the authority (cumulative, however, base figure can increase by input from the Valuation Office)	Cllr P Marfleet, Ken Jones	96.00%	97.00%	97.20%	31.80%		59.80%						97.00%
CFH/C/008	CORE INDICATOR	The percentage of non-domestic rates due for the financial year which were received by the authority (cumulative, however, base figure can increase by input from the Valuation Office)	Cllr P Marfleet, Ken Jones	97.45%	97.50%	97.80%	33.60%		63.80%						97.50%
L/RS/REV	LOCAL INDICATOR	Outstanding sundry debt ratio (sundry debts outstanding as a percentage of the total sundry debts raised in the financial year)	Cllr P Marfleet, Ken Jones	N/A	N/A	New indicator 2005/06	33%		9.45%						9%
	LOCAL INDICATOR	Percentage increase over Rateable Value base line for LABGI	Cllr P Marfleet, Ken Jones	N/A	N/A	New indicator 2005/06	1.1%		1.80%						2%
CHR/C/002	CORE INDICATOR CORPORATE OBJECTIVE	The number of working days/shifts per full time equivalent (FTE) local authority employees lost due to sickness absence	Cllr P Marfleet, Linda Atkin	11 .0days	11.0 days	11 .0days	2.91 days		2.59 days						10.0 days
KI 2	LOCAL INDICATOR	The percentage of the local workforce whose pay has been determined through Job Evaluation	Cllr P Marfleet, Linda Atkin	N/A	N/A	New Indicator 2005/06	54.70%		75.70%						100%
On target to implement Single Status by end of year															

Indicator Reference	Type of Indicator	Description	Responsible Member & Officer	Welsh Comparative data 04/05	2004/05 Annual Target	2004/05 Data	Data Quarter 1 (Apr-Jun) July 05/06	QTR 1 Performance against 05/06 target	Data Quarter 2 (Jul-Sep) Oct 05/06	Performance	Data Quarter 3 (Oct-Dec) Jan 05/06	Performance	Data Quarter 4 (Jan-Mar) April 05/06	Performance	2005/06 Annual Target
BNF/S/002a	NATIONAL STRATEGIC	a) Average time for processing new benefits claims	Cllr P Marfleet, Jackie Walley	N/A	N/A	New Indicator 2005/06	33 days		29 days						36 days
CO5	CORPORATE OBJECTIVE	We will save at least £2 million from efficiency savings and increased income from fees and charges by March 2006	Cllr P Marfleet, Roger Parry	N/A	N/A	New Indicator 2005/06	£1.85m reported as achieved or achievable (see note*)		£1.925m reported as achieved or achievable (see note*)						£2 million
CO5 – The level of performance will depend upon the extent to which the current budget pressures, about £300k, can be contained within the overall level of service budgets. £353k is the target to be delivered from within Schools Delegated Budgets.															
	LOCAL INDICATOR	Deliver £500,000 of procurement savings in 2005/06	Cllr P Marfleet, Roger Parry	N/A	N/A	New indicator 2005/06	£450k full year		£492k						£500,000
The initial round of procurement contract renegotiations will deliver 90% of the annual target for the current year. A further round of savings will be confirmed in early autumn that will bring total savings to £500k in 2005/6, with a more in a full year.															
CO8	CORPORATE OBJECTIVE	Total Capital Receipts achieved from Property Portfolio sales	Cllr J Thompson-Hill, Roger Parry	N/A	N/A	New indicator 2005/06	£44k		£123k						£3 million each year
The current level of sales of surplus assets is well below the target for the year. A large disposal is in the pipeline for which planning permission has been granted with two conditions currently being negotiated. However anticipated sales indicates target for next year to be achieved.															

REPORT TO CABINET

CABINET MEMBER: **Lead Cabinet Member for Finance
& Human Resources**

DATE: **29 November 2005**

SUBJECT: **Revenue Budget 2005/06**

1. DECISION SOUGHT

1.1 Members note the budget performance figures for the current financial year as detailed in the attached appendices and note remedial actions identified to bring Directorates' projected spending in line with available budgets.

2. REASON FOR SEEKING DECISION

2.1 The need to deliver the Council's agreed budget strategy for the current financial year and avoid reducing already inadequate reserves.

3. POWER TO MAKE THE DECISION

3.1 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

4.1 This report details the latest projections of Service budget year end positions as reported by Directorates, together with information on pressures and savings within the corporate budgets. The service pressure projections are as at the end of October 2005. Corporate details are as at mid November.

The appendix details a potential underspend totalling £192k (£301k overspend last report). The main areas of change from the last report are:

- i) Gross and net budgets have been affected by some virements, in respect of services previously in the Chief Executive's department, which have been carried out.
- ii) Within the Lifelong Learning Directorate, the SEN budget has been delegated to schools and has reduced the overall budget reported here. Savings of £216k have also been identified on various centrally held funds
- iii) The forecast for Social Services and Housing has moved from a £20k overspend to £158k underspend. This is mainly due to savings in 'Supporting People' expenditure.

- iv) Environment and Resources have been able to make a number of small savings that total £112k

Other reported pressure areas remain at a similar level to the last report.

Other potential but thus far unquantifiable pressures are the impact of the Single Status Pay Review and the appeals against the recent Council Tax revaluations, both of which may exceed the assumptions within the budget.

There are further potential pressures that have not yet been fully quantified and therefore the following issues may still need to be addressed:

- 4.2 There is an underlying Social Services & Housing budget deficit of £540k based on current spending patterns. This is currently masked by the use of the budget underspend brought forward from last financial year.
- 4.3 Within the Lifelong Learning Directorate work is being undertaken to identify and understand the reasons for the continuing pressure on School & College transport. It is currently difficult to assess the level of funding needed for the future.
- 4.4 While the Environment Directorate does not suffer the same level of demand led pressures it is none the less likely to be under further pressure from Health and Safety requirements. Severe weather during winter months could also cause additional pressures.
- 4.5 The overall financial position has changed substantially since last month with directorates putting in significant effort to identify savings where possible. The net position for the year is forecast to be an underspend of £192k.
- 4.6 These underlying issues mean that caution is still required in all budget areas. The current underspend is partly due to increased income from investments because of slippage on the capital programme. Once this slippage is caught up, that additional income will no longer be there for future years.

5. FINANCIAL CONTROLLER STATEMENT

- 5.1 Work needs to continue to take place to review service budgets and identify savings that will enable total Directorate spending to be contained within budget.

6. CONSULTATION CARRIED OUT

- 6.1 Lead Cabinet members need to continue to consult with Heads of Service to agree necessary remedial action to prevent overspends in 2005/06

7. IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

7.1 Proper management of the Council's revenue budget underpins activity in all of the Council's policy areas.

8. ACTION PLAN

8.1 All departments undertake regular budget monitoring and will continue to identify and take advantage of savings and efficiencies.

9. RECOMMENDATION

9.1 That members note the figures in the appendices and

9.2 That members note remedial actions identified to bring service projected spend in line with available budgets.

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2005/06
POSITION AS AT END OCT 2005**

Directorate	Budget			Projected Outturn			Variance			Variance
	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Previous report £000s
Lifelong Learning (excluding schools delegated)	28,934	-10,651	18,283	29,283	-10,722	18,561	349	-71	278	494
Environment	31,325	-10,951	20,374	31,483	-11,164	20,319	158	-213	-55	0
Personal Services	47,678	-16,039	31,639	48,801	-17,320	31,481	1,123	-1,281	-158	20
County Clerk	1,969	-543	1,426	2,119	-705	1,414	150	-162	-12	-13
Resources	8,167	-2,500	5,667	8,282	-2,663	5,619	115	-163	-48	0
Corporate, Miscellaneous & Benefits	25,777	-21,952	3,825	25,983	-21,955	4,028	206	-3	203	200
Clawback of Revenue Support Grant				200	0	200	200	0	200	200
Total All Services	143,850	-62,636	81,214	146,151	-64,529	81,622	2,301	-1,893	408	901
Capital Financing Charges/Investment Income			10,891			10,291			-600	-600
Precepts & Levies			3,975			3,975			0	0
			96,080			95,888			-192	301

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 2005/06
LIFELONG LEARNING
POSITION AS AT END OCT 2005**

	Budget			Projected Outturn			Variance			Variance
	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Previous report £000s
Individual School Budgets	50,792	-4,596	46,196	50,792	-4,596	46,196	0	0	0	0
School Funds Held Centrally	15,402	-4,780	10,622	15,660	-4,879	10,781	258	-99	159	352
Non school Funding	1,335	-864	471	1,366	-842	524	31	22	53	60
Corporate Services	445	-5	440	445	-25	420	0	-20	-20	0
Leisure Services	7,093	-4,029	3,064	7,151	-4,013	3,138	58	16	74	60
Culture	3,005	-351	2,654	3,007	-351	2,656	2	0	2	12
Countryside	1,042	-581	461	1,042	-571	471	0	10	10	10
Youth	612	-41	571	612	-41	571	0	0	0	0
	28,934	-10,651	18,283	29,283	-10,722	18,561	349	-71	278	494
Total Lifelong Learning	79,726	-15,247	64,479	80,075	-15,318	64,757	349	-71	278	494

MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2005/06
LIFELONG LEARNING
POSITION AS AT END OCT 2005

<u>Comments</u>	Current Month	Previous Month
	£000s	£000s
EDUCATION		
Individual School Budgets:		
Individual expenditure on the schools delegated budgets cannot be forecast with any certainty until the latter half of the financial year as the expenditure, although monitored centrally, is under the control of each individual school governing body.	0	0
School Funds Held Centrally:		
School Transport		
A number of queries regarding changes from the start of the new academic year remain outstanding. The full impact of the changes will be reported next month Pressures of £50k have been met within year from internal savings.	187	187
SEN		
The delegation of SEN Pupil Support Workers in the Primary sector was finalised in September based on actual cost. The completion of the delegation process has identified a shortfall of £630k (£629k 2004/5) which will be partially offset by increased income from out County placements £395k leaving a net shortfall of £235k.	235	235
Management actions, vacancy savings and reduced free school meals	-122	-122
Speech & Language Therapy - increased demand on service	52	52
Increased income generation	-99	0
ABA Behaviour Support	-28	0
Pension contributions	-30	0
Other schools funds held centrally	-36	0
Service delivery will continue to be reviewed during the remainder of the year with a view to reducing expenditure and maximising grant income in order to dampen down existing pressures		
Non School Funding		
Student awards		
Savings on administration/software licences	-13	-13
College Transport		
No increase in pressure from that reported last month	73	73
Non School funding additional identified in year savings	-7	0
Corporate Services		
A number of corporate service budgets and related service expenditure have recently been transferred to the Directorate (Equalities, Access, Translation, Press & PR, County Voice). A net saving of £20k is projected on Press, PR and County Voice mainly as a result of income generation.	-20	0
Initial indications are that there is a shortfall in the funding transferred in respect of Equalities, Access and Translation Service of £25k which needs to be resolved, and as such is not included in this report.		
TOTAL EDUCATION	192	412
CULTURE & LEISURE		
Leisure		

Vandalism / other premises costs to maintain Frith Beach	40	40
Energy Costs increase & income shortfall	36	36
Loss of swimming revenue at Rhyl LC due to temporary closure	14	0
Delayed appointment of Assistant Director	-6	-16
Reduction of Winter Events programme	-5	0
Possible increase in income from review of fees & charges	-5	0
Culture		
Increase in Libraries' NNDR	23	23
Delayed appointments	-14	-11
Reduction in opening hours of Gruelling Experience at Ruthin Gaol	-7	0
Countryside - reduced CCW grant - net	12	12
Additional project management fees secured	-2	-2
TOTAL CULTURE & LEISURE	86	82
TOTAL LIFELONG LEARNING	278	494
Total		

Note: A saving of £26k from non-payment of support services contributions to Clwyd Leisure Ltd for 2004/05 & 2005/06 will be included in the projection when confirmed.

CULTURE & LEISURE EFFICIENCY SAVINGS PROGRESS REPORT

Proposed Efficiency Saving	Target	Progress
Reduce funding to grant aided bodies	26,873	Achieved
Reduction of Library Service & Records M:	8,928	Achievable
Cut Pavilion Theatre Secretary post by 50%	9,534	Achieved
Reduction of furniture/equipment purchase	6,800	Achievable
Increase fees & charges	37,865	Unlikely due to extended Leisure Centre closures
Total	90,000	

Summary

36,407	Achieved
<u>46,593</u>	Achievable
<u>83,000</u>	
<u>7,000</u>	Shortfall

Education Efficiency savings

	£	
SCHOOLS DELEGATED BUDGET	353,000	Achieved
FREE SCHOOL MEALS REDUCTION	50,000	Achieved
REDUCED MEALS SUBSIDY	38,500	Achieved
SCHOOLS INSURANCE EXCESS	31,500	On target to be achieved
MANAGEMENT & SECRETARIAT	5,120	Achieved
CLIENT SERVICES	7,000	Achieved
ADVISORY	11,700	Achieved
PRIM. ED. - NON DELEGATED	28,780	Achieved
SECONDARY - NON DELEGATED	28,240	Achieved
SPECIAL SCHOOLS - NON DELEG.	9,040	Achieved
STATEMENTING	7,500	Achieved
EDUCATION MISCELLANEOUS	22,620	60% Achieved; 40% On target to be achieved
	593,000	

MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2005/06
ENVIRONMENT DIRECTORATE
POSITION AS AT END OCT 2005

	Budget			Projected Outturn			Variance			Variance Previous report £000s
	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	
Development Services (Note 1 & 3)	8,649	-5,101	3,548	8,698	-5,164	3,534	49	-63	-14	35
Transport & Infrastructure (Note 2 & 5)	8,396	-3,323	5,073	8,415	-3,359	5,056	19	-36	-17	0
Planning & Public Protection	4,123	-1,850	2,273	4,203	-1,930	2,273	80	-80	0	-20
Director & Support (Note 2)	1,160	-103	1,057	1,163	-124	1,039	3	-21	-18	-15
Environmental Services	8,997	-574	8,423	9,004	-587	8,417	7	-13	-6	0
Total Environment	31,325	-10,951	20,374	31,483	-11,164	20,319	158	-213	-55	0

Notes:

1. Additional LABGI funding of £144k has recently been given to the Directorate and the assumption made is that this will all be spent in 2005/06

2. Savings arising from delays in filling vacant posts.

3. Projected additional costs arising from Health & Safety issues (Cabinet Report 21/06/05):

	Total req'd	Likely spend 2005/6
(a) Legionellosis control	£235k	£200k
Fire Risk Assessments & Roof Void Compartmentalisation	<u>100k</u>	<u>£60k</u>
	£335k	£260k

We are in the process of committing and viring revenue and capital resources as agreed.
There will be an ongoing revenue pressure in future years in respect of the items listed above.

(b) No extra budget has been provided to fund the additional revenue pressure of £80k in respect of extra administrative Health & Safety processes.
It is anticipated that these costs will be absorbed in the Directorate's overall revenue budget.

4. Progress with Efficiency Savings put forward as part of the Budget Setting exercise

Details	£'000s	Progress
(i) Projected Directorate Underspend 2004/05	100	Achieved
(ii) Income generation - Decriminalisation	50	On target
(iii) Income generation - Car Parking	100	On target
(iv) Development/Building Control - smarter working	30	On target
(v) Savings from Recruitment/Agency Process	30	On target
(vi) Income generation target - Other Fees & Charges	20	On target
(vii) Trading Activity Surplus	50	On target
TOTAL	<u>380</u>	

5. In the event of severe adverse weather (which is forecast!) then the above underspend will be quickly spent.

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2005/06
SOCIAL SERVICES AND HOUSING
POSITION AS AT END OCT 2005**

	Budget			Projected Outturn			Variance			Variance
	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Previous report £000s
Children Services	8,680	-1,540	7,140	9,437	-1,888	7,549	757	-348	409	428
Adult Services	31,793	-9,258	22,535	32,470	-9,519	22,951	677	-261	416	460
Business Support & Development	1,732	0	1,732	2,035	-26	2,009	303	-26	277	239
Supporting People Grant	4,115	-4,129	-14	3,429	-4,136	-707	-686	-7	-693	-564
Underspend Brought Forward 2004/5	0	0	0	0	-540	-540	0	-540	-540	-540
	46,320	-14,927	31,393	47,371	-16,109	31,262	1,051	-1,182	-131	23
Non HRA Housing	1,358	-1,112	246	1,430	-1,173	257	72	-61	11	14
Underspend Brought Forward 2004/5	0	0	0	0	-38	-38	0	-38	-38	-38
Total Personal Services	47,678	-16,039	31,639	48,801	-17,320	31,481	1,123	-1,281	-158	-1

MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2005/06
SOCIAL SERVICES AND HOUSING
POSITION AS AT END OCT 2005

<u>Comments</u>	Current Month	Previous report
	£000s	£000s
PERSONAL SOCIAL SERVICES		
CHILDREN'S SERVICES		
Specialist Placement commitments remain the major pressure area with a predicted overspend of £805k, this is offset by an underspend within in house fostering services of £413k.	409	428
	409	428
ADULT SERVICES		
Learning Disabilities		
The increased overspend is attributable to increased demand within Community Living projects. The Work Opportunities budget has been reinstated, in addition Work Opps has produced small savings.	366	359
Mental Illness		
The Mental Health Partnership with NHS and Conwy Council commenced on 4 July 2005. A single management structure has been created but budgets have not been pooled. Residential placements continue to be a key pressure.	165	165
Older People		
The overspend on Community Care budgets has reduced slightly in the last three months The projection has been based on an average of fluctuating expenditure patterns and client numbers. A further pressure area is still Provider Unit Elderly Residential Homes. Long term strategies involving extra care housing are in place though this will not affect outturn in the short/medium term.	106	142
PDSI		
The main overspend continues to be in Community Care, however outturn has reduced by £20k this month. Occupational Therapy over spend has been reduced by £20k due to additional capital funds for equipment.	231	256
Performance Management & Commissioning		
This underspend is due to staff vacancies within the administration budgets.	-84	-79
Other Adult Services		
The majority of the underspend reported is budget that is as yet unallocated. This will be reallocated within the service to meet pressures during the course of the year. Additional funds have been allocated to this budget on the instruction of the Head of Adult Services. Again, these funds will be re-allocated during the	-345	-337
Cefndy Enterprises		
The variation is due to an increased sales forecast for the year.	-23	-11
TOTAL ADULT SERVICES	416	495
Business Support & Development		
Centralising stationery expenditure and the increasing costs of telephone recharges account for the overspend in BSD. The non-capitalised infrastructure costs and funding for a post in central ICT supporting the PARIS system are included in the projection. Although expenditure on stationery has now been controlled, photocopier leases still cause an overspend. Work is ongoing to reduce telephone costs.	277	239
Supporting People		
£256k of the underspend reported is earmarked for potential clawback. This is reported as part of the directorate position, but should not be used to fund overspends within the directorate. This leaves £437k underspend to be utilised by Social Services. In-year SPG savings are due to the remodelling of projects and new projects which will not begin until 2006. Further savings of £115k, this month, are due to the review of one project (£7k) and the decommissioning of another (£108k)	-693	-578
	-693	-578
2004/05 Underspend brought forward	-540	-540
Non-HRA Housing		
The reduction in overspend is due to increased housing benefit contributions	11	45
2004/05 underspend brought forward	-38	-38
	-27	7
Total Social Services and Housing	-158	51

Social Services and Housing Efficiency Savings 2005/06 - Progress Report

Children Services	Target	Details	Status	Comments
Transport	£15,000	Delegation of transport budgets to Team Managers with strict ceiling on spend.	Achievable	Scheme of delegation of budgets to Team Managers has been introduced including restricted budget for Transport
Staff	£15,000	Slippage and savings on posts	Achievable	
Contract savings	£8,000	Work on reducing costs of external placements	Progressing	There is more hope that this saving will be realised as a new North Wales contract is in operation
Adult Services				
Charging Policy	£100,000	Primarily full year impact of charging policy to People with Learning Disabilities	£92k achievable	There is still some concern about the number of people who appealed against the charges and whether all the invoices will be paid in full.
Contract Reviews - invest to save	£30,000	Impact of Care Brokers, Contracts Officers reducing high costs of some placements	Achievable	Care Brokers now in post proving a much more efficient way of identifying care providers.
Fee increases reduced by .5%	£80,000	Not increasing fees by 1% over inflation. Likely to cause problems in an unstable market.	Achieved	Budgets have been cut. All neighbouring authorities now pay rates higher than Denbighshire.
Work Opps Income	£10,000	Promoting businesses/dividing Llewelyn Room at Henllan	Unlikely to be achieved	Increased income is unlikely by dividing the Llewellyn Rm at Henllan, promotion of Work Opps not generating enough extra income
Cancer Recharge	£5,000	Contribution from neighbouring Authorities	Achieved	LHB re free nursing care admin. £5k received
Staff	£39,000	Reduction in posts	Achieved	Straight budget cut.
Business Support & Development				
House Keeping	£10,000	Working with Procurement to improve efficiencies of purchases and reduce waste.	Uncertain	This is very hard to prove. Previously the stationery budgets were within operational budgets but with many miscodings. By now having identified budgets within BSD for core stationery purchases, this is much improved. Work is underway to identify telephone costs.
Staff	£5,000		Achievable	Slippage on appointments to posts/staff not at top of scale.
Housing				
Piper Lifeline charges	£10,000	Increase in charges	Achieved	Increases applied to 2005/06 charges
Accommodation Support Officer	£75,000	Savings generated by Support Officer in temporary costs of homelessness.	Achievable	If demand on accommodation remains as at present
Totals	£402,000			

The £18k savings not achieved above will hopefully be achieved by increased transport savings in Childrens' Services, further contract savings in Adult Services and additional slippage on administration posts.

MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2005/06
RESOURCES, COUNTY CLERK, CORPORATE & MISCELLANEOUS
POSITION AS AT END OCT 2005

	Budget			Projected Outturn			Variance			Variance
	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure	Previous report
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
County Clerks	1,969	-543	1,426	2,119	-705	1,414	150	-162	-12	-13
Resources Directorate										
Finance	4,089	-1,840	2,249	4,062	-1,840	2,222	-27	0	-27	0
Policy Unit	339	0	339	339	0	339	0	0	0	0
Audit	415	-60	355	412	-62	350	-3	-2	-5	0
I.T	2,236	-431	1,805	2,230	-431	1,799	-6	0	-6	0
Personnel	1,088	-169	919	1,078	-169	909	-10	0	-10	0
Project Management	0	0	0	161	-161	0	161	-161	0	0
Total	8,167	-2,500	5,667	8,282	-2,663	5,619	115	-163	-48	0
Corporate and Miscellaneous	4,487	-682	3,805	4,691	-683	4,008	204	-1	203	200
Benefits	21,290	-21,270	20	21,292	-21,272	20	2	-2	0	0
Capital Fin Charges/Investment Income	10,891	0	10,891	10,891	-600	10,291	0	-600	-600	-600
Revenue Support Grant	0	-90,790	(90,790)	0	-90,590	(90,590)	0	200	200	200

REPORT TO CABINET

CABINET MEMBER: Councillor Pauline Dobb - Cabinet Lead Member for Health and Wellbeing

DATE: 29 November 2005

SUBJECT: Housing Revenue Account Budget 2005/2006

1 DECISION SOUGHT

To note the latest financial forecast position (revenue and capital) of the Housing Revenue Account (H.R.A.) 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 October 2005 show a potential net under-spend at year end of £267k (Appendix 1) against the revised budget – this is £28k higher than that reported at the end of September (£239k). This is due to a combination of numerous minor changes in the last month.

Vacancy savings within the Rents (£38k) and Supervision and Management [Special] (£4k) are partially offset by additional agency staff costs (for maternity leave cover) (£16k) within Supervision and Management [General].

Expenditure on Repairs and Maintenance is forecast to be £63k lower than revised estimate. This is due to a general reduction in repairs reporting, reduced work on void properties and minor impact from the major capital works being undertaken this year (£173k), offset by an additional £110k forecast to be spent on central heating systems that have failed gas servicing inspections.

The increase in Debt Charges (£20k) is due to lower than estimated capital receipts for the year ~ which means that less debt will be written off in the year.

The increase in HRA Subsidy payment to WAG (£10k) is due to higher dwelling numbers (as a result of lower RTB sales). Most components of subsidy are calculated on a 'per dwelling' basis.

The budgeted contribution (£50k) towards the Provision for Bad Debts will not be required this year as rent arrears have continued to fall.

Rental income is forecast to be £148k (1.8%) higher than revised estimate. This is due to reduced voids and higher dwelling numbers (RTB sales lower than forecast).

Progress on HRA capital schemes is included as Appendix 2. Work has now begun on all schemes and expenditure, to date, is nearly £3 million. The £600k slippage on major improvements is due to the work starting a few weeks later than originally scheduled – this slippage, however, will be spent within a few weeks in the next financial year.

Some final account payments (on works pre 2005/06) are higher than originally estimated and the forecast is now £278k higher than revised estimate. Demand led pressures continue on the Disabled Facilities Grants (DFGs) and it is forecast that the budget will be overspent by £60k. This can, however, be funded from a corresponding under spend on Environmental Works. The central heating contract is expected to be £160k lower than budgeted.

5 FINANCIAL CONTROLLER STATEMENT

The improvement in the overall budgetary position is welcomed, but it will be necessary to remain vigilant in the management of budgets to ensure that the anticipated surplus is delivered at the end of the financial year.

6 CONSULTATION CARRIED OUT

Lead Cabinet members will be required to consult with Heads of Service to monitor the H.R.A. in 2005/06.

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 ACTION PLAN

The Head of Housing Services and Senior Management Accountant should monitor the Housing Revenue Account on a monthly basis and report to Cabinet to ensure compliance with statutory requirements and budget.

9 RECOMMENDATION

To note the latest financial forecast position (revenue and capital) of the Housing Revenue Account (H.R.A.) for the current financial year.

HOUSING REVENUE ACCOUNT

<u>2004/05</u>		<u>2005/06</u>		
Actual		Revised	Forecast	Variance
£		£	£	to
				Budget
				£
<u>EXPENDITURE</u>				
1,092,024	Supervision & Management - General	1,142,595	1,158,547	15,952
205,881	Supervision & Management - Special	213,009	209,221	-3,788
131,271	Welfare Services	127,445	122,841	-4,604
384,881	Rents	437,328	399,618	-37,710
2,174,227	Repairs and Maintenance	2,662,610	2,600,000	-62,610
3,988,284	Total - Management and Maintenance	4,582,987	4,490,227	-92,760
57,489	Rent Rebates	28,745	28,745	0
1,076,385	Debt Charges	902,596	922,300	19,704
0	C.E.R.A.	326,216	326,216	0
2,584,435	Subsidy	2,681,622	2,691,933	10,311
-169,217	Provision for Bad Debts	50,000	0	-50,000
7,537,376	Total Expenditure	8,572,166	8,459,422	-112,744
<u>INCOME</u>				
8,319,302	Rents (net of voids)	8,378,032	8,525,635	147,603
88,733	Garages	91,088	93,680	2,592
120,921	Interest	141,547	145,408	3,861
8,528,956	Total Income	8,610,667	8,764,723	154,056
Surplus / Deficit (-) for the Year:				
665,364	General Balances	364,717	631,517	266,800
326,216	Earmarked Balances	-326,216	-326,216	0
662,070	Balance as at start of year ~ General	1,327,434	1,327,434	0
0	Balance as at start of year ~ Earmarked	326,216	326,216	0
1,327,434	Balance as at end of year ~ General	1,692,151	1,958,951	266,800
326,216	Balance as at end of year ~ Earmarked	0	0	0

Appendix 2

Housing Revenue Account Capital ~ 2005/06

Project Description	Revised Estimate £	Actual and Committed £	Latest Forecast £	Variance to Estimate £
Housing Repair Work (Pre 2005/06 works)	522,000	738,120	800,000	278,000
Environmental Improvements	347,000	139,128	340,000	-7,000
Major Improvements ~ All groups	3,600,000	891,946	3,000,000	-600,000
DFG ~ Council Properties	100,000	94,017	160,000	60,000
Window Replacements	2,976,000	719,419	2,976,000	0
Central Heating Contract	980,000	414,451	820,000	-160,000
Total	<u>8,525,000</u>	<u>2,997,081</u>	<u>8,116,000</u>	<u>-429,000</u>
Funding:				
Major Repairs Allowance	2,400,000	1,219,105	2,400,000	0
Usable Capital Receipts	2,431,000		2,476,000	45,000
Prudential Borrowing	3,368,000		2,894,000	-474,000
Financed from Revenue (CERA)	326,000	326,000	326,000	0
Total	<u>8,525,000</u>	<u>1,545,105</u>	<u>8,096,000</u>	<u>-429,000</u>

**CABINET
FORWARD WORK PROGRAMME**

REPORT TITLE	REPORT LEAD MEMBER / AUTHOR
DECEMBER 2005	
Revenue Budget Monitoring Report 2005-2006 [including Procurement] <i>Provides an update of the Revenue Budget position for 2005-2006</i>	Councillor P J Marfleet R Parry
Capital Plan <i>Capital 2005-2006</i>	Councillor P J Marfleet R Parry
Capital Prioritisation Process <i>Recommend the approval of the revised capital programme prioritisation process.</i>	Councillor P J Marfleet A Evans
Beyond Area Partnerships <i>Consider proposals for the way forward beyond Area Partnerships</i>	Councillor E C Edwards A Evans
Housing Revenue Account Budget <i>Sets out the latest financial forecast position of the Housing Revenue Account</i>	Councillor P A Dobb P Quirk
Urdd Eisteddfod	Councillor S Roberts
Health Social Care and Wellbeing Annual Report	Councillor P A Dobb N Ayling
Fees and Charges <i>Domiciliary Care / Nursing Homes</i>	Councillor P A Dobb N Ayling
Disposal Programme	Councillor J Thompson Hill G Evans
JANUARY 2006	
Revenue Budget Monitoring Report 2005-2006 [including Procurement] <i>Provides an update of the Revenue Budget position for 2005-2006</i>	Councillor P J Marfleet R Parry
Revenue Budget 2006-2007 to 2008-2009	Councillor P J Marfleet R Parry
Capital Plan <i>Capital 2005-2006</i>	Councillor P J Marfleet R Parry
Three Year Capital Plan 2006-07 Onwards	Councillor P J Marfleet R Parry
Housing Revenue Account Budget <i>Sets out the latest financial forecast position of the Housing Revenue Account</i>	Councillor P A Dobb / P Quirk
Health Social Care and Wellbeing Partnership – Informal Cabinet	Councillor P A Dobb N Ayling
Corporate Quarterly Performance Report	Councillor P J Marfleet J Ogden
FEBRUARY 2006	
Revenue Budget Monitoring Report 2005-2006 [including Procurement] <i>Provides an update of the Revenue Budget position for</i>	Councillor P J Marfleet R Parry

REPORT TITLE	REPORT LEAD MEMBER / AUTHOR
<i>2005-2006</i>	
Capital Plan <i>Capital 2005-2006</i>	Councillor P J Marfleet R Parry
Housing Revenue Account Budget <i>Sets out the latest financial forecast position of the Housing Revenue Account</i>	Councillor P A Dobb / P Quirk
MARCH 2006	
Revenue Budget Monitoring Report 2005-2006 [including Procurement] <i>Provides an update of the Revenue Budget position for 2005-2006</i>	Councillor P J Marfleet R Parry
Capital Plan <i>Capital 2005-2006</i>	Councillor P J Marfleet R Parry
Modernising Education	Councillor D Owens H W Griffiths
Royal International Pavilion Phase I <i>Way forward following feasibility study</i>	Councillor S Roberts T Hughes
Housing Revenue Account Budget <i>Sets out the latest financial forecast position of the Housing Revenue Account</i>	Councillor P A Dobb / P Quirk
APRIL 2006	
Revenue Budget Monitoring Report 2006-2007 [including Procurement] <i>Provides an update of the Revenue Budget position for 2006-2007</i>	Councillor P J Marfleet R Parry
Capital Plan <i>Capital 2006-2007</i>	Councillor P J Marfleet R Parry
Housing Revenue Account Budget <i>Sets out the latest financial forecast position of the Housing Revenue Account</i>	Councillor P A Dobb / P Quirk
MAY 2006	
Revenue Budget Monitoring Report 2006-2007 [including Procurement] <i>Provides an update of the Revenue Budget position for 2006-2007</i>	Councillor P J Marfleet R Parry
Capital Plan <i>Capital 2006-2007</i>	Councillor P J Marfleet R Parry
Housing Revenue Account Budget <i>Sets out the latest financial forecast position of the Housing Revenue Account</i>	Councillor P A Dobb / P Quirk
JUNE 2006	
Revenue Budget Monitoring Report 2006-2007 [including Procurement] <i>Provides an update of the Revenue Budget position for 2006-2007</i>	Councillor P J Marfleet R Parry
Capital Plan <i>Capital 2006-2007</i>	Councillor P J Marfleet R Parry
Final Revenue Accounts 2005-2006	Councillor P J Marfleet R Parry
Housing Revenue Account Budget <i>Sets out the latest financial forecast position of the Housing Revenue Account</i>	Councillor P A Dobb / P Quirk

REPORT TITLE	REPORT LEAD MEMBER / AUTHOR
JULY 2006	
Revenue Budget Monitoring Report 2006-2007 [including Procurement] <i>Provides an update of the Revenue Budget position for 2006-2007</i>	Councillor P J Marfleet R Parry
Capital Plan <i>Capital 2006-2007</i>	Councillor P J Marfleet R Parry
Housing Revenue Account Budget <i>Sets out the latest financial forecast position of the Housing Revenue Account</i>	Councillor P A Dobb / P Quirk
AUGUST 2006 ~ NO MEETINGS	
SEPTEMBER 2006 ~ 1ST MEETING	
Revenue Budget Monitoring Report 2006-2007 [including Procurement] <i>Provides an update of the Revenue Budget position for 2006-2007</i>	Councillor P J Marfleet R Parry
Capital Plan <i>Capital 2006-2007</i>	Councillor P J Marfleet R Parry
Housing Revenue Account Budget <i>Sets out the latest financial forecast position of the Housing Revenue Account</i>	Councillor P A Dobb / P Quirk
SEPTEMBER 2006 ~ 2ND MEETING	
Revenue Budget Monitoring Report 2006-2007 [including Procurement] <i>Provides an update of the Revenue Budget position for 2005-2006</i>	Councillor P J Marfleet R Parry
Capital Plan <i>Capital 2006-2007</i>	Councillor P J Marfleet R Parry
Annual Treasury Report	Councillor P J Marfleet R Parry
Housing Revenue Account Budget <i>Sets out the latest financial forecast position of the Housing Revenue Account</i>	Councillor P A Dobb / P Quirk