

CABINET

Minutes of the Cabinet meeting held at 10.00 a.m. on Tuesday 25 May 2010 in Conference Room 1, County Hall, Ruthin.

PRESENT

Councillors P A Dobb, Lead Member for Health, Social Care and Wellbeing; H H Evans, Leader; S Frobisher, Lead Member for Environment and Sustainable Development; R W Hughes, Lead Member for Customers and Communities; M M Jones, Lead Member for Welsh Language, Children, Young People and Leisure; P J Marfleet, Lead Member for Modernising the Council; D A J Thomas, Lead Member for Regeneration and Tourism, J Thompson Hill, Lead Member for Finance and Efficiency and E W Williams, Lead Member for Education.

Observers: Councillors W L Cowie; M LI Davies; G C Evans; H LI Jones; G M Kensler and D Owens.

ALSO PRESENT

Chief Executive; Corporate Director: Environment; Corporate Director: Social Services and Housing; Corporate Director: Governance and Efficiency; Corporate Director: Lifelong Learning; Chief Financial Officer and the Head of Corporate Governance.

APOLOGIES

There were no apologies.

WELCOME

Councillor H H Evans welcomed Karen Lees, Wales Audit Office to the meeting and also Councillor Lynne Hillan, Leader of the London Borough of Barnet Council who was part of the Peer Review being carried out in the Authority.

1 URGENT MATTERS

There were no urgent matters.

2 MINUTES OF THE CABINET MEETING 11.05.2010

The Minutes of the Cabinet meeting held on 11 May 2010 were submitted.

Councillor P A Dobb, referring to Item 6 Scala Cinema and Arts Centre, Prestatyn, informed Members that Councillors H LI Jones, J Bellis and C Hughes had agreed to join the Board. The first Extraordinary General Meeting had been held on 24.05.2010 and the Annual General Meeting was to be held during the 1st week of July. However, work on the review would commence in June 2010.

RESOLVED that, subject to the above, the Minutes of the meeting held on 11 May 2010 be approved as a correct record and signed by the Leader.

3 MONITORING PERFORMANCE AGAINST THE AUTHORITY'S CORPORATE PLAN QUARTER 4 2009 - 2010

Councillor H H Evans presented the report seeking Cabinet consideration of performance against the Corporate Plan 2009-2012 as detailed in the performance for the fourth quarter of 2009 - 2010 (Appendices I - III) attached to the report and agree where action needed to be taken in response to slippage against targets for 2009 - 2010. Appendix IV provided an exceptions report (i.e. those Programmes, Projects, Actions and Performance Indicators where performance was currently below target).

Councillor Evans thanked the Corporate Policy officer for producing a comprehensive report and said the focus would in future be on the 23 national indicators. An intensive approach was being taken by Lead Members and Heads of Service to ensure more accountability and Service Performance Reviews would be held twice a year. There would be more cross collaboration between Members. The Quarterly Report would still be presented to Cabinet and Councillor Evans said he would be discussing PIs in the 1:1 meetings held with each Cabinet Member. Members would receive training on Ffynnon during June / July.

There had been a positive start to the delivery of the Corporate Plan, with 74% of all reported items identified with a Green RAG status. Councillor Evans referred to the Corporate Priorities, Red or Amber status, and asked Member for their comments:

Demographic Change: Intensively Supported Independent Living – Councillor P A Dobb said discussions were ongoing with the Betsi Cadwaladr University Health Board - the project had now been scaled down to 8 people, with a further bungalow being built at Henllan for 4 people with a Learning Disability.

Modernising Education: Support for Improving School Attendance - Councillor E W Williams said the drop in attendance was related in the main to the prevailing weather conditions in January 2010 where many schools across the County closed and the bad weather affected a number of schools and attendance figures and Councillor Williams felt these absences should be discounted. Many pupils lived in rural areas and were unable to travel to the secondary schools during the bad weather. He suggested that Tim Data perhaps should provide an additional column for such issues to be recorded separately. The Corporate Director: Lifelong Learning said the figures could on occasion be misleading - if a school was closed it was recorded but if the school was open and pupils were unable to attend, this gave a different picture. This was a national issue and it was hoped further guidance would be received.

Regeneration: Number of village Facilities Improved – Councillor E W Williams said this related to a grant scheme funded through the Rural Development plan for Wales (RDP) delivered through a partnership with Denbighshire Voluntary Services Council (DVSC) and it was possible that some schemes had not progressed. However other projects

had been submitted to draw down funding. Councillor D A J Thomas said he was reviewing the projects on a monthly basis with the Principal Regeneration Manager to ensure progress was being made. Councillor Williams said that partners not fulfilling their roles in a collaborative project could lead to project failure and he suggested this should be borne in mind by the Chief Executive and officers when considering future collaborative projects.

Roads and Flood Defences: Percentage of Network Resurfaced – Councillor H H Evans said the quality of the work needed to be improved and this would be a pressure on the budget. The Corporate Director: Environment said much work had been carried out on monitoring the condition of the road network and this would lead to changing the basis of how the target would be set in future. Councillor S Frobisher said she was due to meet with the Environment Head of Operations to progress the issues.

Regarding highway asset management, the Corporate Director: Environment confirmed for Councillor H LI Jones that Conwy CBC operated some different systems and that some data had been lost during conversion. However, these problems were being resolved.

Improvement Themes: High Performance Culture Delivering Value for Money – Councillor H H Evans said the 100% target was aspirational. Councillor P J Marfleet suggested that targets needed to be continually monitored as budgets were tight. Turning to WorkSMART, Councillor Marfleet said savings details were required. Responding to a query from Councillor P A Dobb, the Head of Business Planning and Performance said he would provide her with the feedback to date from staff who had worked at the pilot project in Caledfryn which had formed part of the report to Scrutiny Committee.

Sickness Absence: Councillor H LI Jones suggested that the dedicated HR Officer and Administrative Officer working on reducing sickness absence be retained after November 2010 to ensure that sickness absence figures did not again start to increase.

Outward Looking: Develop partnership Governance Framework - The Head of Business Planning and Performance said the new Partnership and Communities Manager would be in post by the end of June and would work on the framework.

Reduction of Carbon Emissions – Councillor P J Marfleet suggested that there was insufficient awareness amongst many employees on what they could do to lessen emissions in the Authority and he said there was currently no mechanism to send meter readings to the Carbon Reduction Team. The Corporate Director: Governance and Efficiency said Project Gaia was being refocused and would address many of the issues raised.

The Average Number of Units of Housing Related Support – The Corporate Policy Officer informed Members that the removal of funding to support units led to fewer units being available for the purpose of calculating the performance indicator. The Corporate Director: Social Services and Housing said although the funding had been transferred,

this made no difference to the number of bed places in the night shelter at Rhyl. Councillor S Frobisher asked the Corporate Director to push for increased funding, which would allow an increase in the number of beds provided. The Corporate Director agreed to discuss further with Councillor Frobisher. Councillor D A J Thomas suggested practices in neighbouring authorities should be considered as it was possible that night shelter was being provided for people from outside the County.

Councillor S Frobisher congratulated Trading Standards on achieving 100% on Food Hygiene, Animal Health and Health and Safety inspections.

Councillor P A Dobb said on the following day she would be attending the sod-cutting ceremony to being the start of the extra care provision in Ruthin.

RESOLVED that Cabinet notes the Quarterly Performance Report and refers the Indicators not currently on target to the Service Performance Reviews for consideration.

4 MERGER OF DENBIGHSHIRE COUNTY COUNCIL AND CONWY COUNTY BOROUGH COUNCIL CHILDREN'S SERVICES

Councillor M M Jones presented the report seeking Cabinet approval to agree formally to merge Denbighshire Children's Services with Conwy Children's Services to create an integrated service and agree a range of practical matters to enable the merger to proceed. Approval was required to seek a joint meeting with Conwy Members in support of implementation of the Children's Services collaboration. Members were asked to receive a further report at a date to be determined setting out options for streamlining governance arrangements for collaborations, given the increasing number of collaborations across Conwy and Denbighshire. She thanked officers for the comprehensive report.

Colleagues were reminded that outcomes for children were all important and that a more robust service with career development opportunities could be provided through the joint service provision and it could also lead to better partnership working. The appointment of a project manager and team was all important and they would deal with any issues as they arose. It was hoped that the Joint Head of Service post, hosted by Denbighshire, would be filled by November 2010. Discussions with staff in both Authorities would need to be carried out and issues such as budgets, funding, PARIS for example would all need to be agreed.

Councillor H H Evans stressed that as the joint merger of service was progressed, it was vital that the level of service provision was uninterrupted. There was high level political pressure from the Welsh Assembly for Authorities to collaborate but service provision in such cases was paramount. The transition period was important and it was hoped that support would be given from the SSIA, CSSIW, WAG and other agencies. The Corporate Director: Social Services and Housing said an offer of support of 2 days a month had been received from the SSIA and the WLGA were encouraging officers to seek help with project management arrangements and process e.g. HR and mapping arrangements. A meeting had been held with the WAG policy officer and high

Ministerial support was being sought although nothing specific had been offered but the project manager would need to be in post before such support could be forthcoming.

Responding to a query from Councillor J Thompson Hill on the costs which could not currently be quantified and the possibility of cashable savings, the Corporate Director: Social Services and Housing said revised staffing structures and scale of savings for example could not be quantified at present but more details would emerge following the appointment of the Joint Head of Children's Services.

Councillor P J Marfleet supported the programme and said there were 3 main drivers. The first was the opportunity to ensure the right person was appointed to the Joint post, the second was efficiency gains in the long term although indirect costs could rise. He suggested a baseline assessment was needed immediately for PARIS or ICT for example. He asked at what stage Conwy CBC were at with the merger. The Corporate Director: Social Services and Housing said the issue would be debated by Conwy CBC at a special Cabinet meeting to be held on 14.06.2010. The Project / Change Manager would hold a workshop in July for the merger project brainstorming. She confirmed that there would be costs to resolve the ICT and PARIS issues for example but it was possible these may cross-cut a number of other service areas. Workstreams could be developed which had commonality.

Regarding cost implications, Councillor P A Dobb said all reports on collaboration should include as much information as possible on cost implications, where there were different salary rates for example. She also asked for information on WorkSMART implications – look at where staff were currently based, what accommodation would be required etc. The Corporate Director: Social Services and Housing said terms and conditions was a risk which had been flagged and it was important to understand the differences in the 2 Authorities. Integrating services would require the issues resolving and this would take time. WorkSMART issues would be considered i.e. where staff were currently based and what accommodation would be required.

Councillor S Frobisher referred to the various collaboration opportunities being taken by Denbighshire with Conwy and asked whether consideration was being given to collaboration on a larger scale, throughout North Wales. Councillor P J Marfleet informed colleagues that the 6 North Wales ICT Managers met on a regular basis and were looking at what was being done well and also at different ways of providing services.

The Chief Executive said there were various strands to collaboration and Denbighshire wanted to collaborate with Conwy CBC in particular on the Children's Service provision – the services were at similar levels and the staff already worked well together. With a vacancy for a Head of Service in the 2 Authorities, this was a good time to merge the services. He said it would be important to be robust about the financial implications and it was expected that there would be savings but the quality of service provision came first. He and his Corporate Executive Team (CET) had met with the Conwy CBC CET and they were on board with this collaboration between the 2 Authorities although both Authorities recognised there would be barriers and obstacles to be overcome. He was

meeting the other North Wales Chief Executives and ICT provision would be discussed. Regarding collaboration in general, further consideration and discussion would be carried out on what collaboration would mean to Denbighshire. Robust business planning was necessary and collaboration would be part of this.

Councillor E W Williams, referring to Councillor Marfleet's comments on ICT, said the picture for the whole of Wales was important. The capacity within Authorities to deal with issues was important and he supported the appointment of a Project Manager. He also agreed with Councillor Dobb that financial issues had to be resolved. Collaboration would allow purchasing opportunities to emerge, as it had with the Highways collaboration.

RESOLVED that Cabinet agrees formally to merge Denbighshire County Council Children's Services with Conwy County Borough Council Children's Services to create an integrated service and agree a range of practical matters to enable the merger to proceed namely –

- 1 proceeding to appoint a Joint Head of Service, the salary level, recruitment and administering authority arrangements set out in paragraph 2.5 of the report
- 2 the initial merger project governance arrangements set out in Appendix 2 and membership of the Project Board set out in paragraph 2.6 of the report
- 3 arrangements for recruitment of a Project Team, specifically a Change/Project Manager and admin support, set out in paragraph 2.8 of the report

Cabinet also agree for officers to seek a joint meeting with Conwy Members in support of implementation of the Children's Services collaboration (para 2.6) and to receive a further report on options for streamlining governance arrangements for Conwy/Denbighshire collaborations, given the increasing number of collaborations between the two Counties (para 2.6.1 refers).

Cabinet agree that the Corporate Executive Team would monitor and progress the actions.

5 CABINET FORWARD WORK PROGRAMME

Councillor H H Evans presented the Cabinet Forward Work Programme.

Members noted that a Telecare Business Case report and Regional Collaboration on School Improvement would be presented to the July Cabinet meeting.

RESOLVED that Cabinet note the amendments to the Forward Work Programme.

6 ISSUES REFERRED TO CABINET BY THE SCRUTINY COMMITTEES

There were no issues referred to Cabinet by the Scrutiny Committees.

7 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.

8 APPLICATIONS TO REGISTER LAND SITUATE ADJOINING Ffordd ELAN AND Llys BRENIG, PARK VIEW ESTATE, RHYL AS A VILLAGE GREEN – POSSIBLE OBJECTION BY DENBIGHSHIRE COUNTY COUNCIL AS AN AFFECTED LANDOWNER

Councillor P J Marfleet presented the report seeking Cabinet endorsement of the action Denbighshire County Council should take as the freehold owner of part of two pieces of land situate adjoining Ffordd Elan and Llys Brenig, Park View Estate, Rhyl ('the application site') in relation to two applications, received respectively under Section 13 of the Commons Registration Act 1965 and Section 15 of the Commons Act 2006, to register the application site as a Village Green. It was understood that Denbighshire County Council's statutory duty as a Commons Registration Authority, which was to consider the two registration applications impartially and on their merits, was quite distinct and separate from any action which the Council as an affected landowner might take in relation to such applications. The purpose of the report was to seek a decision as to what action the Council as an affected landowner of part of the application site should take in relation to the two registration applications.

Councillor Marfleet outlined the background to the report in detail and said consultations with the Park View Residents' Association had been carried out. Officers had worked hard to try and resolve the issues and had attended many meetings with relevant parties. Denbighshire wanted the area to be kept as an open space, for use by local residents.

Members discussed the issue and possible costs in detail and resolved the Lead Member for Finance and Efficiency be included in the delegated authority to authorise the Council's officers to prepare the case for objection at Recommendation 10.3 of the report.

RESOLVED that:

- 1 *Cabinet agrees in principle (subject to paragraphs 2 to 3 below) to maintain its existing objection to the two Village Green registration applications made in respect of the Council's land*
- 2 *the Head of Corporate Governance be instructed to immediately seek Counsel's Advice on the merits of the Council's existing objection to the said Village Green registration applications and the likelihood of that objection being successfully upheld at the forthcoming Public Inquiry*

- 3 *Subject to Counsel's Advice indicating that there is a reasonable prospect of the Council's objection being upheld at the Public Inquiry, that the Lead Member for Modernising the Council and the Lead Member for Finance and Efficiency be granted delegated authority to authorise the Council's Officers to prepare the Council's case for objection and to instruct Counsel to present the Council's case at the Public Inquiry*
- 4 *subject to paragraphs 10.1 to 10.3 of the report (as amended above) and in the event of the two registration applications being amended to exclude the Council's land either before or during the Public Inquiry, the Council's Officers be authorised to formally withdraw the Council's objection to the said applications.*

9 HYFRYDLE – PREFERRED USE OF THE BUILDING

Councillor P J Marfleet presented the report to inform Cabinet that on 31 March 2010 the Council received Expressions of Interest from three organisations - Betsi Cadwaladr University Health Board (BCUHB); Governing Board and Leadership Team at Ysgol Plas Brondyffryn; and C-SAW/Autism Initiatives – who all have proposals for occupying and providing services from the Hyfrydle building in Denbigh. The report sought a decision on which of the three interested parties Cabinet considered the most appropriate as the preferred future use of Hyfrydle. The recommendation was that Cabinet support the preferred use of Hyfrydle as a Child Development Centre by Betsi Cadwaladr University Local Health Board, and authorise officers to undertake negotiations to agree the detail of the terms of occupation. Councillor H H Evans queried if the Scrutiny discussions were accounted for – these were referred to in detail in the report and were part of the considerations in relation to the final recommendation.

Councillor Marfleet said all the options were credible and worthwhile. He commended officers for their work and the fair and reasonable way in which they had arrived at the recommendations.

It was agreed by Councillor J Thompson Hill that a rigorous process had been followed and the most logical preferred option was being recommended. Both Councillor Marfleet and the Corporate Director: Social Services and Housing said the BCUHB were positive about providing services in Hyfrydle. The Corporate Director: Environment, responding to Councillor H H Evans' query, said the BCUHB had given clear indications they wished to move ahead with the proposals and they would be agreeing a timescale. They had an effective funding package available for the service provision. Members noted that the issues had been discussed at Joint Scrutiny Committee.

Members discussed various issues relating to the other 2 expressions of interest received and agreed that their concepts and ideas were good and could possibly be further explored at a later date for provision of their services elsewhere in the County.

The Chief Executive said he would write to Mary Burrows, Chief Executive of the BCUHB to ask for confirmation of their commitment to progress the proposal.

RESOLVED that Cabinet support the preferred use of Hyfrydle as a Child Development Centre by the Betsi Cadwaladr University Health Board, and authorise officers to undertake negotiations to agree the detail of the terms of occupation. The approach would not preclude the Council from entering into further discussions with C-SAW and Autism Initiatives about their potential use of other Council properties for the provision of their services. The issues identified in the submission from Ysgol Plas Brondyffryn will be considered and addressed through the wider 21st Century Schools programme which is currently being developed.

The meeting concluded at 12 noon.

REPORT TO CABINET

CABINET MEMBER: Councillor Eryl W Williams – Lead Member for Education

LEAD OFFICER: Jackie Walley – Head of Modernising Education

DATE: 22nd June 2010

SUBJECT: Review of primary school provision in the Prestatyn area

1 DECISION SOUGHT

To approve the commencement of formal consultation regarding the potential amalgamation of Bodnant Infants and Bodnant Junior schools into a 2 Form Entry (60 pupils per year group) all-through school on existing sites;

To approve the commencement of formal consultation regarding the potential expansion of Ysgol Y Llys into a 2 Form Entry (60 pupils per year group) subject to capital funding.

2 REASON FOR SEEKING DECISION

Background

- 2.1 Denbighshire County Council is committed to providing a first class education for all children and young people in the County. As part of this commitment, the Council has agreed that one of its priorities is modernising education.
- 2.2 The Council has a responsibility to ensure that our schools are sustainable and fit for purpose and can provide the best possible learning experience so that children and young people in Denbighshire have the widest opportunities available to them and are able to reach their full potential.
- 2.3 Cabinet adopted the Modernising Education Policy Framework on 27th January 2009. The policy framework provides the basis for the Council to strategically plan school provision. A key element of the policy framework is the review process to determine options for school provision within an area.
- 2.4 In April 2009 following the adoption of the Modernising Education Policy Framework primary school provision in the Prestatyn area was identified as a priority to review and a number of issues were identified to be addressed through the review, including:
 - Surplus capacity within English Medium Schools
 - Increased demand for Welsh Medium education
 - Reliance on mobile accommodation (10 mobile classrooms & 1 mobile learning resource)

- Separate infants and junior schools

Over the past fourteen months significant informal consultation has taken place with headteachers, Chairs of Governors and local Elected Members which has resulted in clear recommendations to be progressed to formal consultation.

An in-depth analysis of birth rates within the 4 central Prestatyn wards (Central, East, North and South West) has been undertaken. The number of children born each year in these wards has increased at a much faster pace than the rest of Denbighshire. An increase of 19.7% locally compared with an average increase of 8.1% across Denbighshire.

By comparing historical birth rate data with actual pupil numbers in the school 5 years later, trends were identified that enabled officers to estimate future needs in terms of school organisation.

Based on this analysis there is a need for three 2 Form Entry (60 pupil places per year) English Medium schools and a 2 Form Entry (60 pupil places per year) Welsh Medium school to meet the increased birth rate within the town and provide increased Welsh Medium provision across the North of the County.

Amalgamation of Bodnant Infants and Bodnant Junior schools

- 2.5 Bodnant Infants and Bodnant Junior schools are separate infants and junior school providing education for children aged 3-7 and 7-11 respectively.
- 2.6 Denbighshire's Modernising Education Policy Framework includes a policy on Infant and Junior Amalgamation. The policy is based on the principle that an all-through school where pupils are enrolled in the same school until the end of Year 6 is the preferred educational model and provides numerous benefits.
- 2.7 The amalgamation of Bodnant Infants and Bodnant Junior would provide the following benefits for children, parents and staff:-
 - An opportunity for stability, consistency and ease of progression between Key Stages, particularly considering the impact of the Foundation Phase, and the emphasis on learning through play;
 - A single governing body and headteacher would offer better continuity and a smoother transition between Key Stages;
 - Single policies for teaching and learning, behaviour and monitoring pupil progress which would enhance pupils' learning and development;
 - Builds upon best practise within both the Infant and Junior schools, as part of a fresh start, and to continue improving standards of pupil achievement and attainment;
 - Removes the need for parents to reapply for admission to the Junior school at the end of the Foundation Phase/Key Stage 1;

- Allowing children the opportunity to interact with a wider age range of pupils which will benefit their social and emotional development;
 - The relationship between parents and the school can build over a longer period of time;
 - Staff will know children for a longer period of time thus allowing the school to better understand the needs of each pupil;
 - Practical benefits including a single school uniform
- 2.8 The long term aspiration would be for the two schools to be amalgamated on a single site. An options appraisal on the Bodnant Junior site has confirmed that the site could accommodate a school of 420 full time pupils. The move towards an amalgamated school will need to be progressed on a phased approach. The first phase would be the amalgamation of the two schools, utilizing their existing sites.
- 2.9 During the informal consultation both schools have indicated their support towards a 2 Form amalgamation.
- 2.10 The amalgamation into a 2 Form Entry (60 pupil places per year) all-through school would allow for the removal of two mobile classrooms from the Bodnant Infants site and two mobile classrooms from the Bodnant Junior site by 2015. This would consolidate Bodnant Infants and Bodnant Junior schools into an all-through school providing 420 full-time places (60 pupil places per year) in line the Models for School Organisation policy. The policy states that the maximum size of any primary school in Denbighshire should be 420 full-time places.
- 2.11 The amalgamation would allow for the removal of over 130 full-time places by 2015 from the English medium sector in Prestatyn and would significantly reduce the surplus capacity within the English medium sector.

Ysgol Y Llys Expansion

- 2.12 Ysgol Y Llys is the only designated Welsh Medium School in Prestatyn providing education for children aged 3-11. It is one of only two designated Welsh Medium schools north of the A55 in Denbighshire.
- 2.13 Denbighshire County Council recognises how important bilingualism is in 21st Century Wales. It is the Council's long term aspiration that all children and young people leave full time education being competent and confident using both Welsh and English languages. The Council is committed to expanding the provision of Welsh medium education throughout the County to meet this aspiration.
- 2.14 The need to expand Welsh Medium provision in the North of the County has been identified as a priority by the Welsh Medium & Bilingual Education Strategic Development Group and is included as the key target within Denbighshire's draft Welsh Education Scheme 2010-13.

- 2.15 Ysgol Y Llys is currently operating at near capacity with only 1.2% surplus places (3 pupil places). County projections indicate that the school will have a significant deficit of 20.2% (51 pupil places) by 2015.
- 2.16 Ysgol Dewi Sant, Rhyl is also operating at near capacity with a surplus of 4.9% (22 pupil places). County projections indicate that the school will have a significant deficit of 13% (58 pupil places) by 2015. Ysgol Dewi Sant is already operating above the recommended maximum size of a primary school with a current capacity of 447. The Models for School Organisation policy states that the maximum size of any primary school in Denbighshire should be 420 full-time places.
- 2.17 Expanding Ysgol Y Llys to a 2 Form Entry (60 pupil places per year) would allow the Authority to meet the increased demand for Welsh Medium education within the town of Prestatyn and across the North of the County. This would also present the Council with an opportunity to regulate the intake of Ysgol Dewi Sant, Rhyl in line with the Modernising Education Policy Framework.
- 2.18 An options appraisal on the Ysgol y Llys site has confirmed that the site could accommodate a school of 420 full time pupils.

Next Steps

- 2.19 The first stage of the process would be to formally consult on any proposals. It is suggested that this consultation should commence on the 30th June and last for a period of 12 weeks. This period is suggested to allow additional time to be taken into account the school holiday period. The Authority would then be required to consider the responses received from the consultation period.
- 2.20 In the case of the amalgamation of Bodnant Infants / Juniors the Cabinet would be asked to consider whether to proceed with a proposal to discontinue the two schools and the formation of a new combined school via the publication of formal statutory notices. Following the publication of the statutory notices 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.
- 2.21 In the case of Ysgol y Llys the Authority would only proceed to the publication of statutory notices following confirmation of sufficient resources to enable the school to expand.

The Authority is required to consult on and publish statutory notices where an expansion will increase the capacity of a school by more than 25%.

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

4 RESOURCE IMPLICATIONS

4.1 Cost Implications:

All consultation costs (officer time plus costs of less than £1,000) will be contained within the existing Lifelong Learning budget.

The proposal to expand Ysgol Y Llys is subject to securing capital funding. A capital funding application has been submitted to the Welsh Assembly Government.

The proposal to amalgamate Bodnant Infants and Bodnant Junior schools on existing sites does not require capital funding. In line with the Modernising Education Policy Framework the Council will adopt a clear strategy to move the school on to a single site subject to securing capital funding. A capital funding application has been submitted to the Welsh Assembly Government.

Any savings to the local authority generated from these proposals would be used to aid match funding in the submission for the Tranche 3 / 21st Century Schools Programme.

4.2 Staffing / Accommodation Implications:

Potential staffing implications include redundancy and redeployment of current school staff.

4.3 IT Implications:

No significant IT implications.

5 RISK ASSESSMENT

5.1 Risks associated with not agreeing the recommendation/s

Failure to proceed with the proposals would represent a setback to the Authority's strategic planning process for Modernising Education.

Failure to proceed with the amalgamation would result in children continuing to suffer the negative impact that transition from an Infant school to a Junior school can create.

The current age profile of headteachers in Denbighshire and the low numbers of newly qualified headteachers is a strategic risk to the continuation of education provision within the County. To address this risk the Council will need to look at amalgamations, mergers and federation as alternatives to existing provision. Failure to amalgamate will result in the Authority missing an opportunity to minimise this strategic risk.

The Authority will not have sufficient capacity to meet the demand for Welsh Medium Education potentially resulting in a substantial increase in the use of mobile accommodation. This would in a significant number of children receiving a sub-standard educational experience which will have a negative impact on their life chances.

5.2 Risks associated with agreeing the recommendation/s

The risk of agreeing the recommendation is that stakeholder views could be significantly different to those of the Authority potentially resulting in negative publicity.

There is a risk that agreeing these proposals will raise expectations within the Prestatyn community when elements are subject to securing capital funding.

6 CHIEF FINANCIAL OFFICER STATEMENT

Costs in connection with the consultation (officer time plus costs of less than £1,000) will need to be contained within the Lifelong Learning directorate.

7 CONSULTATION CARRIED OUT

7.1 Informal consultation has taken place with headteachers, Chairs of Governors and local Elected Members from May 2009. The discussions have considered a number of options for schools in the Prestatyn area.

7.2 The recommendations made in this report have the support of the Headteachers within the wider Prestatyn area.

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 proposals contribute towards the sustainability of Denbighshire schools and contribute towards the vision of investing in our schools in order to sustain high standards of educational attainment to meet the needs of pupils, the wider community and the economy.

The proposals will ensure equality of provision in the area for children wishing to pursue Welsh Medium and English Medium education.

8.3 Assessment of Impact on Climate Change - Mitigation and Adaptation

Consulting on these proposals will have a negligible impact upon climate change. Certain projects should they be progressed subject to securing capital funding, particularly around expanding school provision could impact on targets for climate change and carbon reduction when implemented. However any extensions, alterations to school buildings will be done in line with Welsh Assembly standards for energy efficiency and Council ambitions for low carbon buildings.

8.4 Assessment of Impact on NERC Act Biodiversity Duty:

Consulting on these proposals will have a negligible impact upon on the NERC Act Biodiversity Duty. Certain projects should they be progressed subject to securing capital funding, particularly around expanding school provision could

impact on the Act when implemented. However any extensions, alterations to school buildings will include impact assessments as required.

9 ACTION PLAN

ACTION	RESPONSIBLE OFFICER / DATE BY WHEN ACTION TO BE COMPLETED	ACTION TO BE REVIEWED & MONITORED BY / DATE TO BE MONITORED
Commence formal consultation	Modernising Education Officer, 30th June 2010	Head of Modernising Education 1st July
Collate responses to formal consultation	Modernising Education Officer, 1 st October 2010	Head of Modernising Education 12 th October

10 RECOMMENDATIONS

To approve the commencement of formal consultation regarding the potential amalgamation of Bodnant Infants and Bodnant Junior schools into a 2 Form Entry (60 pupils per year group) all-through school on existing sites;

To approve the commencement of formal consultation regarding the potential expansion of Ysgol Y Llys into a 2 Form Entry (60 pupils per year group) subject to capital funding.

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR D A J THOMAS, LEAD MEMBER FOR REGENERATION AND TOURISM

LEAD OFFICER: CAROL EVANS - RHYL GOING FORWARD PROGRAMME MANAGER

DATE: 22 JUNE 2010

SUBJECT: REVIEW OF PROGRESS WITH THE STRATEGIC REGENERATION AREA AND FUTURE PROGRAMME

1 DECISION SOUGHT

To note progress made with the implementation of the North Wales Coast Strategic Regeneration Area action plan in Denbighshire and to approve arrangements for the prioritization of future projects

2 REASON FOR SEEKING DECISION

2.1 WELSH INDEX OF MULTIPLE DEPRIVATION

The Welsh Assembly Government published the latest Welsh Index of Multiple Deprivation (WIMD) results in July 2008. The 2008 Index is based on Lower Super Output Area (LSOA) geography which divides Denbighshire into 58 areas of roughly the same population numbers (around 1,500 people). There are 1,896 LSOAs in Wales.

The Index is made up of the following eight separate 'domains' of deprivation and these are:

- Income
- Employment
- Health
- Education, skills & training
- Geographical access to services
- Housing
- Physical environment
- Community safety

The separate domains are weighted and combined to provide the overall Index of Multiple Deprivation. The weighting applied to each domain and the data sets which in turn are used to make up the domains are shown in full at Annex 1. Income and employment are classed as the most important factors because residents not having enough money or a job are considered by the Welsh Assembly Government to be the key factors which make an area deprived.

The Index has highlighted the disparity in deprivation between some of the Rhyl LSOAs and those in the rest of Denbighshire and Wales.

Lower Super Output Area	Rank in Wales
Rhyl West 2	1
Rhyl West 1	4
Rhyl South West 2	5
Rhyl West 3	67
Rhyl South West 1	87

2.2 STRATEGIC REGENERATION AREA

Taking this disparity into account, the Welsh Assembly's former Deputy Minister for Regeneration, Leighton Andrews AM, designated a 15 mile coastal strip from Rhos on Sea in the west to Prestatyn in the east as a Strategic Regeneration Area in 2008. This financial intervention is aimed at addressing the fundamental weaknesses which currently exist in the area's economy and a delivering a vision so that by 2016 the area will be

“a thriving, attractive and vibrant area in which to live that is welcoming, safe and friendly which supports balanced, self assured communities within a prosperous and sustainable local economy”.

In 2009, the Assembly Government published the “North Wales Coast 2016 Action Plan” to guide the implementation of the vision for the area over the following 7-8 years and this was considered by Cabinet on 8th September 2009.

There are 6 themes in the Action Plan and these are:

- A Space for Living – to tackle the area's housing problems
- B Health and Well Being – to provide excellent facilities to support a healthy population
- C Education & Skills – to generate a well educated, economically active workforce that will grasp new opportunities
- D Community Cohesion – to support a safe and vibrant community and encourage self-confidence
- E Environment & Transport – create a safe, pleasant environment in which people will want to live and visit which will attract inward investment
- F Diverse & Sustainable Economy – encourage sustainable tourism and provide a diverse range of employment and business opportunities

Two further key documents will expand on the information in the Action Plan.

Firstly, a report was commissioned by the County Council on behalf of a partnership comprising Conwy County Borough Council, Tourism Partnership North Wales and the Assembly Government to identify the future role of the visitor economy in the SRA area and to highlight priorities for investment. This report is called “Turning the Tide: a visitor economy strategy for the SRA” and was presented to the Environment Scrutiny Committee on 15 April 2010. Its aim is to

identify how the current level of visitor economy can be maintained and, with investment, continue to thrive and grow. It identified four key elements as being crucial to delivering this outcome and these are:

1. Improving the look and feel of the coast
2. Introducing flagship projects
3. Providing better quality places to stay and more choice
4. Getting the message across to consumers

Secondly, a housing masterplan for West Rhyl is currently in preparation. This will be the single most important initiative for achieving the vision for the SRA in Denbighshire and its delivery will involve a range of partners including the private sector. County Council projects which will contribute towards the goals of the masterplan are listed in the Annexes to the report but the key role of the Council will be in relation to its regulatory, Planning and housing functions. It is anticipated that the masterplan will be presented to Cabinet in September.

2.3 OUTCOMES FOR THE LOCAL SERVICE BOARD PROGRAMME AREA FOR REDUCING DEPRIVATION IN WEST AND SOUTH WEST RHYL

A workshop was held on 25th March to determine the outcomes for the Local Service Board (LSB) programme areas including *inter alia* those in relation to reducing deprivation in West and South West Rhyl. The aims of the exercise were to ensure that all partners on the LSB presented a united front and had a good understanding of what partner organizations were trying to achieve in this area. The outcomes agreed mirror those which the SRA Action Plan is striving for and are to:

- have fewer HMOs and a different type of housing which is attractive to new residents
- have modern, fit for purpose educational, training, health and leisure facilities
- have a safer environment with significantly less crime and anti-social behaviour
- have a healthier population than we currently have
- have a less transient population, and
- have less economic inactivity, more employment and a better qualified population

2.4 PROGRESS THUS FAR

A total of £4.2 million of SRA funding was spent by the County Council in 2009/10. Details of the completed projects and those currently in progress are provided at Annexes 2 and 3 respectively. During the year, the gap between the percentage of Job Seekers' Allowance claimants in Rhyl and the whole of Denbighshire was narrowed in line with the relevant target in the Council's corporate plan.

2.5 FUTURE PROGRAMME

The two domains which have led to the LSOA's in Rhyl being identified as being particularly deprived relate principally but not exclusively to levels of income and employment amongst the population resident in the area at the time the data was

collected. The Welsh Assembly Government is only willing to support through the SRA those projects which will have a positive impact upon those domains by for example,

- diluting the concentration in the LSOA's with the highest levels of deprivation of the type of residential property which is currently available to people who have low incomes,
- making the economy of the whole SRA more sustainable by providing the infrastructure which will make the area more attractive to businesses which will create more jobs and better paid jobs, and
- providing the means to raise skills of people who live and work in the area to enable them to access the jobs available.

To ensure that the projects proposed by the Council do this and to manage the projects forming the SRA programme and ensure that all projects complement the programme for the adjacent areas of Conwy, a structured delivery mechanism is required, supported by an officer delivery group to manage its practical implementation. Only projects which are channelled through the Rhyl Going Forward programme manager will be subject to the Council's ratification process and eventually submitted to the SRA Project Team for consideration.

In order to ensure this delivery process the Rhyl Pact Group will be re-constituted Rhyl Pact Group and will be one of the drivers for the initiation of projects. Its membership will be representatives from all sectors who live and work in and visit Rhyl. The Pact will be consulted about the development of projects which are most likely to achieve the Vision for the North Wales Coast SRA by having the greatest impact upon those domains in the Welsh Index of Multiple Deprivation which have led to the LSOAs in Rhyl appearing at the top of the ranking. Potential projects will then be considered by the Council's Regeneration Improvement Board and a scoring methodology has been developed to help members of the Board to prioritize those projects which will achieve the lasting changes which Rhyl and the surrounding areas need. This methodology is shown at Annex 4

Once projects have been approved for submission to the Assembly Government by the Regeneration Improvement Board, they will be put before the Assembly Government led SRA Project Team which meets on a monthly basis and where their merits will be discussed and approved accordingly.

The spatial distribution of the regeneration zones which will contribute towards the vision for the North Wales Coast SRA is shown on the map at Annex 7 and this also includes key projects being led and delivered by other organizations and those which will be delivered through other funding streams.

A table of projects already approved in principle is shown at Annex 5 with further possible future projects shown at Annex 6.

3 POWER TO MAKE THE DECISION

Section 2 of the Local Government Act 2000 gives the Council the power to do anything which it considers is likely to promote or improve the economic, social and environmental well-being of the area.

The Welsh Assembly Government is able to provide finance for the SRA through the Housing Grants, Construction and Regeneration Act 1996.

4 RESOURCE IMPLICATIONS

Predominantly the capital required for projects will be provided by the Welsh Assembly Government through the SRA programme.

In addition, £9 million has been secured for projects at Foryd harbour and in the town centre which are part funded by European Regional Development Fund.

There will however be some cost implications for Denbighshire County Council's capital budget where match funding may be required in some instances and bids will be made to the Capital Strategy Group as and when these situations arise. The Welsh Assembly Government are becoming increasingly anxious that projects presented to them for funding show a degree of financial support by the relevant Local Authority.

4.1 Cost Implications: None directly from the recommendations made in this is report

4.2 Staffing / Accommodation Implications: None.

4.3 IT Implications: None.

5 RISK ASSESSMENT

5.1 Risks associated with not agreeing the recommendation/s

The Vision for the North Wales coast SRA will not be realized without prioritizing those projects which are likely to have the greatest impact upon those domains in the Welsh Index of Multiple Deprivation which have led to the LSOAs in Rhyl appearing at the top of the ranking.

5.2 Risks associated with agreeing the recommendation/s

If grant claims submitted for an approved project are found to be incorrect, there could be clawback of grant. This risk is reduced by requiring claims to be prepared by the officers of the Council's external funding claims team who are knowledgeable and experienced in external funding requirements.

6 CHIEF FINANCIAL OFFICER STATEMENT

There are no financial implications resulting directly from this report. It is however a source of concern that the Assembly may expect future proposals to be part funded by the Council at a time when capital resources will be reduced significantly. The process of allocating available funds to schemes usually takes place around Christmas each year. It is clear that this will become an increasing difficult exercise in the future.

7 CONSULTATION CARRIED OUT

The proposed prioritization process has been developed in consultation with officers of the Governance & Efficiency directorate, officers of Conwy County Borough Council and Assembly Government officials and it has been approved by the Council's Regeneration Improvement Board.

8 IMPLICATIONS

8.1 Assessment of Impact on Corporate Priorities:

The projects to which the highest priority will be attached will contribute towards the outcomes for the Regeneration of our Communities priority by reducing deprivation, growing the county's economy sustainably and engaging the community; towards the outcomes for the Modernising Education priority by improving the attainment of pupils; and towards the outcomes for the Demographic Change priority by improving community well being. Some will also address the outcome for the Roads and Flood Defences priority by improving the road network and flood defences.

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

The projects to which the highest priority will be attached will contribute towards the Vision for Denbighshire 2025 by regenerating Rhyl through a high quality redevelopment of its marine quarter, enabling the development of a vibrant retail sector and changing the type and quality of the housing available in the town.

8.3 Assessment of Impact on Climate Change - Mitigation and Adaptation

Two of the indicative projects for West Rhyl would help the Council achieve its carbon reduction commitment by supporting the renovation and/or replacement of high energy use properties with those of greater energy efficiency. In addition there is a proposal for an energy strategy for Rhyl. The strategy would provide a framework for delivering a suite of renewable energy solutions for all new and/or existing developments

8.4 Assessment of Impact on NERC Act Biodiversity Duty:

Two of the projects which are already being supported will have a positive impact upon the Council's biodiversity duty contained in the Natural Environment and

Rural Communities Act 2006 by providing a Local Nature Reserve at a gateway site in Rhuddlan and at a flagship visitor project at the Marsh Tracks site in Rhyl.

9 ACTION PLAN

ACTION	RESPONSIBLE OFFICER / DATE BY WHEN ACTION TO BE COMPLETED	ACTION TO BE REVIEWED & MONITORED BY / DATE TO BE MONITORED
Re-constitute the Rhyl Pact Group in order that all sectors are consulted about SRA funding proposals	Rhyl Going Forward Programme Manager/ 31 October 2010	Principal Regeneration Manager / 30 November 2010
Re-convene the Rhyl Project Officers Working Group in order to ensure a cohesive and co-ordinated approach to project development and implementation	Rhyl Going Forward Programme Manager/ 25 June 2010	Principal Regeneration Manager / 31 July 2010
Use the proposed scoring methodology to assess and score potential projects in order to enable the Regeneration Improvement Board to prioritize those which will make the greatest contribution to improving the position of wards ranked high in the WIMD	Rhyl Going Forward Programme Manager/ 26 July 2010	Principal Regeneration Manager / 25 October 2010

10 RECOMMENDATIONS

- a. To note progress made with the implementation of the North Wales Coast Strategic Regeneration Area action plan in Denbighshire to date, and
- b. To approve the use by the Regeneration Improvement Board of the scoring methodology shown at Annex 4 to assess and score all potential County Council projects for submission to the Welsh Assembly Government in order to prioritize those which will make the greatest contribution to improving the position of wards which are currently ranked at the top of the Welsh Index of Multiple Deprivation.
- c. All potential projects must adhere to the process identified in this report

**Indicators used in the domains of Welsh Index of Multiple Deprivation
and the weighting applied to the domains**

- 1) Income domain (23.5%)
 - Adults and children in Income Support households
 - Adults and children in Pension Credit households
 - Adults and children in Income-based Jobseekers Allowance households
 - Adults and children in Tax Credit (Child Tax Credit and Working Tax Credit) households
 - National Asylum Support Service supported asylum seekers in Wales in receipt of subsistence only and accommodation support

- 2) Employment domain (23.5%)
 - Claimants of unemployment-related benefits
 - Claimants of Incapacity Benefit / Server Disablement Allowance
 - Participants on New Deal for Young People and Intensity Activity period (for New Deal 25+) not included in unemployment-related benefits count.
 - Participants on New Deal for Lone Parents

- 3) Health domain (14%)
 - Limiting long term illness
 - Standardised all-cause death rate
 - Standardised cancer incident rate
 - Singleton low birth weights

- 4) Education, skills and training domain (14%)
 - Key Stage 2 average point scores
 - Key Stage 3 average point scores
 - Key Stage 4 average point scores
 - Primary school all absence rate
 - Secondary school all absence rate
 - Proportion of people not entering Higher Education aged 18-19
 - Proportion of adults aged 25-59/64 with no qualifications

- 5) Housing domain (5%)
 - Lack of central heating
 - Overcrowding (excluding all student households)

- 6) Physical environment domain (5%)
 - Air quality
 - Air emissions
 - Flood risk
 - Proximity to waste disposal and industrial sites

- 7) Geographical access to services (10%)
 - Food shops
 - GP surgeries
 - Primary schools
 - Post office
 - Public library
 - Leisure centres
 - NHS dentist
 - Secondary schools
 - Transport nodes

- 8) Community safety (5%)
 - Police force recorded crime
 - Youth offenders
 - Adult offenders
 - Fire incidence

COMPLETED COUNTY COUNCIL STRATEGIC REGENERATION AREA PROJECTS

Project	SRA Theme	LSB Outcomes	County Council corporate priority
Provision of an enhanced level of energy advice and assistance with home improvements to complement the services normally available through the "Warm Wales" programme	Space for Living West Rhyl Masterplan	Fewer HMO's, and a different type of housing which is attractive to new residents	Regenerating our Communities by reducing the concentration of residential properties available to people who have low incomes and thereby reducing deprivation Reducing fuel poverty
Acquisition of derelict properties at 2-6 Brighton Road, 15 Edward Henry Street, 1 Aquarium Street, 36/38A and 38 Abbey Street	Space for Living West Rhyl Masterplan	Fewer HMO's, and a different type of housing which is attractive to new residents	Regenerating our Communities by reducing the concentration of residential properties available to people who have low incomes and thereby reducing deprivation
Rhyl Week events 2009	Community Cohesion	A safer environment with significantly less crime and anti-social behaviour	Regenerating our Communities by engaging the community
Marsh Tracks provision of a cycle/BMX track to national standards incorporating a nature reserve from waste land	Community cohesion	A healthier population that we currently have	Regenerating our Communities by engaging the community
Rhyl High Street Pedestrianisation Study investigate the feasibility of lower High Street pedestrianisation and the effect on traffic	Environment & Transport	Less economic inactivity, more employment and a better qualified population	Roads and Flood defences
Environmental improvements which link the bus and railway stations in Rhyl with the Morley Road car park	Diverse and Sustainable Economy Visitor Economy Strategy 1A Key Gateways	Less economic inactivity, more employment and a better qualified population A safer environment with significantly less crime and anti-social behaviour	Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation
Secure coach parking area in the East Parade car park to enable local hotels and businesses to cater for coach parties	Diverse and Sustainable Economy Visitor Economy Strategy 1A Key Gateways	Less economic inactivity, more employment and a better qualified population	Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation
Rhuddlan Local Nature Reserve to improve the appearance of a key gateway site	Diverse and Sustainable Economy Visitor Economy		Regenerating our Communities by supporting the visitor sector which can

	<p>Strategy</p> <p>1A Key Gateways</p> <p>Community Cohesion</p>		<p>provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation</p>
<p>Further phase of environmental improvements at Central Beach in Prestatyn</p>	<p>Diverse and Sustainable Economy</p> <p>Visitor Economy Strategy</p> <p>1A Key Gateways</p>		<p>Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation</p>
<p>Demolition of a unit, lowering the former land train station wall and removing the canopy to the car park entrance at the Promenade Village and underground car park in Rhyl</p>	<p>Diverse and Sustainable Economy</p> <p>Visitor Economy Strategy</p> <p>1A Key Gateways</p>	<p>Modern, fit for purpose educational, training, health and leisure facilities</p> <p>A safer environment with significantly less crime and anti-social behaviour</p>	<p>Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation</p>
<p>Undertaking a study with Visit Wales and Tourism Partnership N Wales of the future prospects for the visitor economy across the whole SRA</p>	<p>Diverse and Sustainable Economy</p> <p>Visitor Economy Strategy</p>	<p>Modern, fit for purpose educational, training, health and leisure facilities</p>	<p>Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation</p>
<p>Rhyl Attraction Redevelopment Feasibility Study Options for major leisure and tourism attractions</p>	<p>Diverse and Sustainable Economy</p> <p>Visitor Economy Strategy</p> <p>2B Sea water spa</p>	<p>Modern, fit for purpose educational, training, health and leisure facilities</p>	<p>Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation</p>

COUNTY COUNCIL STRATEGIC REGENERATION AREA PROJECTS IN PROGRESS

Project	SRA Theme	LSB Outcomes	County Council corporate priority
Production of a housing masterplan for Rhyl West ward	Space for living	Fewer HMO's, and a different type of housing which is attractive to new residents	Regenerating our Communities by reducing the concentration of residential properties available to people who have low incomes and thereby reducing deprivation
Upgrading the access to Prestatyn railway station	Diverse & Sustainable Economy Visitor Economy Strategy 1A Key gateways and linkages		Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation
Laying new moorings to make better use of the space available in Foryd harbour	Diverse & Sustainable Economy Visitor Economy Strategy 2A Foryd harbour	Less economic inactivity, more employment and a better qualified population	Regenerating our communities by providing facilities which are attractive to businesses which can create higher skilled and better paid jobs thereby growing the county's economy sustainably
Cycle and foot bridge at Foryd harbour	Diverse & Sustainable Economy Visitor Economy Strategy 2A Foryd harbour	A healthier population that we currently have	Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation
Quayside workshops for marine businesses	Diverse & Sustainable Economy Visitor Economy Strategy 2A Foryd harbour	Less economic inactivity, more employment and a better qualified population	Regenerating our communities by providing facilities which are attractive to businesses which can create higher skilled and better paid jobs thereby growing the county's economy sustainably
Environmental improvements in Rhyl town centre	Diverse & Sustainable Economy Visitor Economy Strategy	A safer environment with significantly less crime and anti-social behaviour	Regenerating our Communities by supporting the visitor sector which can provide more jobs for

	1A Key gateways and linkages		people who are currently unemployed or economically inactive thereby reducing deprivation
Further property acquisition including CPO at 88 West Parade	Space for living Diverse & Sustainable Economy Visitor Economy Strategy 1E Eyesores	Fewer HMO's, and a different type of housing which is attractive to new residents	Regenerating our Communities by reducing the concentration of residential properties available to people who have low incomes and thereby reducing deprivation
Sky Tower structural survey	Diverse & Sustainable Economy Visitor Economy Strategy 1A Key gateways and linkages	Less economic inactivity, more employment and a better qualified population	Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation
Property and Environment Grants (PEGs) improvements to properties and public areas	Diverse & Sustainable Economy Visitor Economy Strategy 1E Eyesores	A safer environment with significantly less crime and anti-social behaviour	Regenerating our Communities by reducing the concentration of residential properties available to people who have low incomes and thereby reducing deprivation

SCORING METHODOLOGY

OBJECTIVE	CRITERIA	SCORE	TOTAL	WEIGHTING	WTD TOTAL
1. Reducing deprivation in West & South West Rhyl	1. Increasing personal income	10	1.0	50	50.0
	2. Reducing the need to pay Housing Benefit or give Council Tax rebates	10			
	3. Reducing transience	10			
	4. Reducing recorded crime	10			
	5. Reducing reported anti-social behaviour incidents	10			
2. Improving the image of Rhyl	1. Improving the results of satisfaction surveys	10	1.0	20	20.0
	2. Increasing car park usage	10			
	3. Reducing the number of adverse comments in published material	10			
	4. Improving retail performance through increased Zone A rents	10			
	5. Reducing the number of HMO's and poorly converted properties	10			
	6. Decreasing the gap between the average residential property price in the town compared with those for Denbighshire, Wales and the UK	10			
3. Improve the economy of Rhyl	1. Reducing the number of Job Seekers Allowance claimants	10	1.0	30	30.0
	2. Increasing the number of business required to register for VAT	10			
	3. Increasing the proportion of the population with high attainment at Key Stage 3/4	10			
	4. Increasing the proportion of the population who have entered higher education	10			
	5. Increasing income from Planning fees for non-residential developments	10			
	6. Increasing visitor expenditure measured through "STEAM" data	10			
					100.0

LIKELIHOOD THAT A PROJECT WILL CONTRIBUTE TOWARDS THE ACHIEVEMENT OF A PARTICULAR CRITERION				
CONTRIBUTION	NEGATIVE	NO	SOME	HIGH
SCORE	-5	0	5	10

**COUNTY COUNCIL STRATEGIC REGENERATION AREA PROJECTS
APPROVED IN PRINCIPLE**

Project	SRA Theme	LSB Outcomes	County Council corporate priority
Brickfields Pond Sustainable Living Centre to increase user participation and community cohesion	Community cohesion	Modern, fit for purpose educational, training, health and leisure facilities	Regenerating our Communities by engaging the community
Rhyl Cut improvements to waste land and introduction of angling pond and links to Sustrans cycle track	Community cohesion	Modern, fit for purpose educational, training, health and leisure facilities	Regenerating our Communities by engaging the community
Apollo Cinema improvements to the shell of the building and reconfiguration of the car park in front of the cinema to accommodate an external entertainment plaza	Diverse & Sustainable Economy Visitor Economy Strategy 1A Key gateways and linkages	Modern, fit for purpose educational, training, health and leisure facilities	Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation
West Kinmel Street Car Park refurbishment of existing car park in gateway location, create cycle route link and provide enhanced street lighting and CCTV	Diverse & Sustainable Economy Visitor Economy Strategy 1A Key gateways and linkages	A safer environment with significantly less crime and anti-social behaviour	Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation
Tan yr Eglwys Cycle Track, Rhuddlan	Diverse & Sustainable Economy Visitor Economy Strategy 1A Key gateways and linkages		Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation
Business Units at the Bee & Station and Westbourne Avenue	Diverse & Sustainable Economy	Less economic inactivity, more employment and a better qualified population	Regenerating our communities by providing facilities which are attractive to businesses which can create higher skilled and better paid jobs thereby growing the county's economy sustainably

POSSIBLE FUTURE COUNTY COUNCIL STRATEGIC REGENERATION AREA PROJECTS

Project	SRA Theme	LSB Outcomes	County Council corporate priority
Rhyl THI Phase II (Water Street to Edward Henry Street)	Space for living	Fewer HMO's, and a different type of housing which is attractive to new residents	Regenerating our Communities by reducing the concentration of residential properties available to people who have low incomes and thereby reducing deprivation
Ffynnongroew Road footbridge safe route to school	Space for living	Fewer HMO's, and a different type of housing which is attractive to new residents	Regenerating our Communities by reducing the concentration of residential properties available to people who have low incomes and thereby reducing deprivation
Rhyl Energy Strategy	Space for living	Fewer HMO's, and a different type of housing which is attractive to new residents	Regenerating our Communities by reducing the concentration of residential properties available to people who have low incomes and thereby reducing deprivation
Rhyl High	Education & Skills	Less economic inactivity, more employment and a better qualified population	Modernising education by improving the attainment of pupils
Sun Centre replacement / theatre enhancement	Diverse & Sustainable Economy Visitor Economy Strategy 2B Sea water spa	Modern, fit for purpose educational, training, health and leisure facilities	Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation
Renovation of former Land Authority properties in Queen Street to restore them to productive commercial uses	Diverse & Sustainable Economy	Less economic inactivity, more employment and a better qualified population	Regenerating our communities by providing facilities which are attractive to businesses which can create higher skilled and better paid jobs thereby growing the county's economy sustainably
Underground car park appearance/security	Diverse & Sustainable Economy Visitor Economy Strategy	A safer environment with significantly less crime and anti-social behaviour	Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are

	1A Key gateways and linkages		currently unemployed or economically inactive thereby reducing deprivation
Promenade masterplan implementation (Demolish TIC & relocate, relocate skate park, Skytower enhancement/replacement, enhance bowling green, upgrade through to Prestatyn, Barkby Beach watersports facilities)	Diverse & Sustainable Economy Visitor Economy Strategy 1A Key gateways and linkages	Modern, fit for purpose educational, training, health and leisure facilities	Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation
Westbourne Avenue footbridge (missing link in cycle route)	Diverse & Sustainable Economy Visitor Economy Strategy 1A Key gateways and linkages	A healthier population that we currently have	Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation
Lifeguard shelter and cycle hire kiosk	Diverse & Sustainable Economy Visitor Economy Strategy 1D Best beaches	Modern, fit for purpose educational, training, health and leisure facilities	Regenerating our Communities by supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation
Acquisition and demolition of the burned out property at 25/26 West Parade	Diverse & Sustainable Economy Visitor Economy Strategy 1E Eyesores	A safer environment with significantly less crime and anti-social behaviour	Regenerating our Communities by reducing the concentration of residential properties available to people who have low incomes and thereby reducing deprivation
Dredging the Foryd harbour to enable the placement of additional moorings	Diverse & Sustainable Economy Visitor Economy Strategy 2A Foryd harbour	Less economic inactivity, more employment and a better qualified population	Regenerating our communities by providing facilities which are attractive to businesses which can create higher skilled and better paid jobs thereby growing the county's economy sustainably
Quay wall improvements and extensions	Diverse & Sustainable Economy Visitor Economy Strategy 2A Foryd harbour	Less economic inactivity, more employment and a better qualified population	Regenerating our communities by providing facilities which are attractive to businesses which can create higher skilled and better paid jobs thereby growing the county's economy sustainably
Marine Lake watersports facilities	Diverse & Sustainable Economy	Modern, fit for purpose educational, training,	Regenerating our Communities by

	Visitor Strategy 2A Foryd harbour	Economy health and leisure facilities	supporting the visitor sector which can provide more jobs for people who are currently unemployed or economically inactive thereby reducing deprivation
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RHYL REGENERATION ZONES

North Wales Coastal Strategic Regeneration Area 2008-2016

Rhyl regeneration zones

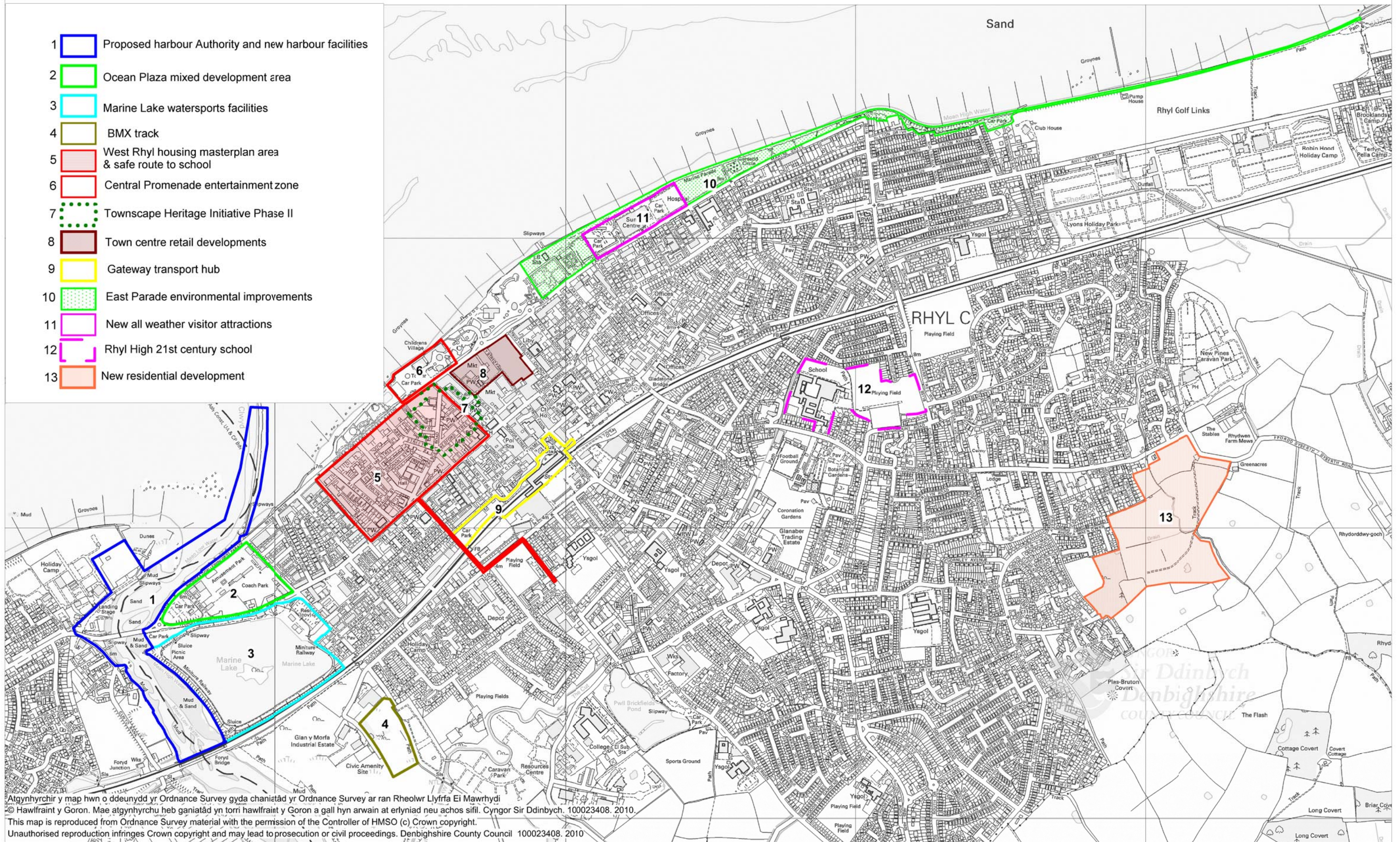


Environment Directorate



Scale: 1: 12000
Date: 26/05/2010

- 1 Proposed harbour Authority and new harbour facilities
- 2 Ocean Plaza mixed development area
- 3 Marine Lake watersports facilities
- 4 BMX track
- 5 West Rhyl housing masterplan area & safe route to school
- 6 Central Promenade entertainment zone
- 7 Townscape Heritage Initiative Phase II
- 8 Town centre retail developments
- 9 Gateway transport hub
- 10 East Parade environmental improvements
- 11 New all weather visitor attractions
- 12 Rhyl High 21st century school
- 13 New residential development



Atgynhychir y map hwn o ddeunydd yr Ordnance Survey gyda chaniatâd yr Ordnance Survey ar ran Rheolwr Llyfrfa Ei Mawrhydi © Hawlfraint y Goron. Mae atgynhychu heb ganiatâd yn torri hawlfraint y Goron a gall hyn arwain at erlyniad neu achos sifil. Cyngor Sir Ddinbych. 100023408. 2010.
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REPORT TO CABINET

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

DATE: 22nd June 2010

SUBJECT: Revenue Budget & Summary Capital Plan 2010/11

1. DECISIONS SOUGHT

- 1.1 To note the initial estimates of the likely outturn figures for the 2010/11 financial year as detailed in the attached Appendix 1.
- 1.2 To note the summary capital plan performance for the 2010/11 financial year as detailed in the attached Appendices 2 and 3.

2. REASONS FOR SEEKING DECISION

- 2.1 To advise members of the latest indications of budget performance in order to deliver the agreed budget strategy for 2010/11 and deliver significant savings to deal with reduced funding levels in the medium term. The report also keeps members informed of 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 shows the first projections for the current financial year. Appendix 1 details an overall over spend of £508k, excluding the schools' delegated budgets. This figure is made up of pressures within Lifelong Learning, Environment and Social Services & Housing. Some of these pressures will be the subject of bids for funding from the £650k contingency budget for Recession and One Off pressures. The report for next month will include recommendations on the use of this sum. The revenue budget forecasts assume a neutral impact for single status and equal pay adjustments.

i) Lifelong Learning is forecasting an over spend of £264k. The pressure is from the level of maternity leave within schools, with other budgets on target at this stage.

ii) Social Services & Housing is forecasting an in-year over spend of £147k mainly due to:

a) Pressures on specialist placements in Children's Services and additional costs in Housing as a result of recent legislative changes. There is pressure within Business Support budgets, including the

general cost of administration and support and costs associated with Management Information Systems and the implementation of PARIS.

- b) The forecast assumes that the council's share of Continuing Healthcare funding will be paid in 2010/11.*
- c) The forecast includes savings this year on extra-care budgets (£140k) that will be fully committed next year.*
- d) Savings from vacancies and other in-year measures are assumed as retained by the Directorate. The Supporting People surplus is assumed to be earmarked for corporate efficiencies.*

*iii) **Environment budgets** are forecasting an over spend of £97k.*

a) There are major pressures on the large income budgets relating to building and development control and car parking totalling £635k, with vacancy controls and efficiencies around school and public transport partially off-setting these pressures and contributing to the net position.

b) The initial forecast assumes that winter maintenance costs can be contained within the existing budgets and by drawing on the Winter Maintenance Reserve.

c) It is assumed that the under spends in School Transport and those arising from vacancy savings will be retained by the Directorate. If that assumption changes then it would become imperative that the major pressures listed are compensated from the council's contingency budget.

*iv) **Corporate Governance & Efficiency budgets** are forecast to be on target.*

4.2 Capital expenditure at the end of May is **£2.1m**, for a plan that totals **£21.9m**. Appendix 2 shows a **Capital Plan summary** and Appendix 3 shows expenditure split by Directorate priority.

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

The potential impact upon service levels and quality and the possibility of a negative impact upon the Council's public image.

6. CHIEF FINANCIAL OFFICER STATEMENT

- 6.1 Directorates will need to exercise tight control over their revenue expenditure to ensure they remain within their budgets and remedial action should be taken to address the pressures so far reported. The current financial year must be used as a platform for all departments to begin to deliver significant savings in the medium term. Plans should include strategies to manage the removal of any one-off funding that was awarded in the 2010/11 budget settlement.
- 6.2 The Chancellor's recent announcement of £6.2 billion of savings in public expenditure in the current financial year will result in reduced funding for the Assembly. Assuming this is passed on to councils and the health service either this financial year or as a further reduction in 2011/12, the likely share for Denbighshire would be at least £1.5m. CET is reviewing the potential for additional, on going savings to be identified this financial year.

6.3 MONEY MARKET INVESTMENTS UPDATE

The Council's strategy in 09/10 was to reduce its debt and investment balances until a level was achieved which the Council felt comfortable with for cash flow purposes. This was achieved by the end of 09/10 and the Council took out new long term loans of £10m in total at this time to boost cash flow.

Further opportunities for new borrowing will be explored in 10/11 and taken at the appropriate time by monitoring the Capital Plan, interest rates and the Council's cash position. The Council will also monitor its investment balances throughout the year and aim to maintain them at a level which is comfortable for the Council's cash flow requirements.

The Council will continue to invest with the top 6 UK banking groups and the HM Treasury deposit account but will also consider placing investments with banks in Germany and Australia when required as agreed in the Treasury Management Strategy Statement for 10/11.

Market conditions continue to be difficult with recent downgrades to countries such as Greece and Spain, Even as recently as May, a major Spanish bank required government intervention to prevent collapse. The European Union bailout of Greece has affected currency markets, bond markets and interest rates making the timing of borrowing and investment decisions difficult.

Officers are meeting regularly with the Council's Treasury advisers to evaluate the current market position and are reviewing the strategy going forward. Further opportunities for debt rescheduling are being monitored closely and will be pursued when the conditions are favourable in order to achieve savings in borrowing costs.

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

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

8.4 Assessment of Impact on NERC Act Biodiversity Duty:

None directly

9. ACTION PLAN

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

10. RECOMMENDATIONS

- 10.1 To note the initial revenue projections for 2010/11 as detailed in the attached Appendix 1.
- 10.2 To note the summary Capital Plan performance figures for 2010/11 financial year as detailed in the attached Appendices 2 and 3.

DENBIGHSHIRE COUNTY COUNCIL**APPENDIX 1****Revenue Budget Outturn 2009/10**

	Budget £000	2009/10 Outturn £000	Variance £000	Schools Position £000	Other Services Position £000
Service budgets					
Lifelong Learning					
- Schools Devolved	53,600	54,160	560	560	0
- Other Education	9,950	10,014	64		64
- Libraries & Leisure	3,733	3,756	23		23
	0				
Environment	31,326	31,302	-24		-24
- Property maintenance	1,038	1,038	0		0
Social Services & Housing	39,347	39,154	-193		-193
County Clerk	1,682	1,700	18		18
Resources	7,775	7,712	-63		-63
TOTAL SERVICE BUDGETS	148,451	148,836	385	560	-175
Corporate budgets					
Corporate	5,995	6,219	224		224
Benefits	0	-33	-33		-33
Capital finance/investment interest	11,041	10,768	-273		-273
Levies	4,504	4,504	0		0
Contribution to other reserves/provisions	0	-8	-8		-8
TOTAL SERVICES & CORPORATE	169,991	170,286	295	560	-265
FUNDING					
Assembly funding	133,828	133,828	0		0
Deprivation grant	169	169	0		0
Use of Reserves	50	0	50		50
Council Tax	36,514	36,885	-371		-371
TOTAL FUNDING	170,561	170,882	-321	0	-321
TOTAL IN YEAR POSITION	-570	-596	-26	560	-586
OTHER SAVINGS					
Budgetted contribution to balances/reserves	570	0	-570		-570
Underspends b/f from 2008/9 - Environment	0	-204	-204		-204
- Social Services	0	-501	-501		-501
Underspend on Supporting People grant	0	-864	-864		-864
TOTAL	0	-2,165	-2,165	560	-2,725

RESULTING POSITION AS AT 31 MARCH 2010

Schools balances brought forward	£k
- less in year position	1498
Position as at 31 March 2010	<u>-560</u>
	<u>938</u>
Recommended allocation of balance	
- Earmark to Deliver Savings through Change	2,200
- contribution to provision for Single Status future costs	300
- contribution to General Balances	225
	<u>2,725</u>

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

APPENDIX 2

Position as at May 2010

		2009/10	2010/11	2011/12 *	2012/13 *
		£000s	£000s	£000s	£000s
Capital Funding:					
1	General Funding:				
	Unhypothecated Supported Borrowing	6,385	9,812	5,878	5,878
	General Capital Grant	1,905	2,012	1,956	1,956
	General Capital Receipts	523	418		
	Earmarked Capital Receipts	671	326	0	0
		9,484	12,568	7,834	7,834
2	Prudential Borrowing	6,316	5,769	269	
3	Reserves and Contributions	1,011	934	0	0
4	Specific Grants	13,831	3,614	117	70
	Total Finance	30,642	22,885	8,220	7,904
	Total Estimated Payments	-30,642	-21,885	-6,396	-80
	Contingency	0	-1,000	-1,000	-1,000
	Earmarked Contingency	0			
	Unallocated Reserve	0	0	0	0
	Surplus/ -Insufficient Resources	0	0	824	6,824

Note

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

Capital Expenditure By Directorate

	2010/11	2010/11	2011/12	2012/13
	Spend to May	Estimated programme	Estimated programme	Estimated programme
	£000	£000	£000	£000
Environment	1,653	15,734	4,435	80
Lifelong Learning	363	4,729	1,480	0
Resources	124	941	306	0
Social Services and Housing	3	481	175	0
Total	2,143	21,885	6,396	80

Capital Expenditure by Council Priority

	2010/11	2010/11	2011/12	2012/13
	Spend to May	Estimated programme	Estimated programme	Estimated programme
	£000	£000	£000	£000
Modernising Education	273	4,321	1,150	0
Roads and Flood Defence	446	5,200	800	0
Regeneration	254	1,062	315	0
Responding to Demographic Change				
Total	973	10,583	2,265	0

As part of the 10/11 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

	2010/11	2010/11
	Spend to May	Estimated Programme
	£000	£000
Highways	446	4,400
Total		4,400

REPORT TO CABINET

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

LEAD OFFICER: Chief Financial Officer

DATE: 22 June 2010

SUBJECT: Final Revenue Accounts - 2009/2010

1. DECISION SOUGHT

1.1 To consider the final revenue outturn position for 2009/10 and recommend to full Council.

1.2 To recommend to Council the treatment of reserves as detailed in the report.

2. REASON FOR SEEKING DECISION

2.1 Cabinet has received regular monitoring reports throughout the financial year on the performance of spend against budget. This report details the final position at financial year end. Full Council on the 29 June will receive the figures together with the recommended treatment of reserves and provisions. The first draft of the Annual Statement of Accounts for 2009/10 will be presented to the Corporate Governance Committee on the afternoon of 29 June.

2.2 The Council's constitution requires full Council to approve the establishment and use of, and contributions to, financial reserves.

3. POWER TO MAKE DECISION

3.1 Local Authorities are required under s151 of the Local Government Act 1972 to make arrangements for the proper administration of their financial affairs. Public Audit (Wales) Act 2004 and related Accounts & Audit regulations.

4. COST IMPLICATIONS

4.1 The overall financial outturn position for 2009/10 is an underspend against the approved budget which together with an increase in the yield from Council Tax strengthens the financial position of the Council. As a consequence it is possible to make recommendations for the creation of specific reserves and provisions that will assist the Council in addressing the severe financial pressures of the next few years.

4.2 The final Revenue Outturn figures are detailed in Appendix 1. The final position on service and corporate budgets, prior to allowing for proposals for contributions to specific reserves and provisions, was an underspend of £265k, this excludes spend above budget of £560k on Schools Delegated funds.

4.3 Spending from the Schools delegated budgets was £560k above the level of the overall LMS budgets, largely due to the position of some schools experiencing problems operating within their budgets and the planned use of accumulated reserves within other schools. Details of individual schools balances are shown in appendix 3. Overspends on SEN provision within schools is to be funded retrospectively in the new year and is therefore not included in individual schools figures.

4.4. The outturn position for other services was largely in line with the previous regular monthly reports to Cabinet. As reported, borrowing costs to fund capital spend were less than anticipated due to the strategy of running down cash balances by not borrowing, offset by the significant reduction in investment income following the reduction in interest rates. The net position being an underspend of £273k, compared to the last reported estimated figure of £300k.

4.5 The position on the yield from Council Tax is impacted upon by the continued increase in the number of dwellings in the County, together with the high level of collection of the tax, (among the highest in Wales).

An assumption of the number of new properties was built into the calculation of the Council's Tax Base and used at Budget Setting time to calculate the level of Council Tax chargeable at Band D. This same assumption was used by WAG to calculate the level of Assembly funding through RSG for the year. A prudent approach was necessary as an overstated tax base would have resulted in reduced WAG funding.

The final level of Council Tax yield was £371k higher than these prudent assumptions and so the Council has a one off benefit.

4.6 Other Savings

a) The Council has for some time top sliced the annual budget to allow for a contribution to reserves and balances . This strategy, which is being phased out over the current and next 2 years, produced a saving of £570k.

b) Underspends from the 2008/9 service budgets, brought forward into 2009/10 and not utilised in year, produce a further saving of £705k.

c) Services funded from Supporting People grant have been restructured in anticipation of reductions to WAG funding through redistribution. The delay in WAG applying the reduction has resulted in a saving in 2009/10 of £864k.

4.7 The above figures result in a total underspend figure in 2009/10 of £2,725k

4.8 This position allows the Council to consider providing funding to assist the process of delivering savings in service costs in future years, i.e. spend to save. Previously the Council has agreed to use underspends to set up a reserve to fund voluntary redundancy costs and the senior staff review costs. CET have reviewed the position and recommend that £2.2m of the £2.7m available be earmarked to fund a 'Delivering Savings through Change' process. This sum to be added to other existing funds to make a total provision of £3m.

4.9 It is highly unlikely that any further sums will become available to support this process in future years as the public spending cuts take effect. The £3m fund should therefore be regarded as all that will be available over the next 4 years, i.e. £750k per annum, to help the Council deliver at least £24m of on going reductions in Revenue spend.

4.10 Clearly a process of reviewing and challenging proposals to use this relatively low level of resources will need to be put in place. CET recommend that;

i. Any spend to save proposals, including proposals to collaborate over service delivery with other public bodies, voluntary bodies and the private sector, will need to have a business case reviewed and accepted by CET in the first instance and demonstrate a short pay back period for investment.

ii. Total investment in any one year to be restricted to £750k.

iii. The position to be reported regularly to Cabinet.

4.11 The balance of the £2.7m saving available is recommended to be used to;

a) top up the Single Status provision by £300k to help fund future costs resulting from the pay and grading review.

b) top up general balances by £225k to keep pace with the level of annual increase in the Council's Revenue Budget. WAO recommend a target level of 5% of net budget excluding schools delegated budgets. The recommendation brings balances to about this level at £6.3m.

4.12 A number of other contributions to and from Reserves and Provisions have been allowed for within the accounts. These are detailed in Appendix 2 (which is an extract from the Draft Statement of Accounts) and will require approval by full Council.

The main elements are:	£000
1. PFI funding reserve - annual budgeted contribution	+ 335
2. Single Status pay review – implementation in hand	+ 3,090
3. IT Systems development – EDRMS spend in year	- 338
4. Post Estyn Actions – applied to in year costs	- 250
5. Modernising Structures and EVR reserves – applied to fund senior staff restructure and voluntary redundancies	- 791

5. RISK ASSESSMENT

5.1 Risks associated with not agreeing the recommendations.

Failure to receive unqualified opinion from WAO on the Council's final accounts.

5.2 Risks associated with agreeing the recommendations: None.

6. CHIEF FINANCIAL OFFICER STATEMENT

6.1 The final outturn position for the Council in 2009/10 is an excellent result and I wish to record my thanks to directorates on their success at providing services within overall budgets at a time of tight financial resources.

6.2 The principle of maintaining a suitable level of unearmarked general balances together with specific reserves and provisions for potential commitments is key to helping the Council deliver services during a period of severe financial pressure.

6.3 It is essential that good budgetary control continues to be applied to avoid the possibility of overspends in the current and future years, particularly in the light of the extremely tight WAG settlements for the next few years.

6.4 Members have asked previously for details of the position on individual school's balances at the end of the financial year. These are shown in Appendix 3.

6.5 Initial indications for 2010/11 and later years.

6.5.1. WAG have advised Councils that they are planning for reductions in their Revenue funding from the Treasury of 3% per annum for the next 4 years. Capital funding is assumed to reduce by 10% per annum. The Council's draft Medium Term Financial Plan 2010 to 2014 assumes savings targets of £5.5m each year. The clawback of the £2.2m agreed for 2010/11 as one off funding for services would reduce the target for 2011/12. However the Chancellor's recent statement detailing cuts in Public Spending of £6.2 billion in the current year means a further target saving of at least £1.5m for the current year. Proposals to deliver these savings are currently being reviewed by CET.

6.5.2. The draft MTFP includes reference to themes for delivering future savings namely;

1. Asset Challenge – review of Council's stock of property and land.
2. Service Challenge – review of current service performance & budgets.
3. Alternative Service Delivery models – including collaboration with other public sector bodies and outsourcing to private & voluntary sectors.
4. General efficiencies – capturing savings opportunities from other sources.

6.5.3. Work is currently in hand through a number of Boards to take this work forward.

6.5.4. A series of updating sessions for all members, on progress with identifying savings, are planned for July, September and December similar to the process for the current year's budget setting. The report from the recent WLGA Peer Review will also be available from early July.

7. CONSULTATION CARRIED OUT

7.1 Lead Cabinet Members have consulted on an ongoing basis with Heads of Service to agree necessary remedial action required to deliver the outturn position.

8. IMPLICATIONS ON OTHER POLICY AREAS INCLUDING CORPORATE

8.1 The Vision.

Proper management of the revenue resources supports the Council's Vision by ensuring adequate funding for services.

8.2 Other Policy Areas including Corporate.

The level of funding available together with budgetary performance impacts upon all services of the Council.

9. RECOMMENDATIONS

9.1 That Members consider the final revenue outturn position for the year ended 31 March 2010 and recommend to Full Council.

9.2 That Members recommend the movements in reserves and the carrying forward of earmarked balances as detailed in 4.8, to 4.12 above and Appendix 2 to full Council.

9.3 That Members support the resulting proposals over the management of the proposed 'Delivering Savings through Change' funding as detailed in para 4.10.

APPENDIX 1

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2009/10
SUMMARY POSITION AS AT END MARCH 2011**

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)	23,595	-9,187	14,408	24,599	-9,927	14,672	1,004	-740	264	0
Environment	45,707	-18,186	27,521	45,203	-17,585	27,618	-504	601	97	0
Social Services & Housing	56,195	-15,422	40,773	58,528	-17,608	40,920	2,333	-2,186	147	0
Corporate Governance & Efficiency	20,772	-8,401	12,371	20,772	-8,401	12,371	0	0	0	0
Corporate, Miscellaneous & Benefits	34,266	-26,458	7,808	34,266	-26,458	7,808	0	0	0	0
Business Planning & Performance	2,496	-1,867	629	2,496	-1,867	629	0	0	0	0
Total All Services	183,031	-79,521	103,510	185,864	-81,846	104,018	2,833	-2,325	508	0
Capital Financing Charges savings & additional Investment Income net of contributions to specific provisions			11,131			11,131			0	0
Precepts & Levies			4,602			4,602			0	0
Contribution to balances/reserves			0			0			0	0
			119,243			119,751			508	0

Note:

The Management Accounting rules of the Council require debtor account entries to be reversed in respect of amounts outstanding for more than 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 MARCH 2011**

	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	68,861	-6,526	62,335	69,067	-6,526	62,541	206	0	206	0
Central - Non Delegated School Improvement & Inclusion	11,106	-2,734	8,372	12,106	-3,470	8,636	1,000	-736	264	0
Modernising Education	1,724	0	1,724	1,728	-4	1,724	4	-4	0	0
Library Services	2,116	-127	1,989	2,116	-127	1,989	0	0	0	0
Leisure & Youth Services	4,663	-2,340	2,323	4,663	-2,340	2,323	0	0	0	0
Education Grants	3,986	-3,986	0	3,986	-3,986	0	0	0	0	
Total excluding schools	23,595	-9,187	14,408	24,599	-9,927	14,672	1,004	-740	264	0

**MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2010/11
LIFELONG LEARNING**

	Current Month £000s	Previous Month £000s
<u>INDIVIDUAL SCHOOLS BUDGET</u>		
The 10/11 indicative budgets were released in January however it has not been possible to meet with all schools to prepare final updated outturn positions for the year. All will be done by the end of Quarter 1. We are currently working with 3 schools (Ysgol Plas Brondyffryn, Denbigh High and Rhyl) who have a forecast deficit position to develop robust financial recovery plans for the next 3 financial years. This total balances for all schools are subject to change once all schools have been met to agree the final position.	206	0
<u>SCHOOL IMPROVEMENT & INCLUSION</u>		
The outturn reflects the best projected outturn position for the service at this point in the year. The service is going through a significant restructure which is not yet finalised so there is a significantly large margin for variation in the final outturn position. It is hoped that all costs the full recovery of recoupment costs for Ysgol Plas Brondyffryn at 14%. All LA's were informed of the increases to charges at the start of the year so there is no anticipated risk of income loss in 10/11. The non-delegated budget continues to be an area of concern that is to some extent beyond the control of the directorate and therefore difficult to manage. Maternity costs are the biggest uncontrollable element of this budget area with a current projected overspend of £264k. A review of this area is currently underway and it is hoped that a revised agreement with schools can be reached to allow a top up of the maternity budget from the delegated school budget thus removing the overspend as reported above. If this can be implemented this year then a retrospective adjustment will need to be done on the 2011/12 Total Schools budget.	264	0
<u>LEISURE & YOUTH SERVICES</u>		
This year should see the full effect of the Leisure restructure with all budget holders being held accountable for their delegated budget responsibilities. Current energy costs have been reflected at a lower rate compared with last year as informed by the energy unit. Last year energy was the biggest area of volatility within the service. The budgets have been aligned to reflect this and any change will cause a pressure on the delivery of a balanced position. Youth services is currently reporting a balanced position pending a full restructure of the service.	0	0
<u>MODERNISING EDUCATION</u>		
The service is currently supporting an historic shortfall against the Director salary which is being absorbed by in year vacancy and maternity savings. There is also an overspend on asset management related additional revenue costs of mobile classrooms but this has also been absorbed by the salary savings.	0	0
<u>LIBRARY SERVICES</u>		
The service is currently working to an estimated balanced budget	0	0
<u>TOTAL</u>	470	0

MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2009/10
ENVIRONMENT DIRECTORATE
SUMMARY POSITION AS AT END MARCH 2011

	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
HIGHWAYS & INFRASTRUCTURE	15,374	-5,481	9,893	15,019	-5,261	9,758	-355	220	-135	0
PLANNING & PUBLIC PROTECTION	4,654	-1,907	2,747	4,618	-1,526	3,092	-36	381	345	0
DIRECTOR & SUPPORT (Note 8)	496	-100	396	483	-100	383	-13	0	-13	0
ENVIRONMENTAL SERVICES (Note 6)	16,953	-6,330	10,623	16,913	-6,330	10,583	-40	0	-40	0
REGENERATION & TOURISM (Note 4)	8,230	-4,368	3,862	8,170	-4,368	3,802	-60	0	-60	0
Total Environment	45,707	-18,186	27,521	45,203	-17,585	27,618	-504	601	97	0

MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2010/11
ENVIRONMENT DIRECTORATE

Comments	Current Month	Previous Month
HIGHWAYS & INFRASTRUCTURE		
School and Public Transport There is again likely to be significant efficiency savings on these budgets in 10/11 due to successful e-auctioning and continued service delivery efficiencies.	-355	
Car Parking income Car Parking income continues to be significantly below budget as a result of the downturn in the economic climate. The pressure has continued into 10/11 and it is hoped that the Council's Contingency budget will again contribute to offset the pressure this financial year.	250	
Major Projects Continues to over achieve on its income budgets due to work for WAG etc.	-30	
Highways and Winter Maintenance The severe weather conditions during the winter placed a huge financial strain on the winter maintenance budget in 09/10 which was overspent by £327K. At this early stage of the financial year it is difficult to estimate the likelihood of this scenario repeating in 10/11. In this report we are assuming that any pressure can be contained within the Winter Maintenance Reserve (current balance £273K).	0	
TOTAL HIGHWAYS & INFRASTRUCTURE	-135	0
PLANNING & PUBLIC PROTECTION		
Building Control and Development Control During the first 2 months of the current financial year there continues to be major pressures on the large income budgets relating to Building and Development Control. It is hoped that the Council's Contingency budget will again contribute to the pressure this financial year.	385	
Licensing Additional licensing income received plus savings on salary costs as a result of the joint working with CCBC.	-40	
Land Charges Based on present income levels the budget should break-even in 10/11. However there is a possibility that some of the income will need to be repaid during the financial year. If this is the case then there is the likelihood that a budget pressure will be created.	0	
TOTAL PLANNING & PUBLIC PROTECTION	345	0
DIRECTOR & SUPPORT		
Staffing savings Projected savings on salary budgets as a result of the sharing of one PA across 2 Directorates.	-13	
TOTAL DIRECTOR & SUPPORT	-13	0
ENVIRONMENTAL SERVICES		
Refuse Collection & Waste Disposal Presently it is assumed that all the N Wales Residual Waste facility procurement budget of £309K will be fully spent	0	
Free School Meals Pressure on the school meal budget due to a significant increase in entitlement and uptake has been offset by one year only additional budget of £70K been given to the service in 10/11.	0	
Street Lighting Savings on the utility budgets in 10/11 due to lower contracted pricing tariffs being agreed for the full year.	-40	
TOTAL ENVIRONMENTAL SERVICES	-40	0
REGENERATION & TOURISM		
Rhyl Pavilion Theatre/Llangollen Royal International Pavilion Assumed that both venues will come in on budget in the current financial year.	0	
Staffing savings Projected savings on salary budgets as a result of the transfer of the PA to PPP and not filling the HoS post.	-60	
TOTAL REGENERATION & TOURISM	-60	0
TOTAL ENVIRONMENT DIRECTORATE	97	0

Corporate Item

School Meals budget

There continues to be a pressure on the school meals budget in 10/11. However thanks to continued efficiencies made across the service it is hoped to reduce the deficit further in the current financial year to ensure that the final loss will not exceed the £150K Council subsidy. However it is possible that new legislation relating to CRB/ISA employee checks could result in extra costs being incurred but the extent of this is still to be confirmed.

MONTHLY REVENUE BUDGET MONITORING REPORT - FINANCIAL YEAR 2009/10
SOCIAL SERVICES AND HOUSING
SUMMARY POSITION AS AT END MARCH 2011

	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's Services	8,745	-119	8,626	9,720	-1,041	8,679	975	-922	53	0
Adult Services	38,150	-8,577	29,573	39,726	-10,315	29,411	1,576	-1,738	-162	0
Business Support & Development	2,751	-538	2,213	2,920	-572	2,348	169	-34	135	0
Supporting People Grant	4,430	-4,425	5	4,430	-4,425	5	0	0	0	0
Sub Total Social Services	54,076	-13,659	40,417	56,796	-16,353	40,443	2,720	-2,694	26	0
Non HRA Housing	2,119	-1,763	356	1,732	-1,255	477	-387	508	121	0
Directorate Total	56,195	-15,422	40,773	58,528	-17,608	40,920	2,333	-2,186	147	0

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

Comments	Current Month	Previous Month
	£000s	£000s
SOCIAL SERVICES		
CHILDREN'S SERVICES		
The outturn for Children's Services is currently predicted to be £53K overspend. This figure assumes that Specialist Placement costs will not increase throughout the year. Specialist Residential and Fostering placements still remain the main pressure areas with a combined overspend of £354K. This overspend is offset by underspends within In House Fostering and staff slippage due to staff not being at the top of grade and some savings on vacant posts.	53	0
TOTAL CHILDREN'S SERVICES	53	0
ADULT SERVICES		
Learning Disabilities		
The service is projected to show a slight underspend of £38k, an improvement of £28k from the previous year. The outturn assumes CHC income of £96k but the definitive split has not yet been agreed. The main pressure area is expected to be the work opportunity services with a projected overspend of £39k.	-38	0
Mental Illness		
Expenditure on Residential, Nursing and Homecare will continue to be the main budget pressure. It is predicted that the AMH Partnership budget elements will be under spent by £20k, provided the full supporting people allocation is received	192	0
Older People		
The outturn for Older People is currently £100k overspent, with pressures on residential, nursing and domiciliary care budgets. The expenditure can fluctuate significantly during the year, especially on domiciliary care. Currently, there are 25 clients with charges against property amounting to £356k. It is not certain when this will be released and so an estimate of £100k has been included in this year's outturn. Also included is £100k income received from the NHS in relation to the closure of the wards at the Royal Alexandra Hospital. Home Care is likely to be under spent as a number of staff have retired or taken redundancy.	100	0
Extra Care Housing Provision The Extra Care Housing facility in Prestatyn will be operational later this year and part year costs will be incurred. The remainder of the former Llys Nant budget will be allocated during 11/12 to fund the Prestatyn and Ruthin extra care schemes	-140	0
PDSI		
Community Care spend was the largest budget pressure in 2009/10 and this will still be the case for 2010/11 particularly as a package of care totalling £58k per annum has just been agreed for one person.	125	0
Performance Management & Commissioning		
This projected under spend is mainly savings in staffing costs which is due to the continuation of the vacancy control process.	-174	0
Other Adult Services		
Charging policy income received so far on one month's invoices is higher than the corresponding period last year and could mean income from charges exceeds budget allocation. Income from charges can be volatile and difficult to predict. However based on last year's experience it is believed safe to assume that Charging Policy will exceed budget by £75k. This figure will be reviewed each month.	-259	0
Joint Working & Older People Strategy Grant		
This grant is fully committed with a minor overspend forecast.	0	0
Cefndy Healthcare		
Improved sales and the tightening of internal controls are expected to see an improvement of £90k from the final 2009/10 position	32	0
TOTAL ADULT SERVICES	-162	0
Business Support & Development		
Costs associated with the Paris Project remain the main pressure (£102k overspend this year) due to the implementation of the latest phase of the system. One-off additional budget for 10/11 has absorbed pressures within other support budgets.	135	0
Supporting People		
There is approximately £607k of recurrent under spend and £195k of in year under spend within the grant, until the formula is revised and the grant is cut. It is assumed this will be transferred to corporate reserves.	0	0
HOUSING		
The pressure on homeless budgets is currently £112k. Recent changes to the HRA leasing subsidy have had a negative impact on council funded housing services to the value of £67k. Also, change in HB legislation has caused a projected overspend of £24k in B&B accommodation. Other accommodation costs are currently lower than expected however demand can be volatile and it is likely that the economic climate will eventually have an impact.	121	0
TOTAL HOUSING	121	0
TOTAL SOCIAL SERVICES & HOUSING	147	0

MONTHLY BUDGET MONITORING REPORT - FINANCIAL YEAR 2010/11
CORPORATE GOVERNANCE AND EFFICIENCY & BUSINESS PLANNING & PERFORMANCE
PERIOD ENDING MARCH 2011

Directorates	Budget			Projected			Variance		
	Gross Exp	Gross Inc	31-Mar-11 Net Exp	Gross Exp	Gross Inc	Outturn Net Exp	Gross Exp	Gross Inc	Net Exp
	£k	£k	£k	£k	£k	£k	£k	£k	£k
<u>FINANCE & ASSETS</u>									
Finance	5,048	(2,234)	2,814	5,048	(2,234)	2,814	-	-	-
Property	7,464	(4,119)	3,345	7,464	(4,119)	3,345	-	-	-
FINANCE & ASSETS	12,512	(6,353)	6,159	12,512	(6,353)	6,159	-	-	-
<u>STRATEGIC HR</u>									
HR	1,664	(360)	1,304	1,664	(360)	1,304	-	-	-
<u>GOVERNANCE & EFFICIENCY</u>									
Corporate Governance	2,233	(619)	1,614	2,233	(619)	1,614	-	-	-
Translation	112	-	112	112	-	112	-	-	-
GOVERNANCE & EFFICIENCY	2,345	(619)	1,726	2,345	(619)	1,726	-	-	-
<u>CUSTOMER CARE</u>									
Customer Services	842	(190)	652	842	(190)	652	-	-	-
ICT	2,648	(592)	2,056	2,648	(592)	2,056	-	-	-
Corporate Communications	219	(54)	165	219	(54)	165	-	-	-
CUSTOMER CARE	3,709	(836)	2,873	3,709	(836)	2,873	-	-	-
<u>AUDIT & RISK MANAGEMENT</u>									
Internal Audit	440	(124)	316	440	(124)	316	-	-	-
Risk Management & Insurance	102	(109)	(7)	102	(109)	(7)	-	-	-
AUDIT & RISK MANAGEMENT	542	(233)	309	542	(233)	309	-	-	-
CORPORATE GOVERNANCE & EFFICIENCY	20,772	(8,401)	12,371	20,772	(8,401)	12,371	-	-	-
CORPORATE & MISCELLANEOUS	8,625	(817)	7,808	8,625	(817)	7,808	-	-	-
<u>BUSINESS PLANNING & PERFORMANCE</u>									
Improvement Team	348	-	348	348	-	348	-	-	-
Project Management	338	(224)	114	338	(224)	114	-	-	-
Partnership & Communities	1,810	(1,643)	167						
BUSINESS PLANNING & PERFORMANCE	2,496	(1,867)	629	2,496	(1,867)	629	-	-	-
BENEFITS	25,641	(25,641)	-	25,641	(25,641)	-	-	-	-
<u>TOTAL</u>	57,534	(36,726)	20,808	57,534	(36,726)	20,808	-	-	-

Appendix 2

Recommended treatment of Reserves and Provisions as at 31 March 2009

Provisions

31 March 2009 £000's		Movement £000's	31 March 2010 £000's
(803)	Insurance Fund	(128)	(931)
(48)	Other	5	(43)
(186)	Health & Safety	0	(186)
(142)	Fire Service Pensions	0	(142)
(1,696)	Equal/Back Pay Claims	0	(1,696)
(67)	Financial Software Developments	18	(49)
(2,942)	Total	(105)	(3,047)

Reserves

31 March 2009 £000's		Transfers (In)/Out £000's	31 March 2010 £000's
(400)	Capital Schemes	(901)	(1,301)
(57)	Environmental Services	(35)	(92)
(205)	LDP future costs	(50)	(255)
(38)	Environment Directorate - Reserves	(22)	(60)
(273)	Winter Maintenance	0	(273)
(1,209)	Sustainable Waste Management	533	(676)
(126)	Renewals Fund	126	0
(160)	Major Highway Projects fees	0	(160)
(55)	Design & Development fees	(41)	(96)
(648)	Regeneration Project (VAT Refund)	363	(285)
0	External Funding Administration	(115)	(115)
(56)	Early Retirement Fund - Schools	(35)	(91)
(22)	Mousematics	22	0
(250)	Post Estyn Response	250	0
0	Leisure Strategy	(50)	(50)
0	Youth Services	(61)	(61)
0	Integrated Children's Centre	(49)	(49)
(100)	North Wales Child Abuse Inquiry	100	0
(10)	Llys Marchan Reserve	0	(10)
(2,696)	Supporting People Reserve	0	(2,696)
(52)	S.117 Mental Health Act	0	(52)
(890)	Specialist PSS Placements	0	(890)
(78)	Major Events Reserve	(61)	(139)
(104)	Risk Management Fund	(33)	(137)
(788)	Insurance Fund	6	(782)
(2,417)	PFI grant	(335)	(2,752)
(5)	Elections	(25)	(30)
(2,894)	Single Status	(3,090)	(5,984)
(306)	Spend to Save	158	(148)
(490)	IT Systems Development	338	(152)
(350)	Modernising Structures/Service Delivery	350	0
(600)	Early Voluntary Retirement	600	0
(200)	LABGI Reserve	51	(149)
0	General Reserve	(1,881)	(1,881)
0	Delivering Change	(2,359)	(2,359)
0	Capital Financing (VAT Refund interest)	(381)	(381)
(15,479)	Total	(6,627)	(22,106)

APPENDIX 3

DENBIGHSHIRE COUNTY COUNCIL - DIRECTORATE OF LIFELONG LEARNING

PRIMARY SCHOOL BALANCES AS AT 01.04.2010

0.5 = Nursery

COST CENTRE	SCHOOL	BALANCE AS AT 01.04.2009	MOVEMENT IN YEAR	BALANCE AS AT 31.03.2010	TOTAL PUPIL NOS. 2009/2010	BALANCE PER PUPIL
114	YSGOL BETWS GWERFIL GOCH	17,527	(3,454)	14,073	40.50	347
116	YSGOL Y FAENOL	34,218	(9,602)	24,616	111.00	222
117	YSGOL BODFARI	15,182	(4,075)	11,107	26.00	427
136	YSGOL CARROG	23,857	(5,794)	18,063	48.00	376
140	YSGOL CEFN MEIRIADOG	35,303	(12,177)	23,126	79.00	293
146	YSGOL CLOCAENOG	9,825	4,320	14,145	30.00	471
162	YSGOL CAER DREWYN	41,712	(2,278)	39,434	83.00	475
163	YSGOL CYFFYLLIOG	11,380	3,960	15,340	24.50	626
164	YSGOL MAES HYFRYD	30,693	8,630	39,323	71.50	550
168	YSGOL Y PARC INFANTS	40,624	(3,133)	37,491	162.50	231
169	YSGOL FRONGOCH JUNIORS	21,520	(8,102)	13,418	195.00	69
170	YSGOL GWAENYNNOG INFANTS	21,620	814	22,434	93.00	241
171	YSGOL HEULFRE JUNIORS	8,325	(8,765)	(440)	69.00	(6)
172	YSGOL TWM O'R NANT	39,850	(1,817)	38,033	230.00	165
176	YSGOL HIRADDUG	37,420	8,792	46,212	205.00	225
196	YSGOL GELLIFOR	24,436	(14,209)	10,227	75.50	135
198	YSGOL GLYNDYFRDWY	2,983	5,091	8,074	18.00	449
210	YSGOL BRO ELWERN	16,794	(3,361)	13,433	45.00	299
219	YSGOL HENLLAN	11,084	3,405	14,489	49.00	296
247 / 261	YSGOL BRO FAMAU	7,379	5,935	13,314	78.50	170
249	LLANBEDR CONTROLLED	6,228	(1,411)	4,817	66.00	73
251	YSGOL DYFFRYN IAL	2,802	(666)	2,136	48.00	45
252	YSGOL GYBRADD LLANDRILLO	29,424	(3,311)	26,113	37.50	696
255	YSGOL BRYN CLWYD	10,067	(12,881)	(2,814)	23.50	(120)
258	YSGOL LLANFAIR D.C.	41,266	(8,814)	32,452	99.00	328
266	YSGOL BRYN COLLEN	4,349	(8,629)	(4,280)	160.00	(27)
268	YSGOL BRO CINMEIRCH	24,013	(3,290)	20,723	50.50	410
272	YSGOL LLANTYSILIO CONTROLLED	13,976	17,841	31,817	10.00	3,182
284	YSGOL MELYD	42,433	(7,219)	35,214	128.00	275
325	YSGOL PENTRECELYN	24,452	(4,552)	19,900	26.50	751
333	CLAWDD OFFA	(35,834)	(38,731)	(74,565)	184.50	(404)
334	YSGOL BODNANT INFANTS	(7,541)	19,235	11,694	226.50	52
335	YSGOL BODNANT JUNIORS	24,272	(11,636)	12,635	315.00	40
336	YSGOL PENMORFA	36,621	11,571	48,192	414.00	116
337	YSGOL Y LLYS	43,222	19,796	63,018	273.00	231
338	YSGOL PANTPASTYNOG	12,949	1,017	13,966	51.50	271
351	YSGOL RHEWL	9,418	(8,024)	1,394	44.00	32
361	YSGOL Y CASTELL	23,305	(16,681)	6,624	191.00	35
364	YSGOL BRYN HEDYDD	6,951	21,322	28,273	427.50	66
365	CHRIST CHURCH C.P.	23,942	7,714	31,656	392.00	81
366	YSGOL DEWI SANT	33,584	(21,251)	12,333	465.50	26
367	YSGOL EMMANUEL	22,785	8,436	31,221	435.00	72
368	YSGOL LLYWELYN	(19,778)	22,217	2,439	496.00	5
369	YSGOL MAIR R.C.	28,684	(2,861)	25,823	289.00	89
373	YSGOL BORTHYN CONTROLLED	32,867	13,669	46,536	107.50	433
374	RHOS ST. C.P.	759	16,366	17,125	185.50	92
375	YSGOL PENBARRAS	9,885	16,801	26,686	233.00	115
390	ST. ASAPH INFANTS V.P.	9,857	(10,354)	(497)	98.50	(5)
392	YSGOL ESGOB MORGAN	1,366	19,897	21,263	109.00	195
405	YSGOL TREFNANT CONTROLLED	31,286	892	32,178	69.00	466
408	YSGOL TREMEIRCHION	40,341	(22,559)	17,782	45.00	395
467	YSGOL GYMRAEG Y GWERNANT	16,326	(2,840)	13,486	106.50	127
490	ST BRIGID'S	0	0	0	140.50	0
TOTAL		996,009	(24,755)	971,254	7,682	

Average

126

DENBIGHSHIRE COUNTY COUNCIL - DIRECTORATE OF LIFELONG LEARNING

SECONDARY SCHOOL BALANCES AS AT 01.04.2009

COST CENTRE	SCHOOL	BALANCE AS AT 01.04.2009	MOVEMENT IN YEAR	BALANCE AS AT 31.03.2010	TOTAL PUPIL NOS. 2009/2010	TOTAL BALANCE PER PUPIL
513	DENBIGH HIGH SCHOOL	40,128	25,270	65,398	824.00	79
527	YSGOL DINAS BRAN	153,130	(8,163)	144,967	1,085.00	134
537	PRESTATYN HIGH SCHOOL	349,290	(182,661)	166,629	1,818.00	92
541	RHYL HIGH SCHOOL	(50,664)	(16,032)	(66,696)	884.00	(75)
543	BLESSED EDWARD JONES HIGH SCHOOL	(195,779)	46,019	(149,760)	486.00	(308)
549	YSGOL BRYNHYFRYD	185,506	55,300	240,806	1,220.00	197
553	YSGOL GLAN CLWYD	8,757	145,761	154,518	949.00	163
590	ST BRIGID'S	0	0	0	348.00	0

TOTAL **490,368** **65,495** **555,863** **7,614**

Average 73

DENBIGHSHIRE COUNTY COUNCIL - DIRECTORATE OF LIFELONG LEARNING

SPECIAL SCHOOL BALANCES AS AT 01.04.2009

COST CENTRE	SCHOOL	BALANCE AS AT 01.04.2009	MOVEMENT IN YEAR	BALANCE AS AT 31.03.2010	TOTAL PUPIL NOS. 2009/2010	TOTAL BALANCE PER PUPIL
619	YSGOL PLAS BRONDYFFRYN	(48,372)	(282,675)	(331,047)	118.00	(2,805)
655	YSGOL TIR MORFA	60,372	39,355	99,727	146.00	683

TOTAL **12,000** **(243,320)** **(231,320)** **264**

Average (876)

* OVERSPEND ON PRIMARY SEN (TO BE COVERED BY BID IN 2010/11) (317,580) (317,580)

* OVERSPEND ON SPECIAL SEN (TO BE COVERED BY BID IN 2010/11) (39,946) (39,946)

TOTAL ALL SCHOOLS **1,498,377** **(560,106)** **938,271** **15,560**

Average balance per pupil - all schools 60

REPORT TO CABINET

CABINET MEMBER: Councillor D A J Thomas, Lead Member for Regeneration & Tourism

DATE: **22nd June 2010**

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

1 DECISIONS SOUGHT

- Note the final outturn of the Housing Revenue Account (H.R.A.) and Housing Capital Plan for 2009/10.
- Note the forecast outturn for the HRA revenue and capital budgets for 2010/11.
- Approve the second and third contracts awarded as part of the framework agreement established for the major housing improvement programme.
- Allow the approval of further contracts under the framework agreement lots to be delegated to the portfolio holder for housing – the Lead Member for Regeneration and Tourism.

2 REASON FOR SEEKING DECISION

- The need to deliver the Council's agreed budget strategies for the current financial year.
- Compliance with the council's Financial Regulations (Contract Procedure Rules)

3 POWER TO MAKE THE DECISION

Housing Act 1985 Part II

Denbighshire County Council Financial Regulations

4 RESOURCE IMPLICATIONS

4.1 Cost Implications - Housing Revenue Account Budget 2009/10

- The revenue outturn the HRA shows an in-year surplus of £521k. This was £229k higher than originally forecast. Although there were minor variances on most budget lines, the main variance was that the allowance made for Rent Rebate Subsidy Limitation will not be required. (Detail shown in Appendix 1).
- The capital plan achieved expenditure of £4.041m in 2009/10. The amount spent last year was under the original forecast of £8.083m as the improvement contract was re-tendered part way through the year.

Although this has caused some slippage in the capital plan, it has led to much more cost effective contracts and benefits the Housing Stock Business Plan financially. (Please refer to Appendix 2 for details).

- The revenue and capital outturn for 2009/10 both benefit the Housing Stock Business Plan financially and so strengthen its viability. The Plan itself has recently been formally approved by the Welsh Assembly Government. This approval means that the annual Major Repairs Allowance grant (£2.4m) is secure in the medium term.

4.2 Cost Implications - Housing Revenue Account Budget 2010/11

- The initial revenue forecast shows a surplus of £283k which is £24k lower than in the original budget forecast approved in February. The main variances are as follows:
 - Supervision & Management is £70k over budget at this stage, primarily because of the historic allocation of support service costs. This gap used to be covered by interest paid on HRA balances but with interest rates currently very low, the amount earned is significantly less than in previous years. Efforts will be made to cover this over spend throughout the year.
 - Capital charges are forecast to be £33k lower than originally planned as capital expenditure will be less than forecast (see below).
 - The subsidy payable to the government is likely to be £32k higher than forecast in February.
 - Latest rent income forecasts are exceeding the budget forecast by £44k.

4.3 Cost Implications Housing Capital Plan (Improvement Programme)

- So far, 1,218 properties have been improved as part of the major improvement programme and the windows and heating contracts have been successfully completed.
- Expenditure overall in 2010/11 is forecast to be £6.855m against a plan of £8.041m. During the year, approximately 800-850 more houses should be improved as Contracts 2-5 of the framework agreement commence. The original budget forecast assumed all of Contracts 4 and 5 would be completed in 2010/11 but this is now unlikely, hence the reduced expenditure reported.
- The reduced expenditure this year benefits the business plan financially. This obviously delays improvements for some tenants but the slippage will be recovered during 2011/12 and the council remains on target to achieve the Welsh Housing Quality Standard by the end of 2012.

- Cabinet have previously approved the formation of a framework agreement from which to seek tenders for individual lots of work on the improvement programme. The council's Financial Regulations are unclear about how individual contracts for lots of work from a framework should be formally approved. The default position is cabinet approval yet this would seem onerous given cabinet have already approved the framework agreement. It is therefore proposed that future contracts awarded under the framework agreement are approved by the portfolio holder for housing – the Lead Member for Regeneration & Tourism.
- So far, Contract 1 has been approved by cabinet (when the initial framework was approved in September 2009) and Contracts 2 and 3 now require retrospective approval. The details are as follows:
 - Contract 2 – awarded to Anthony Dever Construction Limited
 - Contract 3 – awarded to Bramall Construction Limited
- The pre-tender estimate for the sum of both contracts was £3.8m. Both contracts were awarded on a price/quality assessment and in both cases the prices awarded were less than the pre-tender estimates.

4.4 Cost Implications – Housing Stock Business Plan

- Although the latest revenue forecast shows the surplus for the year to be slightly less than the original amount budget, it is still a reasonable contribution to reserves and ensures the continued viability of the Business Plan. The capital plan slippage actually benefits the Plan financially. The recent approval by WAG has also confirmed the financial viability of the Plan.

5 RISK ASSESSMENT

5.1 Risks associated with not agreeing the recommendations

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.

The council would not formally have approved significant contracts and there would remain ambiguity over how to approve contracts awarded under the housing improvement framework agreement.

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 CHIEF FINANCIAL OFFICER STATEMENT

The improved revenue outturn for 2009/10 is welcome and will contribute to the viability of the Housing Stock Business Plan. Although the capital plan slipped last year when contracts were re-tendered, the exercise continues to deliver better value contracts.

The projected revenue forecast for 2010/11 is encouraging and is in line with the expectations of the Business Plan. Not all of the improvement works forecast in the original budget will be achieved this financial year but the improvement works should catch-up sufficiently during the early part of next year to achieve the Welsh Housing Quality Standard by the end of 2012.

The five-year review of the HSBP completed last year, including the due diligence review have provided an opportunity to reassess key planning assumptions and confirmed the long-term viability of the Plan. This has recently been ratified by the Assembly Government.

The proposal to allow future contracts for elements of the framework agreement to be approved by formal delegated decision will still require a Chief Financial Officer statement and so will ensure that proper procedures have been followed and that the contracts demonstrate value for money.

7 CONSULTATION CARRIED OUT

Cabinet agreed the HRA capital and revenue budget in February 2010. The framework agreement for the housing improvement programme was agreed by Cabinet in September 2009.

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.	Periodic updates to Cabinet.

10 RECOMMENDATIONS

Members note the final revenue and capital position of the Housing Revenue Account (H.R.A.) for 2009/10 and the latest position for 2010/11.

Members give retrospective approval for Contracts 2 & 3 of the housing improvement programme.

Members delegate the approval of future contracts under the framework agreement to the Lead Member for Regeneration & Tourism (the portfolio holder for housing).

Appendix 1

Housing Revenue Account ~ 2010/2011 Budget				
<u>2009/2010</u>			<u>2010/2011</u>	
Final		Original	Forecast	Variance
Outturn	<u>Period 2 May 2010</u>	Budget	Out-turn	to Budget
£	<u>EXPENDITURE</u>	£	£	£
1,764,345	Supervision & Management - General	1,799,554	1,870,338	-70,784
275,198	Supervision & Management - Special	282,778	283,815	-1,037
146,779	Welfare Services	149,058	149,839	-781
2,661,438	Repairs and Maintenance	2,739,136	2,726,325	12,811
4,847,760	Total Housing Management	4,970,526	5,030,317	-59,791
2,212,562	Item 8 Capital Charges	2,452,038	2,419,354	32,684
0	Rent Rebate Subsidy Limitation	91,000	75,000	16,000
3,044,175	Subsidy	2,986,027	3,018,238	-32,211
-7,081	Provision for Bad Debts	26,750	25,750	1,000
10,097,417	Total Expenditure	10,526,341	10,568,659	-42,318
	<u>INCOME</u>			
10,474,398	Rents (net of voids)	10,644,755	10,689,125	44,370
139,940	Garages	153,342	151,356	-1,986
4,924	Interest on Balances & Other Income	34,886	11,106	-23,780
10,619,262	Total Income	10,832,983	10,851,586	18,603
	Surplus / Deficit (-) for the Year			
521,845	General Balances	306,642	282,927	-23,715
0	Earmarked Balances	0	0	0
1,021,686	Balance as at start of year ~ General	1,543,531	1,543,531	0
1,543,531	Balance as at end of year ~ General	1,850,173	1,826,458	-23,715

Appendix 2

HRA Capital Plan Update 2010/11				
<u>Month 2</u>				
Actual 2009/10 £	Description	Approved Schemes £	Actual at End May £	Forecast Outturn £
464,100	Environmental Improvement Works	415,000	32,980	715,000
3,032,256	Major Improvements	6,807,000	583,478	5,740,607
119,044	Windows Replacement	0	0	0
15,816	Central Heating Contract	0	0	0
410,209	Disabled Adaptations (Council Houses)	400,000	49,138	400,000
4,041,425	Total	7,622,000	665,597	6,855,607
<hr/>				
2009/10 £	HRA Capital Plan Financed By:	Original £	Forecast £	
2,400,000	Major Repairs Allowance Grant	2,400,000	2,400,000	
18,900	Useable Capital Receipts	21,000	18,900	
1,622,525	Prudential Borrowing	5,620,000	4,436,707	
4,041,425	Total	8,041,000	6,855,607	

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR P J MARFLEET, LEAD MEMBER FOR MODERNISING THE COUNCIL

LEAD OFFICER: L ATKIN, HEAD OF PERSONNEL

DATE: 22 June 2010

SUBJECT: ROUTINE REPORTING ON PERSONNEL

1 DECISION SOUGHT

For Members to note the enclosed report on the following:

- 2.1 Employee numbers
- 2.2 Sickness Absence
 - Year end data
 - Benchmark with private sector & other Authorities
 - All Wales upper quartile data
 - Improvements in Sickness Absence
 - Targets for 10/11
 - Absence Management Systems in place
 - Work of the Personnel Officer – Sickness Absence
 - Dismissals due to sickness absence
 - 100% attendance
 - Links with Service Performance Reviews
- 2.3 Performance Appraisal Completion Rates

2.1 **Employee Numbers**

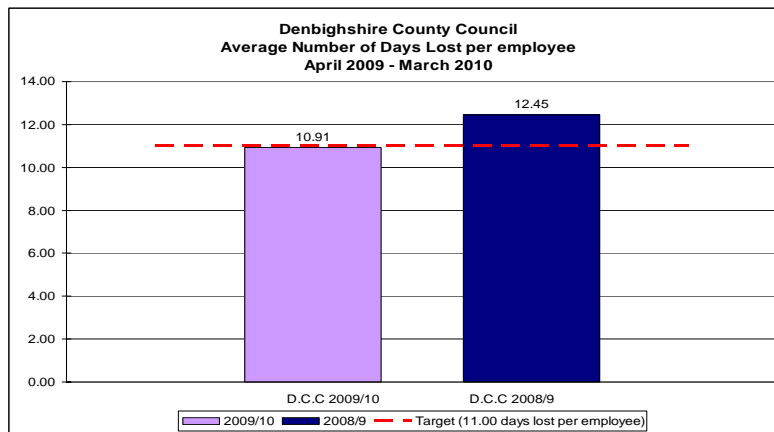
Employees in March 2010 totalled 4730 compared to 4652 in March 2009, an increase of 78 (1.6%) compared to a 2.4% increase for the previous year 2008/09. Full time equivalents (FTE's) also increased from 3886 in March 2009 to 3971 in March 2010.

Employee turnover for 2009/10 is slightly lower at 9.53% compared to 11% for the same period last year.

2.2 **Sickness Absence – Year end Data** - Sickness absence for the period April 2009 - March 2010 came in under target for the authority as a whole, with an average of 10.91 days lost per employee. This is under the target of 11.00 days per employee.

D.C.C Members to note the enclosed report on the following:

- 2.1 Employee numbers
- 2.2 Sickness Absence
 - Year end data
 - Benchmark with private sector & other Authorities
 - All Wales upper quartile data
 - Improvements in Sickness Absence
 - Targets for 10/11
 - Absence Management Systems in place
 - Work of the Personnel Officer – Sickness Absence
 - Dismissals due to sickness absence
 - 100% attendance
 - Links with Service Performance Reviews
- 2.3 Performance Appraisal Completion Rates



A breakdown by service is available in appendix a and this is further broken down into long term and short term absence in appendix g

Monday & Friday Absence

Sickness absence has been analysed for each individual directorate based upon the occurrence of episodes on a Monday and Friday. The data has been analysed in terms of the number of episodes on either a Monday or a Friday absence in each directorate within the period April - March (for both 2008/9 and 2009/10). The table below presents the analysed information –

(Note – This data only includes 1 day absences, as opposed to including longer term absentees who will be off from Monday to Friday. This data is strictly dealing with employees who have had single day absences on either a Monday or a Friday, who *may* be taking the time off to increase their time off from the weekend, or an extension of annual leave etc.)

Directorate	Monday / Friday Episodes 2008-9	Monday / Friday Episodes 2009-10	Increase / Decrease	Average % of workforce absent on Monday / Friday 2008-9	Average % of workforce absent on Monday / Friday 2009-10	Increase / Decrease
Bus, P & P	2	4	2	0.08%	0.15%	0.07%
Environment	231	210	-21	0.28%	0.28%	0.00%
Gov & Eff	57	95	38	0.17%	0.25%	0.08%
LLL – Ex Teach	940	705	-235	0.88%	0.65%	-0.23%
LLL - Teach Only	514	435	-79	0.55%	0.47%	-0.08%
S S & H	224	216	-8	0.33%	0.32%	-0.01%

The first noticeable point is that the main directorate where Monday & Friday absences appear to be most common, as noted previously in the year, is within both parts of the Lifelong Learning directorate (both Excluding Teachers and Teachers Only). On average, 0.65% (down from 0.88% last year) of the Lifelong Learning excluding Teachers workforce are absent on either a Monday or Friday for a single day. The Teachers Only workforce average is 0.47% of the workforce (down from 0.55% last year). It should be noted that both these directorates experienced decreases in Monday / Friday absence in 2009, with Excluding Teachers dropping 0.23% (roughly a 25% decrease in Monday / Friday absence against last year), in addition to Teachers Only dropping 0.08% (these are incidentally the two largest decreases experience within the authority).

All other directorates either experienced a mild decrease (Social Services & Housing) or stayed level (Environment), with the exception of both the Business, Planning & Performance directorate (which increased 0.07% compared to last year) and the Governance & Efficiency directorate (which experienced a similar increase at 0.08%). It should be noted that in the case of the Business, Planning & Performance directorate, due to the small workforce, it is likely only a small number of absences have resulted in an increase, due to the smaller workforce being able to absorb the absence.

Absence during School Holidays

In addition to Monday & Friday absence, further analysis has been undertaken on sickness absence occurring during the school holidays taken in the most recent financial year. This data has been analysed in terms of the percentage of working days which have been lost. This data has been taken from the financial years 2008/9 and 2009/10, incorporating each school holiday within this time, and assessing the percentage of days lost during the holidays. This has been compared to see if a higher percentage of days have been lost in the period April - March, or in the period which schools are on holiday. The below table presents the results of the analysis –

Note – Lifelong Learning (Teachers Only) data has not been compared due to lack of working time during holiday period. In addition, Lifelong Learning (Excluding Teachers) data is not 100% reliable due to issues relating to staff that work term time only.

Directorate	Percentage of days available lost in School Holidays 2008-9	Percentage of available days lost in April 2008 - March 2009	Increase / Decrease During School Holidays 2008-9	Percentage of days available lost in School Holidays 2009-10	Percentage of available days lost in April 2009 - March 2010	Increase / Decrease During School Holidays 2009-10	Increase / Decrease in Percentage of available days lost in School Holidays 2008/9-2009/10 Comparison
Bus, P & P	0.53%	3.63%	-3.10%	3.50%	4.66%	-1.16%	2.97%
Environment	4.18%	4.92%	-0.74%	5.27%	5.19%	0.08%	1.09%
Gov & Eff	3.72%	3.71%	0.01%	3.69%	3.64%	0.05%	-0.03%
LLL - Ex Teach	2.56%	5.23%	-2.67%	2.45%	4.79%	-2.34%	-0.11%
SS & H	6.31%	6.51%	-0.20%	5.33%	5.23%	0.10%	-0.98%

It is clear from the above table that there is no specific pattern in relation sickness absence in during the school holidays in 2009/10. Three directorates experienced increases during the holiday period, those being the Environment directorate (0.08% increase in days lost), the Governance & Efficiency directorate (0.05% increase in days lost) and also the Social Services & Housing directorate (0.10% increase in days lost). The remaining two directorates, the Business Planning & Performance and Lifelong Learning (excluding Teachers) directorates, both experienced decreases in sickness absence, although these can be viewed slightly differently, given that the Business, Planning & Performance directorate has a very small headcount, so sickness cannot be absorbed within the directorate, and the Lifelong Learning (excluding Teachers) directorate having slightly unreliable information due to issues with term time only staff.

In comparison, for the school holidays in 2008/9, all directorates experienced decreases in terms of percentage of days lost when compared to the overall yearly figure, with the exception of the Governance & Efficiency directorate, who experienced a minute increase at 0.01%.

When comparing the percentages of days lost during school holidays in both the 2008/9 and 2009/10 financial years, all directorates experienced a drop in percentage days lost (with the Social Services & Housing directorate experience a large drop of 0.98%) bar the Business Planning & Performance directorate, which rose by 2.97% (again more down to the small headcount of the service) and the Environment directorate, which increased by 1.09%. This correlates with the overall increase in sickness absence within the Environment directorate.

Absence Reasons Analysis

Appendix (f) analyses the reasons for absence and breaks the reasons down by age and gender both for the authority as a whole and for each directorate.

There is clear evidence that both age and gender have an impact on the reasons for absence and the number of days lost.

The information clearly demonstrate that the most prevalent reason for absence amongst female employees for DCC is Stress Depression Anxiety Mental Health Fatigue, with Infections to include Colds and Flu and Other forming the top 3 Absence Reasons for 2009/10.

The most prevalent reason amongst male employees for DCC is also Stress Depression Anxiety Mental Health Fatigue, followed by Other Muscular Skeletal and Infections to include Colds and Flu forming the top 3 Absence Reasons for 2009/10.

In terms of age, the highest absence is within the 40 – 59 group with the main presenting reasons being stress, muscular skeletal and hospital appointments.

2.2.2 **Benchmark & Upper Quartile Data** – Comparisons have been made with statistics obtained from the Data Unit for 08/09. At present Denbighshire are in the Upper Quartile for 09/10 but not all statistics are available yet.

Year, 2008-09 Performance Indicator	CHR/002: The number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence	
Monmouthshire	8.89	Upper Quartile ^
Wrexham	8.90	
Gwynedd	9.85	
Newport	10.08	
Ceredigion	10.62	
<u>Conwy</u>	<u>10.69</u>	
Pembrokeshire	10.73	
The Vale of Glamorgan	11.16	
Merthyr Tydfil	11.40	
Torfaen	11.41	
Wales	11.48	
Carmarthenshire	11.65	
Neath Port Talbot	11.83	
Blaenau Gwent	11.86	
Denbighshire	12.45	
Cardiff	12.60	
Swansea	12.78	
Caerphilly	13.48	
Isle of Anglesey	-	
Flintshire	-	
Powys	-	
Bridgend	-	
Rhondda Cynon Taf	-	

Based on 008/09 data 10.5 has been used as a target for 2010/11 to ensure if on target we will be in the upper quartile when comparing all Wales data.

Year, 2009-10 (data rec'd as at 1/6/10) Performance Indicator	CHR/002: The number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence	
The Vale of Glamorgan	9.70	
Wrexham	9.83	
Gwynedd	9.88	
Pembrokeshire	10.73	
Flintshire	10.83	

Denbighshire	10.91	Upper Quartile ^
Conwy	11.09	
Carmarthenshire	11.10	
Caerphilly	11.83	
Swansea	12.95	
All Wales	11.48	
Blaenau Gwent	-	
Torfaen	-	
Cardiff	-	
Isle of Anglesey	-	
Merthyr Tydfil	-	
Newport	-	
Neath Port Talbot	-	
Powys	-	
Bridgend	-	
Rhondda Cynon Taf	-	
Ceredigion	-	
Monmouthshire	-	

Absence Rates – Neighbouring Authorities

Year, 2009-10		
Performance Indicator	CHR/002: The number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence	
Wrexham	9.83	
Gwynedd	9.88	
Flintshire	10.83	
Denbighshire	10.91	
Conwy	11.09	
Isle of Anglesey	-	

Below is benchmark data from 2008 for the Private sector, Manufacturing & Production and the whole economy:

2008 Absence Rate (number of days sickness absence rate per employee)			
	TOP QUARTILE	MEDIAN	BOTTOM QUARTILE
Private Sector Services	4.6	7.1	9.3

Manufacturing & Production	4.2	6.5	8.3
Whole Economy	4.8	7.3	9.7

(Source: IRS/XpertHR)

The research showed that absence is far more prevalent among larger organisations. The median absence rate stood at 2.6% among small and medium-sized enterprises, while the figure was 3.1% in large organisations, and 3.8% among the biggest organisations.

In terms of absence rates by occupation, figures ranged from a low of 2% among managers and sales and marketing staff, to a high of 4.4% among healthcare professionals. However, many employers were unable to supply statistics according to occupational group as they do not appear to analyse their absence data in this way.

2.2.3 Improvement in Sickness Absence - Cumulative statistics show a steady improvement each month since November 09 with the exception of March 10, despite this we have ended the year under target. The target figure of 11.00 average working days lost per employee has been achieved, resulting in a reduction from 12.45 days to 10.91 days in a 1 year period. Although two directorates remain above the DCC target there has still been a substantial improvement in sickness absence overall across DCC and within the 2 directorates that remain over the 2009/10 target when compared with 2008/09.

The table below shows days lost per employee for the financial years 2008/9 and 2009/10 for each directorate within the authority. The column on the far right shows whether the directorate has experienced an increase or decrease in days lost per employee in 2009/10 when compared to 2008/9 -

Directorate	April 2008 - March 2009 Figure (days lost per employee)	% Days Lost April 2008 - March 2009	April 2009 - March 2010 Figure (days lost per employee)	% Days Lost April 2009 - March 2010	Increase / Decrease (days lost per employee)	Increase / Decrease (% days lost)
Bus, P & P	9.25	Restructured since 08/09	11.65	4.66%	2.40	N/A
Environment	12.55	4.92%	12.99	5.19%	0.44	0.27%
Gov & Eff	9.46	3.83%	9.09	3.64%	0.37	-0.19%
LLL - Ex Teach	13.34	5.23%	11.31	4.52%	-2.03	-0.71%
LLL - Teach Only	9.36	4.59%	7.47	3.81%	-1.89	-0.78%
Social Services & Housing	16.60	6.51%	13.09	5.23%	-3.51	-1.28%
D.C.C	12.45	5.13%	10.91	4.85%	-1.54	-0.28%

It is clear that the authority has experienced a large drop in sickness absence in the year 2009/10 when compared to 2008/9. Overall, there was a decrease of 1.54 days lost per

employee in 2009/10. This equates to around 6000 days less absence in the authority in 2009/10.

The largest decrease has been experienced within the Social Services & Housing directorate with a drop of 3.51 days per employee, around a 21% drop in days lost compared to 2008/9. This is followed by a drop in Lifelong Learning (excluding Teachers) of 2.03 days per employee in 2009/10. The Teachers only part of Lifelong Learning also experienced a fairly large decrease of 1.89 days lost per employee. This is around a drop of around 20% in days lost per employee. The final directorate to experience a drop was the Governance & Efficiency directorate, with an average decrease of 0.37 days lost per employee in 2009/10.

Two directorates experienced rises in days lost per employee in 2009/10. The largest increase was in the Business, Planning & Performance directorate, when absence increased by an average of 2.40 days per employee. It should be noted here that, as previously mentioned, due to the small headcount within this directorate, instances of long term absence are not absorbed and therefore have a greater effect on the overall sickness absence figures. The only other directorate to experience a increase in days lost per employee was the Environment directorate, with an increased of 0.44 days lost per employee.

A breakdown by service can be found in appendix b

Occupational Health Early Intervention - Physiotherapy Referral Scheme

Of the 45 Physiotherapy Referral Evaluation Forms received from across all services, many employees stated that waiting for GP referral would have taken between 6 weeks and 6 months before they could have accessed physiotherapy services through the NHS. 27 employees stated that they had previously been off sick due to the same condition ranging from 2 weeks up to 3 months. Please see chart below for further details.

Feedback examples included:

- “ I was in agony at my desk, without Physio Referral I would have taken sick leave.”
- “ Invaluable advice and guidance given on how to protect the injured area in the office and whilst driving. Also shown how to strengthen the area in order to prevent further episodes.”
- “ Physiotherapy Referral was the key to recover and halved the time taken to return to work.”

Currently off sick	Had previously been off sick with same condition	Found Physio service beneficial	Felt Physio Referral prevented them from going off sick	Felt that Physio Referral helped them to return to work quicker
1	27	43	24	22

Occupational Health Referrals

In addition to all Stress Related Absences 2 new Absence Reasons have now been identified as requiring immediate referral to Occupational Health by line managers:

- Other Muscular Skeletal
- Back & Neck Problems

It is hoped that early intervention by Occupational Health and subsequent use of the Physiotherapy Referral Scheme will result in a significant reduction in sickness absence.

Management of Stress

As a result of identifying 57% of Stress Related Absences not being referred to Occupational Health for the period April 09 – November 09, Occupational Health have recently issued a Stress Questionnaire to all staff. Results will be analysed and discussed in June with a view to piloting a Stress Awareness Training Course for all Managers.

Cefndy Healthcare

Cefndy Healthcare is a Sheltered Workshop based within Social Services & Housing. Sickness Absence within Cefndy has traditionally been high and prior to April 08 management of sickness absence had been inconsistent. The service asked for support in managing absence and as a result a structured and focused approach was adopted with regular monthly clinics held by OH and support from HR. An analysis of sickness absence reasons, patterns and trends was undertaken to identify key areas for improvement. As a result a number staff were dismissed due to Ill Health capability and there has been a vast improvement in sickness absence levels. The Table below demonstrates an improvement of 460 working days lost compared with the same period in the previous reporting year.

	April 08/ Feb 09	April 09/ Feb 10
Total Number of Days Lost	1354.57	893.77
Total Number of FTEs	50.00	53.13
Days Lost Per Employee	27.09	16.82
Percentage Absence	11.63%	7.31%

It is hoped that further services/teams will be selected for targeted OH & HR involvement with the aim of achieving substantial savings.

Health Management Panel

In the last 6 months the Health Management Panel has focused on reviewing long term sickness cases and has reduced cases presented to the panel from over 12 months absence down to cases over 6 months meaning all cases of sickness off over 12 months are reviewed by the panel on a monthly bases. The panel have also in April this year started to review all cases where individuals have a high Bradford factor score. It is intended to take the same approach as with the long term absence to ensure that within 12 months all cased over the 300 point trigger will be reviewed, by the panel. The success of the panel over the last 6 months has been enhanced by the Corporate Director for Environment joining the panel.

2.2.4 **Targets for 10/11** – The corporate sickness absence target for 2010/2011 has been set at 10.5 days which is 4.67 %. Each directorate has been given it's own target which when brought together should achieve the overall corporate target. Like wise each individual service has it's own target which links to the directorate target and subsequently the corporate target. Also to take inconsideration the trends in sickness absence the targets for each quarter reflect the last 4 years trends which show that there is more sickness absence in the second two quarters of the year than the first two.

Below is a breakdown of the targets for 2010/2011:

Environment	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.48	4.99	8.08	11.14	11.14

Development Services	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	1.57	3.15	5.10	7.04	7.04
Environmental Services	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.97	5.98	9.69	13.36	13.36
Finance & Performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	1.66	3.34	5.41	7.46	7.46
Highways & Infrastructure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	3.00	6.04	9.79	13.50	13.50
Planning & Public Protection	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	1.58	3.17	5.13	7.08	7.08
Tourism, Culture & Countryside	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.16	4.34	7.03	9.70	9.70

SS & H	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.87	5.77	9.35	12.89	12.89
Adults Services	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	3.25	6.50	9.75	13.00	13.00
Children's Services	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.17	4.37	7.08	9.76	9.76
Housing Services	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target

Overall DCC	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.33	4.70	7.60	10.50	10.50
New Target (based 10.5 days)	2.46	4.95	8.02	11.06	11.06

Governance & Efficiency	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.00	4.03	6.53	9.01	9.01

Corporate Governance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.00	4.03	6.53	9.01	9.01
Customer Services	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.06	4.15	6.73	9.28	9.28
Finance & Assets	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.17	4.36	7.06	9.74	9.74
Internal Audit & RM	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target

New Target (based 10.5 days)	2.10	4.22	6.84	9.44	9.44
Strategic HR	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.02	4.06	6.57	9.06	9.06

Business Planning & Performance					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.48	4.99	8.09	11.16	11.16
Corporate Project Management	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.22	4.46	7.23	9.97	9.97
Strategic Policy Unit	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
Strategic Policy Unit	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
CYPP	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	1.64	3.29	5.33	7.35	7.35

LLL (Ex Schools)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.16	4.34	7.03	9.70	9.70

Leisure Services	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.10	4.23	6.85	9.45	9.45
Library & Information	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.25	4.53	7.34	10.12	10.12
Modernising Education	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	3.21	6.45	10.45	14.42	14.42
School Improvement	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.01	4.04	6.54	9.02	9.02

LLL (Schools Only)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.12	4.27	6.92	9.55	9.55

Non Teaching	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	2.53	5.09	8.25	11.38	11.38
Teaching	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall Target
New Target (based 10.5 days)	1.80	3.62	5.86	8.08	8.08

2.2.5 Absence Management Systems – The council has a robust absence management framework in place which is seen as best practice by both internal audit and the Welsh Audit Office. The Sickness Management Framework provides guidance and advice for both managers and employees.

For managers the framework provides a toolkit to enable them to manage sickness consistently and effectively. It clearly identifies their responsibilities in relation to sickness absence management and where they are able to obtain help and advice. It

also provides a range of reports to enable managers to monitor sickness trends and activity within their teams.

For employees it provides clear advice on their responsibilities whilst off sick and explains what to expect as part of the normal absence management process.

As well as sections on how to manage people when they are off sick the framework also has preventative sections on Stress Management and Well Being Initiatives which managers should adopt as part of their everyday management practice. It also includes checklists, factsheets & flowcharts.

Long term absence is monitored by the monthly sickness meetings and the Health Management Panel and short term absence is monitored by using the Bradford factor trigger point system, and also by the monthly sickness meeting & Health Management Panel. Content headings for the sickness framework can be found in appendix e. Copies of the framework can be available if required.

In the future as per 2.2.8 below sickness management will be a standing agenda item for Service Performance Reviews

2.2.5 Work of the Personnel Officer - Sickness Absence – The main objectives of this post are:

- to provide a cost effective quality service to its customers reducing sickness absence by at least one day per employee per year over a 2 year period.
- Actively promote sickness absence management and up to date best practice

An initial analysis of sickness absence throughout the whole authority was conducted to establish absence statistics and trends over a 2 year period. A full and detailed directorate, service and team breakdown was completed identifying all employees with an absence record of 20 days or over within the 2 year period and all employees with an absence history in excess of 11 episodes within the same period. (This was used to identify the “Top 10%” of sickness absence.

Meetings were held with Occupational Health to discuss every individual record in detail to ascertain reasons for absence and OH involvement where appropriate. A series of meetings were held with Heads of Service where services and teams, absence frequency records and possible patterns/trends were discussed - an action plan was formulated.

Various new initiatives and practices have been introduced to try and tackle sickness absence in DCC, one such initiative was the issuing of Attendance Sheets detailing actual days lost due to sickness absence per service with comparisons to previous month and year. The aim is to draw managers’ attention to the cost of not managing attendance. The Attendance Sheet has recently been revised to incorporate extra data and more graph detail to assist managers when reviewing and monitoring sickness absence

Guidance on the application of the sickness framework is provided to managers on a monthly basis in the form of Sickness Absence Focus Sessions. These sessions are advertised on a first come first served basis on the Official and General Noticeboards. Flyers, group email invitations and reminders of spaces available are also sent out twice weekly. The purpose of these sessions is to work with line managers and provide training/guidance aimed at improving their ability to manage absence and to understand the processes. Feedback from managers so far has been extremely positive and all have stated that they were far more confident in managing absence after attending a focus session. 91 managers have attended so far.

In many services managers are now receiving training/guidance on carrying out effective return to work interviews as this is considered the most important method of reducing absence in the workplace.

Focus Sessions: Employees

Sessions have been held in services where Persistent Short Term Absence is high. The main objectives being:

- to raise awareness of the employee's responsibility within the Sickness Absence Framework
- to improve employees' understanding of the Key Stages of Managing Sickness Absence.
- to emphasize the "knock-on" effect attendance levels may have on colleagues and/or other services.
- to improve understanding of the importance of Occupational Health's support role and the reason for Referrals.

Focus Sessions: Managers

Sessions are now being held on a regular monthly basis with the main objective being to raise managers' awareness of and to improve their ability to use the Managing Sickness Absence Framework effectively. The following sessions provide a specific focus on:

- Sickness Absence Management Overviews
- Case Studies and Group Work (Discussion of various scenarios, how to access sickness data etc)
- Return to Work Interview Guidance (Discussion of scenarios and how to ask "difficult" questions, how to prepare for a RTW IV)
- Absence Reviews and Action Planning (to be scheduled when Policy and Framework have been updated)

Observations are noted at each focus session and acted upon accordingly.

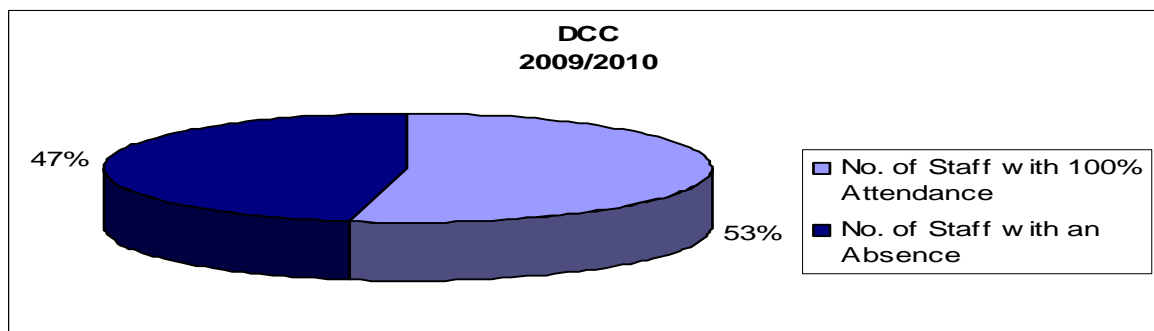
Monthly Sickness Meetings (MSM's) - The introduction of more structure and accountability to the MSM's has resulted in a substantial reduction in the number of Open Ended Absences discussed at each meeting, some directorates/services have reduced their figures by more than half over the last year. This has contributed to an overall reduction in sickness absence statistics as absences are being recorded more accurately. All levels of management are also now aware of how and why sickness absence is being managed in each directorate. Meetings now include discussion in the following areas:

- **Open Ended Absence Reports** – checked against Trent HR system prior to meeting for all updated and outstanding data/documentation. All Long Term Absences are discussed with Occupational Health for updates and any required intervention/support.
- **Persistent Short-Term Absence Reports** – consisting of a spreadsheet detailing all employees exceeding the Bradford Factor Trigger of 300+ points – a full and comprehensive update is required on compliance with Framework
- **Referrals to Case Conferences and/or Health Management Panel** – individual cases are discussed with a view to appropriate referral stage.

- **Actions arising from Monthly Sickness Meetings** – all actions are agreed and recorded at the meeting. Directorate Personnel, relevant managers and all levels of line-management receive their team/service/directorate extracts/reports.
- **Updates of Actions** - required at each meeting, if actions are still outstanding senior line management are expected to address any action required.

2.2.6 **Dismissals due to Sickness Absence** – A great deal of work has been undertaken this year by Managers, Personnel Officers, Occupational Health and the Health Management Panel to address long term sickness absence. As a result there have been 27 terminations connected with poor attendance. These include 13 dismissals, 8 retirements and 6 resignations all on the grounds of ill health.

2.2.7 **100% Attendance** – 53% of staff in the council had 100% attendance in 2009/10. see graph below. A breakdown per directorate can be seen in appendix c



The temporary secondment of a Personnel Officer and part-time administrator come to an end in November 2009. A business case is being prepared to extend both these posts and the part-time Health & Wellbeing post in Leisure which have had a significant impact on reducing our absence during the 2009/10. In addition, the workload in Occupational Health has increased substantially and its staff will need to increase in the short to medium term if we are to continue the focus on reducing absence.

2.2.8 **Links with Service Performance Reviews (SPR)** – Each SPR will follow a common set agenda. The Service will be expected to produce evidence to demonstrate how the Service is performing with respect to each agenda item. The portfolio of evidence should be circulated in advance of the meeting in order to allow attendees to familiarise themselves with the evidence and allow for a more informed and focused debate at the SPR meeting. SPR meetings will include a section on staff management (including sickness and appraisals). The meetings will be held mid way through the year and a year end.

2.3 **Performance Appraisal Completion Rates** - The reporting year for performance appraisals is April to March with the majority of appraisals undertaken between January and March to fit in with the business planning cycle. Completion rates for April 09 to March 10 are at 88.99% which is a very slight improvement on last years figures which were 88%. A breakdown of performance appraisal data can be found in appendix d

3 POWER TO MAKE THE DECISION

3.1. Section III of the Local Government Act 1972

4 RESOURCE IMPLICATIONS

4.1 **Cost Implications:** This report is for information only and any cost implications are detailed with in individual projects or initiatives.

4.2 Staffing / Accommodation Implications: There are no direct staffing implications as this report is for information only, any staffing implications will be identified in individual projects or initiatives. However sickness levels do impact on the ability to provide services and the focus on absence is currently utilizing a large proportion of HR Resources over and above allocated to the project.

4.3 IT Implications: There are no IT implications associated with the preparation of this information as it is form information only and any IT implications will be identified in individual projects or initiatives.

5 RISK ASSESSMENT

5.1 Risks associated with not agreeing the recommendation/s N/A for information only.

5.2 Risks associated with agreeing the recommendation/s N/A for information only.

6 CHIEF FINANCIAL OFFICER

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

7 CONSULTATION CARRIED OUT

7.1. The headcount & absence information has been prepared by the Central Personnel team directly from the HR system.

8 IMPLICATIONS

8.1 Assessment of Impact on Corporate Priorities:

Attendance and performance of employees is fundamental to achieving our Corporate priorities.

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

Being able to deliver the vision depends on having the right number of employees in the right job with the right skills.

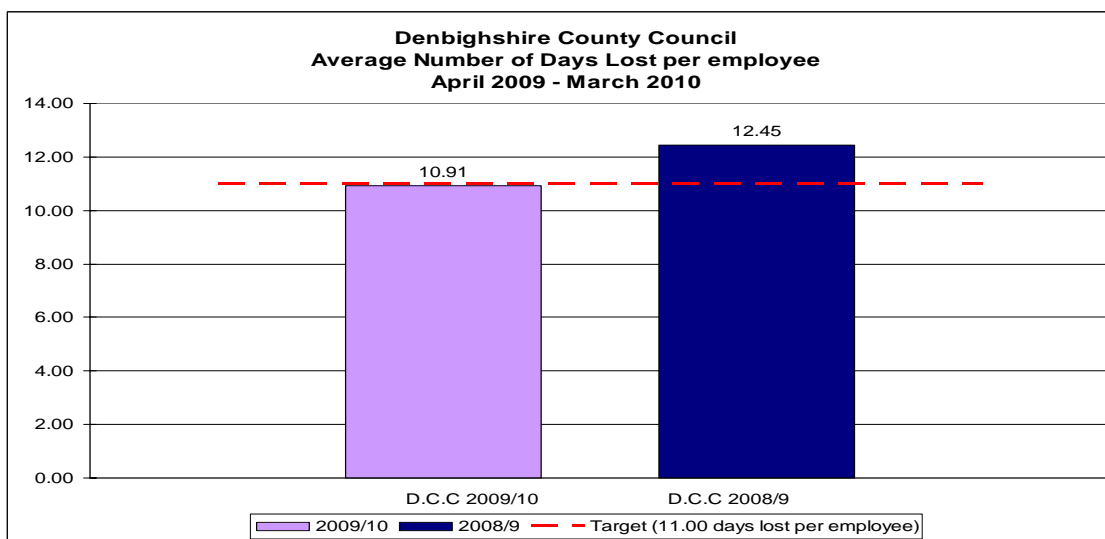
9. RECOMMENDATIONS

Members note the information considered in this report and identify issues which future reports should focus upon.

Service Level Sickness Absence

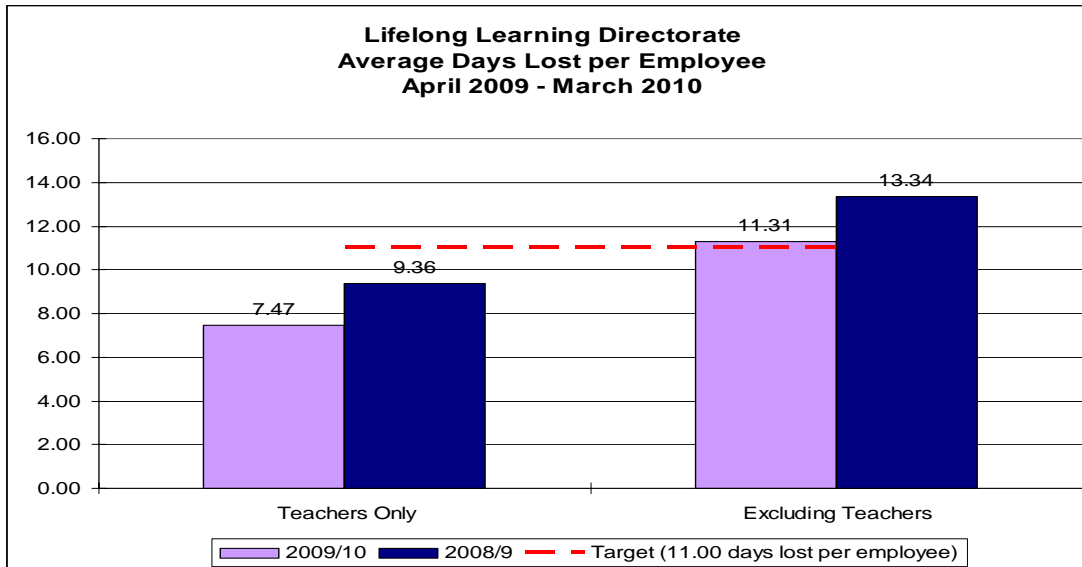
In terms of targets, the cumulative target for each individual directorate, and indeed the authority overall, was 11.00 days lost per employee for the 2009/10. As noted in the Targets section of this report, new targets have been set for each individual directorate and service for the 2010/11 financial year.

D.C.C



The above chart shows the average number of days lost per employee in Denbighshire County Council in both 2008/9 and 2009/10. As shown, in 2008/9, the average days lost per employee in the authority was **12.45** days. This was above the target set for that year of **11.00** days per employee. In contrast, in 2009/10, with the same target of **11.00** days per employee set, the actual figure recorded was **10.91** days lost per employee. This shows an improvement, both in terms of days lost per employee and coming in under target. Indeed, compared to the previous year, a **saving** of **1.54** days per employee was made through the authority.

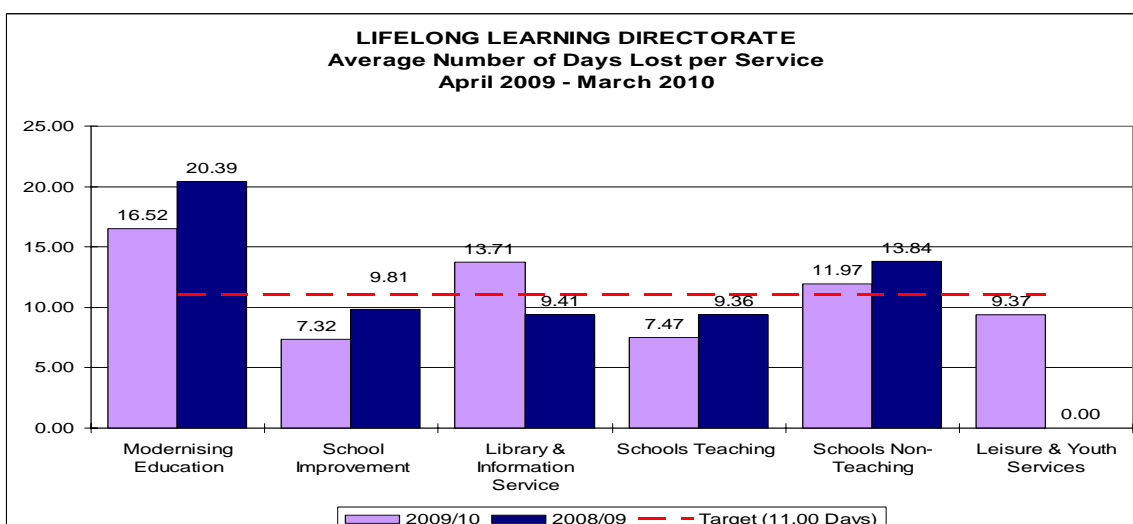
Lifelong Learning



The above chart shows the average number of days lost in the Lifelong Learning Directorate (separately for Teachers only and Excluding Teachers) for both 2008/9 and 2009/10. It is clear that there was a decrease in days lost per employee in both the period in both Teachers only and Excluding Teachers in 2009/10. Teachers only fell from 9.36 days per employee to 7.47 days per employee, a drop of 1.89 days per employee in 2009/10. This figure is also well under the target of 11.00 days per employee.

With regards to Excluding Teachers, this fell from 13.34 days lost per employee in 2008/9 to 11.31 days per employee in 2009/10. This is a drop of 2.03 days per employee.

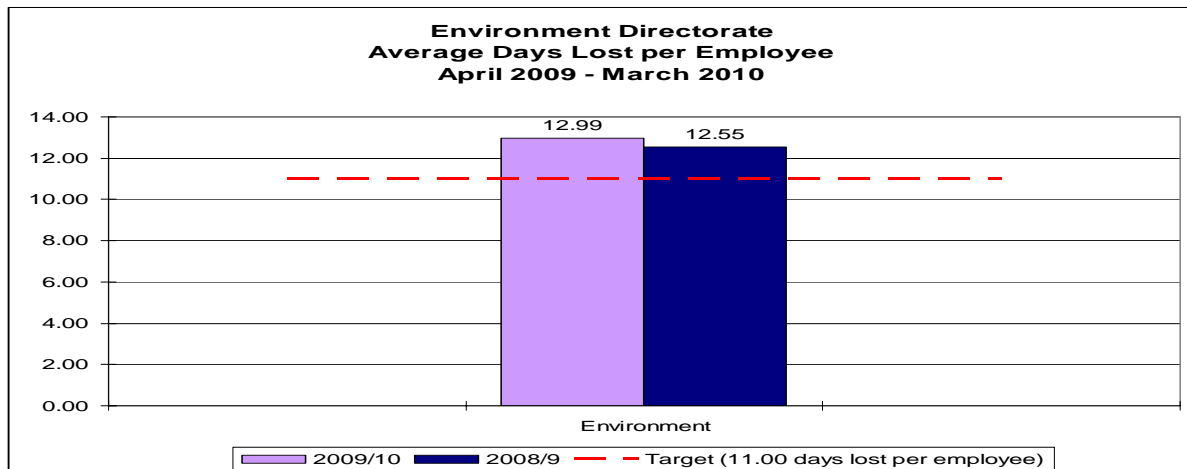
Lifelong Learning – Per Service



The above chart shows the average number of days lost per employee within each service within the Lifelong Learning Directorate. Library & Information Services experienced a large increase in sickness absence in 2009/10 compared to 2008/9. All other services have experienced decreases, with all

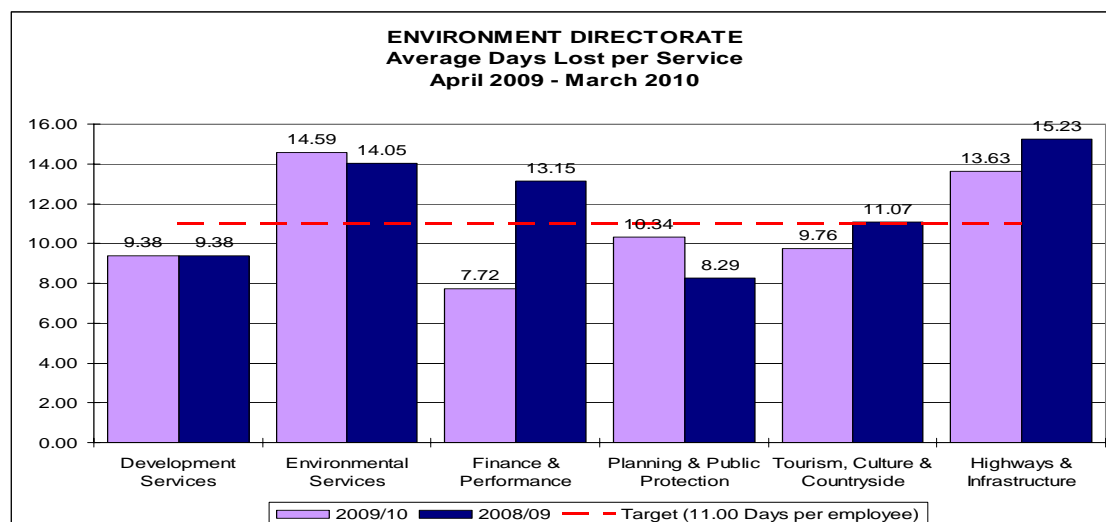
bar three (Modernising Education, Library & Information Services and Schools – Non Teaching) coming in under the 11.00 days lost per employee target.

Environment



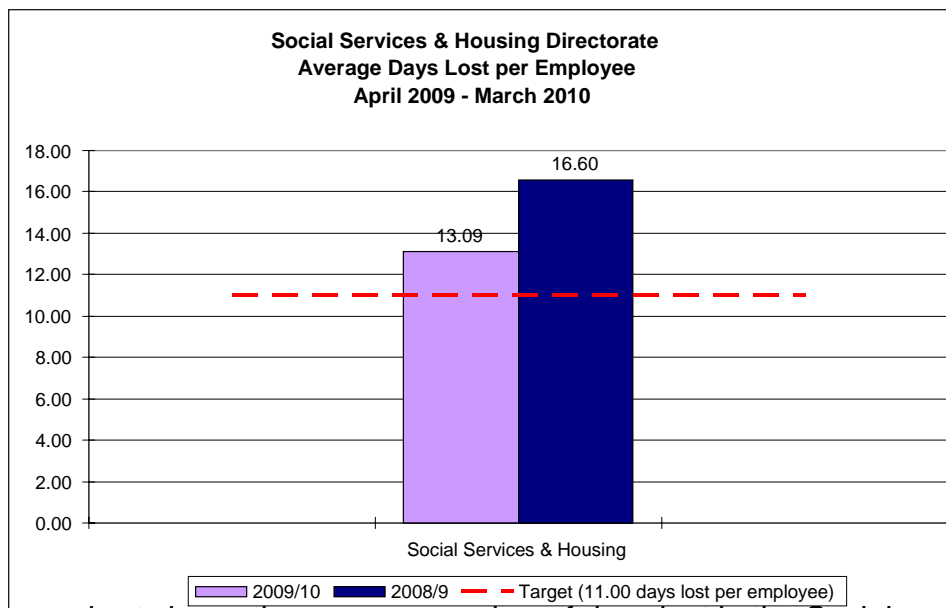
The chart above shows the average number of days lost in the Environment Directorate in both 2008/9 and 2009/10. It can be seen that during 2009/10 the Environment directorate experienced a slightly rise in sickness absence with 12.99 days lost per employee compared to 12.55 days lost per employee in 2008/9..

Environment – Per Service



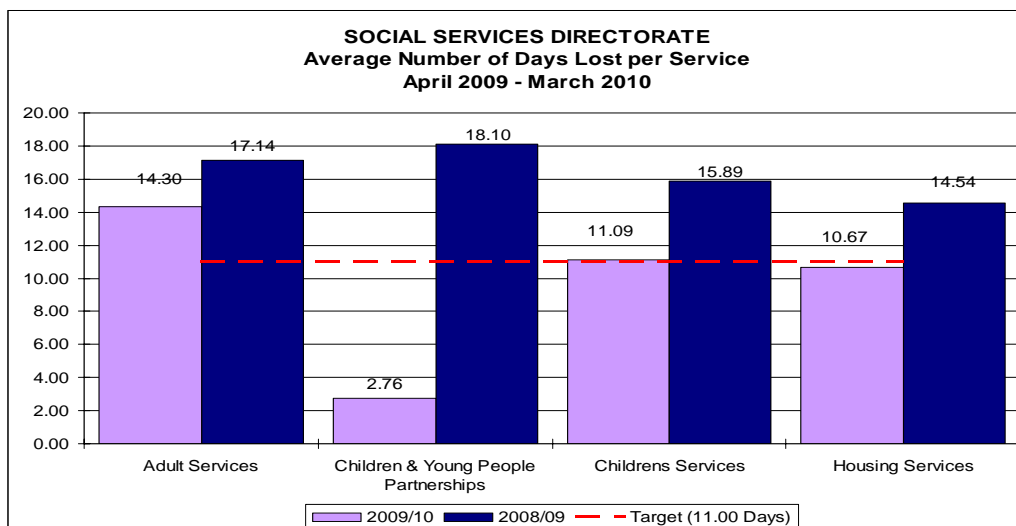
The above chart shows the Environment directorate broken down to service level for the year. All services stayed at relatively the same level, with the exception of Finance & Performance (who experienced a significant decrease in sickness absence in 2009/10). All services experienced decreased sickness absence in 2009/10 for the period with the exception of Environmental Services & also Planning, Public & Protection. Development Services stayed at the exact same level as last year.

Social Services & Housing



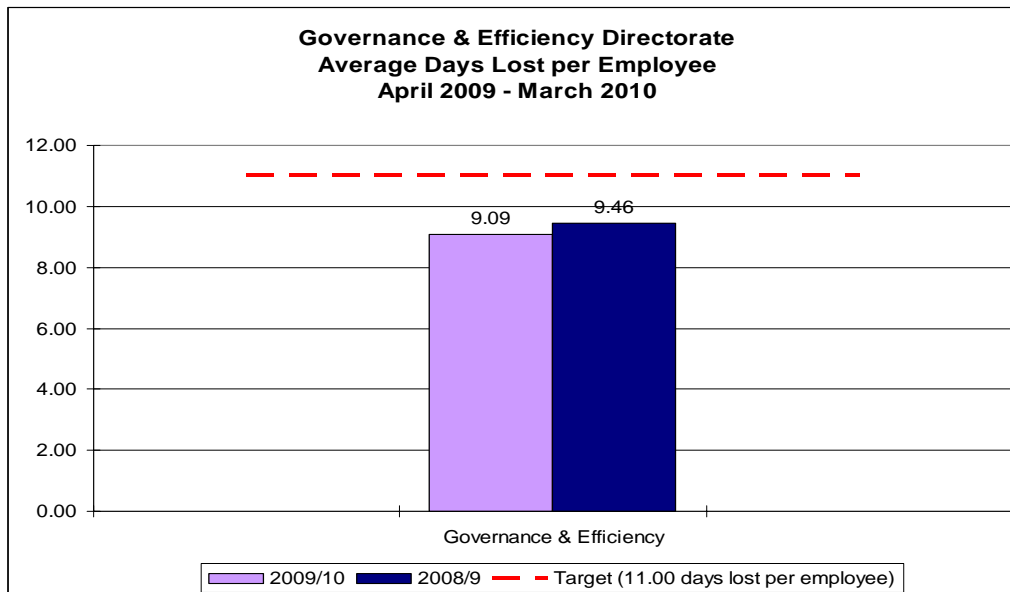
The above chart shows the average number of days lost in the Social Services & Housing Directorate for the year. From viewing the above chart, it is clear there was a significant drop in sickness absence during 2009/10, going down from 16.60 days per employee to 13.09 days per employee.

Social Services & Housing – Per Service



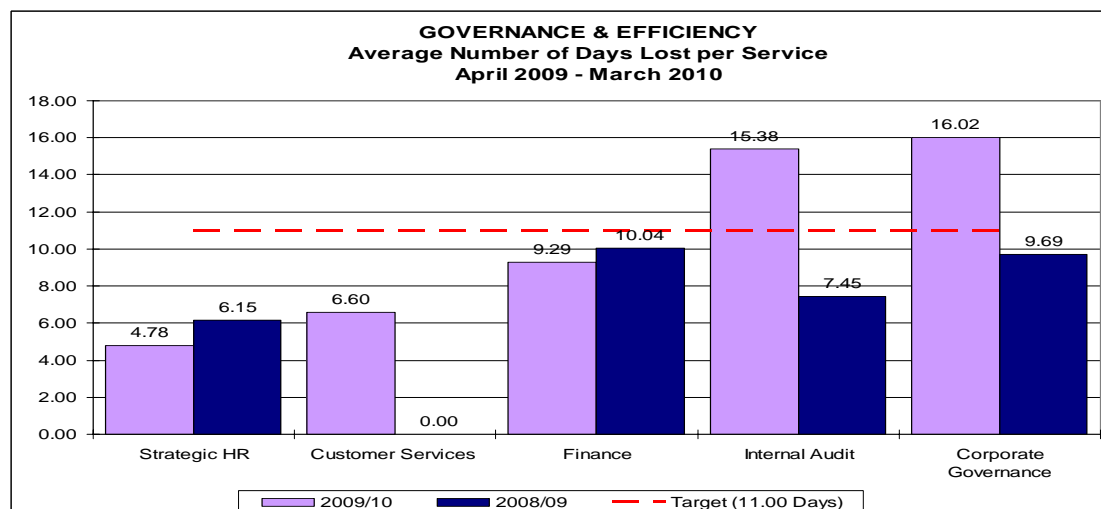
The above chart shows the average number of days lost per employee in Social Services & Housing services for the year at service level. It's clear all services experienced significant decreases during 2009/10, with Housing Service & CYPP remaining under target. Children's Services is only slightly over the target by 0.09 days per employee.

Governance & Efficiency and Chief Executives & County Clerks



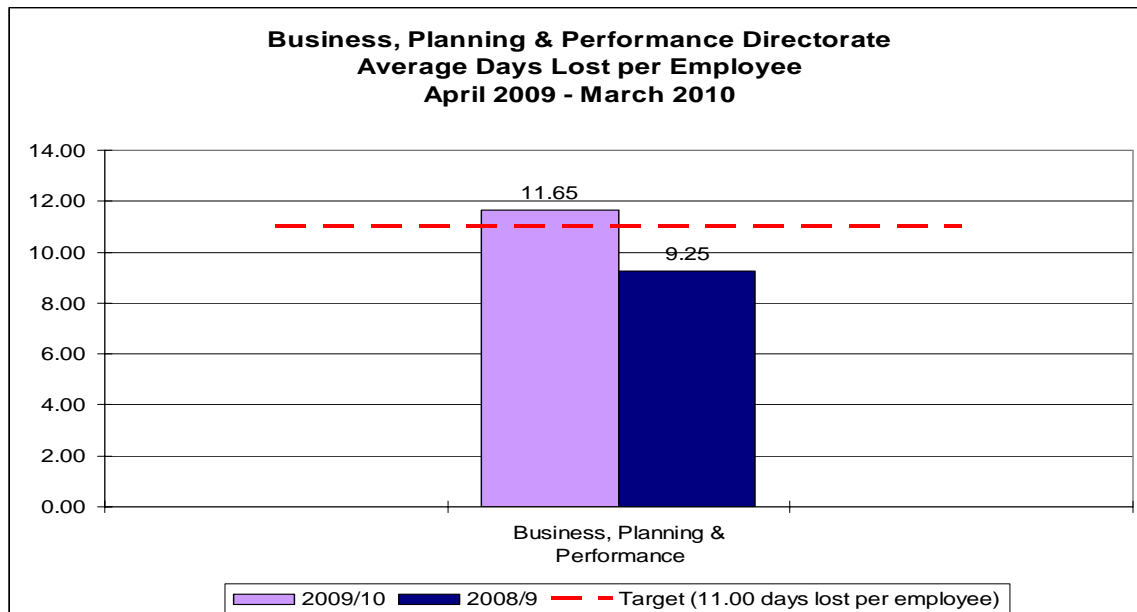
The above chart shows the average number of days lost in the Governance & Efficiency Directorate for the year. It is clear from first view that there has been a decrease in sickness absence in the directorate in 2009/10 compared to 2008/9, going down from 9.46 days lost per employee in 2008/9 to 9.09 days lost per employee in 2009.10. It should be noted that in both years the directorate has been under the target of 11.00 days lost per employee.

Governance & Efficiency – per Service



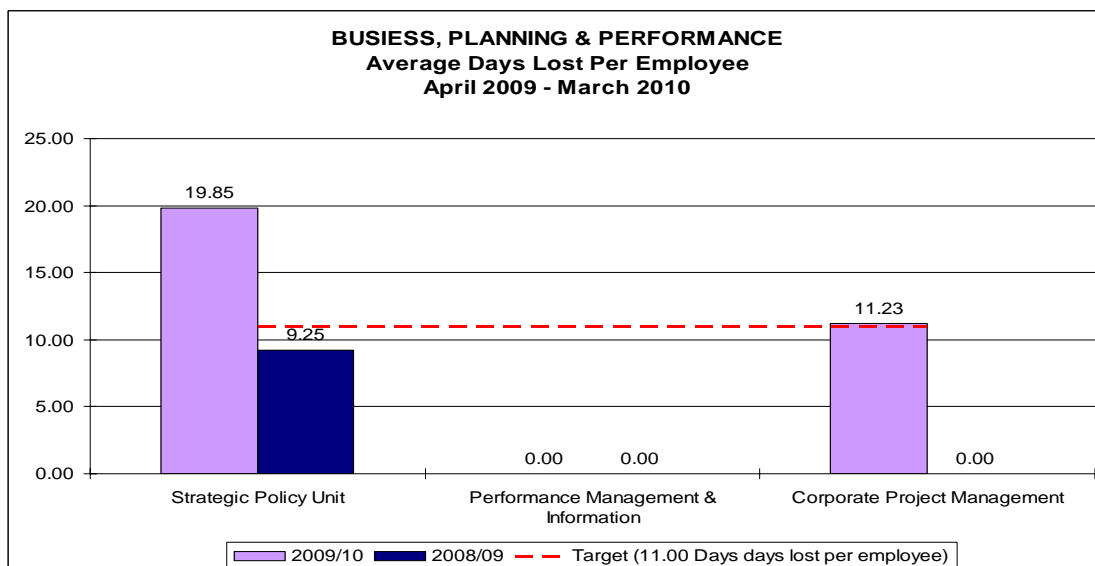
The above chart shows the average number of days in each service of the Governance & Efficiency Directorate for the year. Of the services, two experienced drops in their sickness absence (Strategic HR & Finance) and two experienced rises in sickness absence (Corporate Governance & Internal Audit). It is worth noting that in two of these services (Internal Audit and Chief Executives & County Clerks) due to smaller headcounts, the impact of long term sickness is felt more within the service.

Business, Planning & Performance



The above chart shows the average number of days lost in the Business, Planning & Performance Directorate in the year. It is clear from first view that there has been an increase in sickness absence in the directorate in 2009/10 compared to 2008/9. (It should be noted that due to retrospective data – down to recent creation of Business, Planning and Performance directorate - for 2008 not being structured the same as 2009 data, the above data is not 100% accurate).

Business, Planning & Performance per Service



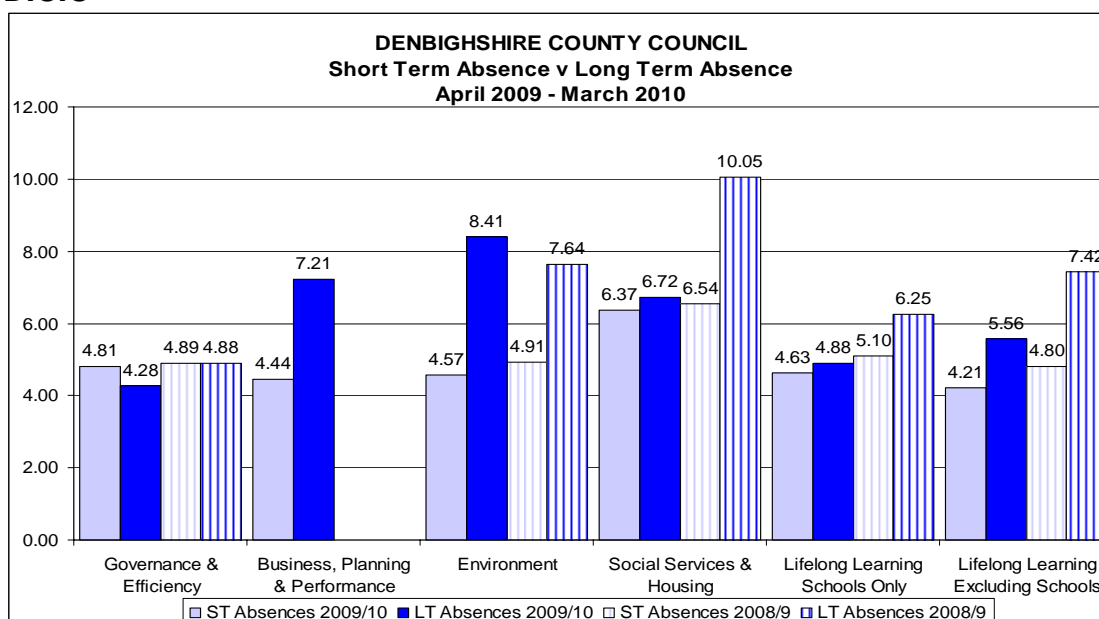
The above chart shows the average number of days lost per service in the Business, Planning & Performance Directorate in the year. There has been a significant rise in sickness within the Strategic Policy Unit service in 2009/10 when compared with 2008/9. (It should be noted that due to retrospective data – down to recent creation of Business, Planning and Performance directorate - for 2008/9 not being structured the same as 2009/10 data, the above data is not 100% accurate).

Short Term and Long Term Analysis

The short term and along term analysis can be used to determine whether in each service short term or long term absence is a more defining factor of their actual sickness absence rate.

For this report, short term absences are seen as anything under 20 working days absence, and long term absences are seen as any absence of 20 working days or more. Each Directorate has been broken down to service level for this analysis, with 2008 data also included on the charts to give a comparison of the same information for last year. The date range reported on is the same as earlier, April – March (both 2008/9 & 2009/10).

D.C.C

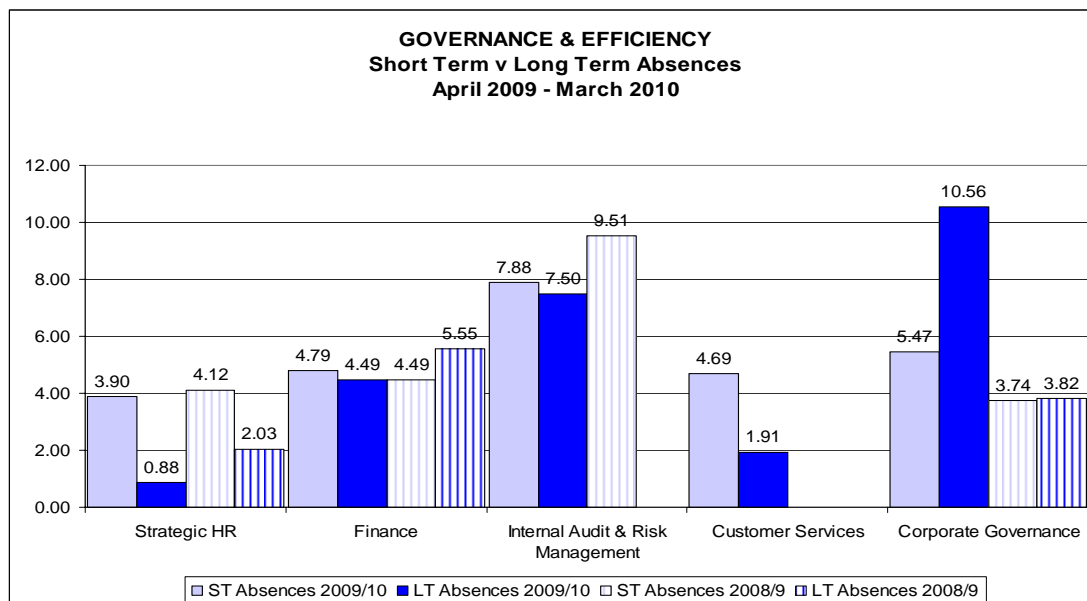


The above chart shows a short term and long term absence analysis of Denbighshire County Council for the year. In the Governance & Efficiency Directorate, short term absence is the slightly greater, with it being almost dead level in 2008/9. In the Business, Planning & Performance directorate, long term absence is the more prominent problem.

The Environment Directorate has stayed fairly steady in terms of comparing to 2008/9, with long term absence rising slightly in 2009/10, and still remaining more prevalent than short term absence within the directorate. In the Social Services & Housing directorate, long term absence has been slightly more prevalent in 2009/10. It should however be noted that there has been a significant drop in long term absence in 2009/10 when compared to the 2008/9 figures.

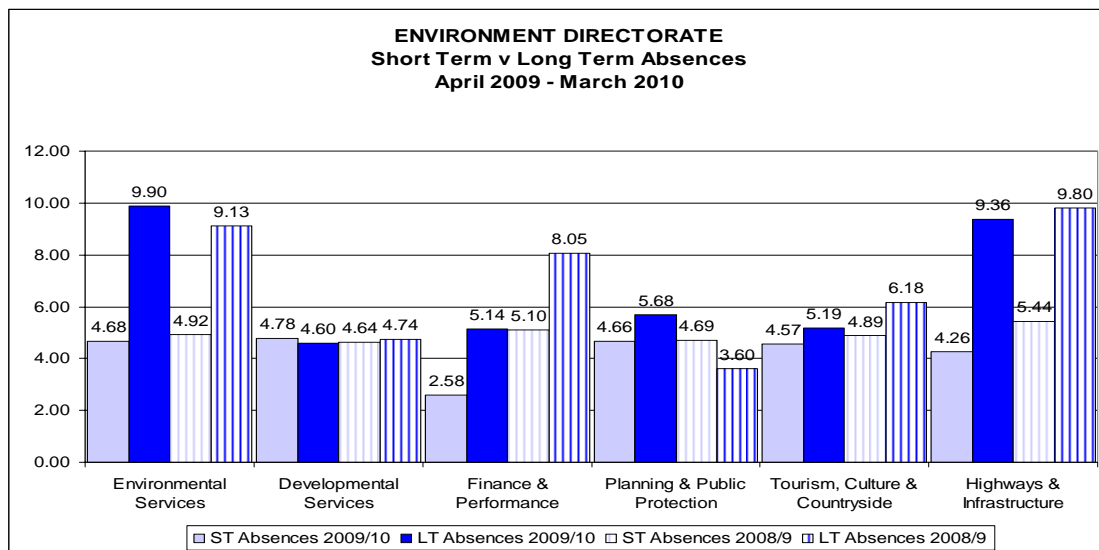
Lifelong Learning has been split into Schools only and Non Schools. Schools only in Lifelong Learning has slightly more prominent long term absence, as was the case in 2008/9 also (it should be noted that both short term and long term absence have dropped in 2009/10 for Schools only). For Lifelong Learning Non Schools it's clear that long term absence is the more prevalent reason for sickness absence. In 2008/9, short term and long term absence were similar in their prevalence however both were slightly higher than overall.

Governance & Efficiency & Chief Executives & County Clerks



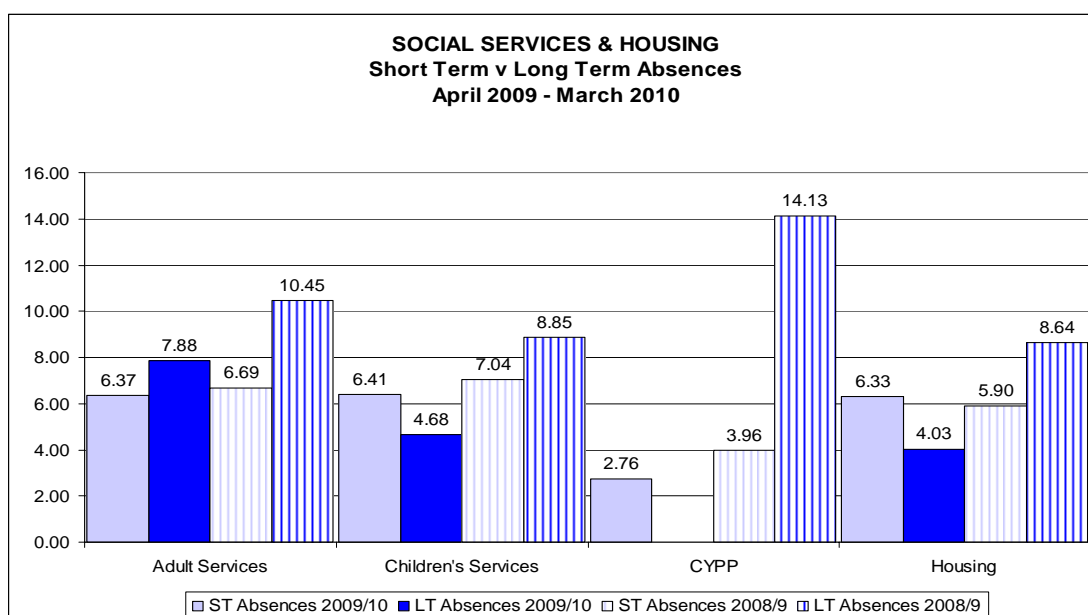
The above chart shows a short term and long term absence figures for the Governance & Efficiency directorate. Overall, short term absence can be seen as a more common issue within the directorate; however it is more noticeable in Strategic HR and Customer Services. The exception is Corporate Governance, for whom long term absence is much more prevalent. It is worth noting that due to smaller headcounts, the impact of long term sickness is felt more within Corporate Governance.

Environment



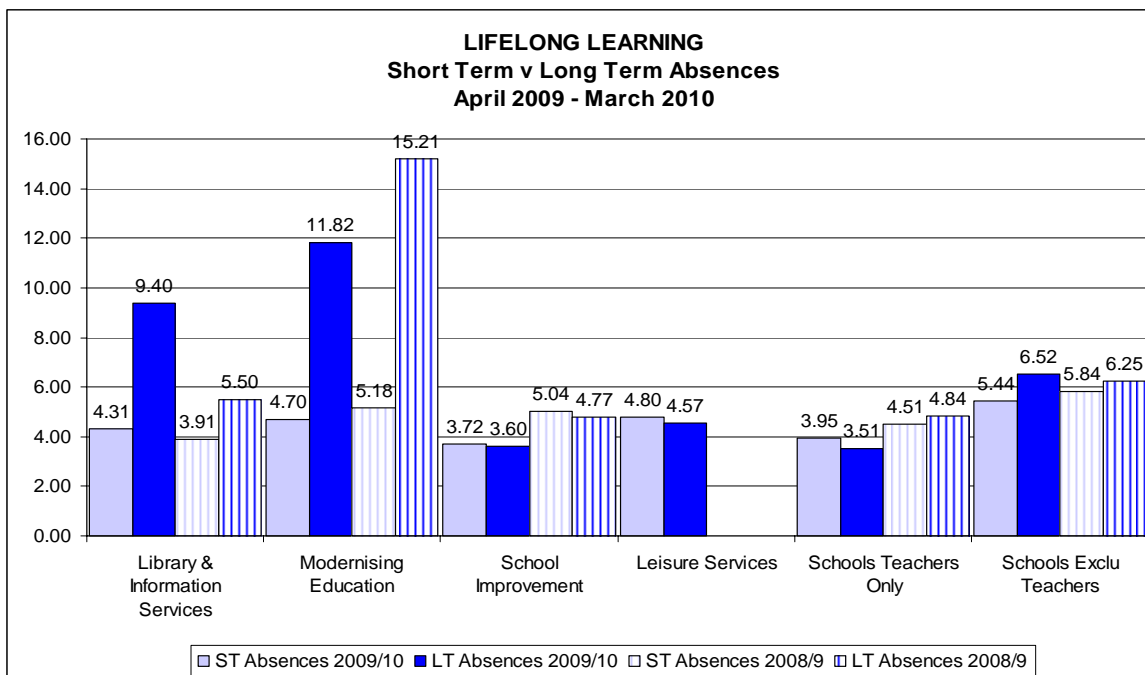
The above chart shows a short term and long term absence information for the Environment directorate for the year. In the Environmental Services service, it appears long term absence is more prevalent than short term absence. Indeed, this was the case in 2008/9 also. The same can also be said of the Tourism, Culture & Countryside service in 2009/10 and 2008/9, although to a lesser extent. The Planning & Public Protection service, has a relatively even split between both short term and long term absence, with long term being slightly more prevalent This is in contrast to 2008/9, where the reverse was true. Development Services is also fairly evenly split between long term and short term absence. This was again the case in 2008/9. In Highways & Infrastructure, long term absence is more prevalent, with the same being true in 2008/9 also. Finally, is the Finance & Performance service, where there is low short term absence, has experienced a drop in both long and short term absence, although the pattern of these has stayed similar to 2008/9.

Social Services & Housing



The above chart shows a short term and long analysis of the Social Services & Housing directorate for the year. Adult Services now has less long term sickness, although it's still more prevalent. This is the same as 2008/9, where long term absence was clearly more prominent within the service. Children's Services has had slightly more prevalent long term absence, although it should be noted that both short term, and more so in the case of long term, absence has dropped significantly from last year. CYP only has a small amount of short term sickness, and as mentioned earlier regarding the size of the work force in this service, this figure will likely be accounting for only 2-3 episodes of absence. Finally, Housing Services has experienced a drop in long term sickness in 2009/10, although short term absence has risen slightly, leading it to be the most prevalent.

Lifelong Learning



The above chart shows a short term and long analysis of the Lifelong Learning Directorate for the year. The Library and Information Services service has experienced problems with long term sickness this year. Short term sickness in this service has stayed at a similar level, rising slightly. Modernising Education has stayed at a similar level to 2008/9 in terms of short term absence, however long term absence has fallen, although it remains more prominent within the service. School Improvement experienced reductions in both short term and long term absence in 2009/10, with both being very closely aligned. The same can be said of Leisure Services in 2009/10, with both long term and short term absence closely aligned. Schools Teachers only) has experience a drop in both short term and long term absence in 2009/10 compared to 2008/9. Schools (Excluding teachers) has experience a drop in short term absence, with a slight rise in long term absence when compared with figures from 2008/9.

Business, Planning & Performance



The above chart shows a short term and long analysis of the Business, Planning & Performance Directorate for the year. The Strategic Policy Unit

service has experienced less short term absence than long term absence. The Corporate Project Management service has experienced more prevalent long term absence in 2009/10 than short term absence.

(It should be noted that there is no previous data for both Corporate Project Management and also Performance Management & Information, indeed due to its recent creation there is no sickness data for the Performance Management & Information service at present).

Directorate	April 2008 - March 2009 Figure (days lost per employee)	% Days Lost April 2008 - March 2009	April 2009 - March 2010 Figure (days lost per employee)	% Days Lost April 2009 - March 2010	Increase / Decrease (days lost per employee)	Increase / Decrease (% days lost)
Bus, P & P	9.25	Restructured since 08/09	11.65	4.66%	2.40	N/A
Environment	12.55	4.92%	12.99	5.19%	0.44	0.27%
Gov & Eff	9.46	3.83%	9.09	3.64%	0.37	-0.19%
LLL - Ex Teach	13.34	5.23%	11.31	4.52%	-2.03	-0.71%
LLL - Teach Only	9.36	4.59%	7.47	3.81%	-1.89	-0.78%
Social Services & Housing	16.60	6.51%	13.09	5.23%	-3.51	-1.28%
D.C.C	12.45	5.13%	10.91	4.85%	-1.54	-0.28%

Directorate	April 2008 - March 2009 Figure (days lost per employee)	% Days Lost April 2008 - March 2009	April 2009 - March 2010 Figure (days lost per employee)	% Days Lost April 2009 - March 2010	Increase / Decrease (days lost per employee)	Increase / Decrease (% days lost)
Bus, P & P	9.25	Restructured since 08/09	11.65	4.66%	2.40	N/A
Strategic Policy Unit	9.25	3.63%	19.85	7.94%	10.60	4.31%
Corporate Project Management	Restructured since 08/09	Restructured since 08/09	11.23	4.49%	N/A	N/A
D.C.C	12.45	5.13%	10.91	4.85%	-1.54	-0.28%

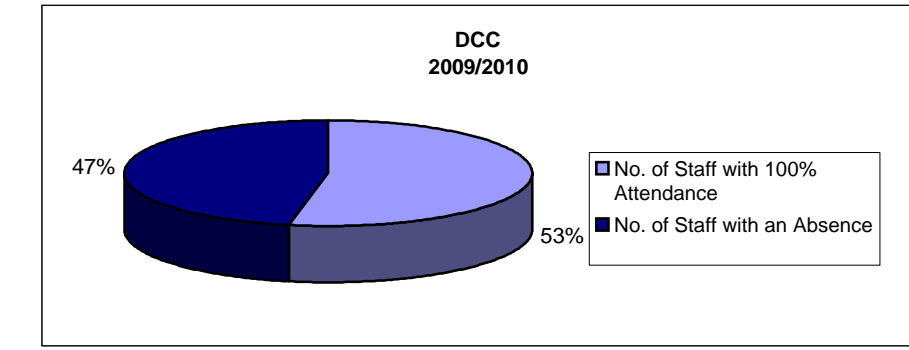
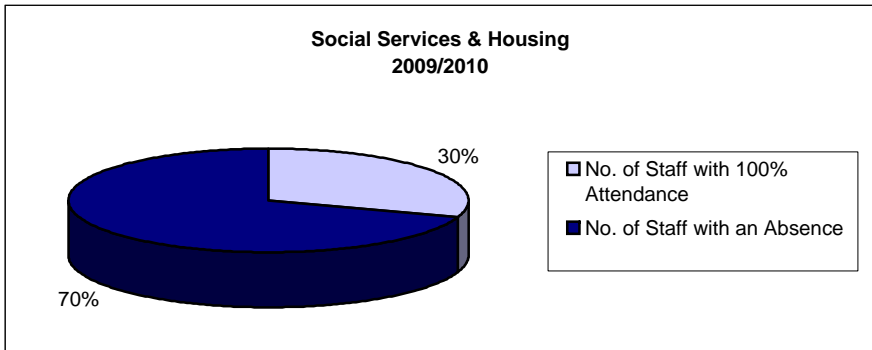
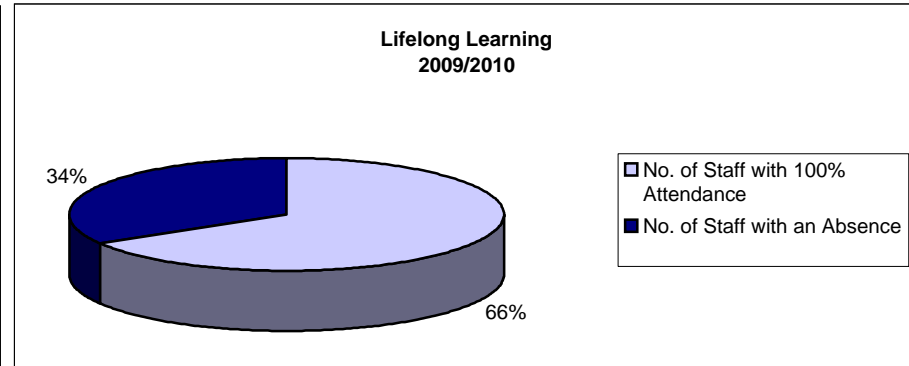
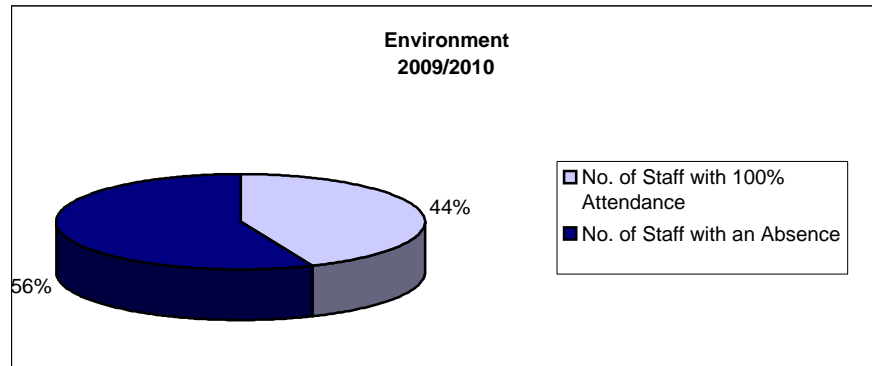
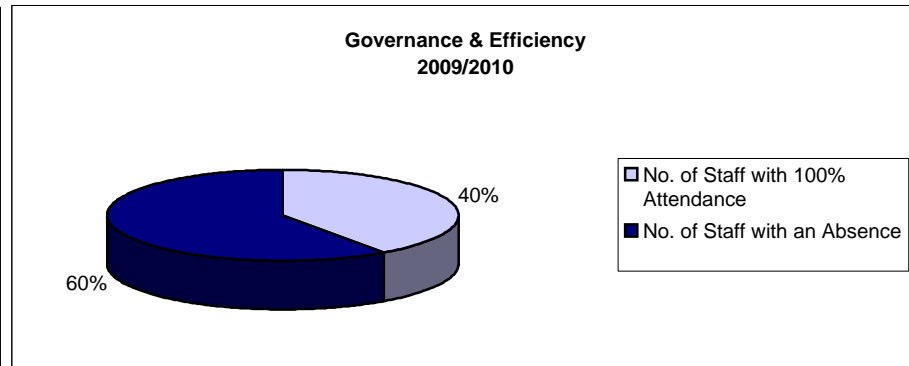
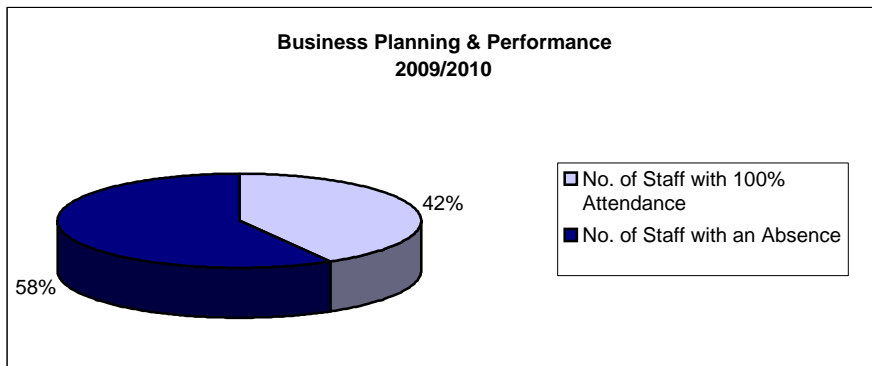
Directorate	April 2008 - March 2009 Figure (days lost per employee)	% Days Lost April 2008 - March 2009	April 2009 - March 2010 Figure (days lost per employee)	% Days Lost April 2009 - March 2010	Increase / Decrease (days lost per employee)	Increase / Decrease (% days lost)
Environment	12.55	4.92%	12.99	5.19%	0.44	0.27%
Developmental Services	9.38	3.68%	9.38	3.75%	NONE	0.07%
Environmental Services	14.05	5.51%	14.59	5.84%	0.54	0.33%
Planning & Public Protection	8.29	3.25%	10.34	4.14%	2.05	0.89%
Highways & Infrastructure	15.23	5.97%	13.63	5.45%	-1.60	-0.52%
Finance & Performance	13.15	5.16%	7.72	3.09%	-5.91	-2.07%
Tourism, Culture & Countryside	11.07	4.34%	9.76	3.90%	1.31	-0.44%
D.C.C	12.45	5.13%	10.91	4.85%	-1.54	-0.28%

Directorate	April 2008 - March 2009 Figure (days lost per employee)	% Days Lost April 2008 - March 2009	April 2009 - March 2010 Figure (days lost per employee)	% Days Lost April 2009 - March 2010	Increase / Decrease (days lost per employee)	Increase / Decrease (% days lost)
Gov & Eff	9.46	3.83%	9.09	3.64%	0.37	-0.19%
Internal Audit	9.51	3.73%	15.38	6.15%	5.87	2.42%
Corporate Governance	7.56	2.96%	16.02	6.41%	8.56	3.45%
Customer Services	Restructured since 08/09	Restructured since 08/09	6.60	2.64%	N/A	N/A
Finance	10.04	3.94%	9.29	3.71%	-0.75	-0.23%
Strategic HR	6.15	2.41%	4.78	1.91%	-1.37	-0.50%
D.C.C	12.45	5.13%	10.91	4.85%	-1.54	-0.28%

Directorate	April 2008 - March 2009 Figure (days lost per employee)	% Days Lost April 2008 - March 2009	April 2009 - March 2010 Figure (days lost per employee)	% Days Lost April 2009 - March 2010	Increase / Decrease (days lost per employee)	Increase / Decrease (% days lost)
Social Services & Housing	16.60	6.51%	13.09	5.23%	-3.51	-1.28%
Adult Services	17.14	6.72%	14.30	5.72%	-2.84	-1.00%
CYPP	18.10	7.10%	2.76	1.11%	-2.76	-5.99%
Children & Family Services	15.89	6.23%	11.09	4.43%	-4.80	-1.80%
Housing Services	14.54	5.70%	10.67	4.27%	-3.87	-1.43%
D.C.C	12.45	5.13%	10.91	4.85%	-1.54	-0.28%

Directorate	April 2008 - March 2009 Figure (days lost per employee)	% Days Lost April 2008 - March 2009	April 2009 - March 2010 Figure (days lost per employee)	% Days Lost April 2009 - March 2010	Increase / Decrease (days lost per employee)	Increase / Decrease (% days lost)
LLL Non Schools	12.22	4.79%	9.77	3.91%	-2.45	-0.88%
Leisure & Youth	Restructured since 08/09	Restructured since 08/09	9.37	3.75%	N/A	N/A
Library & Information Service	9.41	3.69%	13.71	5.49%	4.31	1.80%
Modernising Education	20.39	8.00%	16.52	6.61%	N/A	-1.39%
School Improvement & Inclusion	9.81	3.85%	7.32	2.93%	N/A	-0.92%
D.C.C	12.45	5.13%	10.91	4.85%	-1.54	-0.28%

Attendance in 2009/10



Percentage of Completed Performance Appraisals - Period 01/04/2009 - 31/03/2010

Business Planning & Performance

Department	Number of Employees	Number of Employees Eligible	No. of Appraisals	% complete	Overall % for Directorate
Corporate Project Management	10	7	5	71.43%	80.95%
Performance Management & Information	5	5	4	80.00%	
Strategic Policy Unit	11	8	8	100.00%	
HoS	1	1	0	0.00%	
Totals	27	21	17	80.95%	

Governance & Efficiency

Department	Number of Employees	Number of Employees Eligible	No. of Appraisals	% complete	Overall % for Directorate
Corporate Governance	48	48	45	93.75%	80.35%
Customer Services	100	93	59	63.44%	
Finance & Assets	220	206	166	80.58%	
Internal Audit	12	10	10	100.00%	
Strategic HR	48	43	43	100.00%	
HoS	2	2	0	0.00%	
Totals	430	402	323	80.35%	

Environment

Department	Number of Employees	Number of Employees Eligible	No. of Appraisals	% complete	Overall % for Directorate
Development Services	37	34	34	100.00%	90.34%
Environmental Services	565	518	495	95.56%	
Finance & Performance	5	5	5	100.00%	
Highways & Infrastructure	180	99	74	74.75%	
Planning & Public Protection	122	111	109	98.20%	
Tourism, Culture & Countryside	85	80	49	61.25%	
HoS	2	2	1	50.00%	
Totals	996	849	767	90.34%	

Social Services & Housing

Department	Number of Employees	Number of Employees Eligible	No. of Appraisals	% complete	Overall % for Directorate
Adult Services	555	438	400	91.32%	90.76%
Childrens Services	112	94	75	79.79%	
CYPP	11	6	5	83.33%	

Housing Services	91	88	88	100.00%
HoS	2	2	2	100.00%
Totals	771	628	570	90.76%

Life Long Learning

Department	Number of Employees	Number of Employees Eligible	No. of Appraisals	% complete	
Leisure & Youth Services	125	104	104	100.00%	
Library & Information Services	78	67	64	95.52%	
Modernising Education	18	16	14	87.50%	Overall % for Directorate
School Improvement & Inclusion	171	138	121	87.68%	
HoS	1	1	1	100.00%	93.25%
Totals	393	326	304	93.25%	

Totals

Total Employees	Total No. of Appraisals	Overall % of Completed Appraisals
2226	1981	88.99%

Report run on 26.04.10

Sickness Absence Framework - Contents

Sickness Absence Process

Line Managers Responsibilities

Confidentiality – Line Managers

Sickness Absence Processes Flowchart

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Line Managers Responsibilities

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Line Managers Checklist – Monitoring

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Sickness Absence Procedure Flowchart – more than 7 days

Employees Guide to Sickness Absence

Contact During Absence Process

Contact

Guidance on Sickness Absence Contact

Contact Letter & Documentation

Sickness Absence Contact Sheet

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Occupational Health Referral Guidance

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Occupational Health Referral Flowchart

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Case Conference Guidance

Case Conference Flowchart

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Health Management Panel Guidance

Health Management Panel Flowchart

Disability Leave and Disability Sickness Absence

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Removal of the Right to Self Certify Guidance

Removal of the Right to Self Certify Flowchart

Bradford Factor

Bradford Factor & Action Plans Guidance

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Stress & Wellbeing

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- Guidance Notes for Managers

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What to do if you find a “hotspot”

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Forms

Sickness & Self Certification Form & Guidance

Return to Work Form

Absence Review Form

Stress Checklist

Absence Reasons Analysis

In order to analyse sickness absence reasons, this has been broken down into each directorate, and analysed in two separate ways. The first has been to analyse reasons by gender, to see if certain reasons are more common for one gender than the other. The second has been to analyse reasons by age, to determine if certain reasons are more age specific than others.

Firstly, below are the top three reasons for sickness absence in both 2008/9 and 2009/10 –

2008/9	
Reasons for Absence	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	9,191.85
Infections - to include Colds Flu	8,337.19
Other	7,683.28
TOTAL DAYS LOST BY TOP 3 REASONS	25,212.32

2009/10	
Reasons for Absence	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	10,476.50
Infections - to include Colds Flu	7,054.12
Other Musculo Skeletal	6,569.00
TOTAL DAYS LOST BY TOP 3 REASONS	24,099.62

The most noticeable difference is that the total of top 3 reasons in 2009/10 was lower than the total in 2008/9, experiencing a drop of 1,112.70 days, which is roughly a 4.5% drop in days lost by the top 3 reasons in the authority in 2009/10.

It is also noticeable that, whilst the top two reasons remain the same for both years (#1 Stress, #2 Infections) that the third reason differs. In 2008/9 this was 'Other', with a loss of 7683.28 days. In 2009/10, the third reason had changed to 'Other Muscular Skeletal'. This is likely down to an improvement in the accuracy of sickness absence data within the system, with more absences now being entered with the correct reason. It should also be noted that the number of days lost in the third highest reason slot dropped in 2009/10 by 1,114.28 days, or roughly 15% on the previous years third place reason. In addition, the second highest reason, 'Infections' in both years, dropped by 1,283.07 days in 2009/10, which equates to a 15.30% drop in days lost for the second highest reason in 2009/10.

Finally, as expected, 'Stress' was again the largest contributing factor to sickness absence within the authority in 2009/10, with the days lost due to this reason rising by 1,284.65. It is hoped that by next year, this reason will have

seen a reduction due to more stringent procedures now in place to ensure stress is managed within the workplace at the earliest possible stage.

For the purpose of this analysis which has been undertaken, the following information should be taken into account in terms of the gender breakdown and the age breakdown of the authority as a whole –

Gender Breakdown of D.C.C

Gender	Percentage of workforce
Male	27%
Female	73%

It should be noted therefore that, if an absence reason is more than 73% prevalent for females, this will be considered higher than normal. Likewise, if an absence reason more than 27% prevalent for males, this will be considered higher than normal.

Age Breakdown of D.C.C

Age Group	Percentage of workforce
Under 20	1%
20-29	13%
30-39	21%
40-49	29%
50-59	26%
60+	10%

Please note that graphs for the absence reason/gender analysis can be found in the appendices. In addition, tables for the absence reason/age analysis can also be found in the appendices.

D.C.C Overall

Absence Reasons - Gender

Reason	Male Days Lost	Percentage Days Lost due to Males	Female Days Lost	Percentage Days Lost due to Females
Pregnancy Related	0.00	0.00%	382.00	100.00%
Skin Related Disorders	25.00	5.47%	432.00	94.53%
Unknown Reason - Awaiting Certificate	100.00	11.53%	767.00	88.47%
Genito-Urinary - to include Menstrual Problems	82.50	13.11%	547.00	86.89%
Other	943.00	16.71%	4700.00	83.29%
Swine Flu	28.00	17.78%	129.50	82.22%
Hospital Appointment	65.00	18.84%	280.00	81.16%
Neurological - to include Headaches Migraine	452.50	19.78%	1835.50	80.22%
Surgery	1069.00	21.13%	3989.76	78.87%
Ear Eye Nose Mouth Dental - to include Sinusitis	349.00	23.38%	1144.00	76.62%
Stress Depression Anxiety Mental Health Fatigue	2451.00	23.40%	8025.50	76.60%
Infections - to include Colds Flu	1853.48	26.19%	5224.64	73.81%
Stomach Liver Kidney Digestion	1463.50	26.90%	3976.71	73.10%
Back Neck Problems	1141.00	28.85%	2813.90	71.15%
Chest Respiratory - to Include Chest Infections	536.00	31.10%	1187.31	68.90%
Other Musculo Skeletal	2067.00	31.47%	4502.00	68.53%
Disability Related	137.00	33.79%	268.50	66.21%
Heart Blood Pressure Circulation	591.50	53.29%	518.50	46.71%

The above table shows the reasons / gender breakdown of absence for the authority as a whole. The green shaded area (top part) shows reasons which females lost a greater percentage of days, with the orange shaded area (bottom part) showing absence reasons for which males lost a greater percentage of days.

DCC Absence Reasons by Gender

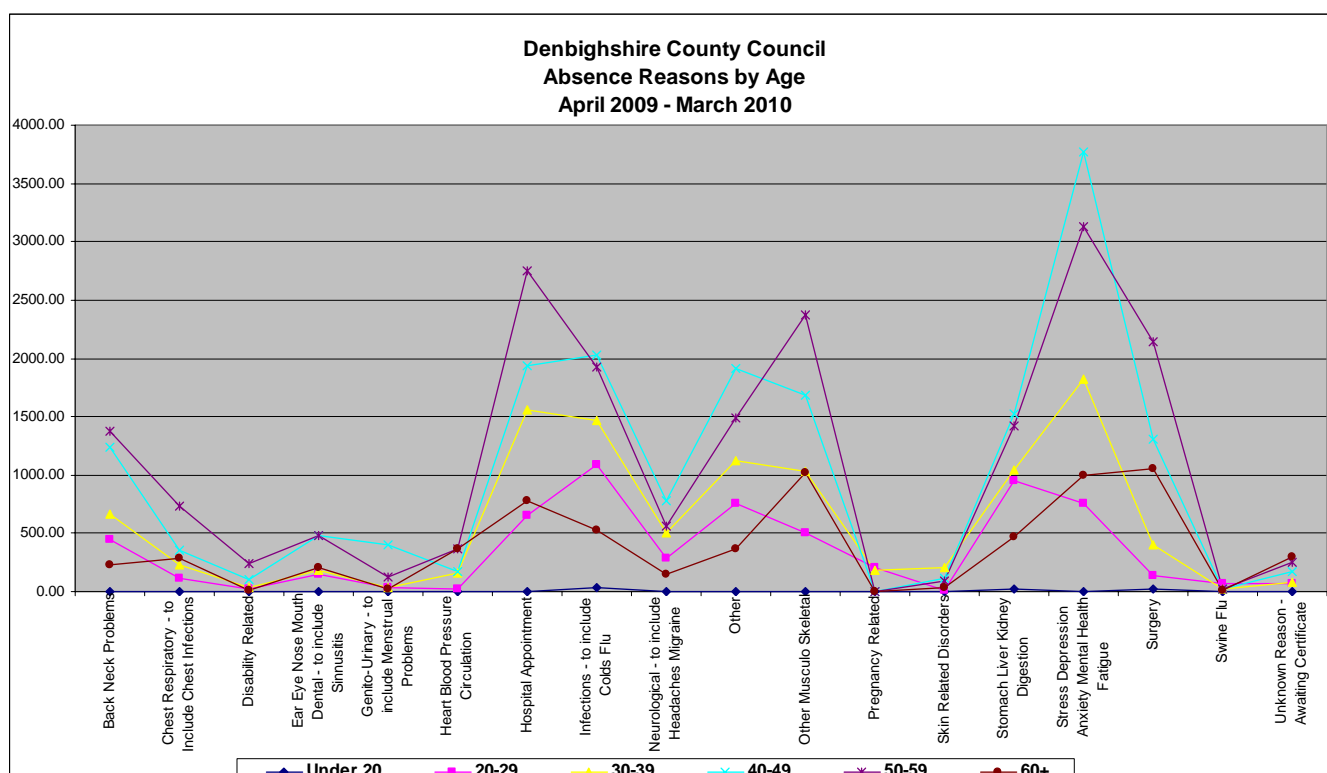
2009/10	
DCC Reasons for Absence - Females	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	8,025.50
Infections - to include Colds Flu	5,224.64
Other	4,700.00
Other Muscular Skeletal	4,502.00
Surgery	3,989.00
TOTAL DAYS LOST BY TOP 5 REASONS	26,441.14

2009/10	
DCC Reasons for Absence - Males	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	2,451.00
Other Muscular Skeletal	2,067.00
Infections - to include Colds Flu	1,853.48
Stomach Liver Kidney Digestion	1,463.50
Back Neck Problems	1,141.00
TOTAL DAYS LOST BY TOP 5 REASONS	8,975.98

The above tables clearly demonstrate that the most prevalent reason for absence amongst female employees for DCC is Stress Depression Anxiety Mental Health Fatigue, with Infections to include Colds and Flu and Other forming the top 3 Absence Reasons for 2009/10.

The most prevalent reason amongst male employees for DCC is also Stress Depression Anxiety Mental Health Fatigue, followed by Other Muscular Skeletal and Infections to include Colds and Flu forming the top 3 Absence Reasons for 2009/10.

Absence Reasons – Age



The above graph is an age analysis of sickness within the authority for the period April 2009 – March 2010. It is clear from the above analysis that the most absence occurs within the 40-49 years and 50-59 years age group, with the 30-39 years age group not far behind. This is in line with the overall age

breakdown of the authority, with the 40-49 group containing 29% of the workforce, the 50-59 group containing 26% of the workforce, and the 30-39 group containing 21% of the workforce. It is true to say that both the 40-49 and 50-59 groups are noticeably higher than the 30-39 group. It should be noted that absence among the age groups 60+ and 20-29 are fairly evenly aligned, with the 20-29 group containing 13% of the workforce and the 60+ group responsible for 10% of the workforce. Absence in the group under 20 is fairly insignificant with regards to the overall figures, aligning with the 1% of the workforce which this group represents.

DCC - Absence Reasons by Age

2009/10	
DCC Reasons for Absence – Under 20 Age Group	Number of Days lost due to Absence
Infections - to include Colds Flu	32.50
Surgery	24.00
Stomach Liver Kidney Digestion	24.00
Neurological – to include Headaches Migraine	5.00
Other Muscular Skeletal	3.00
TOTAL DAYS LOST BY TOP 5 REASONS	88.50

The above table demonstrates that the most prevalent reason for absence in the Under 20 Age Group for DCC is Infections to include Colds and Flu, with Surgery and Stomach Liver Kidney and Digestion forming the top 3 Absence Reasons for 2009/10.

2009/10	
DCC Reasons for Absence – 20-29 Age Group	Number of Days lost due to Absence
Infections - to include Colds Flu	1088.18
Stomach Liver Kidney Digestion	955.00
Stress Depression Anxiety Mental Health Fatigue	753.00
Other	751.50
Hospital Appointment	658.50
TOTAL DAYS LOST BY TOP 5 REASONS	4,206.18

The most prevalent reason for absence in the 20 - 29 Age Group for DCC is Infections to include Colds and Flu, with Stomach Liver Kidney & Digestion and Stress Depression Anxiety Mental Health Fatigue forming the top 3 Absence Reasons for 2009/10.

2009/10	
DCC Reasons for Absence – 30-39 Age Group	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	1819.00
Hospital Appointment	1563.50
Infections - to include Colds Flu	1465.46
Other	1118.00
Stomach Liver Kidney Digestion	1047.16
TOTAL DAYS LOST BY TOP 5 REASONS	7,013.12

The most prevalent reason for absence in the 30 - 39 Age Group for DCC is Stress Depression Anxiety Mental Health Fatigue, followed by Hospital Appointment and Infections to include Colds and Flu forming the top 3 Absence Reasons for 2009/10.

2009/10	
DCC Reasons for Absence – 40-49 Age Group	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	3771.50
Infections - to include Colds Flu	2023.48
Hospital Appointment	1932.50
Other	1917.00
Other Muscular Skeletal	1686.50
TOTAL DAYS LOST BY TOP 5 REASONS	11,330.98

The most prevalent reason for absence in the 40 - 49 Age Group for DCC is Stress Depression Anxiety Mental Health Fatigue, followed by Infections to include Colds and Flu and Hospital Appointments forming the top 3 Absence Reasons for 2009/10.

2009/10	
DCC Reasons for Absence – 50-59 Age Group	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	3132.00
Hospital Appointment	2747.50
Other Muscular Skeletal	2376.00
Surgery	2148.00
Infections - to include Colds Flu	1928.00
TOTAL DAYS LOST BY TOP 5 REASONS	1,233.15

The most prevalent reason for absence in the 50 - 59 Age Group for DCC is Stress Depression Anxiety Mental Health Fatigue, followed by Hospital Appointments and Infections to include Colds and Flu forming the top 3 Absence Reasons for 2009/10.

2009/10	
DCC Reasons for Absence – 60+ Age Group	Number of Days lost due to Absence
Surgery	1049.00
Other Muscular Skeletal	1017.00
Stress Depression Anxiety Mental Health Fatigue	1001.00
Hospital Appointment	780.00
Infections - to include Colds Flu	524.50
TOTAL DAYS LOST BY TOP 5 REASONS	4,371.50

The most prevalent reason for absence in the 60+ Age Group for DCC is Surgery, followed by Other Muscular Skeletal and Stress Depression Anxiety Mental Health Fatigue forming the top 3 Absence Reasons for 2009/10.

Business, Planning & Performance

Gender Breakdown of Bus, P & P

Gender	Percentage of workforce
Male	38%
Female	62%

It should be noted therefore that, if an absence reason is more than 62% prevalent for females, this will be considered higher than normal. Likewise, if an absence reason more than 38% prevalent for males, this will be considered higher than normal.

Age Breakdown of Bus, P & P

Age Group	Percentage of workforce
Under 20	0%
20-29	27%
30-39	19%
40-49	27%
50-59	27%
60+	0%

Absence Reasons – Gender

Reason	Male Days Lost	Percentage Days Lost due to Males	Female Days Lost	Percentage Days Lost due to Females
Back Neck Problems	0.00	0.00%	15.00	100.00%
Chest Respiratory - to include Chest Infections	0.00	0.00%	18.00	100.00%
Disability Related	0.00	0.00%	12.00	100.00%
Ear Eye Nose Mouth Dental - to include Sinusitis	0.00	0.00%	4.00	100.00%
Genito-Urinary - to include Menstrual Problems	0.00	0.00%	2.00	100.00%
Pregnancy Related	0.00	0.00%	39.00	100.00%
Stress Depression Anxiety Mental Health Fatigue	0.00	0.00%	101.00	100.00%
Infections - to include Colds Flu	8.00	11.94%	59.00	88.06%
Surgery	14.00	19.18%	59.00	80.82%
Stomach Liver Kidney Digestion	5.00	29.41%	12.00	70.59%

The above table shows the reasons / gender breakdown of absence for the Business, Planning & Performance directorate. The green shaded area (top part) shows reasons which females lost a greater percentage of days, with the orange shaded area (bottom part) showing absence reasons for which males lost a greater percentage of days.

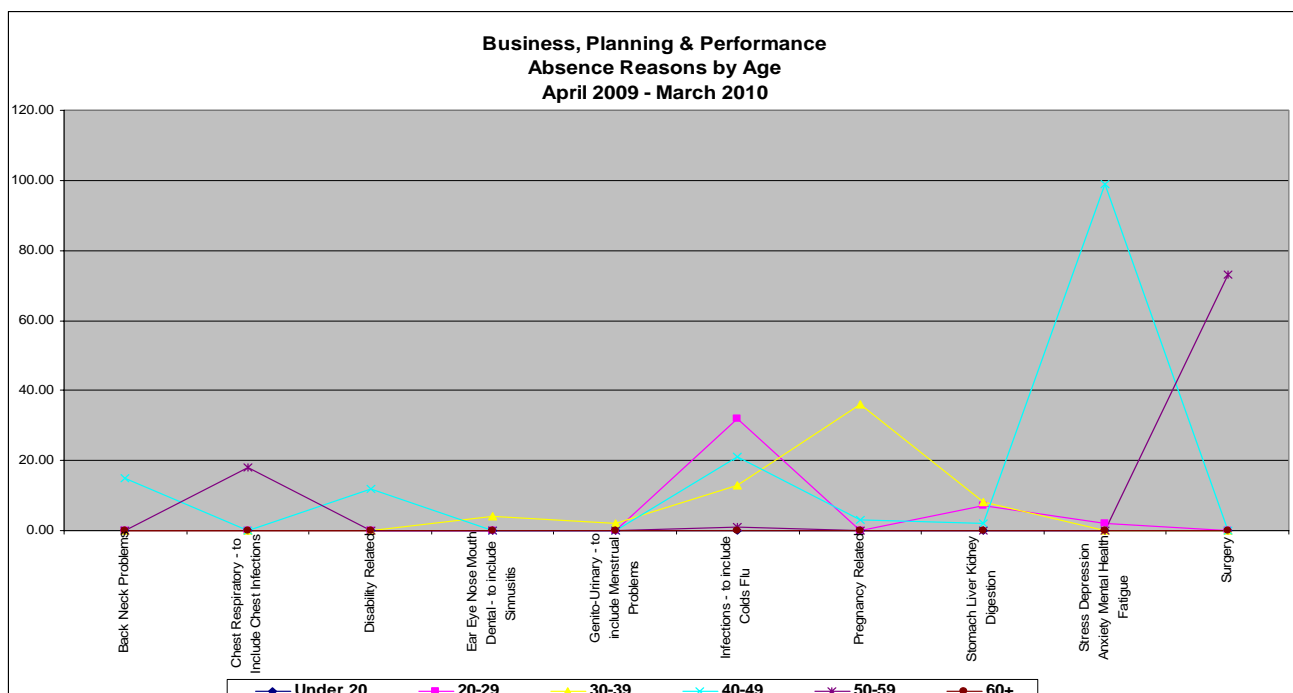
2009/10	
B P & P Reasons for Absence - Females	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	101.00
Infections - to include Colds Flu	59.00
Surgery	59.00
Chest Respiratory – to include Chest Infections	18.00
Back Neck Problems	15.00
TOTAL DAYS LOST BY TOP 5 REASONS	252.00

2009/10	
B P & P Reasons for Absence - Males	Number of Days lost due to Absence
Surgery	14.00
Infections - to include Colds Flu	8.00
Stomach Liver Kidney Digestion	5.00
TOTAL DAYS LOST BY TOP 5 REASONS	27.00

The above tables clearly demonstrate that the most prevalent absence reason for female employees within Business, Planning & Performance is Stress Depression Anxiety Mental Health Fatigue, with Infections to include Colds and Flu and Surgery forming the top 3 Absence Reasons for 2009/10.

The most prevalent absence reason for male employees within Business, Planning & Performance is Surgery, followed by Infections to include Colds and Flu and Stomach Liver Kidney Digestion forming the top 3 Absence Reasons for 2009/10.

Absence Reasons – Age



The above graph is an age analysis of sickness within the Business Planning & Performance directorate for the period April 2009 – March 2010. It is clear from the above analysis that the most absence occurs within the 40-49 group, with 'Stress' being the single largest reason for absence within this group. Interestingly this is followed by the 30-39 group, although this appears to rise on the 'Pregnancy Related' reason. Absence within the 50-59 group is noticeably lower than the level shown within the authority as a whole, with the main reason being 'Surgery'.

The only other group presented in the analysis is the 20-29, which has fairly low absence levels for each reason, excluding 'Infections' where there is a noticeable rise.

Business, Planning & Performance - Absence Reasons by Age

2009/10	
BPP Reasons for Absence – Under 20 Age Group	Number of Days lost due to Absence
No Data recorded	0.00
TOTAL DAYS LOST BY TOP 3 REASONS	0.00

2009/10	
BPP Reasons for Absence – 20-29 Age Group	Number of Days lost due to Absence
Infections - to include Colds Flu	32.00
Stomach Liver Kidney Digestion	7.00
Stress Depression Anxiety Mental Health Fatigue	3.00
TOTAL DAYS LOST BY TOP 3 REASONS	42.00

2009/10	
BPP Reasons for Absence – 30-39 Age Group	Number of Days lost due to Absence
Pregnancy Related	36.00
Infections - to include Colds Flu	13.00
Stomach Liver Kidney Digestion	8.00
TOTAL DAYS LOST BY TOP 3 REASONS	57.00

2009/10	
BPP Reasons for Absence – 40-49 Age Group	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	99.00
Infections - to include Colds Flu	21.00
Back Neck Problems	15.00
TOTAL DAYS LOST BY TOP 3 REASONS	135.00

2009/10	
BPP Reasons for Absence – 50-59 Age Group	Number of Days lost due to Absence
Surgery	73.00
Chest Respiratory – to include Chest Infections	18.00
Infections - to include Colds Flu	1.00
TOTAL DAYS LOST BY TOP 3 REASONS	92.00

2009/10	
BPP Reasons for Absence – 60+ Age Group	Number of Days lost due to Absence
No Data recorded	0.00
TOTAL DAYS LOST BY TOP 3 REASONS	0.00

Environment

Gender Breakdown of Environment

Gender	Percentage of workforce
Male	45%
Female	55%

It should be noted therefore that, if an absence reason is more than 55% prevalent for females, this will be considered higher than normal. Likewise, if an absence reason more than 45% prevalent for males, this will be considered higher than normal.

Age Breakdown of Environment

Age Group	Percentage of workforce
Under 20	1%
20-29	8%
30-39	18%
40-49	30%
50-59	28%
60+	16%

Absence Reasons – Gender

Reason	Male Days Lost	Percentage Days Lost due to Males	Female Days Lost	Percentage Days Lost due to Females
Pregnancy Related	0.00	0.00%	30.00	100.00%
Disability Related	8.00	4.32%	177.00	95.68%
Skin Related Disorders	15.00	6.47%	217.00	93.53%
Unknown Reason - Awaiting Certificate	34.00	8.40%	371.00	91.60%
Other	157.50	23.14%	523.00	76.86%
Genito-Urinary - to include Menstrual Problems	40.00	29.41%	96.00	70.59%
Hospital Appointment	8.00	33.33%	16.00	66.67%
Swine Flu	19.00	37.25%	32.00	62.75%
Stress Depression Anxiety Mental Health Fatigue	1072.50	38.48%	1714.50	61.52%
Stomach Liver Kidney Digestion	909.50	43.68%	1172.50	56.32%
Surgery	407.00	44.38%	510.00	55.62%
Infections - to include Colds Flu	689.50	45.38%	830.00	54.62%
Other Musculo Skeletal	966.00	46.07%	1131.00	53.93%
Neurological - to include Headaches Migraine	266.50	48.02%	288.50	51.98%
Chest Respiratory - to Include Chest Infections	292.00	54.68%	242.00	45.32%
Ear Eye Nose Mouth Dental - to include Sinusitis	127.00	57.73%	93.00	42.27%
Back Neck Problems	785.00	60.48%	513.00	39.52%
Heart Blood Pressure Circulation	141.00	73.82%	50.00	26.18%

The above table shows the reasons / gender breakdown of absence for the Environment directorate. The green shaded area (top part) shows reasons which females lost a greater percentage of days, with the orange shaded area (bottom part) showing absence reasons for which males lost a greater percentage of days.

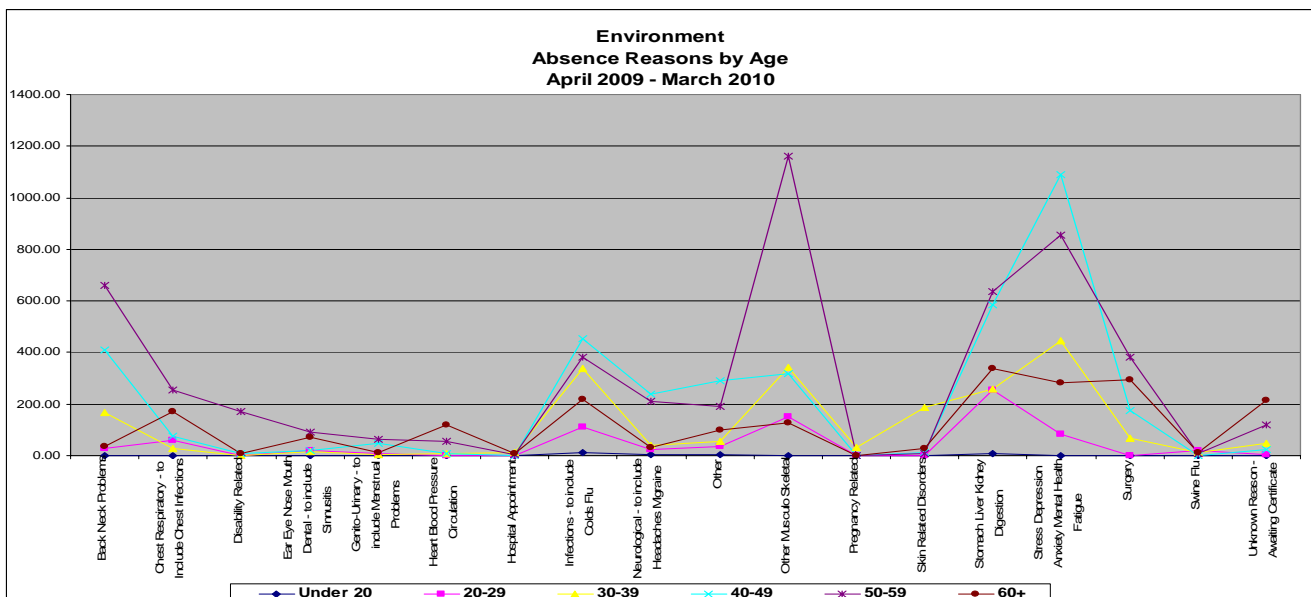
2009/10	
Environment - Reasons for Absence - Females	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	1,714.50
Stomach Liver Kidney Digestion	1,172.50
Other Muscular Skeletal	1,131.00
Infections - to include Colds Flu	830.00
Other	523.00
TOTAL DAYS LOST BY TOP 5 REASONS	5,371.00

2009/10	
Environment- Reasons for Absence - Males	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	1,072.50
Other Muscular Skeletal	966.00
Stomach Liver Kidney Digestion	909.50
Back Neck Problems	785.00
Infections - to include Colds Flu	689.50
TOTAL DAYS LOST BY TOP 5 REASONS	4,422.50

The above tables clearly demonstrate that the most prevalent absence reason for female employees within Environment is Stress Depression Anxiety Mental Health Fatigue, with Stomach Liver Kidney Digestion and Other Muscular Skeletal forming the top 3 Absence Reasons for 2009/10.

The most prevalent absence reason for male employees within Environment is Stress Depression Anxiety Mental Health Fatigue, with Other Muscular Skeletal and Stomach Liver Kidney Digestion forming the top 3 Absence Reasons for 2009/10.

Absence Reasons – Age



The above graph is an age analysis of sickness within the Environment directorate for the period April 2009 – March 2010. It is clear from the above analysis that the most absence occurs within the 50-59 group, with ‘Other Muscular Skeletal’ being the single largest reason for absence within this group. This is followed by the 40-49 group, which appears to rise on the ‘Stress’ reason. Absence within the 30-39 group is next, with the most prevalent reason again being ‘Stress’.

The 20-29 group has fairly low absence levels for each reason, excluding ‘Stomach Liver Kidney Digestion’ which is clearly the largest absence reason for the group.

Environment - Absence Reasons by Age

2009/10	
ENV Reasons for Absence – Under 20 Age Group	Number of Days lost due to Absence
Infections - to include Colds Flu	13.00
Stomach Liver Kidney Digestion	6.00
Other	5.00
TOTAL DAYS LOST BY TOP 3 REASONS	24.00

2009/10	
ENV Reasons for Absence – 20-29 Age Group	Number of Days lost due to Absence
Stomach Liver Kidney Digestion	256.00
Other Muscular Skeletal	150.00
Infections - to include Colds Flu	111.00
TOTAL DAYS LOST BY TOP 3 REASONS	517.00

2009/10	
ENV Reasons for Absence – 30-39 Age Group	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	447.00
Other Muscular Skeletal	343.50
Infections - to include Colds Flu	339.00
TOTAL DAYS LOST BY TOP 3 REASONS	1,129.50

2009/10	
ENV Reasons for Absence – 40-49 Age Group	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	1090.50
Stomach Liver Kidney Digestion	583.50
Infections - to include Colds Flu	454.50
TOTAL DAYS LOST BY TOP 3 REASONS	2,128.50

2009/10	
ENV Reasons for Absence – 50-59 Age Group	Number of Days lost due to Absence
Other Muscular Skeletal	1160.50
Stress Depression Anxiety Mental Health Fatigue	853.50
Back Neck Problems	659.00
TOTAL DAYS LOST BY TOP 3 REASONS	2673.00

2009/10	
BPP Reasons for Absence – 60+ Age Group	Number of Days lost due to Absence
Stomach Liver Kidney Digestion	339.00
Surgery	293.00
Stress Depression Anxiety Mental Health Fatigue	284.00
TOTAL DAYS LOST BY TOP 3 REASONS	916.00

Governance & Efficiency

Gender Breakdown of Gov & Eff

Gender	Percentage of workforce
Male	40%
Female	60%

It should be noted therefore that, if an absence reason is more than 60% prevalent for females, this will be considered higher than normal. Likewise, if an absence reason more than 40% prevalent for males, this will be considered higher than normal.

Age Breakdown of Gov & Eff

Age Group	Percentage of workforce
Under 20	1%
20-29	16%
30-39	21%
40-49	32%
50-59	24%
60+	6%

Absence Reasons – Gender

Reason	Male Days Lost	Percentage Days Lost due to Males	Female Days Lost	Percentage Days Lost due to Females
Hospital Appointment	0.00	0.00%	0.50	100.00%
Pregnancy Related	0.00	0.00%	36.00	100.00%
Unknown Reason - Awaiting Certificate	0.00	0.00%	1.00	100.00%
Swine Flu	1.00	2.47%	39.50	97.53%
Back Neck Problems	39.00	9.33%	379.00	90.67%
Other	43.00	12.78%	293.50	87.22%
Neurological - to include Headaches Migraine	27.00	14.14%	164.00	85.86%
Genito-Urinary - to include Menstrual Problems	4.50	16.36%	23.00	83.64%
Stress Depression Anxiety Mental Health Fatigue	109.00	20.51%	422.50	79.49%
Skin Related Disorders	8.00	26.67%	22.00	73.33%
Stomach Liver Kidney Digestion	112.00	32.87%	228.71	67.13%
Surgery	155.00	34.54%	293.76	65.46%
Infections - to include Colds Flu	227.48	35.23%	418.14	64.77%
Disability Related	5.00	43.48%	6.50	56.52%
Chest Respiratory - to Include Chest Infections	33.50	53.34%	29.31	46.66%
Ear Eye Nose Mouth Dental - to include Sinusitis	85.50	67.86%	40.50	32.14%
Heart Blood Pressure Circulation	152.00	79.79%	38.50	20.21%
Other Musculo Skeletal	287.00	82.83%	59.50	17.17%

The above table shows the reasons / gender breakdown of absence for the Governance & Efficiency directorate. The green shaded area (top part) shows reasons which females lost a greater percentage of days, with the orange shaded area (bottom part) showing absence reasons for which males lost a greater percentage of days.

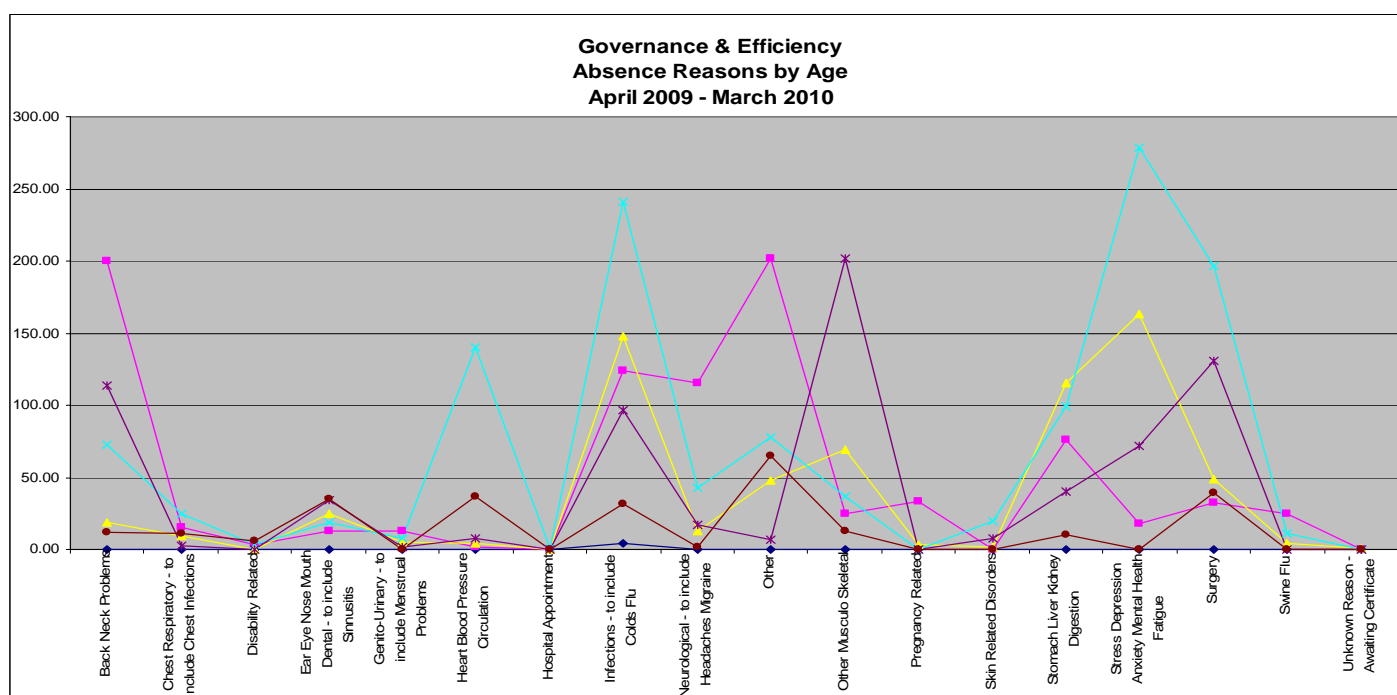
2009/10	
Governance & Efficiency - Reasons for Absence - Females	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	422.50
Infections - to include Colds Flu	418.14
Back Neck Problems	379.00
Surgery	293.76
Other	293.50
TOTAL DAYS LOST BY TOP 5 REASONS	1,806.90

2009/10	
Governance & Efficiency - Reasons for Absence - Males	Number of Days lost due to Absence
Other Muscular Skeletal	287.00
Infections - to include Colds Flu	227.48
Surgery	155.00
Heart Blood Pressure Circulation	152.00
Stomach Liver Kidney Digestion	112.00
TOTAL DAYS LOST BY TOP 5 REASONS	933.48

The above tables clearly demonstrate that the most prevalent absence reason for female employees within Governance & Efficiency is Stress Depression Anxiety Mental Health Fatigue, with Infections – to include Colds Flu and Back Neck Problems forming the top 3 Absence Reasons for 2009/10.

The most prevalent absence reason for male employees within Governance & Efficiency is Other Muscular Skeletal, followed by Infections – to include Colds Flu and Surgery forming the top 3 Absence Reasons for 2009/10.

Absence Reasons – Age



The above graph is an age analysis of sickness within the Governance & Efficiency directorate for the period April 2009 – March 2010. It is clear from the above analysis that the most absence occurs within the 40-49 group, with 'Stress' being the single largest reason for absence within this group, followed by 'Infections - to include Colds Flu'. This is followed by the 20-29 group, which appears to rise on the 'Other' reason. Absence within the 30-39 group is next, with the most prevalent reason again being 'Stress', and with similar data to the 40-49 group, closely followed by 'Infections - to include Colds Flu'. The 50-59 group has fairly relatively low absence levels for each, excluding 'Other Muscular Skeletal' which is clearly the largest absence reason for the group. Surgery is also a fairly prevalent reason for this group.

Governance & Efficiency - Absence Reasons by Age

2009/10	
G & E Reasons for Absence – Under 20 Age Group	Number of Days lost due to Absence
Infections - to include Colds Flu	4.50
TOTAL DAYS LOST BY TOP 3 REASONS	4.50

2009/10	
G & E Reasons for Absence – 20-29 Age Group	Number of Days lost due to Absence
Other	202.00
Back Neck Problems	200.00
Infections - to include Colds Flu	123.68
TOTAL DAYS LOST BY TOP 3 REASONS	525.68

2009/10	
G & E Reasons for Absence – 30-39 Age Group	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	163.00
Infections - to include Colds Flu	147.96
Stomach Liver Kidney Digestion	115.66
TOTAL DAYS LOST BY TOP 3 REASONS	426.62

2009/10	
G & E Reasons for Absence – 40-49 Age Group	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	279.00
Infections - to include Colds Flu	240.76
Surgery	197.00
TOTAL DAYS LOST BY TOP 3 REASONS	716.76

2009/10	
G & E Reasons for Absence – 50-59 Age Group	Number of Days lost due to Absence
Other Muscular Skeletal	202.00
Surgery	131.00
Back Neck Problems	114.00
TOTAL DAYS LOST BY TOP 3 REASONS	447.00

2009/10	
G & E Reasons for Absence – 60+ Age Group	Number of Days lost due to Absence
Other	65.00
Surgery	39.00
Heart Blood Pressure Circulation	36.50
TOTAL DAYS LOST BY TOP 3 REASONS	140.50

Lifelong Learning – Non Teachers

Gender Breakdown of Lifelong Learning

Gender	Percentage of workforce
Male	18%
Female	82%

It should be noted therefore that, if an absence reason is more than 82% prevalent for females, this will be considered higher than normal. Likewise, if an absence reason more than 18% prevalent for males, this will be considered higher than normal.

Age Breakdown of Lifelong Learning

Age Group	Percentage of workforce
Under 20	1%
20-29	15%
30-39	23%
40-49	29%
50-59	25%
60+	6%

Absence Reasons – Gender

Reason	Male Days Lost	Percentage Days Lost due to Males	Female Days Lost	Percentage Days Lost due to Females
Disability Related	0.00	0.00%	47.00	100.00%
Pregnancy Related	0.00	0.00%	80.00	100.00%
Skin Related Disorders	0.00	0.00%	68.00	100.00%
Swine Flu	0.00	0.00%	3.00	100.00%
Neurological - to include Headaches Migraine	22.00	2.74%	780.00	97.26%
Genito-Urinary - to include Menstrual Problems	14.00	4.58%	292.00	95.42%
Hospital Appointment	8.00	5.76%	131.00	94.24%
Surgery	114.00	7.28%	1452.00	92.72%
Chest Respiratory – to Include Chest Infections	53.00	8.01%	609.00	91.99%
Ear Eye Nose Mouth Dental - to include Sinusitis	47.50	8.12%	537.50	91.88%
Stomach Liver Kidney Digestion	124.00	8.30%	1370.00	91.70%
Other	276.00	10.27%	2412.00	89.73%
Infections – to include Colds Flu	241.50	12.19%	1739.00	87.81%
Back Neck Problems	143.00	12.55%	996.00	87.45%
Unknown Reason - Awaiting Certificate	35.00	13.46%	225.00	86.54%
Stress Depression Anxiety Mental Health Fatigue	417.50	13.89%	2587.50	86.11%
Other Musculo Skeletal	556.00	22.49%	1916.00	77.51%
Heart Blood Pressure Circulation	88.00	38.77%	139.00	61.23%

The above table shows the reasons / gender breakdown of absence for the Lifelong Learning (Non Teachers) directorate. The green shaded area (top part) shows reasons which females lost a greater percentage of days, with the orange shaded area (bottom part) showing absence reasons for which males lost a greater percentage of days.

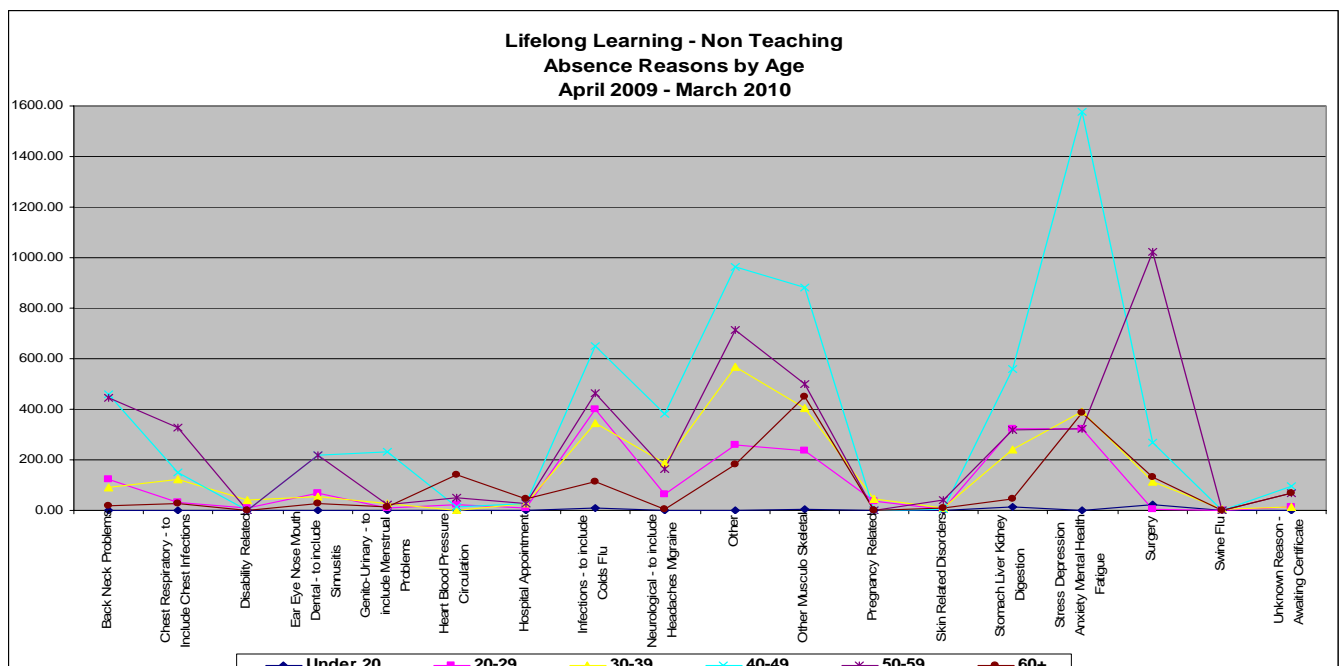
LLL Non Teachers - Reasons for Absence - Females	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	2587.50
Other	2412.00
Other Muscular Skeletal	1916.00
Infections - to include Colds Flu	1739.00
Surgery	1452.00
TOTAL DAYS LOST BY TOP 5 REASONS	10,106.50

2009/10	
LLL Non Teachers - Reasons for Absence - Males	Number of Days lost due to Absence
Other Muscular Skeletal	556.00
Stress Depression Anxiety Mental Health Fatigue	417.50
Other	276.00
Infections - to include Colds Flu	241.50
Back Neck Problems	143.00
TOTAL DAYS LOST BY TOP 5 REASONS	1,634.00

The above tables clearly demonstrate that the most prevalent absence reason for female employees within Lifelong Learning - Non Teachers is Stress Depression Anxiety Mental Health Fatigue, with Other and Other Muscular Skeletal forming the top 3 Absence Reasons for 2009/10.

The most prevalent absence reason for male employees within Lifelong Learning Non Teachers is Other Muscular Skeletal, with Stress Depression Anxiety Mental Health Fatigue and Other forming the top 3 Absence Reasons for 2009/10.

Absence Reasons – Age



The above graph is an age analysis of sickness within the Lifelong Learning (Non Teachers) directorate for the period April 2009 – March 2010. It is clear from the above analysis that the most absence occurs within the 40-49 group, with 'Stress' being the single largest reason for absence within this group, followed by 'Other Muscular Skeletal'. This is followed by the 50-59 group, which appears to rise on the 'Surgery' reason. Absence within the 30-39 group is next, with the most prevalent reason again being 'Other'. 'Infections - to include Colds Flu' being the most prevalent absence reason in the 20-29 group, and 'Other Muscular Skeletal' being the most prevalent absence reason for the 60+ group.

Lifelong Learning Non Teachers - Absence Reasons by Age

2009/10	
LLL Non Teaching Reasons for Absence – Under 20 Age Group	Number of Days lost due to Absence
Surgery	24.00
Stomach Liver Kidney Digestion	12.00
Infections - to include Colds Flu	10.00
TOTAL DAYS LOST BY TOP 3 REASONS	46.00

2009/10	
LLL Non Teaching Reasons for Absence – 20-29 Age Group	Number of Days lost due to Absence
Infections - to include Colds Flu	399.50
Stress Depression Anxiety Mental Health Fatigue	324.00
Stomach Liver Kidney Digestion	320.50
TOTAL DAYS LOST BY TOP 3 REASONS	1044.00

2009/10	
LLL Non Teaching Reasons for Absence – 30-39 Age Group	Number of Days lost due to Absence
Other	567.50
Other Muscular Skeletal	405.00
Stress Depression Anxiety Mental Health Fatigue	391.00
TOTAL DAYS LOST BY TOP 3 REASONS	1363.50

2009/10	
LLL Non Teaching Reasons for Absence – 40-49 Age Group	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	1577.00
Other Muscular Skeletal	882.00
Infections - to include Colds Flu	648.50
TOTAL DAYS LOST BY TOP 3 REASONS	3107.50

2009/10	
LLL Non Teaching Reasons for Absence – 50-59 Age Group	Number of Days lost due to Absence
Surgery	1022.00
Other	714.50
Other Muscular Skeletal	498.50
TOTAL DAYS LOST BY TOP 3 REASONS	2235.00

2009/10	
LLL Non Teaching Reasons for Absence – 60+ Age Group	Number of Days lost due to Absence
Other Muscular Skeletal	448.00
Stress Depression Anxiety Mental Health Fatigue	388.00
Other	180.00
TOTAL DAYS LOST BY TOP 3 REASONS	1016.00

Lifelong Learning – Teachers Only

Absence Reasons – Gender

Reason	Male Days Lost	Percentage Days Lost due to Males	Female Days Lost	Percentage Days Lost due to Females
Pregnancy Related	0.00	0.00%	96.00	100.00%
Unknown Reason - Awaiting Certificate	2.00	5.13%	37.00	94.87%
Skin Related Disorders	1.00	12.50%	7.00	87.50%
Back Neck Problems	49.00	16.67%	245.00	83.33%
Other Musculo Skeletal	54.00	17.28%	258.50	82.72%
Stress Depression Anxiety Mental Health Fatigue	395.00	17.36%	1881.00	82.64%
Ear Eye Nose Mouth Dental - to include Sinusitis	57.00	17.81%	263.00	82.19%
Surgery	131.00	20.57%	506.00	79.43%
Stomach Liver Kidney Digestion	155.00	24.53%	477.00	75.47%
Hospital Appointment	47.00	27.73%	122.50	72.27%
Infections - to include Colds Flu	338.50	28.27%	859.00	71.73%
Heart Blood Pressure Circulation	29.00	34.52%	55.00	65.48%
Other	344.00	35.37%	628.50	64.63%
Neurological - to include Headaches Migraine	129.50	39.18%	201.00	60.82%
Chest Respiratory - to Include Chest Infections	65.00	41.67%	91.00	58.33%
Genito-Urinary - to include Menstrual Problems	24.00	70.59%	10.00	29.41%
Swine Flu	6.00	75.00%	2.00	25.00%
Disability Related	13.00	100.00%	0.00	0.00%

The above table shows the reasons / gender breakdown of absence for the Lifelong Learning (Teachers Only) directorate. The green shaded area (top part) shows reasons which females lost a greater percentage of days, with the orange shaded area (bottom part) showing absence reasons for which males lost a greater percentage of days.

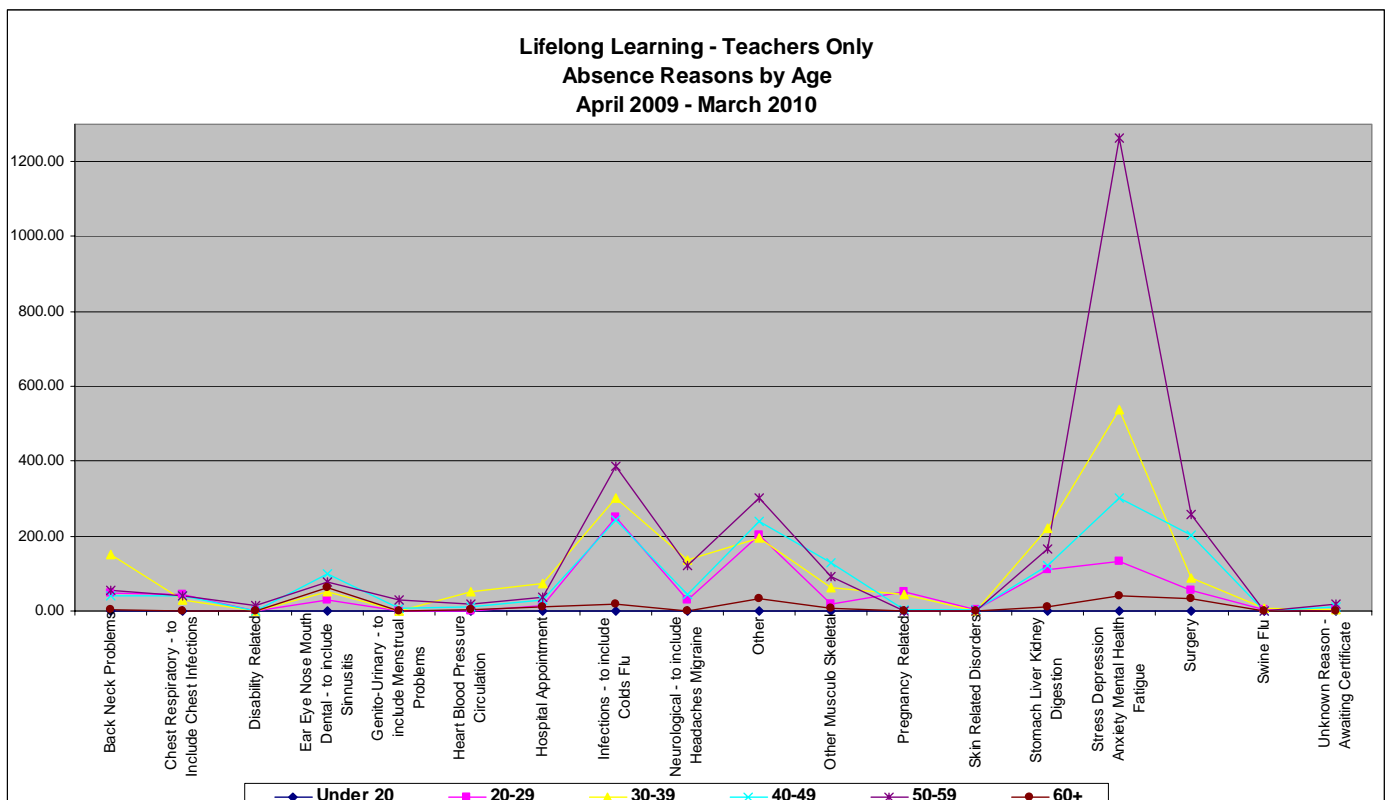
LLL Teachers Only - Reasons for Absence - Females	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	1881.00
Infections - to include Colds Flu	859.00
Other	628.50
Surgery	506.00
Stomach Liver Kidney Digestion	477.00
TOTAL DAYS LOST BY TOP 5 REASONS	4,351.50

2009/10	
LLL Teachers Only - Reasons for Absence - Males	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	395.00
Other	344.00
Infections - to include Colds Flu	338.50
Stomach Liver Kidney Digestion	155.00
Surgery	131.00
TOTAL DAYS LOST BY TOP 5 REASONS	1,363.50

The above tables clearly demonstrate that the most prevalent absence reason for female employees within Lifelong Learning Teachers Only is Stress Depression Anxiety Mental Health Fatigue, with Infections - to include Colds Flu and Other forming the top 3 Absence Reasons for 2009/10.

The most prevalent absence reason for male employees within Lifelong Learning Teachers Only is also Stress Depression Anxiety Mental Health Fatigue, with Other and Infections - to include Colds Flu forming the top 3 Absence Reasons for 2009/10.

Absence Reasons – Age



The above graph is an age analysis of sickness within the Lifelong Learning (Teachers only) directorate for the period April 2009 – March 2010. It is clear from the above analysis that the most absence occurs within the 50-59 group, with ‘Stress’ being the single largest reason for absence within this group. This is followed by the 30-39 group, which also appears to rise on the ‘Stress’ reason. Absence within the 40-49 and 20-29 groups are fairly even, with the 40-49 group slightly higher on the ‘Stress’ reason. It is true to say that in terms of absence levels, the 60+ group is very low.

Overall, it would appear the most prevalent reason in the directorate is ‘Stress’.

2009/10	
LLL Teachers Only Reasons for Absence – Under 20 Age Group	Number of Days lost due to Absence
No data recorded	0.00
TOTAL DAYS LOST BY TOP 3 REASONS	0.00

2009/10	
LLL Teachers Only Reasons for Absence – 20-29 Age Group	Number of Days lost due to Absence
Infections - to include Colds Flu	249.50
Other	202.00
Stress Depression Anxiety Mental Health Fatigue	132.00
TOTAL DAYS LOST BY TOP 3 REASONS	583.50

2009/10	
LLL Teachers Only Reasons for Absence – 30-39 Age Group	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	537.00
Infections - to include Colds Flu	300.50
Stomach Liver Kidney Digestion	220.00
TOTAL DAYS LOST BY TOP 3 REASONS	1363.50

2009/10	
LLL Teachers Only Reasons for Absence – 40-49 Age Group	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	303.00
Infections - to include Colds Flu	244.00
Other	240.00
TOTAL DAYS LOST BY TOP 3 REASONS	787.00

2009/10	
LLL Teachers Only Reasons for Absence – 50-59 Age Group	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	1262.00
Infections - to include Colds Flu	386.50
Surgery	256.00
TOTAL DAYS LOST BY TOP 3 REASONS	1904.50

2009/10	
LLL Non Teaching Reasons for Absence – 60+ Age Group	Number of Days lost due to Absence
Ear Eye Nose Mouth Dental – to include Sinusitis	63.00
Stress Depression Anxiety Mental Health Fatigue	42.00
Other	33.00
TOTAL DAYS LOST BY TOP 3 REASONS	138.00

Social Services & Housing

Gender Breakdown of SS & H

Gender	Percentage of workforce
Male	21%
Female	79%

It should be noted therefore that, if an absence reason is more than 82% prevalent for females, this will be considered higher than normal. Likewise, if an absence reason more than 18% prevalent for males, this will be considered higher than normal.

Age Breakdown of SS & H

Age Group	Percentage of workforce
Under 20	1%
20-29	9%
30-39	19%
40-49	30%
50-59	31%
60+	9%

Absence Reasons – Gender

Reason	Male Days Lost	Percentage Days Lost due to Males	Female Days Lost	Percentage Days Lost due to Females
Genito-Urinary - to include Menstrual Problems	0.00	0.00%	124.00	100.00%
Pregnancy Related	0.00	0.00%	101.00	100.00%
Skin Related Disorders	1.00	0.84%	118.00	99.16%
Neurological - to include Headaches Migraine	7.50	1.83%	402.00	98.17%
Swine Flu	2.00	3.64%	53.00	96.36%
Other	102.50	10.84%	843.00	89.16%
Ear Eye Nose Mouth Dental - to include Sinusitis	32.00	13.45%	206.00	86.55%
Other Muscular Skeletal	204.00	15.21%	1137.00	84.79%
Back Neck Problems	125.00	16.20%	646.50	83.80%
Hospital Appointment	2.00	16.67%	10.00	83.33%
Surgery	248.00	17.50%	1169.00	82.50%
Stomach Liver Kidney Digestion	158.00	18.34%	703.50	81.66%
Infections - to include Colds Flu	324.50	19.74%	1319.50	80.26%
Unknown Reason - Awaiting Certificate	29.00	20.42%	113.00	79.58%
Stress Depression Anxiety Mental Health Fatigue	457.00	25.73%	1319.00	74.27%
Chest Respiratory - to Include Chest Infections	92.50	31.84%	198.00	68.16%
Heart Blood Pressure Circulation	181.50	43.47%	236.00	56.53%
Disability Related	124.00	82.67%	26.00	17.33%

The above table shows the reasons / gender breakdown of absence for the Social Services & Housing directorate. The green shaded area (top part) shows reasons which females lost a greater percentage of days, with the orange shaded area (bottom part) showing absence reasons for which males lost a greater percentage of days.

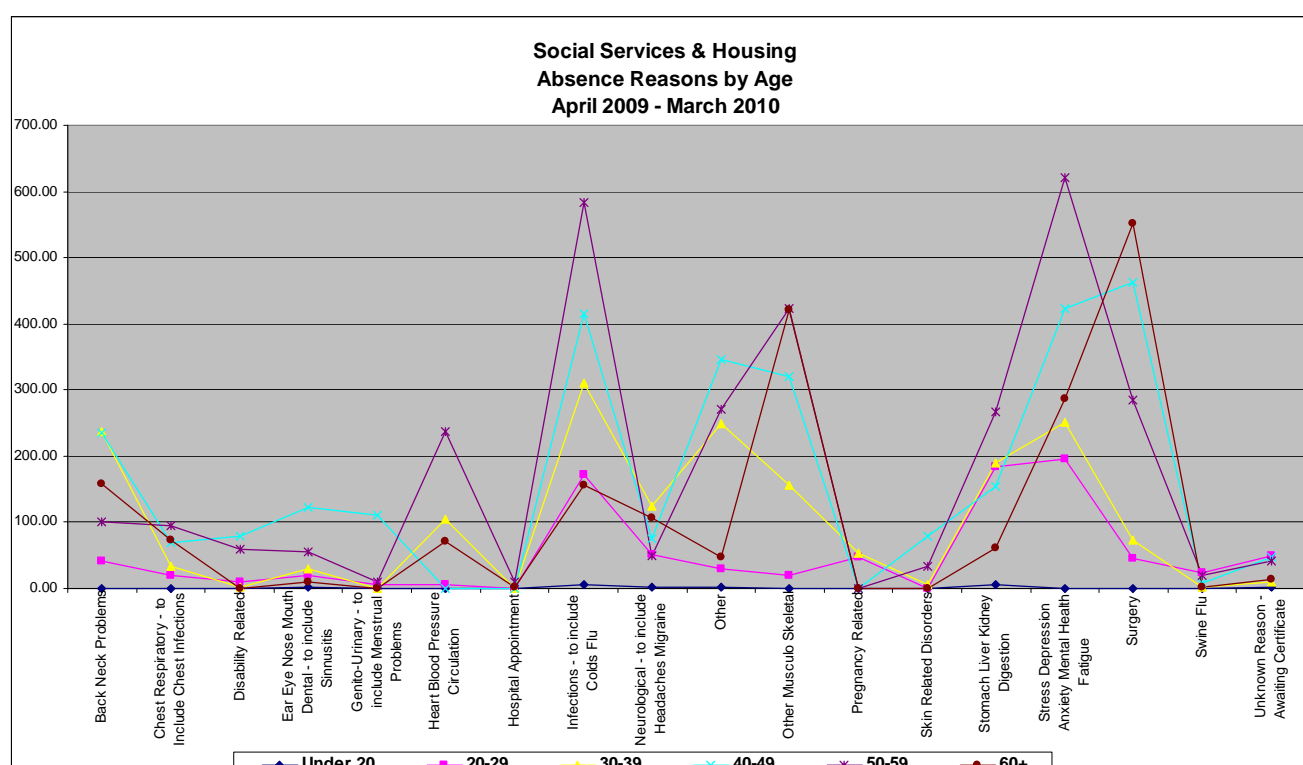
Social Services & Housing – Reasons for Absence - Females	Number of Days lost due to Absence
Infections - to include Colds Flu	1319.50
Stress Depression Anxiety Mental Health Fatigue	1319.00
Surgery	1169.00
Other Muscular Skeletal	1137.00
Other	843.00
TOTAL DAYS LOST BY TOP 5 REASONS	5,787.50

2009/10	
Social Services & Housing - Reasons for Absence - Males	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	457.00
Infections - to include Colds Flu	324.50
Surgery	248.00
Other Muscular Skeletal	204.00
Heart Blood Pressure Circulation	181.50
TOTAL DAYS LOST BY TOP 5 REASONS	1,415.00

The above tables clearly demonstrate that the most prevalent reason for absence in female employees within Social Services & Housing is Infections - to include Colds Flu very closely followed with only 0.5 days difference, by Stress Depression Anxiety Mental Health Fatigue with Surgery forming the top 3 Absence Reasons for 2009/10.

The most prevalent reason in male employees within Social Services & Housing is Stress Depression Anxiety Mental Health Fatigue, with Infections - to include Colds Flu and Surgery forming the top 3 Absence Reasons for 2009/10.

Absence Reasons – Age



The above graph is an age analysis of sickness within the Social Services & Housing directorate for the period April 2009 – March 2010. It is clear from the above analysis that the most absence occurs within the 50-59 group, with 'Stress' being the single largest reason for absence within this group, followed closely by 'Infections – to include Colds Flu'. This is followed fairly closely by the 60+ group, which also appears to rise on the 'Stress' reason, in addition to the 'Other Muscular Skeletal' reason. Absence within the 40-49 is the next highest, rising on both the 'Surgery' and 'Infections – to include Colds Flu' reasons. This group is followed by the 30-39 group, which has the 'Infections – to include Colds Flu' reason as the highest absence reason. The 20-29 group also has the highest reason as 'Stress'.

Overall, it would appear the most prevalent reason in the directorate is 'Stress', followed by 'Infections – to include Colds Flu'.

2009/10	
SSH Reasons for Absence – Under 20 Age Group	Number of Days lost due to Absence
Stomach Liver Kidney Digestion	6.00
Infections - to include Colds Flu	5.00
Ear Eye Nose Mouth Dental – to include Sinusitis	2.00
TOTAL DAYS LOST BY TOP 3 REASONS	13.00

2009/10	
SSH Reasons for Absence – 20-29 Age Group	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	195.00
Stomach Liver Kidney Digestion	184.50
Infections - to include Colds Flu	172.05
TOTAL DAYS LOST BY TOP 3 REASONS	551.55

2009/10	
SSH Reasons for Absence – 30-39 Age Group	Number of Days lost due to Absence
Infections - to include Colds Flu	310.50
Stress Depression Anxiety Mental Health Fatigue	251.00
Other	249.50
TOTAL DAYS LOST BY TOP 3 REASONS	811.00

2009/10	
SSH Reasons for Absence – 40-49 Age Group	Number of Days lost due to Absence
Surgery	462.00
Stress Depression Anxiety Mental Health Fatigue	423.00
Infections - to include Colds Flu	415.00
TOTAL DAYS LOST BY TOP 3 REASONS	1300.00

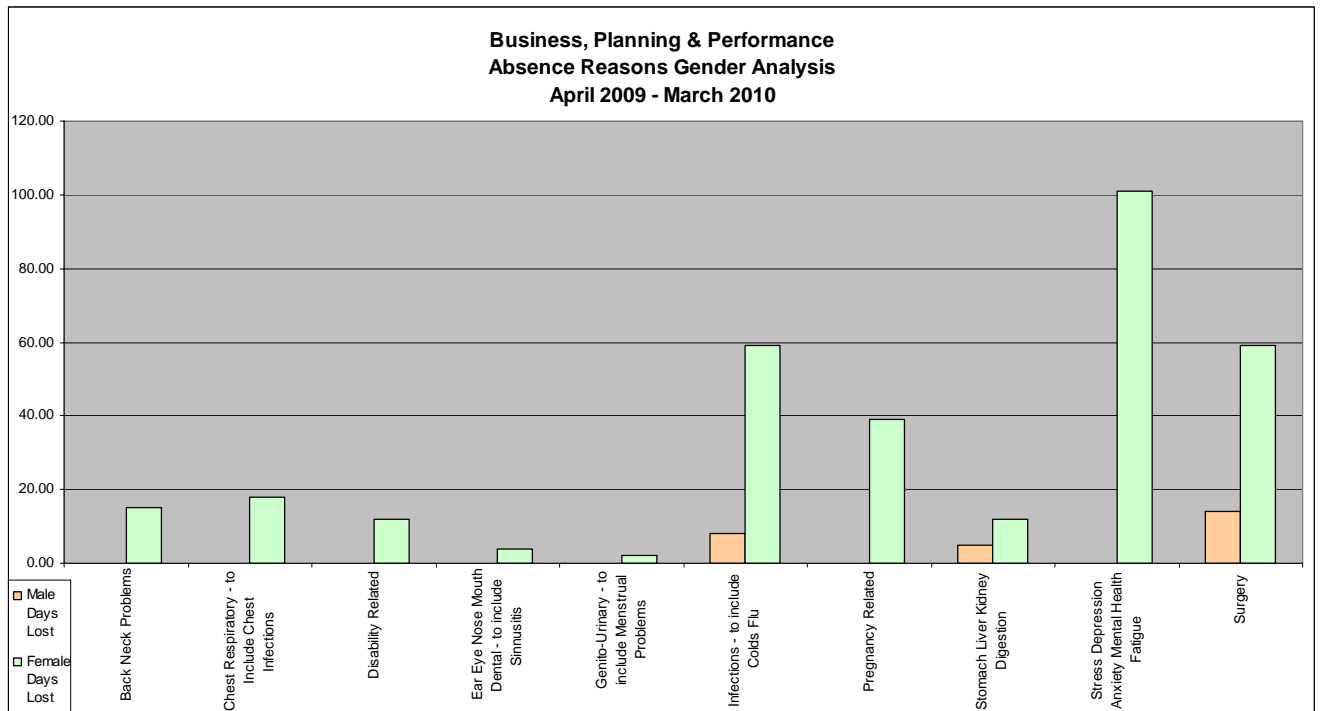
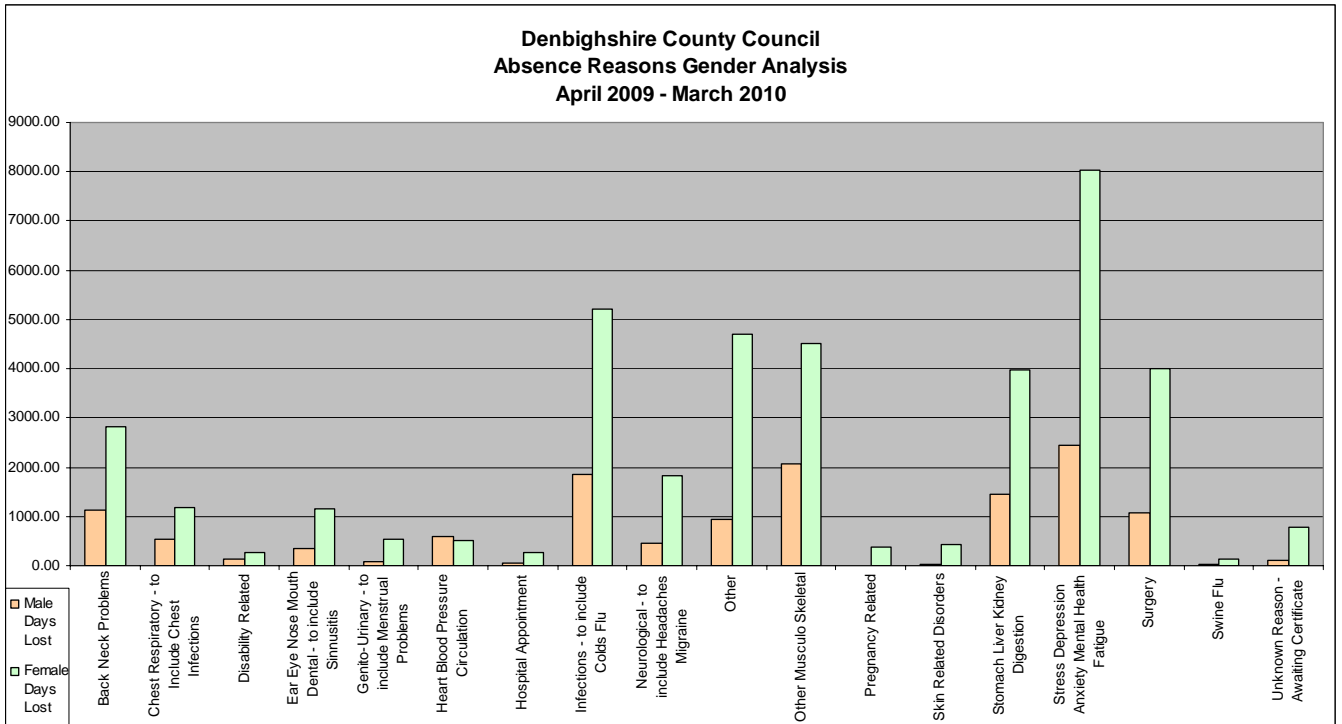
2009/10	
SSH Reasons for Absence – 50-59 Age Group	Number of Days lost due to Absence
Stress Depression Anxiety Mental Health Fatigue	620.00
Infections - to include Colds Flu	584.00
Other Muscular Skeletal	423.00
TOTAL DAYS LOST BY TOP 3 REASONS	1627.00

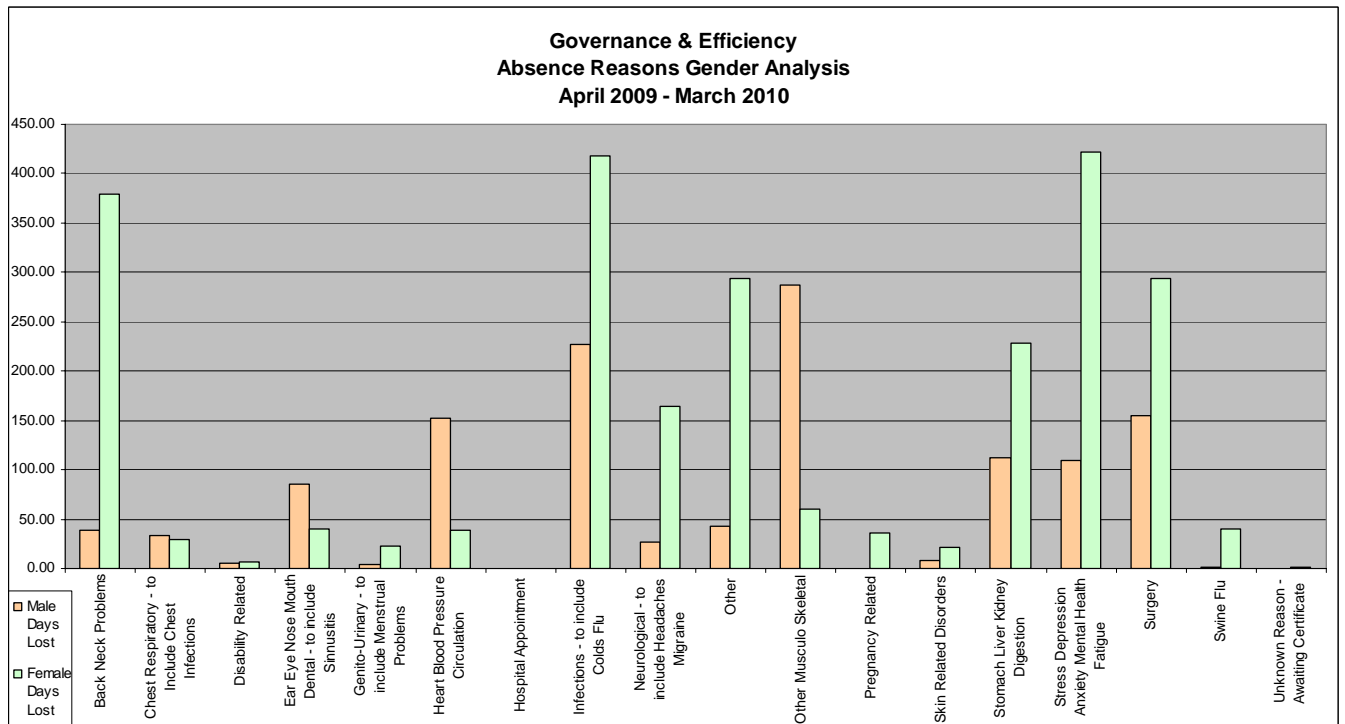
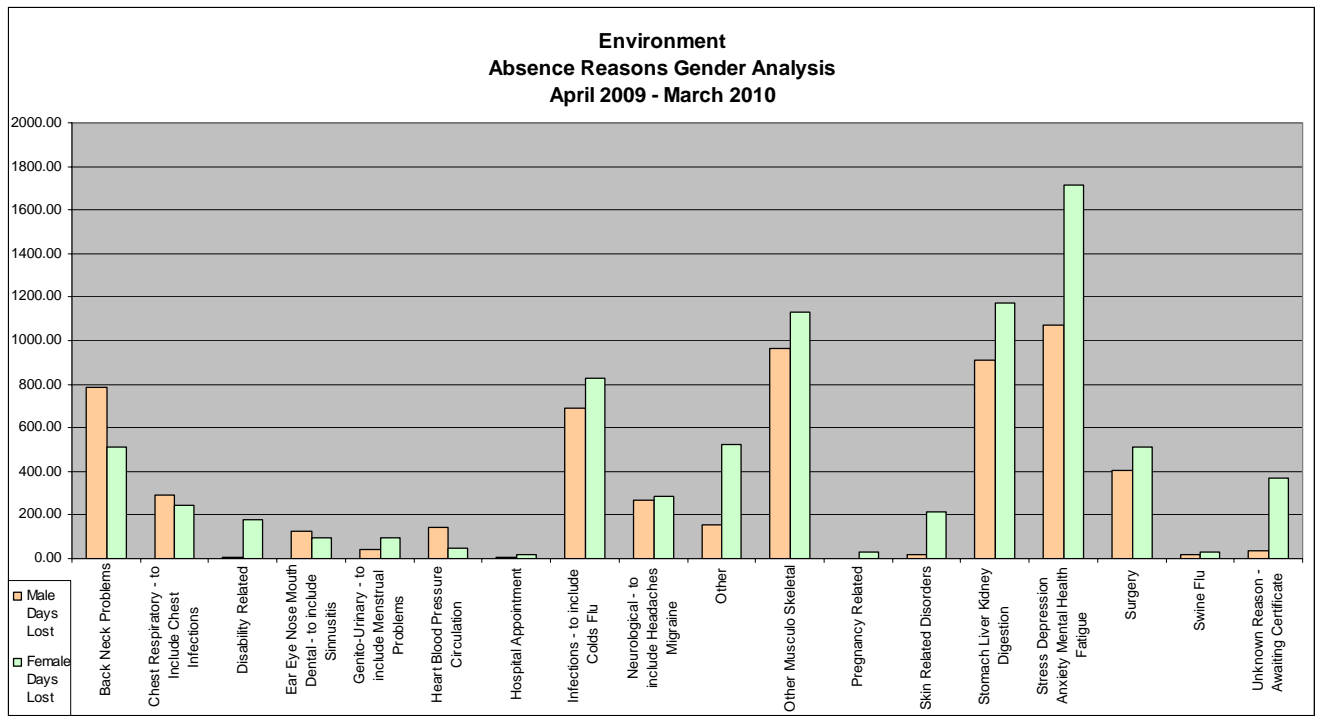
2009/10	
SSH Reasons for Absence – 60+ Age Group	Number of Days lost due to Absence
Surgery	551.00
Other Muscular Skeletal	421.00
Stress Depression Anxiety Mental Health Fatigue	287.00
TOTAL DAYS LOST BY TOP 3 REASONS	1259.00

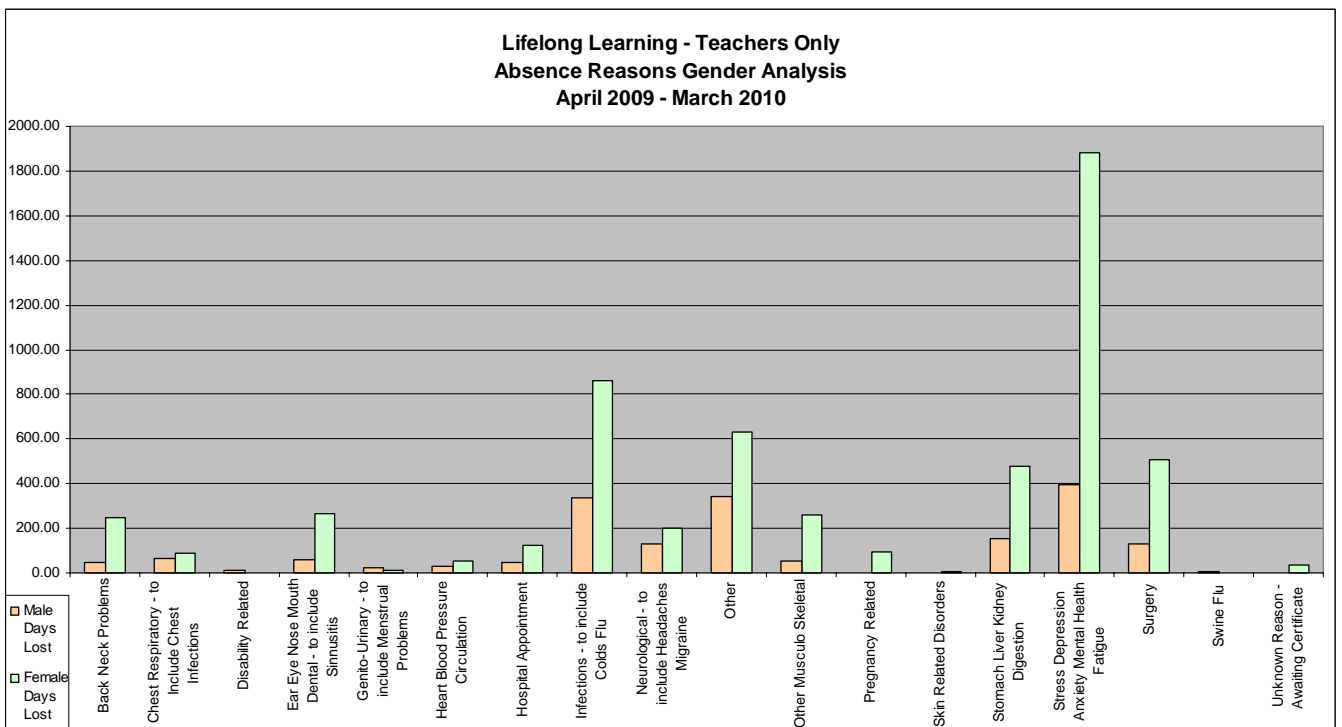
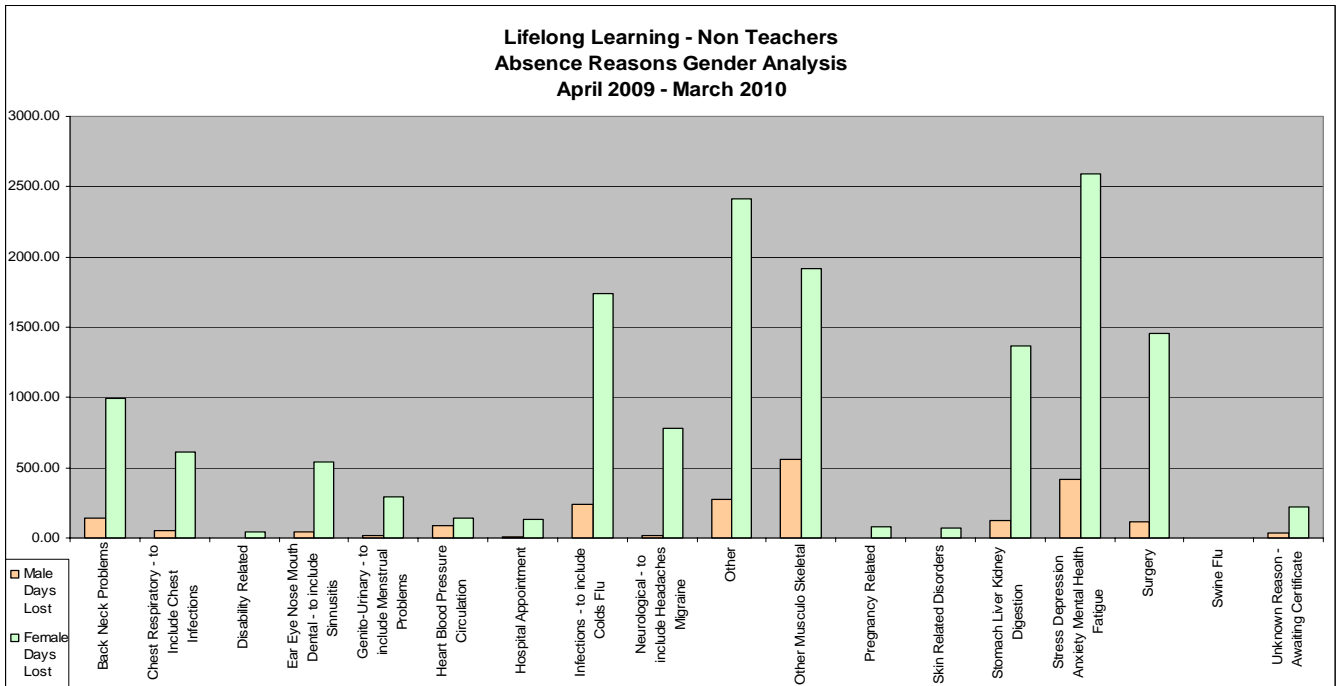
Further detailed analysis on gender, number of episodes, occupational groups and work locations is due to commence imminently.

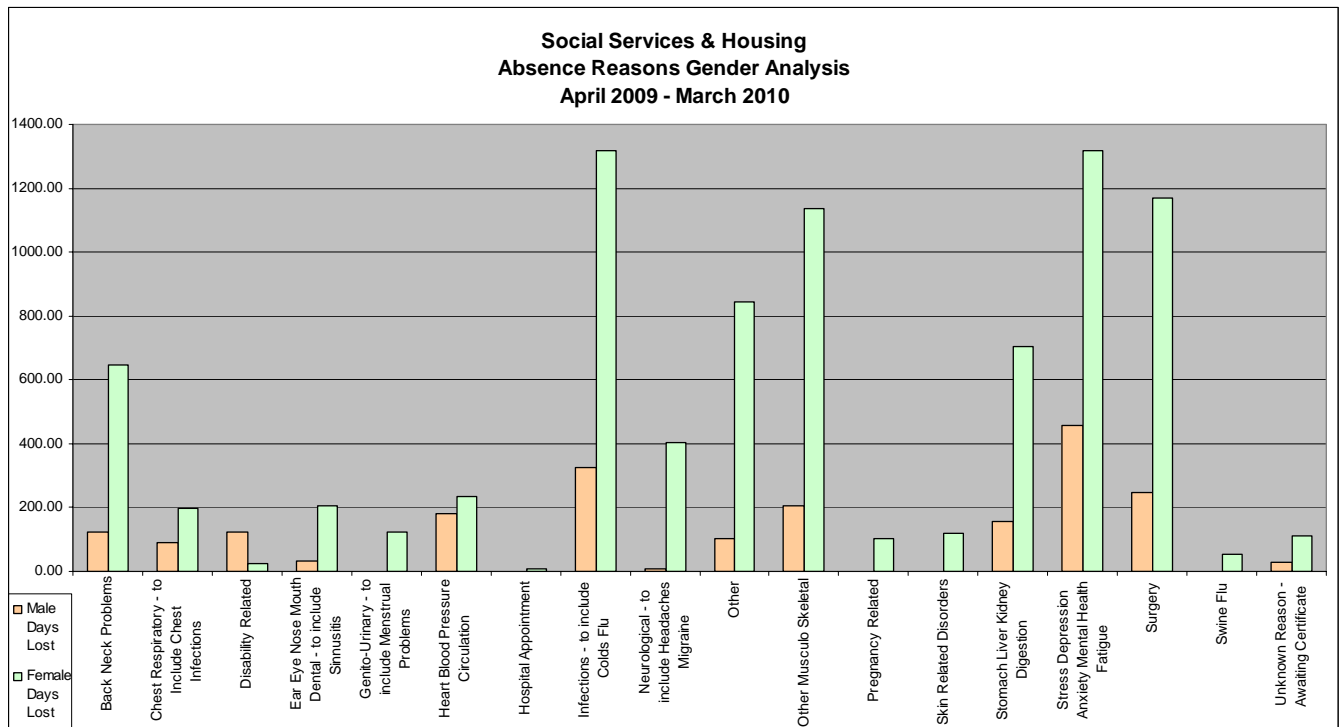
Appendices

Absence / Gender Graphs









Absence / Age Tables

D.C.C Reason	Days Lost (Age)					
	Under 20	20-29	30-39	40-49	50-59	60+
Back Neck Problems	0.00	442.00	663.00	1238.00	1375.50	227.00
Chest Respiratory - to Include Chest Infections	0.00	117.50	225.81	360.50	733.50	286.00
Disability Related	0.00	21.50	40.00	103.00	242.00	12.00
Ear Eye Nose Mouth Dental - to include Sinusitis	1.00	152.50	178.00	479.50	478.00	205.00
Genito-Urinary - to include Menstrual Problems	0.00	34.50	39.00	404.00	126.00	26.00
Heart Blood Pressure Circulation	0.00	27.50	166.00	175.00	371.00	370.50
Hospital Appointment	0.00	658.50	1563.50	1932.50	2747.50	780.00
Infections - to include Colds Flu	32.50	1088.18	1465.46	2023.48	1928.00	524.50
Neurological - to include Headaches Migraine	5.00	285.50	501.00	781.50	567.00	148.00
Other	1.00	751.50	1118.00	1917.00	1485.50	363.00
Other Musculo Skeletal	3.00	499.50	1037.00	1686.50	2376.00	1017.00
Pregnancy Related	0.00	202.00	178.00	1.00	0.00	0.00
Skin Related Disorders	0.00	7.00	205.00	119.00	90.00	36.00
Stomach Liver Kidney Digestion	24.00	955.00	1047.16	1519.04	1426.00	469.00
Stress Depression Anxiety Mental Health Fatigue	0.00	753.00	1819.00	3771.50	3132.00	1001.00
Surgery	24.00	137.76	396.00	1304.00	2148.00	1049.00
Swine Flu	0.00	71.00	25.50	18.00	28.00	15.00
Unknown Reason - Awaiting Certificate	1.00	71.00	75.00	176.00	248.00	296.00

<u>Business, Planning & Performance</u> Reason	Days Lost (Age)					
	Under 20	20-29	30-39	40-49	50-59	60+
Back Neck Problems	0.00	0.00	0.00	15.00	0.00	0.00
Chest Respiratory - to Include Chest Infections	0.00	0.00	0.00	0.00	18.00	0.00
Disability Related	0.00	0.00	0.00	12.00	0.00	0.00
Ear Eye Nose Mouth Dental - to include Sinusitis	0.00	0.00	4.00	0.00	0.00	0.00
Genito-Urinary - to include Menstrual Problems	0.00	0.00	2.00	0.00	0.00	0.00
Infections - to include Colds Flu	0.00	32.00	13.00	21.00	1.00	0.00
Pregnancy Related	0.00	0.00	36.00	3.00	0.00	0.00
Stomach Liver Kidney Digestion	0.00	7.00	8.00	2.00	0.00	0.00
Stress Depression Anxiety Mental Health Fatigue	0.00	2.00	0.00	99.00	0.00	0.00
Surgery	0.00	0.00	0.00	0.00	73.00	0.00

<u>Environment</u> Reason	Days Lost (Age)					
	Under 20	20-29	30-39	40-49	50-59	60+
Back Neck Problems	0.00	29.00	166.00	408.00	659.00	36.00
Chest Respiratory - to Include Chest Infections	0.00	59.00	28.00	74.00	253.00	173.00
Disability Related	0.00	0.00	0.00	8.00	170.00	7.00
Ear Eye Nose Mouth Dental - to include Sinusitis	0.00	20.00	15.00	21.00	93.00	71.00
Genito-Urinary - to include Menstrual Problems	0.00	8.00	3.00	49.00	64.00	12.00
Heart Blood Pressure Circulation	0.00	0.00	7.00	9.00	56.00	119.00
Hospital Appointment	0.00	0.00	10.00	0.00	5.00	9.00
Infections - to include Colds Flu	13.00	111.00	339.00	454.50	382.00	220.00
Neurological - to include Headaches Migraine	4.00	25.00	41.50	239.00	212.50	33.00
Other	5.00	36.00	56.50	290.00	192.00	101.00
Other Musculo Skeletal	0.00	150.00	343.50	317.00	1160.50	126.00
Pregnancy Related	0.00	0.00	30.00	0.00	0.00	0.00
Skin Related Disorders	0.00	0.00	188.00	11.00	6.00	27.00
Stomach Liver Kidney Digestion	6.00	256.00	260.50	583.50	637.00	339.00
Stress Depression Anxiety Mental Health Fatigue	0.00	82.00	447.00	1090.50	853.50	284.00
Surgery	0.00	0.00	68.00	174.00	382.00	293.00
Swine Flu	0.00	20.00	10.00	0.00	8.00	13.00
Unknown Reason - Awaiting Certificate	0.00	4.00	46.00	22.00	118.00	215.00

<u>Governance & Efficiency</u> Reason	Days Lost (Age)					
	Under 20	20-29	30-39	40-49	50-59	60+
Back Neck Problems	0.00	200.00	19.00	73.00	114.00	12.00
Chest Respiratory - to Include Chest Infections	0.00	15.00	9.81	24.50	2.50	11.00
Disability Related	0.00	3.50	0.00	3.00	0.00	6.00
Ear Eye Nose Mouth Dental - to include Sinusitis	0.00	13.00	25.00	19.00	34.00	35.00
Genito-Urinary - to include Menstrual Problems	0.00	12.50	5.00	8.00	2.00	0.00
Heart Blood Pressure Circulation	0.00	2.00	4.00	140.00	8.00	36.50
Hospital Appointment	0.00	0.00	0.00	0.50	0.00	0.00
Infections - to include Colds Flu	4.50	123.68	147.96	240.76	97.00	32.00
Neurological - to include Headaches Migraine	0.00	115.50	13.00	43.00	17.50	2.00
Other	0.00	202.00	48.00	77.50	7.00	65.00
Other Musculo Skeletal	0.00	25.00	69.50	37.00	202.00	13.00
Pregnancy Related	0.00	33.00	3.00	0.00	0.00	0.00
Skin Related Disorders	0.00	0.00	2.00	20.00	8.00	0.00
Stomach Liver Kidney Digestion	0.00	76.00	115.66	99.04	40.00	10.00
Stress Depression Anxiety Mental Health Fatigue	0.00	18.00	163.00	279.00	71.50	0.00
Surgery	0.00	32.76	49.00	197.00	131.00	39.00
Swine Flu	0.00	25.00	4.50	11.00	0.00	0.00
Unknown Reason - Awaiting Certificate	0.00	0.00	1.00	0.00	0.00	0.00

<u>Lifelong Learning (Non Teachers)</u> Reason	Days Lost (Age)					
	Under 20	20-29	30-39	40-49	50-59	60+
Back Neck Problems	0.00	125.00	89.00	460.00	446.00	19.00
Chest Respiratory - to Include Chest Infections	0.00	31.00	125.00	151.00	327.00	28.00
Disability Related	0.00	8.00	39.00	0.00	0.00	0.00
Ear Eye Nose Mouth Dental - to include Sinusitis	0.00	68.50	53.00	219.50	217.00	27.00
Genito-Urinary - to include Menstrual Problems	0.00	9.00	29.00	231.00	23.00	14.00
Heart Blood Pressure Circulation	0.00	24.00	0.00	14.00	52.00	141.00
Hospital Appointment	0.00	7.00	28.50	29.00	28.50	46.00
Infections - to include Colds Flu	10.00	399.50	346.50	648.50	461.50	114.50
Neurological - to include Headaches Migraine	0.00	65.00	185.50	380.50	165.00	6.00
Other	2.00	260.00	567.50	963.00	714.50	180.00
Other Musculo Skeletal	3.00	235.50	405.00	882.00	498.50	448.00
Pregnancy Related	0.00	35.00	45.00	0.00	0.00	0.00
Skin Related Disorders	0.00	3.00	10.00	5.00	41.00	9.00
Stomach Liver Kidney Digestion	12.00	320.50	239.50	558.00	317.00	47.00
Stress Depression Anxiety Mental Health Fatigue	0.00	324.00	391.00	1577.00	325.00	388.00
Surgery	24.00	4.00	115.00	267.00	1022.00	134.00
Swine Flu	0.00	0.00	3.00	0.00	0.00	0.00
Unknown Reason - Awaiting Certificate	0.00	14.00	14.00	94.00	70.00	68.00

<u>Lifelong Learning – Teachers Only</u> Reason	Days Lost (Age)					
	Under 20	20-29	30-39	40-49	50-59	60+
Back Neck Problems	0.00	47.00	152.00	39.00	54.00	2.00
Chest Respiratory - to Include Chest Infections	0.00	46.00	29.00	42.00	39.00	0.00
Disability Related	0.00	0.00	0.00	0.00	13.00	0.00
Ear Eye Nose Mouth Dental - to include Sinusitis	0.00	30.00	51.00	98.00	78.00	63.00
Genito-Urinary - to include Menstrual Problems	0.00	0.00	0.00	6.00	28.00	0.00
Heart Blood Pressure Circulation	0.00	0.00	51.00	12.00	18.00	3.00
Hospital Appointment	0.00	16.50	75.00	31.00	36.00	11.00
Infections - to include Colds Flu	0.00	249.50	300.50	244.00	386.50	17.00
Neurological - to include Headaches Migraine	0.00	28.00	136.00	44.00	122.50	0.00
Other	0.00	202.00	196.50	240.00	301.00	33.00
Other Musculo Skeletal	0.00	19.00	63.00	129.50	92.00	9.00
Pregnancy Related	0.00	51.00	43.00	2.00	0.00	0.00
Skin Related Disorders	0.00	4.00	0.00	3.00	1.00	0.00
Stomach Liver Kidney Digestion	0.00	111.00	220.00	123.00	166.00	12.00
Stress Depression Anxiety Mental Health Fatigue	0.00	132.00	537.00	303.00	1262.00	42.00
Surgery	0.00	55.00	90.00	204.00	256.00	32.00
Swine Flu	0.00	2.00	6.00	0.00	0.00	0.00
Unknown Reason - Awaiting Certificate	0.00	3.00	5.00	12.00	19.00	0.00

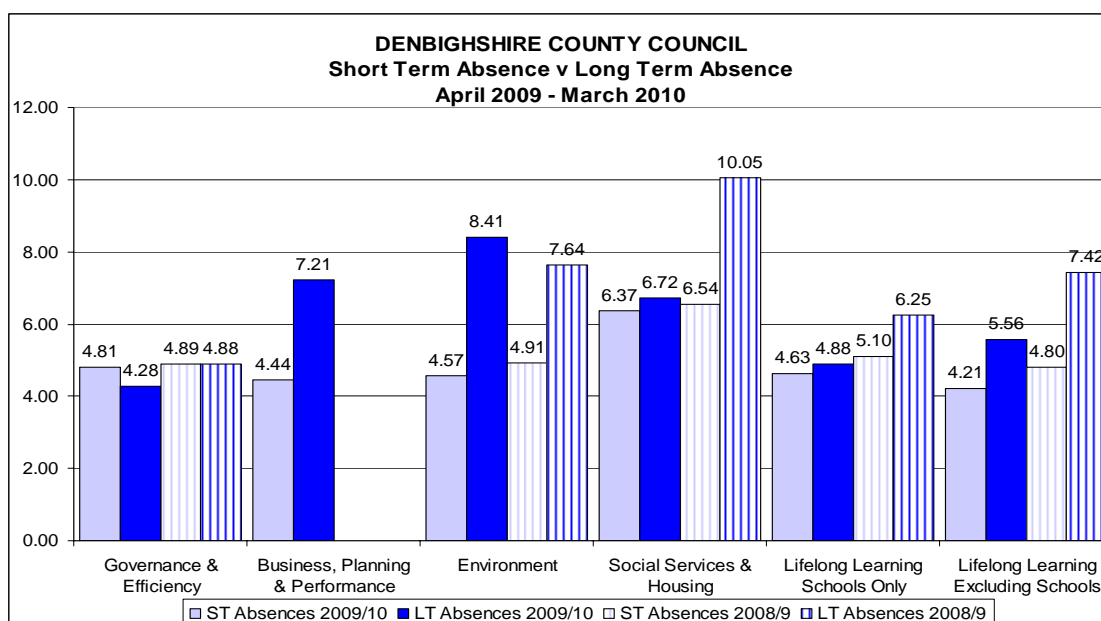
<u>Social Services & Housing</u> Reason	Days Lost (Age)					
	Under 20	20-29	30-39	40-49	50-59	60+
Back Neck Problems	0.00	41.00	237.00	235.00	100.50	158.00
Chest Respiratory - to Include Chest Infections	0.00	19.50	34.00	69.00	94.00	74.00
Disability Related	0.00	10.00	1.00	80.00	59.00	0.00
Ear Eye Nose Mouth Dental - to include Sinusitis	2.00	19.00	30.00	122.00	56.00	9.00
Genito-Urinary - to include Menstrual Problems	0.00	5.00	0.00	110.00	9.00	0.00
Heart Blood Pressure Circulation	0.00	5.50	104.00	0.00	237.00	71.00
Hospital Appointment	0.00	0.00	0.00	0.00	10.00	2.00
Infections - to include Colds Flu	5.00	172.50	310.50	415.00	584.00	157.00
Neurological - to include Headaches Migraine	1.00	52.00	125.00	75.00	49.50	107.00
Other	1.00	30.50	249.50	346.50	271.00	47.00
Other Musculo Skeletal	0.00	20.00	156.00	321.00	423.00	421.00
Pregnancy Related	0.00	47.00	54.00	0.00	0.00	0.00
Skin Related Disorders	0.00	0.00	5.00	80.00	34.00	0.00
Stomach Liver Kidney Digestion	6.00	184.50	190.50	153.50	266.00	61.00
Stress Depression Anxiety Mental Health Fatigue	0.00	195.00	251.00	423.00	620.00	287.00
Surgery	0.00	46.00	74.00	462.00	284.00	551.00
Swine Flu	0.00	24.00	2.00	7.00	20.00	2.00
Unknown Reason - Awaiting Certificate	1.00	50.00	9.00	48.00	41.00	13.00

Short Term and Long Term Analysis

The short term and along term analysis can be used to determine whether in each service short term or long term absence is a more defining factor of their actual sickness absence rate.

For this report, short term absences are seen as anything under 20 working days absence, and long term absences are seen as any absence of 20 working days or more. Each Directorate has been broken down to service level for this analysis, with 2008 data also included on the charts to give a comparison of the same information for last year. The date range reported on is the same as earlier, April – March (both 2008/9 & 2009/10).

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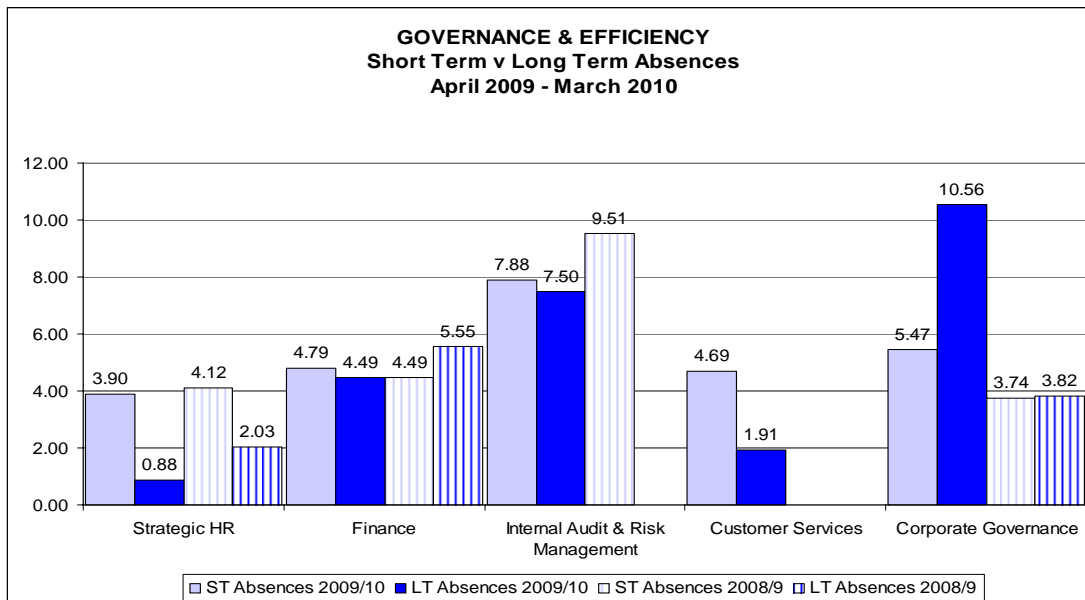
The above chart shows a short term and long term absence analysis of Denbighshire County Council for the year. In the Governance & Efficiency Directorate, short term absence is the slightly greater, with it being almost dead level in 2008/9. In the Business, Planning & Performance directorate, long term absence is the more prominent problem.

The Environment Directorate has stayed fairly steady in terms of comparing to 2008/9, with long term absence rising slightly in 2009/10, and still remaining more prevalent than short term absence within the directorate. In the Social Services & Housing directorate, long term absence has been slightly more prevalent in 2009/10. It should however be noted that there has been a significant drop in long term absence in 2009/10 when compared to the 2008/9 figures.

Lifelong Learning has been split into Schools only and Non Schools. Schools only in Lifelong Learning has slightly more prominent long term absence, as was the case in 2008/9 also (it should be noted that both short term and long

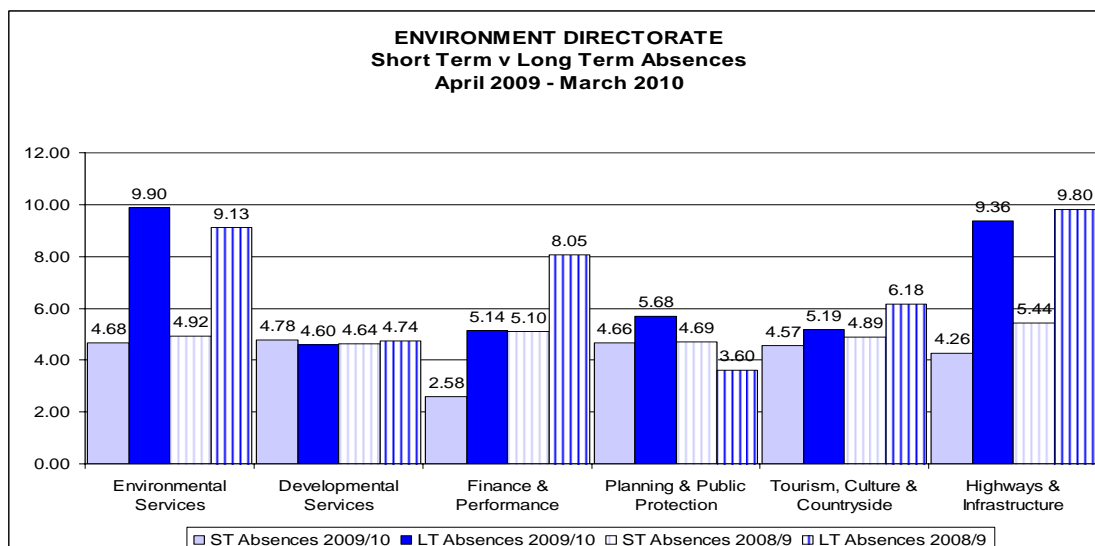
term absence have dropped in 2009/10 for Schools only). For Lifelong Learning Non Schools it's clear that long term absence is the more prevalent reason for sickness absence. In 2008/9, short term and long term absence were similar in their prevalence however both were slightly higher than overall.

Governance & Efficiency & Chief Executives & County Clerks



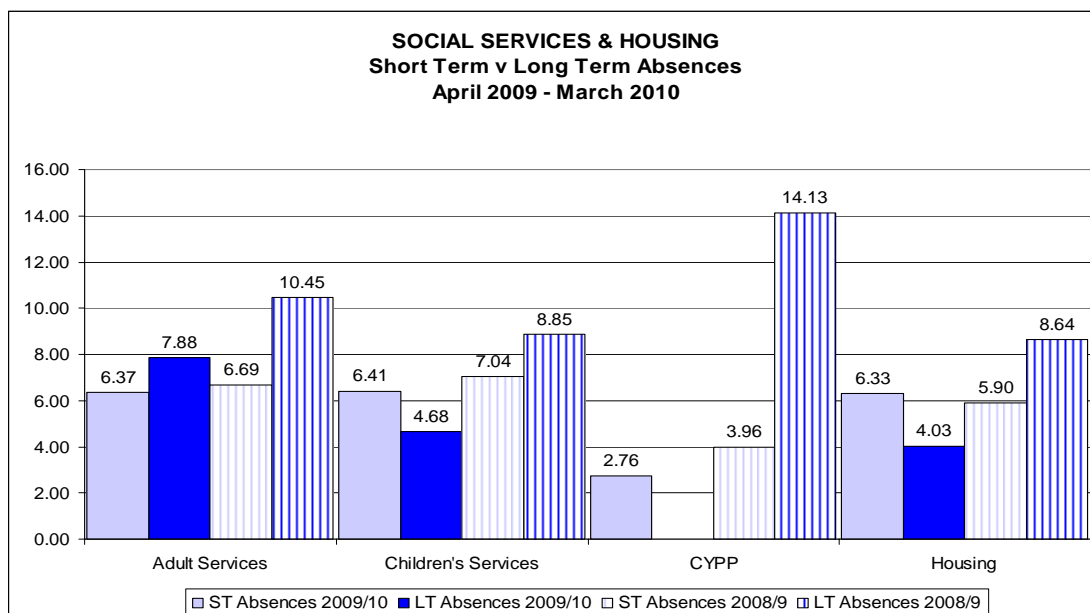
The above chart shows a short term and long term absence figures for the Governance & Efficiency directorate. Overall, short term absence can be seen as a more common issue within the directorate; however it is more noticeable in Strategic HR and Customer Services. The exception is Corporate Governance, for whom long term absence is much more prevalent. It is worth noting that due to smaller headcounts, the impact of long term sickness is felt more within Corporate Governance.

Environment



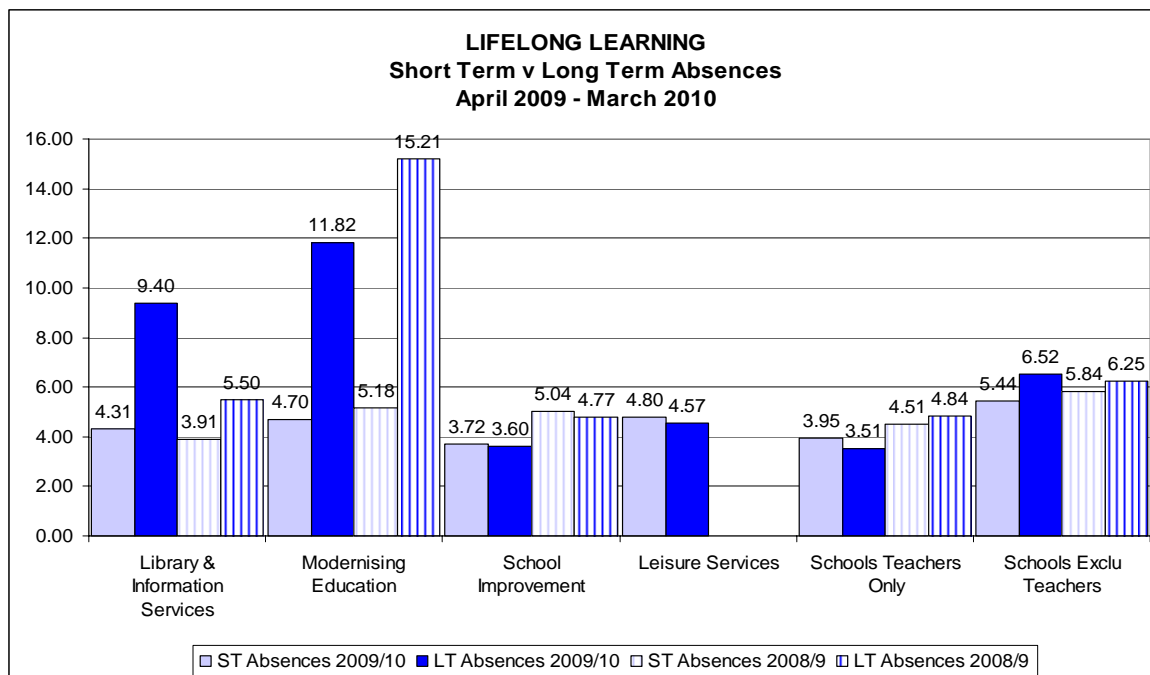
The above chart shows a short term and long term absence information for the Environment directorate for the year. In the Environmental Services service, it appears long term absence is more prevalent than short term absence. Indeed, this was the case in 2008/9 also. The same can also be said of the Tourism, Culture & Countryside service in 2009/10 and 2008/9, although to a lesser extent. The Planning & Public Protection service, has a relatively even split between both short term and long term absence, with long term being slightly more prevalent. This is in contrast to 2008/9, where the reverse was true. Development Services is also fairly evenly split between long term and short term absence. This was again the case in 2008/9. In Highways & Infrastructure, long term absence is more prevalent, with the same being true in 2008/9 also. Finally, is the Finance & Performance service, where there is low short term absence, has experienced a drop in both long and short term absence, although the pattern of these has stayed similar to 2008/9.

Social Services & Housing



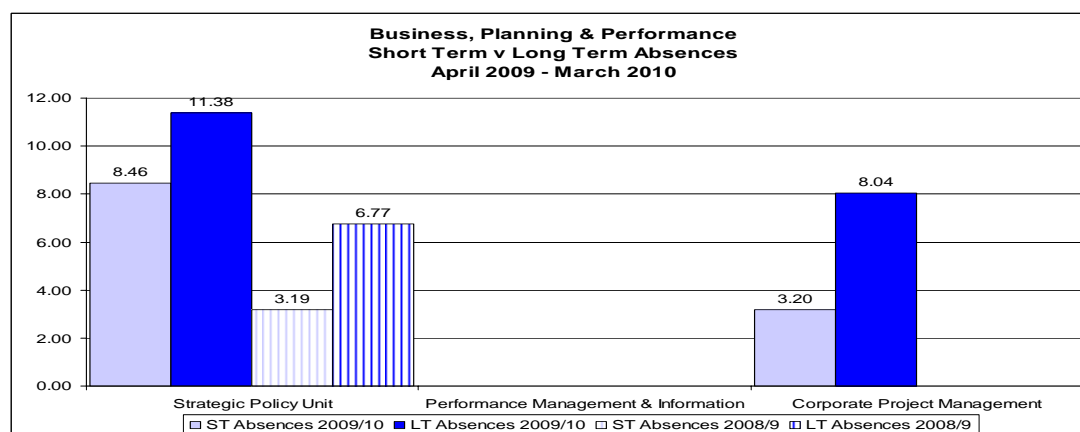
The above chart shows a short term and long analysis of the Social Services & Housing directorate for the year. Adult Services now has less long term sickness, although it's still more prevalent. This is the same as 2008/9, where long term absence was clearly more prominent within the service. Children's Services has had slightly more prevalent long term absence, although it should be noted that both short term, and more so in the case of long term, absence has dropped significantly from last year. CYP only has a small amount of short term sickness, and as mentioned earlier regarding the size of the work force in this service, this figure will likely be accounting for only 2-3 episodes of absence. Finally, Housing Services has experienced a drop in long term sickness in 2009/10, although short term absence has risen slightly, leading it to be the most prevalent.

Lifelong Learning



The above chart shows a short term and long analysis of the Lifelong Learning Directorate for the year. The Library and Information Services service has experienced problems with long term sickness this year. Short term sickness in this service has stayed at a similar level, rising slightly. Modernising Education has stayed at a similar level to 2008/9 in terms of short term absence, however long term absence has fallen, although it remains more prominent within the service. School Improvement experienced reductions in both short term and long term absence in 2009/10, with both being very closely aligned. The same can be said of Leisure Services in 2009/10, with both long term and short term absence closely aligned. Schools Teachers only) has experience a drop in both short term and long term absence in 2009/10 compared to 2008/9. Schools (Excluding teachers) has experience a drop in short term absence, with a slight rise in long term absence when compared with figures from 2008/9.

Business, Planning & Performance



The above chart shows a short term and long analysis of the Business, Planning & Performance Directorate for the year. The Strategic Policy Unit service has experienced less short term absence than long term absence. The Corporate Project Management service has experienced more prevalent long term absence in 2009/10 than short term absence.

(It should be noted that there is no previous data for both Corporate Project Management and also Performance Management & Information, indeed due to its recent creation there is no sickness data for the Performance Management & Information service at present).

CABINET: FORWARD WORK PROGRAMME

13 JULY 2010	
Revenue Budget Monitoring Report 2010-2011	Councillor J Thompson Hill R Parry
Capital Plan 2010-2011	Councillor J Thompson Hill R Parry
Update and Review on the Community Capital Projects	Councillor D A J Thomas M Dixon
Approval of Advertising Tender	Councillor R W Hughes G Watson
Telecare Report and Business Case	Councillor P A Dobb N Ayling / Deborah Rhodes
Annual Council Reporting Framework (ACRF) – The Statutory Director of Social Services will be responsible for publishing an annual report setting out her assessment of the effectiveness of social care services and priority areas for improvement in the year ahead	Councillors P A Dobb / M M Jones S Ellis / C O’Gorman
Regional Collaboration on School Improvement	Councillor E W Williams H Williams
Recommendations from Scrutiny Committees	Scrutiny Officers
AUGUST ~ NO MEETING	
7 SEPTEMBER 2010	
Revenue Budget Monitoring Report 2010 -2011	Councillor J Thompson Hill R Parry
Capital Plan 2010-2011	Councillor J Thompson Hill R Parry
Corporate Plan II 2009-2012 – Annual Review for recommendation to Council	Councillor H H Evans David Morgan
Monitoring Performance Against the Authority’s Corporate Plan	Councillor H H Evans E McWilliams
Community Capital Projects – Decisions	Councillor D A J Thomas M Dixon
Local Development Plan – details conclusions on the consultation on the LDP prior to reporting to Full Council	Councillor S Frobisher G Boase / Angela Loftus
Report on Progress Regarding Collaboration on Planning and Public Protection with Conwy CBC	Councillor S Frobisher / Councillor D A J Thomas G Boase
West Rhyl Master Plan – To consider options drawn up by Consultant for demolition and redevelopment works in part of West Rhyl in order to go to public consultation for a preferred option	Councillor D A J Thomas G Boase / S Kaye
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 S Frobisher David Hall
Scala Cinema and Arts Centre, Prestatyn: Business Plan Update Part II	Councillor P A Dobb I Prys Jones
Health and Social Care Localities – arrangements for co-working in Denbighshire	Councillor P A Dobb S Ellis
Recommendations from Scrutiny Committees	Scrutiny Officers

28 SEPTEMBER 2010	
Revenue Budget Monitoring Report 2010 -2011	Councillor J Thompson Hill R Parry
Capital Plan 2010-2011	Councillor J Thompson Hill R Parry
Annual Treasury Report 2009-2010	R Parry
Agricultural Estates Review Update	Councillor P J Marfleet B Jones / David Mathews
Dee Valley West Primary Schools Area Review	Councillor E W Williams Hedd Vaughan Evans
Approval to Appoint Contractor for West Rhyl Coastal Defence Scheme	Councillor S Frobisher Bob Humphreys / Bill Fishwick
Ty Mor Extra Care Housing – approve the aware of a tender	Councillor P A Dobb A Hughes Jones
Recommendations from Scrutiny Committees	Scrutiny Officers
26 OCTOBER 2010	
Revenue Budget Monitoring Report 2010 -2011	Councillor J Thompson Hill R Parry
Capital Plan 2010-2011	Councillor J Thompson Hill R Parry
Update on Revenue Budget Provisional Settlement 2011 - 2012	Councillor J Thompson Hill R Parry
Routine Report on Personnel to include Sickness Management	Councillor P J Marfleet L Atkin / G Humphreys
Prestatyn Primary Schools Area Review	Councillor E W Williams Hedd Vaughan Evans
Destination Management - Tourism Partnership North Wales have offered to work with the Council to undertake an audit of the experience which a visitor gets when they come to the County and this item will provide an opportunity for Cabinet to receive the results of the audit and consider actions which need to be taken to improve the experience	Councillor D A J Thomas M Dixon / H Rees
Recommendations from Scrutiny Committees	Scrutiny Officers
24 NOVEMBER 2010	
Revenue Budget Monitoring Report 2010 -2011	Councillor J Thompson Hill R Parry
Capital Plan 2010-2011	Councillor J Thompson Hill R Parry
Update on Revenue Budget Settlement 2011 - 2012	Councillor J Thompson Hill R Parry
Welsh Education Scheme – final approval following consultation	Councillor E W Williams Hedd Vaughan Evans
Recommendations from Scrutiny Committees	Scrutiny Officers

15 DECEMBER 2010	
Revenue Budget Monitoring Report 2010 -2011	Councillor J Thompson Hill R Parry
Capital Plan 2010-2011	Councillor J Thompson Hill R Parry
Update on Revenue Budget Provisional Settlement 2011 - 2012	Councillor J Thompson Hill R Parry
Scala Cinema and Arts Centre, Prestatyn: Business Plan Update Part II	Councillor P A Dobb I Prys Jones
Recommendations from Scrutiny Committees	Scrutiny Officers
12 JANUARY 2011	
Revenue Budget Monitoring Report 2010 -2011	Councillor J Thompson Hill R Parry
Capital Plan 2010-2011	Councillor J Thompson Hill R Parry
Capital Plan 2011 – 2012	Councillor J Thompson Hill R Parry
Final Budget Proposals 2011 – 2012 or end of month	Councillor J Thompson Hill R Parry
Recommendations from Scrutiny Committees	Scrutiny Officers
26 JANUARY 2011	
Revenue Budget Monitoring Report 2010 -2011	Councillor J Thompson Hill R Parry
Capital Plan 2010-2011	Councillor J Thompson Hill R Parry
Capital Plan 2011 – 2012	Councillor J Thompson Hill R Parry
Final Budget Proposals 2011 - 2012	Councillor J Thompson Hill R Parry
Routine Report on Personnel to include Sickness Management	Councillor P J Marfleet L Atkin / G Humphreys
Recommendations from Scrutiny Committees	Scrutiny Officers
16 FEBRUARY 2011	
Revenue Budget Monitoring Report 2010 -2011	Councillor J Thompson Hill R Parry
Capital Plan 2010-2011	Councillor J Thompson Hill R Parry
Housing Revenue and Capital Budgets 2011 – 2012	Councillor J Thompson Hill R Parry
Recommendations from Scrutiny Committees	Scrutiny Officers

30 MARCH 2011	
Revenue Budget Monitoring Report 2010 -2011	Councillor J Thompson Hill R Parry
Capital Plan 2010-2011	Councillor J Thompson Hill R Parry
Scala Cinema and Arts Centre, Prestatyn: Updated 3 year business plan and annual report to be presented annually to Cabinet as per Clause 8.2.2 of the Loan Agreement	Councillor P A Dobb I Prys Jones / R Parry / Gareth Williams
Recommendations from Scrutiny Committees	Scrutiny Officers
27 APRIL 2011	