

**CABINET**

Minutes of the Cabinet meeting held at 10.00 a.m. on Tuesday 5 February 2008 in Conference Room 1, County Hall, Ruthin.

**PRESENT**

Councillors P A Dobb, Lead Member for Social Services; E C Edwards, Lead Member for Customer Care and Community Safety; H H Evans, Leader and Lead Member for Education; M A German, Lead Member for Environment; G M Kensler; Lead Member for Promoting Denbighshire; P J Marfleet, Lead Member for Modernisation and Improvement; G O Rowlands, Lead Member for Regeneration and Housing; J A Smith, Lead Member for Business Management, Communications & Personnel and J Thompson Hill, Lead Member for Finance.

Observers: Councillors M LI Davies; G C Evans; K N Hawkins and Mr C Halliday, Chair of DCC Standards Committee.

The meeting was chaired by Councillor J A Smith.

**ALSO PRESENT**

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

**APOLOGIES**

There were no apologies.

**ANNOUNCEMENT**

Councillor J A Smith welcomed Mr C Halliday, Chair of the Authority's Standards Committee.

**1 URGENT MATTERS**

There were no Urgent Matters.

**2 MINUTES**

The Minutes of the Cabinet meeting held on 29 January 2008 were submitted.

Councillor J Thompson Hill – Gating Orders Item 6 page 3 third paragraph – there were 2 locations to be amended – Location 4 and Location 12.

Councillor G M Kensler – Draft HSCWB Strategy 2008-2011 Item 5 page 6 second paragraph – amend to read “improve quality and enjoyment of life ...”

Councillor E C Edwards – Housing Revenue Account Item 7 page 4 second paragraph - was the 12 months to resolve the backlog of work accurate? Councillor G O Rowlands said the 12 months to bring the backlog of work to an acceptable level was accurate but it was hoped this would take less than 12 months' time.

**RESOLVED** that, subject to the above, the minutes of the meeting held on 29 January 2008 be approved as a correct record and signed by the Deputy Leader.

### **3 BUDGET PROPOSALS 2008 - 2009**

Councillor J Thompson Hill presented the report seeking Members' agreement to the amended budget proposals for 2008/2009 and recommend accordingly to Full Council.

Councillor Thompson Hill updated Members on the current position and said Resources Scrutiny Committee had met on 31.01.2007 and Lifelong Learning Scrutiny Committee members had also attended. It had been accepted that the Lifelong Learning Directorate would need to find the revised target savings of £400k. He asked Members to note that the 2 items in the Library Service section should have read £0.6k and £0.7k and not £6k and £7k. The £110k target in Partnership and Inclusion in Appendix 3b, page 1 had now been allocated. The item on closure of public toilets on page 3 of Appendix 3B had been deleted whilst the reduction of opening hours of leisure centres had been reduced to £3k. Following discussion on Tourism, Heritage and Culture on page 4 of Appendix 3b, it had been agreed that the final savings target for the Pavilion Theatre, Rhyl would be £40k. The proposal regarding the Mobile Library Service was deleted.

To achieve a Council Tax increase of 3%, it would be necessary to consider increasing Car Park charges and reduce the £600k allocated to Reserves by £30k.

Referring to paragraph 2.2.1, the Chief Executive said the 2 bids for Tourism, Heritage and Culture would be finalised in time for the Council meeting on 12.02.2008.

Resources Scrutiny and Chair, Lifelong Learning Scrutiny Members and officers were thanked for all their hard work over the last few days by Councillor H H Evans. The process had been difficult but the comprehensive information provided would help Members in coming to an informed decision.

In regard to the Mobile Library, Councillor H H Evans informed Members that external funding from the Rural Development Plan would only be available for capital expenditure and therefore was not available. However, he suggested in future years consideration be given to the Mobile Library Service working in different ways. The budget needed to be less pressurised and all Members needed time for debate. Work on the budgets should start at the beginning of the financial year.

Councillor H H Evans had suggested a Council Tax increase in the region of '3 point'. He felt this gave the Authority more flexibility. Further consideration should be given to

car parking charges for the future, not only charges for public use but also whether the Authority should charge its own officers for car parking. He suggested a 3.4% increase in Council Tax, with no increase in car parking charges.

In earlier years the Authority had worked at a 2% Council Tax increase in good faith but Councillor P J Marfleet said the abysmal level of settlement received from the Welsh Assembly Government said this level, although preferable, was not viable. He was unhappy with the prospect of a 3.4% Council Tax increase as this was likely to be higher than in neighbouring Authorities. Was Denbighshire widening or narrowing the gap on Council Tax with its neighbours? Regarding the Section B proposals, the £30k reduction in contribution to reserves would reduce the proposed 3.4% increase to about 3.3%. He wondered whether a lack of car parking spaces hindered tourism and said he felt that many residents were perhaps not as concerned about the charges in comparison as rising fuel costs. He would support 3% Council Tax increase or less. Councillor G M Kensler said aiming to close the gap between Council Tax in neighbouring Authorities required a timescale. She also cited the differences in Denbighshire's extensive portfolio, from Clwyd Leisure, Libraries, Rhyl Pavilion Theatre to Corwen Pavilion to name a few. By having offices in 4 of the County's major towns, this also increased travel expenditure. She stressed the need to keep Council Tax as low as possible whilst ensuring service delivery.

Councillor G M Kensler said there was still confusion over the third year settlements where additional funding could become available from the Comprehensive Spending Review and other work, but this information would not be available to the Authority for some time. She expressed concern regarding possible cuts in Library hours and said Libraries offered much more than the lending of books - Bookstart, Second Chance, cash offices, galleries, community room hire, painting classes were a few services being offered in Denbighshire's Libraries. The reduction in Performance Incentive Grant could have an effect on GP referrals or Active 8 for example, impacting on the healthier lifestyles which Denbighshire promoted.

Councillor E C Edwards also expressed his concern regarding possible reductions in Library opening hours and said many residents in the Authority were elderly and Libraries were a wonderful resource for them. He also expressed concern regarding possible reductions in Leisure Centre opening hours – he felt that such reduction was not supporting Crime and Disorder prevention. Referring to the 10% reduction in travel costs, he said it would be interesting to see the travel and other costs for each meeting held in the Authority. He supported Councillor H H Evans comments on car parking and said in rural areas any increase in car park charges would have an effect on shop owners and traders. He felt there was room for more efficiencies across the Authority – this was being evidenced by information being produced by the Customer Care Centre. He said the possibility of having a 2% Council Tax increase had been taken away from Denbighshire by the Welsh Assembly Government and the coalition in operation. However, he still felt Denbighshire needed to work in a different way to ensure service delivery but reminded colleagues that Denbighshire was successful. He supported Councillor Evans' suggestion of a 3.4% Council Tax increase.

Disappointment was expressed by Councillor P A Dobb in the possibility of reduction in the opening hours of Leisure Centres, particularly following all the hard work on Health Challenge Denbighshire. Social Services risks remained a grave concern. Referring to Ysgol Plas Brondyffryn being budgeted as a loss, she said the Corporate Director: Lifelong Learning would have further information on this and the provision should not continue to be budgeted at a loss for years to come. She asked whether it was possible to capitalise any of the Education costs in the short term. She also suggested the amount being allocated to Reserves should be reconsidered. Members had worked alongside officers in putting the budget proposals together but there were still queries which needed to be addressed. She felt 3% Council Tax was reasonable but was unwilling to see car park charges increased. She suggested the next budget round should commence as soon as possible following the Council elections in May 2008.

Both the Chief Executive and Councillor J Thompson Hill informed members it was not possible to capitalise Education costs as the vast majority of the £410k Education costs were for staffing. The new Education funding would be used to strengthen the School Improvement section. Councillor Thompson Hill reiterated that proposals to reduce Leisure Centre opening hours had been deleted.

Following questions from Councillor E C Edwards and P J Marfleet regarding Reserves, Councillor Thompson Hill said that a reduction of £30k in contribution to Reserves would represent a 0.1% reduction in the increase in Council Tax. If £60k less was put into Reserves this could represent a 0.2% reduction in Council Tax which would make the increase 3.2%.

Members were reminded by the Deputy Chief Executive / Corporate Director: Resources that the Authority, both Members and officers, had worked exceedingly hard over the years to pull back to a position of financial stability from where it had found itself 7 years earlier. The Reserves should be 5% of the net revenue budget. Using Reserves appeared to be an easy answer but the level of ongoing expenditure was more than the Authority could afford in the current budgetary climate. He said there were risks in the budget which were not being covered, for example, whatever solution is suggested for either Ysgol Plas Brondyffryn or Blessed Edward Jones High School, the answer would not be cost free, and there could be further pressure for Social Services. He accepted Members' suggestion of a reduction of £30k to Reserves but stressed the importance of Reserves.

Councillor H H Evans agreed Ysgol Plas Brondyffryn and Blessed Edward Jones High School were currently a financial burden and it was hoped to find a way forward to improve the situation. The Modernising Education Board was there to help improve education standards in the long term and not just because of the Estyn report. He had asked Lifelong Learning Scrutiny to find the efficiency savings included in the report which would help reduce further pressures on other Directorates, including Social Services and Housing. The work of the Modernising Education Board was not a short term fix but a long term plan of improvement. He noted the comments by Councillor P J

Marfleet on the rising cost of fuel but he felt this had an effect on the viability of shops - supermarket car parks were free whilst residents would have to pay for car parking to support the shops in the towns. It was a difficult situation but he supported a 3.4% increase in Council Tax, removing the car park charges and also removing the £30k from the amount being put to Reserves which would mean an increase of about 3.3% in Council Tax. Councillor Marfleet noted the Deputy Chief Executive / Corporate Director: Resource's comments on Reserves. Councillor P A Dobb supported the funding which was being made available for Education in response to the Estyn report and noted that the posts in Education would be permanent posts.

The Financial Controller agreed to correct the Culture and Leisure figure on page 1 of Appendix 2 to read 272 and not 375. Councillor Kensler reminded colleagues that much of the gross expenditure in Culture and Leisure was funded by external grants. She agreed the importance of funding Education but expressed concern if this was also at the expense of other services. Councillor H H Evans confirmed that the underspend in music tuition was being addressed.

In summation, Councillor J Thompson Hill asked for Members agreement to £30k to be reduced from the £600k Reserves allocation, for the increase in car park charges to be removed and for the Council Tax increase to be set at 3.3%.

***RESOLVED** that Members agree the amended budget proposals for 2008/09 and recommend accordingly to Full Council, with £30k being reduced from the £600k Reserves allocation, for the increase in car park charges to be removed and for the Council Tax increase to be set at 3.3%. Councillor G M Kensler abstained from voting pending further information on the consequences of the cuts, especially regarding the Pavilion Theatre, Rhyl.*

#### **4 URGENT ITEMS**

There were no Urgent Items.

#### **PART II**

There were no Part II items.

The meeting concluded at 10.55 a.m.

**REPORT TO CABINET**

**CABINET MEMBER: COUNCILLOR H H EVANS**  
**Leader and Lead Member for Education**

**DATE: 19th February 2008**

**SUBJECT: MODERNISING EDUCATION ACTION PLAN MONITORING**

**1 DECISION SOUGHT**

1.1 Cabinet is requested to consider the work undertaken to monitor the progress of the Modernising Education Agenda and the progress on the Partnership Agreement.

**2 REASON FOR SEEKING DECISION**

2.1 The Council submitted the Action Plan and associated work plans to Estyn on the 20<sup>th</sup> December 2007. The Action Plan clearly demonstrated the commitment of the Authority to ensuring the plan will be monitored, evaluated and reviewed in due course.

2.2 The Modernising Education Board is responsible for overseeing the effective implementation of the Action Plan and accordingly has approved a robust performance management approach to ensure that the Board receives an overview of the progress against agreed actions and is able to review the level of risk associated with all recommendations within the report.

2.3 Appendix 1 to the report provides a summary of the 19 work plans developed to respond to the main recommendations within the Estyn Inspection report. Work Plans have been developed to respond to each of the 18 bullet points within Estyn's three overall recommendations plus two additional work plans have been developed to address key areas not formally considered within the recommendations but considered important to the overall successful implementation of the improvement agenda. The appendix via the colour coding allows a clear understanding from a single sheet of the status of progress.

|       | Progress   | Risk Status  |
|-------|--|--|
| Red   | Slippage against over 15% of the agreed dates within the work plan               | Considered high risk in terms of impact of likely time delays, insufficient money to deliver the task or receiving negative media coverage   |
| Amber | Slippage reported against less than 15% of the agreed dates within the work plan | Considered medium risk in terms of impact of likely time delays, insufficient money to deliver the task or receiving negative media coverage |
| Green | All tasks are either ongoing or have been completed against agreed dates         | Considered low risk in terms of impact of likely time delays, insufficient money to deliver the task or receiving negative media coverage    |

- 2.4 In total there are over 400 individual actions within the work plans as submitted to Estyn to be progressed by the Authority. Clearly there is a need to ensure that any reporting mechanism ensures that Members attention is drawn to areas causing or likely to lead to concerns to ensure that corrective action can be instigated.
- 2.5 To complement the performance management arrangements the Business Change Manager has commenced her role to support the embedding of new processes and practices into mainstream working. In particular an important element of this role is to review the impact of those activities reported as green.

Current Progress

- 2.6 Appendix 1 to the report provides a summary of current overall progress including an assessment of tasks completed as of the 31<sup>th</sup> January 2008. There were 104 actions scheduled to be completed and progress is summarised as follows:-

|                       |    |
|-----------------------|----|
| Actions completed     | 67 |
| Actions not completed | 37 |

- 2.7 The Modernising Education Board considered a progress report at its meeting on the 6<sup>th</sup> February. The Board agreed to amend a number of dates of actions in view of changing circumstances. Details of the amendments to the action plan agreed by the Modernising Education Board at this meeting are contained in Appendix 2.
- 2.8 Estyn Review of Youth Support Services / Modernising Education Report
- 2.9 There is a need to ensure that the monitoring requirements arising from the Estyn review of Youth Support Services from 2006 and the recommendations from the Cambridge report “Modernising Education” can be incorporated within the performance management system developed to address the main Estyn Action Plan. The Modernising Education Board were briefed on the progress to date in relation to incorporating the recommendations arising from the Estyn Review of Youth Support Services at their meeting on the 6<sup>th</sup> February into the reporting mechanisms. The Board meeting on the 20<sup>th</sup> February will receive an update on the progress in this work area. Discussions have also commenced to ensure that the recommendations from the Modernising Education report can be incorporated into any monitoring system to ensure that progress can be measured in due course.
- 2.10 Partnership Agreement
- 2.11 The Modernising Education Board discussed on the 6<sup>th</sup> February progress towards meeting the requirement of the Welsh Assembly Government on Local Authorities and Maintained Schools to enter into a Partnership Agreement by 31 March 2008. The requirement to progress the Partnership Agreement and the implications arising has a strong impact on many of the activities within Recommendation 1 from the Estyn Report. The work required to progress this important agreement has necessitated a review of anticipated activity completion

dates within individual work plans. It is intended that the Partnership Agreement will be presented to Cabinet and Council at the end of March / start of April. Appendix 3 to the report details the background to the requirement and provides a summary of progress.

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

The Council was required under a duty to prepare an Action Plan under Section 39 of the Education Act 1997.

### **4 COST IMPLICATIONS**

Many of the actions can be delivered by redirecting existing resources to focus more clearly on the schools which need support most and by challenging all schools to use funding effectively to raise standards. Detailed costings were identified in the work plans and these considerations will be taken into account in the budget setting process for 2008/09.

### **5 FINANCIAL CONTROLLER STATEMENT**

The Council has agreed a package of additional resources of £700k as an initial response to the Estyn report. Further bids for additional funding, in addition to the allocation for inflationary impact, of £1.25m have been recommended by Cabinet and were agreed by full Council on 12 February 2008 as part of the overall budget proposals for 2008/9.

### **6 CONSULTATION CARRIED OUT**

- 6.1 The Modernising Education Board at its meeting on the 6 February considered the latest position as reflected in Appendix 1 and 2. The Board were mindful of the number of activities where revised completion dates were sought and have requested Task Leaders to review all future completion dates for activities, particular those which are central to the main commitments from the action plan to ensure completion dates are realistic.

### **7 IMPLICATIONS ON OTHER POLICY AREAS:**

#### **7.1 THE VISION**

The Council has already agreed to amend its priorities to focus on School and Educational Improvement as a priority.



## 8 ACTION PLAN

| Action  | Responsibility                     | Deadline                    |
|---|------------------------------------|-----------------------------|
| To explore and address the reasons for any delays in implementing agreed actions  | Modernising Education Board        | Weekly meetings             |
| To review and report to Cabinet upon the overall progress against the Action Plan as at the end of February 2008 to Cabinet | Modernising Education Board        | 18 <sup>th</sup> March 2008 |
| To finalise the Partnership Agreement for formal consideration by Cabinet   | Interim Head of School Improvement | 18 <sup>th</sup> March 2008 |

## 9 RECOMMENDATIONS

That Members consider the progress to date against tasks and request that the Modernising Education Board reviews progress against those tasks identified as “Red” or “Amber” in Appendix 2 in advance of the next monthly monitoring report.

Action Plan in response to Estyn Inspection Report 2007 - Position as at 31st January

Appendix 1

Recommendation 1

Progress

Risk

Recommendation 2

Progress

Risk

Recommendation 3

Progress

Risk

Address the issue of poor performance in schools by:

Improve the leadership and management of education at all levels of the authority by:

Improve the use of resources

|   |       |       |   |       |       |  |       |       |
|---|-------|-------|---|-------|-------|--|-------|-------|
|   |       |       |   |       |       |  |       |       |
| R1.1 - Identifying the reasons why the overall attainment of pupils, particularly at key stage 4, is low and what needs to be done to improve it                  | GREEN | GREEN | R2.1 Identifying clearly and addressing systematically, through robust planning and monitoring, the key strategic priorities needed to improve performance at all levels                                    | GREEN | GREEN | R 3.1 - Linking funding priorities within the education budget more closely into strategic and operational planning processes                  | GREEN | AMBER |
| R1.2 - Developing, in partnership with schools, a coherent and specific school improvement strategy sharply focused on the priorities needed to raise performance | GREEN | GREEN | R2.2 - Creating clearer links between operational, service and corporate priorities   | GREEN | GREEN | R3.2 - Prioritising resources according to the needs of children, young people and schools   | GREEN | AMBER |
| R1.2a) - Produce a Council five year Prevention & Inclusion Strategy  | GREEN | GREEN | R2.3 - Consulting and communicating effectively with schools, parents, pupils and other key partners  | GREEN | AMBER | R3.3 - Evaluating the impact of the use of resources   | GREEN | AMBER |
| R1.3 - Improving overall attendance figures across the authority  | GREEN | GREEN | R2.4 - Influencing schools to work in constructive partnership with officers and elected members on agreed improvement strategies to raise performance  | GREEN | GREEN | R3.4 - Completing the work on funding formulae for secondary and special schools and the delegation of resources for SEN and behaviour support | GREEN | AMBER |
| R1.4 - Reducing permanent and fixed term exclusions   | GREEN | RED   | R2.5 - Improving relationships and communication between parts of social and education services to successfully implement the Children Act 2004   | GREEN | GREEN | R3.5 - Working openly with schools to improve their understanding of funding decisions and processes   | GREEN | AMBER |
| R1.5 - Improving the amount of provision and support for children and young people with social, emotional and behavioural difficulties                            | GREEN | RED   | R2.5a) - Develop and implement Community Focused Schools and Integrated Support Strategy to deliver holistic support to children, young people and families within their community                          | GREEN | GREEN |  |       |       |
| R1.6 - Rigorously monitoring and challenging the performance of schools through the effective use of data   | GREEN | GREEN | R2.6 - Using the scrutiny function to establish clear accountability and challenge robustly officers, members and services who are accountable for raising standards and improving the quality of provision | GREEN | GREEN |  |       |       |
| R1.7 Determining schools' entitlement to support from the Council according to need, and communicating this clearly to schools                                    | GREEN | GREEN |   |       |       |  |       |       |

## Exception Reporting - As at 31st January 2008

## Appendix 2

### Issues to note

| Key Activity   | Activity Leader                    | Workplan completion date | Revised completion date | Achieved completion date | Reason for delay   |
|--|------------------------------------|--------------------------|-------------------------|--------------------------|--|
| R1.1 - Identifying the reasons why the overall attainment of pupils, particularly at key stage 4, is low and what needs to be done to improve it - Task Leader Catherine Simpson - Interim Head of School Improvement                    |                                    |                          |                         |                          |  |
| School plans identify why achievement is low and develop agreed actions to raise standards, in particular for the targeted identified primary and secondary schools (via School Improvement Action Plans)                                | Senior Primary and Secondary SIO's | 31/01/08                 | 30/04/08                |                          | need to establish achievement/attainment profile across the authority, identify reasons for underperformance and implement improvement processes. This is reliant on agreed system for data analysis and Partnership Agreement. The 15 identified schools have been visited by SIOs and 'targets' established. Need to agree revised date for all schools beyond the 15 targeted |
| R1.2 - Developing, in partnership with schools, a coherent and specific school improvement strategy sharply focused on the priorities needed to raise performance - Task Leader - Catherine Simpson - Interim Head of School Improvement |                                    |                          |                         |                          |  |
| Prepare and implement training programme for experienced head teachers   | Primary SIO                        | 31/01/2008               | 30/04/08                |                          | Appointment of School Improvement Officer who has headship training experience. His task will be to begin a training programme   |
| Check the effectiveness of teaching and learning in Spring term 2008 monitoring visit and agree support category (four lessons observed in potential grade 3&4 schools)  | Primary SIO<br>Secondary SIO       | 30/04/2008               | 30/06/08                |                          | This is an unrealistic timescale as SIOs do not have the capacity -they are monitoring closely the identified schools and those due for inspection. Appointment of new SIOs April/May 2008 will allow this. Also -need to agree categorisation with heads on 1st and 4th Feb in order to identify category 3 & 4 schools   |
| R1.6 - Rigorously monitoring and challenging the performance of schools through the effective use of data - Task Leader - Catherine Simpson - Interim Head of School Improvement   |                                    |                          |                         |                          |  |

| Key Activity   | Activity Leader                               | Workplan completion date | Revised completion date | Achieved completion date | Reason for delay   |
|--|---|--------------------------|-------------------------|--------------------------|--|
| Share data with all school improvement officers, officers from the Partnership and Inclusion Service, curriculum specialists and advisory teachers   | Senior MIS Officer                            | 31/12/2007               | 31/03/08                |                          | Undergoing review of how we use data   |
| School profiles provide clear indications of trends over time and benchmark performance, including Fischer Family Trust 'D' targets.   | Senior MIS Officer                            | 31/01/2008               | 31/03/08                |                          | Profiles include clear data but some schools are currently not using FFT data - we need a consistent approach -new date end of March 2008 in line with established new data group charged with progressing this  |
| Through the analysis of data, identify the reasons for low attainment at all key stages, in particular, at KS4 and implement strategies to improve attainment through challenge and support. (Outcome of target setting visits)                          | Primary and Secondary SIO's and 14-19 officer | 31/01/2008               | 22/02/08                |                          | report to Scrutiny on 22nd February 2008 - activity completion date to reflect date of meeting   |
| Identify and target 15 low attaining primary schools and 5 secondary schools for additional challenge and support, and any further schools identified as Category 4 in the Autumn tern visit (2007).   | Senior School Improvement Officers            | 31/01/2008               | 31/03/08                |                          | The work plan refers to the work undertaken in Autumn 2007 - has this been achieved. The SIO's are working with the schools identified progress to be classed as ongoing. We have done the 15 schools but the work continues with all schools, however, we do not have a 'classification model' until the partnership agreement is ratified, so we can't identify 'category 4 schools'. On Friday and Monday (1st / 4th Feb)we met with heads and they agreed a policy in principle. Policy to be produced by 31st March |
| R1.7 Determining schools' entitlement to support from the Council according to need, and communicating this clearly to schools - Task Leader - Catherine Simpson / Sylvia Jones - Interim Head of School Improvement / Head of Partnership and Inclusion |   |                          |                         |                          |  |
| Use shared school improvement framework to categorise schools and assign school improvement resources accordingly  | School Improvement Officers                   | 31/01/2008               | end March 2008          |                          | pending meetings with heads on 1st and 4th Feb to discuss and consult on categorisation and support in inverse proportion to need. The LEA does have though a rationale in existence for allocating support but this has not been shared with heads in the past.   |
| R2.1 Identifying clearly and addressing systematically, through robust planning and monitoring, the key strategic priorities needed to improve performance at all levels - Task Leader - Jackie Walley - Head of Policy and Improvement                  |   |                          |                         |                          |  |

| Key Activity  | Activity Leader   | Workplan completion date | Revised completion date | Achieved completion date | Reason for delay  |
|---|---|--------------------------|-------------------------|--------------------------|---|
| Second officer and give them appropriate authority to lead on Performance Management  | Corporate Director of Resources                                       | 26/10/2007               |                         | 01/02/2008               | Update 5/2/08 - Officer from SMU has had training from Local Government Data Unit (1/2) and is working on Ffynnon for Education   |
| Second officer to assist with systems review  | Head of Strategic Policy  | 01/12/2007               |                         | 01/02/08                 | Review of software has been carried out. Initial meeting with all North Wales local authorities has taken place (1/2) and will report to ADEW to take forward on a regional basis. Additional Modules required identified and waiting for costings  |
| Set challenging targets for core KPI's in consultation with schools ensuring the methodology used is robust. These will have to be reviewed as the relevant data is not available at present to set meaningful targets.   | Policy and Performance Manager  | Ongoing                  |                         |                          | Activity leader to be reviewed as targets are set by School Improvement Officers  |
| Review all other structures within lifelong learning and other directorates to ensure effective and efficient service delivery that underpin the implementation of the action plan  | Chief Executive and Corporate Directors                               | 31/01/2008               | 01/04/08                |                          | Draft proposals submitted to Corporate Executive Team 28/1/2008 with a view to implementation as of 1st April   |
| R2.3 - Consulting and communicating effectively with schools, parents, pupils and other key partners - Task Leader - Lisa Leece - Children and Young People's Partnership Manager   |   |                          |                         |                          |   |
| Map and analyse the effectiveness of internal fora, groups, networks, etc currently utilised, developed or being considered by education staff  | Change Manager and Education Partnership Officer                      | 31/01/2008               |                         |                          | A meeting between Education Partnerships Officer and Head of School Improvement has been scheduled to discuss these areas of work   |
| R2.5a) - Develop and implement Community Focused Schools and Integrated Support Strategy to deliver holistic support to children, young people and families within their community - Task Leader - Lisa Leece - Children and Young People's Partnership Manager |   |                          |                         |                          |   |
| Collation of existing needs assessments, community information, strategies and plans that support implementation of CFS & Integrated Support Strategy and the support it provides to Family Support Strategy, and Prevention and Inclusion Strategy             | Education Partnerships Officer & Children's Services Business Manager | 31/01/2008               | 31/03/2008              |                          | Need to extend this to include other on going work around needs assessment, particularly with the single plan and prevention and Inclusion strategy. In addition a link to Strategic Policy Unit has been made who are looking at core strategic plans and linking these together. There is a stronger link to single plan than originally identified and therefore timescale needs to reflect this |

| Key Activity   | Activity Leader   | Workplan completion date | Revised completion date | Achieved completion date           | Reason for delay  |
|--|---|--------------------------|-------------------------|------------------------------------|---|
| Through the information gathered identify levels of provision, gaps in provision and nature of delivery required to meet needs   | Education Partnerships Officer & Children's Services Business Manager | 31/01/2008               | 31/03/2008              |                                    | to reflect the above change   |
| Administration of CFS Grant to be allocated to Margaret Morris Centre Administrator  | Education Partnerships Officer  | 31/01/2008               | 01/04/2008              |                                    | will begin admin in new financial year  |
| CFS Network Meetings to be held for end of 07-08 and agreed for 2008-09  | Education Partnerships Officer  | 31/01/2008               |                         |                                    | Ruthin yes to be arranged, Llangollen & Corwen meeting cancelled by network lead. Schools setting dates for future meetings   |
| Evaluation for 2007-08 CFS projects implemented with schools   | Education Partnerships Officer  | 31/01/2008               |                         | Will be implemented as of 1/4/2008 | Evaluation has been designed, will tie in evaluation with the development of new plan for 2008/09 and end of year report is not due until 31.03.08. Will be implemented as of 1st April 2008  |
| Budget allocation to support Education Partnerships Officer post from Core budget releasing grants to front line services  | Head of Service Partnership & Inclusion                               | 31/03/2008               |                         |                                    | Core costs will not be made available to this post. The post will rely on grant funding. The post is currently on hold due to secondment to CYPP manager - salary funded from Cymorth   |
| Core budget allocated to support ICC's (Rhyl and Denbigh) with revenue costs to release grant funds to front line services   | Head of Service Partnership & Inclusion                               | 30/04/2008               |                         |                                    | Core budget will not be allocated to ICC's due to other funding pressures in education  |
| R 3.1 - Linking funding priorities within the education budget more closely into strategic and operational planning processes / R3.2 - Prioritising resources according to the needs of children, young people and schools - Task Leader Shaer Halewood, Senior Management Accountant, Lifelong Learning |   |                          |                         |                                    |   |
| Ensure sufficient priority is given to finance resulting in attendance at Directorate budget meetings with papers prepared and circulated in advance. Ensure a standard Directorate approach to finance  | Senior Management Accountant  | 20/12/2007               | 31/04/2008              |                                    | For 2007-08 there are many factors affecting budget monitoring that are one offs and are as a result of previous personnel. For this reason I have decided to wait until 2008-09 to carry out full budget monitoring meetings. This will also be after the budget has been disaggregated and Heads of Service are aware of their budgets - at present budgets are still held in the previous Education structure. I am however, informing DMT of the budget position on a monthly basis following budget monitoring meetings and making them aware of any adverse changes that they might want to call into challenge |

| Key Activity  | Activity Leader                | Workplan completion date | Revised completion date | Achieved completion date | Reason for delay  |
|---|--------------------------------|--------------------------|-------------------------|--------------------------|---|
| Education budgets are scrutinised and proposals submitted to DMT for realignment of budget to the higher ranked priority areas  | Heads of Services              | 31/01/2008               | 31/03/2008              |                          | 2008-09 Budgets not yet agreed by Council, so the exercise should not be undertaken until then. There is a budget planning meeting on 22 February to realign Education budgets                |
| Undertake a review of current budgets held within Education to ensure they can be disaggregated following the transfer of services from Strategy & Resources to other Directorates  | Central Budgets Team           | 31/01/2008               | 01/04/2008              |                          | This links into the above. Following the meeting on 22nd February, work will be undertaken to realign budgets ready for the new financial year on 1-4-08                                      |
| Review the Directorate business planning and budget setting processes to ensure that there is a clear link between priorities, objectives and resources   | Head of Policy and Performance | 29/02/2008               | 30/04/2008              |                          | The deadline for the corporate business planning process is 31st March and the Directorate will meet this   |
| Heads of Service asked to submit business case for any amendments to proposals for realignment to be considered by the Director and DMT. Business case needs to demonstrate how the activity fits in with corporate and directorate objectives and whether the activity is statutory or discretionary | Heads of Service               | 29/02/2008               | 30/04/2008              |                          | This task is no longer relevant as following the meeting on 22nd February, realignment will be undertaken and agreed by the relevant Heads of Service. DMT intervention will not be necessary |
| Revised proposals for realignment of budgets are submitted and agreed   | Heads of Service               | 29/02/2008               | 30/04/2008              |                          | Knock on impact of the change above   |
| R3.4 - Completing the work on funding formulae for secondary and special schools and the delegation of resources for SEN and behaviour support - Task Leader Shaer Halewood, Senior Management Accountant, Lifelong Learning  |                                |                          |                         |                          |   |
| Review the current method of allocating funding to special schools via the formula system and assess if adequate and equitable  | LMS Team / SBF                 | 29/02/2008               | n/a                     |                          | This task is actually covered by the following section - Special Schools Review   |
| R3.5 - Working openly with schools to improve their understanding of funding decisions and processes - Task Leader Shaer Halewood, Senior Management Accountant, Lifelong Learning  |                                |                          |                         |                          |   |

| Key Activity   | Activity Leader              | Workplan completion date | Revised completion date | Achieved completion date | Reason for delay   |
|--|------------------------------|--------------------------|-------------------------|--------------------------|--|
| Arrange a framework for communicating with and feeding back information from schools to the Schools Support Officers as part of the Partnership Agreement. Hold set periodic meetings with Schools Support Officers to enable joint working, share information and ensure an early intervention mechanism to identify potential issues. Engage Heads and Governors in this process to support them to take prompt action to resolve any problems | Senior Management Accountant | 31/01/2008               |                         | 31/01/2008               | Meeting held with Catherine Simpson 31-01-08. Framework agreed was to include finance in the annual meeting with School Improvement Officers, plus to have access to the school visits system to have access to school improvement officers notes. It was not felt that another periodic meeting was needed with school improvement officers |
| Ensure a standard level of financial awareness and competencies are built into person specifications when advertising for posts that have financial management responsibility.<br>Ensure Governors are aware of the importance of financial competence when appointing Bursars   | School Support Officers      | 31/01/2008               |                         | 31/01/2008               | This may not always be possible due to the nature of the post i.e. financial competency will only form a very small part of an Education Specialist post. It was decided that financial training could be provided following appointment in these circumstances  |



**UPDATE REPORT TO CABINET:  
(information sharing – no formal decisions required)**

**REPORT BY: Catherine Simpson (Interim Head of School Improvement)**

**DATE: 19 February 2008**

**1 TOPIC**

To provide members with information related to the Welsh Assembly Government's requirement on Local Authorities and Maintained Schools to enter into a Partnership Agreement by 31 March 2008 and give a progress update on its completion.

**2 BACKGROUND**

In 2003, The Welsh Assembly Government consulted on the proposal to enter into a Partnership Agreement. Very few stakeholders responded to the consultation and the proposals were deferred. The reason for the lack of response could have been that the Authority, and School Improvement Services in particular, believed that they already had in place, agreements with their schools for carrying out their functions (statutory and non statutory). The Partnership Agreement is, however, much more complex and now requires more than just the agreement schools and Authorities have for carrying out their work (please see Appendix 1 for the Executive Summary of Partnership Agreements produced by the Welsh Assembly Government).

**3 CURRENT SITUATION**

Some of the main activities outlined in The Post Estyn Action Plan relate to the requirements of The Partnership Agreement and consequently we have an opportunity to address a statutory requirement whilst implementing the Action Plan.

Officers with responsibility for Health and Safety, Building Premises and Maintenance have been alerted to the aspects of The Partnership Agreement which will require their leadership. The majority of the Partnership Agreement focuses on the articulation of an agreed policy and procedure for supporting, challenging and intervening in our schools, "in inverse proportion to need" (The Code of Practice on LEA/School Relations, 1998). The process of agreeing this policy is likely to be controversial and robust, as head teachers and governors will want to ensure that information related to schools and their performance will be used sensitively, so along with the minimum requirement set out in the regulations, Denbighshire's PA (Partnership Agreement) will also articulate a Communications and Engagement Strategy. It will also 'signpost' heads and governors to other statutory documents which make clear their roles and responsibilities, which is in The School Standards and Framework Act (1998)

### **Progress to date:**

- School Improvement Officers have led workshops with all heads to discuss and agree clustering of schools on a 'regional' basis i.e. schools will be called together for all meetings and developmental work, along with the schools with whom they naturally work. The Partnership Agreement was also discussed and it was agreed that the Interim Head of School Improvement would produce a document which related to the aspects of the PA around 'support, challenge and intervention', with various options, to enable head teacher consultation. Heads enjoyed these sessions and the WLGA reported (as they also attended), that there was a very productive working atmosphere and head teachers were keen to meet the challenges ahead. Notes on comments made by heads were recorded and will form part of the final document.
- The Head of School Improvement produced an initial draft document entitled (for the present), 'Support, Challenge and Intervention' along with two possible options for evaluation and categorization. This was translated and sent to all heads to read prior to two half day workshops held on 1 and 4 February.
- The outcomes of the two workshop sessions will influence the final document
- Heads requested that a 'named' School Improvement Officer be assigned to their schools and this was actioned immediately.
- The Interim Head of School Improvement, Head of Partnership and Inclusion and Policy and Performance have agreed to the development of School Support Teams i.e. named members of all teams responsible for schools. A matrix has been produced and will be shared with schools as part of the final document for consultation. This will allow the School Support Teams to share data and intelligence about schools, consequently enabling school categorisation (in consultation with heads) and effective and efficient use of targeted resources. This also addresses the aspect in the Estyn report which commented on lack of cohesion between education services. The next step is to include Children's Services Staff in further work.
- As part of the Partnership Agreement a new rationale for data use and target setting is in process after the establishment of a heads' group to work with officers to determine what data was needed by both parties in order to raise standards of pupil achievement. The Education teams within Lifelong Learning have also worked with Tim Data to support them in the production of useful data to support all three teams' functions
- The establishment of an Annual School Audit is in process. This will bring together all the data related to a school on an annual basis to allow School Support Teams to influence school categorization and priorities. It is also the means of challenging schools and reporting annually to scrutiny in a 'state of the nation' report

- The Interim Head of School Improvement will meet with council staff with responsibility for the areas of the PA related to Health and Safety and Buildings/Premises to update them on requirements. This aspect of the Partnership Agreement is a risk, as there is considerable work to be undertaken in order for Health and Safety, Building Premises and Maintenance teams to agree with heads, their respective roles. This will be co-ordinated by Jackie Walley, Head of Policy and Performance (Lifelong Learning).

#### **4 PROPOSAL FOR DISCUSSION**

- It is proposed that Cabinet discuss actions to date and recommend any further actions for The Interim Head of School Improvement
- It is requested that Cabinet note that there may be some time slippage in the production of the final PA as the process only began in January with the appointment of the Interim post, and this has been regulation since August 2007. The production of the Support, Challenge, and Intervention Document is currently on track to be produced within the agreed timescale.

#### **5 ACTION PLAN / TIMESCALE**

- It is hoped that Cabinet will ratify the finished policy in March 2008, although the aspects related to Health and Safety/Buildings Premises could cause a slight delay as these areas may require substantial consultation.

*Since writing this Report, there have been further developments and the Interim Head of School Improvement will give a verbal update at Cabinet on 19 February 2008.*

## **The Maintained Schools (Partnership Agreements) (Wales) Regulations 2008**

The Minister for Children, Education, Lifelong Learning and Skills has agreed the Maintained Schools (Partnership Agreements) (Wales) Regulations 2008 and associated Explanatory Memorandum/ Regulatory Impact Assessment. The CELLS Minister has agreed to sign the regulations, explanatory memorandum and regulatory impact assessment, that they are laid by the office of the Leader of the House on 26 October, and will come into force on 12 December 2007.

**Date of decision:**

17 October 2007

**Statement of information:**

Section 197 of the Education Act 2002 (a Wales only provision), enables the Welsh Ministers to make regulations requiring all LEAs in Wales to enter into individual partnership agreements with the governing bodies of all the schools they maintain.

The Welsh Assembly Government issued a consultation document on 12 September 2003 on proposed regulations and guidance under section 197 of the Education Act 2002 to require LEAs in Wales to enter into partnership agreements with their schools. The document sought views from Chief Executives of County and County Borough Councils, Directors of Education, Diocesan Directors of Education, governing bodies and headteachers of maintained schools in Wales and national and local education bodies in Wales. The consultation ended on 7 November 2003.

We received 23 responses to the consultation as follows: 11 LEAs, 8 headteachers, 2 teacher unions, 1 headteacher and governing body jointly; 1 diocesan body. The responses were positive but petitioned for the regulations to include non-statutory matters outside the scope of section 197.

The purpose of the partnership agreement is to clarify the roles of LEAs and schools through setting out how the LEA and the governing body of a school will discharge their respective functions on specified matters.

The Maintained Schools (Partnership Agreements) (Wales) Regulations 2008 will:

- require LEAs and governing bodies to enter into the first agreements on or before 31 March 2008.
- Specify the arrangements for the review of agreements every 3 years and the outcome of the review.
- Set out the matters to be covered in a partnership agreement namely:
  - agreement of targets for pupil progression and attendance;
  - action the LEA will take to monitor schools;

- factors the LEA will take into account in identifying schools giving cause for concern;
- support the LEA will offer to schools giving cause for concern, to turn them round and prevent them becoming failing schools;
- support the LEA will provide to schools in special measures or requiring significant improvement;
- responsibility of the school and LEA for governor support and training;
- responsibility of the school and LEA for the control of school premises;
- the reports which the governing body provides to the LEA on discharge of its functions;
- roles of school and the LEA to develop effective transition for pupils from Key Stage 2 to Key Stage 3;
- targets for learner participation and attainment for schools with sixth forms;
- responsibility of the school and LEA for health and safety matters; and
- responsibility of the school and LEA for maintenance and repair of school premises.

Where an LEA and a governing body fail to reach an agreement, section 197(3) of the Education Act 2002 permits the LEA to draw up a statement in relation to that school. The requirements of the regulations in relation to agreements in terms of matters to be included and review arrangements apply to any statements.

If agreed by the Minister for Children, Education, Lifelong Learning and Skills, the regulations will be laid on 25 October 2007 and will come into effect on 12 December 2007. The Welsh Assembly Government will provide guidance on the regulations if and after they are laid and come into force.

**REPORT TO CABINET**

**CABINET MEMBER: COUNCILLOR M A GERMAN LEAD MEMBER FOR ENVIRONMENT**

**DATE: 19 February 2008**

**SUBJECT: REVISION OF ENVIRONMENTAL POLICY**

**1 DECISION SOUGHT**

1.1 To seek approval from Cabinet of the adoption of the revised Environmental Policy (appendix I refers).

**2 REASON FOR SEEKING DECISION**

2.1 The sustainable development plan and action plan was agreed at Full Council on the 27<sup>th</sup> June 2007 and included an action pertaining to the development of the Green Dragon Environmental Management System (EMS) for County Hall.

2.2 Keeping an Environmental Policy up to date is a specific requirement of the Green Dragon EMS. The original Environmental Policy was published in 2001 and is overdue for revision.

**3 POWER TO MAKE THE DECISION**

3.1 **s2 of the Local Government Act 2000** all principal local authorities have been given the power (subject to certain limitations set out in section 3) "to do anything which they consider is likely to ... achieve ... the promotion or improvement of the economic ... social ... and/or environmental well-being of their area". The generality of this power available to local government exceeds anything in the framework of powers available to the National Assembly.

**4 COST IMPLICATIONS**

4.1 There will be financial implications associated with the implementation of the policy as it sets out the commitment for the Council to adopt an approach of continuous environmental improvement.

4.2 There is likely to be adverse financial implications as a result of not taking action to improve the environmental performance of the Authority as the costs associated with not developing improvements escalate. For example: increasing fuel and energy costs, landfill tax escalator, climate change bill implications and the failure to identify spend to save efficiency savings.

## 5 FINANCIAL CONTROLLER STATEMENT

- 5.1 The WAG requirement for BREEAM standard on all grant funded schemes raises the risk of fewer schemes being affordable from within the WAG financial support, unless the level of such support rises accordingly. This is not evident from the current 3 year budget settlement details.
- 5.2 The 3 Year Revenue settlements also fail to fully recognise the pressure from rising energy costs and the potential impact on service costs.

## 6 CONSULTATION CARRIED OUT

- 6.1 The key officers with work area responsibilities that are directly influenced by the Environmental Policy have been consulted. Their input has been used to come to the current wording arrangement within the Environmental Policy. Consultation was also carried out with Heads of Service and the Lead Member for Environment and Sustainable Development.
- 6.2 The Environment Scrutiny Committee held on 14.02.2008 supported the proposed update of the Environmental Policy and the use of the Vision statement *“we will make sure that any actions we take protect the environment and do not have a negative impact on the lives of future generations”* in the policy.

## 7 IMPLICATIONS ON OTHER POLICY AREAS:

- 7.1 THE VISION. The Vision specifically mentions that “we will make sure that any actions we take protect the environment and do not have a negative impact on the lives of future generations.” This directly aligns with the purpose of the Environmental Policy.
- 7.2 OTHER POLICY AREAS INCLUDING CORPORATE. The environmental policy will have specific implications on the policy areas of procurement, energy, waste and transport. There will be an expectation that the policy be used to guide the environmental improvements within the Authority.

**Procurement:** The policy will be expected to be included in the tender documentation produced by the Authority. This will inform potential suppliers as to what the Authority is aiming for and enable them to provide information as to how they can contribute to those aims.

**Energy:** The policy will contain specific reference to the continuous improvement in energy efficiency and the influence on carbon reduction and management.

**Waste:** The policy contains specific reference to waste and will influence the Authority’s development of improvements in internal waste management practices.

**Transport:** The policy will need to encompass the element of transport as this is an area that has significant environmental impacts.

## 8 ACTION PLAN

| Action   | Lead Member / Officer               | Deadline                  |
|--|-------------------------------------|---------------------------|
| Report on Environmental Policy to Full Council                                       | Cllr Mike German<br>Ewan McWilliams | 26 <sup>th</sup> Feb 2008 |
| Publication of Environmental Policy on website and at reception areas in County Hall | Cllr Mike German<br>Ewan McWilliams | 29 <sup>th</sup> Feb 2008 |

## 9 RECOMMENDATIONS

- 9.1 That Cabinet recommends approval of adoption of the revised Environmental Policy to Council.



### **Denbighshire County Council – Environmental Policy**

Denbighshire County Council is a significant employer in the area with a workforce of about 4,500 people providing services to a population of 96,100 people. We recognise that our activities have a significant impact on the local environment and are committed to the protection and enhancement of the environment and the long term commitment to achieve a more sustainable future.

#### **Denbighshire County Council is committed to:**

- Ensure that, as a minimum, we will identify and comply with all relevant environmental legislation and other requirements.
- Ensure we maintain a commitment to the prevention of pollution.
- Achieve continuous improvement in environmental performance by minimising the adverse effects on the environment.

#### **In particular, we will aim to:**

- Reduce the negative effect on the environment of the products and services that we buy. We will achieve this by considering the effect of our decisions and by working with suppliers to make sure they have a similar commitment.
- Measure the Council's energy consumption and carbon emissions and set targets to minimise its use through prioritising minimisation of energy wastage, energy efficiency and the use of renewable energy.
- Reduce waste produced within the Council's own workplace through the promotion of waste minimisation, re-use and recycle wherever possible, and ensure that the transport and disposal of waste meets regulatory requirements.
- Minimise pollution of air, water and land from the Council's own activities and seek to minimise pollution from other sources.
- Reduce the impact of Council transport on the environment.
- Identify ways to safeguard and enhance the natural environment and built heritage.
- Explore methods to communicate the environmental policy and promote awareness and understanding of environmental issues and of the role of the Council among staff, suppliers, contractors, partners and the general public.
- This environmental policy acts as the governing document for setting improvements within our environmental improvement plan and is reviewed on an annual basis and revised as necessary.

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR M A GERMAN LEAD MEMBER FOR ENVIRONMENT

DATE: 19<sup>th</sup> FEBRUARY 2008

SUBJECT: DIFFERENTIAL LEVELS FOR PARKING PENALTY CHARGE NOTICES

1 DECISION SOUGHT

That Members agree the level of differential penalty charges to take effect from 31 March 2008 under Part 6 of the Traffic Management Act 2004 (TMA).

2 REASON FOR SEEKING DECISION

The Secretary of State has stipulated in Operational Guidance for the TMA that every local authority outside London must issue two levels of penalty charges within their Civil Parking Enforcement Areas and that these must be duly published in at least one local newspaper 14 days or more before the new charges come into effect.

It is the view of the Secretary of State that there is a perceived unfairness in motorists receiving the same penalty regardless of the seriousness of the contravention committed. For this reason, and in order to emphasise the traffic management objectives of Civil Parking Enforcement, authorities **must** apply different penalty charges to different contraventions.

Under Part 6 of the TMA all Local Authorities **must** select one of following bandings by which Civil Enforcement Officers, currently known as Parking Attendants, will issue Penalty Charge Notices (PCN) at either a higher or lower level. (All the amounts shown will be reduced by 50% if the PCN is paid within 14 days).

| Band | Higher Level PCN | Lower Level PCN |
|------|------------------|-----------------|
| 1    | £60              | £40             |
| 2    | £70              | £50             |

Section 77 and Schedule 9 of the TMA impose a duty on the Council to set the level of charges applicable to contraventions in accordance with guidelines issued by the Secretary of State.

Appendix A shows the full list of contraventions and whether each is classified at the higher or low level within the confines of the TMA and how many PCNs were paid for each contravention between 01 April 2006 and 31 March 2007.

Appendix B shows how the decision will affect the overall revenue from Penalty Charge Notices (based on the 2006/07 PCNs issued and paid).

### 3 POWER TO MAKE THE DECISION

Traffic Management Act 2004

### 4 COST IMPLICATIONS

The financial implications of this report are detailed in Appendix B which demonstrates that 51.8% of PCNs from 2006/07 would have been issued at the lower level under the TMA with 48.2% at the higher level.

These figures if applied to the charges from Band 1 above would result in a net loss of revenue income to the Council of £131,040 per annum.

However, if applied to Band 2 the loss would be significantly less at £4,550 per annum.

It can be seen that the introduction of the TMA differential rates will result in a loss on annual income from PCNs.

### 5 FINANCIAL CONTROLLER STATEMENT

The recommendation ensures that the financial impact upon the service is kept to a minimum.

### 6 CONSULTATION CARRIED OUT

Parking Managers throughout Wales on implementation and response to the Welsh Assembly Government consultation exercise.

### 7 IMPLICATIONS ON OTHER POLICY AREAS:

Using enforcement powers to protect the natural and built environment and the public of Denbighshire is a directorate goal from the current business plan which underpins the Council's Vision.

### 8 ACTION PLAN

Publication in local press by Parking Services Manager by 1 March 2008  
Operational implementation of new charging levels by 31 March 2008

### 9 RECOMMENDATIONS

That Cabinet sets the level of penalty charges at **Band 2**.

| Band | Higher Level PCN | Lower Level PCN |
|------|------------------|-----------------|
| 2    | £70              | £50             |

**PCNs issued 01 April 06 - 31 March 07 (and subsequently paid)**

| <u>Contravention</u>           | <u>PCNs Paid</u> | <u>H or L</u>     | <u>Current (£60.00)</u><br><u>£</u> |
|--------------------------------|------------------|-------------------|-------------------------------------|
| 01 - Yellow Lines 1 or 2       | 3,014            | H                 | 180,840.00                          |
| 02 - Loading/Unloading         | 1,455            | H                 | 87,300.00                           |
| 05 - Expired P&D Tkt           | 6                | L                 | 360.00                              |
| 06 - No Valid Ticket           | 574              | L                 | 34,440.00                           |
| 15 - Residents parking         | 496              | H                 | 29,760.00                           |
| 16 - Parked in Permit space    | 18               | H                 | 1,080.00                            |
| 20 - In loading gap            | 1                | H                 | 60.00                               |
| 21 - In suspended bay          | 102              | H                 | 6,120.00                            |
| 22 - Return within time        | 4                | L                 | 240.00                              |
| 24 - Incorrectly Parked        | 613              | L                 | 36,780.00                           |
| 25 - Parked in Loading Bay     | 2                | H                 | 120.00                              |
| 30 - Parked longer permitted   | 1,592            | L                 | 95,520.00                           |
| 40 - Disabled bay No Badge     | 64               | H                 | 3,840.00                            |
| 45 - Parked in Taxi Rank       | 357              | H                 | 21,420.00                           |
| 46 - Parked on a clearway      | 1                | H                 | 60.00                               |
| 47 - Stopped on bus Stop       | 78               | H                 | 4,680.00                            |
| 48 - Outside school            | 4                | H                 | 240.00                              |
| 55 - A commercial vehicle park | 1                | H                 | 60.00                               |
| 81 - In Restricted Area        | 200              | H                 | 12,000.00                           |
| 82 - Overstay P&D Tkt          | 1,087            | L                 | 65,220.00                           |
| 83 - No valid P&D Tkt          | 2,261            | L                 | 135,660.00                          |
| 85 - In Permit section         | 70               | H                 | 4,200.00                            |
| 86 - Out of Marked Bay         | 415              | L                 | 24,900.00                           |
| 87 - In Disabled Bay no DB     | 226              | H                 | 13,560.00                           |
| 91 - Wrong Class of Veh        | 8                | H                 | 480.00                              |
| <b>Total PCNs</b>              | <b>12,649</b>    | <b>Total Paid</b> | <b>£758,940.00</b>                  |

Total Higher Level PCNs is 6,097 or 48.2%

Total Lower Level PCNs is 6,552 or 51.8%

## Appendix B

| <u>Contravention</u>           | <u>No. of PCNs Paid</u> | <u>H or L</u> | <u>Band 1 (£60/£40)</u><br><u>£</u> | <u>Band 2 (£70/£50)</u><br><u>£</u> |
|--------------------------------|-------------------------|---------------|-------------------------------------|-------------------------------------|
| 01 - Yellow Lines 1 or 2       | 3,014                   | H             | 180,840                             | 210,980                             |
| 02 - Loading/Unloading         | 1,455                   | H             | 87,300                              | 101,850                             |
| 05 - Expired P&D Tkt           | 6                       | L             | 240                                 | 300                                 |
| 06 - No Valid Ticket           | 574                     | L             | 22,960                              | 28,700                              |
| 15 - Residents parking         | 496                     | H             | 29,760                              | 34,720                              |
| 16 - Parked in Permit space    | 18                      | H             | 1,080                               | 1,260                               |
| 20 - In loading gap            | 1                       | H             | 60                                  | 70                                  |
| 21 - In suspended bay          | 102                     | H             | 6,120                               | 7,140                               |
| 22 - Return within time        | 4                       | L             | 160                                 | 200                                 |
| 24 - Incorrectly Parked        | 613                     | L             | 24,520                              | 30,650                              |
| 25 - Parked in Loading Bay     | 2                       | H             | 120                                 | 140                                 |
| 30 - Parked longer permitted   | 1,592                   | L             | 63,680                              | 79,600                              |
| 40 - Disabled bay No Badge     | 64                      | H             | 3,840                               | 4,480                               |
| 45 - Parked in Taxi Rank       | 357                     | H             | 21,420                              | 24,990                              |
| 46 - Parked on a clearway      | 1                       | H             | 60                                  | 70                                  |
| 47 - Stopped on bus Stop       | 78                      | H             | 4,680                               | 5,460                               |
| 48 - Outside school            | 4                       | H             | 240                                 | 280                                 |
| 55 - A commercial vehicle park | 1                       | H             | 60                                  | 70                                  |
| 81 - In Restricted Area        | 200                     | H             | 12,000                              | 14,000                              |
| 82 - Overstay P&D Tkt          | 1,087                   | L             | 43,480                              | 54,350                              |
| 83 - No valid P&D Tkt          | 2,261                   | L             | 90,440                              | 113,050                             |
| 85 - In Permit section         | 70                      | H             | 4,200                               | 4,900                               |
| 86 - Out of Marked Bay         | 415                     | L             | 16,600                              | 20,750                              |
| 87 - In Disabled Bay no DB     | 226                     | H             | 13,560                              | 15,820                              |
| 91 - Wrong Class of Veh        | 8                       | H             | 480                                 | 560                                 |
| <b>Total</b>                   | <b>12,649</b>           |               | <b>£627,900.00</b>                  | <b>£754,390.00</b>                  |

|                     |             |                     |
|---------------------|-------------|---------------------|
| <b>Current Rate</b> | £758,940.00 | <b>Variance</b>     |
| <b>Band 1</b>       | £627,900.00 | <b>-£131,040.00</b> |
| <b>Band 2</b>       | £754,390.00 | <b>-£4,550.00</b>   |

**REPORT TO CABINET**

**CABINET MEMBER:** Councilor P A Dobb, Lead Member for Social Services

**DATE:** 19 February 2008

**SUBJECT:** Social Services Fees and Charges 2008/2009

**1 DECISION SOUGHT**

- 1.1 To agree the proposed increases in fee levels for providers of Nursing and Residential Care, Day Care and Home Care services for the financial year 2008/2009
- 1.2 To agree the proposed changes to the Charging Policy, increasing charges for services and broadening the scope of the Policy to introduce charging for services which are currently free of charge.

**2 REASON FOR SEEKING DECISION**

The 'Corporate Guidance of Setting Fees and Charges' states that these should be increased annually as a minimum in line with pay inflation. On this occasion the Department is proposing introduce charges to Service Users for services which are currently free of charge. Some of the changes intended, such as introducing charging for Mental Health Services, will be very difficult processes. However, in light of the budget allocation, it will be necessary to raise as much income from charges as possible.

The Department is also intending to increase the fees it pays to care providers by more than the cost of inflation.

**3.0 FEES PAID TO PROVIDERS**

**3.1 Residential and Nursing Fees**

The residential and nursing sector is experiencing extreme financial pressures - the staffing pressure alone is estimated by Care Forum Wales to have increased their costs by approximately £25 per resident per week during the last year. Due to the staff retention problems they experience, the sector would wish to offer higher salaries but feel they are unable to do so. Other cost pressures include reducing the number of double rooms and raising the standard of accommodation generally in line with CSSIW expectations. More detailed information on the pressures experienced by this sector was provided in a report presented to Scrutiny Committee in November 2007 to which a representative of Care Forum Wales was invited. The recent Vale of Glamorgan judgement is resulting in higher fees being offered around the country whilst the threat of being taken to arbitration by home owners is very real.

Denbighshire County Council currently pays slightly less than neighbouring authorities but does compare well with the average fees paid across the whole of Wales. It is unknown at this time what increases will be offered by other authorities – it is possible that Denbighshire could fall further behind its neighbours. Rumour suggests that the fees being proposed by some neighbours will result in them paying approximately £15 per person per week more than Denbighshire.

The following are the current fees paid by ourselves and neighbouring authorities.

|                   | Wrex'm | Conwy  | Flints. | Denbighs. | Wales Av |
|-------------------|--------|--------|---------|-----------|----------|
| Basic residential | 300.00 | 313.00 | No rate | 301.00    |          |
| VDE               | 379.00 | 400.00 | 380     | 376.70    | 369.40   |
| EMI               | 398.00 | 400.00 | 389     | 387.70    | 368.98   |
| Nursing           | 379.00 | 365.10 | 380     | 376.70    | 371.08   |
| Nursing EMI       | 398.00 | 403.10 | 389     | 399.70    | 365.63   |

In light of the anticipated budget allocation, the Department had intended to offer an increase of only 3.75%. However, in view of recent announcements that suggest that the Welsh Assembly Government will be making grants available for preventative services, the Department wishes to increase the fees by 4.5%. This is still far less than what is being requested by the sector. They feel that 6.5% would be a standstill increase. If 4.5% is applied the fees for 2008/09 would be as follows:

|  | Current fees | Increase of 4.5% |
|--|--------------|------------------|
| <b>Residential</b>   | 301.00       | 314.55           |
| Very Dependent Residential   | 376.70       | 393.65           |
| EMI  | 387.70       | 405.15           |
| Mentally Ill, Drug or Alcohol Abuse  | 340.10       | 355.40           |
| Learning Difficulties  | 386.10       | 403.45           |
| Physical Disabilities  | 324.00       | 338.60           |
| <b>Nursing – these fees do not include the Reg Nursing Care Contribution</b> | 376.70       | 393.65           |
| Nursing EMI  | 399.70       | 417.70           |
| Mentally ill, Drug or Alcohol Abuse  | 364.70       | 381.10           |
| Learning Disabilities  | 376.70       | 393.65           |
| Physical Disabilities  | 363.70       | 380.05           |

### 3.2 Domiciliary Fees

The Social Services Department has a fixed fee for domiciliary services with private providers and banded rates for support provided in Learning Disability Community Living Projects.

All private providers have faced increased pressures in the last year including increased statutory holiday entitlement and contributions to staff pensions. Staff retention remains problematic and will be exacerbated by Single Status and the Agenda for Change in the NHS. The requirement to train staff to ever higher skill levels to meet changing demands is also a drain on provider resources.

Again, the sector feels that an increase of 6.5% would be a standstill increase, but in light of the anticipated budget allocation, the Department had intended an increase of 3.75%. In view of the Welsh Assembly's recent announcement, the Department now feels it can offer an increase of 4.5%. Again it is anticipated that neighbour authorities are intending higher increases and this proposal still falls short of what is requested by the sector. Some variation may be required to level fees within specific sectors.

The new domiciliary fees would, therefore, be as follows:

|                                  | Current fee |        | Proposed increase |       |
|----------------------------------|-------------|--------|-------------------|-------|
|                                  | Basic       | Rural  | Basic             | Rural |
| <b>Domiciliary Personal Care</b> |             |        |                   |       |
| Hourly rate                      | 12.07       | 14.26  | 12.61             | 14.90 |
| ¾ hour                           | 9.87        | 11.53  | 10.31             | 12.05 |
| ½ hour                           | 8.24        | 9.33   | 8.61              | 9.75  |
| ¼ hour                           | 4.94        | 6.04   | 5.16              | 6.31  |
| <b>Carers Services</b>           |             |        |                   |       |
| Hourly rate                      | £10.97      | £13.17 | 11.46             | 13.76 |
| ¾ hour                           | £8.78       | £10.43 | 9.17              | 10.90 |
| ½ hour                           | £7.14       | £8.23  | 7.46              | 8.60  |
| ¼ hour                           | £3.85       | £4.94  | 4.02              | 5.16  |

Support provided for Service Users with Learning Disabilities will, on average, increase by the same 4.5%. However, for Community Living situations, this increase may be distributed more flexibly, in discussion with the providers. This is to promote equity within the bandings where there is currently some variation in the fees paid. This would also apply to the 'sleep in' arrangements within the Community Living service.

For other Learning Disability services, unless otherwise stipulated in the contract, all providers who come under an individual contract and/or the Domiciliary Framework Agreement will receive the 4.5% increase.

### 3.3 Day Care

Day care fees currently vary between £20 and over £50 per day. A review of day services is being undertaken which will result in a new contract for day care services. In anticipation of this work the increase offered to day care providers will be inflation only although consideration will be given to giving up to 4.5% to those providers who currently charge less than £30 per day.

## 4 SERVICE USER CHARGES – INCREASES TO CURRENT CHARGES

### 4.1 Domiciliary and day care charges

It is proposed to increase the charges for domiciliary and day care services by 4%. This is a lower percentage increase than that which will be paid to the service providers but is equivalent to the increases in Benefit payments which will be paid in April 2008.

People who have more than the upper capital level set by the WAG for residential charging purposes, are expected to pay the full cost of their services. The capital



figure is currently £22,000, we have not yet been advised what this figure will be for 2008/09. People with less than the capital figure are financially assessed and pay the 'charge' rather than the 'full cost'.

Current charges and 'costs' are shown in the following table:

| SERVICE  | CHARGE APRIL 2007<br>Less than £22,000 | FULL COST APRIL 2007<br>More than £22,000 |            |
|--|--|---|------------|
| <b>Domiciliary Services</b>  |  |   |            |
| Home Care  | £9.30 per hour                         | £12.05 per hour                           | (LA only)* |
| Night Care   | £11.10 per night (sleep-ins only)      | £40.90 per night<br>(sleep-ins only)      | (LA only)* |
| Day Care   | £14.40 per day<br>£7.20 per 4 hrs      | £26.20 per day<br>£13.10 per 4 hrs        | (LA only)* |
| Work Ops   | £7.50 per day<br>£3.75 per 4 hours     | £26.20 per day<br>£13.10 per 4 hrs        | (LA only)* |
| Meals are charged separately they are not included in Day Care or Work Ops price                 |  |   |            |
| Project Work   | £9.30 per hour                         | £12.05 per hour                           | (LA only)* |
| Maximum charge   | Weekly assessed charge                 | Full cost of care package                 |            |
| <b>* Agency services charged at full cost to the Department for those with more than £22,000</b> |  |   |            |

The new charges with a 4% increase will be as follows:

| SERVICE  | CHARGE APRIL 2008<br>Less than capital limit | FULL COST APRIL 2008<br>More than capital limit |            |
|--|--|---|------------|
| <b>Domiciliary Services</b>  |  |   |            |
| Home Care  | £9.65 per hour                               | £12.55 per hour                                 | (LA only)* |
| Night Care   | £11.55 per night (sleep-ins only)            | £42.55 per night<br>(sleep-ins only)            | (LA only)* |
| Day Care   | £14.95 per day<br>£7.50 per 4 hrs            | £27.25 per day<br>£13.60 per 4 hrs              | (LA only)* |
| Work Ops   | £7.80 per day<br>£3.90 per 4 hours           | £27.25 per day<br>£13.60 per 4 hrs              | (LA only)* |
| Meals are charged separately they are not included in Day Care or Work Ops price                 |  |   |            |
| Project Work   | £9.65 per hour                               | £12.55 per hour                                 | (LA only)* |
| Maximum charge   | Weekly assessed charge                       | Full cost of care package                       |            |
| <b>* Agency services charged at full cost to the Department for those with more than £22,000</b> |  |   |            |

#### 4.2 Charges for Local Authority Residential Homes

The full cost of accommodation in the Local Authority Homes is currently £390 per week. The new charge will increase by 4.5%, in line with the fee increases for the private sector, to £407.55 per week.

#### 4.3 Cost of meals

The cost to the Department of hot meals and their delivery is higher than the cost of a frozen meal. The charge for hot meals will be £2.80 per meal with frozen meals being charged at the full cost as charged by the frozen meal provider – currently £2.36 per meal.

#### **4.4 Monitoring of impact of increases in charges**

In view of the fact that people are financially assessed to determine their ability to contribute to the cost of their services, the above changes will not adversely impact on all service users. In fact it is anticipated that of the 968 people who currently receive chargeable services, 366 will not be charged at all and a further 267 will pay nothing more as they are already receiving services which cost more than they are able to pay. According to our calculations, 162 people will pay more with the average increase falling between £1 and £2. The people most affected are the 173 people who already pay the full cost of their service, as they have over the capital limit. The maximum increase for these people would appear to be approximately £13.00 per week.

As in previous years, service users who are significantly affected will be identified and support will be offered in managing the transition including assistance from the Welfare Rights Unit, where appropriate.

Where people believe that the increased charge is causing them financial hardship the Department will encourage applications for a Waiver of Charges.

#### **5. INCREASING THE RANGE OF CHARGEABLE SERVICES**

Denbighshire County Council has for some time wished to make its charging more equitable across service user categories and this will involve introducing charges for some services which are currently free of charge. The services targeted for charging during 2008/09 are:

- Mental Health Services
- Cornerstone Services
- Adult Placements
- Supporting People

##### **5.1 Mental Health Services**

There is a perceived inequity in the fact that people with Mental Health problems who attend Day Centres are not charged for those services whereas all other service user categories are charged for similar services.

Charging for mental health services is not straightforward. One of the difficulties is the fact that, since the Mental Health team is a joint Health and Social Services team, and all health services are free of charge, it will be difficult to ascertain what parts of the services provided, if any, can be charged for. Some of these services are delivered in buildings which belong to the Trust; we are seeking guidance as to whether the services delivered by a joint team within these buildings are potentially chargeable. In the meantime we are carrying out a consultation exercise to measure the impact of charges.

Approximately 100 people with Mental Health problems attend Day Centres. Of those people 25 are the subject of a compulsory Section 117 and, according to legislation, cannot be charged. The remaining number would be financially assessed. It is anticipated that the majority would be assessed as able to pay for the services they receive.

Assuming that the consultation exercise and the legal investigations into the possibility of charging are concluded satisfactorily, it is anticipated that charges could be implemented within six months.

## **5.2 Cornerstone Services**

The Cornerstone service is an in-house service provided to people with early onset dementia in the North of the County. It was originally developed in partnership with the Trust and others, with funding from a Welsh Office Grant. Because it was grant funded, it was free of charge. It has not been grant funded for some time. The inequity in this case is in the fact that people with similar needs in the South of the County will receive services from Denbighshire County Council Home Care and will be charged for that service.

There are approximately 25 service users, most of whom receive other services which are chargeable. Six of them pay the full cost of those services. Another six people have been financially assessed as nil payers, so any charge imposed for the Cornerstone service would not affect them at all. The remaining people have been financially assessed as able to pay towards the care they receive and their charges might increase if a charge were to be introduced for this service. However the actual impact of that charge would vary from person to person depending on the amount they are already paying for other services they receive.

It is intended to start charging for these services from April 2008.

## **5.3 Adult Placements**

Denbighshire County Council has only recently introduced the Adult Placement service. People placed in such settings will receive 24 hour support from their landlord, though they may also receive other services such as attending Day Centres or Work Opportunities. For the sake of consistency with Community Living arrangements, it is appropriate to charge for Adult Placements.

The majority of people who have been placed in these settings are in receipt of Independent Living Fund (ILF) and would not be charged. This is consistent with current practice. The few people who are currently not in receipt of ILF are already paying for other services and their charges would not increase.

The proposed charge is therefore being introduced to ensure equity and would apply to future placements. It would be the full cost of the service, approximately £20 per day at current costs. Only people with savings of above £22,000 would actually pay the full cost of £140 per week, most people would pay a figure closer to £75 per week for all the services they receive.

## **5.4 Supporting People**

Supporting People services include Wardens, Alarm monitoring, Housing Support and some domiciliary support. Denbighshire County Council has engaged a consultant to carry out a feasibility study into charging for these services. The

issue is that whilst a significant number of people are receiving Supporting People services, only a small minority could be charged.

People who, on the 1<sup>st</sup> April 2003, were in receipt of Transitional Housing Benefit, the precursor of Supporting People, cannot be charged. Those people are 'transitionally protected'. People who started to receive Supporting People services after that date, but who are in receipt of Housing Benefit, can also not be charged.

If charges are implemented, the numbers of people who can be charged in the first year of charging would be relatively small. Some of those people would also be receiving other services and would already be paying. It is possible that, taking into account their financial assessment, introducing a charge for Supporting People services would not increase the amount they would have to pay. However, as the numbers of people who could be charged would increase year on year, it becomes more viable to introduce charging. Charges for Supporting People services would vary between approximately £9 per week to £9.30 per hour, depending on the service received.

The potential income from charging for these services is very little, and may well only be realisable as a saving on the Supporting People grant to providers. That in itself is reason enough for charging in view of the likelihood of cuts to the Grant in future.

The recommendations are that we should introduce charging. We could apply charging for new tenants as soon as it is possible to implement – within the first few months of the financial year. We could then give consideration to charging existing tenants, who are not transitionally protected or in receipt of Housing Benefit, after a reasonable period of notice, this might require a further year.

## **5.5 Monitoring Impact of Introducing Charges**

Service users who are significantly affected will be identified and support will be offered in managing the transition including assistance from the Welfare Rights Unit, where appropriate.

Where people believe that the charge is causing them financial hardship the Department will encourage applications for a Waiver of Charges. If it appears to be necessary, additional Advisory Panels will be planned to ensure a 'fast track' approach to such waiver applications.

## **6 COST IMPLICATIONS**

### **6.1 Fees**

An increase of 4.5% on fees will cost approximately £719k to implement. This was originally identified within the budget pressures but because of the tight revenue budget settlement, fee increases of 3.75% were then proposed. However, the recent announcement that the Welsh Assembly Government intends to make grant payments towards preventative services has allowed the

Department to reconsider that proposal and is now able to offer 4.5% as originally intended.

## **6.2 Charges**

An increase of 4% on the charges made to Service Users should increase income by approximately £25,000. Increasing the range of services for which a charge is levied will, potentially, increase income by another £50,000 per year. The income raised from charging for Supporting People services is likely to be very little in the first year of charging but has the potential to save considerable costs in future and is therefore viable.

## **7 FINANCIAL CONTROLLER STATEMENT**

The widening of charges is necessary in view of the poor revenue budget settlement for 2008/09. The proposed increase in fees paid to care providers must be contained within the funding available to the Directorate. The increase at 4.5% can only be offered because additional specific grant funding has been made available to the Council.

## **8 CONSULTATION CARRIED OUT**

### **8.1 Fees**

The Department has discussed increasing fees by 3.75% with Care Forum Wales, representatives of the residential and nursing home owners and with the domiciliary providers at regular meetings. The intended fee increase fell short of what is requested by those providers. They believe that 3.75% increase would result in higher levels of 3<sup>rd</sup> party top up payments and the possible loss of capacity within the sector. The slightly higher increase of 4.5% may alleviate some of those concerns but still falls short of the 6.5% they had hoped to receive, a figure they feel is a stand still increase in view of their financial pressures.

### **8.2 Charges**

Consultation groups have been made aware of the proposed changes to the scope of the Charging Policy via the Consultation Group which meets with the Department on a regular basis. They were given two months to comment on the proposals and no adverse comments have been received. The issue of charging for Mental Health services requires further consultation and legal enquiries.

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

Fee levels in Social Services impact on the local economy, on job availability and business viability and therefore impacts on other policy areas.

Charges made to Service Users do not impact directly on other policy areas. The financial assessment process used follows the WAG Guidance on Fairer Charging and is designed to ensure that people are left with a reasonable income after charging. This is therefore compliant with our own Anti Poverty agenda.

## 10. ACTION PLAN

|  |              |
|--|--------------|
| Increased fees to Providers                        | April 2008   |
| Increases in charges for current services          | April 2008   |
| Introduction of charges for Mental Health Services | October 2008 |
| Introduction of charges for Cornerstones Services  | April 2008   |
| Introduction of charges for Adult Placements       | April 2008   |
| Introduction of charges for Supporting People      | April 2008   |

## 11. RECOMMENDATIONS

That the proposed fee levels for services provided in 2008/2009 are agreed for implementation from beginning April 2008.

That the proposed increases to charges are agreed for implementation in April 2008.

That the proposed introduction of charges for services which are currently free of charge are agreed for implementation during 2008.

**REPORT TO CABINET**

**CABINET MEMBER:** CLLR P J MARFLEET, LEAD MEMBER FOR MODERNISATION AND IMPROVEMENT

**DATE:** 19 FEBRUARY 2008

**SUBJECT:** MONITORING PERFORMANCE AGAINST THE AUTHORITY'S KEY PERFORMANCE INDICATORS

**1 DECISION SOUGHT**

- 1.1 That Cabinet consider the attached Quarterly Performance Report against the Authority's key performance indicators for the third quarter of 2007/08 (October, November, December 2007).
- 1.2 That Cabinet consider any issue arising from the report in greater depth as deemed necessary and agree where action needs to be taken in response to slippage against targets.

**2 REASON FOR SEEKING DECISION**

- 2.1 The Authority's key indicators are those which are included in the Improvement Plan 2007-10. These indicators reflect the Vision, the Council's Priorities, Directorate Priorities and areas of risk. The indicators are grouped under the themes of the Community Strategy which are also used in the Improvement Plan. Regular monitoring of key performance indicators ensures that priorities are being progressed, areas of risk improved and that any issues and barriers to improvement are highlighted. It is important that where necessary, action is taken as a result of monitoring performance.
- 2.2.1 Appendix 1 details performance in quarter 3 in comparison with the expected level of performance (the quarter 3 target). In most cases, the indicators are reported on a cumulative basis. This means that the performance shown in the Quarter 3 performance column is the combined performance of quarters 1, 2 and 3. Looking at performance in this way means that it is possible to monitor whether the Council is on track to meet the annual target.







Where the indicator was reported on a quarterly basis in 2006/07, performance this year has also been compared with performance in quarter 3 of the previous year. This figure is shown in brackets.

Where known, Denbighshire's performance and target for 2006/07 and the Welsh Median for 2006/07 are also included in Appendix 1 to provide further context around current levels of performance. Commentary and explanations for performance are noted in the line below.

2.2.2 The key issues arising from Appendix 1 are noted below:-

Overall Performance against Key performance indicators (Appendix 1)

**Is performance on target?**

| Has performance improved? |  | On target<br> | Slippage against the target but performance is within 10% of the target<br> | Slippage against the target and performance is more than 10% below target<br> |
|---------------------------|--|--|--|--|
|                           | Performance has improved since last year<br> | 14 indicators  | 4 indicators   | 1 indicators   |
|                           | Performance is the same as last year<br>    | 2 indicators   |  | 1 indicator  |
|                           | Performance is worse than last year<br>     | 3 indicators   |  | 2 indicators   |
|                           | No information on last year's performance  | 5 indicators   | 3 indicator  | 2 indicators   |

This means that of those indicators that have been reported for quarter 3:

- 43.2% of indicators are on target and performance has either improved or stayed the same as last year.
- 8.1% of indicators are on target but performance is worse than last year.
- 13.5% of indicators are not on target but performance has improved when compared to last year.
- 8.1% of indicators are not on target and performance is either worse or the same as last year.



- 13.5% of indicators are on target and it is not possible to compare performance with last year.
- 13.5% are not on target and it is not possible to compare performance with last year.

Overall:

- 65% of indicators are currently on target
- 35% of indicators are currently below target

Of the indicators which are not currently on target:

- 46% are more than 10% below target

### 2.3.1 Education Performance Indicators

Appendix 2 details performance against the National Strategic Performance Indicators for Education for the 2006/07 academic year where known and the performance against indicators for attendance and exclusions for the autumn term of the 2007/08 academic year.

Performance against the National Strategic Indicators is collected by the Local Government Data Unit on behalf of the Welsh Assembly Government. The data is released when it has been validated and therefore we do receive it all at the same time. This quarter's report contains the data that is currently available. The remaining data will be reported in the Quarter 4 report.

Attendance and exclusions have been highlighted as key areas for improvement in the Estyn Action Plan. For this reason, and to reflect the amended priority of school and educational improvement, termly performance by school type will be reported to Cabinet in the corporate quarterly performance report. It is not possible to report attainment performance indicators more often than annually as these are based on pupil assessment which only takes place once a year.

2.3.2 The key issues arising from Appendix 2 are noted below:

- Of the five national indicators reported, one has achieved the target set and four have not.
- Of these four indicators, two (attendance and attainment at Key Stage 2), have improved when compared to performance last year.
- Performance against secondary school attendance, attainment at Key Stage 2 and average external points score are below the Welsh Average for 2006/07. Performance at Key Stage 3 and the % of all pupils leaving without a recognised qualification are above the Welsh Average.

### **3 POWER TO MAKE A DECISION**

Performance management and monitoring 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 may be cost implications to the achievement of some performance indicator targets. There are no staffing implications.

### **5 FINANCIAL CONTROLLER STATEMENT**

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

### **6 CONSULTATION CARRIED OUT**

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

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

#### **7.1 The Vision**

The key indicators reflect the Vision and therefore performance in these indicators will affect the Authority's ability to achieve it.

#### **7.2 Other Policy Areas Including Corporate**







Performance indicators impact upon all policy areas including corporate and can provide information on the effectiveness of current policy.

### **8 ACTION**

| <b>Action</b>  | <b>Responsibility</b>    | <b>Deadline</b>        |
|--|--------------------------|------------------------|
| To explore and address the reasons for below target performance in quarter 3 of 2007/08 at Departmental Team Meetings, Directorate Team meetings and CET | CET and Heads of Service | 31 <sup>st</sup> March |

### **9 RECOMMENDATIONS**









9.1 That Members consider the Quarterly Performance Report against the Improvement Plan and identify any issues which require further discussion and/or remedial action. It is recommended that particular attention is paid to those indicators that are not currently on target.







| Indicator Reference  | Type of Indicator   | Description  | Responsible Member & Officer | Welsh Median 06/07 | 2006/07 Annual Target | 2006/07 Data | 2007/08 Annual Target | Qtr 1 data   | Qtr 2 data cumulative | Qtr 3 data cumulative                      | Qtr 3 target cumulative | Performance   | Improvement?  |   |
|--|---|--|------------------------------|--------------------|-----------------------|--------------|-----------------------|--------------|-----------------------|--|-------------------------|---|---|---|
| PERFORMANCE KEY: Symbol denotes progress against 07/08 Targets   |  | SLIPPAGE AGAINST THE TARGET AND PERFORMANCE IS MORE THAN 10% BELOW TARGET  |                              |                    |                       |              |                       |              |                       |  |                         |   |   |   |
|  |  | SLIPPAGE AGAINST THE TARGET BUT PERFORMANCE IS WITHIN 10% OF THE TARGET  |                              |                    |                       |              |                       |              |                       |  |                         |   |   |   |
|  |  | ON TARGET  |                              |                    |                       |              |                       |              |                       |  |                         |   |   |   |
| <b>NOTE: Where a figure has been entered in brackets this represents performance in the previous year, 2006/07</b> |   |  |                              |                    |                       |              |                       |              |                       |  |                         |   |   |   |
| <b>CHILDREN AND YOUNG PEOPLE</b>   |   |  |                              |                    |                       |              |                       |              |                       |  |                         |   |   |   |
| SCC/S/001  | NATIONAL STRATEGIC INDICATOR  | a) % of first placements of looked after children during the year that began with a care plan in place.  | Cllr P Dobb, Nicola Francis  | 93.7%              | a) 90%                | 88.89%       | 95%                   | 73.46% (60%) | 84% (75%)             | 89% (no figure reported for qtr 3 2006/07) | 95%                     |  | N/A   |   |
|  |   | Systems have been established with a view to securing 100% performance in quarter 4. This will help improve the overall performance.                     |                              |                    |                       |              |                       |              |                       |  |                         |   |   |   |
|  |   | b) For those children looked after whose second review (due at 4 months) was due in the year, the percentage with a plan for permanence at the due date. | Cllr P Dobb, Nicola Francis  | 96.60%             | 100%                  | 100%         | 100%                  | 100%         | 100%                  | 100% (38.46%)                              | 96% (93%)               | 100%  |  |  |
|  |   | One case was not completed in time. The reasons for this have been reviewed. All other cases are compliant.  |                              |                    |                       |              |                       |              |                       |  |                         |   |   |   |

| Indicator Reference   | Type of Indicator            | Description  | Responsible Member & Officer | Welsh Median 06/07 | 2006/07 Annual Target | 2006/07 Data | 2007/08 Annual Target | Qtr 1 data    | Qtr 2 data cumulative | Qtr 3 data cumulative  | Qtr 3 target cumulative | Performance | Improvement?   |
|---|------------------------------|--|------------------------------|--------------------|-----------------------|--------------|-----------------------|---------------|-----------------------|------------------------|-------------------------|-------------|----------------|
| SCC/S/002   | NATIONAL STRATEGIC INDICATOR | The percentage of children looked after at 31 March who have experienced one or more change of school, during a period or periods of being looked after, which were not due to transitional arrangements, in the 12 months to 31 March | Cllr P Dobb, Nicola Francis  | 14.1%              | 10.0%                 | 17.7%        | <15%                  | 4.16% (1.9%)  | 12.5% (5.32%)         | <b>16.66%</b> (11.34%) | <11.25%                 | ☹           | N/A - see note |
| All moves are considered and agreed as part of a specific planning meeting, or via a Looked After Child Review. The indicator includes positive moves (e.g. as part of an adoption plan). Moves are also reviewed each month by Children's Services Performance and Quality Management Group. |                              |  |                              |                    |                       |              |                       |               |                       |                        |                         |             |                |
| SCC/C/004   | NATIONAL CORE SET INDICATOR  | % of children looked after on 31 March who have had three or more placements during the year.  | Cllr P Dobb, Nicola Francis  | 10.1%              | <17%                  | 7.1%         | <10%                  | 0.71% (2.78%) | 1.57% (5.52%)         | <b>3.78%</b> (8.5%)    | <10%                    | ☺           | ↑              |
| <b>HEALTH, SOCIAL CARE AND WELL-BEING</b>   |                              |  |                              |                    |                       |              |                       |               |                       |                        |                         |             |                |
| SCA/S/001   | NATIONAL STRATEGIC INDICATOR | SCA/S/001 The rate of delayed transfers of care per 1000 population aged 75 or over  | Cllr P A Dobb, Neil Ayling   | 6.96               | <2.53                 | 0.72         | <1.5%                 | 0 (0.41)      | 0.41 (0.62)           | <b>0.92</b> (0.62)     | <1.5%                   | ☺           | ↓              |

| Indicator Reference  | Type of Indicator            | Description   | Responsible Member & Officer | Welsh Median 06/07 | 2006/07 Annual Target | 2006/07 Data | 2007/08 Annual Target | Qtr 1 data        | Qtr 2 data cumulative | Qtr 3 data cumulative       | Qtr 3 target cumulative | Performance | Improvement? |
|--|------------------------------|---|------------------------------|--------------------|-----------------------|--------------|-----------------------|-------------------|-----------------------|-----------------------------|-------------------------|-------------|--------------|
| SCA/S/002  | NATIONAL STRATEGIC INDICATOR | 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   | 85.72              | 65                    | 77.42        | 85.00                 | 73.48 (66.55)     | 73.26 (72.73)         | <b>74.73</b> (74.27)        | 80%                     | ☺           | ↑            |
|  |                              | A project group has been set up to ensure that all relevant data for this indicator is being captured. An improvement action plan has been developed. |                              |                    |                       |              |                       |                   |                       |                             |                         |             |              |
|  |                              | b) Whom the authority supports in care homes per 1,000 population aged 65 or over   | Cllr P A Dobb, Neil Ayling   | 26.45              | <41                   | 31.17        | <31                   | 29.79 (31.11)     | 29.72 (29.72)         | <b>30.02</b> (30.75)        | <31                     | ☺           | ⇒            |
| It is anticipated that the year end target will be met.  |                              |   |                              |                    |                       |              |                       |                   |                       |                             |                         |             |              |
| HHA/S/001  | NATIONAL STRATEGIC INDICATOR | a) The number of homeless families with children who have used bed and breakfast accommodation during the year, except in emergencies                 | Cllr G Rowlands, Paul Quirk  | 31                 | 35                    | 0            | 25                    | 0 (0)             | 0 (0)                 | <b>0</b> (0)                | 18.75                   | ☺           | ⇒            |
|  |                              | b) The average number of days all homeless households spend in temporary accommodation  |                              | 102 days           | 120 days              | 105 days     | 120 days              | 97 days (80 days) | 119 days (123 days)   | <b>93.84 days</b> (71 days) | 120 days                | ☺           | ↑            |
| Performance in the third quarter was 69.49 days. This has improved the cumulative performance of this indicator. |                              |   |                              |                    |                       |              |                       |                   |                       |                             |                         |             |              |

| Indicator Reference   | Type of Indicator            | Description   | Responsible Member & Officer  | Welsh Median 06/07   | 2006/07 Annual Target | 2006/07 Data | 2007/08 Annual Target | Qtr 1 data          | Qtr 2 data cumulative  | Qtr 3 data cumulative      | Qtr 3 target cumulative | Performance | Improvement?        |
|---|------------------------------|---|-------------------------------|----------------------|-----------------------|--------------|-----------------------|---------------------|------------------------|----------------------------|-------------------------|-------------|---------------------|
| HHA/S/002   | NATIONAL STRATEGIC INDICATOR | The average number of working days between homeless presentation and discharge of duty for households found to be statutory homeless.                   | Cllr G Rowlands, Paul Quirk   | 88                   | 100 days              | 138 days     | 150 days              | 107 days (118 days) | 133.19 days (168 days) | <b>141 days</b> (132 days) | 150 days                | ☺           | ↓                   |
| LPI   | LOCAL INDICATOR              | The number of formal homelessness decisions taken   | Cllr G Rowlands, Paul Quirk   | N/A                  | 500                   | 311          | 450                   | 70                  | 133                    | <b>175</b>                 | 338                     | ☺           | N/A - New indicator |
| This is measure of homelessness prevention.   |                              |   |                               |                      |                       |              |                       |                     |                        |                            |                         |             |                     |
| HHA/C/013   | NATIONAL CORE SET INDICATOR  | % of all potentially homeless households for whom homelessness was prevented for at least 6 months  | Cllr G Rowlands, Paul Quirk   | N/A - New PI 2007/08 |                       |              | 65%                   | 98%                 | 98%                    | <b>98%</b>                 | 65%                     | ☺           | N/A - New indicator |
| LPI   | LOCAL INDICATOR              | The number of affordable housing units granted planning permission as a percentage of all new housing units granted planning permission during the year | Cllr M German, Graham Boase   | N/A - New PI 2007/08 |                       |              | 18%                   | 3%                  | 1.4%                   | <b>15.0%</b>               | 18%                     | ☹           | N/A - New indicator |
| Between April and December of 2007 Denbighshire approved 46 planning applications relating to new build and conversions. These 46 planning applications provided for 124 housing units in total, 19 of which were affordable. A performance of 15% against all planning applications. Denbighshire's SPG on Affordable Housing provides a guidance that a provision of 30% affordable housing should be provided on sites of 3 or more dwellings. During the same period 8 planning applications relating to sites of 3 or more dwellings were approved. These 8 planning applications accumulated a total of 76 dwelling units; 17 of which were affordable. A performance of 22% against planning applications of 3 or more dwellings. In addition to the above figures, at the time of writing this report, there are 22 planning applications that are pending, subject to a Section 106 Agreement. These applications have been approved by the planning committee but they will be 'pending' until a Section 106 Agreement has been signed. Many of these pending applications will have an element of affordable housing built into the legal agreement. |                              |   |                               |                      |                       |              |                       |                     |                        |                            |                         |             |                     |
| LPI   | LOCAL INDICATOR              | % of licensed HMOs which have received an initial inspection under the Housing Health Safety rating system  | Cllr G Rowlands, Graham Boase | N/A - New PI 2007/08 |                       |              | 50%                   | 25%                 | 44%                    | <b>60%</b>                 | 25%                     | ☺           | N/A - New indicator |

| Indicator Reference  | Type of Indicator                               | Description  | Responsible Member & Officer | Welsh Median 06/07 | 2006/07 Annual Target | 2006/07 Data | 2007/08 Annual Target | Qtr 1 data    | Qtr 2 data cumulative | Qtr 3 data cumulative | Qtr 3 target cumulative | Performance   | Improvement?  |
|--|---|--|------------------------------|--------------------|-----------------------|--------------|-----------------------|---------------|-----------------------|-----------------------|-------------------------|---|---|
| PPN/S/001bii   | NATIONAL STRATEGIC INDICATOR                    | % of high risk businesses that were liable to a programmed inspection or alternative inspection activity that were inspected/subject to alternative enforcement activity for: Food Hygiene | Cllr E Edwards, Graham Boase | 100%               | 70.0%                 | 78.0%        | 85.0%                 | 12.52% (8.7%) | 27.6% (16.60%)        | <b>49.5%</b> (42%)    | 63.75%                  |  |  |
| In this quarter 119 high risk premises were inspected. This gives a cumulative performance of just under 50% for the first 9 months. However, over 100 premises which were identified at the beginning of the year as requiring an inspection, are now no longer trading. If this number was taken out of the denominator figure this would give a cumulative performance of around 60%. It is projected that the 85% inspection rate will be achieved by the end of the fourth quarter. |   |  |                              |                    |                       |              |                       |               |                       |                       |                         |   |   |
| LCS/C/001 (NEW)  | NATIONAL CORE SET INDICATOR                     | a) The number of visits to indoor sports facilities per 1,000 population   | Cllr G Kensler, Tony Hughes  | 7458               | 4550                  | 7467         | 7500                  | 1986          | 4435 (4657)           | <b>6038</b> (6410)    | 5625                    |  |  |
|  |   | b) The number of visits to outdoor sports facilities per 1,000 population  | Cllr G Kensler, Tony Hughes  | 671                | 1950                  | 2287         | 2300                  | 575 (127)     | 1150 (975)            | <b>1855</b> (1462.5)  | 1725                    |  |  |
|  | LOCAL INDICATOR - FORMER LOCAL POLICY AGREEMENT | Number participating in health walks   | Cllr G Kensler, Tony Hughes  | N/A                | 5100                  | 6397         | 5500                  | 2200 (1183)   | 3972 (2388)           | <b>4812</b> (4386)    | 4125                    |  |  |






| Indicator Reference                | Type of Indicator            | Description  | Responsible Member & Officer | Welsh Median 06/07        | 2006/07 Annual Target | 2006/07 Data | 2007/08 Annual Target | Qtr 1 data     | Qtr 2 data cumulative | Qtr 3 data cumulative | Qtr 3 target cumulative | Performance   | Improvement?  |
|------------------------------------|------------------------------|--|------------------------------|---------------------------|-----------------------|--------------|-----------------------|----------------|-----------------------|-----------------------|-------------------------|---|---|
| <b>ENVIRONMENT AND COUNTRYSIDE</b> |                              |  |                              |                           |                       |              |                       |                |                       |                       |                         |   |   |
| WMT/S/001b                         | NATIONAL STRATEGIC INDICATOR | i) The percentage of municipal waste reused and/or recycled  | Cllr M German, Steve Parker  | 18.04%                    | 15%                   | 16.91%       | 17.5%                 | 13.5% (12.4%)  | 12.9% (13.73)         | <b>12.7%</b> (15.12%) | 17.5%                   |  |  |
|                                    |                              | Performance is significantly lower than that by the third quarter of last year.  |                              |                           |                       |              |                       |                |                       |                       |                         |   |   |
| WMT/C/007                          | NATIONAL CORE SET INDICATOR  | ii) The percentage of municipal waste composted or treated biologically  | Cllr M German, Steve Parker  | 8.48%                     | 10.00%                | 9.20%        | 12.5%                 | 12.5% (11.90%) | 13.3% (11.66%)        | <b>11.6%</b> (10.38%) | 12.5%                   |  |  |
|                                    |                              | This indicator was not previously calculated on a quarterly basis  |                              |                           |                       |              |                       |                |                       |                       |                         |   |   |
| WMT/C/007                          | NATIONAL CORE SET INDICATOR  | % of municipal waste received at all household waste amenity sites that is reused, recycled or composted   | Cllr M German, Steve Parker  | 49.87%                    | N/A                   | 40.32%       | 50.50%                | 34.10%         | 34.60%                | <b>33.00%</b>         | 50.50%                  |  | N/A   |
| STS/C/005 (NEW)                    | NATIONAL CORE SET INDICATOR  | a) Cleanliness Index   | Cllr M German, Steve Parker  | N/A new indicator 2007/08 |                       |              | Grade B               | Grade B        | Grade B               | <b>Grade B</b>        | Grade B                 |  | N/A - New indicator   |
|                                    |                              | <p>The cleanliness index denotes the overall standard of cleanliness of adopted highways and relevant land. The index is represented by a series of grades as defined in the Code of Practice on Litter and Refuse (2007), where:</p> <p>Grade A No litter or refuse</p> <p>Grade B+ No more than 3 small pieces of litter</p> <p>Grade B Predominately free of litter and refuse apart from some small items</p> <p>Grade C Widespread Distribution of litter and/or refuse with minor accumulations</p> <p>Grade D Heavily Affected by litter and/or refuse with significant accumulations</p> <p>The grade awarded is based on 6 bi-monthly surveys based on inspections of 2% of adopted highways and relevant land of an authority and one annual independent survey based on a 6% sample of the network undertaken by Keep Wales Tidy.</p> |                              |                           |                       |              |                       |                |                       |                       |                         |   |   |









| Indicator Reference  | Type of Indicator            | Description   | Responsible Member & Officer  | Welsh Median 06/07 | 2006/07 Annual Target | 2006/07 Data | 2007/08 Annual Target | Qtr 1 data                     | Qtr 2 data cumulative | Qtr 3 data cumulative | Qtr 3 target cumulative | Performance | Improvement? |
|--|------------------------------|---|-------------------------------|--------------------|-----------------------|--------------|-----------------------|--------------------------------|-----------------------|-----------------------|-------------------------|-------------|--------------|
|  |                              | b) The percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness | Cllr M German, Steve Parker   | 95.20%             | 93.00%                | 93.20%       | 93.00%                | 93.00%                         | 93% (90.30%)          | <b>93.6%</b> (91.8%)  | 93.00%                  | ☺           | ↑            |
| This is calculated using the same method as above. But where part a takes an average, part b defines how many of the roads assessed scored Grade B or above.   |                              |   |                               |                    |                       |              |                       |                                |                       |                       |                         |             |              |
| LPI  | LOCAL INDICATOR              | Number of enforcement actions taken for dog fouling/litter/fly tipping/abandoned cars, etc                | Cllr E Edwards, Graham Boase  | N/A                | 150                   | 239          | 200                   | 49 (65)                        | 122 (95)              | <b>236</b> (127)      | 100                     | ☺           | ↑            |
| EEF/S/001b   | NATIONAL STRATEGIC INDICATOR | b) i) Percentage change in energy use in the housing stock  | Cllr G Rowlands, Graham Boase | 7.80%              | 12% reduction by 2007 | 7.85%        | 2% reduction          | <b>9.79%</b> (1.94% reduction) |                       |                       | ☹                       | ↑           |              |
|  |                              | b) ii) Percentage change in carbon dioxide in the housing stock   |                               | 6.36%              |                       | 6.75%        |                       | <b>8.17%</b> (1.42% reduction) |                       |                       | ☹                       | →           |              |
| The figures reported for 2007/08 actually relate to performance in 2006/07. The definition of the indicator says that performance should be reported against the baseline figure from 2004/05 and not on a year on year basis. Therefore the total reduction since 2004/05 is shown. The reduction for 2006/07 is shown in brackets. This indicator is complicated to calculate and is not considered an accurate measurement of our energy use. |                              |   |                               |                    |                       |              |                       |                                |                       |                       |                         |             |              |

| Indicator Reference   | Type of Indicator | Description  | Responsible Member & Officer   | Welsh Median 06/07 | 2006/07 Annual Target          | 2006/07 Data                   | 2007/08 Annual Target          | Qtr 1 data                      | Qtr 2 data cumulative                  | Qtr 3 data cumulative                     | Qtr 3 target cumulative | Performance | Improvement? |
|---|-------------------|--|--------------------------------|--------------------|--------------------------------|--------------------------------|--------------------------------|---------------------------------|--|---|-------------------------|-------------|--------------|
| <b>COMMUNITY SAFETY</b>   |                   |  |                                |                    |                                |                                |                                |                                 |  |   |                         |             |              |
| LPI   | LOCAL INDICATOR   | Levels of violent crime  | Cllr E Edwards<br>Graham Boase | N/A                | 15% decrease                   | 18% increase                   | 5% decrease                    | 29% decrease                    | 32% decrease                           | <b>31% decrease</b>                       | 5% decrease             | ☺           | ↑            |
| Overall there has been a decrease in violent crime for the first 3 quarters from 1995 incidents in 2006/07 to 1372 incidents in 2007/08   |                   |  |                                |                    |                                |                                |                                |                                 |  |   |                         |             |              |
| LPI   | LOCAL INDICATOR   | Levels of crime linked to licensed premises  | Cllr E Edwards<br>Graham Boase | N/A                | 20% decrease                   | 14% decrease (547 incidents)   | 5% decrease (520 incidents)    | 37% decrease                    | 26% decrease - 223 incidents to date   | <b>17% decrease 353 incidents to date</b> | 5% decrease             | ☺           | ↑            |
| LPI   | LOCAL INDICATOR   | The failure rate of test purchases to on and off licensed premises                           | Cllr E Edwards<br>Graham Boase | N/A                | 5% decrease (44% failure rate) | 7% decrease (42% failure rate) | 5% decrease (35% failure rate) | 0 no test purchases carried out | 28% failure rate (75% failure rate)    | <b>28% failure rate</b>                   | 35% failure rate        | ☺           | ↑            |
| 14 test purchases were carried out in the quarter to off licences, which resulted in 4 off licences illegally selling alcohol to a junior. This gives a failure rate of 28% which is a positive as it is below our target of 35%. |                   |  |                                |                    |                                |                                |                                |                                 |  |   |                         |             |              |
| LPI   | LOCAL INDICATOR   | Levels of criminal damage  | Cllr E Edwards<br>Graham Boase | N/A                | N/A new indicator 2006/07      | 2020 incidents                 | 5% decrease                    | 25% decrease (374 incidents)    | 27.8% decrease - 841 incidents to date | <b>18% decrease</b>                       | 5% decrease             | ☺           | ↑            |
| LPI   | LOCAL INDICATOR   | % increase in the number of Fixed Penalty Notices issued in relation to environmental issues | Cllr E Edwards<br>Graham Boase | N/A                | N/A                            | 239                            | 10% increase                   | 32% increase                    | 17% increase                           | <b>4% decrease</b>                        | 10% increase            | ☺           | ↑            |
| By the end of quarter 3 in 2006/07 48 FPNs had been issued compared with 46 in the first three quarters of 2007/08  |                   |  |                                |                    |                                |                                |                                |                                 |  |   |                         |             |              |







| Indicator Reference        | Type of Indicator           | Description  | Responsible Member & Officer     | Welsh Median 06/07 | 2006/07 Annual Target | 2006/07 Data | 2007/08 Annual Target      | Qtr 1 data | Qtr 2 data cumulative | Qtr 3 data cumulative | Qtr 3 target cumulative | Performance | Improvement? |
|----------------------------|-----------------------------|--|----------------------------------|--------------------|-----------------------|--------------|----------------------------|------------|-----------------------|-----------------------|-------------------------|-------------|--------------|
| LPI                        | LOCAL INDICATOR             | Number of young people taking Pass Plus driver training for new drivers  | Cllr E Edwards<br>Graham Boase   | N/A                | 130                   | 116          | 122                        | 62         | 113                   | <b>174</b>            | 91.5                    | ☺           | ↑            |
| <b>ECONOMIC PROSPERITY</b> |                             |  |                                  |                    |                       |              |                            |            |                       |                       |                         |             |              |
| LPI                        | LOCAL INDICATOR             | Rhyl Going forward targets: No of hectares developed   | Cllr G Rowlands,<br>Gareth Evans | N/A                | N/A                   | N/A          | 3.23 by the end of 2007/08 | 1.28       | 3.23                  | <b>3.23</b>           | 2.42                    | ☺           | N/A          |
|                            |                             | Number of large sites developed  | Cllr G Rowlands,<br>Gareth Evans | N/A                | N/A                   | N/A          | 2 by the end of 2007/08    | 1          | 2                     | <b>2</b>              | 1.5                     |             |              |
|                            |                             | Number of jobs accommodated  | Cllr G Rowlands,<br>Gareth Evans | N/A                | N/A                   | N/A          | 10 by the end of 2007/08   | 5          | 5                     | <b>5</b>              | 5                       |             |              |
| LPI                        | Local Performance Indicator | Number of (under 25s) young people to have taken up the scheme for improving recruitment and retention in Denbighshire | Cllr J Smith,<br>Linda Atkin     | N/A                | 35                    | 49           | 50                         | 49<br>(34) | 54 (46)               | <b>55</b> (51)        | 50                      | ☺           | ↑            |

| Indicator Reference      | Type of Indicator           | Description  | Responsible Member & Officer | Welsh Median 06/07 | 2006/07 Annual Target | 2006/07 Data          | 2007/08 Annual Target | Qtr 1 data           | Qtr 2 data cumulative | Qtr 3 data cumulative        | Qtr 3 target cumulative | Performance   | Improvement?  |
|--------------------------|-----------------------------|--|------------------------------|--------------------|-----------------------|-----------------------|-----------------------|----------------------|-----------------------|------------------------------|-------------------------|---|---|
| <b>A DYNAMIC COUNCIL</b> |                             |  |                              |                    |                       |                       |                       |                      |                       |                              |                         |   |   |
| CHR/C/002                | NATIONAL CORE SET INDICATOR | The number of working days/shifts per full time equivalent (FTE) local authority employees lost due to sickness absence (cumulative) | Cllr J Smith, Linda Atkin    | 10.6 days          | 10.0 days             | 10 days               | 9 days                | 2.8 days (2.55 days) | 5.10 days (4.49 days) | <b>8.58 days</b> (7.43 days) | 6.75 days               |  |  |
| LPI                      | LOCAL INDICATOR             | The percentage of staff who have had a performance appraisal in the last year.   | Cllr J Smith, Linda Atkin    | N/A                | New indicator 2006/07 | New indicator 2006/07 | 100%                  | 49.50%               | 61.42%                | <b>68.55%</b>                | 100%                    |  | N/A - not collected till Qtr 4 2006/07  |
| LPI                      | LOCAL INDICATOR             | The percentage of senior management positions filled by women - PO3 and above.   | Cllr J Smith, Linda Atkin    | N/A                | 40%                   | 42.60%                | 43.00%                | 42.02% (43.9%)       | 44.02% (46.50%)       | <b>45.73%</b> (43%)          | 43.00%                  |  |  |

| PERFORMANCE KEY: Symbol denotes progress against 07/08 Targets |  | TARGET MISSED AND PERFORMANCE IS MORE THAN 10% BELOW TARGET |                              | IMPROVEMENT KEY: Symbol shows if performance has improved since qtr 2 in 2006/07 |  | PERFORMANCE IS WORSE THAN LAST YEAR                 |                     |  |   |             |              |
|--|---|---|------------------------------|--|---|---|---------------------|--|---|-------------|--------------|
|  |  | TARGET MISSED BUT PERFORMANCE IS WITHIN 10% OF THE TARGET   |                              |  |  | PERFORMANCE IS SAME AS LAST YEAR                    |                     |  |   |             |              |
|  |  | TARGET ACHIEVED   |                              |  |  | PERFORMANCE HAS IMPROVED SINCE LAST YEAR            |                     |  |   |             |              |
| Indicator Reference  | Type of Indicator   | Description   | Responsible Member & Officer | Welsh Median 06/07   | 2006/07 Annual Target   | 2006/07 Data (relates to the 2005/06 academic year) | Welsh Average 07/08 | 2007/08 Annual Target (relates to the 2006/07 academic year) | 2007/08 data (relates to the 2006/07 academic year) | Performance | Improvement? |

### Education National Strategic Performance Indicators - Annual reporting

#### LIFELONG LEARNING

|           |                              |   |                        |        |        |        |        |        |               |   |   |
|-----------|------------------------------|---|------------------------|--------|--------|--------|--------|--------|---------------|---|---|
| EDU/S/001 | NATIONAL STRATEGIC INDICATOR | Percentage of pupil attendance in secondary schools   | Cllr H Evans, M Mehmet | 90.08% | 91.50% | 89.37% | 90.70% | 91.20% | <b>89.90%</b> |    |    |
|           |                              | Performance has improved when compared to last year, but was still below the target set. The Welsh average for 2006/07 is 90.7%, therefore our performance is below the Welsh average.  |                        |        |        |        |        |        |               |   |   |
| EDU/S/002 | NATIONAL STRATEGIC INDICATOR | ib) % of all pupils in any local authority maintained learning setting, who attain the age of 16 during the school year and leave full-time education, training or work based learning without an approved external qualification | Cllr H Evans, M Mehmet | 1.93%  | 2%     | 2.64%  | 1.70%  | 2.20%  | <b>1.60%</b>  |   |   |
| EDU/S/003 | NATIONAL STRATEGIC INDICATOR | % of pupils eligible for assessment at the end of Key Stage 2, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment  | Cllr H Evans, M Mehmet | 74.15% | 72%    | 71.27% | 74.10% | 74.00% | <b>73.20%</b> |  |  |
|           |                              | Performance has improved when compared to last year, but was still below the target set. The Welsh average for 2006/07 is 74.1%, therefore our performance is below the Welsh Average.  |                        |        |        |        |        |        |               |   |   |

| Indicator Reference                             | Type of Indicator            | Description  | Responsible Member & Officer | Welsh Median 06/07 | 2006/07 Annual Target | 2006/07 Data (relates to the 2005/06 academic year) | Welsh Average 07/08 | 2007/08 Annual Target (relates to the 2006/07 academic year) | 2007/08 data (relates to the 2006/07 academic year) | Performance | Improvement? |
|---|------------------------------|--|------------------------------|--------------------|-----------------------|---|---------------------|--|---|-------------|--------------|
| EDU/S/004                                       | NATIONAL STRATEGIC INDICATOR | % of pupils eligible for assessment at the end of KS3, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment | Cllr H Evans, M Mehmet       | 58.61%             | 60.0%                 | 58.67%  | 56.70%              | 60.00%   | <b>57.40%</b>                                       | ☺           | ↓            |
|   |                              | Performance at Key Stage 3 has declined by 1.27% when compared to last year, however performance is above the Welsh average.   |                              |                    |                       |   |                     |  |   |             |              |
| EDU/S/011 (New indicator - similar to EDU/S/05) | NATIONAL STRATEGIC INDICATOR | The average external qualifications point score for 16 year olds, in learning settings maintained by the local authority.  | Cllr H Evans, M Mehmet       | 334                | None set              | 313   | 343.5               | 324  | <b>311.5</b>  | ☹           | ↓            |
|   |                              | Performance has not met the target set, has dropped by 1.5 points from the previous year and is significantly lower than the Welsh average.                                    |                              |                    |                       |   |                     |  |   |             |              |

| Education Local Performance Indicators - Termly reporting  |   |                              |   |                                     |                            |                              |   |                     |  |
|--|---|------------------------------|---|-------------------------------------|----------------------------|------------------------------|---|---------------------|--|
| <b>Note: Performance is judged against the annual target because termly targets have not been set.</b> |   |                              |   |                                     |                            |                              |   |                     |  |
| Type of Indicator  | Description   | Responsible Member & Officer | 2006/07 Academic Year all Wales average | 2006/07 Academic Year Annual Target | 2006/07 Academic Year data | 2007/08 Academic Year Target | Autumn Term 2007/08 academic year performance | Performance         | Improvement?   |
| Local Indicator (based on national indicator EDU/001)  | % of attendance, those present or on approved educational activities in secondary schools by term | Clr H Evans, M Mehmet        | 89.90%                                  | 91.30%                              | 89.90%                     | 91.0%                        | <b>91.30%</b>                                 | ☺                   | N/A - attendance figures not previously collected on a monthly basis |
|  | Performance in the first term of the 2007/08 academic year is on target                           |                              |   |                                     |                            |                              |   |                     |  |
| Local Indicator (based on national indicator EDU/007)  | % of attendance, those present or on approved educational activities in primary schools by term   | Clr H Evans, M Mehmet        | Not available till qtr 4                | 94.00%                              | Not available till qtr 4   | 93.50%                       | <b>94.30%</b>                                 | ☺                   | N/A  |
|  | Performance in the first term of the 2007/08 academic year is on target                           |                              |   |                                     |                            |                              |   |                     |  |
| Local Indicator  | % of attendance, those present or on approved educational activities in special schools by term   | Clr H Evans, M Mehmet        | N/A - data not collected nationally     | None set                            | Not collected              | None set                     | <b>93.60%</b>                                 | N/A - no target set | N/A  |
| Local Indicator (based on national indicator EDU008)   | Number of pupils permanently excluded from secondary schools during the year per 1,000 population | Clr H Evans, M Mehmet        | Not available till qtr 4                | 1                                   | Not available till qtr 4   | 1.5 - 10 pupils              | <b>0.3 - 2 pupils</b>                         | ☺                   | ↑  |

|   |   |                        |                                     |          |                          |          |   |   |   |
|---|---|------------------------|-------------------------------------|----------|--------------------------|----------|---|---|---|
| Local Indicator(based on national indicator EDU008) | Number of pupils permanently excluded from primary schools during the year per 1,000 population                       | Cllr H Evans, M Mehmet | Not available till qtr 4            | 0.1      | Not available till qtr 4 | 0.1      | 0 | ☺ | ➡ |
| Local Indicator                                     | Number of pupils permanently excluded from special schools during the year per 1,000 population                       | Cllr H Evans, M Mehmet | N/A - data not collected nationally | None set | 0                        | None set | 0 | ☺ | ➡ |
|   | No targets have been set against this indicator, but it is very rare for a pupil to be excluded from a special school |                        |                                     |          |                          |          |   |   |   |



**REPORT TO CABINET**

**CABINET MEMBER:** Councillor G O Rowlands, Lead Member for Housing & Regeneration

**DATE:** 19th February 2008

**SUBJECT:** Housing Revenue Account Budget & Capital Plan Report 2007 / 2008

**1 DECISION SOUGHT**

Members note the latest financial forecast position 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**

Housing Revenue Budget 2007/08

- The latest figures show that the HRA will generate a surplus of £804k by the end of the financial year, which is £28k higher than the planned surplus.
- There has been very little movement in the revenue budget situation from last month, the only changes are within Housing Management where some costs have transferred from non-HRA Housing (approximately £12k).
- The forecast over spend on Repairs and Maintenance of £48k is as a result of repair works on garages. Also within the R&M budget, £100k of expenditure has been capitalised as part of the wider housing improvement programme. This has a revenue impact on the capital financing charge of approximately £5k.
- The capitalised repair works are those that would eventually have been completed as part of the improvement programme.
- Rental income remains broadly on target and the forecast is very similar to last month.

- Income projections on leased properties are less than the original budget because there are fewer properties than planned in the scheme.

#### Housing Stock Business Plan (HSBP)

- The HSBP has been updated for 2008/09 and a separate report is before Cabinet for approval. In summary, the Plan has been updated for the latest Determinations and many other variants and still remains viable.
- There have been 12 sales under the 'Right to Buy' scheme so far this year. The forecast in the HSBP was originally 25 but if the pattern remains constant then 15 sales may be achieved. The Business Plan has now been amended to account for 15 sales annually from now on.
- The current council housing stock stands at 3,473.

#### Housing Capital Plan

- Achievements to the end of December on the major contracts are as follows (the figures quoted in brackets are those that were reported to the end of November 2007):

|                      |                                    |
|----------------------|------------------------------------|
| Major Refurbishments | 291 completions (270)              |
| Window s contract    | 2,701 properties completed (2,625) |
| Heating contract     | 1,019 properties completed (966)   |

- The current major refurbishment contract continues to progress well with 291 properties now having been completed. The HSBP had allowed for £2m slippage from previous years to be recovered over the current and next financial year but most of that slippage should now be recovered in the current year.
- The number of completions so far this year already exceeds the target in the HSBP (which is 248) and is likely to be over 400 by the end of the year.
- The table below shows an extract from the original HSBP and the level of planned works in each year. There was £2.430m slippage in the first two years but it is estimated that the planned expenditure will be exceeded in the current and next year by £2.468m. The excess is as a result of additional DFG works (see below).

|                            | <b>2005.06</b> | <b>2006.07</b> | <b>2007.08</b> | <b>2008.09</b> | <b>Total</b> |
|----------------------------|----------------|----------------|----------------|----------------|--------------|
|                            | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b> |
| HSBP Plan Costs*           | 7,299          | 7,412          | 7,528          | 7,646          | 29,885       |
| Actual Costs               | 6,071          | 6,210          | 9,727          | 7,915          | 29,923       |
| <b>Slippage/(Catch-up)</b> | <b>1,228</b>   | <b>1,202</b>   | <b>(2,199)</b> | <b>(269)</b>   | <b>(38)</b>  |

*\*Extracted from the original version of the HSBP 2005*

- A total of £100k repairs and maintenance works have been capitalised but, as above, these are costs that would have been incurred legitimately later on in the improvement programme.

### Summary

- The revenue and capital budgets as reported at the end of January 2008 do not adversely affect the Council's Housing Stock Business Plan.
- The HRA Capital Plan progressing well and previous slippage is being caught up. The windows contract has been successfully completed. The considerable backlog of disabled facility grant works is now being cleared.
- The Business Plan is still on target to achieve the Welsh Housing Quality Standard by 2012.
- The HRA and capital plan position as reported does not have any additional staffing implications.

## **5 FINANCIAL CONTROLLER STATEMENT**

The latest HRA position is welcomed and will contribute positively to the Housing Stock Business Plan.

## **6 CONSULTATION CARRIED OUT**

Cabinet agreed the HRA capital and revenue budget in January 2007 and the 2008/09 budget is being considered by Cabinet today.

## **7 IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE & THE COUNCIL'S VISION**

The level of funding available to services together with budgetary performance impacts upon all services of the Council. The HSBP will help achieve the ideal living vision, through access to good quality, affordable housing, which is more energy efficient and designed to meet their needs.

## **8 ACTION PLAN**

| <b>Action</b>                   | <b>Responsibility</b>                                    | <b>Date</b>                 |
|---------------------------------|--|-----------------------------|
| Ongoing monitoring of the HSBP. | Head of Housing Services & Senior Management Accountant. | Monthly updates to Cabinet. |

## **9 RECOMMENDATION**

Members note the latest financial forecast position of the Housing Revenue Account (H.R.A.) for the current financial year.

**Housing Revenue Account ~ 2007/08 Budget**

| <b><u>2006/07</u></b><br>Actual<br>Outturn<br>£ | <b><u>Period 10 January 2008</u></b>  | <b>Original<br/>Budget<br/>£</b> | <b><u>2007/08</u></b><br>Forecast<br>Out-turn<br>£ | <b>Variance<br/>to Budget<br/>£</b> |
|---|---------------------------------------|----------------------------------|--|-------------------------------------|
| <b><u>EXPENDITURE</u></b>                       |                                       |                                  |  |                                     |
| 1,098,305                                       | Supervision & Management - General    | 1,517,750                        | 1,537,432  | -19,682                             |
| 251,946   | Supervision & Management - Special    | 260,750                          | 258,652  | 2,097                               |
| 134,887   | Welfare Services                      | 138,400                          | 138,703  | -303                                |
| 229,387   | Homelessness - Leased Properties      | 405,000                          | 333,113  | 71,887                              |
| 367,845   | Rents                                 | 0                                | 0  | 0                                   |
| 2,500,157                                       | Repairs and Maintenance               | 2,563,300                        | 2,611,618  | -48,318                             |
| <b>4,582,526</b>                                | <b>Total Housing Management</b>       | <b>4,885,200</b>                 | <b>4,879,518</b>                                   | <b>5,682</b>                        |
| 1,048,660                                       | Item 8 Capital Charges                | 1,321,524                        | 1,426,743  | -105,219                            |
| 0   | Rent Rebate Subsidy Limitation        | 212,000                          | 125,000  | 87,000                              |
| 2,761,385                                       | Subsidy                               | 2,854,279                        | 2,842,402  | 11,877                              |
| 6,690   | Provision for Bad Debts               | 50,000                           | 35,000   | 15,000                              |
| <b>8,399,261</b>                                | <b>Total Expenditure</b>              | <b>9,323,003</b>                 | <b>9,308,663</b>                                   | <b>14,340</b>                       |
| <b><u>INCOME</u></b>                            |                                       |                                  |  |                                     |
| 8,938,397                                       | Rents (net of voids)                  | 9,564,200                        | 9,583,731  | 19,531                              |
| 145,583   | Leased Rents                          | 255,000                          | 204,909  | -50,091                             |
| 103,685   | Garages                               | 140,450                          | 149,374  | 8,924                               |
| 152,503   | Interest on Balances & RTB Mortgages  | 140,000                          | 175,000  | 35,000                              |
| <b>9,340,168</b>                                | <b>Total Income</b>                   | <b>10,099,650</b>                | <b>10,113,015</b>                                  | <b>13,365</b>                       |
| <b>Surplus / Deficit (-) for the Year</b>       |                                       |                                  |  |                                     |
| <b>940,907</b>                                  | <b>General Balances</b>               | <b>776,647</b>                   | <b>804,352</b>                                     | <b>27,705</b>                       |
| <b>0</b>  | <b>Earmarked Balances</b>             | <b>0</b>                         | <b>0</b>   | <b>0</b>                            |
| 1,838,624                                       | Balance as at start of year ~ General | 2,779,531                        | 2,779,531  | 0                                   |
| 2,779,531                                       | Balance as at end of year ~ General   | 3,556,178                        | 3,583,883  | 27,705                              |

Appendix 2

HRA Capital Plan Update 2007/08

Month 10

| Actual<br>2006/07<br>£ | Description                             | Approved<br>Schemes<br>£ | Actual at<br>End Jan<br>£ | Forecast<br>Outturn<br>£ |
|------------------------|---|--------------------------|---------------------------|--------------------------|
| 35,482                 | Housing Repair Work Pre 2007/08         | 0                        | 24,877                    | 30,000                   |
| 16,911                 | Environmental Improvement Works         | 257,500                  | 171,373                   | 282,500                  |
| 1,001,418              | 2005/06 Major Improvements – All Groups | 0                        | 66,169                    | 137,558                  |
| 1,444,675              | 2006/07 Major Improvements – All Groups | 3,995,370                | 4,232,256                 | 5,430,897                |
| 2,572,010              | Windows Replacement                     | 618,000                  | 2,303,065                 | 2,375,876                |
| 1,139,880              | Central Heating Contract                | 1,802,500                | 638,015                   | 780,771                  |
| 0                      | DFG - Council Properties *              | 103,000                  | 347,197                   | 600,000                  |
| 0                      | HRA Capital Contingency                 | 961,630                  | 0                         | 0                        |
| 0                      | Capitalised HRA Repairs & Maintenance   | 0                        | 80,000                    | 100,000                  |
| <b>6,210,376</b>       | <b>Total</b>                            | <b>7,738,000</b>         | <b>7,862,953</b>          | <b>9,737,602</b>         |

| 2006/07<br>£     | HRA Capital Plan Financed By: | Original<br>£    | Forecast<br>£    |
|------------------|-------------------------------|------------------|------------------|
| 2,400,000        | Major Repairs Allowance Grant | 2,400,000        | 2,400,000        |
| 431,406          | Useable Capital Receipts      | 370,000          | 325,000          |
| 3,378,970        | Prudential Borrowing          | 4,968,000        | 7,012,602        |
| <b>6,210,376</b> | <b>Total</b>                  | <b>7,738,000</b> | <b>9,737,602</b> |

Note \* - DFGs were funded by a contribution from HRA capital receipts in 2006/07.

**REPORT TO CABINET**

**CABINET MEMBER:** Councillor G O Rowlands, Lead Member for Regeneration and Housing

**DATE:** 19<sup>th</sup> February 2008

**SUBJECT:** Housing Revenue Account  
Revenue Budgets and Capital Budgets 2008/2009

**1 DECISION SOUGHT**

- 1.1 That the Housing Revenue Account budget [Appendix 1] and Capital Programme [Appendix 3] for 2008/2009 be adopted.
- 1.2 That rents for Council dwellings be increased in accordance with the Rent Setting Policy in Section 2.2.7 (average 6%) from Monday 7th April 2008.
- 1.3 That rents for leased properties be fixed in accordance with paragraph 2.4.3.
- 1.4 That rents for Council garages be increased by £0.15 to £5.15 (3%) per week with effect from Monday 7th April 2008.
- 1.5 That heating charges be increased in accordance with section 2.6.3 with effect from Monday 7th April 2008.

**2 REASON FOR SEEKING DECISION**

- 2.1.1 Statutory requirement to set budgets and rent levels before the start of the new financial year.
- 2.1.2 The budget for 2008/2009 must be set to conform with the Housing Stock Business Plan (HSBP) established when the Council decided to retain its housing stock and fund improvements to reach WHQS by 2012 and maintain it until 2037.

**2.2 Housing Revenue Account (HRA)**

- 2.2.1 The latest forecast out-turn for 2007/08 is detailed in Appendix 1, in line with the monthly monitoring report. Balances, at year end, are forecast to be £3.583m.
- 2.2.2 The proposed budget for 2008/09 is also detailed in Appendix 1. The budget has been calculated on the following bases:
  - General Inflation will be 2.7%;
  - Pay award at 2.5% and salary increments (where due) have been included;
  - Management expenditure in line with the HSBP assumptions;
  - 15 Right To Buy (RTB) Sales in 2007/08 and in 2008/09 and subsequent years;

- HRA Subsidy Determinations;
- Repairs and Maintenance increased by inflation (on a 'per dwelling' basis). It will not be necessary to reduce repairs expenditure by £100,000 for 2008/09 as previously required in the HSBP, see 2.3.4 below.
- Average rent increases of 6%.

2.2.3 HRA Subsidy Determinations were received from WAG in January 2008.

- Management and Maintenance allowances have increased to £1,827 per dwelling (an increase of 8.9% over 2007/08);
- Notional Rent of £54.91 per dwelling per week (an increase of 5.8% over 2007/08);
- Benchmark Rents increased to £60.85 (4.9%) which is 0.81p (1.4%) higher than predicted in the HSBP so rents would have to increase more quickly to reach Benchmark in 2012.

2.2.4 It is estimated that the HRA Subsidy payment to Welsh Assembly Government (WAG), for 2008/09 will total £2,413,000.

2.2.5 It is proposed to increase rents by 6.0%, to an average of £55.80 per week, in accordance with the HSBP. This is above inflation and above the increase in Notional Rents but is required under the HSBP to pay for the additional capital investment. HSBP rents will be 1.6% above Notional Rents. Some 65% of all tenants are in receipt of Housing Benefit and will therefore receive support towards the increase.

2.2.5 Because the proposed rent levels are higher than guideline rents, the Council may be required to pay up to £40,000 in Rent Rebate Subsidy Limitation (RRSL) to the Department of Works and Pensions (DWP), in addition to Leasing, see below.

2.2.6 There are still some tenants paying below average rent and therefore the Target Rent is set slightly above the HSBP Rent to compensate. Rents below Target Rent are limited to a Maximum Increase to avoid excessive rises towards Target in a short period. Some 286 properties (8.2%) will remain below Target Rent for 2008/09. No tenant will pay more than Target Rent. All new tenants will pay Target Rents.

#### **Rents 2008/09**

|                             | <b>Notional<br/>Rent</b> | <b>HSBP<br/>Rent</b> | <b>Target<br/>Rent</b> | <b>Maximum<br/>Increase</b> |
|-----------------------------|--------------------------|----------------------|------------------------|-----------------------------|
| Bed-sit                     | £46.33                   | £47.30               | £47.30                 | £4.00                       |
| 1 Bedroom                   | £48.76                   | £49.66               | £49.77                 | £4.00                       |
| 2 Bedrooms                  | £52.73                   | £53.53               | £53.83                 | £5.00                       |
| 3 Bedrooms                  | £60.80                   | £61.84               | £62.07                 | £6.00                       |
| 4 Bedrooms                  | £66.87                   | £67.71               | £68.25                 | £6.00                       |
| <b>Weighted<br/>Average</b> | <b>£54.91</b>            | <b>£55.80</b>        | <b>£56.01</b>          |                             |

## 2.3 Housing Stock Business Plan (HSBP)

- 2.3.1 As part of the budget process it is necessary to monitor the Housing Stock Business Plan. The 2008/09 HRA Subsidy Determinations are a 'milestone' at which a full review needs to be undertaken.
- 2.3.2 Appendix 2 details the figures for 2007/08 to 2012/13 of the HSBP based on current information. The budget for 2008/09 has been set in conjunction with the Business Plan. The latest outturn projection for 2007/08 shows that the predicted surplus will exceed the amount forecast in the previous Business Plan. The proposed budget shows an expected outturn for 2008/09 in line with the Plan. This surplus is required to finance future borrowing and help ensure that HRA balances do not go into deficit throughout the lifetime of the Plan.
- 2.3.3 The latest forecasts include the HRA Subsidy Determinations, but also take into account the changes mentioned in paragraph 2.2.2 (above). One significant figure is the Major Repairs Allowance for 2008/09 which has not yet been issued by WAG and an estimate has been used following WAG Guidelines which now indicate that MRA will not increase with inflation.
- 2.3.4 The requirement to find additional revenue savings of £175K has been removed. The requirement for HRA Subsidy eligible borrowing has been put back one year (will now not be required until 2011/12). The HSBP did require a reduction of £100K in the Housing Repairs revenue budget in each year from 05/06 to 09/10 but this will not now be necessary in 2008/09 and will be reviewed for 2009/10.
- 2.3.5 A further review of HSBP has been completed to account for the Determination and the latest position on Right to Buy sales – which are still slower than expected. The review concludes that the HSBP remains affordable.
- 2.3.6 Appendix 3 contains the draft Capital Programme for 2008/09 which continues the priorities for full improvement for older properties. This is a new programme; any small slippage on the current year's schemes will also be rolled forward in 2008/09 – together with the funding required. The new programme appears affordable in line with the HSBP, allowing for inflation and including a contingency sum which will be reviewed half way through the year. There will be some transfers between the two years especially as the Contract Year does not commence until late May 2008 but the overall programme is still following the Plan.
- 2.3.7 Balances on the HRA have grown significantly but at the same time there has been Prudential Borrowing to fund improvements. The opportunity is therefore being taken in 2008/09 to fund £3,500K of capital spend from balances (Capital Expenditure from the Revenue Account or CERA). This will reduce the need for borrowing but will reduce investment income on balances, there is a benefit from the different rates of interest. The reduced balance of £1,015K is considered to be an adequate reserve.



## 2.4 Leasing

- 2.4.1 The funding of leased properties for homeless people through Housing Revenue Account Subsidy will continue for 2008/09 but WAG has indicated it may cease from April 2009. Leasing appears to offer a benefit to the tenant and to the Council despite other HRA Subsidy effects and Rent Rebate Subsidy Limitation. There are currently some 50 properties leased from private sector landlords and sublet to homeless people. The leasing subsidy limit for 2008/09 is £404,800 based on a maximum of 84 dwellings at an average rent of £92 per week. This is not a direct grant but merely the limit available, the final claim is based on actual properties.
- 2.4.2 The number of leases has increased but is not now expected to expand much further and should be contained within the maximum of 84 for 2008/09.
- 2.4.3 The HRAS is based on the rent paid to the landlord. It is also opportune to clarify the rents to be charged to tenants for leased properties. These should now be increased by 4.9% in line with Benchmark which will still be eligible for Housing Benefit in appropriate cases.

|                            | From 02/04/07 | From 07/04/08 |
|----------------------------|---------------|---------------|
| 1 Bedroom                  | £78.45        | £82.29        |
| 2 Bedroom Flat             | £83.68        | £87.78        |
| 2 Bedroom House / Bungalow | £88.91        | £93.27        |
| 3 Bedroom                  | £94.14        | £98.75        |
| 4 Bedroom                  | £99.37        | £104.24       |

## 2.5 Garages

- 2.5.1 Repairs and improvements to garage sites are continuing in line with the agreed programme. Rents increased significantly last year and an inflation based increase of 3% from £5.00 to £5.15 per week is proposed for 2008/09.

## 2.6 Heating Charges

- 2.6.1 Four estates have communal heating systems with central boilers without individual meters. All other tenants pay their own heating costs direct to the supplier. Charges at the four estates increased significantly in 2007.
- 2.6.2 Energy supplier costs fell during 2007 but are expected to increase again during 2008. Estimated costs for 2007/08 are expected to be close to income for the financial year (depending on winter costs yet to come). A further rise of 10% per week is therefore proposed.

### 2.6.3 Proposed rises:

|                         |        | <b>2007/2008</b> | <b>2008/2009</b> |
|-------------------------|--------|------------------|------------------|
| Caradoc Road, Prestatyn | IBF    | £5.00            | £5.50            |
| Llygadog, Corwen        | IBF    | £7.85            | £8.60            |
|                         | 2BF    | £8.80            | £9.65            |
|                         | Warden | £7.60            | £8.35            |
| Trem y Foel, Ruthin     | 1BF    | £5.90            | £6.50            |
|                         | 2BF    | £7.00            | £7.70            |
|                         | Warden | £8.00            | £8.80            |
| Cysgodfa, Denbigh       | 1BF    | £5.90            | £6.50            |
|                         | 2BF    | £7.00            | £7.70            |

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

Housing Act 1985, Section 24.

### **4 COST IMPLICATIONS**

The Housing Revenue Account is generally ring fenced and costs of implementation are covered by the increased income, especially rents.

### **5 FINANCIAL CONTROLLER STATEMENT**

The rent setting policy is in line with the Housing Stock Business Plan and the move towards achieving Benchmark Rents by 2012. The Business Plan remains affordable taking account of the 2008/09 Determinations and other forecasts. The HRA and the Business Plan should continue to be closely monitored throughout 2008/09.

### **6 CONSULTATION CARRIED OUT**

The Denbighshire Tenants' and Residents' Federation have been consulted on the capital and revenue proposals, particularly on the options for the capital programme. They expressed concern at the level of rent increases but accepted the need to follow the Business Plan and supported the continuing capital programme. Social Services and Housing Scrutiny Committee on 7<sup>th</sup> February 2008 was consulted on the main proposals and accepted the report.

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

Rent increases above inflation will impact on Anti-Poverty policies. The Capital Programme, especially environmental works, will contribute to Community Development. The improvement of housing stock to meet Welsh Housing Quality Standards is in line with the Council's Vision.

## 8 ACTION PLAN

| Action                                   | Responsibility   | Date                      |
|--|--|---------------------------|
| Implement increases in rents and charges | Head of Housing Services                                 | 7th March 2008            |
| Monitor progress against budget and HSBP | Head of Housing Services<br>Senior Management Accountant | Monthly report to Cabinet |

## 9 RECOMMENDATIONS

- 9.1 That the Housing Revenue Account budget [Appendix 1] and Capital Programme [Appendix 3] for 2008/2009 be adopted.
- 9.2 That rents for Council dwellings be increased in accordance with the Rent Setting Policy in Section 2.2.7 (average 6%) from Monday 7th April 2008.
- 9.3 That rents for leased properties be fixed in accordance with paragraph 2.4.3.
- 9.4 That rents for Council garages be increased by £0.15 to £5.15 (3%) per week with effect from Monday 7th April 2008.
- 9.5 That heating charges be increased in accordance with section 2.6.3 with effect from Monday 7th April 200.

## Appendix 1

### Housing Revenue Account ~ 2008/09 Budget

| <u>2006/07</u>                            |                                       | <u>2007/08</u>    |                   | <u>2008/09</u>    |
|---|---------------------------------------|-------------------|-------------------|-------------------|
| Actual                                    |                                       | Original          | Forecast          | Proposed          |
| Outturn                                   | <u>Period 10 January 2008</u>         | Budget            | Out-turn          | Budget            |
| £   |                                       | £                 | £                 | £                 |
| <b><u>EXPENDITURE</u></b>                 |                                       |                   |                   |                   |
| 1,098,305                                 | Supervision & Management - General    | 1,517,750         | 1,537,432         | 1,563,283         |
| 251,946                                   | Supervision & Management - Special    | 260,750           | 258,652           | 268,573           |
| 134,887                                   | Welfare Services                      | 138,400           | 138,703           | 142,552           |
| 229,387                                   | Homelessness - Leased Properties      | 405,000           | 333,113           | 402,000           |
| 367,845                                   | Rents                                 | 0                 | 0                 | 0                 |
| 2,500,157                                 | Repairs and Maintenance               | 2,563,300         | 2,611,618         | 2,640,199         |
| <b>4,582,526</b>                          | <b>Total Housing Management</b>       | <b>4,885,200</b>  | <b>4,879,518</b>  | <b>5,016,607</b>  |
| 1,048,660                                 | Item 8 Capital Charges                | 1,321,524         | 1,426,743         | 1,881,000         |
| 0   | C.E.R.A.                              | 0                 | 0                 | 3,500,000         |
| 0   | Rent Rebate Subsidy Limitation        | 212,000           | 125,000           | 140,000           |
| 2,761,385                                 | Subsidy                               | 2,854,279         | 2,842,402         | 2,413,000         |
| 6,690                                     | Provision for Bad Debts               | 50,000            | 35,000            | 25,000            |
| <b>8,399,261</b>                          | <b>Total Expenditure</b>              | <b>9,323,003</b>  | <b>9,308,663</b>  | <b>12,975,607</b> |
| <b><u>INCOME</u></b>                      |                                       |                   |                   |                   |
| 8,938,397                                 | Rents (net of voids)                  | 9,564,200         | 9,583,731         | 9,924,222         |
| 145,583                                   | Leased Rents                          | 255,000           | 204,909           | 236,808           |
| 103,685                                   | Garages                               | 140,450           | 149,374           | 150,952           |
| 152,503                                   | Interest on Balances & RTB Mortgages  | 140,000           | 175,000           | 95,000            |
| <b>9,340,168</b>                          | <b>Total Income</b>                   | <b>10,099,650</b> | <b>10,113,015</b> | <b>10,406,982</b> |
| <b>Surplus / Deficit (-) for the Year</b> |                                       |                   |                   |                   |
| <b>940,907</b>                            | <b>General Balances</b>               | <b>776,647</b>    | <b>804,352</b>    | <b>931,375</b>    |
| <b>0</b>                                  | <b>CERA</b>                           | <b>0</b>          | <b>0</b>          | <b>-3,500,000</b> |
| 1,838,624                                 | Balance as at start of year ~ General | 2,779,531         | 2,779,531         | 3,583,883         |
| 2,779,531                                 | Balance as at end of year ~ General   | 3,556,178         | 3,583,883         | 1,015,258         |

Housing Stock Business Plan Extract

Appendix 2

|                                    | 2007.08       | 2008.09       | 2009.10       | 2010.11       | 2011.12       | 2012.13       |
|------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                                    | £'000         | £'000         | £'000         | £'000         | £'000         | £'000         |
| <b>Capital Expenditure</b>         | <b>9,727</b>  | <b>7,891</b>  | <b>8,032</b>  | <b>4,552</b>  | <b>4,668</b>  | <b>4,787</b>  |
| <b>Capital Funding</b>             |               |               |               |               |               |               |
| Major Repairs Allowance (MRA)      | 2,400         | 2,400         | 2,400         | 2,400         | 2,400         | 2,400         |
| MRA Carried/Brought Forward        | 0             | 0             | 0             | 0             | 0             | 0             |
| Usable Capital Receipts            | 271           | 279           | 297           | 317           | 328           | 340           |
| Receipts Carried/Brought Fwd       | 0             | 0             | 0             | 0             | 0             | 0             |
| HRAS Eligible Borrowing            | 0             | 0             | 0             | 0             | 0             | 250           |
| CERA                               | 0             | 3,500         | 0             | 0             | 0             | 0             |
| Prudential Borrowing               | 7,056         | 1,712         | 5,335         | 1,835         | 1,940         | 1,798         |
|                                    | <b>9,727</b>  | <b>7,891</b>  | <b>8,032</b>  | <b>4,552</b>  | <b>4,668</b>  | <b>4,787</b>  |
| <b>Revenue Expenditure</b>         |               |               |               |               |               |               |
| Management ~ Fixed                 | 1,537         | 1,235         | 1,289         | 1,327         | 1,367         | 1,408         |
| Management ~ Variable              | 799           | 1,167         | 1,209         | 1,240         | 1,272         | 1,304         |
| Repairs & Maintenance              | 2,246         | 2,238         | 2,174         | 2,230         | 2,287         | 2,346         |
| HRA Subsidy Payment                | 2,842         | 2,413         | 3,112         | 3,652         | 4,238         | 4,837         |
| Rent Rebates Limitation            | 125           | 140           | 418           | 385           | 318           | 229           |
| CERA                               | 0             | 3,500         | 0             | 0             | 0             | 0             |
| Leased Property                    | 333           | 402           | 0             | 0             | 0             | 0             |
| Capital Financing Costs            | 1,427         | 1,881         | 2,000         | 2,342         | 2,398         | 2,463         |
| Revenue Savings required           | 0             | 0             | 0             | 0             | 0             | 0             |
|                                    | <b>9,309</b>  | <b>12,976</b> | <b>10,202</b> | <b>11,177</b> | <b>11,881</b> | <b>12,588</b> |
| <b>Revenue Funding</b>             |               |               |               |               |               |               |
| Rental Income (53 weeks)           | 9,584         | 9,923         | 10,454        | 11,080        | 11,699        | 12,313        |
| Interest on Balances               | 175           | 96            | 54            | 64            | 66            | 64            |
| Leased Property Income             | 205           | 237           | 0             | 0             | 0             | 0             |
| Other Income                       | 149           | 151           | 105           | 109           | 112           | 115           |
|                                    | <b>10,113</b> | <b>10,407</b> | <b>10,613</b> | <b>11,253</b> | <b>11,877</b> | <b>12,492</b> |
| <b>Surplus / -Deficit For Year</b> | <b>804</b>    | <b>-2,569</b> | <b>411</b>    | <b>76</b>     | <b>-3</b>     | <b>-96</b>    |
| Balance Brought Forward            | 2,780         | 3,584         | 1,015         | 1,427         | 1,502         | 1,499         |
| <b>Balance Carried Forward</b>     | <b>3,584</b>  | <b>1,015</b>  | <b>1,427</b>  | <b>1,502</b>  | <b>1,499</b>  | <b>1,403</b>  |
| Opening Stock                      | 3,535         | 3,518         | 3,452         | 3,437         | 3,422         | 3,407         |
| RTB Sales in Year                  | 15            | 15            | 15            | 15            | 15            | 15            |
| <b>Closing Stock</b>               | <b>3,520</b>  | <b>3,453</b>  | <b>3,437</b>  | <b>3,422</b>  | <b>3,407</b>  | <b>3,392</b>  |
| <b>No. of Rent Weeks in Year</b>   | <b>53</b>     | <b>52</b>     | <b>52</b>     | <b>52</b>     | <b>52</b>     | <b>52</b>     |
| <b>Average Weekly Rent</b>         | <b>£52.72</b> | <b>£55.80</b> | <b>£59.65</b> | <b>£63.49</b> | <b>£67.34</b> | <b>£71.19</b> |
| <b>DCC Benchmark Rent</b>          | <b>£58.01</b> | <b>£60.85</b> | <b>£63.28</b> | <b>£65.82</b> | <b>£68.45</b> | <b>£71.19</b> |
| <b>Average - Benchmark</b>         | <b>-£5.29</b> | <b>-£5.05</b> | <b>-£3.64</b> | <b>-£2.32</b> | <b>-£1.11</b> | <b>£0.00</b>  |

## HRA Capital Programme 2008/09

|                                   |                                  | No. | Cost per Dwelling | Total            |
|-----------------------------------|----------------------------------|-----|-------------------|------------------|
| <b>Group A</b>                    | <b>North, Built before 1940</b>  |     |                   |                  |
| Various Estates see below         |                                  | 33  | 20,000            | 660,000          |
| <b>Group C</b>                    | <b>North, Built 1945 to 1965</b> |     |                   |                  |
| Various Estates see below         |                                  | 334 | 13,000            | 4,342,000        |
| <b>Group E</b>                    | <b>Airey Houses</b>              |     |                   |                  |
| Various Estates see below         |                                  | 16  | 44,000            | 704,000          |
| <b>Group H</b>                    | <b>South, Built after 1965</b>   |     |                   |                  |
| Various Estates see below         |                                  | 147 | 7,000             | 1,029,000        |
| <b>Disabled Adaptations</b>       |                                  | 80  | 5,000             | 400,000          |
| <b>Environmental Improvements</b> |                                  | 20  | 22,000            | 440,000          |
| <b>Windows Contract Retention</b> |                                  |     |                   | 100,000          |
| <b>Heating Contract Retention</b> |                                  |     |                   | 100,000          |
| <b>Contingencies</b>              |                                  |     |                   | 115,000          |
| <b>Total Expenditure</b>          |                                  |     |                   | <b>7,890,000</b> |
| <b>Financed By:</b>               |                                  |     |                   |                  |
| <b>Major Repairs Allowance</b>    |                                  |     |                   | 2,400,000        |
| <b>Useable Capital Receipts</b>   |                                  |     |                   | 297,000          |
| <b>CERA</b>                       |                                  |     |                   | 3,500,000        |
| <b>Prudential Borrowing</b>       |                                  |     |                   | 1,693,000        |
|                                   |                                  |     |                   | <b>7,890,000</b> |

## HRA Capital Programme 2008/09

|                            |  | <b>Year<br/>Built</b> | <b><u>No.</u></b> |
|----------------------------|--|-----------------------|-------------------|
| <b>Group A</b>             | <b>North, Built before 1940</b>                                    |                       |                   |
| Clos y Berllan, Rhuddlan   | 26,27,28,33,37,40,41   | 1939                  | 7                 |
| Isfryn Road, Meliden       | 1,5,8,11,14,16,19,20,21,22   | 1937                  | 10                |
| Llwyn Elwy, St Asaph       | 33,36,38,45,46,47,52,53,54   | 1938                  | 9                 |
| Grenville Row, Bodelwyddan | 11,13,14,17  | 1930                  | 4                 |
| Park Ave, Bodelwyddan      | 24,25,27   | 1933                  | 3                 |
|                            |  |                       | <b>33</b>         |
| <b>Group C</b>             | <b>North, Built 1945 to 1965</b>                                   |                       |                   |
| Sholing Drive, Rhyl        | 5,6,8,10,12~14,17,22,23,28   | 1951                  | 11                |
| Oakville Ave, Rhyl         | 52,55,59,60,61,63,87,89  | 1951                  | 8                 |
| Trellewelyn Rd, Rhyl       | 71,77,79,83,88,89,101  | 1954                  | 7                 |
| Trellewlyn Close, Rhyl     | 4,10   | 1956                  | 2                 |
| Foel View Rd, Rhyl         | 2,5~11,14,16,18  | 1954                  | 11                |
| Pendre Ave, Rhyl           | 11,12,13,17  | 1955                  | 4                 |
| Glyn Ave, Rhyl             | 3,9,10,11,12,13,15,19,27   | 1955                  | 9                 |
| Colin Drive, Rhyl          | 4,8,9,10,12,14,16,17,18,19,21                                      | 1956                  | 11                |
| Leonard Ave, Rhyl          | 1,5,7,8,10,12,18   | 1956                  | 7                 |
| Hen Afon Rd, Rhyl          | 1,2,4,6,8,10,14,17,18,19,20,21,22,23,24,25,27,29                   | 1954                  | 18                |
| Howell Dr, Rhyl            | 1,2  | 1957                  | 2                 |
| Cefndy Road, Rhyl          | 68,70,72,74,78,84,86   | 1957                  | 7                 |
| Pendyffryn Gdns, Prestatyn | 1~22   | 1958                  | 22                |
| Ffordd Talargoch, Meliden  | 58,62,66,70,72,74,76,78,82,90,92,104,106                           | 1953                  | 13                |
| Ffordd Ty Newydd, Meliden  | 11,17,20,23,24,25,28,33,35   | 1953                  | 9                 |
| Maes Glas, Dyserth         | 1,4,5,6,9,10,12~14,18,19,20,22,24~27,29,31,32,34,35,39,48          | 1953                  | 24                |
| Maes y Lllys, Dyserth      | 7~9  | 1953                  | 3                 |
| Maes Esgob, Dyserth        | 1~18,20~24,26~29,31,33,35,37                                       | 1951                  | 31                |
| Hyfrydle, Dyserth          | 1~9,1A,2A,4A~9A  | 1956                  | 17                |
| Bryn Hyfryd, Dyserth       | 1~19(odd)  | 1956                  | 10                |
| Eastville Ave, Rhyl        | 60,61,66,67,77   | 1951                  | 5                 |
| Edgbaston Road, Rhyl       | 1,15,20,23,26,30,31,32,33,35                                       | 1951                  | 10                |
| Mayfield Grove, Rhyl       | 9  | 1951                  | 1                 |
| Central Ave, Prestatyn     | 4,14,16,17,19,24,31~33,35,36,43,45,48,50,54,63,71,73,75            | 1947                  | 20                |
| Bryn Dedwydd, Bodelwyddan  | 3,6,10,13,18,19  | 1950                  | 6                 |
| Harding Ave, Rhuddlan      | 6,7,12,14,16,18,20,22,24,26  | 1953                  | 10                |
| Coronation Cl, Bodelwyddan | 1,5,8~10,14,15,18,19,21,23,24,27,29,<br>31,36~39,41,43,48,51,53~55 | 1953                  | 26                |
| Maes Stanley, Bodelwyddan  | 2,4,8,21,22,23,26,30,34  | 1956                  | 9                 |
| St Barbara's Ave, Bodelw'n | 5,7,9,10   | 1953                  | 4                 |
| Stanley Park, St Asaph     | 1~11   | 1956                  | 11                |

|                        |         |      |            |
|------------------------|---------|------|------------|
| Tan y Fforest, Cwm     | 1,5     | 1953 | 2          |
| Maes Rathbone, Cwm     | 1A,1B,2 | 1954 | 3          |
| Hen Afon, Tremeirchion | 5       | 1956 | 1          |
|                        |         |      | <b>334</b> |

|                          |                     |      |           |
|--------------------------|---------------------|------|-----------|
| <b>Group E</b>           | <b>Airey Houses</b> |      |           |
| Maes Hafal, Gellifor     | 4,14,15,16          | 1955 | 4         |
| Min y Clwyd, Melin y Wig | 3,5~8               | 1952 | 5         |
| Maes Garmon, Llanarmon   | 3,4                 | 1949 | 2         |
| Maes Gwyn, Graianrhyd    | 16                  | 1949 | 1         |
| Caer Odyn, Eryrys        | 3,4,13,14           | 1949 | 4         |
|                          |                     |      | <b>16</b> |

|                        |  |      |            |
|------------------------|--|------|------------|
| <b>Group H</b>         | <b>South, Built after 1965</b>                         |      |            |
| Bryn Siriol, Denbigh   | 1~10   | 1976 | 10         |
| Rhos Helyg, Llandrillo | 1~5  | 1975 | 5          |
| Trem y Foel, Cynwyd    | 1,3,4,7,11,15~21                                       | 1975 | 12         |
| Maes y Llan, Carrog    | 28~30,32~34  | 1975 | 6          |
| Hermitage, Llangollen  | 4,8,10,13,14,16~18,21~24                               | 1975 | 12         |
| Clawdd Poncen, Corwen  | 61,66~68,71,72,76,78,79,82                             | 1975 | 10         |
| Llygadog, Corwen       | 1~19   | 1975 | 19         |
| Trem y Foel, Ruthin    | 1~33   | 1976 | 33         |
| Bryn Seion, Denbigh    | 30,34,38,44,46,50~58(even),63,69~91(odd),95,99,101,103 | 1978 | 27         |
| Nant Glyd, Llandyrnog  | 11,12,14,29,30   | 1978 | 5          |
| Frongoed, Nantglyn     | 3~6  | 1978 | 4          |
| Tyn Llan, Llanferres   | 21~24  | 1978 | 4          |
|                        |  |      | <b>147</b> |

|              |  |  |            |
|--------------|--|--|------------|
| <b>Total</b> |  |  | <b>530</b> |
|--------------|--|--|------------|



REPORT TO CABINET

REPORT BY: Councillor J Thompson-Hill  
Lead Member for Finance

DATE: 19 February 2008

SUBJECT: Revenue Budget and Summary Capital Plan 2007/08

**1. DECISION SOUGHT**

- 1.1 To note the budget performance figures for the 2007/08 financial year as detailed in the attached Appendix 1.
- 1.2 To also note the summary capital plan performance for 2007/08 financial year as detailed in the attached Appendices 2 and 3.
- 1.3 To note the initial position on the vacancy control procedure recently introduced.

**2. REASON FOR SEEKING DECISION**

- 2.1 The need to deliver the Council's agreed budget strategy for the 2007/08 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 service budget year-end projections as reported by Directorates, together with information on pressures and savings within the corporate budgets. The service projections are as at the end of January 2008.

Appendix 1 details a forecast overall underspend of £475k. This excludes the schools' delegated budgets. The position has changed from the last report as follows:

- i) ***Lifelong Learning*** is forecasting an over spend of £563k. This is a reduction of £99k from last month's report; this is mainly due to:

a) *School Funds Held centrally budget; a net saving of £89k. Savings of £123k have been identified from vacancy control; delays in appointing staff and other management initiated savings (some of which are one off savings). However, this has been partly offset by a net £34k additional spend relating to School Transport contracts.*

b) *The position on the 52 week residential unit at Ysgol Plas Brondyffryn remains at £277k projected overspend (see paragraph 4.2.i).*

c) *The Countryside and Leisure services projected overspend has been reduced by £7k as a result of NNDR (business rate) refund.*

d) *There has been a marginal decrease in Tourism Heritage and Culture projected overspend due to an anticipated underspend in the training budget of £3k.*

ii) **Social Services & Housing**

*The Directorate's position has improved by £309k from last month. There are two significant items that have contributed to this:*

a) *Income from charging for services is expected to be £150k higher than originally forecast. This income is notoriously difficult to predict and the situation is more complicated this year because of the Fairer Charges grant subsidy. The grant funding formula was only confirmed by WAG in January.*

b) *Slippage on two projects was confirmed in January – the Intermediate Care Partnership with the NHS agreed £59k and £60k was agreed as slippage to be retained on the ABBA project (a Supporting People funded scheme).*

*In addition, the freeze on filling vacant posts should contribute approximately £80k per month to the position and this has been factored into the latest projection.*

*Homelessness remains relatively volatile although the over spend has been reduced by £34k to £117k, from a combination of reviewing accommodation costs and transferring costs to the Housing Revenue Account. The Homeless budget is still over spent and is being reviewed to try to ensure costs can be contained next year.*

*It has been proposed in the budget setting process that the under spend in the current year is carried forward to 2008/09 to dampen service pressures. Because of the nature of the under spend this year, it is very unlikely that similar levels will recur – particularly if demand grows as projected.*

iii) **Environment** *There has been no change in the £90k projection of a net surplus since the December report. This is mainly as a result of savings in Environmental Services of £20k and Planning fees, £90k, which has been partly offset by a projected overspend of £21k in Transport and Infrastructure.*

iv) **The County Clerk** *The Translation services, is projected to overspend by £50k. County Clerk is projected to overspend an additional £30k, which is as a result of reduced recharges. This work is now being outsourced due to increasing workloads within Legal Services.*

v) *A review of the likely outturn position on Capital Financing costs, investment interest and required provisions, suggests there will be a saving of about £200k.*

#### 4.2 Current major pressures within the Education Service;

- i) There is no change in the anticipated overspend at the new 52 week residential facility at Ysgol Plas Brondyffryn that was reported to last month's meeting. Members will be kept informed of progress on this matter.
- ii) Whilst the costs of the temporary cover for the Director and head of service post together with the anticipated initial costs of the response to the Estyn report and the restructure of the Strategy and Resources service will exceed the budget by £235k, this overspend remains the same as last month's projection.
- iii) There is no change to the financial position regarding Blessed Edward Jones High School's where the delegated budget is expected to be overspent.

4.3 The **Pay and grading review** has been agreed locally with the unions. It now has to be reviewed by the union nationally. This is likely to be completed shortly and a separate updating paper will be presented to full Council as a Part 2 item. No assumptions have been made in Directorate budgets or forecasts at this stage. Figures will be built into the 5 Year Budget model for consideration at a later Cabinet meeting.

4.4 **The schools' delegated budget** – Forecasts are that the schools balances will decrease by a further small sum. The projected outturn includes planned use of balances brought forward.

4.5 Details are also included in Appendix 1 showing Directorates' progress in achieving the required efficiency savings.

4.6 Appendix 2 shows a **capital plan summary** and Appendix 3 shows expenditure split by Directorate priority.

4.7 Capital expenditure at the end of January is £28m. Full details of the Capital Plan are contained in a separate report in part two of the agenda.

4.8 Appendix 4 provides some background and initial progress on the vacancy control procedure introduced as part on the budget setting exercise for next financial year.

### 5. FINANCIAL CONTROLLER STATEMENT

5.1 Directorates need to exercise continued tight control over their revenue expenditure to ensure they are able to remain within their budgets.

5.2 The situation regarding the financial impact from the opening of the residential unit at Ysgol Plas Brondyffryn has been reviewed and the position is not sufficiently firm to avoid the need to fund the current year loss in year. Urgent action is currently being considered to ensure the places available are taken up as quickly as is reasonably possible.

- 5.3 Members will be aware of the continuing pressure resulting from the school in special measures. It is likely that further sums will need to be spent in the current year to assist with improvement.
- 5.4 The remaining winter period may still bring additional spending pressures for several services including Highways and Social Services.
- 5.5 The current areas of overspend are likely to recur in 2008/9 although the exact level of overspend is uncertain. As there is no provision for additional resources for such an event the impact will fall upon general balances.

## **6. CONSULTATION CARRIED OUT**

- 6.1 Lead Cabinet members will need to consult with Heads of Service to agree necessary remedial action to accommodate pressures in 2007/08.

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

### **The Vision**

- 7.1 Proper management of the Council's revenue budget enables services to work towards delivering the Council's Vision.

### **Other Policy Areas Including Corporate**

- 7.2 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 to identify savings and efficiencies.

## **9. RECOMMENDATION**

- 9.1 To note the budget performance figures for 2007/08 as detailed in the attached Appendix 1.
- 9.2 To also note the summary capital plan performance figures for 2007/08 financial year as detailed in the attached Appendices 2 and 3.
- 9.3 That Members note the progress to date in connection with the vacancy control procedure.

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2007/08  
SUMMARY POSITION AS AT END JANUARY 2008**

| Directorate                                     | 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           |
| Lifelong Learning (excluding schools delegated) | 31,016            | -11,093        | 19,923          | 31,583            | -11,097        | 20,486          | 567               | -4            | 563             | 662             |
| Environment                                     | 38,101            | -16,673        | 21,428          | 38,151            | -16,813        | 21,338          | 50                | -140          | -90             | -90             |
| Social Services & Housing                       | 55,435            | -17,612        |                 | 56,832            | -19,819        | 37,013          | 1,397             | -2,207        | -810            | -501            |
| County Clerk                                    | 1,890             | -393           | 1,497           | 1,940             | -363           | 1,577           | 50                | 30            | 80              | 80              |
| Resources                                       | 10,111            | -2,938         | 7,173           | 10,111            | -2,938         | 7,173           | 0                 | 0             | 0               | 0               |
| Corporate, Miscellaneous & Benefits             | 29,183            | -23,023        | 6,160           | 29,183            | -23,023        | 6,160           | 0                 | 0             | 0               | 0               |
| <b>Total All Services</b>                       | <b>165,736</b>    | <b>-71,732</b> | <b>56,181</b>   | <b>167,800</b>    | <b>-74,053</b> | <b>93,747</b>   | <b>2,064</b>      | <b>-2,321</b> | <b>-257</b>     | <b>151</b>      |
| Capital Financing Charges/Investment Income     |                   |                | 10,882          |                   |                | 10,682          |                   |               | -200            | -35             |
| Precepts & Levies                               |                   |                | 4,212           |                   |                | 4,212           |                   |               | 0               | 0               |
|   |                   |                | <b>71,275</b>   |                   |                | <b>108,641</b>  |                   |               | <b>-457</b>     | <b>116</b>      |

**Note:**

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

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2007/08**  
**LIFELONG LEARNING**  
**SUMMARY POSITION AS AT END JANUARY 2008**

|                                | 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           |
| Individual School Budgets      | <u>55,098</u>     | <u>-4,575</u>  | <u>50,523</u>   | <u>57,294</u>     | <u>-6,503</u>  | <u>50,791</u>   | <u>2,196</u>      | <u>-1,928</u> | <u>268</u>      | <u>250</u>      |
| School Funds Held Centrally    | 16,182            | -4,915         | 11,267          | 16,152            | -4,915         | 11,237          | -30               | 0             | -30             | 59              |
| Non school Funding             | 2,102             | -905           | 1,197           | 2,614             | -905           | 1,709           | 512               | 0             | 512             | 512             |
| Corporate Services             | 311               | -47            | 264             | 311               | -47            | 264             | 0                 | 0             | 0               | 0               |
| Countryside & Leisure          | 6,073             | -3,159         | 2,914           | 6,108             | -3,172         | 2,936           | 35                | -13           | 22              | 29              |
| Tourism, Culture & Heritage    | 6,348             | -2,067         | 4,281           | 6,398             | -2,058         | 4,340           | 50                | 9             | 59              | 62              |
|                                | <b>31,016</b>     | <b>-11,093</b> | <b>19,923</b>   | <b>31,583</b>     | <b>-11,097</b> | <b>20,486</b>   | <b>567</b>        | <b>-4</b>     | <b>563</b>      | <b>662</b>      |
| <b>Total Lifelong Learning</b> | <b>86,114</b>     | <b>-15,668</b> | <b>70,446</b>   | <b>88,877</b>     | <b>-17,600</b> | <b>71,277</b>   | <b>2,763</b>      | <b>-1,932</b> | <b>831</b>      | <b>912</b>      |

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2007/08  
LIFELONG LEARNING**

|   | <b>Current<br/>Month<br/>£000s</b> | <b>Previous<br/>Month<br/>£000s</b> |
|---|------------------------------------|-------------------------------------|
| <b><u>INDIVIDUAL SCHOOLS BUDGET</u></b>   |                                    |                                     |
| Following updates during January, projections would indicate that the school balances of £1,807k as at 31/03/2007 will reduce to This is increase in expenditure of £18k from the last report in December. There have been few changes in January, but some reduce their balances before March  | 268                                | 250                                 |
| <b><u>SCHOOL FUNDS HELD CENTRALLY</u></b>   |                                    |                                     |
| <b><u>School Transport</u></b>  |                                    |                                     |
| Detailed projections for the 2007/2008 Financial Year have been completed following receipt of updated contract daily rate prices from Transport and Infrastructure.<br>Current projections indicate a predicted overspend of £16k. This is an increase on last month's report due to contract variations   | 16                                 | -18                                 |
| <b><u>Other</u></b>   |                                    |                                     |
| Various savings from vacancy control, delays in appointment of staff, variations in income and other management initiated cost<br>Budget managers have been actively working to reduce the overspend this month and have been employing a range of initiatives (some one off) that have enabled further   | -139                               | -16                                 |
| <b><u>Education Services</u></b>  |                                    |                                     |
| Savings identified in respect of home working are not likely to be achieved in 2007/2008 due to the delay in commencing pilot home working projects across the Authority.   | 93                                 | 93                                  |
|   | <b>-30</b>                         | <b>59</b>                           |
| <b><u>NON SCHOOL FUNDING</u></b>  |                                    |                                     |
| The new residential school at Ysgol Plas Brondyffryn is due to open in November 2007. In the first year of opening the school is forecasting a loss of around £277k which will be carried forward to be offset by surpluses forecast in future years. The school is a regional specialise facility for autism and will generate income from out of county placements from other local authorities. In 2007-08 two placements are anticipated resulting in a surplus of expenditure over income however, the school is anticipating that it will be fully occupied in the following years. | 277                                | 277                                 |
| As a result of the Estyn Inspection, expenditure has been identified in 2007-08 to deliver the first phase of the action plan. Bids will be submitted for permanent funding for these initiatives in the 2008-09 budget round. Savings have been made from last month due to delayed appointments until 2008-09   | 98                                 | 98                                  |
| has been employed<br>the service<br>end   | 137                                | 137                                 |
|   | <b>512</b>                         | <b>512</b>                          |
| <b><u>COUNTRYSIDE &amp; LEISURE</u></b>   |                                    |                                     |
| Additional costs associated with Drift Park Paddling Pool, Amphitheatre & Play Area   | 40                                 | 40                                  |
| Unplanned closure of Corwen Pool  | 5                                  | 5                                   |
| Increased devolved repair & maintenance costs at Corwen Pavilion  | 7                                  | 7                                   |
| Legal costs associated with the Ffrith & Marine Lake  | 6                                  | 6                                   |
| Increased Utility Costs   | 3                                  | 3                                   |
| Offset by:  |                                    |                                     |
| Increased income at Leisure Centres   | -18                                | -18                                 |
| Delayed Appointments  | -14                                | -14                                 |
| NNDR (Business Rates) refunds   | -7                                 | 0                                   |
|   | <b>22</b>                          | <b>29</b>                           |
| <b><u>TOURISM, HERITAGE &amp; CULTURE</u></b>   |                                    |                                     |
| Increased operational & maintenance costs and lower than projected income levels at Royal International Pavilion  | 15                                 | 15                                  |
| Provision of ill health cover at Pavilion Theatre   | 0                                  | 0                                   |
| Cleaning of archive material infected by mould following tender process   | 77                                 | 77                                  |
| Offset by:  |                                    |                                     |
| Savings resulting from Tourism Strategy tendering process   | -30                                | -30                                 |
| Underspend of training  | -3                                 | 0                                   |
|   | <b>59</b>                          | <b>62</b>                           |
| <b>TOTAL</b>  | <b>831</b>                         | <b>912</b>                          |

| <b><u>PROPOSED EFFICIENCY SAVING</u></b>                | <b><u>EFFICIENCY</u></b>             |  |
|---|--------------------------------------|--|
|   | <b><u>TARGET SAVINGS 2007/08</u></b> | <b><u>PROGRESS</u></b>                                   |
| Schools' Delegated Budgets - 0.3% Efficiency Target     | 100                                  | To be achieved by School Governing Bodies.               |
| County Voice - Develop income from advertising.         | 1                                    | On target.   |
| Project Management Fees Recharge.                       | 27                                   | On target. May need to be achieved by alternative means. |
| Review of S.E.N. Transport Contracts.                   | 10                                   | On target.   |
| Assorted Efficiencies across the Service e.g. Vacancies | 70                                   | On target.   |
| Reduce funding to grant aided bodies                    | 6                                    | Achievable   |
| New income  | 30                                   | Part achievable. Alternative savings being sought        |
| Alternative service delivery                            | 36                                   | Part achievable. Alternative savings being sought        |
| <b>TOTAL</b>  | <b>280</b>                           |  |

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2007/08**  
**ENVIRONMENT DIRECTORATE**  
**SUMMARY POSITION AS AT END JANUARY 2008**

|   | Budget                     |                       |                          | Projected Outturn          |                       |                          | Variance                   |                       |                          | Variance                 |
|---|----------------------------|-----------------------|--------------------------|----------------------------|-----------------------|--------------------------|----------------------------|-----------------------|--------------------------|--------------------------|
|   | Gross Expenditure<br>£000s | Gross Income<br>£000s | Net Expenditure<br>£000s | Gross Expenditure<br>£000s | Gross Income<br>£000s | Net Expenditure<br>£000s | Gross Expenditure<br>£000s | Gross Income<br>£000s | Net Expenditure<br>£000s | Previous report<br>£000s |
| DEVELOPMENT SERVICES (Note 3 &5)                | 8,845                      | -5,086                | 3,759                    | 8,869                      | -5,111                | 3,758                    | 24                         | -25                   | -1                       | -5                       |
| TRANSPORT & INFRASTRUCTURE (Notes 1,3 & 5)      | 9,357                      | -4,233                | 5,124                    | 9,393                      | -4,248                | 5,145                    | 36                         | -15                   | 21                       | 40                       |
| PLANNING & PUBLIC PROTECTION (Notes 2, 3, 4 &5) | 4,347                      | -1,941                | 2,406                    | 4,357                      | -2,041                | 2,316                    | 10                         | -100                  | -90                      | -80                      |
| DIRECTOR & SUPPORT                              | 1,393                      | -331                  | 1,062                    | 1,393                      | -331                  | 1,062                    | 0                          | 0                     | 0                        | 0                        |
| ENVIRONMENTAL SERVICES (Note 3 &5)              | 14,159                     | -5,082                | 9,077                    | 14,139                     | -5,082                | 9,057                    | -20                        | 0                     | -20                      | -45                      |
| <b>Total Environment</b>                        | <b>38,101</b>              | <b>-16,673</b>        | <b>21,428</b>            | <b>38,151</b>              | <b>-16,813</b>        | <b>21,338</b>            | <b>50</b>                  | <b>-140</b>           | <b>-90</b>               | <b>-90</b>               |



**SUMMARY POSITION AS AT END JANUARY 2008**  
**ENVIRONMENT DIRECTORATE**  
**SUMMARY POSITION AS AT END JANUARY 2008**

**Potential areas of budget pressure**

**Potential areas of budget pressure**

- 1 Flooding problems during the year to date have placed a strain on the Highways maintenance budget. In the event of severe weather during the remaining months it is possible that the winter maintenance budget, together with the winter maintenance reserve, will be insufficient to cover the costs.
- 2 Development Control income received to date is significantly higher than the profiled budget mainly due to 3 large windfarm applications. This income is likely to be offset by additional costs which may continue beyond the end of the financial year. If this is the case it might be prudent to set this income aside towards meeting any future obligations the Council may incur.
- 3 Savings from delays in recruiting staff to fill vacant posts.
- 4 The recent Animal Welfare case in Llandegla has placed a strain on this budget.
- 5 As part of the Council's aim to reduce the head count the Directorate has made 5 redundancies in the current financial year and costs are absorbed in the above figures.
- 6 The Directorate put forward a number of efficiency savings as part of the Budget setting process. These totalled £250K and will be monitored on an on-going basis throughout the financial year. These are summarised between the service departments below

| <b>Details</b>   | <b>£'000s</b> |                                     |
|--|---------------|-------------------------------------|
| <b>Development Services</b>  |               |                                     |
| Rationalisation of office accommodation following acquisition of Brighton Road | 50            | On-going                            |
| Station caretaker to also take responsibility for Children's Village           | 7             | To be Achieved                      |
| Business grant assessment to be carried out in-house                           | 8             | On target                           |
| Restructuring - Valuation & Estates  | 8             | Achieved                            |
| <b>Transport &amp; Infrastructure</b>  |               |                                     |
| Remove Coastal Protection Agency post  | 6             | To be replaced by substitute saving |
| Savings in salt procurement  | 20            | To be Achieved                      |
| Review of streetworks recharges  | 5             | Achieved                            |
| Review of School Crossing Patrols  | 5             | Achieved                            |
| Increased income from increased workload in MPG                                | 30            | On target                           |
| Parking processing of PCN's jointly - savings year on year                     | 10            | Achieved                            |
| <b>Planning &amp; Public Protection</b>  |               |                                     |
| Restructuring - not replacing vacant Section Manager post                      | 12            | Achieved                            |
| Restructuring of Building Control Section following staff vacancy              | 10            | Achieved                            |
| New income streams from new Statutory legislation                              | 10            | Achieved                            |
| Absorb new legislation/powers within existing workforce                        | 12            | Achieved                            |
| Reduction in Contaminated Land consultants budget                              | 4             | Achieved                            |
| Formal SLA with Flintshire CC to assist with Mineral Planning                  | 5             | Achieved                            |
| <b>Director &amp; Support</b>  |               |                                     |
| Reduction in working hours of officer in Performance Management team           | 12            | Achieved                            |
| <b>Environmental Services</b>  |               |                                     |
| Public Conveniences - reductions in overtime payments                          | 5             | Achieved                            |
| Rationalisation of sweeper hire costs  | 5             | Achieved                            |
| Transfer of officer to Leisure and not replacing                               | 13            | Achieved                            |
| Replacing Team Leader with lower graded employee                               | 10            | Achieved                            |
| Savings following refurbishment of Corwen PC                                   | 3             | Achieved                            |

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**250**

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**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2007/08**  
**SOCIAL SERVICES AND HOUSING**  
**SUMMARY POSITION AS AT END JANUARY 2008**

|                                  | 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           |
| Children Services                | 9,162             | -585           | 8,577           | 9,748             | -1,373         | 8,375           | 586               | -788          | -202            | -193            |
| Adult Services                   | 35,943            | -9,234         | 26,709          | 36,558            | -10,166        | 26,392          | 615               | -932          | -317            | -38             |
| Business Support & Development   | 2,732             | -468           | 2,264           | 2,911             | -670           | 2,241           | 179               | -202          | -23             | -36             |
| Cymorth Grant                    | 1,711             | -1,711         | 0               | 1,711             | -1,711         | 0               | 0                 | 0             | 0               | 0               |
| Supporting People Grant          | 4,336             | -4,301         | 35              | 4,336             | -4,301         | 35              | 0                 | 0             | 0               | 0               |
| Underspend Brought Forward       | 0                 | 0              | 0               | 0                 | -341           | -341            | 0                 | -341          | -341            | -341            |
| <b>Sub Total Social Services</b> | <b>53,884</b>     | <b>-16,299</b> | <b>37,585</b>   | <b>55,264</b>     | <b>-18,562</b> | <b>36,702</b>   | <b>1,380</b>      | <b>-2,263</b> | <b>-883</b>     | <b>-608</b>     |
| Non HRA Housing                  | 1,551             | -1,313         | 238             | 1,568             | -1,213         | 355             | 17                | 100           | 117             | 151             |
| Underspend Brought Forward       | 0                 | 0              | 0               | 0                 | -44            | -44             | 0                 | -44           | -44             | -44             |
| <b>Directorate Total</b>         | <b>55,435</b>     | <b>-17,612</b> | <b>37,823</b>   | <b>56,832</b>     | <b>-19,819</b> | <b>37,013</b>   | <b>1,397</b>      | <b>-2,207</b> | <b>-810</b>     | <b>-501</b>     |

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2007/08**  
**SOCIAL SERVICES AND HOUSING**  
**SUMMARY POSITION AS AT END DECEMBER 2007**

| <u>Comments</u>   | Current Month | Previous Month |
|---|---------------|----------------|
|   | £000s         | £000           |
| <b>SOCIAL SERVICES</b>  |               |                |
| <b>CHILDREN'S SERVICES</b><br>There has been a further reduction in forecast spend across various headings. This offsets pressure areas in the specialist placement budget (£132k residential and £155k fostering placements)   |               |                |
|   | -202          | -193           |
| <b>ADULT SERVICES</b><br><b>Learning Disabilities</b><br>Purchasing - Overspend has increased by £61k due to notice given by the HB Department regarding the restriction of AVSC claims. This has increased pressure on the Community Living budget. Other pressure areas continue to be the respite, residential and nu  | 185           | 96             |
| <b>Mental Illness</b><br>The main pressure here is still Residential and Nursing Placements / Day care showing an overspend of £167k. There is a forecast under spend of £70 on MI Preserved Rights clients. This budget and spend was previously shown under Older People in 2006/07.  | 88            | 104            |
| <b>Older People</b><br><b>Purchasing</b><br>The projected underspend has increased by £36k from the December report. This is mainly due to an increase in the projected underspend for Intermediate Care from £80k to £120k. This figure could not be reported at this level in previous reports as the slippage figure had not been agreed by the intermediate Board in late January.<br><b>Residential Homes</b><br>Despite new monies of £69k the main pressure is still forecast to be Residential Homes, showing an overspend of £142k ( including Extra Care Housing spend of £84k). This could improve further if current income trends are maintained and there is no reserved debt.<br><b>Provider Day Centres</b><br>This budget is predicted to be overspent by £13k (this was £24k overspent in 2006/07). Transport spend is the main budget pressure.<br><b>Homecare Provider</b><br>This budget was under spent in 2006/07 by £43k. It was previously thought that a pilot scheme in respect of Six Weeks Free Homecare and reduced staff slippage on posts would mean spend would be on budget in 07/08. However, the current position is that emp | -468          | -317           |
| <b>PDSI</b><br>Based on 2006/07 experience there is still likely to be overspend on PDSI. The main pressure areas are forecast to be the Community Care budget and the Occupational Therapy budget, (where the £60k pressure is due to the ever increasing demand for equipmen  | 128           | 150            |
| <b>Performance Management &amp; Commissioning</b><br>The majority of these budgets relate to staffing and are predicted to be under spent due to slippage on vacant posts and staff not currently being at the top of their grade.  | -153          | -142           |
| <b>Other Adult Services</b><br>There is a projected overspend of £9k on Community Development which is offset by under spend on the out of hours service of £25k. Confirmation by WAG of our likely reimbursement from Fairer Charges Grant towards lost income from changes to Charging Poli   | -165          | -7             |
| <b>Joint Working &amp; Older People Strategy</b><br>There is a £27k base budget to supplement these grants. In previous years this has been fully spent but it is intended to limit spend in this financial year with only £5k likely to be committed.  | -22           | 0              |
| <b>Cefndy Enterprises</b><br>The main reason for the predicted overspend is due to 07/08 sales being less than expected and an increase in the cost of materials. Sales in 06/07 reached just under £2.9m whereas current indications are that the 07/08 figure is likely to be between £2.6  | 90            | 78             |
| <b>TOTAL ADULT SERVICES</b>   | -317          | -38            |
| <b>Business Support &amp; Development</b><br>The bid for the additional component grant has been approved (£145k) and it is expected that some of the grant will be transferred into the services although this is to be confirmed. Directorate support costs have increased because Henllan Centre costs a   |               |                |
|   | -23           | -36            |
| <b>Cymorth Grant</b><br>All expenditure relating to the Cymorth grant has to be spent in year.  | 0             | 0              |
| <b>Supporting People Grant</b><br>The expected under spend for SP is £889k, £448k relates to projects that are being commissioned part way through the year and the remainder relates to money set aside, by the planning group, to fund short term projects and future cuts. As reported to cabi   | 0             | 0              |
| <b>2006/07 Underspend Brought Forward</b>   | -341          | -341           |
| <b>HOUSING</b><br>There has been an increase in the cost of homelessness accommodation this year - in part reflecting higher standards of accommodation. However, the budget is undergoing a detailed review to ensure the budget is contained next year.   | 117           | 151            |
| <b>2006/07 Underspend Brought Forward</b>   | -44           | -44            |
| <b>TOTAL HOUSING</b>  | 73            | 107            |
| <b>TOTAL SOCIAL SERVICES &amp; HOUSING</b>  | -810          | -501           |

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2007/08**  
**SOCIAL SERVICES AND HOUSING**

**Efficiency Savings**

| Service   | Efficiency Saving | Further Saving | Details   | Status   |
|---|-------------------|----------------|---|--|
| <b>Children's Services</b>  |                   |                |   |  |
| Reduction in placement costs for looked after children (Children's Services)                      | 121               |                | Renegotiation of contracts with independent sector providers will result in cohort of 15 children remaining in the independent sector until the majority. These savings are detailed as a result of admitting fewer Children into care during 2007/08 - in line with the current performance.   | Achievable   |
| <b>Adult Services</b>   |                   |                |   |  |
| Hospital discharge service  | 40                |                | A review of the service is in progress with plans for more cost effective service delivery to generate this saving.   | Achievable   |
| Reconfigure posts / skills mix  | 20                |                | Within Adult Services active consideration of existing posts has meant that in many cases more economical staffing costing arrangements have put in place of previous posts which have a greater cost. Examples are replacement of a Social Worker in Older People Services with a Reviewing Officer / Community Care Officer and recruiting Disability Assistants rather than Occupational therapists in Disability Resource Team. | Achievable   |
| Joint Commissioning - Adults  | 26                |                | Continued drive to share costs with partner agencies through joint commissioning and review of nursing care invoices  | Achievable   |
| Increased preventative work   | 20                | 20             | The cost per week for residential care is £288 and for Very Dependent Elderly £360.50 so the target would be to reduce the admissions by at least 3 people despite the increase in numbers of older people, by following through on rehabilitation and health promotion strategies.   | Achievable   |
| Homecare reductions due to telecare   |                   | 30             | There is evidence from case studies in other areas that telecare can reduce the need for homecare per day by ½ hour. However there will be costs in setting up a telecare response team so initial savings will be modest with more certain savings generated in future years (see below).  | Achievable   |
| Re configure ABER project eligible for Supporting People funding                                  |                   | 60             | This project meets the criteria for Supporting People funding and would allow us to re configure an existing service more in keeping with the enablement agenda.  | Achievable   |
| Llys Marchan Draft mgt agreement and savings by negotiation with Clwyd                            |                   | 2              | The negotiations on this matter need to be concluded which would save yearly legal costs. negotiation with Clwyd Alyn has resulted in a saving on the contract.   | Achievable   |
| Review of use of external work opportunities services which are higher cost than in house         |                   | 8              | There is evidence that external work opportunities are higher in costs than internal due partly to the income generation so a review of contracts and a drive to place more people in internal work opportunities would reduce costs  | Achievable   |
| Increase income   |                   | 30             | The review of charges in 2006/07 will generate additional income in 2007/08   | Achievable   |
| <b>Business Support &amp; Development</b>   |                   |                |   |  |
| Implementation of the PARIS system - improved processing  | 5                 |                | We have included only a small saving in 07/08 as there will be a lot of additional time and effort require don implementation. However by the last quarter of the year there should be a saving in time of MIS officers in verifying and checking data which should translate into actual cash savings  | Not thought to be achievable- will source other services |
| Improved staff retention -  | 22                |                | Savings on agency costs, recruitment costs and managers time  | Achievable   |
| Complaints Investigation collaboration and focus on resolution at stage 1                         | 3                 |                | Additional time has been committed to meeting complainants at the first stage and working to an earlier resolution to avoid the need for formal investigation at stage 2. There is also joint work across north Wales being led by Denbighshire on the recruitment of Independent t Investigators which should reduce costs.  | Achievable   |
| Deletion of ½ post in Senior management admin   | 10                |                | Re design of some other admin posts will assist with this together with increasingly efficient working of the Directorate administration office.  | Achievable   |
| Receivership reconfigure post/generate additional income  |                   | 10             | Invest to save re design of a post which should mean a greater recovery of costs for the authority  | Achievable   |
| Efficiencies in office accommodation - Brighton Road  |                   | 18             | Savings from cleaning, caretaking shared facilities and repair costs are not likely to be realised until the last quarter of the year and so would be more suitable for 08/09savings targets.   | Achievable   |
| <b>General</b>  |                   |                |   |  |
| Sickness Absence management   | 26                |                | This figure is based on the saving to the authority of cover for sickness absence in direct care posts.   | Achievable   |
| Transport savings across Directorate  |                   | 50             | The target is to reduce the high cost of transport through the transport review, this is a specific project for the Senior Administrative Officer.  | Achievable   |
| <b>Housing</b>  |                   |                |   |  |
| Housing Savings - Efficiency savings to be achieved by reduction in Bed & Breakfast Accommodation | 2                 | 15             | The Council is using leased properties as a more cost effective replacement   | Achievable   |
| <b>Total</b>  | <b>295</b>        | <b>247</b>     |   |  |

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2007/08**  
**RESOURCES, COUNTY CLERK, CORPORATE & MISCELLANEOUS**  
**SUMMARY POSITION AS AT END JANUARY 2008**

|  | 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           |
| <b>County Clerks</b>                         | 1,890             | -393           | 1,497           | 1,940             | -363           | 1,577           | 50                | 30           | 80              | 80              |
| <b>Resources Directorate</b>                 |                   |                |                 |                   |                |                 |                   |              |                 |                 |
| Finance                                      | 4,857             | -2,012         | 2,845           | 4,857             | -2,012         | 2,845           | 0                 | 0            | 0               | 0               |
| Policy Unit                                  | 416               | 0              | 416             | 416               | 0              | 416             | 0                 | 0            | 0               | 0               |
| Audit  | 438               | -85            | 353             | 438               | -85            | 353             | 0                 | 0            | 0               | 0               |
| I.T  | 2,331             | -429           | 1,902           | 2,331             | -429           | 1,902           | 0                 | 0            | 0               | 0               |
| Personnel                                    | 1,375             | -258           | 1,117           | 1,375             | -258           | 1,117           | 0                 | 0            | 0               | 0               |
| Project Management                           | 26                | 0              | 26              | 26                | 0              | 26              | 0                 | 0            | 0               | 0               |
|  | 668               | -154           | 514             | 668               | -154           | 514             | 0                 | 0            | 0               | 0               |
| <b>Total</b>                                 | <b>10,111</b>     | <b>-2,938</b>  | <b>7,173</b>    | <b>10,111</b>     | <b>-2,938</b>  | <b>7,173</b>    | <b>0</b>          | <b>0</b>     | <b>0</b>        | <b>0</b>        |
| <b>Corporate and Miscellaneous</b>           | <b>7,032</b>      | <b>-835</b>    | <b>6,197</b>    | <b>7,032</b>      | <b>-835</b>    | <b>6,197</b>    | <b>0</b>          | <b>0</b>     | <b>0</b>        | <b>0</b>        |
| <b>Benefits</b>                              | <b>22,151</b>     | <b>-22,188</b> | <b>-37</b>      | <b>22,151</b>     | <b>-22,188</b> | <b>-37</b>      | <b>0</b>          | <b>0</b>     | <b>0</b>        | <b>80</b>       |
| <b>Total</b>                                 | <b>41,184</b>     | <b>-26,354</b> | <b>14,830</b>   | <b>41,234</b>     | <b>-26,324</b> | <b>14,910</b>   | <b>50</b>         | <b>30</b>    | <b>80</b>       | <b>80</b>       |
| <b>Capital Fin Charges/Investment Income</b> | <b>10,882</b>     | <b>0</b>       | <b>10,882</b>   | <b>10,682</b>     | <b>0</b>       | <b>10,682</b>   | <b>-200</b>       | <b>0</b>     | <b>-200</b>     | <b>-35</b>      |

Comments

County Clerks

1. £30k projected overspend due to reduced recharge to capital receipts, as work now being outsourced due to increasing workloads within Legal Services

**Note**

All efficiency savings proposals on target to be delivered

**Denbighshire County Council - Capital Plan 2007/08 - 2010/11**

**APPENDIX 2**

**Position as at January 2007**

|                         |   | 2007/8  | 2008/9  | 2009/10 | 2010/11 |
|-------------------------|---|---------|---------|---------|---------|
|                         |   | £000s   | £000s   | £000s   | £000s   |
| <b>Capital Funding:</b> |   |         |         |         |         |
| <b>1</b>                | <b>General Funding:</b>                 |         |         |         |         |
|                         | Unhypothcated Supporting Borrowing      | 4,200   | 5,905   | 5,905   | 5,905   |
|                         | General Capital Grant                   | 1,063   | 4,355   | 1,953   | 2,009   |
|                         | General Capital Receipts                | 3,856   | 12      |         |         |
|                         | Earmarked Capital Receipts              | 2,604   | 312     | 0       | 0       |
|                         |   | 11,723  | 10,584  | 7,858   | 7,914   |
| <b>2</b>                | <b>Prudential Borrowing</b>             | 6,755   | 5,799   | 0       | 0       |
| <b>3</b>                | <b>Reserves and Contributions</b>       | 869     | 1,575   | 110     | 91      |
| <b>4</b>                | <b>Specific Grants</b>                  | 20,162  | 9,628   | 836     | 397     |
|                         | <b>Total Finance</b>                    | 39,509  | 27,586  | 8,804   | 8,402   |
|                         | <b>Total Estimated Payments</b>         | -39,509 | -26,586 | -1,841  | -974    |
|                         | <b>Contingency</b>                      | 0       | -1,000  | -1,000  | -1,000  |
|                         | <b>Unallocated Reserve</b>              | 0       | 0       | -110    | 0       |
|                         | <b>Surplus/ -Insufficient Resources</b> | 0       | 0       | 5,853   | 6,428   |

## Capital Expenditure By Directorate

|                             | 2007/08              | 2007/8              | 2008/9              | 2009/10             | 2010/11             |
|-----------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|
|                             | Spend to end January | Estimated programme | Estimated programme | Estimated programme | Estimated programme |
|                             |                      | £000                | £000                | £000                | £000                |
| Environment                 | 14,861               | 20,523              | 13,425              | 60                  | 0                   |
| Lifelong Learning           | 12,564               | 17,710              | 11,926              | 1,545               | 724                 |
| Resources                   | 293                  | 881                 | 577                 | 0                   | 0                   |
| Social Services and Housing | 353                  | 395                 | 658                 | 236                 | 250                 |
| <b>Total</b>                | <b>28,071</b>        | <b>39,509</b>       | <b>26,586</b>       | <b>1,841</b>        | <b>974</b>          |

## Capital Expenditure by Council Priority

|                  | 2007/08              | 2007/8              | 2008/9              | 2009/10             | 2010/11             |
|------------------|----------------------|---------------------|---------------------|---------------------|---------------------|
|                  | Spend to end January | Estimated programme | Estimated programme | Estimated programme | Estimated programme |
|                  |                      | £000                | £000                | £000                | £000                |
| School Buildings | 8,959                | 12,236              | 7,269               | 672                 | 0                   |
| Highways         | 4,474                | 4,979               | 2,800               | 0                   | 0                   |
| Public Realm     | 2,369                | 3,216               | 2,127               | 60                  | 0                   |
| <b>Total</b>     | <b>15,802</b>        | <b>20,431</b>       | <b>12,196</b>       | <b>732</b>          | <b>0</b>            |

As part of the 07/08 revenue budget, the Council agreed to fund the borrowing costs of additional Prudential Borrowing. The table below shows how the funds were allocated and forecast expenditure

## Additional Prudential Borrowing

|                  | 2007/08              | 2007/8              |
|------------------|----------------------|---------------------|
|                  | Spend to end January | Estimated programme |
|                  | £000                 | £000                |
| School Buildings | 875                  | 1,322               |
| Highways         | 2,000                | 2,000               |
| Health & Safety  | 250                  | 500                 |
| <b>Total</b>     | <b>3,125</b>         | <b>3,822</b>        |

## VACANCY CONTROL UPDATE.

### 1. Background.

1.1 One of the agreed savings options for 2008/9 is the implementation of a vacancy control procedure. There is a target saving of £500k built into the budget assumptions for next financial year, spread over directorates as follows;

|                           | £k  |
|---------------------------|-----|
| Lifelong Learning         | 150 |
| Environment               | 125 |
| Social Services & Housing | 125 |
| Resources                 | 100 |

1.2. All vacancies will be reviewed within directorates to consider whether recruitment is essential or can be delayed either on a temporary or permanent basis. The staffing structure of services will therefore be kept under constant review.

1.3. A cross directorate group will review progress against the directorate targets and seek to assist with reducing head count by more cross directorate working.

1.4 It is very early in the process currently but it is clear that a number of posts are being kept vacant with early results from a couple of directorate as follows;

### 2. Environment.

13 posts currently frozen, several posts such as cooks, catering assistants and school crossing patrols have been cleared for recruitment because of the nature of the work involved.

### 3. Resources.

18 posts currently vacant across the directorate, 7 of which are under review for filling shortly. Further work will take place to establish how many of the remaining 11 posts can be frozen on a permanent basis.

4. From these initial results it is anticipated that the process is potentially on target to deliver the required level of savings for 2008/9 and that the opportunity exists to reduce staffing levels on an ongoing basis.

5. It is expected that future reports will be more comprehensive and include the impact upon service delivery resulting from the process.



**REPORT TO CABINET**

**CABINET MEMBER: COUNCILLOR J THOMPSON-HILL,  
LEAD MEMBER FOR FINANCE**

**DATE: 19 FEBRUARY 2008**

**SUBJECT: BUDGET 2008/2009 – USE OF ONE OFF ADDITIONAL  
LABGI GRANT**

**1 DECISION SOUGHT**

That Members consider the spend to save proposals for use of the additional Local Authority Business Growth Incentive Grant (LABGI) recently announced by WAG and recommend accordingly to full Council.

**2 REASON FOR SEEKING DECISION**

**2.1 Background**

2.1.1 The Assembly has administered a 3 year grant scheme, funded by the Treasury, that provides additional resources for local authorities if their Business Rate tax base rises during a financial year beyond a target level set by the scheme.

2.1.2 The sums payable to Councils have varied significantly from year to year with the final level of funding not known until nearly the end of the financial year concerned.

2.1.3 2007/08 is the last year of the scheme and the Assembly announced the distribution of funds on 11 February. Denbighshire will receive £248k, which had not been built into budget assumptions for 2007/08 or the next financial year.

2.1.4 During the debate on the Council's budget for 2008/09 at full Council on 12 February 2008 Members resolved to seek proposals to invest this one off sum in ways that would assist the Council to deliver the current savings proposals. Particular reference was made to the impact of savings proposals on the Culture, Heritage and Leisure services, together with the loss of development posts currently funded from this source.

**2.2 Proposals**

2.2.1 Bearing in mind that the funding available is one off, that the Council has to deliver further significant reductions in net expenditure in future years and having regard to the issues and concerns raised by Members during the budget debate at full Council, the following proposals are made for the investment of the £248k.

Proposed  
funding allocation  
£000

a) initiate a commercial review of the potential for more

cost effective service delivery within the trading services of the Council with particular reference to the Cultural, Heritage & Leisure portfolios. Also to provide for any resulting costs from restructuring services 100

b) continue with the currently funded development posts in Rhyl, Prestatyn and Denbigh to deliver further external funding for schemes 98

c) strengthen the Council's capacity within the Procurement and Business Process Reengineering functions to deliver savings 50

**TOTAL 248**

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

3.1 Section 151 of the Local Government Act 1972  
Local Government Act 1992  
Part 1 of Local Government Act 2003

### **4 COST IMPLICATIONS**

4.1 The one off additional funding available from the Assembly is £248k.

### **5 FINANCIAL CONTROLLER STATEMENT**

5.1 These proposals are made with the need to deliver further improvements in cost effectiveness in future years very much in mind. While the grant will not be available next financial year the proposal is to carry forward the funds and invest in a spend to save manner to ensure the impact of reduced funding levels can be accommodated with the minimum of service reduction.

### **6 CONSULTATION CARRIED OUT**

6.1 Lead Member for Finance has consulted with the Leader, CET and the Financial Controller.

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

7.1 The level of funding available to the Council together with budgetary performance and efficient working impact upon all services of the Council.

### **8 ACTION PLAN**

8.1 Recommendations to full Council on 19 February.

### **9 RECOMMENDATIONS**

9.1 That Members agree the proposed spend to save use of the additional one off LABGI grant funds as above and recommend accordingly to full Council.

**REPORT TO CABINET**

**CABINET MEMBER: COUNCILLOR J A SMITH, LEAD MEMBER FOR BUSINESS MANAGEMENT, COMMUNICATIONS & PERSONNEL**

**DATE: 19<sup>th</sup> February 2008**

**SUBJECT: ROUTINE REPORTING ON PERSONNEL**

**1 DECISION SOUGHT**

1.1 For Members to note the enclosed report on staff headcount.

**2 REASON FOR SEEKING DECISION**

2.1. This is an updated monthly report on employee data (appendix A). The monthly gross pay statistics which is a summary of the payments made to employees of Denbighshire County Council each month, and the number of jobs which have contributed to that expenditure remains in the report. Excluded from those figures are payments relating to refund of expenses, such as traveling and subsistence. The figures demonstrate the expenditure on salaries and the number of paid posts within the Authority excluding members. A summary of leavers details is contained on the bottom of the third page of the report.

2.2 A list showing the breakdown of starters is attached (appendix B).

Graphs showing the corporate sickness absence position since April 2006 are attached (appendix C). Last years data has been left on the graphs so a monthly comparison can be made with last year. Sickness has risen sharply this month, which mirror's 06/07. Sickness levels overall remain consistently higher than last year. This month only Lifelong learning (excl schools) have recorded lower sickness levels than the same period in 2006/07, with Environment and Social Services again recording much higher levels than other directorates and figures markedly higher than the same period last year. The two other graphs show the "actual" number of days lost and "short term verses long term" sickness absence. Long term sickness equates for more absence than short term sickness in all directorates except Lifelong learning (excl schools).

2.3 The Full Time Equivalent (FTE) numbers and the payments made to employees as described in 2.1 with comparison from 2006/07 and 2007/08, are also attached. (Appendix D)

**3 POWER TO MAKE THE DECISION**

3.1. Section III of the Local Government Act 1972

## **4 COST IMPLICATIONS**

- 4.1. There are no significant cost implications associated with the preparation of this information.
- 4.2. Additional costs are involved in the implementation of the payroll system and also in developing the interface between the time recording system and the HR system.

## **5 FINANCIAL CONTROLLER STATEMENT**

- 5.1 Payroll costs are one of the largest costs faced by the Council and therefore any further actions to monitor and control expenditure are beneficial.

## **6 CONSULTATION CARRIED OUT**

- 6.1. The headcount information has been prepared by the Central Personnel team directly from the HR system and discussed by the Corporate Directors.

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

- 7.1. No direct implication on any corporate policy.
- 7.2. The Vision – being able to deliver the Vision depends on having the right number of staff in the right jobs.

## **8 RECOMMENDATIONS**

- 8.1. Members note the information considered in this report.

**Overall Council Position**

| Establish't |      | SS&H            |      |  |                            | LL              |      |  |                            | ENV             |      |  |                            |
|-------------|------|-----------------|------|--|----------------------------|-----------------|------|--|----------------------------|-----------------|------|--|----------------------------|
|             |      | Number of staff | FTEs | Average Number of Days Lost Per Employee | Overall Percentage Absence | Number of staff | FTEs | Average Number of Days Lost Per Employee | Overall Percentage Absence | Number of staff | FTEs | Average Number of Days Lost Per Employee | Overall Percentage Absence |
| Dec         | 2006 | 794             | 717  | 0.64                                     | 3.35                       | 2338            | 1930 | 0.69                                     | 3.94                       | 960             | 823  | 0.85                                     | 4.47                       |
| Jan         | 2007 | 797             | 717  | 1.31                                     | 5.98                       | 2321            | 1888 | 1.04                                     | 5.19                       | 958             | 744  | 1.27                                     | 5.77                       |
| Feb         |      | 803             | 721  | 1.31                                     | 6.53                       | 2316            | 1872 | 1.01                                     | 5.91                       | 958             | 744  | 1.23                                     | 6.14                       |
| Mar         |      | 809             | 729  | 1.13                                     | 5.14                       | 2324            | 1897 | 1.04                                     | 4.73                       | 959             | 752  | 1.19                                     | 5.41                       |
| Apr         |      | 812             | 710  | 1.20                                     | 6.31                       | 2326            | 1905 | 0.66                                     | 4.24                       | 948             | 743  | 1.02                                     | 5.30                       |
| May         |      | 814             | 712  | 1.25                                     | 5.96                       | 2324            | 1902 | 1.00                                     | 5.10                       | 946             | 738  | 1.05                                     | 5.53                       |
| June        |      | 823             | 718  | 1.41                                     | 6.70                       | 2336            | 1915 | 0.60                                     | 2.89                       | 961             | 746  | 1.11                                     | 5.31                       |
| July        |      | 826             | 720  | 1.32                                     | 6.01                       | 2353            | 1935 | 0.78                                     | 4.17                       | 967             | 752  | 1.22                                     | 5.53                       |
| Aug         |      | 825             | 721  | 1.15                                     | 5.23                       | 2352            | 1936 | 0.46                                     | 2.07                       | 955             | 742  | 1.16                                     | 5.28                       |
| Sept        |      | 822             | 716  | 1.00                                     | 4.98                       | 2395            | 1951 | 0.66                                     | 3.40                       | 953             | 740  | 1.02                                     | 5.11                       |
| Oct         |      | 825             | 723  | 1.40                                     | 6.09                       | 2412            | 1973 | 1.00                                     | 4.63                       | 951             | 741  | 1.50                                     | 6.31                       |
| Nov         |      | 815             | 712  | 1.81                                     | 8.24                       | 2422            | 1982 | 0.82                                     | 3.90                       | 950             | 738  | 1.40                                     | 6.44                       |
| Dec         |      | 816             | 711  | 1.36                                     | 7.16                       | 2448            | 2002 | 1.00                                     | 5.79                       | 953             | 738  | 1.00                                     | 5.26                       |
| Jan         | 2008 | 815             | 713  | 1.86                                     | 8.46                       | 2449            | 2002 | 1.22                                     | 6.57                       | 954             | 741  | 1.00                                     | 4.35                       |

**Rolling Average**

|      |      |     |     |      |      |      |      |      |      |     |     |      |      |
|------|------|-----|-----|------|------|------|------|------|------|-----|-----|------|------|
| Dec  | 2006 | 794 | 717 | 0.64 | 3.35 | 2338 | 1930 | 0.69 | 3.94 | 960 | 823 | 0.85 | 4.47 |
| Jan  | 2007 | 796 | 717 | 0.98 | 4.67 | 2330 | 1909 | 0.87 | 4.57 | 959 | 783 | 1.06 | 5.12 |
| Feb  |      | 798 | 718 | 1.09 | 5.29 | 2325 | 1897 | 0.91 | 5.01 | 959 | 770 | 1.12 | 5.46 |
| Mar  |      | 801 | 721 | 1.10 | 5.25 | 2325 | 1897 | 0.95 | 4.94 | 959 | 766 | 1.14 | 5.45 |
| Apr  |      | 803 | 719 | 1.12 | 5.46 | 2325 | 1899 | 0.89 | 4.80 | 957 | 761 | 1.11 | 5.42 |
| May  |      | 805 | 718 | 1.14 | 5.55 | 2325 | 1899 | 0.91 | 4.85 | 955 | 757 | 1.10 | 5.44 |
| June |      | 807 | 718 | 1.18 | 5.71 | 2326 | 1901 | 0.86 | 4.57 | 956 | 756 | 1.10 | 5.42 |
| July |      | 810 | 718 | 1.20 | 5.75 | 2330 | 1906 | 0.85 | 4.52 | 957 | 755 | 1.12 | 5.43 |
| Aug  |      | 811 | 718 | 1.19 | 5.69 | 2332 | 1909 | 0.81 | 4.25 | 957 | 754 | 1.12 | 5.42 |
| Sept |      | 813 | 718 | 1.17 | 5.62 | 2339 | 1913 | 0.79 | 4.16 | 957 | 752 | 1.11 | 5.39 |
| Oct  |      | 814 | 719 | 1.19 | 5.66 | 2345 | 1919 | 0.81 | 4.21 | 956 | 751 | 1.15 | 5.47 |
| Nov  |      | 814 | 718 | 1.24 | 5.88 | 2352 | 1924 | 0.81 | 4.18 | 956 | 750 | 1.17 | 5.55 |
| Dec  |      | 816 | 718 | 1.30 | 6.19 | 2361 | 1930 | 0.84 | 4.34 | 955 | 743 | 1.18 | 5.62 |
| Jan  | 2008 | 817 | 717 | 1.35 | 6.40 | 2371 | 1939 | 0.85 | 4.45 | 955 | 743 | 1.16 | 5.50 |

**Starters/Leavers - January 2008**

Please see attached breakdown on starters and leavers

Please note that the figures contained within this report may differ from previous reports as the data is changing on a daily basis as HR staff input working hours

## Overall Council Position

|                        |      | CE + CC         |      |  |                            | RES             |      |  |                            | TOTAL           |      |  |                            |         |          |           |                    |
|------------------------|------|-----------------|------|--|----------------------------|-----------------|------|--|----------------------------|-----------------|------|--|----------------------------|---------|----------|-----------|--------------------|
|                        |      | Number of staff | FTEs | Average Number of Days Lost Per Employee | Overall Percentage Absence | Number of staff | FTEs | Average Number of Days Lost Per Employee | Overall Percentage Absence | Number of staff | FTEs | Average Number of Days Lost Per Employee | Overall Percentage Absence | Leavers | Starters | Gross pay | No. of Employments |
| Establish't            | Year |                 |      |  |                            |                 |      |  |                            |                 |      |  |                            |         |          |           |                    |
| Dec                    | 2006 | 52              | 48   | 0.69                                     | 3.64                       | 259             | 239  | 0.68                                     | 3.60                       | 4403            | 3756 | 0.71                                     | 3.87                       | 47      | 31       | 7429681   | 5405               |
| Jan                    | 2007 | 53              | 48   | 0.95                                     | 4.33                       | 262             | 241  | 0.86                                     | 3.90                       | 4391            | 3638 | 1.11                                     | 5.30                       | 30      | 33       | 7290326   | 5363               |
| Feb                    |      | 53              | 48   | 1.08                                     | 5.40                       | 266             | 246  | 0.63                                     | 3.15                       | 4396            | 3631 | 1.07                                     | 5.35                       | 34      | 31       | 7367968   | 5384               |
| Mar                    |      | 52              | 47   | 0.87                                     | 3.96                       | 266             | 246  | 0.81                                     | 3.67                       | 4410            | 3672 | 1.04                                     | 4.74                       | 33      | 29       | 7390026   | 5383               |
| Apr                    |      | 53              | 48   | 0.97                                     | 5.08                       | 267             | 247  | 0.63                                     | 3.34                       | 4406            | 3653 | 0.84                                     | 4.88                       | 46      | 33       | 7507420   | 5406               |
| May                    |      | 54              | 49   | 1.10                                     | 5.25                       | 265             | 245  | 1.01                                     | 4.83                       | 4403            | 3646 | 1.06                                     | 5.23                       | 25      | 23       | 7357926   | 5383               |
| June                   |      | 53              | 48   | 1.07                                     | 5.08                       | 270             | 250  | 0.87                                     | 4.15                       | 4443            | 3676 | 1.03                                     | 4.95                       | 26      | 39       | 7424895   | 5465               |
| July                   |      | 53              | 48   | 0.82                                     | 3.72                       | 272             | 252  | 0.84                                     | 3.82                       | 4471            | 3707 | 0.98                                     | 4.81                       | 26      | 36       | 7530295   | 5518               |
| Aug                    |      | 53              | 48   | 0.69                                     | 3.11                       | 280             | 260  | 0.79                                     | 3.57                       | 4465            | 3707 | 1.00                                     | 4.53                       | 100     | 12       | 7525557   | 5473               |
| Sept                   |      | 53              | 48   | 0.34                                     | 1.69                       | 290             | 270  | 0.92                                     | 4.60                       | 4513            | 3725 | 0.81                                     | 4.08                       | 47      | 121      | 7418071   | 5107               |
| Oct                    |      | 54              | 49   | 0.67                                     | 2.90                       | 289             | 269  | 1.09                                     | 4.73                       | 4531            | 3754 | 1.17                                     | 5.24                       | 35      | 47       | 7559522   | 5496               |
| Nov                    |      | 54              | 49   | 1.37                                     | 6.25                       | 295             | 274  | 1.18                                     | 5.35                       | 4536            | 3754 | 1.16                                     | 5.39                       | 16      | 32       | 7774554   | 5546               |
| Dec                    |      | 54              | 49   | 0.71                                     | 3.73                       | 299             | 277  | 0.85                                     | 4.49                       | 4570            | 3777 | 1.05                                     | 5.83                       | 23      | 16       | 8552299   | 6063               |
| Jan                    | 2008 | 54              | 49   | 0.80                                     | 3.45                       | 310             | 288  | 1.10                                     | 4.95                       | 4582            | 3793 | 1.27                                     | 6.06                       | 36      | 28       | 7733130   | 5614               |
| <b>Rolling Average</b> |      |                 |      |  |                            |                 |      |  |                            |                 |      |  |                            |         |          |           |                    |
| Dec                    | 2006 | 52              | 48   | 0.69                                     | 3.64                       | 259             | 239  | 0.68                                     | 3.60                       | 4403            | 3756 | 0.71                                     | 3.87                       | 47      | 31       | 7429681   | 5405               |
| Jan                    | 2007 | 53              | 48   | 0.82                                     | 3.99                       | 261             | 240  | 0.77                                     | 3.75                       | 4397            | 3697 | 0.91                                     | 4.59                       | 39      | 32       | 7360003   | 5384               |
| Feb                    |      | 53              | 48   | 0.91                                     | 4.46                       | 262             | 242  | 0.72                                     | 3.55                       | 4397            | 3675 | 0.96                                     | 4.84                       | 37      | 32       | 7362658   | 5384               |
| Mar                    |      | 53              | 48   | 0.90                                     | 4.33                       | 263             | 243  | 0.75                                     | 3.58                       | 4400            | 3674 | 0.98                                     | 4.82                       | 36      | 31       | 7369500   | 5384               |
| Apr                    |      | 53              | 48   | 0.91                                     | 4.48                       | 264             | 244  | 0.72                                     | 3.53                       | 4401            | 3670 | 0.95                                     | 4.83                       | 38      | 31       | 7397084   | 5388               |
| May                    |      | 53              | 48   | 0.94                                     | 4.61                       | 264             | 244  | 0.77                                     | 3.75                       | 4402            | 3666 | 0.97                                     | 4.90                       | 36      | 30       | 7390558   | 5387               |
| June                   |      | 53              | 48   | 0.96                                     | 4.68                       | 265             | 245  | 0.78                                     | 3.81                       | 4407            | 3667 | 0.98                                     | 4.90                       | 34      | 31       | 7395463   | 5398               |
| July                   |      | 53              | 48   | 0.94                                     | 4.56                       | 266             | 246  | 0.79                                     | 3.81                       | 4415            | 3672 | 0.98                                     | 4.89                       | 33      | 32       | 7412317   | 5413               |
| Aug                    |      | 53              | 48   | 0.92                                     | 4.40                       | 267             | 247  | 0.79                                     | 3.78                       | 4421            | 3676 | 0.98                                     | 4.85                       | 41      | 30       | 7424899   | 5420               |
| Sept                   |      | 53              | 48   | 0.86                                     | 4.13                       | 270             | 250  | 0.80                                     | 3.86                       | 4430            | 3681 | 0.97                                     | 4.77                       | 41      | 39       | 7424216   | 5389               |
| Oct                    |      | 53              | 48   | 0.84                                     | 4.01                       | 271             | 251  | 0.83                                     | 3.94                       | 4439            | 3688 | 0.98                                     | 4.82                       | 41      | 40       | 7436517   | 5398               |
| Nov                    |      | 53              | 48   | 0.89                                     | 4.20                       | 273             | 253  | 0.86                                     | 4.06                       | 4447            | 3693 | 1.00                                     | 4.86                       | 39      | 39       | 7464687   | 5411               |
| Dec                    |      | 53              | 48   | 0.89                                     | 4.21                       | 277             | 256  | 0.87                                     | 4.13                       | 4461            | 3695 | 1.03                                     | 5.03                       | 37      | 38       | 7558238   | 5466               |
| Jan                    | 2008 | 53              | 48   | 0.87                                     | 4.14                       | 281             | 260  | 0.89                                     | 4.22                       | 4477            | 3708 | 1.04                                     | 5.09                       | 37      | 37       | 7595139   | 5487               |

## Leavers for January 2008

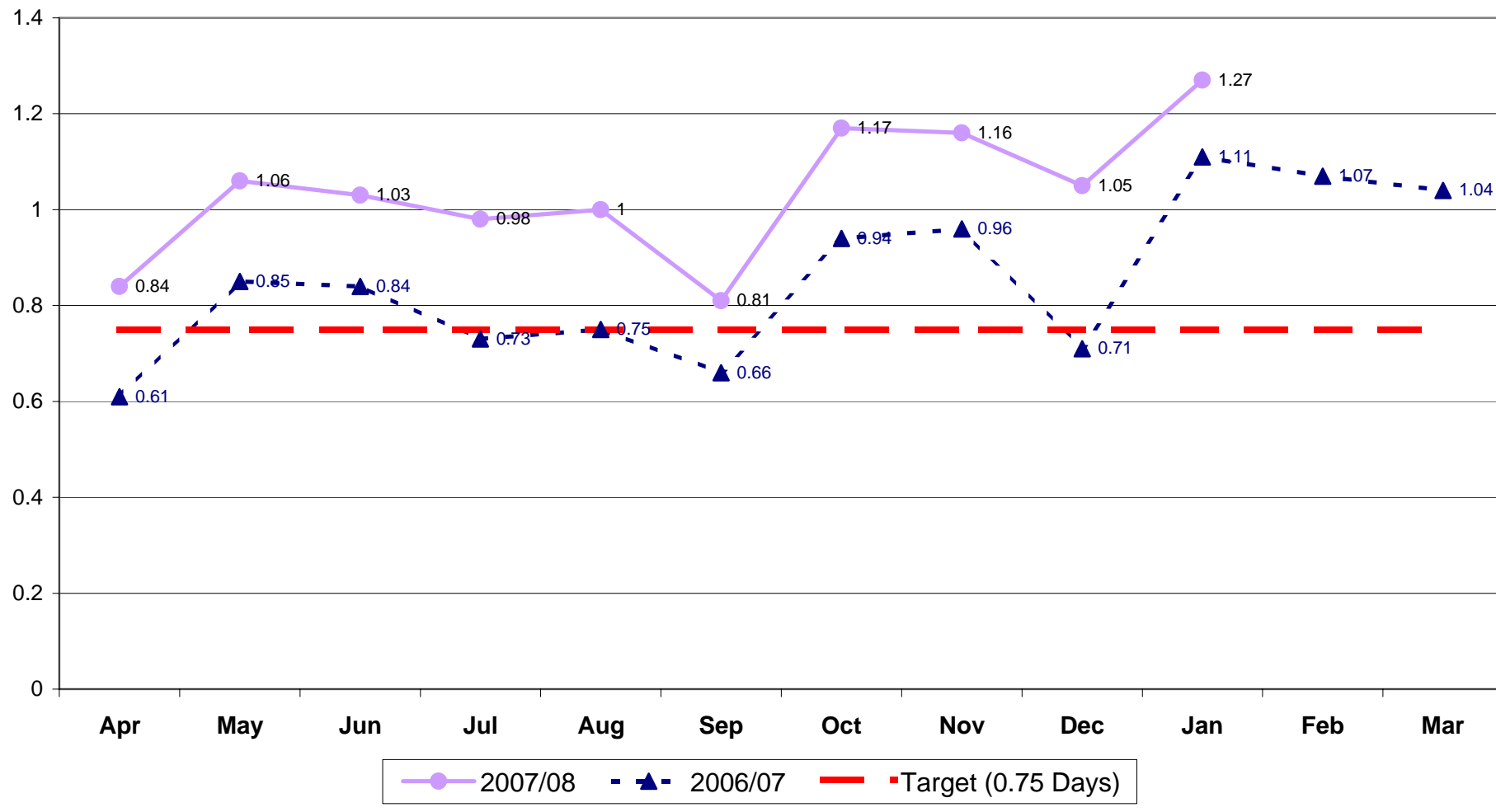
| <b>Leavers</b>                          | <b>Total</b> |
|---|--------------|
| 1.1 Age Retirement                      | 3            |
| 1.4 Dismissal - Disciplinary/Capability | 1            |
| 1.7 End of Fixed Term Contract          | 2            |
| 2.1 Role, Job Description & Duties      | 1            |
| 2.5 Pay, Benefits & Conditions          | 1            |
| 2.6 Training & Career Development       | 4            |
| 2.8 Other - Please Specify              | 5            |
| Dismissal - Misconduct                  | 1            |
| End of Probationary Period              | 1            |
| Moved Out of the Area                   | 3            |
| Resignation - Another Post Outside DCC  | 10           |
| Resignation - Personal                  | 4            |
|   | <b>36</b>    |

|                            |
|----------------------------|
| <b>Starters January 08</b> |
|----------------------------|

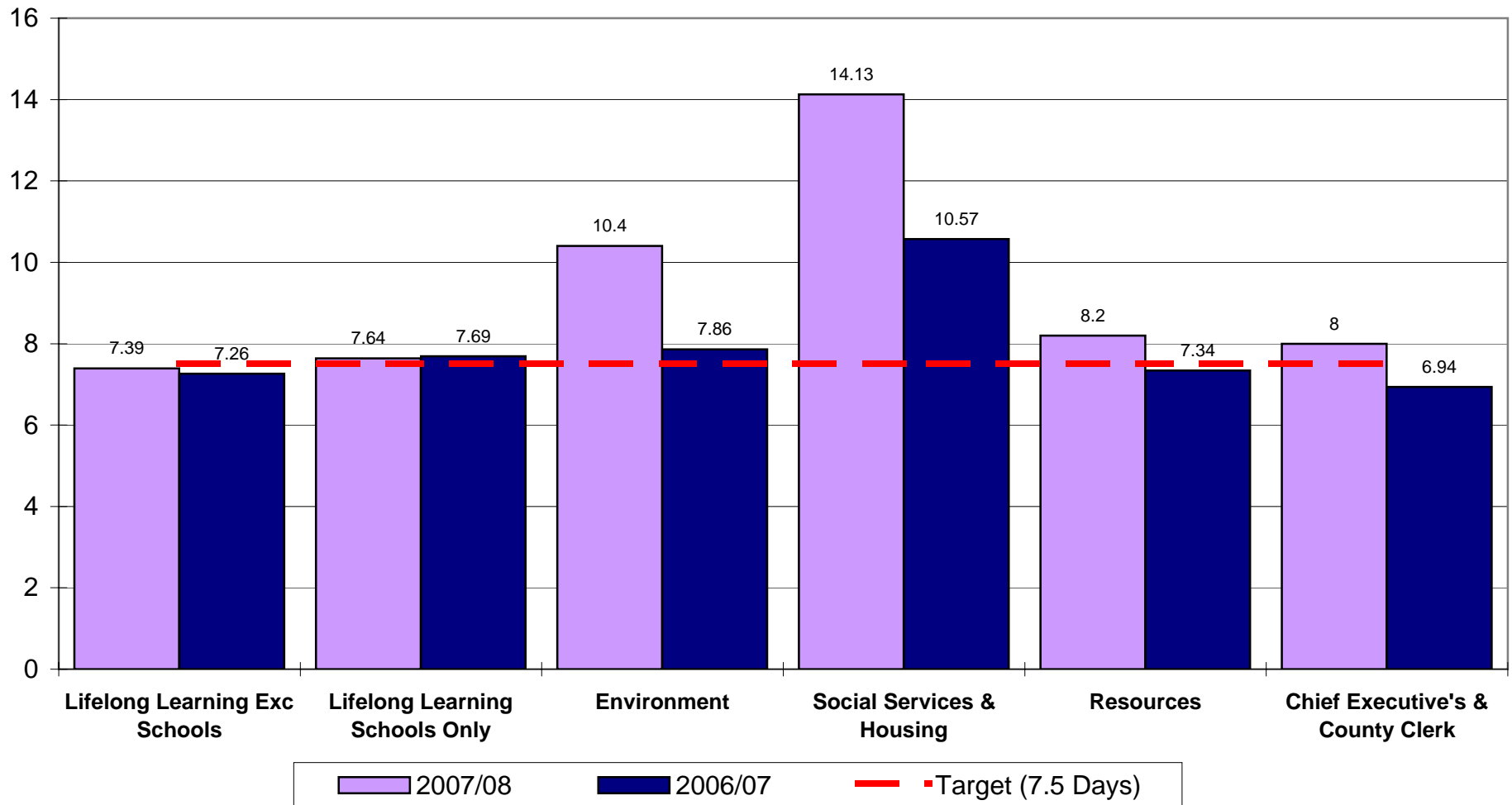
| Joining Date | Position                            | Directorate               | Service                              | Dept                                       | Location                       |
|--------------|-------------------------------------|---------------------------|--------------------------------------|--|--------------------------------|
| 08/01/2008   | Cook In Charge                      | Environment               | Environmental Services               | Catering                                   | Bodelwyddan                    |
| 08/01/2008   | Catering Assistant                  | Environment               | Environmental Services               | Catering                                   | Bodelwyddan                    |
| 07/01/2008   | Street Lighting Operative           | Environment               | Environmental Services               | Sign Shop, Street Lighting, Safety & CCTV  | Kinmel Park Depot              |
| 02/01/2008   | Housing Enforcement Officer         | Environment               | Planning & Public Protection         | Health And Private Sector                  | Trem Clwyd                     |
| 07/01/2008   | Community Enforcement Officer       | Environment               | Planning & Public Protection         | Policy Research & Information              | Trem Clwyd                     |
| 01/01/2008   | Administration Officer              | Lifelong Learning         | Countryside & Leisure Services       | Countryside                                |                                |
| 01/01/2008   | Interpretation Officer              | Lifelong Learning         | Countryside & Leisure Services       | Countryside                                |                                |
| 07/01/2008   | Centre Coordinator                  | Lifelong Learning         | Education                            | Partnerships                               | The Oak Tree Centre            |
| 01/01/2008   | Headteacher - Deputy                | Lifelong Learning         | Schools                              | Primary Schools                            | Ysgol Y Lllys                  |
| 01/01/2008   | Teacher                             | Lifelong Learning         | Schools                              | Primary Schools                            | Tremeirchion Controlled School |
| 07/01/2008   | Nursery Nurse                       | Lifelong Learning         | Schools                              | Primary Schools                            | Denbigh - Gwaenynog Infants    |
| 14/01/2008   | Mid Day Supervisor                  | Lifelong Learning         | Schools                              | Primary Schools                            | Denbigh - Ysgol Heulfre Junior |
| 07/01/2008   | Learning Support Assistant          | Lifelong Learning         | Schools                              | Primary Schools                            | Prestatyn Bodnant Infants      |
| 01/01/2008   | Teacher                             | Lifelong Learning         | Schools                              | Secondary Schools                          | Denbigh High School            |
| 01/01/2008   | Teacher                             | Lifelong Learning         | Schools                              | Secondary Schools                          | Ysgol Dinas Bran               |
| 14/01/2008   | Technician                          | Lifelong Learning         | Schools                              | Secondary Schools                          | Denbigh High School            |
| 01/01/2008   | Learning Support Assistant          | Lifelong Learning         | Schools                              | Special Schools                            | Plas Brondyffryn School        |
| 01/01/2008   | Learning Support Assistant          | Lifelong Learning         | Schools                              | Special Schools                            | Plas Brondyffryn School        |
| 07/01/2008   | Child Care Officer                  | Lifelong Learning         | Schools                              | Special Schools                            | Plas Brondyffryn School        |
| 07/01/2008   | Child Care Officer                  | Lifelong Learning         | Schools                              | Special Schools                            | Plas Brondyffryn School        |
| 02/01/2008   | Cashier - Rhyl                      | Resources                 | Customer Care                        | Cashiers                                   | County Hall                    |
| 28/01/2008   | Modern Apprentice                   | Resources                 | Strategic Policy Unit                | Strategic Policy Unit                      | Ruthin                         |
| 14/01/2008   | Social Worker                       | Social Services & Housing | Adult Services                       | Physical Disabilities & Sensory Impairment | Glan Clwyd                     |
| 07/01/2008   | Administration Assistant - Henllan  | Social Services & Housing | Adult Services                       | PMSU                                       | Ty Nant                        |
| 02/01/2008   | Mentor - Mat Cover                  | Social Services & Housing | Adult Services                       | Social Inclusion & Voluntary Sector        | Rhyl                           |
| 07/01/2008   | IT Project Manager                  | Social Services & Housing | Business Support & Development       | Performance Management & Support Unit      | Ty Nant                        |
| 30/01/2008   | External Practice Teacher           | Social Services & Housing | Business Support & Development       | Professional Development Team              | Ty Nant                        |
| 14/01/2008   | Children and Young People's Partner | Social Services & Housing | Children & Young People Partnerships |  | Ruthin                         |
| <b>28</b>    |                                     |                           |                                      |  |                                |



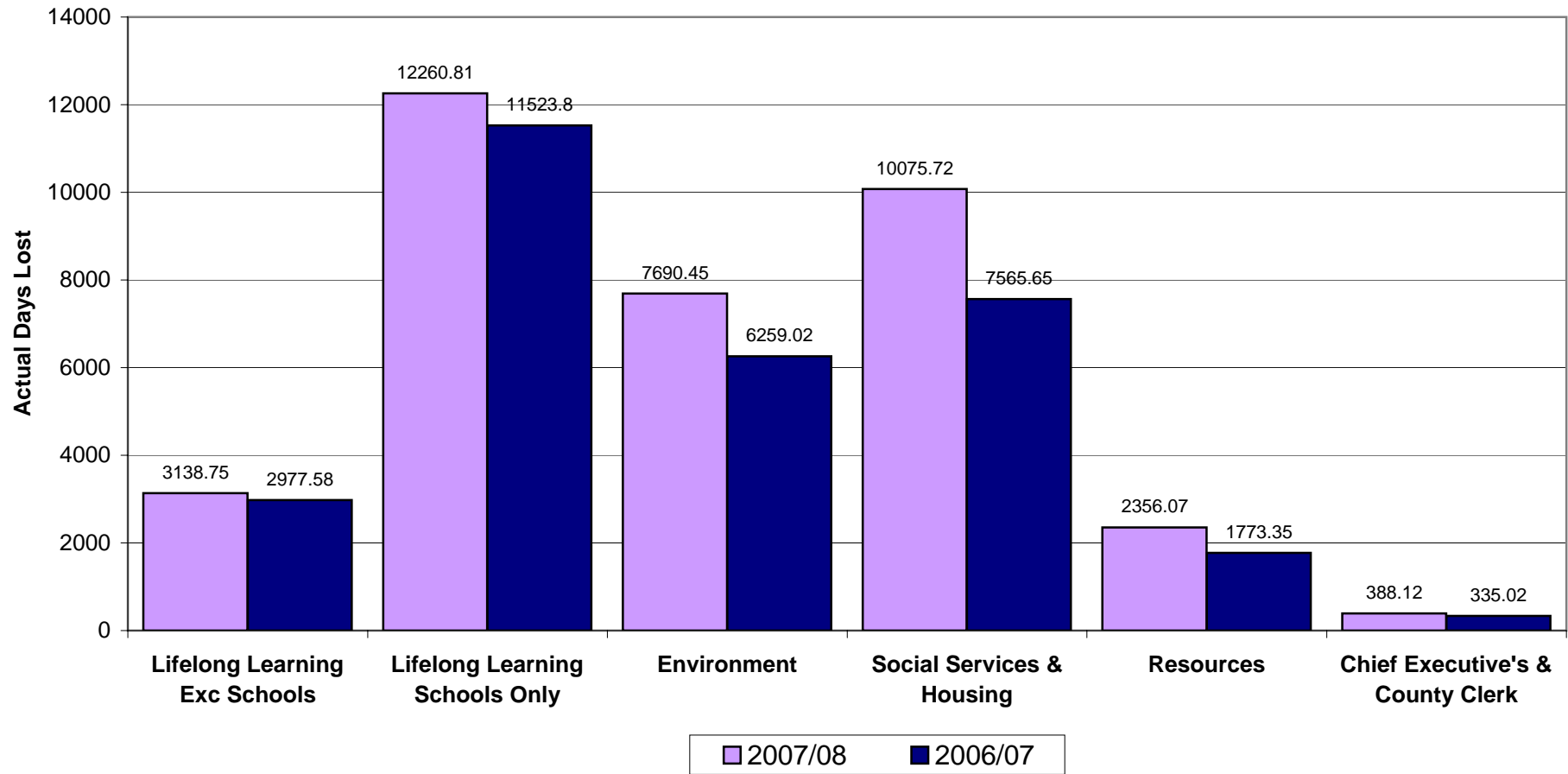
### Denbighshire County Council Average Number of Days Lost per Employee January 2008



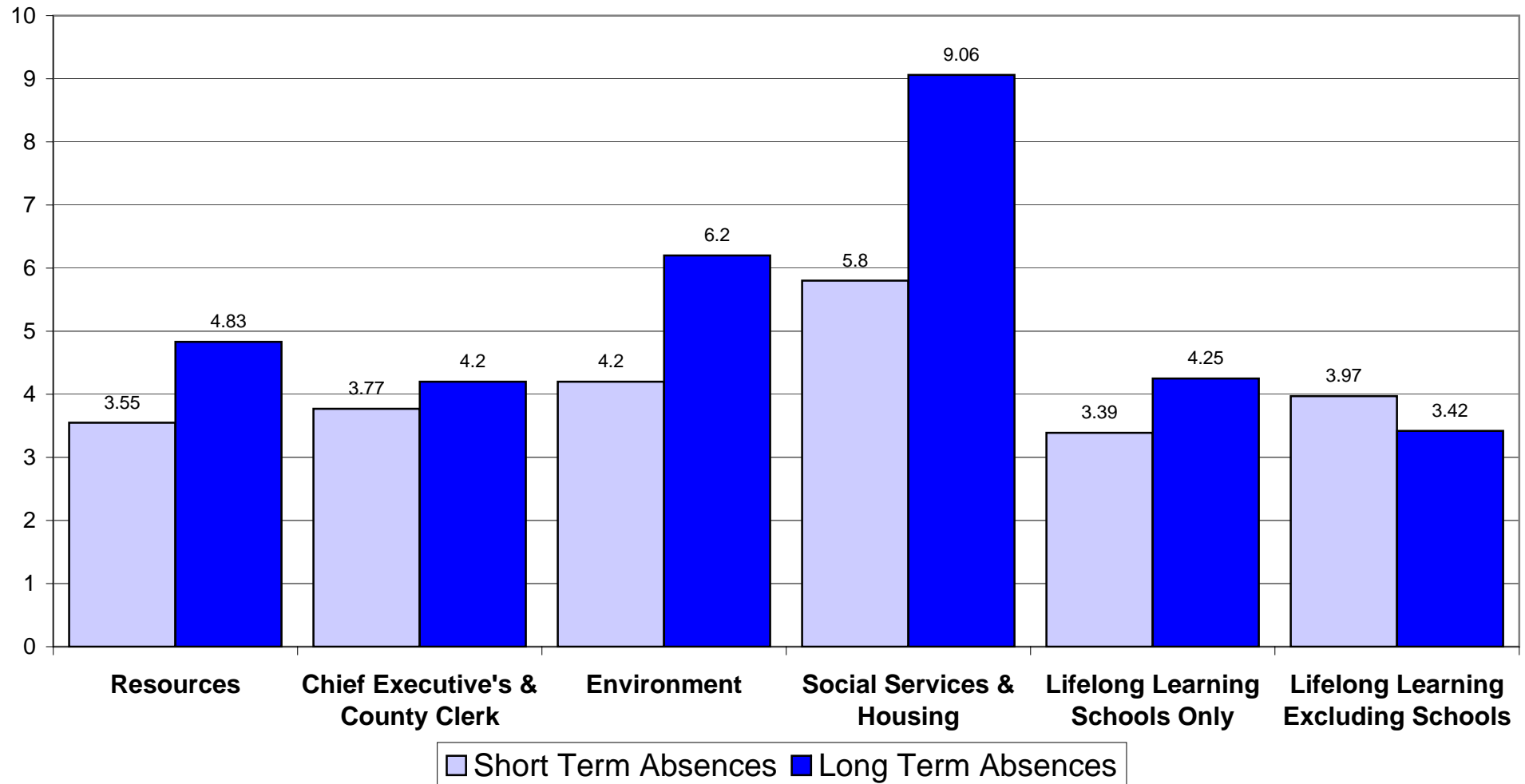
**Denbighshire County Council  
Average Number of Days Lost per Directorate  
Cumulative April - January 2008**



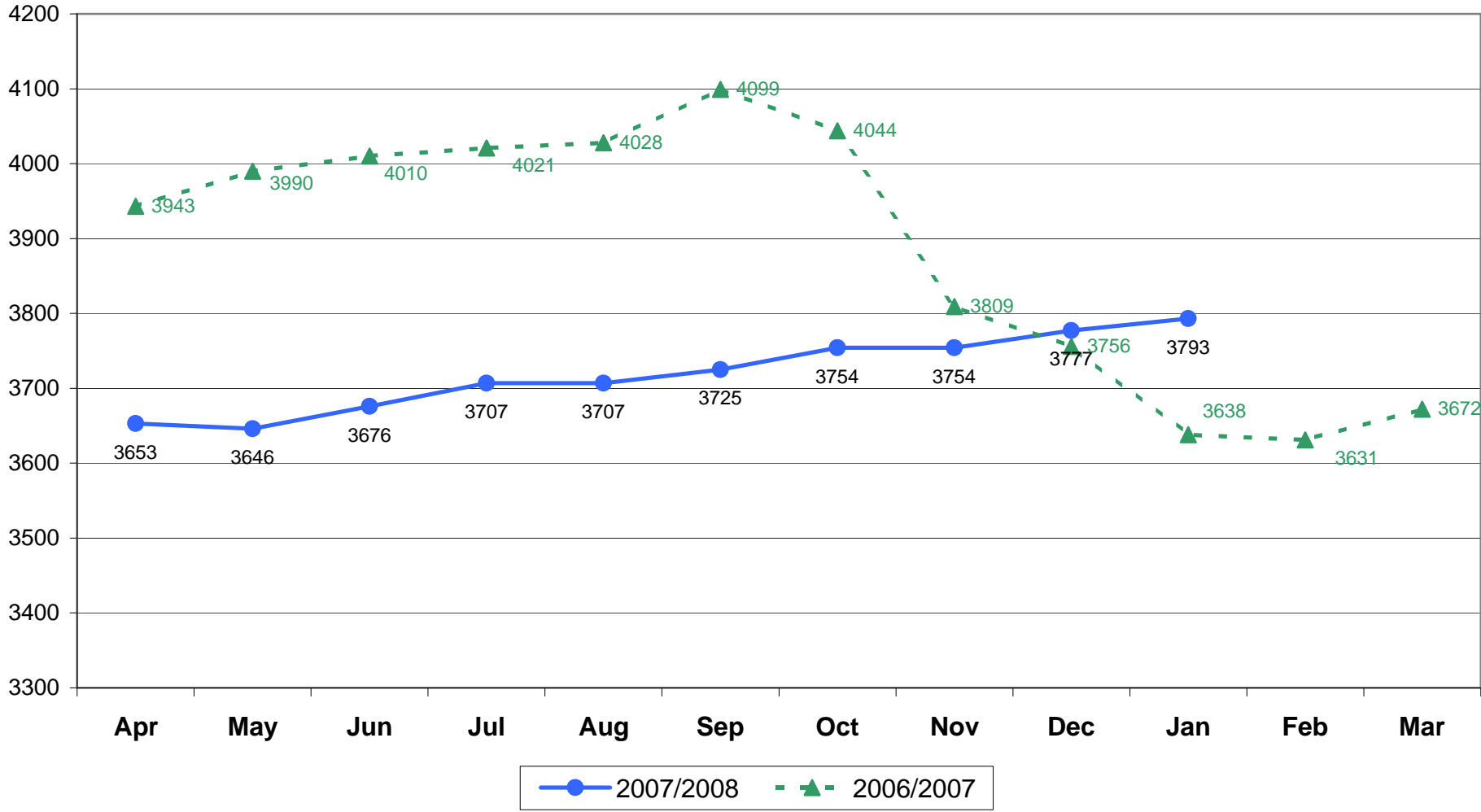
### DenbighshireCounty Council Actual Number of Days Lost per Directorate April - January 2008

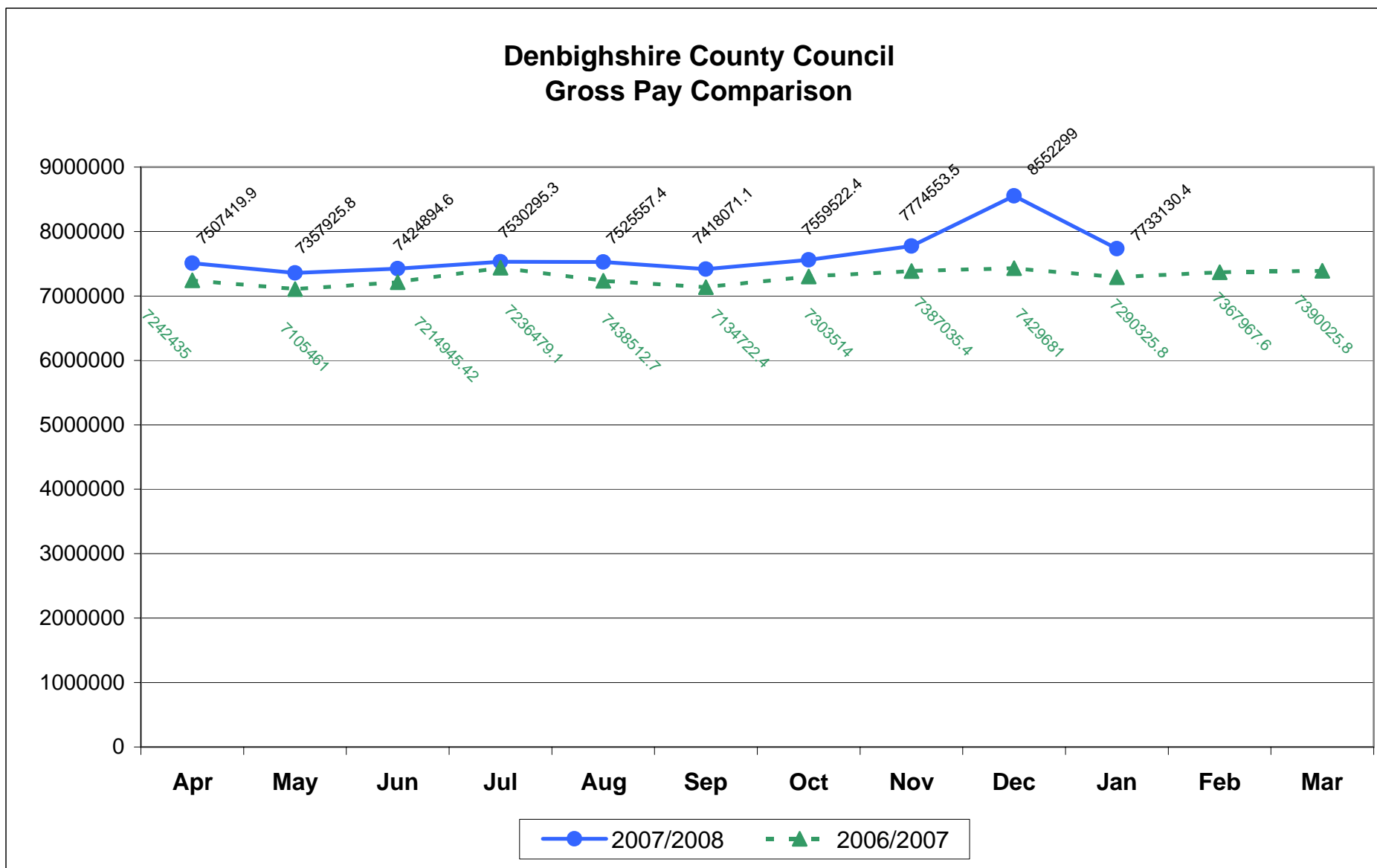


**DENBIGHSHIRE COUNTY COUNCIL**  
**Short Term Absence v Long Term Absence**  
**April - January 2008**



### Denbighshire County Council FTE Comparison





**CABINET  
FORWARD WORK PROGRAMME**

|   |   |
|---|---|
| <b>18 MARCH 2008</b>  |   |
| Revenue Budget Monitoring Report 2007-2008                                      | Councillor J Thompson Hill<br>R Parry                                 |
| Capital Plan  | Councillor J Thompson Hill<br>R Parry                                 |
| Routine Reporting on Personnel  | Councillor J A Smith<br>L Atkin / G Humphreys                         |
| Clwyd Leisure Update  | Councillor J Thompson Hill<br>A Evans                                 |
| Housing Revenue Account Budget  | Councillor G O Rowlands<br>P Quirk                                    |
| Corporate Consultation  | Councillor E C Edwards<br>J Williams                                  |
| Progress Against Improvement Plan   | Councillor P J Marfleet<br>J Williams                                 |
| Modernising Education Action Plan Monitoring                                    | Councillor H H Evans<br>J Curran                                      |
| Partnership Agreement Education Services  | Councillor H H Evans<br>C Simpson                                     |
| Review of 16-19 Education Provision in Rhyl                                     | Councillor H H Evans<br>J Molloy                                      |
| Denbighshire Rural Strategic Plan   | Councillor G O Rowlands<br>M Dixon                                    |
| Draft Rights of Way Improvement Plan  | Councillor M A German<br>A Walls                                      |
| Acquisition of land at St Asaph PART II   | Councillor G O Rowlands<br>S Parker                                   |
| Contract Award for Street Lighting Equipment PART II                            | Councillor M A German<br>B Evans                                      |
| <b>22 APRIL 2008</b>  |   |
| Revenue Budget Monitoring Report 2007-2008                                      | Councillor J Thompson Hill<br>R Parry                                 |
| Capital Plan  | Councillor J Thompson Hill<br>R Parry                                 |
| Routine Reporting on Personnel  | Councillor J A Smith<br>L Atkin / G Humphreys                         |
| Housing Revenue Account Budget  | Councillor G O Rowlands<br>P Quirk                                    |
| Modernising Education Action Plan Monitoring                                    | Councillor H H Evans<br>J Curran                                      |
| Equalities Plan Update  | Councillor J A Smith<br>D W Davies                                    |
| Tender Award for Collaborative Temporary Agency Contract PART II                | Councillor J Thompson Hill<br>A Staples                               |
| Community Equipment System Integration CESI - signing off of formal agreement   | Councillor P A Dobb<br>Cathy Curtis-Nelson                            |
| Adult Mental Health Partnership (recommendation for continuing the Partnership) | Councillor P A Dobb<br>Neil Ayling, Helena Thomas and Julie Mountford |
| Service Development Plan  | Councillor P A Dobb<br>Sue Wright                                     |