

CABINET

Minutes of the Cabinet meeting held at 10.00 a.m. on Tuesday 29 September 2009 in Conference Room 1, County Hall, Ruthin.

PRESENT

Councillors P A Dobb, Lead Member for Health, Social Care and Wellbeing; H H Evans, Leader and Lead Member for Education; R W Hughes, Lead Member for Personnel and Business Management; M M Jones, Lead Member for Children's Services; P J Marfleet, Lead Member for Modernisation and Improvement; J Thompson Hill, Lead Member for Finance and E W Williams, Lead Member for Environment: Sustainable Development.

Observers: Councillor J R Bartley, J Chamberlain Jones, G C Evans, G M Kensler, D Owens and D I Smith.

ALSO PRESENT

Chief Executive; Deputy Chief Executive / Corporate Director: Resources; Corporate Director: Environment; Corporate Director: Lifelong Learning; Corporate Director: Social Services and Housing, Financial Controller and County Clerk.

APOLOGIES

Councillors S Frobisher, Lead Member for Communities and D A J Thomas, Lead Member for Environment: Regeneration

1 URGENT MATTERS

There were no urgent items.

2 MINUTES OF THE CABINET MEETING 08.09.2009

The Minutes of the Cabinet meeting held on 8 September 2009 were submitted.

Item 4 Additional Licensing of Houses in Multiple Occupation paragraph 3 - Councillor P A Dobb asked that "why only 325 properties came under the Additional Licensing Scheme (paragraph 2.7.1) be deleted.

RESOLVED that, subject to the above, the Minutes of the meeting held on 8 September 2009 be approved as a correct record and signed by the Leader.

3 ESTYN ACTION PLAN

Councillor H H Evans presented the report seeking Cabinet approval of the Action Plan attached to the report for submission to Estyn. He said the progress and pace of improvement was good but the County still faced significant challenges, for example on

raising standards at Key Stage 4. He emphasised the need to embed planning and performance management systems and to continue with modernisation of school buildings and carry out improvements. In terms of surplus places, Denbighshire was 3rd best in the primary sector and 5th within the secondary sector. Overall, this was a good position, but the pressure was still on the Authority to modernize schools.

The quality of support services to schools was important and building maintenance issues, having been raised at the Improvement Board meetings, would be considered as a matter of urgency over the next few months. Denbighshire was aware of issues to be addressed before the 2009 Estyn report and had already commenced work on them.

The Children and Young People's Partnership would be addressing some of the issues in the Youth Support Services and the Partnership has delegated responsibility to the Extending Entitlement Group to develop work strands to enable the Group to focus on taking forward the Estyn recommendations.

Estyn are now able to see that the level of accountability in Education is much higher, with the Scrutiny Committee, Modernising Education Board and School Standards Monitoring Group deliberating and monitoring issues.

Referring to the Youth Support Services, Councillor P A Dobb asked whether it was being linked to the work of the Demographic Change Board and work with families and young people – for example where or how they live, transport needs etc. The Corporate Director: Social Services and Housing said the report, considered by the recent Demographic Change Board, proposed further work on the future youth population, the Council as an employer and so on. There were good options to pull together Modernising Education and Children and Young People's Partnership and the priorities of Demographic Change were being connected. The Corporate Director: Lifelong Learning confirmed that workstrands would be monitored by the joint Lifelong Learning and Social Services and Housing Scrutiny Committee. Councillor R W Hughes referred to the schools monitoring group which she found invaluable and felt it was a tool to drive improvements in schools and provide feedback to officers.

Councillor H H Evans responded to Councillor P J Marfleet's question on expectations after January 2010, by saying that he wanted Denbighshire to be compared with all Local Authorities in Wales and ahead on many issues and there was a need to prove to Estyn and WAG that what the Authority was currently achieving was sustainable. He envisaged that the Independent Recovery Board would not be required after April 2010, following the next 1 day monitoring visit. The Corporate Director: Lifelong Learning agreed it was likely the Independent Recovery Board would have no role in the future. He confirmed that relationships with schools had also improved. The Corporate Director also agreed with the suggestion from Councillor D I Smith to remove 'ongoing' from the completion date on page 16 of the Action Plan and replace with a firm measure.

RESOLVED that Cabinet approves the Lifelong Learning Directorate's Action Plan for submission to Estyn, subject to amendments arising from the conclusion of the

consultation process and note the Youth Support Services Action Plan for submission to Estyn and makes recommendations for the Partnership to consider accordingly.

4 REGIONAL LEARNING DISABILITY PROJECT

Councillor P A Dobb presented the report seeking the support of Cabinet to Phase 1 of a regional collaboration in services for adults with learning disabilities. She said providing services for people with learning disabilities was proving to be a financial challenge - £26m across North Wales – not only because of tight budgets but also because of the growing demand. It was anticipated that there would be a 44% increase in demand across North Wales over the next 12 years.

In order to try and maintain an effective service under the current financial climate, the Directors across North Wales were unanimous in their support to establish a Regional Commissioning Unit. The collaboration would both fully commission regionally for the more complex placements and locally commission the more wellbeing type of activity programmes.

It was proposed that a phased approach be taken and Councillor Dobb asked for endorsement of Phase I, to appoint a Service Manager for 2 years to take the project forward. In particular the Manager would need to identify savings in the procurement of high cost placements and establishing the medium term plan. The North Wales Learning Disability Project Team had been established to oversee and manage the programme, with Denbighshire being the Lead Authority. A Regional network would be established in the future, which would include Health.

Each Council would contribute £7000 towards the costs of the Service Manager post, which would be match funded by the Social Services Improvement Agency. It was anticipated that from the small investment, potentially £750k could be saved over the current £26m spend (based on similar collaboration in South Wales).

Social Services and Housing Scrutiny Committee and the Learning Disability Forum have both given their full support to the collaboration.

The collaboration was welcomed by Councillor J Thompson Hill. He asked whether the Service Manager would be working within the remit of Procurement and whether the other Local Authority partners would be tied into a contract regarding the Service Manager appointment. Councillor P J Marfleet asked whether the match funding would be paid annually and suggested the need for a Service Level Agreement with the other Local Authorities. Councillor R W Hughes supported the project and said it should link in with other agencies.

The Corporate Director: Social Services and Housing said the North Wales Procurement Partnership had worked on the project as had North Wales Social Services Improvement Collaborative. An experienced commissioning officer had already been seconded. Although a contractual agreement was not in place a modest agreement was. She said future phases would be covered by a multi agency

partnership agreement which would incorporate budget arrangements. The Corporate Director confirmed that any necessary budget arrangements would be agreed before any further phases were entered into. It was hoped that in the future a regional assembly would be formed for people with learning disabilities. Regarding the staff costs, Councillor Thompson Hill reminded colleagues that if the other Authorities withdrew from the agreement, it could mean a cost of £42k a year to Denbighshire.

Responding to Councillor G M Kensler's query, the Corporate Director: Social Services & Housing said the calculations on future demand had been carried out by consultants using projections on information provided by the Councils in North Wales of people already in the system - it had not been done on possible demand from elsewhere. Regarding the All Wales Autism Strategy, she confirmed that this would have been included in the projections and services would be designed to take this into account.

The Chief Executive said that whilst the North Wales Regional Partnership Board and Regional Chief Executives have all agreed to participate in the collaboration, he would send a letter confirming this to all of the North Wales Authorities. Also, there was a need for expected outcomes to be provided by the Service Manager and the officer would be asked to present the action plan on what they were expecting to achieve over the 2 years to County Council. This was to be included in the report's Recommendations.

RESOLVED that Members support Phase 1 of a regional collaboration in services for adults with learning disabilities and that a letter of confirmation of agreement be sent to all the North Wales Authorities. It was also agreed that the Service Manager report on progress to County Council during the next 6-12 months.

5 HOUSING REVENUE ACCOUNT BUDGET & CAPITAL PLAN UPDATE 2009-2010

Councillor P A Dobb presented the report for Members to note the forecast outturn of the Housing Revenue Account (H.R.A.) and Housing Capital Plan for 2009/10 and to formally approve the Framework Agreement covering the Housing Improvement Programme 2009-13. The forecast was showing an in-year revenue surplus of £72k by the end of the financial year, which was £221k less than forecast in the original budget set in February 2009. Due to accountancy adjustments in interest income the surplus had been reduced substantially since the previous month. Other adjustments would be for capital charges and subsidy, which would be discussed at the next meeting.

The contract for the next phase of the improvement programme had been awarded to Bramhall Construction. The company was now seeking skilled local workers to start on the works on 19 October fitting kitchens, bathrooms and rewiring 200 properties.

For the last 4 years of the programme it had been decided to establish a framework agreement, which includes 7 of the original tenderers e.g. when work starts on the second group of properties in January and the third group in March the Council would assess Bramhall's work. If Denbighshire was not satisfied with the assessment, the other 7 tenderers would be asked to re-tender. The Strategic Procurement Officer had

been involved in this new method of tendering. Councillor R W Hughes supported the feedback by residents before the contract for the next phase of works was let.

The first 6 months of the year had not seen much improvement works carried out, due to the rolling down of the Mansells contract. It was anticipated that over £4m would be spent in the current financial year with the remainder in the next financial year with an expenditure of about £8m. The plan to complete all works on the properties by 2012 was still on track.

RESOLVED that Members note the forecast outturn of the Housing Revenue Account (H.R.A.) and Housing Capital Plan for 2009/10 and approve the formal establishment of a Framework Agreement covering the Housing Improvement Programme 2009-2013.

6 ANNUAL TREASURY MANAGEMENT REPORT

The Deputy Chief Executive / Corporate Director: Resources presented the annual report on the performance of the treasury management function, operated in accordance with the Authority's Treasury Policy Statement. Members were asked to approve the treasury activities undertaken in 2008-2009 as detailed in the appendix to the report. Treasury Management was receiving a higher profile because of the international banking crisis. Denbighshire held cash of up to £40m at any one time.

Although the report covered 2008-2009, paragraph 2.6 detailed proposed changes to the governance of Treasury Management in Denbighshire. Because of the international financial crisis, more Member involvement was required. This would be achieved by an increase in Corporate Governance Committee involvement but the Cabinet and Council role would remain the same. Regular update reports would be provided for Corporate Governance Committee but Council would make any decisions required. It was also necessary for Corporate Governance Members to receive regular training on the various functions.

Performance in 2008-2009 had been good overall with a good return on investments, and the Authority had reduced borrowing or carried out loan re-financing to reduce revenue costs. The Bank of England had cut interest rates from 5% in April 2008 to 0.5% in March 2009 and this reduction in interest rates had a significant impact on the investment return for 2009-2010 which was likely to be reduced by £1m. The current total borrowing had been reduced to £128m from £134m in April 2008 whilst a deliberate strategy on internally managed investments meant a fall from £38m to £26m. An average of 5.4% had been received over the year on investments which was higher than the 2 main benchmarks used by the Authority. The Authority had a cautious strategy on investments and this had served it well. This strategy would be followed in the future.

The first table of borrowing rates in Appendix A to the report showed little movement on the long term, only on the short term reduction. The second table showed the the Authority could invest at a higher rate than it could borrow in April 2008 but this had

obviously now reversed. Expert advice was sought on decisions and the Authority was flexible to take advantage of any investment deals which could arise.

The Deputy Chief Executive / Corporate Director: Resources and the finance team were congratulated by Councillor H H Evans for their hard work in ensuring good investment foundations for the Authority. He asked for clarification on the strategy for investments and the Deputy Chief Executive / Corporate Director: Resources said there was an element of the right time to carry out investments. The Principal Management Accountant informed Members that reports to Council and Cabinet had been presented on reducing risks and that a flexible approach was required to take advantage of the situation.

Councillor J Thompson Hill also thanked the finance team for their hard work and said many Authorities were not in as good a position as Denbighshire. He asked for Members' agreement to add that training for Corporate Governance Members was mandatory.

Councillor P A Dobb referred to the reduced interest rates which would reduce the amount of prudential borrowing available and said the Authority must make inroads into achieving capital receipts for the Authority.

The Chief Executive also paid tribute to the Deputy Chief Executive / Corporate Director: Resources and the Finance team and said that the external auditors had said their management of resources was as good as it gets and that outstanding work had been achieved under the leadership of Deputy Chief Executive / Corporate Director: Resources and the Finance team meant no changes to procedures were required. Referring to Corporate Governance, he confirmed that the Committee would not be taking decisions and that their role was to ensure accountability and scrutiny.

RESOLVED that Cabinet approves the Annual Treasury Report for 2008/09. It was further recommended that training for Corporate Governance Members should be mandatory.

7 REVENUE BUDGET AND SUMMARY CAPITAL PLAN 2009-2010

Councillor J Thompson Hill presented the report for Members to note the latest estimate of the likely outturn figures for the 2009/10 financial year as detailed in Appendix 1 attached to the report and the summary capital plan performance for 2009/10 as detailed in Appendices 2 and 3.

The forecast overall underspend was £119k, excluding schools' delegated budgets. Social Services and Housing had reduced their underspend from £413k last month and the Environment Directorate were currently forecasting a balanced budget. The Corporate budgets now included the additional level of trading loss on the school meals service above the agreed level of subsidy.

Councillor P J Marfleet said it was important to ensure that there would be no overspend at the year end and budgets would need close monitoring.

RESOLVED that Members note

- 1 *the latest projected outturn figures for 2009/10 as detailed in Appendix 1 to the report*
- 2 *the summary Capital Plan performance figures for 2009/10 financial year as detailed in Appendices 2 and 3 attached to the report.*

8 UPDATE ON LIKELY ASSEMBLY SETTLEMENTS 2010/11 TO 2013/14

Councillor J Thompson Hill presented the report for Members to note the likely level of Assembly support for both Revenue and Capital spend over the next 4 financial years and the need to begin the process of identifying Revenue Budget savings for future years. Members were also asked to note the severely reducing nature of Capital funding likely to be available in the next few financial years.

At the recent WLGA seminar a negative and frightening picture for the next 10 years for Local Authorities had emerged for both revenue and capital. The forecast was worse than envisaged in July 2009 but figures were still estimates. The Welsh Assembly Government (WAG) cumulative funding from Westminster was expected to reduce by £2.2 billion over 2011/12 to 2013/14, £700m from Revenue funding and £1.5b from Capital. It was estimated that £4m of annual savings would be required. From 2011/12. It was recognised that 70% of Local Government spend was on Education and Social Services areas and the other 30% of service spend could not provide enough savings on their own so a thorough review of all services would be necessary. A presentation would be made to Council in October 2009 by which time the WAG settlement due on 13 October would be known. WAG was still in a cycle of 1 year settlements and the Comprehensive Spending Review had not been carried out because of the election due next year. Representatives from schools would be invited to attend the Council meeting.

The Corporate Executive Team would review options to contain Revenue and Capital funding reductions over the next 4 years and budget challenge meetings had been arranged with all Directorates during October.

Referring to capital works, Councillor E W Williams asked whether the procurement of such works was too stringent for small building programmes in Social Services and Education. Small companies need to be able to tender for the smaller works and the stringent controls make it difficult. He suggested that perhaps school caretakers could carry out minor works or one caretaker could be allocated between a group of schools to carry out minor works. Councillor H H Evans agreed that procurement rules were stringent and that the procurement rules should be reviewed.

Councillor P J Marfleet said a review of property assets was important as this would affect the Authority's revenue funding and a reduction of property stock was required.

He wanted to see this as a specific action in the Action Plan in the report. Councillor P A Dobb said assets had been reviewed before and it was important to be realistic. She said a policy on disposal should be formulated to reduce the number of assets.

Responding to Councillor G M Kensler's query on capacity to consider assets, Councillor H H Evans said resources would have to be found and agreed with Councillor P J Marfleet that a lack of resources could not dissuade the Council from its objectives.

Councillor J Thompson Hill said problems had been highlighted with the procurement framework and the employment of local labour as a second tier should be included in framework agreements. He agreed the action plan on assets should be incorporated in the CET action in the Action Plan. He supported the need to develop a disposal plan of Council stock of land and property and to dispose of surplus assets.

The Chief Executive said priority should be given to the Corporate Priorities and frontline services. It was important to maximise savings from the Change Programme and leaner support services would be necessary. In regard to assets, he suggested that those no longer required should be disposed of or their responsibility could be transferred to others without the need to sell. Assets could also be rationalised through WorkSMART. He said assets would be discussed at the Awayday to be held soon and it was important for the Authority to be well positioned for 2011-12. The third strand to consider was collaboration and he suggested the Government should lead on this as he felt collaboration was essential. He would be pursuing collaboration issues with WAG.

Responding to Councillor R W Hughes' suggestion to ensure Town and Community Councils were involved with assets, Councillor H H Evans said he and the Chief Executive had met with them already and would further discuss assets and those of partners with them.

It was suggested that Recommendation 10.3 be amended to remove "review" and replace it with an active word. The Chief Executive suggested that it was not just asset disposal but asset transfer could also be included.

RESOLVED that Cabinet notes the likely level of Assembly support for both Revenue and Capital spend over the next 4 financial years and the need to begin the process of identifying Revenue budget savings for future years. Members also note the severely reducing nature of Capital funding likely to be available in the next few financial years and note the need to rationalise the Council's stock of property and land assets as a matter of urgency with a view to dispose or transfer those no longer required or fully utilised.

At this junction (11:30 a.m.) the meeting adjourned for 10 minutes to allow Members to participate in refreshments.

9 MEMBER DEVELOPMENT

Councillor R W Hughes presented the report to update Cabinet on the various issues relating to Member development. She said Denbighshire as one of only 10 Authorities in Wales, had qualified for Charter Status at the first level of the award and suggested that the Authority should now consider moving forward to the Advanced Charter status. She wanted appraisals to be linked to personal development so that it could influence the Authority's training programme.

Excellent innovative work had been done by Scrutiny and the Authority had fared well compared to other Authorities in its ICT support and facilities available for Members. It was important that the Member Development Work continued its work. Councillor Hughes suggested that the Brecon Beacon module training was useful as was the Champions Network.

The Administration Services Manager said Member Champions had been appointed since the last Council elections and that the WLGA had asked for our Member development templates for use elsewhere. Consultation was being carried out on Are We Being Served and the National Training Needs Questionnaire would be despatched soon by the WLGA to assess what was required.

Councillor H H Evans thanked officers for their help in achieving the Welsh Charter and said this should be promoted in the media. New Councillors had so much to learn and any support available through the Charter would be welcome.

Members agreed to add a Recommendation that the Council move forward to Advanced Charter status.

RESOLVED that Cabinet receives and notes the update on the various issues relating to Member development and supports Council moving forward to gaining Advanced Charter status.

10 DRAFT SINGLE EQUALITIES PLAN 2009-2012

Councillor R W Hughes presented the report for Members to discuss Denbighshire's revised Draft Single Equalities Plan and suggest any additions or amendments. Members were also asked to agree the commencement of a formal six week consultation on the draft Plan before recommending it, subject to any amendments, for agreement by full Council on the 27 October 2009. She congratulated the Corporate Equalities Officer on the quality and clarity of the report and said the plan was both easy to read and understand and now covered race, disability and gender and the new duties of the Equality Bill in regard to age, religion, belief, sexual orientation and socio-economics and Human Rights.

The Corporate Equalities Officer informed Members that from 2011 social class would also be included. The Plan, which had to be revised every 3 years, had been

developed through internal and external consultation and involved disabled, black and ethnic minority people.

Councillor P A Dobb liked the easy to read format of the Plan. She informed Members that lip reading courses were being held in both Ruthin and Rhyl to benefit people with a hearing impairment in the community. Referring to the age discrimination policy, she said that although people could now continue to work after age 65, some people were complaining that they were taking jobs away from the unemployed.

Responding to a question from Councillor E W Williamson how many actual complaints were received, the Corporate Equalities Officer said the questionnaire had been on the website and it was possible to obtain figures. She confirmed for Councillor H H Evans that the Corporate Equalities Group and the Equality Officers Group which had representatives from each Directorate would champion the Plan, they met quarterly and the requirements would be included in business plans.

Councillor D I Smith felt the Authority was not complying with DDA in some instances on accessibility. The Corporate Policy Officer said Property Services were considering various issues and that perhaps not all DDA issues would need to be addressed.

Councillor E W Williams said he could not support free parking for those with disabled badges and he was supported in this by Councillor P J Marfleet.

The Chief Executive received Members' agreement to add 'subject to available resources' to the Recommendation.

RESOLVED that Members having discussed Denbighshire's revised Draft Single Equalities Plan agree the commencement of a formal six week consultation on the draft Equalities Plan before recommending it, subject to any amendments and subject to available resources, for agreement by full Council on the 27 October 2009.

11 MONITORING PERFORMANCE AGAINST THE CORPORATE PLAN 2009-2012

Councillor P J Marfleet presented the report for Cabinet to consider performance against the Corporate Plan 2009-2012 as detailed in the attached report of performance for the first quarter of 2009/10 and to agree where action needed to be taken in response to current slippage against targets for 2009/10. Appendix II provided an exception report showing those Performance Indicators, Programmes, Projects and Actions where performance was currently below target (i.e. Red or Amber).

Councillor Marfleet referred to Ffynnon, the national software which would be producing indicators nationally and would be populated by the Local Government Data Unit. Ffynnon would be available to Cabinet Members in the future and training would be given. The Corporate Plan had 112 measures, including indications, actions etc of which 78 indicators would be reported quarterly and 78.2% were on green status, 11.5% were on amber and 10% on red status. Another 34 were reported annually. Appendix II showed 17 of the quarterly measures were on red or amber.

The Policy and Performance Officer gave a brief demonstration of the new Ffynnon system, where all the PIs and projects in the Corporate Plan were included in the framework layered system which would show targets, current performance and RAG status. Targets would become more challenging to ensure Denbighshire was in the top 2 quartiles.

Referring to the exceptions report at Appendix II, Councillor R W Hughes said some comments did not appear problematical during the course of the year as they would not be achievable until nearer the year end. She felt there was a need for further work following the production of an exceptions report. The Head of Strategic Policy confirmed that the exceptions reports were discussed informally in the Focused Agenda Board (FAB). Councillor H H Evans asked that any comments from FAB on targets etc be reported quickly to the Lead Members. The Chief Executive said that FAB had suggested the more important policies should be reviewed, not all policies. He reminded Members that a red RAG was not always a poor result as this could be a green RAG by the year end. He suggested that it could be possible to minimise the number of local measures if required. The Policy and Performance Officer informed the meeting that the items in red on the exceptions report could be green at the year end. Target setting remained crucial and setting appropriate targets was important.

The Corporate Director: Environment said Public Protection had carried out 97% food inspections during the previous year and were in quartile 4 as some Authorities had received 100% inspections. He said if some inspections had been in the carried out in the first quarter and some in the second quarter the results would have looked different.

RESOLVED that Cabinet notes the Quarterly Performance Report.

12 CABINET FORWARD WORK PROGRAMME

Councillor R W Hughes presented the Cabinet Forward Work Programme. She said it was hoped to link this to the Corporate Objectives in the future.

Councillor M M Jones asked that her information report on Young Carers be reinstated onto the Forward Work Programme.

RESOLVED that Cabinet note the Cabinet Forward Work Programme.

13 ISSUES REFERRED TO CABINET BY THE SCRUTINY COMMITTEES

There were no issues referred.

14 URGENT ITEMS

There were no Urgent Items.

PART II

EXCLUSION OF PRESS AND PUBLIC

***RESOLVED** under Section 100A(4) of the Local Government Act 1972 the Press and Public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 14 of Part 4 of Schedule 12A of the Local Government Act 1972.*

15 CORPORATE PLAN STAGE II ANNUAL REPORT

Councillor P J Marfleet presented the report for Members to agree and/or recommend amendments to the structure and content of the Draft Corporate Plan Stage II: Annual Report and agree to recommend the Report (incorporating any amendments recommended by Cabinet) to the Full Council at its meeting of 27 October. The report would always be presented in two stages.

The Corporate Plan contained all the national strategic indicators. In 2008-09 Denbighshire was placed 13th in the list the previous year the Authority was 9th. Although Denbighshire had moved forward it had slipped in the table because other Authorities were improving at a faster rate than we were. If the targets are incorrect, Ffynnon would highlight this. It was important that targets were stretching and linked to the ability to deliver services year on year.

The number of older people supported in the community where performance increased from 82.13 in 2007-08 to 89.13 in 2008-09 had Denbighshire within the 3rd quartile ranked 12th for the measure in 2008-09 and was just 0.11 below the Welsh median. The Environment Directorate had already exceeded the WAG targets on recycling although they had not yet met the carbon reducing emissions.

The Corporate Policy Officer informed Members that even top performing Authorities, such as Powys, had less than 75% of their targets in the top 2 quartiles and that Denbighshire was moving in the right direction. The report detailed improvement agreements and WAG grants received by the Authority for various successes.

The Chief Executive reminded Members that the results were positive and that Denbighshire was quite close in rank to other Authorities. He said it was important to target PIs to help with the Plan and suggested that performance appraisals and sickness monitoring should be included. He wanted to review target setting to ensure that Denbighshire was being ambitious enough in setting targets. He wanted Denbighshire to be a high performing Council getting closer to the community.

The Corporate Director: Environment commented on recycling and said that their current workplan had been restructured from 1 April to meet the step change in targets. Denbighshire was performing first or second in Wales and was being commended because of decisions taken. However, targets on roads would never be achieved

because of the investment required. He agreed meaningful data was required as was knowing the reasons why some targets would fail.

Councillor P J Marfleet asked whether any changes were required before the report was presented at Council. The Head of Strategic Policy asked Members to discuss any changes required in order for the changes to be agreed at Council.

RESOLVED that Cabinet agree amendments to the structure and content of the Draft Corporate Plan Stage II: Annual Report and recommend the Draft Corporate Plan Stage II: Annual Report to the Full Council at its meeting of 27 October, subject to any further amendments.

16 SALE OF HENLLAN TRAINING CENTRE, HENLLAN

Councillor P J Marfleet presented the report seeking Cabinet approval to the disposal of the Freehold interest of Henllan Training Centre for an agreed sum to the purchaser named in the report, all as per the details in the report with the disposal to include a provision for 15 Intensively Supported Independent Living (ISIL) Units, to be provided on site by the purchaser.

Members discussed the proposal in detail. The Corporate Director: Social Services and Housing provided an update on the collaboration between the Authority and Health regarding the ISIL Unit. She confirmed that their written agreement to the proposal would be obtained although this did not affect the disposal of the site or the ISIL principle.

RESOLVED that Cabinet approves the disposal of the Freehold interest of Henllan Training Centre for an agreed sum to the purchaser named in the report, all as per the details in the report with the disposal to include a provision for 15 Intensively Supported Independent Living (ISIL) Units, to be provided on site by the purchaser.

The meeting concluded at 1.15 p.m.

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR H H Evans, Lead Member for Lifelong Learning

DATE: 20th OCTOBER 2009

SUBJECT: MODERNISING EDUCATION – DEE VALLEY EAST

1 DECISION SOUGHT

To approve the publication of the required statutory notice regarding the proposed closure of Ysgol Llantysilio for September 2010.

To note the findings from the Area Review of the Dee Valley East area.

2 REASON FOR SEEKING DECISION

2.1 The authority in May 2009 commenced area reviews to review primary school provision in Prestatyn and the Dee Valley East. The initial review process has involved the investigation and research of potential options for all primary schools within the area, concluding in the development of clear recommendations for future provision. Within the initial review process for the Dee Valley East area it was agreed that the current situation regarding Ysgol Llantysilio needed to be progressed as a separate work stream.

Ysgol Llantysilio

2.2 The Cabinet in July 2009 gave approval for the authority to commence the formal consultation process regarding the potential closure of Ysgol Llantysilio as of 31st August 2010. A letter advising of the start of the commencement was sent to a number of interested stakeholders on the 4th September including members of staff at the school; parents of children currently attending the school; Governors of Ysgol Llantysilio; local Councillors; constituency MP's and AM's; regional AM's; Wrexham County Borough Council; Diocesan authorities, Llantysilio Community Council and neighbouring Community Council's; and Headteachers and Chairs of Governing Bodies of schools in the Dee Valley Cluster. The Council also published the consultation document on the Council website and issued a press release at the commencement of the consultation process.

2.3 A public meeting was held on the 15th September and was attended by three members of the School's Governing Body. The attached notes (Appendix 1) detail the issues raised during the meeting. A separate meeting was also held for staff at the school to discuss the proposal and to receive advice from Personnel In addition officers from the authority also attended a meeting of the Governing Body to discuss the proposals. Attendees at these meetings were encouraged to submit their views to the authority by the 7th October by completing the questionnaire which was attached to the consultation document or by writing to the Head of Planning and Performance.

- 2.4 During this consultation period 2 responses have been received and a breakdown of the comments is attached (Appendix 2). Officers from the Lifelong Learning Directorate have considered the issues raised during the consultation process and have concluded that proceeding with the publication of the statutory notice to close the school would be in the best educational interests of the children who reside in the area currently served by the school.
- 2.5 Following the publication of the statutory notice there is an objections period of 2 months in which any person may send in written objections. The authority will then be required within one month of the close of the objection – consultation period to submit the details of any objections received, together with the response of the authority, to the Welsh Assembly Government. In instances where objections are received the Assembly will either; approve, approve with modifications or reject the proposals. In instances where no objections are received the authority will make the decision.

Dee Valley East

- 2.6 Between May and July consultation took place with the four schools within the Dee Valley East area (Ysgol Bryn Collen / Ysgol Gwernant, Llangollen, Ysgol Llantysilio and Ysgol Glyndyfrdwy) to discuss current and future issues within the respective schools. With the exception of Ysgol Llantysilio this review process has enabled the authority to develop clear recommendations for the future of each school.
- 2.7 Within Ysgol Bryn Collen and Ysgol Gwernant the review has confirmed the long term sustainability of the schools in respect of future pupil numbers. The review has also identified the need to review the adequacy of the teaching and non-teaching facilities at the site to address the current deficit of space to enable the school to deliver all elements of the curriculum. In view of the likely financial costs that will arise from the required refurbishment / extensions it is recommended that a phased approach to the requirements of the school be considered.
- 2.8 During the period of the review for Ysgol Glyndyfrdwy a new Acting Headteacher was appointed to the school. In view of the changing circumstances within the school, the need for any review of the school to be mindful of the implications which any closure may have upon Welsh Medium provision and the need for further work to review potential growth in pupil numbers it was recommended that no action would be taken within this current review. It was also agreed that the authority should allow the school a period of time to review the situation including monitoring the work undertaken by the school to attract new pupils. This will also allow the future of the school to be considered in conjunction with other schools to the west of the Dee Valley.
- 2.9 In addition in view of the existing shared headship arrangement between Ysgol Llantysilio and Ysgol Dyffryn Ial the authority has acknowledged the need to review current provision at Ysgol Dyffryn Ial with a view to developing options for the future of the school.

3 POWER TO MAKE THE DECISION
s29 School Standard and Framework Act 1998.

4 RESOURCE IMPLICATIONS

4.1 Cost Implications:

Ysgol Llantysilio - All costs associated with the closure of Ysgol Llantysilio will be contained within the existing Lifelong Learning budget.

Ysgol Bryn Collen / Gwernant – Costs associated with securing improvements to the existing school site will need to be identified with all potential sources of capital funding to be explored.

4.2 Staffing / Accommodation Implications:

Ysgol Llantysilio is a Church in Wales school and the authority is working with the diocesan authority regarding the future use of the school.

Potential staffing implications include redundancy and redeployment of current school staff. The authority has met with current school staff to outline the support that would be provided should the school close.

4.3 IT Implications:

N/A

5 RISK ASSESSMENT

5.1 Risks associated with not agreeing the recommendation/s

The risk associated with not agreeing the recommendation is that Ysgol Llantysilio will only have 3 pupils on roll in September 2010. This would not be the best educational experience for the pupils or the most efficient use of resources for the authority.

5.2 Risks associated with agreeing the recommendation/s

There is potential for negative publicity from closing the school, this is however mitigated by the fact that the school approached the Council to support them in a managed closure.

6 FINANCIAL CONTROLLER STATEMENT

Any costs associated with the closure of Ysgol Llantysilio should be contained within existing budgets. Any proposals for capital works at other schools would be subject to the Council's capital prioritisation methodology.

7 CONSULTATION CARRIED OUT

7.1 Paragraphs 2.2 to 2.4 of the report detail the consultation that has taken place to date with regard to the proposals to close Ysgol Llantysilio. Discussions have been held with the Director of Lifelong Learning for the St Asaph Diocese of the Church in Wales and the Director was in attendance for the public and governing body meetings on the 15th September.

7.2 Discussions have also been held with local elected members for the wards of Llangollen and Corwen together with the Chairs of Governors and Head teachers for the four primary schools within the Dee Valley East area. The meeting considered the future of Ysgol Llantysilio and accepted the position regarding the proposals for the potential closure of the school. The meeting also supported the proposals regarding the future of Ysgol Bryn Collen, Ysgol Gwernant and Ysgol Glyndyfrdwy.

8 IMPLICATIONS

8.1 Assessment of Impact on Corporate Priorities:

Modernising Education is a corporate priority.

8.2 Assessment of impact on the Vision, Community Strategy, Equalities and Sustainability:

The proposal will ensure equality of provision in the area for those pupils from September 2010.

8.3 Assessment of Impact on Climate Change - Mitigation and Adaptation:

The proposal via the reduction in the number of assets used by Lifelong Learning should assist the authority to meet its targets for climate change and carbon reduction. The proposals will create additional journeys for the remaining pupils and consideration will be required to utilize existing transport routes where appropriate.

9 ACTION PLAN

ACTION	RESPONSIBLE OFFICER / DATE BY WHEN ACTION TO BE COMPLETED	ACTION TO BE REVIEWED & MONITORED BY / DATE TO BE MONITORED
Publish Statutory Notices for the closure of Ysgol Llantysilio	Programme Manager, 11 th November 2009	Head of Planning and Performance 12 th November 2009
Collate responses to formal consultation	Programme Manager, 12 th January 2010	Head of Planning and Performance 13 th January 2010
Submit responses to the formal consultation to the Welsh Assembly Government	Programme Manager, 11 th February 2010	Head of Planning and Performance 12 th February 2010

10 RECOMMENDATIONS

To approve the publication of the required statutory notice regarding the proposed closure of Ysgol Llantysilio for September 2010.

To note the findings from the Area Review of the Dee Valley East area.

Appendix 1

Ysgol Llantysilio – Public Consultation Meeting 15/09/09 @ Ysgol Llantysilio

Present:

Roger Cragg (RC) – Chair of Governors
Jill Lidgett – Governor
Linda White – Governor
Gordon Hughes (GH) – Headteacher
Carole Burgess (CB) – Diocesan Director of Education
Jackie Walley (JW) – Head of Planning & Performance
Gareth W Jones (GWJ) – Head of School Improvement
Ann Jones (AJ) – School Improvement Officer
James Curran (JC) – Programme Manager
Hedd Vaughan-Evans (HVE) – Policy & Performance Officer

GH provides an update from the staff consultation meeting held earlier. Stated that the process has been handled very well and that this is a natural end to the school, there are no infant children and none of the current children have younger siblings. The school has held open days, but these have been unsuccessful. GH stated that despite all this the school had retained the values of a small church school.

JW stated that it was extremely important to the Council that the review of the school was handled really well.

GH asked if the process for closing the school would be reviewed at the end and if so he would like to be involved.

JC introduced CB to discuss the future of the site. CB stated that there are no definite plans for the building. There has been contact from descendants of the family who made the trust to the church. If there is a 'reverter' on the original deed, then the land will revert to the family. If not, the land is the responsibility of the diocese to dispose of in consultation with the Welsh Assembly. There is a tightly defined statutory process.

The diocese will not start any process until after the school is actually closed.

RC spoke about the school's concern about losing existing KS2 teacher before the end of the year and the impact that could have on the children. GH stated that the teacher had promised to stay till the end of the year and should be commended for her loyalty to the children.

JW stated that she believed from the earlier meeting that the staff were comfortable with the support they will receive from the authority.

JC stated that no responses had been received so far.

RC spoke about the need to ensure that the final year is as normal as possible for the children left in the school.

GH said that the fact that so few people have turned up for the consultation meeting indicated that it has been accepted that the school is going to close.

JW thanked everyone for attending the meeting.

Appendix 2 - Ysgol Llantysilio – Responses to consultation document

Date Received	Received From	Representing	Comment
30/9/2009	Rosalind Williams, Diocesan Schools Officer (Legal and Buildings)	The Church In Wales	<p>We recognise the need for school modernisation within Denbighshire, and see the process as a way of working in partnership with the authority to ensure that the provision of schools with a religious character is maintained and structured to enhance the choice offered to parents.</p> <p>We are aware that regrettably this may mean some schools may close but the potential to open or enlarge other Church in Wales schools is a strategic priority that we look forward to developing with the Authority during the school modernisation process.</p> <p>As a significant provider of denominational school places within the County, the Diocese would like an assurance that alternative denominational school places for the children affected by the proposed are offered. A community school would not be able to replicate the distinctive Christian ethos of a Church in Wales school and therefore it is imperative that the children affected are offered equivalent provision.</p>
1/10/2009	John Davies, Chief Learning and Achievement Officer	Wrexham County Borough Council	This proposal does not impact on learners in Wrexham. However, we agree with the Governors' view that the continuation of education at Ysgol Llantysilio is unsustainable.

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR H H EVANS
Leader of the Council

DATE: 20 October 2009

SUBJECT: Denbighshire's Revised Welsh Language Scheme

1 DECISION SOUGHT

- 1.1 Cabinet is requested to discuss Denbighshire's revised Welsh Language Scheme currently in draft form and suggest any amendments or additions
- 1.2 That Members agree a formal six week consultation on the Draft Scheme before recommending it, subject to any amendment, for agreement by Full Council on 1 December 2009.

2 REASON FOR SEEKING DECISION

- 2.1 The Welsh Language Act 1993 places a statutory duty on every public body providing services to the public in Wales to produce a Welsh Language Scheme. The Scheme explains how we will plan and provide our Welsh medium services on a basis of equality with provision in English.
- 2.2 Denbighshire's first Welsh Language Scheme was adopted in 1997 and last reviewed and updated in 2006. It is for a period of five years and is now subject to a further revision. The Scheme can be reviewed with the consent of Full Council and the Welsh Language Board within the five year cycle if it needs to adapt to positive changes within the Council or to legislative changes.
- 2.3 The Council has previously adopted the principle that in the conduct of its business with the public, it will treat the English and Welsh languages on the basis of equality. This Scheme sets out how the Council will continue to develop this principle when providing services to the public.
- 2.4 The Council's Welsh Language Scheme is a separate document to the Corporate Equalities Plan as it has specific measures relating to our delivery of services in the Welsh Language. This Scheme does not encompass Welsh Medium Education which falls within the remit of Lifelong Learning's Education Welsh Language Scheme.
- 2.5 The Scheme sets out the actions we will take as a Council and is accompanied by an Action Plan and follows the guidelines published by the Welsh Language Board in preparing a Welsh Language Scheme.

3 POWER TO MAKE THE DECISION

The Welsh Language Act 2003 imposes a statutory duty on all local authorities to produce a 5 year Welsh Language Scheme.

4 RESOURCE IMPLICATIONS

4.1 Cost Implications:

The Welsh Language Scheme places a duty on Directorates to produce bilingual reports and material which is met by the corporate translation budget. The production of the document will be contained within the Strategic Policy Unit budget.

4.2 Staffing / Accommodation Implications:

There are no staffing or accommodation implications associated with the Scheme

4.3 IT Implications:

There are no ICT implications to the Scheme.

5 RISK ASSESSMENT

5.1 Risks associated with not agreeing the recommendation/s

5.1.1 The Council will not comply with its statutory duty and will be subject to a compliance notice by the Welsh Language Board under its Regulatory Powers.

5.1.2 The Council will not be fulfilling its community role in promoting and protecting the Welsh language and culture.

5.2 Risks associated with agreeing the recommendation/s

None

6 FINANCIAL CONTROLLER STATEMENT

While there are no additional cost implications from the amendments to the policy, the current translation service is under increasing financial pressure. A review is currently under way to determine the best way to continue to provide the service.

7 CONSULTATION CARRIED OUT

7.1 An internal Officer / Member Group has met to advise on the revised Scheme.

7.2 The Draft Scheme has been discussed by the Members Bilingual Forum

7.3 The Draft Scheme has been submitted to the Welsh Language Board for their observations.

7.4 The Draft Scheme will be subject to a six week public consultation period.

8 IMPLICATIONS

8.1 Assessment of Impact on Corporate Priorities:

The Welsh Language Scheme is critical in meeting our commitment to putting the citizen at the heart of what we do, understanding the current and future needs of local communities and recognising their diversity of language.

8.2 Assessment of impact on the Vision, Community Strategy, Equalities and Sustainability:

The Scheme reflects our vision in relation to the Council celebrating and respecting the diversity of our County.

The Scheme identifies our commitment to equalities legislation through a General Duty to:

- eliminate unlawful discrimination
- promote equality of opportunity

8.3 Assessment of Impact on Climate Change - Mitigation and Adaptation:

There is no identified impact on climate change.

9 ACTION PLAN

ACTION	RESPONSIBLE OFFICER / DATE BY WHEN ACTION TO BE COMPLETED	ACTION TO BE REVIEWED & MONITORED BY / DATE TO BE MONITORED
Draft Scheme to Members Bilingual Forum	October 2009 (Completed) David Davies – Strategic Policy Manager	Regular monitoring by the Members Bilingual Forum
Draft Scheme to the Welsh Language Board	September 2009 (Completed) David Davies	Awaiting informal response
Draft Scheme to Cabinet	20 October Leader of the Council	20 October 2009 David Davies
Consultation on the Draft Scheme	26 November 2009	David Davies
Draft Scheme to Full Council	1 December 2009 Leader of the Council	December 2009 David Davies
Approved Welsh Language Scheme publicised on the Council Website, intranet and easy read version	December 2009 David Davies	January 2010 Janette Williams Head of Strategic

produced.		Policy
Regular progress reports on the Action Plan submitted to the Members Bilingual Forum	David Davies	Quarterly meetings

10 RECOMMENDATIONS

- 10.1 That Cabinet discuss Denbighshire's revised Draft Welsh Language Scheme and suggest any additions or alterations.
- 10.2 That Cabinet agree the commencement of a formal six week consultation on the Draft Welsh Language Scheme before recommending it, subject to any amendment, for agreement by Full Council on 1 December 2009.



Denbighshire County Council

DRAFT

Welsh Language Scheme

Revised 2009

Statement of Intent

Denbighshire County Council has adopted the principle that in the conduct of its business with the public, it will treat the English and Welsh languages on the basis of equality.

This scheme sets out how the Council will continue to develop this principle when providing services to the public. It revises and updates the Council's Scheme first approved by the Welsh Language Board in 1997 and subsequently revised on the 31 March 2006

The Council recognises that language is an essential part of a person's identity. The Council also recognises that members of the public have a right to express their views and access services in Welsh and English and we have a duty to promote and have empathy with the Welsh language.

<p>This revised scheme was approved by the Welsh Language Board under Section 14 (1) and 16(3) of the Welsh Language Act on</p>

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Foreward

We are delighted to publish this revised version of our Welsh Language Scheme.

Our aim is to provide an inclusive and relevant Welsh Language service that meets the needs of our residents whether they are fluent Welsh speakers or who are learning the language.

We have modified our original Scheme in the light of comments made and enhanced the wording of various measures in order to introduce greater clarity.

Working practices within the Council continue to evolve to ensure that the principle of language equality is respected in every aspect of service provision.

This Scheme is part of a process of continual development and this updated version sets out the next steps that the Council will take in building on the work already taken and demonstrates Denbighshire's ongoing commitment to Welsh Language issues to its residents, elected members, staff and all visitors to the County.



CLLR HUGH EVANS
Leader of Denbighshire County Council



MOHAMMED MEHMET
Chief Executive

A About the Council

1. Introduction

1.1 Under the Welsh Language Act 1993 every public body providing services to the public in Wales has to prepare a scheme setting out how it will provide those services in Welsh. This is our scheme. It describes how we will give effect, so far as is both appropriate in the circumstances and reasonably practicable, to the principle established by the Welsh Language Act that, in the conduct of public business and the administration of justice in Wales, the Welsh and English languages should be treated on a basis of equality.

1.2 The scheme covers the services that Denbighshire County Council provides to the public, partnerships which the Council is a member of and third parties who provide services on behalf of the Council. In this scheme, the term public means individuals, legal persons and corporate bodies. The term includes voluntary organisations and charities. Directors and others representing limited companies are also within the meaning of the term 'public'.

1.3 The Welsh Assembly Government produced the strategic policy document 'Iaith Pawb' in 2003 which was a national action plan for a bilingual Wales. The Council fully endorses the 'Iaith Pawb' framework and this Scheme endeavours to reflect the national strategy at a County level.

1.4 Further information about the scope and purpose of Welsh language schemes can be found in the Welsh Language Board's guidelines (www.welshlanguage-board.org.uk).

2. About the Council Area

2.1 Denbighshire County Council is located in north-east Wales and borders with five neighbouring local authorities: Flintshire in the East, Wrexham in the south-east, Powys in the south, Gwynedd in the south-west and Conwy in the west. The county is bordered by the Irish Sea to the north.

There are approximately 97,000 people living in Denbighshire. The population distribution differs significantly within the county with an urbanised coastal strip around the seaside towns of Prestatyn and Rhyl, and a predominantly inland rural area with a number of locally important market towns.

2.2 Welsh culture and language is an integral part of the make up of Denbighshire. In terms of Welsh Language in 2001 26.4% of the population or 23,760 people said they could speak Welsh this was an increase of 467 from 1991, but a percentage decrease of 0.3%. This percentage is above the all-Wales figure of 20.8% and is comparable with neighbouring Conwy (29.4%)

2.3 In terms of percentage of population, a greater percentage of people identify as Welsh speaking in the South of the County than in the North with the highest percentages being in the electoral divisions of Llandrillo (64%); Llanrhaeadr yng Nghinmeirch (59%) Gwyddelwern (53%); Efnectyd (52 %) and Corwen (51%), whilst the lowest percentages are in the wards of Prestatyn North (12%); Rhyl West (12%); Prestatyn North West (13%); Rhyl East (13%); and Rhyl South West (15%).

2.4 When analysing the above statistics it is important to bear in mind the population density in the North of the County can lead to a significant number of Welsh speakers even though they may make up a small proportion of the total population for the area(i.e. a low percentage).

3. About the Council's Services

3.1 Denbighshire County Council is responsible for providing the majority of local government services to the people of Denbighshire. The services provided by the Council for the public are very wide-ranging and include education, environmental services, social services, highways, leisure and library services, planning, tourism, economic regeneration, council tax, benefits administration and housing.

3.2 Further information in respect of the Councils services and functions as well as its internal management structures can be found on the Councils website www.denbighshire.gov.uk

3.3 The Council has responsibility for providing schools and ensuring sufficient school places, and, through regulation of the curriculum and the character of schools, for the strategic direction of Welsh language and Welsh medium education. The delivery of education is otherwise substantially through Governing Bodies of Schools, who decide their arrangements and the application of resources in staffing, supplies and administration. These aspects and the Council's policy regarding developing Welsh Medium Education are included in the Council's Education Welsh Language Scheme. The Education Welsh Language Scheme is being revised in 2009/10 and is available on the Councils website.

3.4 The Council provides support services for schools and delivers some services, such as student grants, directly to the public. Services provided generally to the public, by the Lifelong Learning Directorate, such as dealing with phone calls, correspondence, publishing documents etc. falls within the remit of this Scheme not the Education Welsh Language Scheme.

3.5 The Authority has a corporate management team led by the Chief Executive and Corporate Directors. The Council has adopted a 'Cabinet' style political structure with a Leader supported by Cabinet Members each with a specific portfolio. The Cabinet has the power to act to make decisions in accordance with the constitution and within the policy and budgetary frameworks. Four scrutiny committees review the decisions of Cabinet and the full Council agrees policy framework and other certain decisions reserved to it.

4. Service Planning and Delivery

4.1 Denbighshire County Council aims to safeguard and promote the use of the Welsh language throughout Denbighshire through the services it provides, through the partners it works with and through its role as a major employer and contractor within the County.

4.2 The Council's Welsh Language Scheme is linked to its Corporate Equalities Policy which is designed to assist the Council in working towards:

- Fair treatment for all
- Elimination of disadvantage and
- Recognition and inclusion of previously excluded groups

4.3 The Council aims to achieve a situation where staff who come into contact with the public are bilingual and that the services it provides to the Public are available bilingually. In doing so the Council will ensure it is:

- a) Offering the public the right to choose which language to use in their dealings with the Council;
- b) Recognising that members of the public can express their views and needs better in their preferred language;
- c) Recognising that enabling the public to use their preferred language is a matter of good practice, not a concession;
- d) Recognising that denying people the right to use their preferred language could place them at a real disadvantage.

4.4 The Council's Welsh Language Scheme has been reviewed in the light of developments and changes in the structure and functions of the County Council since 1997 when the first Scheme was adopted and since the last review of the Scheme in 2006.

4.5 Following good progress towards most targets set in the original Scheme, the County Council has identified the need to set itself more challenging targets to further develop the Welsh Language within the county and meet the needs of the community.

4.6 The Council has prepared an action plan as part of this Scheme which can be found at *appendix 1* of this document. The plan details specific actions and targets relating to the implementation of the Scheme and to achieving progress. Progress against this action plan will be reported through an Annual Report to the Welsh Language Board and made available to the public through our website. The Scheme will be formally reviewed within five years of the date of approval. The action plan will be reviewed after three years.

5. Responsibility for implementing the Scheme

5.1 Implementation of the Scheme will be undertaken by Elected Members and Council staff alike.

5.2 It is the responsibility of all staff to comply with the scheme and for managers at all levels to ensure its implementation. A corporate lead on bilingual policy rests with the Strategic Policy Unit and the role of the Unit is to co-ordinate the work required to deliver the Scheme and advise on its implementation.

5.3 Elected Members have a vital role to play in promoting use of the Welsh Language and in enhancing the image of the Council as a bilingual authority. Elected Members should do this by:

- a) Ensuring that the work of the Council is used as a vehicle for promoting the Welsh Language;
- b) Speaking the language of their choice at public meetings held by the Council;
- c) Forwarding complaints and suggestions to improve Welsh Language services within their local communities to the Strategic Policy Unit.
- d) Supporting work within their local communities to promote the use of Welsh.

5.4 The Council has recognised the importance of its bilingual policy by ensuring that:

- a named Cabinet Member has a specific responsibility for promoting bilingualism within the Council and overseeing our Welsh Language Scheme.
- a named member of the Council's Corporate Executive Team (which consists of the Chief Executive and Corporate Directors) has lead responsibility for ensuring the Council delivers its commitment to delivering all of its services in compliance with this Scheme.

6. Policies, Legislation and Initiatives

6.1 This scheme has been prepared in the context of the following national and international language policy frameworks and relevant legislation:

- a) The European Charter for Regional and Minority Languages
- b) The Assembly Governments Welsh Language Scheme
- c) The Local Government Equality Standard
- d) Iaith Pawb – The Welsh Assembly Government's national Action Plan for a Bilingual Wales
- e) The Welsh Language Act 1993
- f) The Government of Wales Act 2006
- g) 'Planning and the Welsh Language: The Way Ahead' Planning Guidance (2005)

6.2 The Council will have due regard to the principles, targets and legislative requirements of the above in its implementation of this scheme.

6.3 The Council also has many policies which acknowledge the importance of the Welsh language and underpin the Welsh Language Scheme and assist in developing use of the language. These include:

- a) Promoting a Bilingual Workplace policy
- b) Procurement Strategy
- c) Workforce Planning Strategy
- d) Corporate Language Skills Strategy
- e) Corporate Complaints Strategy

6.4 Denbighshire County Council will consult with the Welsh Language Board regarding any intentions that will affect the Scheme or are likely to affect the schemes of other institutions.

7. Mainstreaming

7.1 The Council will mainstream the Welsh Language within its policies and service delivery. This means we will consider the Welsh Language in all aspects of the Council's work and in everything that the Council does. The Council will aim to ensure that every opportunity is taken to promote and support the Welsh Language and a bilingual Wales and to plan, provide and evaluate services in Welsh and English.

7.2 The Council will do this through incorporating Welsh Language and Bilingual issues within its developing impact assessment methodology; through its performance management systems, the Cabinet Member with responsibility for the Welsh Language and the Council's Bilingual Forum.

7.3 In particular the Council will ensure that matters concerning the Welsh Language are included as relevant elements when developing and implementing policies or services. We will discuss with our partners how we can further develop and improve Welsh Language usage in relation to policies and services for Children and Young People and will also give particular attention to Welsh Language issues in relation to two of the main access channels to information, our website and our customer call centre. We will work towards answering an increasing number of telephone queries via the customer call centre and providing an increasing volume of information via the web thus ensuring an increase in our ability to deliver services in Welsh.

7.4 We will mainstream and align our Welsh Language policies and Welsh Language Indicators to Service Business Plans.

8. Local Development Plan

8.1 The revised Denbighshire Local Development Plan Deposit Draft has a specific policy to protect the Welsh language and the social fabric of communities.

8.2 In determining all planning applications, the needs and interests of the Welsh language will be taken into account. Development will be refused if its size, scale or location would cause significant harm to the character and language balance of a community.

8.3 To be able to make an informed decision on applications that may have an effect on the future of the Welsh language within communities, applicants will be expected to submit, either a :

- Community and Linguistic Statement to accompany a planning application for smaller developments; or
- a more detailed assessment in the form of a 'Community and Linguistic Impact Assessment' to accompany a planning application where developments are on a larger scale.

8.4 Guidance will be produced to outline the Council's requirements for Community and Linguistic Statements and Community and Linguistic Impact Assessments.

9. Service Planning and Delivery

9.1 Our policies, initiatives and services will be consistent with this scheme. They will support the use of Welsh and will, whenever possible, help the public in Denbighshire to use Welsh as part of their day to day lives. When we contribute to the development or delivery of policies, initiatives, services or new legislation led by other organisations, we will do so in a way which is consistent with the aims and objectives of this scheme.

9.2 We will continue to support community work in relation to promoting the use of the Welsh Language in Denbighshire through the vehicle of Menter Iaith and through sponsorship and support of cultural events.

9.3 Both Welsh and English are currently used by staff in the internal administration of the Council. The Council will encourage and support staff to use both languages as appropriate in their day to day work and will reinforce and develop a positive environment for Welsh speakers and learners to use Welsh in the workplace. Where practical we will actively encourage corporate internal documents used by Councillors and staff to be bilingual.

9.4 Our normal practice will be to ensure that our services are available to the public in Welsh and English. We will also promote the availability of a Welsh service. This will be done through publicity materials e.g. notices at reception; leaflets; posters and County Voice as well as by encouraging staff to indicate their ability to speak Welsh through the Welsh Language Board's "Iaith Gwaith" scheme.

10. Procurement and services undertaken on our behalf by third parties

10.1 Any agreements or arrangements which we make with third parties will be consistent with the relevant parts of this scheme, when those agreements or arrangements relate to the provision of services to the public in Wales. This will include services which are contracted out, granting licences and granting other permissions. Sections 28.1 and 28.2 of our Contract Procedure Rules for contracts over £100,000 relate to the requirements on our contractors in relation to the Council's Welsh Language Scheme.

10.2 Provision will be made to monitor compliance with the relevant parts of this Scheme by contractors, agents and other third parties within the standard monitoring arrangements, including a contractual requirement to provide regular performance reports from contractors and agents. It will be the responsibility of the contract manager to ensure these monitoring requirements are met.

10.3 All third party service providers will be provided with an abridged version of this scheme as part of the tendering and contracting process. We will develop a means of monitoring compliance with regard to the Welsh Language aspects of contracts and will provide guidance on this as part of the tendering and contracting process.

10.4 This Scheme applies to any outside agency, company, or voluntary body, which provides a service on the Council's behalf as it does to the Council itself.

10.5 Where services are delivered to the public by other organizations, such as schools and Community Councils, the Council will, encourage, facilitate and support the use of Welsh by promoting its Scheme and offering advice and assistance.

11. Awarding grants and loans

11.1 When administering funding, loans and grants for organisations, the Council will consider:

- a) Including Welsh language criteria on application forms together with recommendations as to what activities could be provided bilingually;
- b) Ensuring that organisations consider the need to assist and promote the use of the Welsh language.
- c) If organisations hold public events or activities for the public, they must ensure they are bilingual as far as is practicable.
- d) Ensuring that the grant scheme complies with the Council's Language Scheme.

In awarding grants and funding, particularly to smaller voluntary organisations, we will have regard to the Welsh Language Board's guidelines on awarding grants and loans.

12. Partnerships (Formal and Informal) with Public, Voluntary and Private Sectors in the Provision of Public Services

12.1 The Council works in partnership with public bodies, organisations from the voluntary sector and other agencies. The Council works on many levels when working with others and accepts it has responsibility to bring linguistic considerations to the attention of all partners. When forming partnerships the Council will ensure the issue of how the partnership will operate with regard to the Welsh Language is discussed and agreed as part of the Terms of Reference and/ or constitution of the partnership.

12.2 When the Council is the strategic and financial leader within a partnership, it will ensure that the public service provision is compliant with the Welsh Language Scheme.

12.3 When the Council joins a partnership in which another body is leading, the Council's input to the partnership will comply with the Welsh Language Scheme and the Council will encourage other parties to comply giving priority to services provided to the general public.

12.4 When the Council is a partner in a consortium, it will encourage the consortium to adopt a bilingual policy. When acting publicly in the name of the consortium, the Council will act in accordance with its Welsh Language Scheme.

12.5 When the Council joins or forms a partnership, it will ask prospective partners about their Welsh Language Schemes, Language Policies or the means by which they will operate bilingually. With any partnership the Council will offer advice and support to other partner organisations.

12.6 If the Council is providing joint services with another partner, the Welsh Language Scheme of the 'lead' organisation will prevail. If the 'lead' organisation does not have a Welsh Language Scheme, Denbighshire's Scheme will apply.

13. Quality Standards

13.1 Services provided in Welsh and English will be of equal quality and will be provided within the same timescale.

13.2 The Council will monitor the standard and consistency of Welsh Language service delivery through the use of sample surveys and through the Council's corporate complaints procedure.

13.3 Welsh Language Translators employed or contracted by the Council will be members of Cymdeithas Cyfieithwyr Cymru (Association of Welsh Translators and Interpreters) or be able to evidence equivalent experience.

13.4 Staff working through the medium of Welsh will be supported to do so to a high standard through the provision of support materials and appropriate technology such as Welsh Spellcheckers, dictionaries and language guides as well as through appropriate training.

13.5 The Council will try to ensure that the form and style of its public material in Welsh and English is understood by the public and is clear to read and to reply to.

B Dealing with the Welsh speaking public

14. Written Correspondence

14.1 Our normal practice will be as follows:

When someone writes to us in Welsh we will issue a reply in Welsh and all correspondence in English will receive a reply in English or in the language requested by the customer. Our target time for replying in Welsh will be the same as for replying to letters written in English.

14.2 When we initiate correspondence with an individual, group or organisation, we will do so bilingually unless we know that they would prefer to correspond in Welsh or English only. If this has been ascertained it may be sent in that language only or bilingually. This will also apply to all acknowledgment communication whether generated by an individual or by an automated system.

14.3 When bilingual correspondence is received by the Council a reply will be in the preferred language of the officer responding to the correspondence.

14.4 When we send standard or circular correspondence to several recipients, it will be bilingual unless we know that all recipients would prefer to receive it in Welsh or English only when it may be sent in that language only or bilingually.

14.5 The format for all the Councils communication will be as follows;

- if both Welsh and English are side by side the Welsh will be on the left and the English on the right. Back to back versions are acceptable.
- if one language is above the other the Welsh version will be above the English.
- If the Welsh and English versions of any correspondence or document have to be published separately, our normal practice will be to ensure that both versions are available at the same time. Both documents will state that copies are available in the other language and how to obtain them.

14.6 Enclosures sent with Welsh or bilingual letters will be Welsh or bilingual, when available except where they are annexes to Council papers; or where they are produced by another agency when they will be provided bilingually if available but not otherwise.

14.7 The above will apply to electronic correspondence as well as paper correspondence.

14.8 All hard-copy Welsh correspondence that we issue will be signed, in the case of standard or circular mailings a photocopied signature is appropriate for both Welsh and English correspondence.

14.9 In services where it is appropriate, we will develop a system to record the language preference of those who wish to correspond with us in Welsh or English.

14.10 For reasons of practicality documents can be produced in English only whilst in draft form for key partners but must be bilingual for public consultation. All final versions of Council documents available to the public will be bilingual.

14.11 The following criteria will be used to decide whether any particular document; standard or circular correspondence or electronic communication need not be produced in Welsh, English or bilingually. The following will normally apply:

- a) If the intended audience is the public as defined in the Welsh Language Act then the document or correspondence must be available in the language of choice of the recipient or bilingually;
- b) If the intended audience is internal to the Council then it need not be in Welsh. The exception to this rule and when it should be available bilingually are:
 - Authority Schools;
 - where it is a communication sent to all Councillors or a specific group of Councillors e.g. a committee;
 - or if it relates to performance, benefits, pay and conditions of staff
- c) Where staff wish to use Welsh in internal communications with colleagues they will be encouraged and supported to do so;
- d) In relation to implementing the scheme Elected Members will be considered to be internal to the Council as opposed to members of the public, therefore for example they may be communicated with on an individual basis as with any other members of staff in Welsh or English as appropriate for all parties concerned.
- e) Where a document conveys detailed administrative, legal and / or technical information and is likely to have a restricted readership the member of staff responsible for the document must make a decision based on all the factors concerned as to the appropriateness of providing the document bilingually.
- f) Where a member of the public requests a document under the Freedom of Information Act the letter or e-mail of response will be in the language of the request whilst the document containing the information requested will be provided in the language in which it is available. If a translation of the document is required this can be arranged and an appropriate fee can be charged. Further information relating to the Council's FOI Publication Scheme can be found on the Council's web site at www.denbighshire.gov.uk
- g) The Council will have regard to the Welsh Language Board's guidance on the Freedom of Information Act.
- h) English need not be used for items produced by the Council for the purposes of promoting Welsh Language events such as the Urdd and/or National Eisteddfod.

15. Telephone communications

15.1 Our normal practice is to ensure that the public can speak in Welsh or English when dealing with us by telephone. Our switchboard staff will answer with a bilingual greeting. Our main switchboard will use a bilingual message on its answer phone. The rest of our staff and officers will answer the telephone with a bilingual greeting and use bilingual messages on their individual answer phones, as detailed in the Council's Corporate Telephone answering policy.

15.2 Where a non Council answering service is in place e.g. British Telecom we will encourage the supplier to provide a bilingual message.

15.3 If the caller wishes to speak Welsh, our switchboard will connect the call to a Welsh speaker qualified to deal with the enquiry – we will monitor the levels at which we are able to do this and implement actions 1c and 2 in the Scheme's action plan to measure and improve performance in this area. If a caller rings one of our direct lines and wishes to speak Welsh, but the person taking the call cannot do so, they will try to transfer the call to a Welsh speaking colleague qualified to deal with the enquiry. The Council's internal telephone directory will identify Welsh speaking staff by having a specific symbol against their name.

15.4 If no Welsh speaker qualified to deal with the enquiry is available, the caller will be given the choice, as appropriate, of having a Welsh speaker phone back as soon as possible, continuing the call in English or submitting their query in Welsh, by letter or e-mail.

15.5 If the preferred choice is to have a Welsh speaker call back later a timescale must be agreed with the member of the public which should be either an agreed time slot e.g. someone will call you back between 10 and 10:30 or should be a time limit of within 8 working hours of the initial call.

15.6 Our automated telephone systems and customer call centre will give callers the choice of conducting their phone call in Welsh or English. This service will be available to customers whose telephones are linked to a digital telephone exchange and to those who have not withheld their telephone numbers.

15.7 The Council will operate a fully bilingual telephony service for all customer enquiries and switchboard calls. Our Corporate Customer Call Centre will have two separate telephone numbers one dedicated to Welsh language calls and the other to English Language calls. Both telephone numbers will be marketed extensively.

15.8 Helplines – Where helplines are set up in regard to specific issues we will aim to ensure these are available in Welsh and English.

16 Public meetings

16.1 The Council will ensure that all meetings with the public are fully bilingual. We will provide simultaneous translation from Welsh into English at our public and Council

meetings unless we have established that all participants are likely to use the same language e.g. invitation only meetings.

16.2 Invitations and advertisements for public meetings will be bilingual and either note that translation facilities will be available or invite the public to let us know in advance in which language they wish to speak.

16.3 In public or Council meetings we will encourage contributions in Welsh. Staff and Elected Members attending training on Chairing Meetings will be provided with guidelines on how to Chair Bilingual meetings effectively and in such a way as to encourage the use of Welsh. Guidelines will be provided to staff arranging meetings and booking rooms with regard to provision of translation support.

16.4 The only exception to the above provision will be meetings at which it is known for certain that there will be no need for a translator to be present due to :

- everyone present understands Welsh; or
- everyone present is a non-Welsh speaker; or
- it is known that English is the preferred language of everyone who is present.

16.5 For meetings of the Council, Cabinet, Scrutiny, Planning and Licensing committees and public meetings we will ensure that agendas, papers and minutes are issued bilingually and endeavour to do so simultaneously with the exception of Planning Committee reports for which data is provided by members of the public in the language in which they have submitted their planning application forms. Where annexes to papers are produced by the Council, these will be provided bilingually where they are short in length (up to 4 sides). When annexes are produced by other organisations bilingual versions will be requested from the originating organisation or individual.

16.6 Correspondence or reports from outside organisations need not be bilingual, but their substance will be summarised in bilingual form in presenting papers to the Council or its Committees and bilingual copies should be circulated if they are available.

16.7 For internal meetings, agendas, papers and minutes need not be produced bilingually and may be produced in Welsh, English or bilingually as appropriate to members of the relevant group.

16.8 When selecting staff to attend public meetings or events, our normal practice will be to ensure that suitably qualified Welsh speakers attend, as necessary and to ensure that the public attending the meeting are greeted bilingually.

17 Face to face contact

17.1 When we arrange or attend face-to-face meetings with members of the public, we will establish their language preference at the earliest opportunity and, whenever possible, ensure that a suitably qualified Welsh speaking member of staff deals with those whose preferred language is Welsh.

17.2 If no suitably qualified Welsh speaker is available, we will offer the choice of continuing the meeting in English, arranging a meeting with an interpreter or dealing

with the subject by corresponding in Welsh. The above will also apply to meetings held using videoconferencing and similar equipment.

17.3 We recognize that in some circumstances in particular, where customers may be vulnerable or under stress an inability to provide a suitably qualified Welsh speaking member of staff means that the quality of service received will be reduced. Where such situations exist we will prioritise recruitment and training to address the identified gaps.

18 Other dealings with the public

18.1 When we undertake public surveys, our normal practice will be to ensure that all aspects of communication with the public will be bilingual. Whenever practicable, respondents will be asked if they wish to respond to the survey in Welsh or English and given the opportunity to do so.

18.2 When we arrange seminars, training courses or similar events for the public, we will assess the need to provide them in Welsh. Our normal practice will be to ensure that announcements made over public address systems are made in Welsh and English. Any audio-visual displays, audio tours or interactive media that we prepare will be bilingual or provide a language choice. Wherever practical, presentations to the public using PowerPoint or similar equipment will be bilingual.

18.3 Messages in the lifts in our offices will be in Welsh and English.

19 Our public face

19.1 Publicity campaigns, exhibitions and advertising. All of the publicity, public information, exhibition and advertising material we use in Wales will be produced bilingually, or as separate Welsh and English versions. If the Welsh and English versions have to be published separately, both versions will be equal with regard to size, prominence and quality – and both versions will be available simultaneously and will be equally accessible.

19.2 Any advertisements placed in English language newspapers (or similar material) distributed mainly or wholly in Wales will be bilingual. In Welsh language publications advertisements will be in Welsh only with a brief summary in English.

19.3 Television, cinema and radio advertising will be conducted in Welsh and English. Television campaigns which appear on S4C during Welsh programming hours will be in Welsh. Radio campaigns broadcast on Radio Cymru or during Welsh language programmes on commercial radio stations will be in Welsh.

19.4 Our normal practice will be to avoid using Welsh language subtitles other than for Deaf or hard of hearing people, or dubbing adverts into Welsh. Telephone response lines and other ways of responding to campaigns in Wales will be bilingual or will include a Welsh response service.

19.5 When staffing exhibitions stands and displays, our normal practice will be to ensure that suitably qualified Welsh speakers attend, as necessary.

19.6 Publicity material and advertising material for performances or activities to be held in English at venues such as theatres and cinemas whenever such material is intended for potential audiences resident outside Wales, or the tourist market, as well as the local population. In such instances, those sections of the material dealing with the performance or activity in question shall be for the most part in English.

In relation to publicity material and advertising material for performances or activities in Welsh to be held at venues. The descriptive sections of this type of material shall be for the most part in Welsh, with a message in English at the end.

All information of a corporate or general nature in the main parts of these publications shall be bilingual. i.e all information other than the performance description

20. Publications

20.1 Our normal practice will be to publish material made available to the public bilingually, with the Welsh and English versions together in one document and with the Welsh above or to the left of the English. If this is impractical then the next option will be to publish the document bilingually in back to back format.

20.2 If the Welsh and English versions have to be published separately (for instance, where a single document would be too lengthy or bulky), both versions will be of equal size and quality – and our normal practice will be to ensure that both versions are available at the same time and are equally accessible. Each version will note clearly that the material is available in the other language.

20.3 If not available free of charge, the price of a bilingual document will not be greater than that of a single language publication - and the price of separate, Welsh and English versions will be the same.

20.4 The above will also apply to material made available electronically on our website, on CD Rom or otherwise. All information produced bilingually whether separately or together should be produced and published simultaneously.

21 Websites and electronic communication

21.1 Our websites will include pages in both Welsh and English. Our normal practice will be to provide Welsh versions of the interactive pages on our websites. When designing new websites, or redeveloping our existing websites, we will take into account the Welsh Language Board's guidelines on website design.

21.2 Whenever we post publications on our websites, the Welsh and English versions will be posted at the same time, except where they are produced by another organisation and not available bilingually. In emergency situations where people's health, safety and/or welfare are at risk, urgent communications may be published in English only, with the Welsh version posted as soon as is reasonably practicable.

21.3 The Council's internal intranet will primarily be English however corporate forms and templates where practical will be bilingual.

21.4 Any web-based correspondence or text messages will be replied to in the language of the original message.

21.5 Informal websites such as 'blog' sites and other forms of customer interface (eg touch screens) will where possible be bilingual however comments left by members of the public may be in Welsh or English.

22. Forms and associated explanatory material

22.1 Our normal practice will be to ensure that all forms and associated explanatory material for use by the public in Wales will be fully bilingual, with the Welsh and English versions together in one document. This will include interactive forms published on our websites.

22.2 If the Welsh and English versions have to be published separately, both versions will be of equal size and quality - and we will ensure that both versions are available at the same time and are equally accessible. Each version will note clearly that the material is available in the other language.

22.3 We will use a scoring system, to be agreed with the Board, to identify objectively when forms should be published as separate Welsh and English versions or as bilingual documents and will include this as an appendix to this Scheme once agreed.

22.4 When we enter information on Welsh versions of forms that are sent to the public, we will do so in Welsh. When we enter information on bilingual forms that are sent to the public, we will do so bilingually unless we know that the recipients would prefer to receive the information in Welsh or English only. When other organisations distribute forms on our behalf, we will ensure that they do so in accordance with the above.

23. Corporate Identity

23.1 The Council believes that its image and public face should reflect the fact that it uses two languages in the community within which it delivers services. The Council has therefore adopted a bilingual corporate identity. Our name, contact details, logo, slogans and other standard information appear in Welsh and English on all material which displays our corporate identity. This includes our stationery - and material such as business cards, identity badges, passes, tickets, invitations and vehicles.

23.2 Where we use items supplied by other organisations such as Royal Mail franking services or Business Reply services we will encourage the supplier to supply these services bilingually.

23.3 We may use Welsh only branding for some initiatives such as the Urdd or National Eisteddfod.

24. Signs

24.1 Our normal practice will be to ensure that all of our permanent and temporary signs, which give information to the public using text, will be bilingual with the Welsh and English text being treated equally with regard to size, legibility and prominence. As with written correspondence the Welsh will be to the left of or above the English. We will adhere to this practice whenever signs are being installed for the first time, or whenever we are replacing signs unless prohibited from doing so by other legislation.

24.2 Signs which have been defaced by having either the Welsh or English aspects obliterated will be cleaned in line with the traffic and transportation department's graffiti removal policy. The Council will develop a system to monitor such incidents.

24.3 In accordance with the Street Naming and Numbering Policy, the Council encourages developers to choose Welsh names for new housing estates and other developments as and when they submit planning applications, taking into consideration the local character of the area and in consultation with local Town and Community Councils, Local Members and the Emergency Services.

24.4 Where a query arises over a place name, the Council will consult the Welsh Language Board's place name consultation service for advice on the standardised forms of place names.

24.5 The above will apply to all types of signs, including electronic signs.

24.6 Notices - Official notices, public notices and staff recruitment notices. Official notices, public notices and staff recruitment notices placed in English language newspapers (or similar media) distributed mainly or wholly in Wales, will be bilingual. Notices will be in Welsh in Welsh language publications with a brief summary in English.

24.7 The Welsh and English versions will be equal in terms of format, size, quality and prominence with the Welsh above or to the left of the English. In the English language media, posts where the ability to speak Welsh is essential may be advertised bilingually or in Welsh only, with a brief description in English.

24.8 Recruitment notices placed in English language journals (and other publications) with a UK-wide distribution may be in English, unless the post is one where the ability to speak Welsh is essential, in which case the notice may be fully bilingual, or in Welsh with a brief explanation in English. Any official notices, public notices or staff recruitment notices placed elsewhere in Wales will be bilingual.

25. Press releases and contact with the media

25.1 Press releases to the press and broadcasting media in Wales are issued in Welsh and English when initiated by the Council - or according to the language preference of the recipient media organisation or publication when produced in response to specific requests. Where possible, we will ensure that Welsh speakers are available to undertake interviews with the Welsh language press and broadcasting media.

C Welsh in the workplace

26. Staffing

26.1 All of our workplaces need access to sufficient and appropriately skilled Welsh speaking staff to fully deliver this scheme. The following procedures will be implemented accordingly:

26.2 All posts in the Council are designated either Welsh desirable or Welsh essential. Heads of Service in conjunction with the Head of Personnel will identify which workplaces and jobs are designated Welsh desirable and which Welsh essential. This requirement may be defined as a component of a workplace or team, or it may be attached to a particular post.

26.3 The Council uses the following criteria to assess whether a post; workplace or team is designated as Welsh essential or Welsh desirable:

- a) the linguistic makeup of the geographical area (based on %) where the service is delivered – i.e. Prestatyn v Corwen or whole county
- b) the frequency of contact with the public
- c) the current ability of the service to provide a bilingual service
- d) the type of contact required e.g. written; face to face; telephone
- e) the impact on the customer of not being able to provide a Welsh language service
- f) posts already identified as Welsh essential have the Welsh requirement written into the Job Description and the person spec, which is reviewed periodically.

26.4 We will use information provided through our Human Resources system to regularly establish the number, ability, level and location of staff that can understand, speak, read and write Welsh (including staff that are learning Welsh) within the constraints of other relevant legislation such as the Data Protection Act.

Welsh essential posts and where a Welsh speaking presence is needed in a team will be identified and recorded as part of the workforce planning process. This Scheme will direct Managers to look at their current workforce and current Welsh language requirements and also their future workforce and Welsh language needs in order to identify any possible gaps in the provision of services in Welsh.

26.5 We will also identify staff who wish to learn Welsh through our Performance Appraisal system. The results of these two exercises will be compared to identify workplaces where there is a shortage of Welsh speaking staff. Services which have a high level of contact with the public or where the inability to deliver the service in Welsh will have a high impact on the quality of service delivered will be prioritised for training and recruitment of Welsh Speakers.

26.6 We will respond to any shortages through our recruitment and training activities. In consultation with unions and staff we will also consider transferring Welsh speaking staff to specific workplaces or posts and reorganising duties and responsibilities to meet service delivery needs particularly in any identified high impact areas. Our normal

practice will be to ensure that our main reception areas, one stop shops, main switchboards and customer call centre are always able to offer a service in Welsh.

26.7 We will develop further our linguistic skills strategy to identify exactly how we will meet our staffing needs in regard to bilingual skills and to provide detailed guidance to staff.

27. Recruitment

27.1 When recruiting staff we will be guided by the information gathered by the procedures described under Staffing above. All job advertisements state that Welsh is desirable except those where fluency in Welsh is considered to be essential where this is stated in job competencies and advertisements.

27.2 All staff are encouraged to learn or improve their Welsh with support being prioritised for those whose posts are Welsh essential or who have greatest contact with the public.

27.3 A candidate unable to speak Welsh or whose level of Welsh needs improving may be appointed to a post for which Welsh is considered essential, but where time can be allowed to learn the language. In these cases, learning the language to the required level of competence, within a reasonable agreed period, to be tested, will be a condition of employment.

27.4 If a suitable Welsh speaking candidate can not be appointed to a post then we may leave the post vacant and re-advertise at a later date or fill the post on a temporary basis and review the situation at the end of the temporary appointment.

27.5 Information packs and application forms will be provided in Welsh and English for all of our jobs.

28 Language training

28.1 Our staff will be encouraged to learn or improve their Welsh – and we will support those who wish to do so in line with our linguistic skills strategy. We will fund this training and allow staff to attend courses during work hours.

28.2 We will also produce guidance material in relation to the Welsh Language Scheme for new members of staff and Elected Members.

28.3 We will develop the ability of our Welsh speaking staff to operate in Welsh by providing vocational training in Welsh, whenever practicable.

D Monitoring the Scheme

29 Information and Communications Technology

29.1 The need to provide information and services in Welsh, and operate in accordance with this scheme, will be catered for as we develop, design and purchase information and communications technology products and services.

29.2 Whenever reasonably possible, we will modify our existing information and communications technology systems to ensure that they enable us to provide information and services in Welsh - and operate in accordance with this scheme.

30 Internal arrangements

30.1 The measures in this scheme carry the full authority, support and approval of our organisation. Managers will have the responsibility of implementing those aspects of the scheme relevant to their work.

30.2 Heads of Service will be required to ensure implementation of this Scheme within their service and to provide relevant monitoring information to the Corporate Equality Officer on a regular basis.

30.3 The Council has prepared and will continuously update, a detailed action plan setting out how we will ensure that we operate in accordance with this scheme (*appendix 1*). The action plan will come into effect on the date on which the Scheme comes into effect. And will be for a period of 3 years when it will be reviewed. The plan includes targets, performance indicators, and deadlines. A report on progress against the plan will be presented to Full Council annually.

30.4 The scheme will be publicised to our staff, elected members and to the public in Wales. It will be published on our website in a prominent place.

30.5 Existing guidance used by our staff, will be amended to reflect the measures contained in this revised scheme. We will arrange briefing and training, sessions for our staff and elected members to increase awareness of this scheme - and to explain how it will affect their day to day work.

30.6 Any form of contact with the public in Wales, which is not specifically dealt with by this scheme, will be undertaken in a manner which is consistent with the general principles enshrined in this scheme.

31 Complaints

The corporate complaints procedure states that:

31.1 When a complaint is received a letter of acknowledgement will be sent to the complainant within five working days, with the intention of fully resolving the complaint within 15 working days.

31.2 Where it is known by the Council that it will not be possible to resolve the complaint within 15 days a letter will be sent within five working days explaining why it is not possible and what the complainant can expect.

31.3 Complaints relating to the implementation of this scheme should be sent to the Strategic Policy Manager whose details are below.

32 Monitoring

32.1 We will monitor our progress in delivering this scheme against the targets set out in its accompanying action plan (*appendix 1*). Our existing Quarterly Performance Management monitoring and reporting procedures will include reference to progress in delivering this scheme, as appropriate.

32.2 We will send an annual monitoring report to the Welsh Language Board, outlining progress in delivering this scheme.

32.3 The Council will summarise its findings in the form of a brief narrative (with evidence) to be submitted to the Board and will identify any fundamental weaknesses/risks, and draw up an action plan of corrective measures, together with a timetable to be agreed with the Board. The Council will also draw attention to progress, good practice and compliance levels.

32.4 Management and monitoring of the Council's Welsh Language Scheme rests with the Strategic Policy Manager who also prepares the Annual Report to the Welsh Language Scheme.

Any queries, comments or complaints regarding this scheme should be sent to:

David Wynn Davies
Strategic Policy Manager
County Hall
Wynnstay Road
Ruthin LL15 1YN

33 Reviewing and amending the scheme

34.1 The Council will review this scheme within five years of its coming into effect. The action plan (*appendix 1*) will be reviewed and revised after three years. Also, from time to time, we may need to review this scheme, or propose amendments to this scheme, because of changes to our functions, or to the circumstances in which we undertake those functions, or for any other reason. No changes will be made to this scheme without the Welsh Language Board's approval.

34.2 The Council will publicise this Scheme to the Public; staff and Councillors via the Web site; County Voice, the Intranet, Headlines (staff magazine) and through its networks with partner organisations.

34.3 Copies of the annual report to Council regarding progress against the actions and targets outlined in the Scheme's action plan (appendix 1) will be published on the website and made available in hard copy on request.

Action Plan and Timetable

Ref No.	Paragraph	Action/Aim	Target	By When	Lead Responsibility
1	7.4	Mainstream the Welsh Language policies	All actions to be included in individual Service Delivery Plans	March 2010	All Heads of Service in conjunction with the Strategic Policy Unit
2	7.2	Carry out impact assessments of new Council policies in relation to the Welsh Language and culture	Annual report detailing the number of policies impact assessed	Annual report in June	Directorate Policy Officers in conjunction with the Strategic Policy Unit
3	8.1	Monitor the impact of Welsh Language Policies identified within the Local Development Plan. Guidance produced in relation to Linguistic Statements	Annual assessment	Annual report in June March 2010	LDP Team /Strategic Policy Manager LDP Team
4	10.3	Third party providers of services to comply with our WLS.	Production of an explanatory guide to the Welsh Language Scheme for contractors and third parties	Dec 2009	Procurement Team / Strategic Policy Manager
5	13.2	Monitor the standard and consistency of our Welsh Language service	Undertake a customer satisfaction survey (or incorporate within an existing survey) a measure of satisfaction in relation to the delivery of a Welsh Language	Dec 2009	Strategic Policy Manager

			service to the public.		
6	16.3	Elected Members and Officers will be encouraged to open and close meetings bilingually	Briefing note and reminders to all Chairpersons	Dec 09	Strategic Policy Manager / County Clerk
7	26.2	All posts in the Council will be designated either Welsh desirable or Welsh essential	Agree a standard set of scored criteria to assess the linguistic requirements of posts within the Council	Jan 2010	Personnel
8	26.4	Carry out an audit of the linguistic skills of staff within the Council and input information onto the new HR database	100% of staff sent a linguistic skills questionnaire	March 2010	Personnel
9	9.4	Where consent has been given by the individuals concerned, indicate on the corporate phone book or similar centralised database the linguistic skills of staff in each department.	70% of staff have an indication of linguistic ability against their name in the phone book or similar accessible database	Jan 2010	IT / Customer Service Unit
10		Arrange a "mystery shopper" exercises to be carried out annually to look at face to face contact; telephone contact and written contact (inc e-mail)	90% compliance level achieved	Annual Report in June	Strategic Policy Manager
11	7.2	Monitor the WLS and policies through a Councillor Bilingual Forum	Increase attendance and representation	Group meeting at least twice a year	Strategic Policy Manager
12	26.4	Monitor the standard set of scored criteria to assess the linguistic requirements of posts within the Council	Review as part of Annual Report	June 2010	Personnel
13	14.11.b	90% of Committee papers, minutes and agendas (Council, Cabinet & Scrutiny) to be produced simultaneously in English and Welsh	90% compliance achieved	Jan 2010	County Clerks; Scrutiny Support; & Cabinet Support

14	13.3	Undertake an internal review of the Council's use of external translation services	Review undertaken	Feb 2010	County Clerk
15		Develop an internal guide to the WLS for staff / Councillors	Production of guide	Feb 2010	Strategic Policy Manager
16		Undertake a benchmark audit of staff awareness of the Revised Welsh Language Scheme.	Audit completed	Feb 2010	Strategic Policy Manager
17	WL indicator 1	To monitor and report annually the number and percentage of the sample of third parties monitored that conform to the requirements of this Scheme in a) care services b)pre-school provision c) youth & leisure services	Undertake annual sample	Reported annually in June	All services who utilise third parties to deliver services to the public.
18	WL Indicator 2	100% of main receptions, one stop shops and call centres able to deliver a bilingual service by December 2008	Number and % of Main reception, call centres and one stop shop posts that have been denoted as "Welsh Essential" and have been filled by staff who are bilingual	Reported annually in June	Heads of Service where relevant
19	WL Indicator 3	Ensure Welsh Language is an integral part of our e-government initiatives	Review our web development	Jan 2010	Customer Services Team
20	WL Indicator 4	To increase the number of staff in the workplace who are able and who do work through the medium of Welsh in order to meet the requirements for providing quality services	a) the number and % of staff who have received training in Welsh to a specific qualification level.	Report annually in June	Personnel
			b) the number and % of staff who have received language awareness training	Within 6 months of starting in post.	Personnel
21	WL Indicator 5	To increase the number of staff in the workplace who are able and who do work through the medium of Welsh in order to meet the	The number and % of staff within the Council's services who are able to speak	Report annually in June	Personnel

		requirements for providing quality services	Welsh (not including school teachers and staff)		
22	WL Indicator 6	To maintain and improve the quality of Welsh services to the public.	Number of complaints received in relation to the implementation of the Language Scheme and the % dealt with in accordance with the Council's corporate standards.	Report annually in June	Strategic Policy Manager

REPORT TO CABINET

**CABINET MEMBER: COUNCILLOR P.A DOBB
LEAD MEMBER FOR SOCIAL SERVICES & HOUSING**

DATE: 20th October 2009

SUBJECT: SUPPORTING PEOPLE OPERATIONAL PLAN 2010/11

1 DECISION SOUGHT

To agree the Supporting People Operational Plan (SPOP) for 2010/11.

2 REASON FOR SEEKING DECISION

- The National Assembly for Wales has requested the Supporting People Operational Plan on an annual basis.
- The SPOP outlines remodelled services for development and delivery in 2010/11, progressing actions and requirements in accordance with Denbighshire's 2008 to 2011 Supporting People Strategy. (See Appendix 1 for a detailed summary of service changes & Appendix 2 a Summary of Need and Supply & Key Messages).
- The projects identified will bridge gaps within existing services, meet local needs more closely and deliver better value for money.
- The Supporting People Operational Plan will inform the revenue resource allocation process for the Supporting People Grant and Supporting People Revenue Grant in 2010/11.

A Summary of services changes are as follows:-

- 7x GIFT (Generic Intensive Floating-support Team), ROOF (Resettlement Of ex-Offenders) support services and Y Dyfodol floating support to be combined and reconfigured to provide a more simplified and integrated services which has the potential to increase the maximum number of people supported at any one time. The number of hours of support will increase from 259 to approximately 315 and maximum numbers of people supported will increase from 84 to 104.
- The YOT (Youth Offending Team housing support) and Symud Ymlaem services, both for vulnerable young people 16 to 24 years of age to be integrated into one service. The number of people supported will reduce from 14 to 10. The revenue funding released will be utilised in the GIFT

reconfiguration to increase provision. In addition, the number of minimum support hours will be increased from 80.5 to 100 hours per week.

- East Parade (mental health supported housing) to be configured from 4 units of supported housing to support between 10 to 20 service users in a combination of supported accommodation and floating support.
- 4X MIND mental health housing support services are to be combined into one service. The minimum service delivery hours to be increased from 41 to 72 per week. The maximum number of service support to be increased from 23 to 40 people
- Implement the outcome of the Supporting People Strategic review of Older People Housing Support Services. (Including sheltered housing support and alarm services in Denbighshire). This review has not yet been finalised and therefore final actions will be reported separately once concluded.

A full copy of the plan can be available on request from the Supporting People Team.

3 POWER TO MAKE THE DECISION

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

4 RESOURCE IMPLICATIONS

4.1 Cost Implications:

The projects identified for remodelling within the 2010/11 Supporting People Operational Plan will be remodelled within the existing Supporting People budget allocated to Denbighshire by the Welsh Assembly Government. The remodelling proposals aim to provide support to more individuals and more simplified services within existing funding allocation.

4.2 Staffing / Accommodation Implications:

Services are contracted out, so there are no additional implications for staff or accommodation for the authority

4.3 IT Implications:

Services are contracted out so there are no additional implications for IT.

5 RISK ASSESSMENT

5.1 Risks associated with not agreeing the recommendation/s

If the reconfiguration of services was not agreed, some existing services would fail to meet service users' needs; hours of support would be wasted because surplus

support hours would not be redeployed. Void levels may also continue in some services, this means paying for services that are not utilised.

5.2 Risks associated with agreeing the recommendation/s

The primary purpose of changes identified within the SPOP has been to simplify services and increase provision without additional funding, containing revenue allocation to available grant funding as recommended by the financial controller. .. The proposals would achieve better value for money and deliver more flexible services to meet service users' needs.

Two associated risks have been identified with agreeing the plan as follows:-

The first risk relates to the reconfiguration of the GIFT service (Generic Intensive Support Service). This service is currently predominantly targeted at people who are owed a statutory homeless duty and subsequently housed in temporary accommodation. Under the new proposals, this tight-targeted specification would be removed to allocate support based on need rather than tenure. The risk exists that not everyone in temporary accommodation would automatically receive support. Concerns have been expressed that this may impact on homeless effectiveness in dealing with statutory responsibility. Reconfigurations proposal will close gaps in existing provision, make services simpler and easier to access for those in greatest need, provide greater flexibility in meeting service user's needs and improve value for money from existing resources, which would mitigate some of the concerns raised. Furthermore, allocation of support resources based on need rather than tenure would be within the direct control of the Supporting People coordinator based within the Supporting People team. It is envisaged that a high proportion of people in temporary accommodation would continue to receive a support service. The Supporting People coordinator will monitor the situation for adverse impact and report back to the commissioning team so that specifications could be refined and service allocation adjusted as necessary.

A second risk is that the Housing Minister at the Welsh Assembly Government may not approve the changes as this would mean the loss of some funding currently allocated to two providers Nacro (with the YOT service) and Clwyd Alyn from Y Dyfodol floating support service) being transferred to the GIFT reconfiguration. This stream of funding is controlled and administered directly by the Assembly. As stated previously the reconfigurations proposals will close gaps in existing provision, make services simpler and easier to access for those in greatest need, provide greater flexibility in meeting service user's needs and improve value for money from existing resources. In the event that ministerial approval is not given, the GIFT specifications would have to be revised to reduce the size of the service.

6 FINANCIAL CONTROLLER STATEMENT

The cost of delivering the operational plan should be contained within the grant funding available. The future of the Supporting People Grant is still unclear as no decision has been made about when and how it might transfer into the revenue support grant. In the meantime in year surpluses are being earmarked to dampen

the impact of future grant cuts and contribute to the general demographic pressures as part of the council's medium term financial plan.

7 CONSULTATION CARRIED OUT

Links have been established with the Mental Health Strategic Planning Group, The Strategic Planning Group for People with a Learning Disability, The Physical Disability and Visual Impairment Planning Group, Conwy & Denbighshire's Substance misuse commissioning group, Domestic Abuse Forum, the Older People Partnership Board, the Homelessness Forum, Community Safety Coordinator and the Young People's Partnership.

Two consultation events were held on 14th July 2009 and 16th September 2009 targeted at our current providers, staff from projects and stakeholders linked closely to Supporting People. Feedback from these events and meetings was considered by the Supporting People Planning Group (SPPG) and has helped inform the development of this operational plan.

Comprehensive information has been provided on service-user needs through the *Needs Mapping Exercise*, which forms the basis of the plan. This information is based on the service-user view of their needs at that time.

The Supporting People Planning Group (SPPG) has held five meetings within the current planning cycle of establishing the SPOP 2010/11 through May, June, July, September and October 2009. The purpose of these meetings has been to consider and analyse "Strategic Priority to Fund" commissioning tools, data available from the *Needs Mapping Exercise*, current supply and feedback from stakeholder forums and consultation

Key provider consultation took place in August, followed in September by circulation to all existing planning groups and forums linked to Supporting People. Members of Social Services and Housing Scrutiny committee have received a summary of proposals along with information on needs and supply analysis. The proposals were discussed with the Housing and Social Services Scrutiny committee on 1st October 2009. The committee expressed concerns regarding the uncertainty of long-term grant funding as detailed in the financial controller statement. SPPG signed off the final document on 12th October 2008. Denbighshire Supporting People Team has shared information with other Local Authorities through Supporting People Information Network meetings.

Consultation feedback has identified broad agreement about the need for change and reconfiguration, but individual concerns have been expressed where this has impacted on individual provider organisations. Provider concerns have been fed back to SPPG and have been considered carefully in determining the final reconfiguration proposals.

8 IMPLICATIONS

8.1 **Assessment of Impact on Corporate Priorities:**

Supported housing services commissioned and developed through the Supporting People Programme underpin cross cutting multi-agency priorities as well as contributing directly to Denbighshire's priorities of modernising education, community regeneration and demographic changes. The provision of accommodation and appropriate support helps vulnerable people to sustain their accommodation and independence within the community by supporting people to develop independent life skills to maintain a home. Vulnerable families are supported in developing skills to support their families, crucial to ensuring school attendance and attainment for their children. Support is also provided to vulnerable adults and young people (16+) to develop the skills and confidence to access education and training and engage with community activities to enable social inclusion. These are crucial success factors if Community Regeneration is to be achieved. Housing support promotes independence, enablement and prevention through early intervention. This contributes to countering dependency and a culture of reliance on statutory services, crucial given the future demographic challenges faced in Denbighshire.

Housing support services provide the crucial foundation for delivering outcomes at many levels, including individual service user outcomes, service level and strategic policy outcomes. Supported housing services contribute to the preventative and early intervention agenda and contribute to the objectives of many other policy areas

- Health - contributes to reducing the level of inappropriate admissions/readmissions to hospital and reduces demand for expensive care packages.
- Education/Economic regeneration – builds skills and confidence needed to enter and be successful in education or the job market.
- Community Safety – supported housing services are part of a holistic approach to break the cycle between homelessness, substance misuse and offending behavior. They play a valuable role in creating and sustaining safer communities.
- Social Inclusion – helps people develop independent living skills and facilitates social engagement.
- Homelessness – contributes to reducing homelessness by preventing homeless presentations through early interventions and supporting individuals to move from insecure to stable accommodation. Also enables vulnerable individuals to develop skills to maintain independent living.

8.2 Assessment of impact on the Vision, Community Strategy, Equalities and Sustainability:

See 8.1

Supported housing services enable tenancies and independent living to be sustained for many of our most vulnerable people within our communities. Services commissioned will ensure equality of access to support.

8.3 Assessment of Impact on Climate Change - Mitigation and Adaptation:

Consolidating and simplifying services can result in less travelling across the county in the delivery of support and therefore contribute to the reduction of carbon emissions

9 ACTION PLAN

If the Supporting People Operational Plan is agreed, work will commence in November 2008 to develop the specifications required for remodeling the services identified within the planned financial year 2010/11.

10 RECOMMENDATIONS

To agree the Supporting People Operational Plan for 2010/11 and support the projects identified to proceed to meet the needs of vulnerable people.

Appendix one: Details of service and funding changes.

Appendix 2: Need and Supply Summary & Key Messages

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Appendix 1

Service and Funding Changes for 2010 - 2011

Remodelled Projects

1) GIFT Remodel:

Project	Min SUs	Max SUs	Max Ratio	Min Ratio	Min Hours
FROM (2009-2010)					
GIFT 2 D & A	2	2	1:4		17.50
GIFT Domestic Abuse	3	5	1:6		17.50
GIFT Drugs and Alcohol	5	8	1:3	1:10	33.25
GIFT Intensive (Nacro)	5	8	1:3	1:10	33.25
GIFT Single Parents	3	5	1:5	1:10	17.50
GIFT Low Level	22	38	1:11	1:20	70.00
GIFT Probation Service	10	10	1:10		37.50
CAHA Y Dyfodol Phases 5	6	6	1:20		10.50
Nacro High Risk Offenders (Nacro ROOF)	2	2	1:3	1:4	22
TOTALS	58	84			259
TO (2010-2011)					
GIFT Families	18	30	1:11	1:20	52.5
GIFT Over 25s	18	34	1:5	1:10	122.5
GIFT Young People	18	30	1:11	1:20	52.5
GIFT High	8	10	1:3	1:4	87.5
TOTALS	62	104			315

All current GIFT projects will be amalgamated along with Clwyd Alyn Y Dyfodol Phase 5 floating support and Nacro ROOF high risk ex offender support.

The new structure will include a generic, homelessness focussed service for each of the SP service delivery groups plus a flexible, high intensity support project. All projects will have open referral routes with close links to the Supporting People Coordinator. In addition the reconfigured GIFT projects will operate in partnership with other generic SP services.

The new GIFT Families and Young People's projects will each provide 52.5 hours of low level support per week to a minimum of 18 service users, with the capability to support up to 30 if necessary (e.g. re urgent referrals, or delays to moving on from the project).

These projects will complement other, medium intensity generic support provision to these service user groups and will have the capacity to accept a proportion of “step-down” referrals to promote eventual moves to sustainable complete independence.

The remodelled GIFT Over 25’s project will provide 122.5 hours of medium level support per week to a minimum of 18 service users and a maximum of 34. The project will accept some referrals from high intensity supported housing and floating support projects and where appropriate refer onwards to lower intensity support projects for this service delivery group.

The GIFT High intensity service will retain the present ROOF project’s links to ex offender services but have a wider remit to support high needs, high risk individuals, both in its own right and as a supplement to the support provided by the other GIFT projects where required. 87.5 support hours per week will be provided to between 8 and 10 service users according to need.

2) Symud Ymlaen/YOT remodel:

Project	Min SUs	Max SUs	Max Ratio	Min Ratio	Min Hours
FROM (2009-2010)					
YOT Supported housing	8	8	1:10		28
Symud Ymlaen	6	6	1:4		52.5
TOTALS	14	14			80.5
TO (2010-2011)					
Symud Ymlaen	10	10	1:3	1:4	100
TOTALS	10	10			100

The current YOT and Symud Ymlaen supported housing services will be combined into a single project.

The total number of service users will decrease from 14 to 10 and minimum support hours will increase from 80.5 to 100 hours per week.

The remodelled service will remain a housing support service for young people threatened with homelessness (including young people leaving care). The new amalgamated service will also retain the current YOT project’s close links to Conwy & Denbighshire Youth Offenders Service as well as with North Wales Probation, DCC Social Services teams and other Nacro services.

In addition the new structure will allow the flexible allocation of accommodation in both the north and south of the county according to the needs of the young people accepted onto the project.

3) East Parade (Penrhyn/Y Gorlan) remodel:

Project	Min SUs	Max SUs	Max Ratio	Min Ratio	Min Hours
FROM (2009-2010)					
East Parade SH	5	6	?	?	?
TOTALS	5	6			
TO (2010-2011)					
East Parade	10	20	1:2.5	1:5	140
TOTALS	10	20			140

The present interim configuration will be remodelled to increase access, flexibility and value for money.

The total number of service users will increase to a minimum of 10 and a maximum of 20. Minimum support hours will be set at 140 per week.

Service users in the current Penrhyn and Y Gorlan accommodation will continue to receive high intensity support. Additional support hours will be devoted to a community based floating support service, allowing service users to move through the project to increased independence and lower support intensities according to need.

Floating support hours will be deployed on a crisis intervention basis with regular contact so that support can be delivered as and when required. It is anticipated that a number of suitable service users will be accepted directly onto the low level service in addition to those moving on from Penrhyn and Y Gorlan.

4) MIND remodel:

Project	Min SUs	Max SUs	Max Ratio	Min Ratio	Min Hours
FROM (2009-2010)					
MIND Butterson Road	9	9	1:20		15.75
MIND ES (Elwy Street)	6	6	1:20		10.5
MIND WR	4	4	1:20		7.4
MIND FS (Floating Support)	4	4	1:20		7.5
TOTALS	23	23			41
TO (2010-2011)					
Mental Health Low Level	24	40	1:11	1:20	72
TOTALS	24	40			72

All four of the current VOC Mind SP projects will be remodelled into a single floating support service. Initially, the project will continue to support service users as at present. Over an agreed period (e.g. 6 months), service users in

supported housing will move to a low level crisis intervention style service where regular contact will be maintained and support will be delivered to deal with issues as they arise.

The total minimum number of service users will increase from 23 to a minimum of 24 and a maximum of 40 if necessary (e.g. re urgent referrals, or delays to moving on from the project).

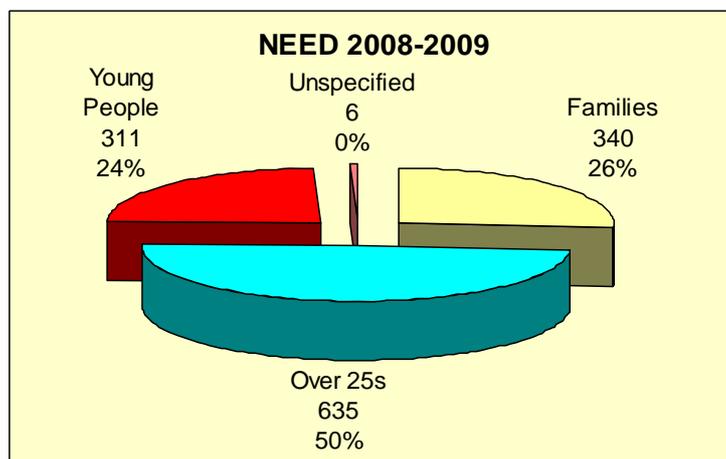
In order to satisfy the staff to client ratio support hours will increase to 72 per week.

This structure will create an extra place on the floating support scheme. Over time, as current service users in the supported housing projects move over to a crisis intervention style service there is the potential to support still more people (some of whom could also be supported in an ongoing, crisis intervention style if necessary).

The new service will remain a mental health housing support service, but will accept referrals from other, higher intensity MH SP support projects and also referrals from the GIFT projects for people with diagnosed MH problems who have presented as homeless.

Appendix 2 Need & Supply Summary & Key Messages.

Breakdown of Total Needs Mapping Information Received



Need

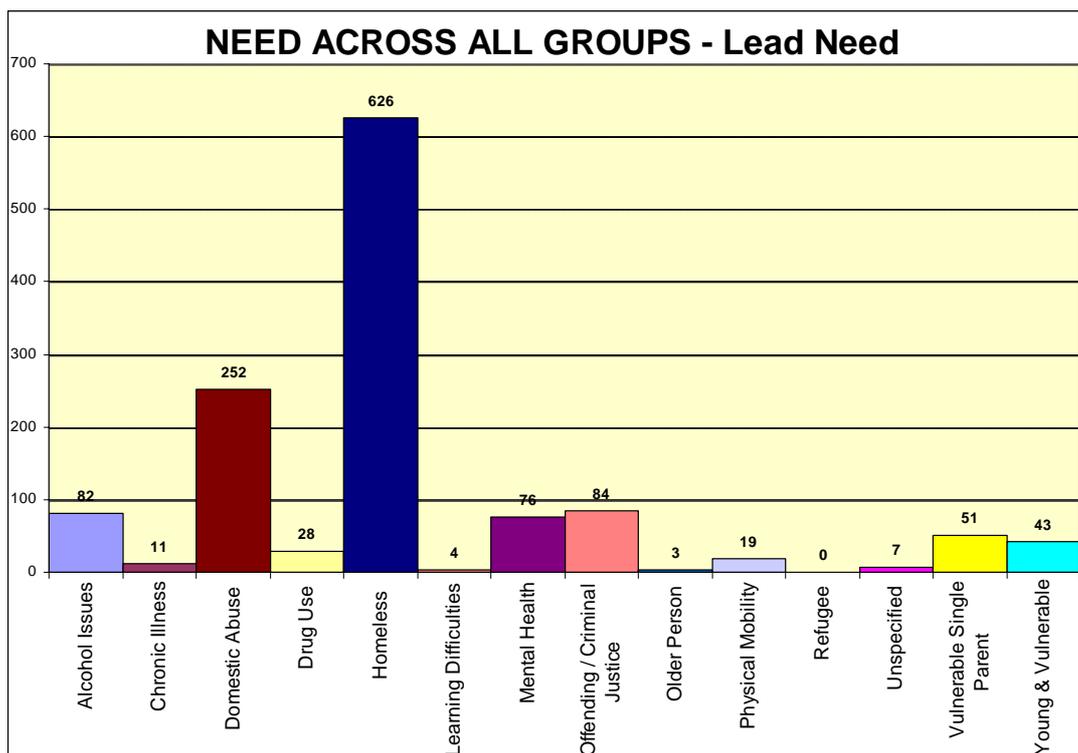
- 1292 NME forms were received in 2008 – 2009, 48% from males and 50% from females (2% unspecified). 18% came from the 16-25 age group, 40% from 26-40s, 24% from 41-60s and 3% from the 61+ age group (5% unspecified).

Whilst they cannot be regarded as a definitive indication of all housing related support needs in the county, NME forms remain an invaluable insight into the support needs of people accessing our services as currently configured

Lead Needs

NME categories of need are based on service user groups defined by WAG. Everyone completing an NME form is asked identify which of these categories are applicable to their circumstances, and to nominate which is the most significant or important.

The 2008-9 needs mapping exercise confirmed that most people presenting for support identified their most pressing issue or lead need as either homelessness or domestic abuse.



Homelessness

626 people out of 1292 described themselves as homeless or potentially homeless. Of these, 242 were males over the age of 25 with no dependants, making up almost one in five of all people presenting for Supporting People services in Denbighshire.

Homeless Lead Need				
Other high level needs indicated:	FAM	O25	YP	Total
Young & Vulnerable	7	1	58	66 10.5%
Alcohol Issues	2	50	11	63 10.1%
Offending / Criminal Justice	1	35	20	56 8.9%
Mental Health	6	35	9	50 8.0%
Drug Use	1	37	11	49 7.8%
Domestic Abuse	4	8	7	19 3.0%
Vulnerable Single Parent	12	1	5	18 2.9%
Older Person	0	12	0	12 1.9%
Physical Mobility	0	11	1	12 1.9%
Learning Difficulties	1	3	7	11 1.8%
Chronic Illness	0	6	2	8 1.3%
Refugee	0	0	0	0 0.0%

Domestic Abuse

The large number of people identifying domestic abuse as lead need can be separated into two distinct groups: those in need of refuge accommodation (41%) and those requiring other services (59%). There are clear differences between these groups, notably regarding where people lived at the time they completed the needs mapping form.

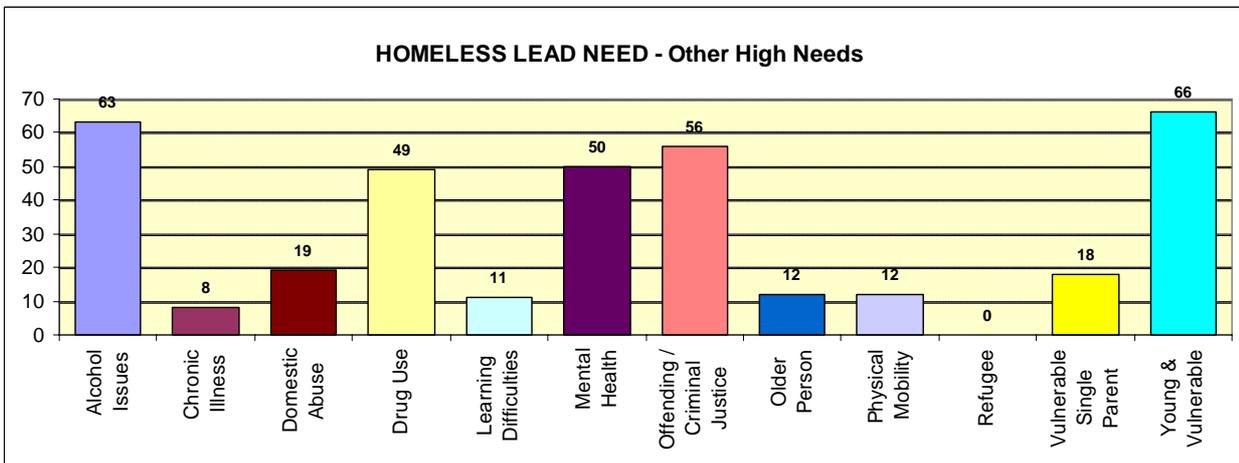
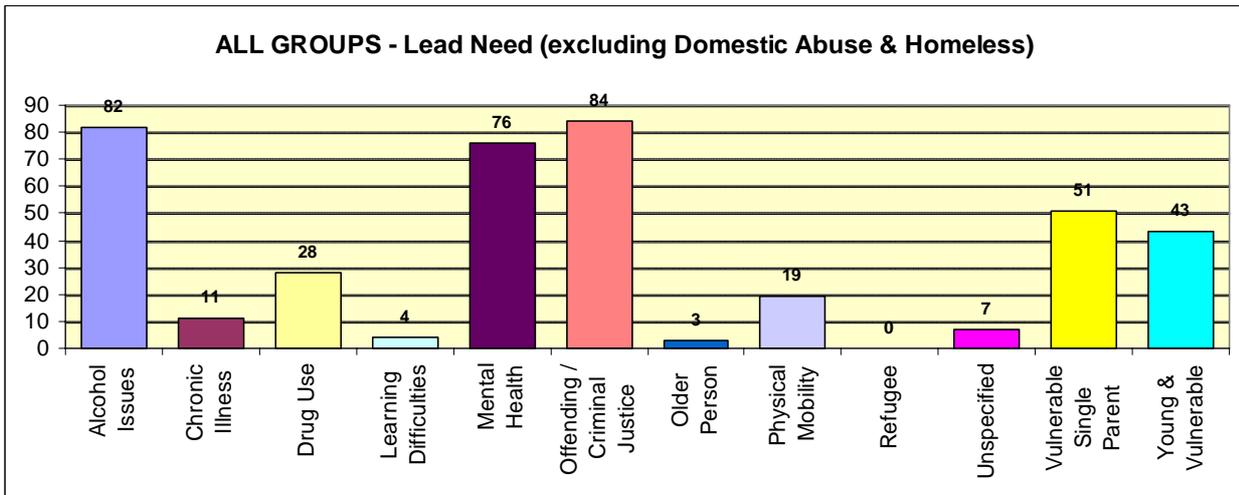
More than 60% of refuge presentations originated outside the county. 68% reported having no fixed abode. Over 80% of those needing other types of support were already living in Denbighshire, 82% in fixed accommodation. Close to one in three of the Domestic Abuse lead need group required support in ordinary accommodation, i.e. floating support.

DOMESTIC ABUSE:		Refuge Referrals (103)				Other Referrals (149)			
Currently live in:	Total	FAM	O25	YP	Total	FAM	O25	YP	Total
Denbighshire	165	18	12	9	39	78	40	8	126
Corwen	2	0	0	0	0	0	1	1	2
Denbigh	43	8	4	6	18	19	5	1	25
Llangollen	6	0	1	0	1	4	1	0	5
Prestatyn	15	0	1	0	1	7	6	1	14
Rhyl	84	10	5	3	18	36	25	5	66
Ruthin	5	0	1	0	1	3	1	0	4
St Asaph	2	0	0	0	0	2	0	0	2
Unspecified	8	0	0	0	0	7	1	0	8
Different Area	87	34	18	12	64	15	7	1	23
Conwy	18	8	2	2	12	3	3	0	6
Flintshire	26	5	10	5	20	4	1	1	6
Gwynedd	9	4	2	2	8	0	1	0	1
Wrexham	7	4	0	0	4	1	2	0	3
Ynys Mon	0	0	0	0	0	0	0	0	0
Mid Wales	2	1	0	0	1	1	0	0	1
South Wales	5	3	0	1	4	1	0	0	1
North West England	12	7	2	2	11	1	0	0	1
Other England	7	1	2	0	3	4	0	0	4
Unspecified	1	1	0	0	1	0	0	0	0

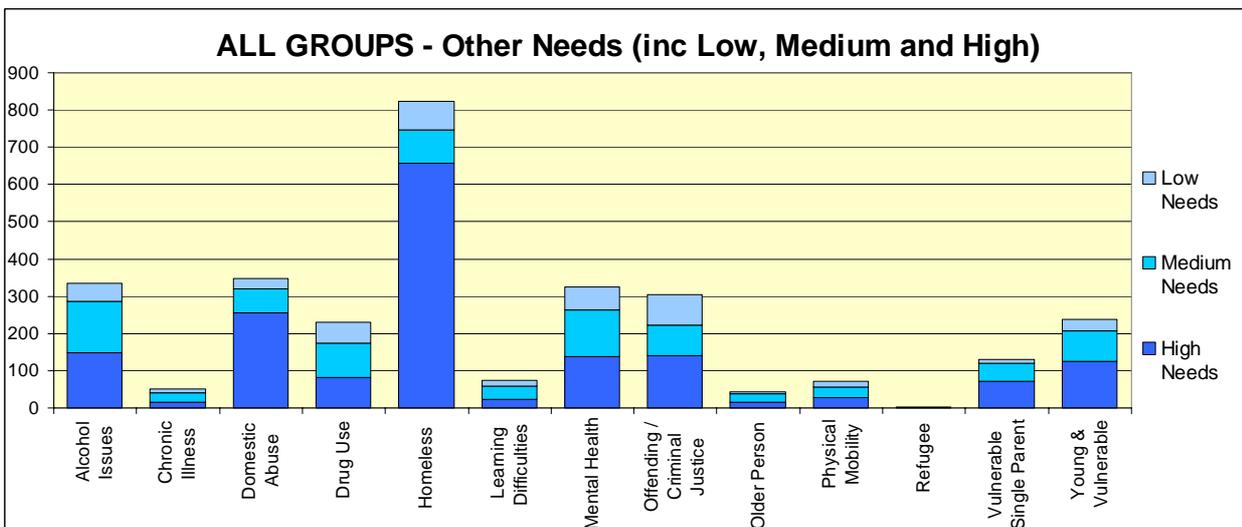
Other lead needs

The pattern of need detectable across all needs mapping forms broadly correlates with the other high level needs indicated by the homelessness lead need group.

In both cases, Alcohol and Drug Use, Mental Health and Offending are prominent. The clear exceptions are the Vulnerable Single Parent and Young and Vulnerable groups. However, the pattern of other high needs reported by both these groups again appears to reflect the pattern above, though the reliability of this analysis is limited by the smaller number of people involved.

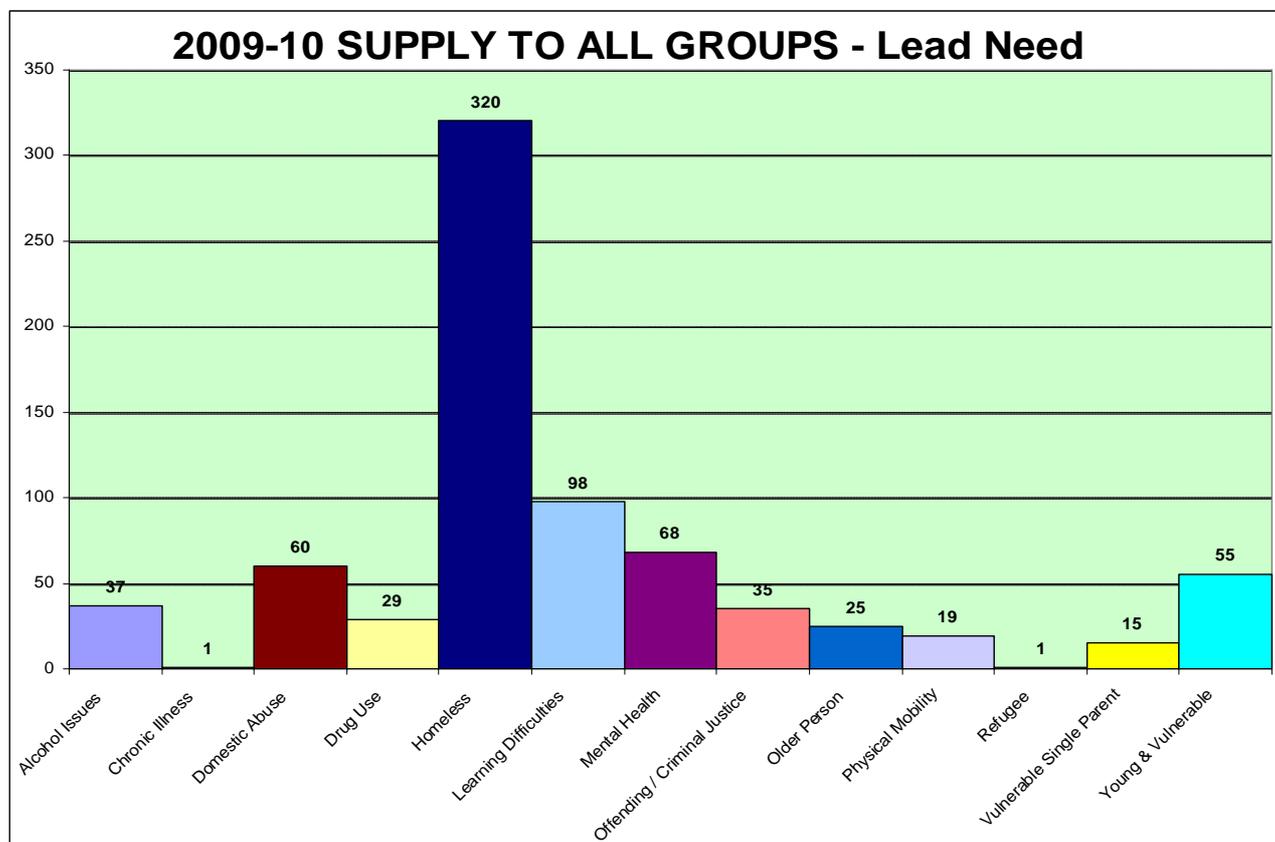


Intensity of Support needed



Supply

The 2009-10 distribution of support provision analyzed by specified service user group is illustrated below:



NB: includes projects funded under the Community Care portfolio but not sheltered housing

When compared with a similar chart of needs mapping information (see above), clear areas of divergence are apparent. While in both cases, homelessness is the most significant group, there is a lack of correlation between need and supply for some other groups.

The breakdown of support provision across all service delivery groups as at 31st March 2009 is listed below:

Service Delivery Groups 2009-10	Min SUs	Max SUs	No. of Projects
Families	45	75	6
Over 25s (No Dependants)	77	105	10
Young People (No Dependants)	73	83	9
Targeted and Specific Projects	177	261	21
Subtotal	372	524	46
Learning Difficulties (Community Care)	86	98	6
Mental Health (Community Care)	61	75	11
Physical Disability (Community Care)	35	39	4
Older People (NOT inc Sheltered Housing)	24	26	4
Subtotal	206	238	25
Total	578	762	71

Outline Supply Analysis 2008-2009

Referrals:

Total referrals	1650
Referrals accepted	1120
No. placed on waiting list	633
Eligible/ unable to support - no vacancy	38
Total Refused Referrals	240
support too high	25
support too low	23
no housing support need	7
risk too high	80
Other	62
Number of refused referrals signposted	137

In 2008-9, of the 240 referrals refused by support projects, 182 were refused access to Targeted and Specific services, suggesting a need for more generic provision. 57 of these refusals were attributed to high risk. A total of 54 referrals were refused by generic projects: 23 due to high risk and 12 because their support needs were either too high or too low for the particular project.

Service Users:

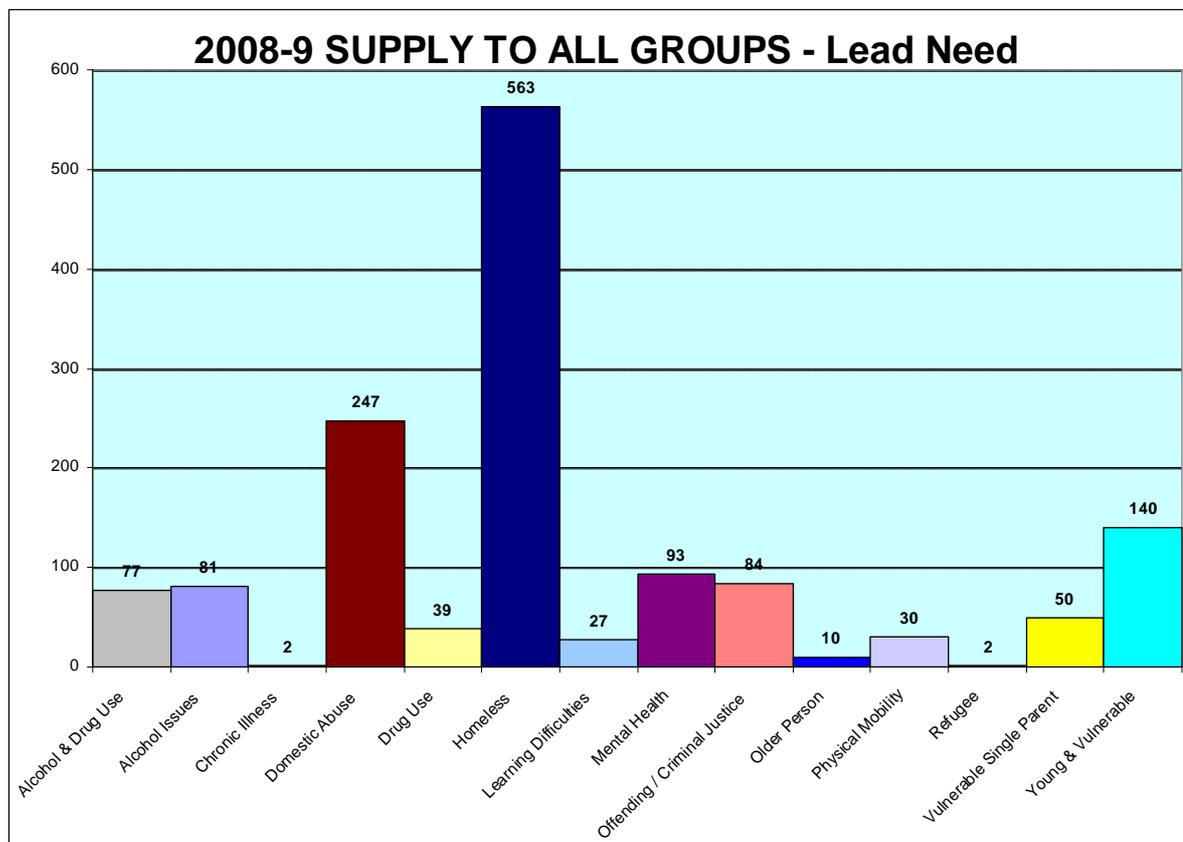
At the end of each financial year, projects commissioned and monitored through DCC are required to complete Annual Strategic Provider Returns.

Total supported	1462	Support length	
Number males	658	0-6 months	218
Number females	804	6-12 months	161
Age Groups		12-18 months	108
16-17	65	18-24 months	63
18-25	385	24months +	43
26-40	455		
41-60	382		
61+	81		
Number with children	445		

Move-on Outcomes

Total Moved on	991	Support length	
Independence	563	0-2 months	331
lower support	51	3-9 months	275
higher support	102	10-18 months	163
abandon/ lost contact	241	18 months+	91
maintain accommodation	210	Post tenancy support	185
Completed support plan & achieved outcomes	896		

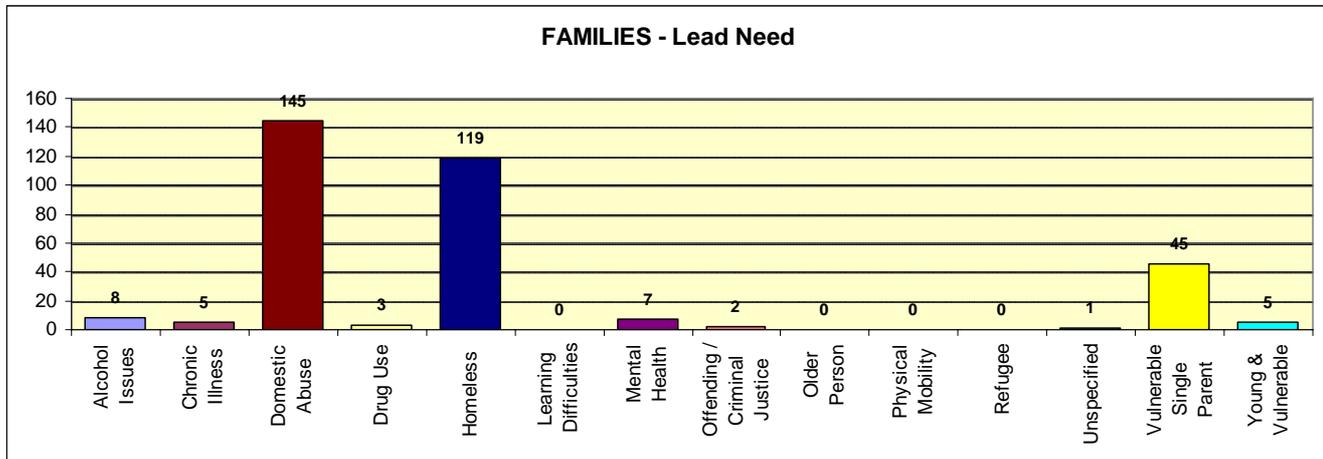
SECTION 2: NEED AND SUPPLY
SPOP 2010 - 2011



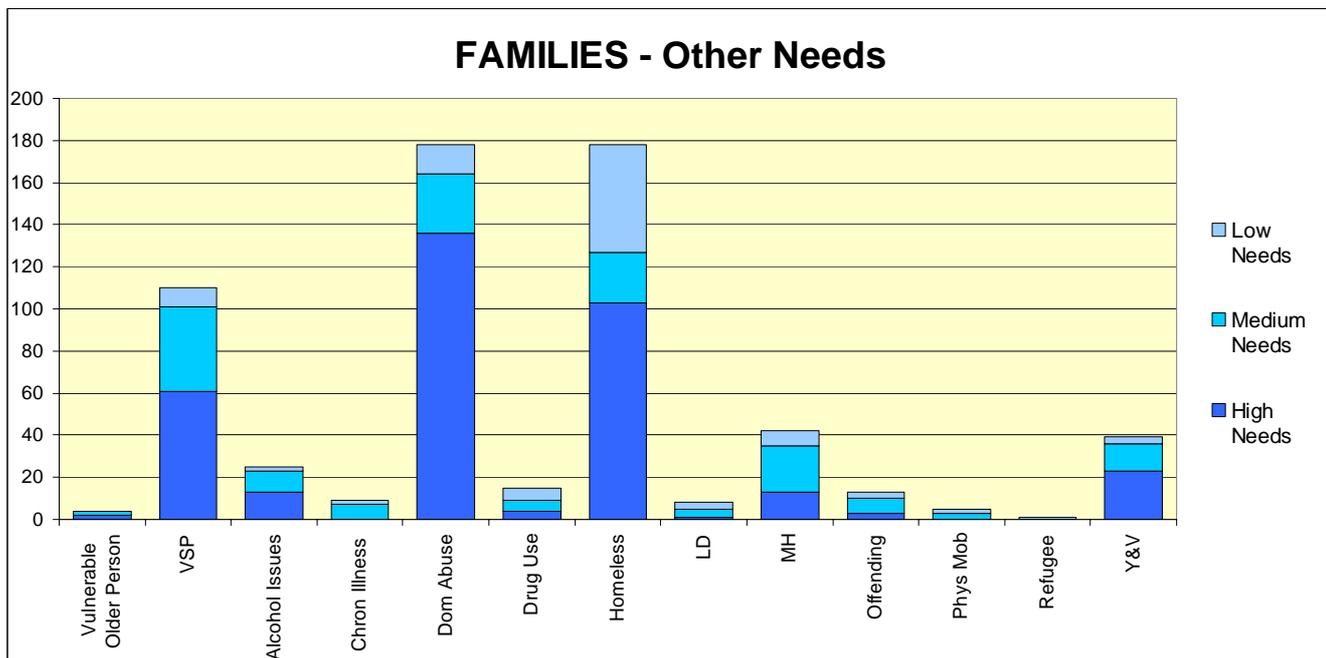
The chart above indicates the numbers of service users actually supported during 2008-9, listed by lead need. It is noteworthy that the pattern of service shown here conforms much more closely to the pattern of presenting need than service specifications would suggest (see above), indicating the flexibility and responsiveness of providers to actual demand.

Supply and Need by Service Delivery Group

Families



The most common lead needs reported by families presenting for support services are domestic abuse and homelessness. The Vulnerable Single Parent group is also a significant area of need.



The wider pattern of other needs reported by families in general reflects the pattern of lead needs, but also highlights issues relating to mental health, young and vulnerable people and substance misuse.

Families Support Projects 2009 – 2010

Project	Client Group	Min SUs	Max SUs	Project type	Max Ratio	Min Ratio
Supported housing						
Nacro NEST	E12	4	4	SH	1:4	
Tai Hafan RYWP SH	E12	6	6	SH	1:4	
Tai Hafan Rhyl Cluster (Thornton Close)	E10	5	5	SH	1:4	
Supported Housing totals	3	15	15			
Floating support						
Tai Hafan Generic Families	E10	10	20	FS	1:5	1:10
Tai Hafan Young Families	E10	10	20	FS	1:5	1:10
Vulnerable Families Generic Support (provider tbc)	E10	10	20	FS	1:5	1:10
Floating Support totals	3	30	60			
Group totals	6	45	75			

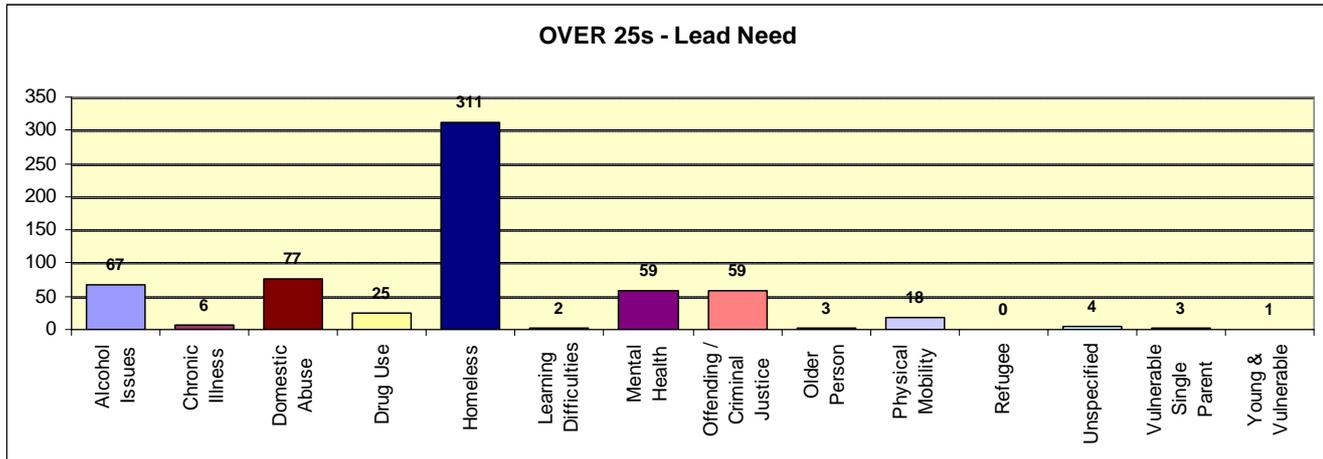
Supply	Units	%	Need	Units	%
Supported Housing	15	33%	NFA	67	20%
Floating Support	30	67%	Fixed Abode	252	74%
			Unspecified	21	6%

Supply as proportion of presenting need 13%

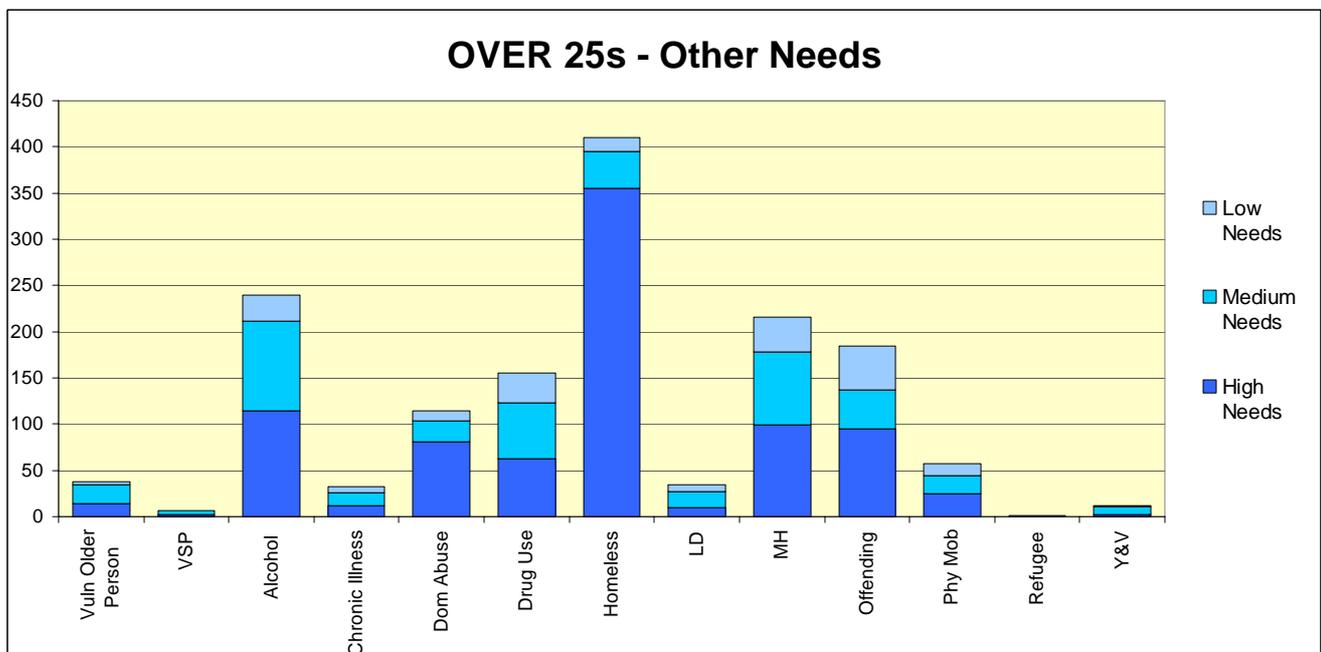
The supply configuration appears to indicate a broadly appropriate distribution of services between accommodation based supported housing projects and floating support projects delivering services to families in their own homes. Clearly there is insufficient capacity to address demand. This is apparent across all service delivery groups.

Over 25s

Homelessness is by far the most common lead need reported by single people over 25 without dependents. This is the largest group presenting for support services and represents half of total demand. At 311, the number of O25s with a homelessness lead need accounts for 24% of all NME forms for 2008-9.



Domestic abuse (77 people), alcohol and drug use (92), mental health (59) and offending (59) are also numerically significant issues. An analysis of other high needs reported by homeless over 25s reveals similar figures: domestic abuse (81) alcohol and drug use (87), mental health (35) and offending (35).



Over 25s Support Projects 2009 - 2010

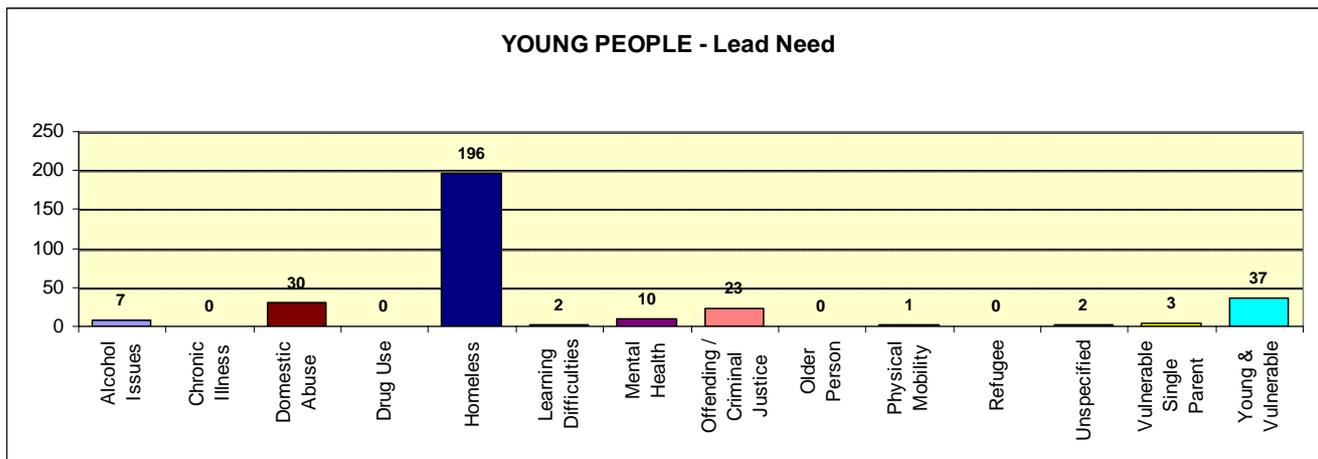
Project	Client Group	Min SUs	Max SUs	Project type	Max Ratio	Min Ratio
Supported housing						
Cae Dai Trust	E10	2	2	SH	1:5	
CAIS Move-on	E4/5	5	5	SH	1:4	
Seashells Ltd (SH)	E10	4	4	SH	1:2	
Supported Housing totals	3	11	11			
Floating support						
CAHA Denbs Generic Floating support	E10	6	9	FS	1:5	1:10
CAHA Rhyl Coastal Strip & Community Support	E10	14	19	FS	1:11	1:20
CAIS FS	E4/5	9	17	FS	1:5	1:10
CAIS OFA - Alcohol Misuse FS 25+	E4	8	14	FS	1:5	1:10
Seashells Ltd (FS)	E10	3	3	FS	1:11	1:20
Tai Clwyd FS and General Needs	E10	2	2	FS	1:20	
Wallich Beginnings Generic Support	E10	24	30	FS	1:16	1:20
Floating Support totals	7	66	94			
Group totals	10	77	105			

Supply	Units	%	Need	Units	%
Supported Housing	11	14%	NFA	361	57%
Floating Support	66	86%	Fixed Abode	255	40%
			Unspecified	19	3%

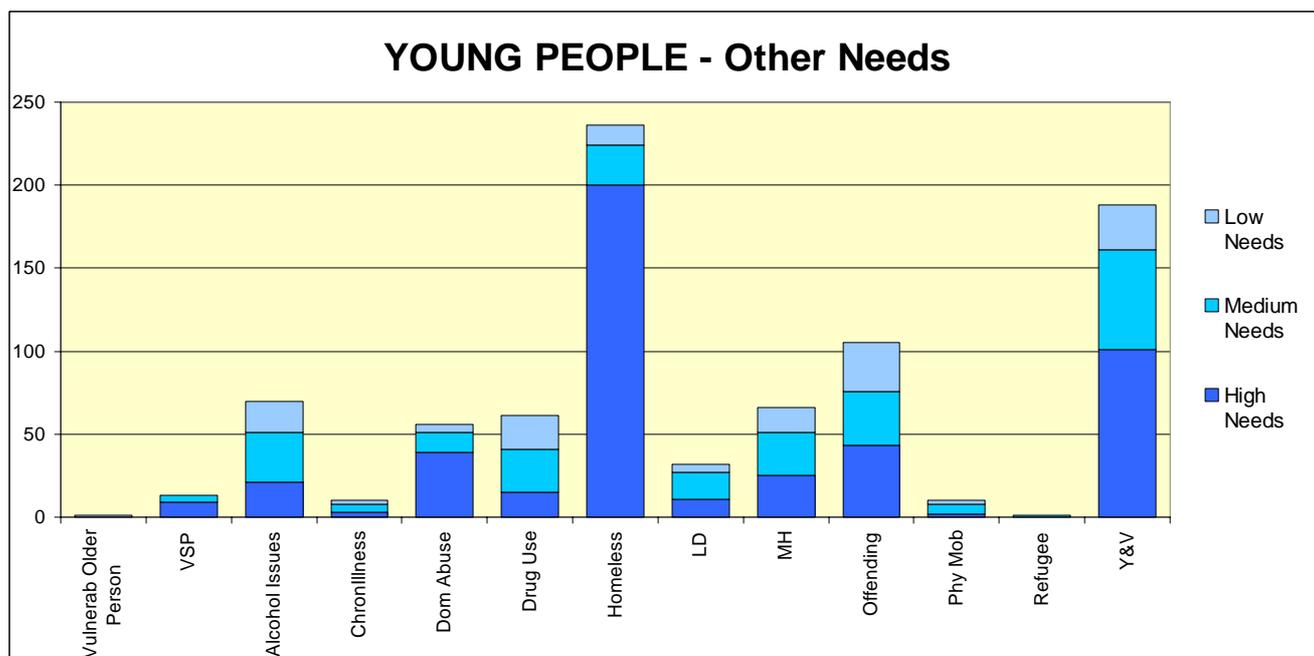
Supply as proportion of presenting need 12%

The majority of this service user group describe themselves as having no fixed abode. However, generic supported housing projects only have the capacity to support 3% of these people. This group is particularly poorly served with accommodation based services when compared with families and young people.

Young People



As with other groups, young people reporting a homelessness lead need are the most numerous.



Young People Support Projects 2009 - 2010

Project	Client Group	Min SUs	Max SUs	Project type	Max Ratio	Min Ratio
Supported housing						
CAHA Y Dyfodol Phases 1-2	E8	16	16	24hr	1:2	
CAHA Y Dyfodol Phases 3-4	E8	17	17	SH	1:10	
Local Solutions Denbs Supported Lodgings	E8	5	5	SH	1:2	
Nacro Symud Ymlaen	E8	6	6	SH	1:4	
Nacro YOT Supported housing	E8/E9	8	8	SH	1:10	
Supported Housing totals	5	52	52			
Floating support						
CAHA Y Dyfodol Phase 5	E8	6	6	FS	1:20	
Young People Generic Support (provider tbc)	E10	5	10	FS	1:5	1:10
Tai Hafan Young Single People	E10	5	10	FS	1:5	1:10
Tai Clwyd 5 YP	E8	5	5	FS	1:20	
Floating Support totals	4	21	31			
Group totals	9	73	83			

Young People's generic support provision comprises an appropriately wide variety of styles, intensities and support providers. These range between high intensity support in a family style setting with Supported Lodgings or in a large grouped accommodation project at Y Dyfodol, or the medium intensity dispersed supported housing provided by Symud Ymlaen, or Tai Clwyd 5 low level floating support.

Annual returns information shows that of the 133 service users who left young people's support projects in 2008-9, 57 either abandoned support, lost contact with the project or were evicted. This amounts to 43%. The respective figures for families and over 25s services are 22% and 25%. Given the options available, efforts must be made to ensure that each young person is referred to the best support project to address their needs and circumstances.

Supply	Units	%	Need	Units	%
Supported Housing	52	71%	NFA	192	62%
Floating Support	21	29%	Fixed Abode	108	35%
			Unspecified	11	3%

Supply as proportion of presenting need 23%

A very high incidence of homelessness among this group is matched with relatively high level of access to accommodation based supported housing projects. Also the figure for generic supply as a percentage of total presenting need is almost twice the figure for either families or people over 25. However, 23% represents a small fraction of the number young people referred for support services.

Targeted and Specific Projects

Targeted and Specific Projects 2009-2010

Project	Client Group	Min SUs	Max SUs	Project type	Max Ratio	Min Ratio
Supported housing						
CAIS Denbighshire Doorstop Project	E5	6	6	SH	1:4	1:4
GWA Refuge	E1	5	5	DA	1:4	
GWA SH	E1	1	1	SH	1:11	1:20
Nacro Rhyl Flats	E9	4	4	SH	1:4	
RWA additional Refuge units	E1	2	2	SH	1:1	1:2
RWA Low Level SH	E1	1	1	SH	1:20	
RWA Refuge	E1	4	4	DA	1:2	
Supported Housing totals	7	23	23			
Floating support						
BAWSO - Total	E1	5	10	FS	1:5	1:10
BAWSO - Denbighshire only	E1	2	3	FS	1:5	1:10
Child Protection Family Support (provider tbc)	E10	59	100	FS	1:5	1:10
CAIS GIFT 2 D & A	E4/5	2	2	FS	1:4	
RWA GIFT Domestic Abuse	E1	3	5	FS	1:6	
CAIS GIFT Drugs and Alcohol	E4/E5	5	8	FS	1:3	1:10
Nacro GIFT Intensive	E9	5	8	FS	1:3	1:10
DCC Housing GIFT Low Level	E10	22	38	FS	1:11	1:20
Probation GIFT Service	E9	10	10	FS	1:10	
Tai Hafan GIFT Single Parents	E12/ E10	3	5	FS	1:5	1:10
GWA FS	E1	9	9	FS	1:8	
Making Space Mental Health Homeless	E3	7	7	FS	1:2	
Nacro High Risk Offenders (Nacro ROOF)	E9	4	5	FS	1:3	1:4
Nacro Rhyl Floating Support	E9/E10	8	8	FS	1:10	
Tai Hafan Families and Domestic Violence	E1	15	30	FS	1:5	1:10
Floating Support totals	14	154	238			
Group totals	21	176.7	261.3			

Messages from Supply/Need Analysis

Changes proposed in response to the analysis of this year's needs and supply information focus on the need for greater accessibility, flexibility and responsiveness. Aside from the reconfiguration of services, this will require increased collaboration and closer working between commissioners, providers and stakeholders in the interests of service users.

Service Delivery Model

In order to better meet the pattern of need indicated above, it would be desirable to increase the supply of generic support and to reconfigure existing generic services to increase access and flexibility.

It is therefore proposed to reclassify a number of projects currently regarded as strategically Targeted and Specific and remodel them as generic services. These include the seven GIFT projects and the ROOF high risk offenders' project.

In practical terms, these changes will mean more open referral routes, with greater involvement from the Supporting People Coordinator.

It is proposed to review the accessibility of other services in the Community Care portfolio to ensure that eligibility criteria are not unnecessarily restrictive. Further specific consultation will be conducted on this issue in early 2010 (as part of the 2011-2012 SPOP). In the current operational planning cycle, low intensity mental health floating support services and supported housing at Butterton Road, Elwy Street and Wellington Road in Rhyl will be remodelled to increase flexibility and access. Support provision currently based at Penrhyn and Y Gorlan will be reconfigured to floating support, again to increase flexibility and access. These changes will begin to address a shortfall in provision for people with mental health problems and establish a clearer pathway through services towards independence.

While there remains a clear need for the longer term and ongoing support provided by many Community Care SP services, and there is every indication that such projects can deliver tangible and sustainable outcomes for their users, in the context of both budget cuts and enormous excess demand it appears unlikely that the commissioning of more of this type of provision can be justified.

Projects already classified as generic have been considered for reconfiguration in order to broaden access and increase flexibility, including Rhyl Young Women's Project Supported Housing, the Rhyl Cluster (Thornton Close) project, Symud Ymlaen and YOT Supported housing as well as Y Dyfodol Phase 5 floating support.

SECTION 2: NEED AND SUPPLY
SPOP 2010 - 2011

Proposals for change will increase the overall number of places available to support service users in the Over 25s group. This has been achieved with minimal impact on other service delivery groups.

REPORT TO CABINET

CABINET MEMBER: Councillor P A Dobb, Lead Member for Health, Social Care & Wellbeing

DATE: **20th October 2009**

SUBJECT: Housing Revenue Account Budget & Capital Plan Update Report 2009 / 2010

1 DECISION SOUGHT

- Note the forecast outturn of the Housing Revenue Account (H.R.A.) and Housing Capital Plan for 2009/10.

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 RESOURCE IMPLICATIONS

4.1 Cost Implications - Housing Revenue Account Budget 2009/10

- The forecast for the HRA shows that an in-year revenue surplus of £194k should be generated by the end of the financial year, which is £99k less than forecast in the original budget set in February 2009. Although this is less than the original budget (because of under estimates on the capital charges and subsidy payments) there has been a significant improvement in the revenue position from last month.
- The main change from the last report is that capital plan has been reviewed to account for the recent tendering exercise on the improvement programme. The change in contractors has meant that the original forecasts for the number of completed properties this year has reduced and as a result the capital expenditure will be much lower. Now the contractor has been appointed, it has been possible to quantify the impact which reduces the capital charge by £113k from last month.
- The amount quoted for payment of Rent Rebate Subsidy Limitation (£115k) is likely to be less than quoted but cannot be confirmed until later in the year.

- The Housing Stock Business Plan for 2009/10 assumption of one Right to Buy sale is unlikely to be achieved therefore the council's housing stock will remain at 3,470 dwellings.

4.2 Cost Implications - Housing Stock Business Plan (HSBP)

- The 2009/10 Plan was approved by Cabinet in February and the five-year review agreed with Wales Audit Office is now underway. Cabinet will be kept informed of progress.

4.3 Cost Implications Housing Capital Plan (Improvement Programme)

- As previously reported, 1,132 properties have been improved as part of the major improvement programme and the windows and heating contracts have also been successfully completed.
- The new contract is expected to deliver between 150-200 completions by the end of the financial year. The capital plan has been adjusted to reflect this and therefore shows a reduced expenditure forecast of £3.9m (previously £7.8m). The reduced expenditure this year benefits the business plan financially. This obviously delays improvements for some tenants but the slippage will be recovered during 2010/11 so the council remains on target to achieve the Welsh Housing Quality Standard by 2012.

5 RISK ASSESSMENT

5.1 Risks associated with not agreeing the recommendation

There would be a reduction in financial control and ability to influence the current HRA budget and the longer term future of the Housing Stock Business Plan.

5.2 Risks associated with agreeing the recommendation

No risk in agreeing the HRA Budget recommendation however there are risks involved with the delivery of the Housing Stock Business Plan (sales, capital costs, etc.) that must be continually reviewed.

6 FINANCIAL CONTROLLER STATEMENT

The improved revenue position this year is noted and will benefit the housing Stock Business Plan. The five-year review of the HSBP that has recently started will provide an opportunity to reassess key planning assumptions and should confirm the long-term viability of the Plan.

7 CONSULTATION CARRIED OUT

Cabinet agreed the HRA capital and revenue budget in February 2008.

8 IMPLICATIONS

8.1 Assessment of Impact on Corporate Priorities

Improving the housing stock will contribute to the council's regeneration priority. Maintenance, improvement and adaptation of properties will assist independent living for elderly tenants – particularly those in sheltered accommodation.

8.2 Assessment of impact on the Vision, Community Strategy, Equalities and Sustainability

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.

8.3 Assessment of Impact on Climate Change - Mitigation and Adaptation

The improvement works will assist in reducing carbon emissions by installing more efficient windows, heating systems and loft insulation.

9 ACTION PLAN

Action	Responsibility	Date
Ongoing monitoring of the HSBP.	Head of Housing Services & Senior Management Accountant.	Monthly updates to Cabinet.

10 RECOMMENDATIONS

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

Appendix 1

Housing Revenue Account ~ 2009/10 Budget					
<u>2008/09</u> Final Outturn		<u>Original</u> Budget	<u>2009/10</u> Forecast Out-turn	<u>Variance</u> to Budget	<u>2009/10</u> Previous Report Aug £
£	<u>EXPENDITURE</u>	£	£	£	£
1,773,347	Supervision & Management - General	1,771,215	1,836,320	-65,105	1,839,934
251,090	Supervision & Management - Special	278,325	277,325	1,000	277,325
144,789	Welfare Services	146,710	155,175	-8,465	155,175
377,064	Homelessness - Leased Properties	386,000	335,759	50,241	333,259
2,580,144	Repairs and Maintenance	2,696,000	2,698,220	-2,220	2,699,431
5,126,434	Total Housing Management	5,278,250	5,302,799	-24,549	5,305,124
2,042,233	Item 8 Capital Charges	2,247,000	2,312,097	-65,097	2,425,089
3,000,000	CERA	0	0	0	0
0	Rent Rebate Subsidy Limitation	240,000	125,000	115,000	125,000
2,925,877	Subsidy	2,811,000	2,859,107	-48,107	2,859,107
17,190	Provision for Bad Debts	25,750	25,750	0	25,750
13,111,734	Total Expenditure	10,602,000	10,624,753	-22,753	10,740,070
	<u>INCOME</u>				
9,955,062	Rents (net of voids)	10,435,000	10,459,965	24,965	10,460,889
231,038	Leased Rents	281,000	140,785	-140,215	133,453
138,416	Garages	151,065	135,846	-15,219	135,713
102,168	Interest on Balances & Other Income	28,000	81,680	53,680	81,680
10,426,684	Total Income	10,895,065	10,818,276	-76,789	10,811,735
	Surplus / Deficit (-) for the Year				
314,950	General Balances	293,065	193,523	-99,542	71,665
-3,000,000	Earmarked Balances	0	0	0	0
3,706,736	Balance as at start of year ~ General	1,021,686	1,021,686	0	1,021,686
1,021,686	Balance as at end of year ~ General	1,314,752	1,215,210	-99,542	1,093,351

Appendix 2

HRA Capital Plan Update 2009/10				
<u>Month 6</u>				
Actual 2008/09 £	Description	Approved Schemes £	Actual at End Sept £	Forecast Outturn £
383,638	Environmental Improvement Works	400,000	115,508	420,000
7,985,011	Major Improvements	6,853,000	1,366,217	2,862,711
228,111	Window Replacement	0	0	0
403,135	Central Heating Contract	0	1,879	17,203
522,826	Disabled Adaptations	400,000	194,592	400,000
0	HRA Capital Contingency	430,000	0	190,000
9,522,721	Total	8,083,000	1,678,195	3,889,914
2008/09 £	HRA Capital Plan Financed By:	Original £	Forecast £	
2,400,000	Major Repairs Allowance Grant	2,400,000	2,400,000	
73,636	Useable Capital Receipts	0	0	
4,049,085	Prudential Borrowing	5,683,000	1,489,914	
3,000,000	Funded from Revenue Balances (CERA)	0	0	
9,522,721	Total	8,083,000	3,889,914	

REPORT TO CABINET

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

DATE: 20 October 2009

SUBJECT: Revenue Budget and Summary Capital Plan 2009/10

1. DECISION SOUGHT

- 1.1 To note the latest estimate of the likely outturn figures for the 2009/10 financial year as detailed in the attached Appendix 1.
- 1.2 To also note the summary capital plan performance for 2009/10 financial year as detailed in the attached Appendices 2 and 3.

2. REASON FOR SEEKING DECISION

- 2.1 To advise members of the latest indications of budget performance in light of the need to deliver the Council's agreed budget strategy for the 2009/10 financial year and avoid reducing already inadequate reserves and to note the latest update on the Council's Money Market dealings.

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 Service's latest projections for the current financial year. Appendix 1 details a forecast overall underspend of £81k, excluding the schools' delegated budgets. This figure is made up of pressures within the Lifelong Learning directorate and Corporate Budget and savings in Social Services and Housing.

i) Lifelong Learning is forecasting an overspend position of £211k due to:

a) the residual costs relating to the Hyfrydle facility on the Ysgol Plas Brondyffryn, £50k.

b) Impact of redundancy/early retirement costs in schools in financial difficulty, £161k.

ii) Social Services & Housing is forecasting a reduced underspend from last month of £375k mainly due to:

a) pressures on Adult Services Community Care and the Implementation costs of PARIS offset by underspends brought forward from last financial year and

temporary savings resulting from the Extra Care Housing scheme.

*iii) **Corporate budgets** now include the additional level of trading loss of the School Meals service above the £150k agreed level of subsidy.*

- 4.2 Appendix 2 shows a **Capital Plan summary** and Appendix 3 shows expenditure split by Directorate priority.
- 4.3 Capital expenditure at end September is **£10.5m**, for a plan that totals **£33.7m**. Full details of the Capital Plan are contained in a separate report in part two of the agenda.

5. RISK ASSESSMENT

5.1 Risks associated with not agreeing the recommendations

Risk of service overspends not being contained within the overall Council budget with the resulting reduction to Reserves & Balances and pressure continuing into future years.

5.2 Risks associated with agreeing the recommendations

Potential for impact upon service levels and quality with possibility of negative impact upon the Council's public image.

6. FINANCIAL CONTROLLER STATEMENT

- 6.1 Directorates need to exercise tight control over their revenue expenditure to ensure they are able to remain within their budgets. The first call on any agreed underspends carried forward into the new financial year together with underspends in the current year, will of course be any pressures in the current year.
- 6.2 The closure of the Hyfrydle facility means the Council's liabilities currently are restricted to the costs of mothballing the building. A review is currently being undertaken to identify a potential use for the building.
- 6.3 The Council is now working closely with both Rhyl High School and Blessed Edward Jones to improve their financial situation. There is still a significant amount of work to be done however positive steps have been taken at both schools. Members will be kept informed of progress.
- 6.4 The continuing loss making trading position of the school meals service was the subject of a report to the last meeting. Members agreed a series of measures to help drive up take up of meals. The temporary subsidy of £150k has been converted into base budget provision while in the current year the service is expected to lose up to a further £100k.
- 6.5 Officers are involved in detailed negotiations with the Health Service to ensure that the Council receives a fair share of the additional W.A.G. Continuing Health Care funding for the current year.

6.6 MONEY MARKET INVESTMENTS UPDATE

The Council is continuing to take steps to protect itself in the current economic situation:

- Further opportunities for debt repayment are being monitored closely and will be pursued when the conditions are favourable in order to reduce investment balances and exposure in the money markets.
- The Council is investing short term cash with the HM Treasury deposit account on a regular basis in order to ensure the security of its investment funds.

The Council no longer has any investments with foreign-owned banks, the final element matured recently and the proceeds received. Investments have now all been redirected into UK or HM Treasury investments.

Officers have met with the Council's Treasury advisers to evaluate the current market position and are reviewing the strategy going forward. In the meantime as borrowing rates are currently at around 4% the decision the practice of borrowing internally remains in place, i.e. run down cash levels. By doing this the Council saves the borrowing costs which currently are about 3% above investment rates.

7. CONSULTATION CARRIED OUT

- 7.1 Lead Cabinet members will consult with Heads of Service during the financial year to agree necessary remedial actions to accommodate pressures in year.

8. IMPLICATIONS ON OTHER POLICY AREAS

8.1 Assessment of Impact on Corporate Priorities:

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

8.2 Assessment of impact on the Vision, Community Strategy, Equalities and Sustainability:

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

8.3 Assessment of Impact on Climate Change - Mitigation and Adaptation:

None directly

9. ACTION PLAN

- 9.1 All departments undertake regular budget monitoring to identify savings and efficiencies.

10. RECOMMENDATION

- 10.1 To note the latest projected outturn figures for 2009/10 as detailed in the attached Appendix 1.
- 10.2 To also note the summary Capital Plan performance figures for 2009/10 financial year as detailed in the attached Appendices 2 and 3.

APPENDIX 1

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2009/10
SUMMARY POSITION AS AT END SEPTEMBER 2009**

Directorate	Budget			Projected Outturn			Variance			Variance
	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Previous report £000s
Lifelong Learning (excluding schools delegated)	21,057	-7,072	13,985	21,268	-7,072	14,196	211	0	211	211
Environment	53,299	-22,569	30,730	53,039	-22,309	30,730	-260	260	0	0
Social Services & Housing	57,118	-17,685	39,433	59,796	-20,738	39,058	2,678	-3,053	-375	-413
County Clerk	2,143	-516	1,627	2,143	-516	1,627	0	0	0	0
Resources	11,288	-3,669	7,619	11,288	-3,669	7,619	0	0	0	0
Corporate, Miscellaneous & Benefits	33,823	-26,457	7,366	33,906	-26,457	7,449	83	0	83	83
Total All Services	178,728	-77,968	100,760	181,440	-80,761	100,679	2,712	-2,793	-81	-119
Capital Financing Charges savings & additional Investment Income net of contributions to specific provisions			11,041			11,041			0	0
Precepts & Levies			4,503			4,503			0	0
Contribution to balances/reserves			0			0			0	0
			116,304			116,223			-81	-119

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 2009/10
LIFELONG LEARNING
SUMMARY POSITION AS AT END SEPTEMBER 2009

	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	60,035	-5,647	54,388	60,717	-5,647	55,070	682	0	682	559
Partnership & Inclusion	5,916	-3,144	2,772	5,966	-3,144	2,822	50	0	50	50
Leisure	4,108	-2,400	1,708	4,108	-2,400	1,708	0	0	0	0
School Development	7,406	-1,317	6,089	7,567	-1,317	6,250	161	0	161	161
Planning & Performance	1,195	-50	1,145	1,195	-50	1,145	0	0	0	0
Libraries	2,432	-161	2,271	2,432	-161	2,271	0	0	0	0
Total excluding schools	21,057	-7,072	13,985	21,268	-7,072	14,196	211	0	211	211

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2009/10
LIFELONG LEARNING DIRECTORATE**

	Current Month £000s	Previous Month £000s
<p><u>INDIVIDUAL SCHOOLS BUDGET</u> School balances are currently projected at £861k which is based on the 08/09 brought forward balances less the forecast position on the 5 schools in deficit. Significant work is being undertaken with schools to review their forecasted position with a view to significantly reducing expenditure levels for the year. The position is improving on a monthly basis as further detailed financial modelling takes place.</p>	682	559
<p><u>PARTNERSHIP & INCLUSION</u> Estimated costs associated with the closure of Hyfrydle Children's Home. The estimated costs have been calculated based on the equivalent 08/09 running costs. Further work will be undertaken to clarify the future position of the site.</p>	50	50
<p><u>SCHOOL DEVELOPMENT</u> The costs associated with the schools in financial difficulty and subsequent redundancies/early retirements have now been finalised and are currently being projected at a £161k deficit. Work will be done to ascertain how future redundancies pressures to this level can be contained within the schools delegated/non-delegated</p>	161	161
TOTAL excluding schools	211	211

MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2009/10
ENVIRONMENT DIRECTORATE
SUMMARY POSITION AS AT END SEPTEMBER 2009

	Budget			Projected Outturn			Variance			Variance
	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s	Previous report £000s
DEVELOPMENT SERVICES	9,982	-5,759	4,223	9,982	-5,767	4,215	0	-8	-8	12
HIGHWAYS & INFRASTRUCTURE (see Notes 1&2)	14,754	-5,197	9,557	14,754	-5,143	9,611	0	54	54	54
PLANNING & PUBLIC PROTECTION (see Notes 1&3)	4,662	-1,551	3,111	4,624	-1,448	3,176	-38	103	65	19
DIRECTOR & SUPPORT (See Note 6)	1,260	-238	1,022	1,048	-238	810	-212	0	-212	-195
ENVIRONMENTAL SERVICES (See Note 5)	17,039	-7,133	9,906	17,039	-7,133	9,906	0	0	0	0
TOURISM, CULTURE & COUNTRYSIDE (see Note 4)	5,602	-2,691	2,911	5,592	-2,580	3,012	-10	111	101	110
Total Environment	53,299	-22,569	30,730	53,039	-22,309	30,730	-260	260	0	0

Potential Pressures

- 1 As the downturn in the economic climate shows no immediate sign of recovery there is again likely to be major pressures on the large income budgets relating to Car Parking, Building Control, Development Control and Land Charges. The total of the income pressure on these services in 08/09 was £487k and based on current information will exceed £500k in 09/10. However there is a corporate contingency sum set aside as part of the 09/10 budget round to help with these types of pressures and presently it is proposed to set aside £395k of this contingency budget to help offset a large proportion of these income pressures. The remaining balance will need to be found from savings elsewhere in the Directorate's overall budget.
- 2 In the event of severe weather it is possible that the winter maintenance budget, together with the winter maintenance reserve, will be insufficient to cover the costs.
- 3 The Directorate could be faced with some significant costs relating to the North Wales Hospital site in 09/10 but again it is proposed to use part of the Council's contingency budget to ease this potential burden.
- 4 There is likely to be considerable pressures on the Llangollen Pavilion budget in 09/10 but measures are being put in place to try and minimise these as much as possible.
- 5 Latest indications are that there will be a pressure of £80k (over and above the agreed £150k Council subsidy) on the school meals service. Cabinet agreed at its September meeting to fund this pressure from balances in 09/10
- 6 The Directorate will again monitor closely all vacant staffing posts during 09/10. All savings on staffing from delays in filling vacant posts have been removed from services and accumulated in a central budget controlled by the Director. These savings will be required to offset pressures detailed in 1 to 4 above plus any others that arise during the course of the year.

MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2009/10
SOCIAL SERVICES AND HOUSING
SUMMARY POSITION AS AT END SEPTEMBER 2009

	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	8,687	-118	8,569	10,169	-1,597	8,572	1,482	-1,479	3	3
Adult Services	37,422	-9,138	28,284	38,577	-10,291	28,286	1,155	-1,153	2	-37
<i>Underspend Brought Fwd</i>					-557	-557	0	-557	-557	-557
Business Support & Development	2,786	-538	2,248	3,212	-663	2,549	426	-125	301	299
<i>Underspend Brought Fwd</i>					-150	-150	0	-150	-150	-150
Cymorth Grant	1,741	-1,643	98	1,741	-1,643	98	0	0	0	0
Supporting People Grant	4,481	-4,485	-4	4,481	-4,485	-4	0	0	0	0
Sub Total Social Services	55,117	-15,922	39,195	58,180	-19,386	38,794	3,063	-3,464	-401	-442
Non HRA Housing	2,001	-1,763	238	1,616	-1,352	264	-385	411	26	29
Directorate Total	57,118	-17,685	39,433	59,796	-20,738	39,058	2,678	-3,053	-375	-413

MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2009/10
SOCIAL SERVICES & HOUSING

<u>Comments</u>	Current Month	Previous Month
	£000s	£000s
SOCIAL SERVICES		
CHILDREN'S SERVICES		
It is expected at this stage that Children's Services will achieve a slight overspend. However, this assumes that there will be no major increased costs from new placements - the number of referrals may well increase in response to recent high-profile cases and the general economic climate. The main pressure areas relate to out of county specialist placements and these are offset by under spending on in house fostering.	3	3
TOTAL CHILDREN'S SERVICES	3	3
ADULT SERVICES		
Learning Disabilities		
Reduction in overspend is mainly due to securing LHB funding for one residential placement. The overspend assumes CHC disputes will be settled in the Council's favour, however if not this could increase the overspend by more than £200k. Residential placements continue to be the main pressure area due to the increasing number of people requiring high cost placements and others requiring additional support as they	-33	6
Mental Illness		
Expenditure on Residential, Nursing and Homecare continues to be the main budget pressure. It is hoped that the Mental Health Partnership expenditure will be close to budget for 2009/10, rather than under spent as in 2008/09, though this will depend on receiving £60k income from Wrexham, which is currently in	129	97
Older People		
Predicted spend on Community Care budgets in previous reports has largely been based on spend in 08-9, plus the cost of the fee increase offered to providers. Expenditure to date has been reviewed this month and shows that care costs have increased more than expected and so a more detailed analysis of care packages is now underway.	484	417
Extra Care Housing Provision. The closure of Llys Nant Residential Home should provide savings in 09/10 because part of that budget will be unallocated until 2010/11, when the new Prestatyn extra-care facility opens. Any remaining budget will be used to support the revenue costs of the Ruthin scheme. The savings will be used to dampen pressures in the current and next financial year.	-366	-366
PDSI		
Community Care spend is still forecast to be the main budget pressure though the outturn has improved due to securing 50% funding from the LHB in respect of one client. It is expected that Occupational Therapy,	137	160
Performance Management & Commissioning		
This projected under spend is mainly savings in staffing costs which is due to the continuation of the vacancy scrutiny process.	-299	-299
Other Adult Services		

Charging policy income received so far is higher than the corresponding period last year and could mean income from charges exceeds original expectations. Income from charges can be volatile and difficult to predict so the situation is reviewed every month and the outturn improved when it is felt prudent to do so. Currently it is believed safe to assume that Charging Policy will exceed budget by £70k	-150	-130
Joint Working & Older People Strategy Grant This grant is fully committed	0	0
Cefndy Healthcare Sales in 2009/10 were expected to exceed £3m but due to recent performance this target may now prove difficult to achieve. Tighter controls on expenditure should improve this year's position by around £64k from 2008/09 (which was an over spend of £164k).	100	78
UNDER SPEND B/FWD 2008/09	-557	-557
TOTAL ADULT SERVICES	-555	-594
Business Support & Development Costs associated with the PARIS project are the main pressure (£173k overspend this year) due to the implementation of the latest phase of the system. In addition Directorate support costs are expected to overspend by £80k with the main pressure being around infrastructure costs.	301	299
UNDER SPEND B/FWD 2008/09	-150	-150
	151	149
Cymorth Grant All expenditure relating to the Cymorth grant has to be spent in year.	0	0
	0	0
Supporting People There is approximately £640k of recurrent under spend and £160k of in year under spend within the grant, until the formula is revised and the grant is cut. The Planning Group agreed not to commit this money in order to dampen the impact of grant formula changes and/or a transfer to a regional body. Either proposal will disadvantage the council financially but the latter could have a significant impact (possibly the immediate removal of £1.2m). The SP funding strategy proposes that no further contributions are made to the reserve, that the in-year surpluses are used to dampen future pressures throughout the Directorate and to contribute to a proposed specialist placement reserve. The reserve will be used to contribute to new pressures from highly expensive care packages.	0	0
HOUSING The pressure on homeless budgets is currently only £12k though demand can be volatile. The economic climate may well eventually have an impact but at present the financial estimates are reasonable. Recent changes to the HRA leasing subsidy may have a negative impact on council funded housing services when it transfers to the council fund. This could add £10k to the reported pressure when the transfer takes place.	26	29
TOTAL HOUSING	26	29
TOTAL SOCIAL SERVICES & HOUSING	-375	-413

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2009/10
RESOURCES, COUNTY CLERK, CORPORATE & MISCELLANEOUS
SUMMARY POSITION AS AT END SEPTEMBER 2009**

	Budget			Projected Outturn			Variance			Variance
	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure	Previous report
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
County Clerks (See Note 1)	2,031	-516	1,515	1,981	-516	1,465	-50	0	-50	-40
Translation (See Note 2)	112	0	112	162	0	162	50	0	50	40
Resources Directorate										
Finance	5,281	-2,257	3,024	5,281	-2,257	3,024	0	0	0	0
Policy Unit	394	0	394	394	0	394	0	0	0	0
Audit	448	-124	324	448	-124	324	0	0	0	0
I.T	2,530	-587	1,943	2,530	-587	1,943	0	0	0	0
Personnel	1,485	-291	1,194	1,485	-291	1,194	0	0	0	0
Project Management	322	-222	100	322	-222	100	0	0	0	0
Customer Care	828	-188	640	828	-188	640	0	0	0	0
						0	0	0	0	0
Total	11,288	-3,669	7,619	11,288	-3,669	7,619	0	0	0	0
Corporate and Miscellaneous	8,182	-816	7,366	8,265	-816	7,449	83	0	83	83
Benefits	25,641	-25,641	0	25,641	-25,641	0	0	0	0	0
Total	47,254	-30,642	16,612	47,337	-30,642	16,695	83	0	83	83

Notes

1. Planned saving in salary costs due to delayed recruitment to fund translation overspend, -£50k
2. Underlying pressure under review.

Denbighshire County Council - Capital Plan 2009/10 - 2012/13

APPENDIX 3

Position as at September 2009

		2009/10	2010/11	2011/12 *	2012/13 *
		£000s	£000s	£000s	£000s
Capital Funding:					
1	General Funding:				
	Unhypothecated Supported Borrowing	10,089	6,124	5,894	5,894
	General Capital Grant	1,905	2,017	1,961	1,961
	General Capital Receipts	523			
	Earmarked Capital Receipts	1,049	0	0	0
		13,566	8,141	7,855	7,855
2	Prudential Borrowing	7,778	269	269	
3	Reserves and Contributions	1,962	0	0	0
4	Specific Grants	10,456	608	80	70
	Total Finance	33,762	9,018	8,204	7,925
	Total Estimated Payments	-32,078	-7,173	-6,359	0
	Contingency	-684	-1,000	-1,000	-1,000
	Earmarked Contingency	-1,000			
	Unallocated Reserve	0	0	0	0
	Surplus/ -Insufficient Resources	0	845	845	6,925

Note

* The level of general Assembly funding for future years is unknown currently, but is likely to reduce significantly

Capital Expenditure By Directorate

	2009/10	2009/10	2010/11	2011/12	2012/13
	Spend to September	Estimated programme	Estimated programme	Estimated programme	Estimated programme
		£000	£000	£000	£000
Environment	8,119	23,303	5,219	4,435	80
Lifelong Learning	2,115	7,182	1,510	1,480	0
Resources	151	1,203	269	269	0
Social Services and Housing	78	390	175	175	0
Total	10,463	32,078	7,173	6,359	80

Capital Expenditure by Council Priority

	2009/10	2009/10	2010/11	2011/12	2012/13
	Spend to September	Estimated programme	Estimated programme	Estimated programme	Estimated programme
	£000	£000	£000	£000	£000
Modernising Education	1,904	6,537	1,180	1,150	0
Roads and Flood Defence	3,938	9,095	800	800	0
Regeneration	422	2,140	315	315	0
Responding to Demographic Change					
Total	6,264	17,772	2,295	2,265	0

As part of the 09/10 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

	2009/10	2009/10
	Spend to September	Estimated programme
	£000	£000
Highways	1,696	4,000
Total	1,696	4,000

REPORT TO CABINET

CABINET MEMBER: Cllr J THOMPSON-HILL, Lead Member for Finance

DATE: 20 OCTOBER 2009

SUBJECT: UPDATE ON PROVISIONAL ASSEMBLY SETTLEMENT
FOR 2010/11

1 DECISION SOUGHT

1.1 For members to note the content of the Assembly's Provisional Settlement for the Council for the next financial year.

2 REASON FOR SEEKING DECISION

2.1 The Assembly released details of the Provisional Settlement for next financial year on Tuesday 13 October.

2.2 The level of Assembly support for Revenue purposes for 2010/11 for Welsh Councils increases by 2% over the current year, excluding transfers from Specific Grants. The worst fears of Local Authorities was that WAG would seek to soften the impact for the Health Service, resulting in a zero % increase in the settlement for Councils. At 2% the increase is actually greater than the 1.3% that would have been delivered if all parts of the public sector in Wales had shared equally the level of reduction in Treasury funding to the Assembly.

2.3 The efforts of the WLGA and others have clearly been successful in ensuring a reasonable treatment for Local Government when compared with the other elements of the Public Sector.

2.4 The position for Denbighshire is as follows;

a) Revenue funding at £137.9m, is an increase of 2.4% over the current year. This increase above the Wales average is due to the above average increase in population, the below average reduction in pupil numbers together with a further improvement in the collection of Free School Meals and Benefits entitlement data.

b) The increase in funding over the current year, excluding a small sum for a new responsibility, is £3m, after allowing for the slight reduction that will occur when the latest Tax Base data is used in the final settlement.

c) The position has been reviewed by the Budget Challenge group and while the increase in resources next year is welcomed, the position going forward is still recognised as dire. The group therefore recommend that the current savings targets should be retained with consideration given to investing in one

off proposals to assist the delivery of improvements in priority areas and assist in improving the cost effectiveness of services.

d) The Council has striven in recent years to ensure that the funding allocated to the Education service, including all overheads and support costs, is at the level of the element of Standard Spending Assessment that relates to the service. The increase in the Education IBA for next year is 3.6%, while the current budget proposals allow for just under 2% increase. A further £1.2m would need to be allocated from the additional resources if this strategy is to continue.

e) There will be a degree of uncertainty over the level of the Fire Service Levy until the Joint Authority has agreed its budget for next year. This is a matter largely beyond the control of the Council.

f) Members will be aware that despite the positive settlement for next year the position over the longer term remains very tight, with a significant reduction in Assembly funding still inevitable. It would be prudent to use any additional available resources for next year in a way that helps to smooth out the pressures likely to be experienced in the following years. Members will recall the recent debate on the impact of the Single Status Pay Agreement on future years. The current level of contingency budget for the increasing costs will begin to be inadequate from 2011/12. It would be prudent for the Council to use some of the additional resources next year to increase the contingency sum. The provision of a further £500k would push back to 2012/13 the point at which the contingency would become insufficient.

g) If the 3 issues above are taken into account there is a sum of about £1m available for investment in the Council's services. The Budget Challenge group have instructed directorates to produce proposals to improve priority areas and tackle other pressures, but in a way that doesn't involve longer term spending commitments. These proposals will be considered shortly with update reports made to Scrutiny Committees and All Member Away Day sessions.

h) The position on unhypothocated support for capital schemes is a small reduction of £32k, however total capital resources available in Wales have reduced by an estimated 10% overall. This impact will be felt on special capital funding and will not become clear for some time.

i) Future Years Prospect.

The settlement makes no mention of the potential funding position for later years. The Council still only has the best estimate information from WLGA and other sources which is based upon the overall likely public sector funding position in the future. This will make meaningful Medium Term Financial Planning a difficult but none the less crucial exercise.

3 POWER TO MAKE THE DECISION

Section 151 of the Local Government Act 1972

Local Government Act 1992

Part 1 of Local Government Act 2003

4 RESOURCES IMPLICATIONS

2.1 Cost Implications

Current best estimates for the next few years suggest a Revenue funding shortfall of £4m per annum from 2011/12, together with a 50% reduction in WAG Capital funding by 2013/14.

2.2 Staffing / Accommodation Implications

There are clearly implications for the level of staffing that the Council can afford in the future. It is also clear that a major review of property assets run by the Council will need to be undertaken. Some work is in hand in both these areas of spend. The pace of change will need to increase.

2.3 IT Implications

Some movement to electronic systems would seem inevitable though affordability of the initial investment will be a significant issue.

3 RISK ASSESSMENT

3.1 Risks Associated with not Agreeing the Recommendation/s

None, report mainly for information.

3.2 Risks Associated with Agreeing the Recommendation/s

None, report mainly for information.

4 FINACIAL CONTROLLER STATEMENT

The improvement in the Revenue settlement over the previously anticipated position provides the Council with the opportunity to prepare for the inevitable reductions in Revenue funding and pressure on Capital resources that will follow in later years. Officers are working on proposals to maximise the benefit long term to the Council of this temporary situation.

5 CONSULTATION CARRIED OUT

The draft Medium Term Financial Plan 2010/11 to 2013/14 was reported to full Council in July following extensive internal consultation.

The assumptions in the Plan will be reviewed following work to identify potential reductions to Service Revenue Budgets in 2010/11 and later years, together with proposals to contain the capital pressures resulting from the significant reduction in Assembly funding.

6 IMPLICATIONS

6.1 Assessment of Impact on Corporate Priorities:

Proposals to reduce service budgets will need to take account of the Council's agreed Priorities though it is unlikely that any areas can avoid being subject to a radical review of service delivery.

6.2 Assessment of Impact on the Vision, Community Strategy, Equalities and Sustainability:

An early start to the process of reviewing service delivery should help to minimise the impact upon the longer term goals of the Council.

7 ACTION PLAN

ACTION	RESPONSIBLE OFFICER /DATE BY WHEN ACTION TO BE COMPLETED	ACTION TO BE REVIEWED AND MONITORED BY / DATE TO BE MONITORED
CET to review options to contain Revenue and Capital funding reductions over the next 4 years	CET – November 2009.	CEO & Director of Resources - November 2009.
Council to receive a presentation from WLGA on the funding scenario for future years	CEO & Financial Controller – October Council meeting	
Cabinet to review CET recommendations as part of developing the Medium Term Financial Plan	CEO/Financial Controller - November Cabinet	Director of Resources
All member away days to review progress of MTFP	CEO & Financial Controller - 10 November 2009 - 17 December 2009	Director of Resources
Scrutiny Committees to review the process and specific service elements.	Scrutiny Support Officers - dates to be agreed by Chairs	Director of Resources
Full Council to consider MTFP 2010 to 2014	Lead Member for Finance, CET & Financial Controller - February 2010.	Director of Resources

10. RECOMMENDATIONS

That members note;

- 10.1 the level of the Assembly Provisional Settlement for 2010/11.
- 10.2 that in light of the likely tight future settlements, the need to retain current savings targets.
- 10.3 that CET are developing spending proposals to use the balance of additional resources for next year in ways that assist the delivery of improvements to services and produce savings, in a cost effective manner.

AGENDA ITEM NO: 9**CABINET: FORWARD WORK PROGRAMME**

20 OCTOBER 2009	
Revenue Budget Monitoring Report 2009-2010	Councillor J Thompson Hill R Parry
Update on Budget Setting 2010-2011	Councillor J Thompson Hill R Parry
Capital Plan	Councillor J Thompson Hill R Parry
Housing Revenue Account Budget	Councillor P A Dobb P Quirk
Modernising Education Dee Valley East Education Review	Councillor H H Evans J Curran
Supporting People Operational Plan for 2010/11	Councillor P A Dobb Jenny Elliott
Recommendations from Scrutiny Committees	Scrutiny Officers
Denbighshire's Revised Welsh Language Scheme	Councillor H H Evans D W Davies
Review of Library Service provision across the County	Councillor M M Jones R A Jones
24 NOVEMBER 2009	
Revenue Budget Monitoring Report 2009-2010	Councillor J Thompson Hill R Parry
Update on Budget Setting 2010-2011	Councillor J Thompson Hill R Parry
Capital Plan	Councillor J Thompson Hill R Parry
Monitoring the Actions Agreed by Cabinet	Councillor R W Hughes J Williams
Routine Reporting on Personnel	Councillor R W Hughes L Atkin / G Humphreys
Housing Revenue Account Budget	Councillor P A Dobb P Quirk
Quarterly Performance Report	Councillor P J Marfleet T Ward
Community Capital Projects - allocation of funding to support capital projects proposed by community groups	Councillor D A J Thomas M Dixon
Safeguarding Children to Include Safeguarding Inspection and LSCB Update	Councillor M M Jones N Francis / Julie Moss
Tourism Strategy for North Wales – to adopt new North Wales Tourism Strategy, and its north east Wales Action Plan, and agree whole authority actions for Denbighshire	Councillor D A J Thomas P Murphy / Ruth Williams
To consider settling civil proceedings – Part II	Alison Wright
Recommendations from Scrutiny Committees - Uniform charging policy for public use of DCC meeting rooms - to consider whether there would be benefits (revenue, clearer guidance to services and the public, etc) in standardising the various fees currently charged for room hire	Scrutiny Officers - S Price and R A Jones / G Evans
Village Green Application, Ffordd Elan, Rhyl	Councillor P J Marfleet I K Hearle / Alan S Jones
Denbigh and Corwen Contractor's Framework – Appointment of contractors to carry out flood alleviation	Councillor E W Williams Wayne Hope

works - Part II - A Contractor Framework is to be established in order to carry out flood alleviation work at Denbigh and Corwen, with works commencing on site at Denbigh early 2010	
15 DECEMBER 2009	
Revenue Budget Monitoring Report 2009-2010	Councillor J Thompson Hill R Parry
Update on Budget Setting 2010-2011	Councillor J Thompson Hill R Parry
Capital Plan	Councillor J Thompson Hill R Parry
Human Resources: Business Partners	Councillor R W Hughes L Atkin
Housing Revenue Account Budget	Councillor P A Dobb P Quirk
Recommendations from Scrutiny Committees	Scrutiny Officers
Direct Payments Contract - application to extend the current contract for a year to 31 March 2011 with the existing provider to enable us to work collaboratively with Conwy toward a joint tender for contract award the following year	Councillor P A Dobb Alison Heaton
12 JANUARY 2010	
Revenue Budget Monitoring Report 2009-2010	Councillor J Thompson Hill R Parry
Update on Budget Setting 2010-2011	Councillor J Thompson Hill R Parry
Capital Plan	Councillor J Thompson Hill R Parry
Housing Revenue Account Budget	Councillor P A Dobb P Quirk
North Wales Residual Waste Treatment Project - Approval of Outline Business Case and Inter-Authority Agreement	Councillor E W Williams S Parker
Recommendations from Scrutiny Committees	Scrutiny Officers
26 JANUARY 2010	
Revenue Budget Monitoring Report 2009-2010	Councillor J Thompson Hill R Parry
Update on Budget Setting 2010-2011	Councillor J Thompson Hill R Parry
Capital Plan	Councillor J Thompson Hill R Parry
Housing Revenue Account Budget	Councillor P A Dobb P Quirk
Recommendations from Scrutiny Committees	Scrutiny Officers
16 FEBRUARY 2010	
Revenue Budget Monitoring Report 2009-2010	Councillor J Thompson Hill R Parry

Capital Plan	Councillor J Thompson Hill R Parry
Routine Reporting on Personnel	Councillor R W Hughes L Atkin / G Humphreys
Housing Revenue Account Budget	Councillor P A Dobb P Quirk
Recommendations from Scrutiny Committees	Scrutiny Officers
30 MARCH 2010	
Revenue Budget Monitoring Report 2009-2010	Councillor J Thompson Hill R Parry
Capital Plan	Councillor J Thompson Hill R Parry
Housing Revenue Account Budget	Councillor P A Dobb P Quirk
Welsh Medium Education Scheme - to consider the draft scheme and recommend to Council prior to public consultation - Denbighshire is required to produce a new 3 year Welsh Education Scheme which sets out the vision for improving Welsh education provision and includes specific targets. Once drafted and agreed with the Welsh Language Board, there is a requirement for public consultation. The report will ask Cabinet to recommend to Council that the authority begin public consultation on the new scheme	Councillor H H Evans Hedd Vaughan Evans
Coastal Shoreline Management Plan – The Shoreline Management Plan is a policy document for coastal defence management, and its objective is to identify sustainable long-term management policies	Councillor E W Williams David Hall
Recommendations from Scrutiny Committees	Scrutiny Officers
27 APRIL 2010	
Revenue Budget Monitoring Report 2009-2010	Councillor J Thompson Hill R Parry
Capital Plan	Councillor J Thompson Hill R Parry
Housing Revenue Account Budget	Councillor P A Dobb P Quirk
Recommendations from Scrutiny Committees	Scrutiny Officers
25 MAY 2010	
Revenue Budget Monitoring Report 2009-2010	Councillor J Thompson Hill R Parry
Capital Plan	Councillor J Thompson Hill R Parry
Housing Revenue Account Budget	Councillor P A Dobb P Quirk
Recommendations from Scrutiny Committees	Scrutiny Officers