



To: Members of the County Council

Date: 1 April 2013

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Dear Councillor

You are invited to attend a meeting of the **COUNTY COUNCIL** to be held at **10.00 am** on **TUESDAY, 9 APRIL 2013** in **COUNCIL CHAMBER, COUNTY HALL, RUTHIN LL15 1YN**.

Yours sincerely

G Williams
Head of Legal and Democratic Services

AGENDA

PART 1 - THE PRESS AND PUBLIC ARE INVITED TO ATTEND THIS PART OF THE MEETING

1 APOLOGIES

2 DECLARATIONS OF INTEREST

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

3 URGENT MATTERS AS AGREED BY THE CHAIR

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act, 1972.

- 4 CHAIRMAN'S DIARY** (Pages 5 - 6)
To note the civic engagements undertaken by the Chairman of the Council (copy attached).
- 5 MINUTES** (Pages 7 - 14)
To receive the minutes of the meeting of County Council held on 26 February 2013 (copy enclosed).
- 6 WORKFORCE EFFICIENCIES** (Pages 15 - 26)
To consider a report by the Head of Human Resources (copy enclosed) detailing the savings required to achieve the Workforce Efficiencies identified in the Budget and the process proposed for implementing those savings.
- 7 HUMAN RESOURCES (HR) POLICY AND PROCEDURE** (Pages 27 - 60)
To consider a report by the Head of Human Resources (copy enclosed) recommending the adoption of new and amended HR policies and procedures.
- 8 UPDATE ON PROPOSALS FOR A NEW PRISON** (Pages 61 - 68)
To consider a report by the Planning Policy and Public Protection Manager (copy enclosed) seeking Council's agreement to support the North Wales Regional Leadership Board in its commitment to seek a prison in North Wales and endorse the proposals detailed within the report.
- 9 APPOINTMENT OF HOMELESSNESS CHAMPION** (Pages 69 - 90)
To consider a report by the Head of Legal and Democratic Services (copy enclosed) recommending the appointment of a Homelessness Champion.
- 10 COMMITTEE TIMETABLE 2013/13, ANNUAL REVIEW OF POLITICAL BALANCE, APPOINTMENT OF SCRUTINY CHAIRS AND ALLOWANCES FOR VOTING CO-OPTED MEMBERS** (Pages 91 - 104)
To consider a report by the Democratic Services Manager (copy enclosed) seeking decisions on committee related issues.
- 11 ARRANGEMENTS FOR ELECTION OF CHAIR AND VICE CHAIR AT ANNUAL COUNCIL** (Pages 105 - 106)
To consider a report by the Head of Legal and Democratic Services (copy enclosed) recommending that Council agrees the proposed Chair and Vice Chair for the municipal year 2013 to be formally elected at the Council's Annual Meeting on 7 May 2013.
- 12 CORPORATE PLAN 2012 - 2017, YEAR 2 DELIVERY DOCUMENT** (Pages 107 - 122)

To consider a report by the Corporate Improvement Manager (copy enclosed) seeking approval of the final draft version of the Corporate Plan Year 2 Delivery Document.

13 COUNTY COUNCIL FORWARD WORK PROGRAMME (Pages 123 - 128)

To consider the Council's forward work programme (copy enclosed).

PART 2 - CONFIDENTIAL ITEMS

EXCLUSION OF PRESS AND PUBLIC

It is recommended in accordance with Section 100A (4) of the Local Government Act, 1972, that the Press and Public be excluded from the meeting during consideration of the following item(s) of business because it is likely that exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A of the Act would be disclosed.

14 CAPITAL PLAN 2012/13 - 2015/16 AND RECOMMENDATIONS OF THE STRATEGIC INVESTMENT GROUP (Pages 129 - 174)

To consider a confidential report by the Head of Finance and Assets (copy enclosed) updating members on the 2012/13 element of the Capital Plan and seeking members' support for the recommendations of the Strategic Investment Group as detailed within the report.

MEMBERSHIP

Councillors

Ian Armstrong
Raymond Bartley
Brian Blakeley
Joan Butterfield
Jeanette Chamberlain-Jones
Bill Cowie
Ann Davies
Carys Guy Davies
James Davies
Meirick Davies
Richard Davies
Stuart Davies
Peter Duffy
Hugh Evans
Peter Evans
Bobby Feeley
Huw Hilditch-Roberts
Martyn Holland
Colin Hughes

Gwyneth Kensler
Geraint Lloyd-Williams
Margaret McCarroll
Jason McLellan
Barry Mellor
Win Mullen-James
Bob Murray
Peter Owen
Dewi Owens
Merfyn Parry
Paul Penlington
Arwel Roberts
Gareth Sandilands
David Simmons
Barbara Smith
David Smith
Bill Tasker
Julian Thompson-Hill
Joe Welch

Rhys Hughes
Hugh Irving
Alice Jones
Huw Jones
Pat Jones

Cefyn Williams
Cheryl Williams
Eryl Williams
Huw Williams

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Agenda Item 4

Digwyddiadau wedi eu mynychu gan y Cadeirydd / Events attended by Chairman

16.02.13 – 25.03.13

Dyddiad / Date	Digwyddiad / Event	Lleoliad / Location
16.02.13	Gwobrau Gwasanaeth Ieuenctid Youth Service Awards	Dinbych Denbigh
22.02.13	Cyfarfod Rhanbarthol Comisiwn Annibynol yr Heddlu Independent Police Commission's Regional Meeting	Fflint Flint
22.02.13	Swper Elusennol Cadeirydd Ynys Môn Anglesey Chairman's Charity Dinner	Bae Treaddur Treaddur Bay
25.02.13	Ymweliad â Uned Symudol Tenovus Visit to Tenovus Mobile Unit	Bodelwyddan
25.02.13	Cyflwyno Gwobrau i Ddisgyblion Ysgol Brynhedydd Presentation of Awards to Brynhedydd School Pupils	Rhuthun Ruthin
28.02.13	Ymweliad Lesley Griffiths AC Lesley Griffiths AM visit	Prestatyn
05.03.13	Penblwydd Mr A Coolege yn 100 oed Mr A Coolege 100 th birthday	Rhuddlan
07.03.13	Noson Wobrwyo Uwch Sirydd Clwyd High Sheriff of Clwyd Community Awards	Rhuthun Ruthin
08.03.13	Swper Elusennol Cadeirydd Sir y Fflint Flintshire Chairman's Charity Dinner	Glannau Dyfrdwy Deeside
09.03.13	Agoriad Swyddogol Datblygiad Newydd Opening Ceremony New Development	Presthaven Sands Prestatyn
12.03.13	Cyflwyno gwobrau Euroscola Presentation of Euroscola Awards	Rhuthun Ruthin
14.03.13	Seremoni Dinasyddiaeth Citizenship Ceremony Is Gadeirydd wedi mynychu / Vice Chair attended	Rhuthun Ruthin
15.03.13	Digwyddiad Llwybrau i Lwyddiant 14-19 14-19 Pathways to Success Event	Llangollen
20.03.13	Dathliad o waith Ensemblau Sir Ddinbych Celebration of Denbighshire Ensembles Is Gadeirydd wedi mynychu / Vice Chair attended	Llanelwy St Asaph
22.03.13	Swper Elusennol Maer Llanelwy Mayor of St Asaph Charity Dinner Is Gadeirydd wedi mynychu / Vice Chair attended	Llanelwy St Asaph
23.03.13	Cinio Blynyddol Bad Achub RNLI Annual Crew Dinner	Rhyl

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COUNTY COUNCIL

Minutes of a meeting of the County Council held in Council Chamber, County Hall, Ruthin LL15 1YN on Tuesday, 26 February 2013 at 10.00 am.

PRESENT

Councillors Ian Armstrong, Raymond Bartley, Brian Blakeley, Joan Butterfield, Jeanette Chamberlain-Jones, Bill Cowie, Ann Davies, James Davies, Meirick Davies, Richard Davies, Stuart Davies, Peter Duffy, Hugh Evans, Peter Evans, Bobby Feeley, Carys Guy, Huw Hilditch-Roberts, Martyn Holland, Colin Hughes, Rhys Hughes, Hugh Irving, Alice Jones, Huw Jones, Pat Jones, Gwyneth Kensler, Geraint Lloyd-Williams, Margaret McCarroll, Jason McLellan, Barry Mellor, Win Mullen-James, Bob Murray, Dewi Owens, Merfyn Parry, Paul Penlington, Arwel Roberts, Gareth Sandilands, David Simmons, Barbara Smith, David Smith, Bill Tasker, Julian Thompson-Hill, Joe Welch, Cefyn Williams, Cheryl Williams and Eryl Williams

ALSO PRESENT

Chief Executive (MM), Corporate Director: Customers (HW), Corporate Director: Modernising and Wellbeing (SE), Head of Legal and Democratic Services (RGW), Head of Finance and Assets (PMcG), Head of Planning and Public Protection (GB), Project Manager, Rhyl Going Forward Team (PMcD), Planning Policy Officer (BB) and Committee Administrator (SLW)

The Chair welcomed Councillor Paul Penlington to his first Council meeting.

1 APOLOGIES

Apologies for absence were received from Councillors Peter Owen and Huw Williams

2 DECLARATIONS OF INTEREST

Councillors Bill Tasker, Jeanette Chamberlain-Jones, Ann Davies, Hugh Evans, Geraint Lloyd Williams, Rhys Hughes, Brian Blakeley and Raymond Bartley declared a personal interest in the item "Feedback from meeting with BCU Executive on "Healthcare in North Wales is Changing" decisions" (Agenda Item 6).

3 URGENT MATTERS AS AGREED BY THE CHAIR

The Corporate Director: Customers (CD:C) presented an update to Members regarding the "Horsemeat Scandal". Information had previously been forwarded to Members from both CD:C and also the Public Protection Manager.

Following discussion at CET, a Review Group was to be set up. The Terms of Reference were made available for Members to peruse. Three meetings were to be planned, with each meeting discussing individual issues. Following the three

meetings, a report would be prepared and produced to Scrutiny for the Scrutiny Committee to decide what decisions to be presented at Cabinet or Council.

4 CHAIRMAN'S DIARY

A list of civic engagements undertaken for the council by the Chair for the period 19 December 2012 to 12 February, 2013 had been circulated with the papers for the meeting.

RESOLVED that the list of civic engagements undertaken for the council by the Chair be received and noted.

5 MINUTES

The minutes of the Council meetings held on 31 January, and 5 February, 2013 were submitted.

RESOLVED that the minutes of the Council meetings held on the 31 January and 5 February, 2013 be confirmed as a correct record.

6 FEEDBACK FROM MEETING WITH BCU EXECUTIVE ON "HEALTHCARE IN NORTH WALES IS CHANGING" DECISIONS

The Corporate Director, Modernising and Wellbeing (CD:MW) introduced the report (previously circulated) providing feedback following the meeting held with the BCU Executive on the 8 February, 2013 and the recommendations which arose therefrom.

Following the Council meeting held on 5 February, 2013, it had been agreed that a delegation of 10 Members would meet with the BCU Executive representatives to address outstanding concerns arising from the Betsi Cadwaladr University Health Board (BCUHB) decisions on 18 January, 2013 regarding "Healthcare in North Wales is Changing" proposals. The members attending were Councillors Julian Thompson-Hill, Huw Williams, Alice Jones, Stuart Davies, Pat Jones, Jason McLellan, Peter Evans, Gwyneth Kensler, Bobby Feeley and Arwel Roberts.

Councillor Raymond Bartley opened the discussion by explaining to Members, he was one of three Members who represented Denbighshire on the Community Health Council (CHC). The other Members were Councillors Brian Blakeley and Ann Davies. Councillor Bartley wished to make it clear that it had not been the CHC who had taken the decision not to refer the issues identified as cause for concern to the Minister, but it had been the Executive Committee of the CHC. The CHC was made up of 72 members, who were representatives from each of the six North Wales Councils, and met on a monthly basis. The Executive Committee of the CHC was made up of 15 members of the CHC, including the six Chairs and six Vice-Chairs plus the Chair and Vice-Chair of BCCHC and the Chief Officer.

Councillor Bartley clarified he strongly disagreed with a vote of no confidence. There was a need to continue working together with the Health Service in the best

interest of the residents. The most important people within the Health Service were the patients.

The CD:MW continued to report on the update following the meeting with BCU representatives on 8 February, 2013. The meeting had been attended by Mary Burrows, BCUHB Chief Executive, Grace Lewis Parry, Director, Neil Bradshaw, Director, and Sally Baxter, Assistant Director. Reassurances were provided by the BCU Executive representatives as follows:-

- The future of Ysbyty Glan Clwyd. Including confirmation of its future as the centre for complex vascular surgery. A range of capital investments (totalling around £100million) were already secured at Ysbyty Glan Clwyd including investments in A & E, theatres and cath labs. The BCU representatives agreed to produce a “blueprint” type document explaining what was planned to be delivered from the Ysbyty Glan Clwyd site in the future.
- Agreement to work to develop a transport plan
- Agreement to carry out modelling of financial consequences of proposed NHS changes on the local authority, especially Enhanced Care Services and Services for Carers.
- Agreement to use the County Health and Social Care Forum to ensure continue dialogue.

During the meeting, the BCU representatives strongly defended the decisions made which had been due to demography, financial challenges and staff issues.

£27million of the total £40million funding required across North Wales for replacement community health facilities was to be spent in Denbighshire.

Councillor Bobby Feeley, Lead Member for Social Care and Children’s Services, clarified that BCUHB had given assurances on a number of issues. Unfortunately, there were still outstanding issues which required assurance. There had been a strong recommendation to call on the CHC to refer the proposals to the Minister. Councillor Feeley reiterated working in partnership with BCUHB was a linchpin to Denbighshire services.

At this juncture, Councillor Joan Butterfield, on behalf of the Labour Group, moved a motion of no confidence in the CHC Executive due to the CHC’s ambiguous inaction and their position on various aspects yet to be clarified. Councillor Butterfield referred to the statement released by the CHC as being unclear due to the fact that it left more questions unanswered than had been answered. Throughout the process, the Local Health Board confirmed alternatives would be in place prior to the closure programme. The removal of the neonatal intensive care services to Arrows Park Hospital rather than remaining at Ysbyty Glan Clwyd had been a major cause for concern.

For accuracy, the Chair challenged the statement “removal of the neonatal care at Ysbyty Glan Clwyd”. Ysbyty Glan Clwyd currently run a Special Care Baby Unit and any sick babies requiring neonatal care were currently transferred to Alder Hey Hospital for treatment. Ysbyty Glan Clwyd do not have a neonatal baby unit.

Councillor Joan Butterfield stated that the public perception was that the neonatal baby unit was to be removed from North Wales. The Labour Group were reflecting the public view.

Councillor Ann Davies stated that as a member of the CHC she needed to reiterate the good work which was undertaken by CHC members. Councillor Davies stated she would not approve a vote of “no confidence”.

A number of members expressed concern regarding the failure to refer proposals to the Minister.

Following a lengthy debate and following advice given to members by the Head of Legal and Democratic Services, it was agreed to amend the resolution as follows:-

“If the CHC Executive have not referred those issues identified by them as cause for concern to the Minister by Friday, 1st March then this Council has no option but to deliver a vote of no confidence in the Executive Committee of the CHC”.

A recorded vote was requested. The recorded vote took place and there was unanimous agreement for the amended resolution.

A vote was also taken for the recommendations within the report, apart from recommendation 3.4.

RESOLVED that the Council unanimously:-

(i) *approved the amended resolution:*

If the CHC Executive have not referred those issues identified by them as cause for concern to the Minister by Friday, 1st March then this Council has no option but to deliver a vote of no confidence in the Executive Committee of the CHC

(ii) *noted the progress made with respect to:-*

- a. reassurances on the future of Ysbyty Glan Clwyd*
- b. agreement to work with public authorities to develop a transport plan to mitigate the impact of the proposed NHS changes on the public*
- c. agreement to carry out modelling of the financial consequences of the proposed NHS changes on the local authority, especially Enhances Care Services and services for carers*
- d. agreement to using the County Health and Social Care Forum as the mechanism to ensure continued dialogue and reporting back, including on those issues identified for further work in b and c above.*

(iii) *Expresses its concerns with respect to the NHS capital funding system which leaves local communities without the guarantee that promised new services will materialise.*

(iv) *Agrees to write to the Health Minister reinforcing the need for earliest decisions on the allocation of WG capital for the schemes in Denbighshire.*

(v) Calls on the Minister to consider DCC's concerns before endorsing the proposals.

7 SUPPLEMENTARY PLANNING GUIDANCE WEST RHYL

Councillor David Smith presented the report (previously circulated) to inform Members about the consultation responses received regarding the West Rhyl Supplementary Planning Guidance note, and outline any subsequent changes proposed to the document.

A decision by full Council was required on whether to formally adopt the West Rhyl Supplementary Planning Guidance note so that it could be used as a material consideration at planning application stage and guide the regeneration of the area. The West Rhyl Supplementary Planning Guidance note had previously been discussed at the Planning Committee on 23 January 2013 at which the Members expressed support for the document.

The consultation period for the Guidance ran from 24 October – 19 December, 2012. During that period, 15 responses were received with some recommended amendments to the Guidance.

The aim of the West Rhyl Supplementary Planning Guidance was to provide a clear planning framework to take forward the regeneration of West Rhyl against which planning decisions can be made. Without clear guidance, there was a risk that a lack of a consistent holistic approach for development proposals would make it difficult to refuse planning applications that do not accord with the strategy outlined for West Rhyl. Furthermore, an absence of this document could partly undermine the evidence base used to help support compulsory purchase orders which are considered a key mechanism in helping to regenerate West Rhyl.

RESOLVED that the Members unanimously agreed to formally adopt the West Rhyl Supplementary Planning Guidance note, to be used as a material consideration at planning application stage and guide the regeneration of the area.

8 COUNCIL TAX SETTINGS AND ASSOCIATED MATTERS

Councillor Julian Thompson-Hill presented the report (previously circulated) for the Council to pass further resolutions in a particular form to ensure that the Council Tax and its associated matters were legally valid.

Budget sessions had been arranged for July, October, December and March. The Head of Finance and Assets (H:F&A) stressed to the Members the importance of the sessions and encouraged as many Members as possible to attend.

Councillors Julian Thompson-Hill and Hugh Evans expressed their gratitude to the H:F&A, the Head of Revenues and Benefits and their respective teams for all their hard work.

RESOLVED that the Council unanimously approves the following recommendations:-

- (i) *The County Council as the Billing Authority considered the precepts received from the Police and Crime Commissioner for North Wales and the Town/Community Councils and declared the Council Tax levels for the 2013/2014 financial year.*
- (ii) *That the amounts calculated by the Council for the 2013/2014 financial year, in accordance with Sections 32 to 34 (1) of the Local Government Finance Act 1992 (the Act) and Alteration of Requisite Calculations (Wales) Regulations 2008 be as Appendix A section 3 of the report.*
- (iii) *That the amounts calculated by the Council for the 2013/2014 financial year, in accordance with Sections 34 (2) to 36 (1) of the Local Government Finance Act 1992 (the Act) be as Appendix A section 4 of the report.*
- (iv) *That the amounts of Council Tax for the 2013/2014 financial year for each of the categories of dwellings be as shown in Appendix C of the report.*
- (v) *That the level of discount for Class A, B, and C as prescribed under the Council Tax (Prescribed Class of Dwellings) (Wales) Regulations 2004 be set at zero for the financial years 2013/2014, 2014/2015, 2015/2016 and 2016/2017 being the term of this Council with the caveat that this is dependent on no changes to Legislation or local conditions.*

9 TREASURY MANAGEMENT STRATEGY STATEMENT

The Head of Finance and Assets (H:F&A) presented the report showing how the Council would manage its investments and borrowing for the coming year and also setting the policies within which the Treasury Management function operated. The report also outlined the likely impact of the Corporate Plan on this Strategy and on Prudential Indicators.

The Chartered Institute of Public Finance and Accountancy's Code of Practice on Treasury management (the "CIPFA TM Code") required the Council to approve the Treasury Management Strategy Statement and Prudential Indicators annually.

The report had previously been presented at Corporate Governance Committee where some changes to the report had been agreed.

RESOLVED that the Council approves:-

- *the Treasury Management Policy Statement for 2013/2014*
- *the Treasury Management Strategy Statement for 2013/2014*
- *the setting of Prudential Indicators for 2013/2014, 2014/2015 and 2015/2016*
- *the minimum Revenue Provision Statement*
- *the use of Specified and Non-Specified Investments.*

10 APPOINTMENT OF STANDARDS COMMITTEE LAY MEMBERS

The Head of Legal and Democratic Services / Monitoring Officer presented the report (previously circulated) for full Council to consider either a re-appointment for

one further term of office or to instruct the Monitoring Officer to re-advertise the appointment for an Independent (Co-opted) Member of the Standards Committee.

RESOLVED that the Council agreed to the re-appointment of Ms Margaret Medley as an Independent (Co-opted) Member of the Standards Committee for one further term of office.

11 COUNTY COUNCIL FORWARD WORK PROGRAMME

The Head of Legal and Democratic Services (H:LDS) submitted the Council Forward Work Programme.

Councillor Bill Cowie raised the issue of the election of Chair and Vice-Chair not being on the Council FWP. It would be placed on the FWP for April for discussion together with any nominations and in May for election of Chair and Vice-Chair.

Councillor Alice Jones suggested a presentation by DEFRA would be useful as they deal with animal health, cross compliance, and traceability of food. It was agreed this would be added to an informal Council meeting.

Councillor Jones also stated the Common Agricultural Policy was shortly to be put in place and as there was very little understanding of this topic recommended it be added to the FWP. It was agreed this would be added to an informal Council meeting.

Councillor Joan Butterfield stated the Police Commission to attend a future Council meeting was not on the FWP. H:LDS agreed to this being added to the FWP.

RESOLVED that subject to the above, Council's Forward Work Programme be noted.

The meeting concluded at 1.05 p.m.

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Agenda Item 6

Report To: Full Council

Date of Meeting: 9th April 2013

Lead Member / Officer: Cllr Barbara Smith/Linda Atkin, Head of HR

Report Author: Linda Atkin, Head of HR

Title: Workforce Efficiencies

1. What is the report about?

The report details the savings required to achieve the Workforce Efficiencies identified in the Budget and the process proposed for implementing these savings.

2. What is the reason for making this report?

Negotiations with the Trade Unions on how the Workforce Efficiencies will be delivered have now concluded and the Council has drawn up its final package on how these can be achieved. The trade unions balloted their members on this package between 18th and 28 February but did not recommend acceptance. The turnout for the ballot was low at just over 20%.

Of the 20% that voted, 74% rejected the proposal.

Total Number of Employees (excluding teachers)			3664			
Total Number of Union members			1806			
	Total papers Issued	Number of Papers returned	Accepted	Rejected	Spoilt	Turnout
Unison	1524	317	82	232	3	20.80
GMB	180	34	6	28	0	18.89
Unite	102	19	6	13	0	18.63
	1806	370	94	273	3	20.32

This means the Council is unable to conclude a voluntary agreement with the workforce through the Trade Unions for implementation of the proposals and an alternative approach is needed.

This will involve consulting direct with those affected to gain their agreement to the proposed changes and serving them with notice to vary their existing contract of employment. If agreement is not reached with the individual, there will be a requirement to terminate their

existing contract of employment and issue those individuals with a new contract of employment incorporating the amended terms and conditions.

As this will affect, 414 essential users and potentially 3250 casual users, it is potentially a high profile issue and therefore members should be aware of the background including the extensive negotiations that have been undertaken and the reasons for taking this course of action.

This was discussed in Informal Cabinet on the 11th March 2013 who supported the proposed way forward but requested that the authority looked to see if any action could be taken to lessen the financial impact on the lower paid.

3. What are the Recommendations?

That Council:

1. Notes the efforts made to reach agreement with the Trade Unions in respect of the identified workforce efficiencies
2. Reaffirms the need to achieve the savings identified in the Medium Term Financial Plan resulting from these efficiencies
3. Approves the measures described in paragraph 4 to assist the lower paid
4. Authorises the Chief Executive to issue notices of variation of contract in respect of the Essential Car User allowance, Disturbance Allowance and Pay Protection Period as set out in paragraph 4 of the report
5. Authorises the Chief Executive to issue notices of dismissal to those employees who do not accept the contract variations referred to in 4 above together with an offer of re-engagement on the varied terms and conditions

4. Report details.

In the current financial climate, all Councils are required to make substantial reductions in budget and have to put plans in place to meet the necessary savings required. For Denbighshire this amounts to around £18m over a three year period. As part of the efficiency agenda savings amounting to £1.525 were identified against the general workforce within the Medium Term Financial Plan.

This was subsequently halved and reduced to £762k in June 2012 by the Chief Executive in recognition of the fact that other savings had been identified and there were a number of external factors which also affected staff's pay such as the review of tax credits; Child Benefits; Fuel costs etc. and it was recognised that many staff were struggling financially at the moment.

Negotiations with the trade unions have been on-going for nearly two years on a package of measures to protect services and jobs.

EFFICIENCIES	Required	Achieved	Required	Achieved	Required	Identified	Required	Identified
	2011/12		2012/13		2013/14		2014/15	
<i>Original Budgeted amount</i>	<i>£125,000</i>		<i>£200,000</i>		<i>£500,000</i>		<i>£700,000</i>	
Reduced requirement June 2012	£62,500	£60,850	£200,000	£192,991	£200,000	£245,426	£300,000	£257,266
Application of triangular travel and lesser of rule		£47,636		£47,636				
Review of essential user allowance and removal from Staff who did not meet criteria		£13,214		£145,355				
Removal of Essential user allowance and implement 45ppm for all						£245,426		£184,766
Reduce the period of protection to 12 months								£42,500
Reduce reimbursement period for disturbance mileage to 12 months								£30,000

£95k has been achieved from the changing the way in which employees are able to claim business mileage, and approximately £158k from the review of essential car users, leaving approximately £510k to achieve over 2013/14 and 2014/15. In order to achieve this, the Council made its final proposal to the trade unions in November which was to remove the essential user lump sum, introduce the HMRC mileage rates for all, and reduce the period for pay protection and disturbance. A copy of this is attached in Appendix A.

The withdrawal of the essential user lump sum together with a mileage payment for business travel at the HMRC rate is consistent with actions taken by every other authority in Wales and will allow Denbighshire to deliver the savings required. Understandably each authority is at a different stage in the process, but 16 authorities have already removed essential user allowance and are paying a single 45p mileage rate. Within North Wales, Gwynedd, Conwy and Wrexham have achieved this. Anglesey have served 90 days notice to vary employees' contracts, Flintshire are still negotiating Single Status and this is part of that.

Denbighshire will be providing a fair and reasonable reimbursement in the form of a mileage rate which is commensurate with the HMRC allowances. The Council currently spends in the region of £1.2m on business mileages. Within the Modernising Programme there are on-going projects to reduce staff travel through home and flexible working, use of mobile devices to streamline processes and reduce travel around the county. The Council is also looking at a number of measures to help employees who have to travel around the county to undertake their role, such as provision of Pool Cars and the ability to benefit from salary sacrifice in return for lower charges on lease cars.

There are 414 employees who are essential users and receive a payment of £80.25 per month (£963pa) together with a mileage rate of 40.9p. The proposals, outlined in Appendix A , for essential users, was to phase the removal over a 9 month period from April through to January 2014 and introduce the 45p per mile allowance from 1st September. This would cushion the financial impact for the first year.

Casual users currently receive 52.2p per mile and it was proposed that this would reduce to 45p on 1st September 2013, again cushioning the impact in year 1. Casual users currently pay tax on the difference between 45p and 52.2p. On an average business mileage of 600 miles a year, then the actual reduction is £28.80.

However as the proposals have been rejected, the Council will now need to consult direct with those affected to gain their agreement to the proposed changes and serve them with notice to vary their existing contract of employment. If agreement is not reached with the individual, there will be a requirement to terminate their existing contract of employment and issue those individuals with a new contract of employment incorporating the amended terms and conditions.

This will likely take between 4-6 months to complete and therefore the authority has no alternative other than to implement both the removal of the Essential Car User and bring in the 45p mileage rate with immediate effect at the end of the notice period as otherwise it will not achieve the required savings this financial year.

However, recognising the difficult economic climate and in response to a request made by Informal Cabinet, the authority will be giving 12 months protection for those employees currently earning less than the living wage (currently £7.45 per hour).

The variation of contract will also include changes to the Disturbance allowance payment period which will be reduced from 4 years to 1 year and the Pay Protection Period which will be reduced from 3 years to 1 year.

As part of the original negotiations, management had offered that if the Trade Unions were willing to recommend the changes and enter into a Collective Agreement, a commitment would be given not to review further terms and conditions before April 2015 as a gesture of good will. Since the trade unions have not supported the authority in this ballot, the commitment not to review any further terms and conditions for the purpose of achieving corporate workforce efficiencies until April 2015 will now be withdrawn.

5. How does the decision contribute to the Corporate Priorities?

This is fundamental to the authority meeting its efficiency savings required.

6. What will it cost and how will it affect other services?

The impact on services is dependent on which efficiencies are agreed going forward. There should not be any additional costs associated with these as they are efficiency savings. However, if these workforce efficiencies are not achieved next year then the impact on services will be considerable as a difficult decision would need to be made to either look at cutting front line services or making redundancies/

7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report.

A copy of the Equality Impact Assessment is attached. Appendix B

8. What consultations have been carried out with Scrutiny and others?

There have been regular monthly meetings with the Joint Trade Unions which started in December 2010. The Senior Leadership Team has been fully involved throughout the process. Lead Member for Modernising and Performance has been kept informed throughout the process. Finance have spent considerable time with the trade unions going through background and financial position. LJCC have been updated on negotiations throughout the period of negotiations. (Cllr. Joan Buttlerfield, Cllr. Meirick Davies, Cllr. Huw Hilditch-Roberts, Cllr. Martyn Holland, Cllr Colin Hughes and Cllr. David Simmons.)

A report was also presented to Informal Cabinet on the 11th March 2013.

9. Chief Finance Officer Statement

The council will continue to face significant financial challenges over the coming years as reductions to public sector funding across the UK are likely to continue in the medium term. The Budget delivered by the Chancellor of the Exchequer recently signalled further reductions to Welsh Government funding which is likely to reduce local government funding as a consequence. It is almost inevitable that this will mean greater savings targets are required by local councils in Wales than have been built into budgets and medium term financial plans. The 2013/14 budget already assumes that £200k savings will be achieved through the proposed savings with a further £300k in 2014/15. If these savings are not achieved then services will be required to find the additional savings on top of the £6m they are already dealing with over the 2 year period in a worsening financial climate.

10. What risks are there and is there anything we can do to reduce them?

The risks will be dependent on whether efficiencies can be agreed and if they are agreed, they will vary from service to service. If savings are not achieved through this proposal, other less palatable savings and cuts will be required which may present different risks to the Council.

The risk that service delivery will be affected if staff are unable to travel for their work will be mitigated through the following arrangements. Staff unable to provide their own car for work mileage will have access to pool vehicles where possible. Arrangements will be made for particularly high mileage users to have a designated pool car. The protection arrangements outlined in the report will also help to mitigate this risk.

11. Power to make the Decision

Power to make the decision is s112 Local Government Act 1972

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DENBIGHSHIRE COUNTY COUNCIL

Position Statement on Efficiency Negotiations

November 2012 (revised February 2013)

Background

The council has had to cut its budget by nearly £6.4m 2011/12 and this was achieved without making significant cuts to important services and without making significant job reductions. Further cuts were identified for 2012 -15 with £3.4m in 2012/13 and an additional £8m in 2013/14 and 2014/15. This means that over a four year period the Council's overall budget will have been reduced by around £18m.

Of the total of £18m that need to be cut, it was decided that £1.525m would have to come from workforce savings. This was as an alternative to cutting front line services or making redundancies.

However, it was recognised that a number of external factors also affect staff's pay such as the review of tax credits; Child Benefits; Fuel costs etc. and that many staff were struggling financially in the current climate.

The decision was therefore taken in July this year to reduce the amount of savings required from the workforce by half to £762,500.

Negotiations with the trade unions have been on-going for a number of months on how these savings can be achieved and these have been difficult at times. The trade unions are rightly looking at protecting employees' terms and conditions as far as practical. Both parties have been adamant that the priority must be to avoid compulsory redundancies and to keep people in jobs.

To date, the way in which "triangular travel" is paid has been changed and a review of essential users has been undertaken. These collectively have achieved approximately, £250k which leaves approximately £512k to be achieved during 2013-15.

Final Proposal

In order to achieve the remaining £512k it is proposed that the

- The essential user status and associated remuneration be removed
- Mileage rates changed in line with the HMRC rates of 45p per mile (25ppm after 10,000 miles)
- Disturbance mileage to be payable for 12 months at a rate of 16.4p per mile
- Pay protection be payable for a period of 12 months

The essential user status and associated remuneration be removed

This will be phased over a period of 9 months starting on the 1st April 2013 as follows:

- 1st April 2013 – 75% of lump sum payable. (£60.19)
- 1st July 2013 – 50% of lump sum payable (£40.12)
- 1st October 2013 – 25% of lump sum payable (£20.06)
- 1st January 2014 – full removal of lump sum. (Nil)

Mileage rates

The mileage rates payable to all car users (essential and casual users) will be changed to the HMRC rates of 45p per mile (25ppm after 10,000 miles). This will be with effect from the 1st September 2013. Implementing on this date is the equivalent to phasing in the reduction/increase in mileage rate on the same % as the essential user lump sum.

Disturbance mileage

This will be payable for a period of 12 months at a rate of 16.4p per mile and will be applied to any future changes to employees. Those currently in receipt of disturbance will continue to receive this in accordance with the current arrangements.

Pay protection

This will be payable for a period of 12 months and will be applied to any future changes to employees' pay. Those currently in receipt of pay protection will continue to receive this in accordance with the current arrangements.

Finally, other than the on-going negotiations on the ½ day Christmas Leave, the authority will not review any further terms and conditions for the purpose of achieving corporate workforce efficiencies until April 2015 unless the financial situation changes radically or there are unforeseen circumstances which necessitates the need for this. This does not mean that where it is necessary for services to review terms and conditions for the purpose of providing a more efficient service or meet service need that this will not take place e.g. reviewing hours of work and working practices; review employees entitlement to certain allowances; reducing overtime claims.

It must be understood that the above are **PROVIDING** the authority's financial position does not change and that the anticipated funding from Central Government remains the same.

In return the authority is requesting the following from the Trade Unions:

- i. Full support with a joint communication prior to ballot on the full package
- ii. Signed collective agreement
- iii. The trade unions to actively work with us on the reduction of sickness absence within the authority as has been previously highlighted when discussing the reduction of the efficiencies from £1.5m to £762,000.

Title:	Removal of Car User Allowance
Contact:	Catrin Roberts

1. What is being assessed?

Type of proposal	Tick if applicable
A new or revised policy	✓
A new procedure	<>
A service review or re-organisation proposal	<>
An efficiency or savings proposal	✓
A project proposal	<>
A Strategic or Service plan	<>

2. Does the proposal have any potential impact on service users / potential users or employees / potential employees?

	Tick if applicable
Yes	✓
No	<>

If the answer to question 2 is 'No', please proceed to Section 4.

If the answer to question 2 is 'Yes', please continue to Question 3.

3. How do the equality risks apply to this proposal?

Equality risk	Key issues	How have these issues been eliminated (if applicable)?	How are these issues being managed (if applicable)?
The service can not be accessed by all users / potential users	N/A	N/A	N/A
The service venue does not cater for the needs of all users / potential users	N/A	N/A	N/A
The service and service user are not able to communicate with each other	Information available on Intranet, hard copy (upon request). No Braille copy, recorded copy, easy read copy readily available	No	Requests dealt with individually.
Service users are not treated with dignity and respect	Managers may not consistently interpret and apply the details of the policy uniformly.	Proposed policy takes away managers interpretation	
The service provided does not meet the diverse range of community needs	There may be more of an impact on rural service users where public transport is not a feasible option	Introduction of alternatives for employees such as pool cars.	N/A
There is a lack of equal opportunity for employees and potential employees	Managers may not consistently interpret and apply the details of the policy uniformly.	Proposed policy takes away managers interpretation.	
Changes to staffing structures, terms and conditions have a disproportionately negative impact on	May be detrimental to employees with mobility issues. There is more of an impact on	Risk assessment to be conducted to determine form of travel	Requests dealt with individually

Equality risk	Key issues	How have these issues been eliminated (if applicable)?	How are these issues being managed (if applicable)?
staff with particular protected characteristics	those employees who are required to work in rural areas and where public transport is not a feasible option.	Introduction of alternatives for employees such as pool cars.	
The policy will negatively affect different groups and communities	None		
Additional risk not identified in the toolkit (please specify)	No dedicated individual responsible for policy monitoring & updating.	Cannot be eliminated	No monitoring process.

4. Declaration

Name of Lead Officer for Equality Impact Assessment	Date EqIA completed
Catrin Roberts	August 2012 updated October 2013.

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Report To: Full Council

Date of Meeting: Tuesday 9th April 2013

Lead Member / Officer: Councillor Barbara Smith

Report Author: Linda Atkin, Head of HR

Title: HR Policy and Procedure

1. What is the report about?

This report has been written to identify the changes that have been made to our current HR policies and procedures in order to comply with legislation changes and best practice. The policies and procedures have been written to provide managers with comprehensive guidance on how to deal with the Recruitment and Selection Providing an Employment Reference, Secondments and Agency Workers within the Council.

2. What is the reason for making this report?

To gain agreement to adopt the following documents as Council policies and procedures:

- Recruitment and Selection
- Providing an Employment Reference
- Secondment
- Agency Workers procedure

3. What are the Recommendations?

That the new and amended policies and procedure are accepted and adopted by Denbighshire County Council.

4. Report details.

The above documents have reviewed in line with legislative changes and best practice and taking into account comments and recommendations made by managers. The documents have been reformatted in a simplified format in order to make them much easier to use and more accessible via the intranet.

Please see appendices 1 - 4 where policy and procedure changes have been highlighted.

Due to the length and amount of documents to be considered, copies of these have not been provided in hardcopy. However, these will be available to members electronically and there will be copies available on the day of the meeting. In the meantime if a copy is required please contact Gemma Hillier on 01824 706200.

5. How does the decision contribute to the Corporate Priorities?

The agreement and implementation of the policies and procedures will allow the Council to recruit and retain employees who are suitable to contribute and achieve the corporate priorities.

6. What will it cost and how will it affect other services?

There will be no additional costs with the agreement and implementation.

This will affect all services within the Council as they will need to comply with policies and procedures to reduce any risk.

7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report.

It has been identified that recruiting managers will need to consider the impact on the protected characteristics when justifying recruitment. Recruiting managers will need to ensure that all interview locations have access to all candidates including those with protected characteristics. Also, recruiting managers will need to ensure that if a candidate has notified the Council on reasonable adjustments to be made to attend the interviews, this will need to be actioned. For example, hearing loops, wheelchair access, and additional time for tests. When Assessment centres need to be used, managers will need to ensure that the appropriate equipment is used and is suitable for all applicants. There is a need to ensure that if external consultants are used during the process that all protected characteristics are considered.

The council will need to ensure that at least one member of the recruitment panel has attended equality training as per policy. HR will need to provide refresher training for managers and training for new managers on how to use the policy and procedure.

The policy and procedure will be available on the internet and intranet, however other alternative formats can be requested.

We will need to identify mechanisms that would support female progression.

HR will need to monitor the impact and effectiveness of new policy once implemented.

Please see the appendices 5 -8 for the Equality Impact Assessment Reports.

8. What consultations have been carried out with Scrutiny and others?

The policies and procedures have been distributed for consultation with the Council's Senior Leadership Team and recognised Trade Unions. Please see appendices for comments and actions from the consultation.

9. Chief Finance Officer Statement

There are no significant cost implications resulting from the proposed changes to policies. In some cases the policies have been updated to reflect legislation and current practice, for example in relation to agency worker regulations, so the formalisation of the changes into a policy will not in itself create additional costs.

10. What risks are there and is there anything we can do to reduce them?

The Council will need to ensure that at least one member of the recruitment panel has attended equality training as per policy.

11. Power to make the Decision

This is non-applicable.

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Appendix 1 - Recruitment and Selection Policy and Procedure Changes

Outlines the role of the recruiting manager and what steps they need to follow from the justification for recruitment through to the selection of candidates. Also highlights the checks that must be made for before a new employee can commence work within DCC. We need to ensure that recruiting managers are following the process of checking qualifications and the right to work in the UK documents for all candidates that attend interview. Checking the 'right to work in the UK' documents is a compulsory requirement for all organisations.

The policy also highlights that all vacancies must be advertised internally first in line with the previous policy however if there is a business need then vacancies will be advertised both internally and externally at the same time. This business need must be made clear on the Vacancy Control Form and authorised by the Head of Service. HR Direct may challenge recruiting managers where they feel that there is a suitable pool of internal staff which could fill the vacancy and therefore will place the advert internally first.

This policy is supplemented by the Recruitment and Selection Procedure.

Schools have also been incorporated in to the Policy and Procedure.

- **Recruitment and Selection Procedure**

This procedure highlights the roles and responsibilities for HR, Recruiting Managers, Heads of Service and Members for Recruitment and Selection.

The procedure aims to take a recruiting manager through the whole recruitment and selection procedure from the initial vacant post/new vacancy, job evaluation, redeployment, advertising the vacancy through to the shortlisting, selection criteria, assessment centres options, interviews, checks to made, feedback, additional payments and new starter information.

The main changes/points to consider are as follows:

Recruitment Timescales – managers must consider

Activity	Timescales
Job evaluation – new posts or amended posts – pay and rewards	4 weeks

Vacancy advertised (from receiving the VCF, Advert, JD and PS)	5 working days
Vacancies will be advertised for a period of:	2 weeks
Managers will be sent / or will be able to collect submitted application forms for shortlisting	Up to 2 working days after closing date and time
Reference checks (schools request their own references but 10 days should still apply to schools)	10 working days minimum
Time it takes for ICT to set up a new starter on system (not applicable for schools)	10 working days

Who can apply for internal vacancies?

Relief/supply/casual staff can apply for internal vacancies. Agency workers can also apply for internal vacancies from day one of service in accordance with the Agency Workers Regulations 2011. Work experience, summer placements, volunteers and internships cannot apply for internal only vacancies.

Acknowledgement of shortlisting

Acknowledgement of whether a candidate has been shortlisted will only be carried out for those that are invited for interview. Those candidates who have not been shortlisted will not be sent a letter to confirm. This is providing a cost saving to the authority and is currently in practice. The job advert states 'If you have not heard from us within 3 weeks of the closing date then you must assume you have not been successful'

Guaranteed Interview Scheme (Two ticks)

Recruiting managers are to ensure that if a candidate ticks section 8 of the new application form / web recruitment form, they must clearly identify this on the shortlisting matrix. All candidates who meet the essential criteria and have ticked that they wish to be considered as part of this scheme must be given an interview. Recruiting managers will be liable if this does not happen.

Document checks to be made by recruiting manager at interview

The recruiting manager is to take copies of the candidates proof of qualifications (outlined as essential in person specification) and their 'right to

work in the UK' & Proof of identity documents and pass onto HR Direct with the recruitment file once the interviews are complete.

The Immigration, Asylum and Nationality Act, 1996 makes it a criminal offence for an employer to employ those who do not have permission to live or work in the UK. Recruiting managers may be liable.

References – External candidates

References are to be requested by HR Direct after the offer of employment has been made to the successful individual. The successful candidate **is not** to commence employment with DCC until 2 satisfactory have been received.

All contracts of employment have the clause 'subject to satisfactory references being received' The effect of such a clause is that the contract with the employee will not come into being until the obtaining of a reference which is satisfactory to the employer has been received. However, this only applies if the employer has not allowed the employee to commence work. If an employer allows the employee to start work before references have been received, the employee will have the same rights as any other employee for example in relation to wrongful dismissal (that is, breach of contract).

The process for safeguarding is also made clear within the policy for jobs that involve social care clients. Candidates must provide all of their job history and referees within that field so that basic reference checks can be made (job title, dates of employment and reason for leaving). HR Direct now have a list of jobs in Adult services and Housing that require more in depth reference checks.

References – Internal candidates

Internal candidates will now be required to provide the name of their current line manager who will be asked to provide a reference using the corporate reference template. Current line managers may also be asked to provide copies of performance appraisals for that candidate.

Probationary Periods

Probationary periods are to apply to all new staff regardless of whether they have local government service history. The majority of other Welsh local authorities operate the same probationary procedures.

In terms of internal employees, the same process will apply as it does now in that if an employee moves internally then they will not require a probationary period unless the new job is completely different / much higher level etc.

Equality Act 2010

The Equality Act 2010 states that recruiting managers **must not** ask

a candidate about their absence record /sickness record / health/ disability.

The Act states that except in very restricted circumstances or for very restricted purposes, the Act aims to prevent employers from asking any job applicant about their health or any disability before the person has been:

1. offered a job either outright or on conditions (such as 'subject to satisfactory references/health check'), or
2. included in a pool of successful candidates to be offered a job when a position becomes available (for example, if an employer is opening a new workplace or expects to have multiple vacancies for the same role but doesn't want to recruit separately for each one).

This includes asking such a question as part of the application process or during an interview. It also includes sending them a questionnaire about their health for them to fill in before you have offered them a job. Questions relating to previous sickness absence count as questions that relate to health or disability.

All new starters will be sent a New Starter Health Assessment Form which will ask the employee to declare if they have a health condition or disability which might impair their ability to undertake effectively the duties of the position which they have been offered or a health condition or disability which might affect their work and which might require specialist adjustment to their work or at their place of work. Occupational Health can then provide advice to the recruiting manager to ensure that reasonable adjustments made. The head of service must authorise.

The point of stopping employers asking questions about health or disability is to make sure that all job applicants are looked at properly to see if they can do the job in question, and not ruled out just because of issues related to or arising from their health or disability, such as sickness absence, which may well say nothing about whether they can do the job now

You can ask questions about health or disability where the question relates to a person's ability to carry out a function that is intrinsic (or absolutely fundamental) to that job. Where a health- or disability-related question would

mean you would know if a person can carry out that function with reasonable adjustments in place, then you can ask the question.

In practice, even if a function is intrinsic to the job, you should ask a question about a disabled person's ability to do the job with reasonable adjustments in place. There will therefore be very few situations where a question about a person's health or disability needs to be asked.

Recruitment documents to aid recruitment and selection

There are a range of documents/forms contained within the appendices which recruiting managers will need to use to ensure:

- consistency across the authority with recruitment and selection documentation
- they can evidence / justify their decisions when it comes to recruitment and selection which will help in any potential tribunal claims they may receive with regards to recruitment.
- we have an audit trail for recruitment and selection.

Offers of employment

The recruiting manager will make a provisional verbal offer of employment but they must make it clear that the offer of employment is subject to the following:

- Satisfactory references being received
- Medical clearance (where appropriate)
- Receipt of satisfactory Criminal Records Bureau (CRB) Disclosure, where appropriate
- Receipt of original certificates of qualifications obtained
- Receipt of your documentation to meet our obligations under the Asylum and Immigration Act (Right to Work in the UK documents) and proof of identity.
- Receipt of candidate's original driving license if their job requires driving for work reasons.

Please also note that the successful candidate **will not** be able to commence employment until all of the above are received.

Feedback

Recruiting managers are to provide any candidate with feedback as to why they were unsuccessful at the shortlisting stage or after interview. Feedback must be provided within reasonable timescales.

Interview Expenses

Applicants will only be able to claim interview expenses where the recruitment involved an assessment centre held over two days. The applicant will be able to claim overnight accommodation and travel in accordance with our travel and subsistence policy. Applicants will need to contact HR Direct and complete the 'Claim for travelling, accommodation and/or subsistence expenses' form before any expenses will be reimbursed.

Modern Apprentices

The changes are as follows - Modern Apprentices are to have a 'Modern Apprentice Contract' as they are not be treated as fixed term employees. Their probationary period can now be extended beyond 6 months if there are issues and they can go onto vision time and use flexi from day one.

Modern apprentices will continue to apply for internal vacancies but only after 12 months (this has not changed). There will be a separate procedure for modern apprentices in the near future.

Recruitment and Selection Consultation Comments

After the sub-committee meeting on 14th February 2012, there were changes made as result of the meeting and the policy was updated accordingly.

Other comments:

- *In the tab about 'what to include in an advert' there is mention of the need to specify what type of CRB is needed. There needs to be a link to the relevant information as many recruiting managers won't know – link will be made on flowchart*
- *In the 'person specification' tab need to emphasise more that putting a lot of requirements as essential will limit severely the number of people who will be eligible for interview – sentence to be added "It is important to consider your essential criteria. Excessive essential criteria will limit your selection pool."*
- *In the 'references' section need to include requirements of - The Domiciliary Care Agencies (Wales) Regulations 2004 – this will be looked into.*

- *Unshortlisted candidates should be written to* – between August 2012 – October 2012, HR Direct received 962 applications. Therefore to send out a 1st class letter to all 962 would have cost £577.20 To send out a 2nd class letter to all 962 applicants would have cost £481.00 in addition to resource time.
- *Interview expenses to be paid* – no report can be generated to identify the cost of interview expenses for the past year.

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Appendix 2 - Providing Employment Reference Policy Changes

This policy has changed substantially in line with SLT's request for managers to supply all references for their staff. Managers will be required to complete any reference template that is requested from an organisation who intends to employ one of our employees or an ex-employee. If the organisation who intends to recruit the ex-employee doesn't provide a template then the DCC corporate template must be used.

HR Direct will no longer provide references using the standard 'Factual Reference' template which has been used previously.

Under the Equality Act 2010, managers must not release any information on sickness / absence / health / disability on any reference.

The reference template used to supply a reference has been amended slightly and changed to match the reference request template we use corporately.

Providing an Employment Reference – Comments from Consultation

On the reference form there is a box which states we would not re-employ, can we add a comment?

References need to be factual and if we allow a free text here, we could be opening the council to challenge.

If the DCC form was to be used for an external company asking for a reference, there are concerns over the suitability of sections 6 and 8 in terms of the answer to FAQ 5 as it could be speculative rather factual.

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Appendix 3 - Secondment Policy Changes

With increasing numbers of secondments both internal and external to Denbighshire County Council, this policy has been updated.

The substantial change is that the council will not commit to keeping the employees' substantive post 'open' beyond the 24 month period. The previous policy allowed the council to keep the employees' substantive post open for a maximum of 12 months.

The policy highlights the difference between internal and external secondments, cumulative and extended secondments and the implications of ending a secondment highlighting the risks associated.

Secondment Policy – Comments from Consultation

No comments made

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Appendix 4 - Agency Workers Policy and Procedure

In accordance with the Agency Workers Regulations (2010), this policy and procedure has been developed to ensure that Denbighshire County Council does not breach the regulations.

Any agency workers who are on assignment at the council will be given access to the same facilities and access to information on job vacancies on their first day, as would any new employee during their induction.

Once agency workers have completed 12 weeks in the same role at the council, they are entitled to the same basic working and employment conditions as if they had been recruited directly by the council. Any entitlements will be pro-rated to the length of the assignment and hours worked. This includes:

Basic pay

Annual increments (where applicable)

Overtime payments (on same basis/qualifying conditions as Denbighshire County Council employees)

Shift allowances (where applicable)

Duration of working time

Rest breaks/restrictions on night work

Annual leave

Agency workers are **not** entitled to:

Occupational sick pay

Occupational and statutory redundancy and notice pay

Occupational maternity/paternity/adoption pay

Pensions

Long service awards

An agency worker's continuity of qualifying service will be broken if there is a break of 6 weeks or more, or any change of role would have to be substantively different from the previous role. Continuity of qualifying service is preserved where an agency worker is absent due to a seasonal shutdown (for example, Christmas closure) or due to sickness, up to a maximum of 28 weeks. If an agency worker is absent due to a pregnancy-related illness or is on maternity leave, any qualifying service which has been accrued will be maintained and will be built upon when a return to work has taken place.

Information outlining the council's basic working and employment conditions is available from HR Direct and should be provided to the relevant Agency, if an agency worker approaches 12 weeks in the same role at the council. The processes that the council must follow in order to ensure compliance with the Regulations are outlined in the remainder of this procedure.

Agency Worker – Comments from Consultation

No comments

Recruitment and Selection Policy and
Procedure
21 March 2013

Equality Impact Assessment

Recruitment and Selection Policy and Procedure

Contact: Gemma Hillier, Employee Relations
Specialist, Human Resources, 01824 706200

Updated: 21 March 2013

1. What type of proposal is being assessed?

A new or revised policy

2. Please describe the purpose of this proposal

The proposal has been written to identify the changes that have been made to our current Recruitment and Selection Policy and Procedure in order to comply with legislation changes and best practice.

3. Does this proposal require a full equality impact assessment?
(Please refer to section 1 in the toolkit above for guidance)

Yes	This proposal will impact all employees and prespective employees of Denbighshire County Council
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4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken
(Please refer to section 1 in the toolkit for guidance)

This is a proposal to change the current Recruitment and Selection policy and procedure to comply with changes in legisaltion and best practice. The policy and procedure has been in consultation since August 2012 with the Council's Senior Leadership Team and recognised Trade Union. The responses from the consultation have been included as part of the Equality Impact Assessment. I have also used the Corporate Equality Impact Assessment toolkit to test my belief that the implementation of the updated policy and procedure will not have a detrimental impact on any employee or prespective employee of the Council because of a protected characteristic. By ensuring appropriate research and formal consultations, I am confident that I have all that is reasonable to ensure that the implementation of the updated policy and procedure will not have a negative impact on any protected characteristics.

5. Will this proposal have a positive impact on any of the protected characteristics?

(Please refer to section 1 in the toolkit for a description of the protected characteristics)

No job applicant or employee receives less favourable treatment than another during any stage of the Recruitment and Selection process.

No applicant or employee is placed at a disadvantage by requirements or conditions which have a disproportionately adverse effect on his or her characteristics and which cannot be shown to be justifiable.

Where appropriate and where permissible under legislation, employees of under-represented groups are provided with support, encouragement and training opportunities aimed at helping to achieve equal opportunities and a balanced workforce within the Council.

Under the Guaranteed Interview Scheme (GIS), vacancy adverts will display the 'Two Ticks' symbol which is linked to the following statement:

"Denbighshire County Council guarantees to interview disabled people who meet the essential criteria for the post. All disabled applicants who meet the essential job requirements will be guaranteed an interview'.

We will consider all reasonable adjustments to the selection process, the working environment and the job.

Existing employees will have an equal opportunity to apply for advertised job vacancies which may also present promotion opportunities.

Analysis will be made of the composition of the workforce through monitoring to review the effectiveness of the recruitment and selection policy as appropriate. Any patterns of inequality of opportunity or practice found to exist will be investigated and any remedial action taken, both to correct the situation and to prevent any re-occurrence.

This policy will be displayed on our website for members of the public to access.

6. Will this proposal have a disproportionate negative impact on any of the protected characteristics?

Managers will need to ensure that all interview locations have access to all candidates including those with protected characteristics.

Managers will need to ensure that if a candidate has notified the Council on reasonable adjustments to be made to attend the interviews, this will need to be actioned. For example hearing loops, wheelchair access, additional time for tests.

When Assessment centres need to be used, managers will need to ensure that the appropriate equipment is used and is suitable for all applicants.

The policy and procedure will be available on the internet and intranet, however other alternative formats can be requested.

The council will need to ensure that at least one member of the recruitment panel has attended equality training as per policy.

HR will need to provide refresher training for managers and training for new managers on how to use the policy and procedure.

We will need to identify mechanisms that would support female progression.

Need to ensure that if external consultants are used during the process that all protected characteristics are considered.

Recruiting managers will need to consider the impact on the protected characteristics when justifying recruitment.

HR will need to monitor the impact and effectiveness of new policy once implemented.

7. Has the proposal been amended to eliminate or reduce any potential negative impact?

No	The policy and procedure have been updated to ensure that the Council are compliant with the Equality Act 2010.
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8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?

Yes	Please see section 6
-----	----------------------

Action(s)	Owner	Date
Recruitment training	Human Resources	01.05.2013
Monitor implementation of policy and procedure	Human Resources	01.05.2013

9. Declaration

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal will be reviewed at the appropriate stage.

Review Date:	01.11.2013
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Name of Lead Officer for Equality Impact Assessment	Date
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Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.

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PROVIDING AN EMPLOYMENT
REFERENCE POLICY
21 March 2013

Equality Impact Assessment

Secondment Policy

Contact: Gemma Hillier, Employee Relations
Specialist, Human Resources, 01824 706200

Updated: 21 March 2013

1. What type of proposal is being assessed?

A new or revised policy

2. Please describe the purpose of this proposal

The proposal has been written to identify the changes that have been made to our current providing a reference Policy in order to comply with legislation changes and best practice.

3. Does this proposal require a full equality impact assessment? *(Please refer to section 1 in the toolkit above for guidance)*

Yes

This proposal will impact all employees of Denbighshire County Council

4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

(Please refer to section 1 in the toolkit for guidance)

This is a proposal to change the current providing an employment reference policy to comply with changes in legislation and best practice. The policy has been in consultation since August 2012 with the Council's Senior Leadership Team and recognised Trade Union. The responses from the consultation have been included as part of the Equality Impact Assessment. I have also used the Corporate Equality Impact Assessment toolkit to test my belief that the implementation of the updated policy will not have a detrimental impact on any employee or prospective secondees of the Council because of a protected characteristic. By ensuring appropriate research and formal consultations, I am confident that I have all that is reasonable to ensure that the implementation of the updated policy will not have a negative impact on any protected characteristics.

5. Will this proposal have a positive impact on any of the protected characteristics?

(Please refer to section 1 in the toolkit for a description of the protected characteristics)

Under the Equality Act 2010, managers must not release any information on sickness / absence / health / disability on any reference.

6. Will this proposal have a disproportionate negative impact on any of the protected characteristics?

The policy and procedure will be available on the internet and intranet. Alternative formats can be requested.

HR will need to monitor the impact and effectiveness of new policy once implemented.

7. Has the proposal been amended to eliminate or reduce any potential negative impact?

No	The policy has been updated to ensure that the Council are compliant with the Equality Act 2010.
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8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?

Yes	Please see section 6
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Action(s)	Owner	Date
Monitor implementation of policy and procedure	Human Resources	01.05.2013

9. Declaration

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal will be reviewed at the appropriate stage.

Review Date:	01.11.2013
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Name of Lead Officer for Equality Impact Assessment	Date
Gemma Hillier, Employee Relations Specialist	21.03.2013

Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.

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SECONDMENT POLICY

21 March 2013

Equality Impact Assessment

Secondment Policy

Contact: Gemma Hillier, Employee Relations
Specialist, Human Resources, 01824 706200

Updated: 21 March 2013

1. What type of proposal is being assessed?

A new or revised policy

2. Please describe the purpose of this proposal

The proposal has been written to identify the changes that have been made to our current Secondment Policy in order to comply with legislation changes and best practice.

3. Does this proposal require a full equality impact assessment? *(Please refer to section 1 in the toolkit above for guidance)*

Yes

This proposal will impact all employees and prespective secondees of Denbighshire County Council

4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken *(Please refer to section 1 in the toolkit for guidance)*

This is a proposal to change the current Secondment policy to comply with changes in legislation and best practice. The policy has been in consultation since August 2012 with the Council's Senior Leadership Team and recognised Trade Union. The responses from the consultation have been included as part of the Equality Impact Assessment. I have also used the Corporate Equality Impact Assessment toolkit to test my belief that the implementation of the updated policy will not have a detrimental impact on any employee or prespective secondees of the Council because of a protected characteristic. By ensuring appropriate research and formal consultations, I am confident that I have all that is reasonable to ensure that the implementation of the updated policy will not have a negative impact on any protected characteristics.

5. Will this proposal have a positive impact on any of the protected characteristics?

(Please refer to section 1 in the toolkit for a description of the protected characteristics)

No secondees receive less favourable treatment than another during any stage of

the process.

No secondees are placed at a disadvantage by requirements or conditions which have a disproportionately adverse effect on his or her characteristics and which cannot be shown to be justifiable.

Where appropriate and where permissible under legislation, employees of under-represented groups are provided with support, encouragement and training opportunities aimed at helping to achieve equal opportunities and a balanced workforce within the Council.

Under the Guaranteed Interview Scheme (GIS), secondment adverts will display the 'Two Ticks' symbol which is linked to the following statement:

"Denbighshire County Council guarantees to interview disabled people who meet the essential criteria for the post. All disabled applicants who meet the essential job requirements will be guaranteed an interview'.

We will consider all reasonable adjustments to the selection process of the secondment, the working environment and the job.

Existing employees will have an equal opportunity to apply for advertised secondments which may also present promotion opportunities.

Analysis will be made of the composition of the workforce through monitoring to review the effectiveness of the Secondment and recruitment and selection policy as appropriate. Any patterns of inequality of opportunity or practice found to exist will be investigated and any remedial action taken, both to correct the situation and to prevent any re-occurrence.

This policy will be displayed on our website for members of the public to access.

6. Will this proposal have a disproportionate negative impact on any of the protected characteristics?

When interviewing for secondments, managers will need to ensure that all interview locations have access to all candidates including those with protected characteristics. Managers will need to ensure that if a candidate has notified the Council on reasonable adjustments to be made to attend the interviews, this will need to be actioned. For example hearing loops, wheelchair access, additional time for tests. When Assessment centres need to be used, managers will need to ensure that the appropriate equipment is used and is suitable for all applicants. The council will need to ensure that at least one member of the recruitment panel has attended equality training as per policy. HR will need to provide refresher training for managers and training for new managers on how to use the policy and procedure.

We will need to identify mechanisms that would support female progression with regards to secondments.

Need to ensure that if it is an external secondment, the external organisation need to assess so that all protected characteristics are considered.

Managers will need to consider the impact on the protected characteristics when justifying a Secondment.

Secondment opportunities will need to be communicated to all employees who are on maternity, paternity, adoption or sickness leave.

The policy and procedure will be available on the internet and intranet. Alternative formats can be requested.

HR will need to monitor the impact and effectiveness of new policy once implemented.

7. Has the proposal been amended to eliminate or reduce any potential negative impact?

No	The policy has been updated to ensure that the Council are compliant with the Equality Act 2010.
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8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?

Yes	Please see section 6
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Action(s)	Owner	Date
Recruitment training	Human Resources	01.05.2013
Monitor implementation of policy and procedure	Human Resources	01.05.2013

9. Declaration

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal will be reviewed at the appropriate stage.

Review Date:	01.11.2013
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Name of Lead Officer for Equality Impact Assessment	Date
Gemma Hillier, Employee Relations Specialist	21.03.2013

Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.

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Report To: County Council

Date of Meeting: 9th April 2013

Lead Member / Officer: Councillor David Smith

Report Author: Angela Loftus (Planning Policy & Public Protection Manager)

Title: Update on proposals for a new prison

1. What is the report about?

- 1.1 The report summarises the recent announcement of the Ministry of Justice with regard to prison policy, and aims to inform Members of the actions agreed by the North Wales Regional Leadership Board to re-affirm its commitment to seek a prison in North Wales.

2 What is the reason for making this report?

- 2.1 The purpose of this report is to inform Members of the actions agreed by the North Wales Regional Leadership Board to re-affirm its commitment to seek a prison in North Wales and to seek Members' support for this.

3. What are the Recommendations?

1. That Members agree to support the North Wales Regional Leadership Board in its commitment to seek a prison in North Wales and endorse the proposals set out in paragraph 4.12.

4. Report details.

Background

- 4.1 The Justice Secretary, Chris Grayling, made a ministerial statement on 10th January 2013 regarding the Management of Prisons.
- 4.2 The Minister stated that modern prisons could deliver better custody and rehabilitation services more efficiently than older prison accommodation, citing savings from HMP Oakwood, a new prison that provides places and better services at less than half the average cost of existing prison places. The Minister therefore announced plans to close 6 prisons, including Shrewsbury and the partial closure of a further 3 prisons.
- 4.3 The significant reduction in costs that the new developments have, and will produce in comparison to older parts of the prison estate, has led to the Minister making a commitment to examine the feasibility of building a new prison with a capacity of 2000 places or more in the North West, London or North Wales. This would be the largest prison in the UK.

- 4.4 The North Wales Regional Leadership Board has lobbied for a prison in North Wales since 2007. The reasons for this include:
- Economic benefits, which are substantial in terms of stable employment and a supply chain covering a range of services from education, health, catering and building maintenance.
 - North Wales is the only area in the UK not to have a prison in the region.
 - To secure a prison subject to the provision of the Welsh Language Act, where prisoners from North Wales are held in facilities where they can use their first language.
 - Efficiency for the public services (prisoner transport and transport costs and travelling time to court/prison for legal/offender management services)
 - Improving rehabilitation and reduction of re-offending rates through enabling closer contact between families and support professions by improving access to the prison. Keeping families together also avoids cost to public services and is correlated with prisons that are accessible to families.
- 4.5 A prison in the region will also boost the Criminal Justice system in the area (probation, courts etc.) creating jobs in the legal and court system.
- 4.6 The economic benefits could be considerable. In work to assess the impact of a 1500 bed prison it was estimated that 1,165 jobs could be created through direct employment in the prison and indirectly through the supply chain. The expenditure going through a 1,500 bed prison into the wider community would be in the region of £47m. Over half of new jobs would be in the immediate area of location.
- 4.7 Denbighshire previously put forward a proposal for a new prison for North Wales to be sited at Greengates Farm, adjacent to St Asaph Business Park back in 2008. However, at this time the search was for a suitable site for a smaller facility with capacity for about 800 prisoners, not 2000 as is currently being proposed. The Ministry of Justice has not yet published details of site requirements. However, it is unlikely that land available at Greengates Farm would be sufficiently large enough to accommodate a larger prison. It is also considered that the former Denbigh Hospital site would not be an appropriate site for the size and type of prison being considered. The former hospital is a grade 2* listed building, and there is insufficient land on the remainder of the site to accommodate a prison of this size. A prison would require the total demolition of all buildings on the site and the construction of a very large building which will have little aesthetic quality thereby detrimentally affecting the setting of Denbigh Castle. There would also be issues of overlooking from the castle which would compromise security.
- 4.8 The Secretary of State for the Wales Office has advertised the opportunity to all the Local Authorities in the region and has offered to help Councils in North Wales work with the Ministry of Justice. Decisions on the location of prisons are non-devolved. Welsh Government has also expressed an interest in supporting North Wales' Councils to seek a prison in North Wales.
- 4.9 The primary objective of the Ministry of Justice is to reduce the cost of the prison estate. Scale plays a part in the reduction of costs. A prison designed to

meet the needs of North Wales alone would not be large enough to meet the criteria of the Ministry of Justice and would not have the scale to reduce costs to the level required by the Ministry of Justice. Therefore if located in North Wales, it would be shared with neighbouring English regions.

- 4.10 Securing a prison is a competitive process where both politics and a strong business case play a part in the decision. The success of the region will depend on securing strong political support from across the region and making an attractive “business proposition” that meets the economic and policy goals of the Ministry of Justice.
- 4.11 In order to secure the maximum economic benefits, the aim will be to develop a prison which will:
- Radically reduce costs compared to the current estate. Land values and the quality and competitiveness of the local workforce will play a part in this
 - Modernise internal services to reduce re-offending
 - Have excellent links to the transport system of the NW and West Midlands
 - Have excellent links to the criminal justice system in the NW and West Midlands
 - Take capacity from Shrewsbury which includes Welsh prisoners from Mid Wales and enables the release of capacity from other prisons

Next Steps

- 4.12 The North Wales Regional Leadership Board has identified the following priorities:
- Demonstrate political commitment to pursue a prison for North Wales
 - Reporting the opportunity for a prison in North Wales to each local authority
 - Demonstrate sensitivity to meeting the policy objectives of the Ministry of Justice (largely cost reduction and modernisation of facilities which enable better services to reduce re-offending)
 - Officers from each Council will meet Ministry of Justice officials to secure details of the site criteria required to conduct a feasibility study and assess potential sites including timelines and to secure information on prison populations and the categories that they are planning to accommodate in a potential North Wales site.
 - Authorise officers to identify potential sites based on the criteria provided by Ministry of Justice officials. Officers from each council will meet together to identify potential sites and discuss the political will to promote sites, enabling the region to offer the Ministry of Justice a shortlist of sites that meet their criteria
 - The North Wales Police will construct a business case that identifies the benefits to the communities of North Wales of being able to accommodate offenders from North Wales in a prison located in North Wales. This will require liaison with the Ministry of Justice to be facilitated by Council officers.

- 4.13 The North Wales Regional Leadership Board will regularly review progress at each Board meeting. The Board has requested each Council in North Wales to endorse its proposals and support the Board by:

* Issuing a press release welcoming the opportunity to compete for a prison to be located in North Wales

* Corresponding with the Wales Office, the Prisons Minister and the Welsh Government to welcome the announcement and offer support for a prison to be located in North Wales.

5. How does the decision contribute to the Corporate Priorities?

- 5.1. If located in North Wales, a new prison could contribute positively to the following corporate priority:
- *Developing the Local Economy* – through the direct creation of jobs and related supporting employment

6. What will it cost and how will it affect other services?

- 6.1. At this stage there are no additional costs.

7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report.

- 7.1 The recommendation to support the North Wales Leadership Board in seeking the location of a new prison in North Wales has been screened and it is not considered that a full equality impact assessment is required as it would not lead to unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010. The completed screening template is attached as Appendix 1 to the report.

8. What consultations have been carried out?

- 8.1 The update has been discussed at Cabinet Briefing and Denbigh Member Area Group.

9. Chief Finance Officer Statement

- 9.1 Any costs at this stage should be contained within existing budgets and therefore there are no obvious financial implications contained in the report.

10. What risks are there and is there anything we can do to reduce them?

- 10.1 If the Council does not agree to support the North Wales Leadership Board, there is a risk that the opportunity to locate a prison in North Wales, with its potential economic benefits, would be lost.

11. Power to make the Decision

- 11.1 Local Government Act 2000

Update on proposals for a new prison
9th April 2013

Equality Impact Assessment

Update on proposals for a new prison

Contact: Angela Loftus, Planning & Public Protection Services
Updated: 09/04/13

1. What type of proposal is being assessed?

Other

2. Please describe the purpose of this proposal

The proposal is for Council to confirm it's commitment in support of developing a new prison in North Wales.

3. Does this proposal require a full equality impact assessment? *(Please refer to section 1 in the toolkit above for guidance)*

No	<p>It is not considered a full Equality Impact Assessment is required for this proposal as it would not lead to unlawful discrimination, harassment, victimisation and other conduct that is prohibited by the Equality Act 2010.</p> <p>The proposal is to confirm the Council's commitment to the possibility of developing a new prison in North Wales. The decision regarding the location of any such development rests with the Ministry of Justice and, given the early stage in this process, there are no projects or specific proposals to be assessed as yet. Further assessment will be required at a later stage, should Denbighshire be selected as a location for a new prison.</p>
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4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken *(Please refer to section 1 in the toolkit for guidance)*

N/A

5. Will this proposal have a positive impact on any of the protected characteristics? *(Please refer to section 1 in the toolkit for a description of the protected characteristics)*

N/A

6. Will this proposal have a disproportionate negative impact on any of the protected characteristics?

N/A

7. Has the proposal been amended to eliminate or reduce any potential negative impact?

No	N/A
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8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?

No	N/A
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Action(s)	Owner	Date
N/A		

9. Declaration

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal will be reviewed at the appropriate stage.

Review Date:	9/4/13
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Name of Lead Officer for Equality Impact Assessment	Date
Angela Loftus	25/03/13

Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.

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Report to: County Council

Date of meeting: 9th April 2013

Lead Member/Officer: Lead Member for Modernising and Performance

Report Author: Gary Williams, Head of Legal and Democratic Services

Title: Appointment of a Homelessness Champion

1 What is the report about?

1.1 The appointment of a Homelessness Champion.

2 What is the reason for making this report?

2.1 To appoint a Member of the Council to the role of Homelessness Champion.

3 What are the recommendations?

3.1 That Council appoints a Member to the role of Homelessness Champion.

4 Report details

4.1 The Council's Constitution currently identifies four Champion roles. These are:

- Older People's Champion
- Homelessness Champion
- Carers' Champion
- Learning Disabilities Champion

4.2 At its meeting on the 6th November 2012 Council resolved that the four Champion roles set out in 4.1 above should be appointed at the Council meeting on 4th December 2012 and adopted role descriptions for these Champions. These role descriptions are set out in Appendix 1.

4.3 At its meeting on 4th December 2012 Council appointed the following Champions:

- Older People's Champion – Councillor R L Feeley
- Carers' Champion – Councillor J A Davies
- Learning Disabilities Champion – Councillor J R Bartley

4.4 At that time there were no nominations for the role of Homelessness Champion. It was agreed that the role of Homelessness Champion would be considered by the Corporate Governance Committee along with other suggested Champion roles.

- 4.5 The Corporate Governance Committee considered whether to recommend further Champion roles at its meeting on 27th February 2013.
- 4.6 A copy of the report presented to Corporate Governance Committee is attached as Appendix 2.
- 4.7 Corporate Governance Committee determined not to recommend further Champion roles but did resolve that the role of Homelessness Champion should be retained and filled as soon as possible.
- 4.8 All Councillors were asked by email dated 12th March 2013 to indicate whether they wished to be considered for the role of Homelessness Champion and to submit a curriculum vitae for circulation with this report.
- 4.9 The curricula vitae that have been received are attached as Appendix 3 to the report.

5 How does the decision contribute to the Corporate Priorities?

- 5.1 The role of Homelessness Champion will contribute to the priority of ensuring access to good quality housing.

6 What will it cost and how will it affect other services?

- 6.1 There are no implications for other services as a result of this report.

7 What consultations have been carried out?

- 7.1 The Corporate Governance Committee has considered the roles of Champions and recommended that the role of Homelessness Champion be filled. All Councillors have been asked to indicate whether they wish to be considered.

8 Chief Finance Officer Statement

- 8.1 There are no additional costs associated with the appointment of Homeless Champion.

9 What risks are there and is there anything we can do to reduce them?

- 9.1 There are no risks identified.

10 Power to make the decision?

- 10.1 Article 2.6 Council Constitution.

Denbighshire County Council

Role Description – Older People’s Champion

Accountability

To the Full Council

Role, purpose and activities

1. To act as a strong strategic leader on raising and promoting older people’s issues.
2. To argue, support and defend the concerns, issues and needs of older people in the Councils’ area.
3. To establish good working relationships with officers and others driving forward the strategies, policies and plans.
4. To gain an understanding of older people’s issues and the Council’s statutory obligations to them and where required to explain the duties.
5. To commit to attending nationally facilitated events (such as provided by the WLGA) and to consider making your own regional, cross border and national links as are necessary such as health and equalities champions in local health structures.
6. In addition to health and social care, to contribute to the shift in focus towards the economic contribution of older people, the opportunities to encourage an active life and the benefits of maintaining independence; promoting a positive image for older people.
7. To ensure that older people are and remain a priority in the Councils’ work. As a spokesperson to keep issues at the forefront of debate; raising awareness amongst fellow elected members on older people’s issues and the implications of these for the Council.
8. To promote the wider local democracy in the involvement, participation and engagement of older people in the planning and reviewing of all aspects of a local authority’s work, including service delivery and policy development.
9. To consider and highlight the role of public, private and third sectors in bringing forward solutions.
10. To attend training and regular briefings.
11. To visit projects run by the voluntary and third sector and to learn from the experience and knowledge of older people’s organizations.
12. To keep abreast of the evolving impact of national and legislative changes.
13. Where required, in conjunction with the Lead Member (if relevant) and the Councils’ Communications team, to engage with the media.
14. To consider the role of Carer’s Champion and its impact on this role and whether to work together where appropriate.

Person Specification

Within the Council

Understanding of the area of interest being championed in terms of council strategies and policy, good practice, improvement and national agendas and the needs of the client group

Ability to engage with a range of members and officers around the area of interest and listening to requirements

Ability to advocate on behalf of the area of interest within the council

In the Community

Understanding of the needs of the community in relation to the interest

Ability to engage with citizens and community groups in matters related to the interest.

Ability to lead and support local initiatives related to the interest.

Ability to represent the position of the council to the community in relation to the interest.

September 2012

Denbighshire County Council

Role Description – Homelessness Champion

Accountability

To the Full Council

Role, purpose and activities

1. To act as a strong strategic leader on homelessness and raising and promoting homelessness issues.
2. To gain an understanding of homelessness, its' causes and the Council's statutory obligations and where required to explain the duties.
3. To advocate the importance of prevention and responding proactively to homelessness; including advocating realistic funding regimes to provide efficient and effective services for vulnerable families and individuals at risk of homelessness.
4. To gain an understanding of the work of the teams in Housing services including the Homelessness unit and the Supporting People team, promoting these internally and externally. To reflect back to the teams, via appropriate channels, how the service is perceived in the community.
5. To consider and highlight the role of public, private and third sectors in bringing forward solutions.
6. To attend training and regular briefings from the Homelessness team.
7. To visit projects run by the voluntary sector.
8. To keep abreast of the evolving impact of national and legislative changes.
9. As a spokesperson to keep issues at the forefront of debate; raising awareness amongst fellow elected members of homelessness issues and the implications of these for the Council.
10. Where required, in conjunction with the Lead Member and the Councils' Communications team, to engage with the media.

Person Specification

Within the Council

Understanding of the area of interest being championed in terms of council strategies and policy, good practice, improvement and national agendas and the needs of the client group

Ability to engage with a range of members and officers around the area of interest and listening to requirements

Ability to advocate on behalf of the area of interest within the council

In the Community

Understanding of the needs of the community in relation to the interest

Ability to engage with citizens and community groups in matters related to the interest.

Ability to lead and support local initiatives related to the interest.

Ability to represent the position of the council to the community in relation to the interest.

September 2012

Denbighshire County Council

Role Description - Carers Champion

Accountability

To the Full Council

Role, purpose and activities

1. To act as a strong strategic leader on raising and promoting issues affecting Carers.
2. To argue, support and defend the concerns, issues and needs of Carers in the Councils' area.
3. To gain an understanding of the needs of Carers across all service user groups, and to share this with Member colleagues. This may necessitate regular contact with Carers.
4. To raise awareness (amongst fellow Elected Members) of the issues facing Carers, and the implications of these for Social Services.
5. Wherever possible, in conjunction with the relevant Lead Member, highlight the needs of Carers, and to act as a Champion within the Council with a view to ensuring that the Council responds to these needs appropriately.
6. To familiarise him/herself with the range of services and organisations available to support Carers locally.
7. To ensure the needs of Carers are and remain a priority in the Councils' work. As a spokesperson to keep issues at the forefront of debate; raising awareness amongst fellow elected members on such issues and the implications of these for the Council.
8. To promote the wider local democracy in the involvement, participation and engagement of Carers in the planning and reviewing of all aspects of a local authority's work, including service delivery and policy development.
9. To keep up to date with developments in local, regional and national strategies, and any legislative changes in regard to Carers, as they occur.
10. To keep up to date with any changes to policy or procedures relating to Carers and to attend relevant training.
11. To become a standing member of the multi-agency Denbighshire Carers Strategy Group.
12. To attend local key events for Carers, e.g. Carers Rights Day Carers week events and conferences.
13. To attend regional and national events in relation to Carers, where possible, e.g. conferences, meetings and forums.
14. Where required, in conjunction with the Lead Member (if relevant) and the Councils' Communications team, to engage with the media.
15. To consider the roles of Older People's Champion and Learning Disability Champion and its impact on this role and whether to work together where appropriate.

Person Specification

Within the Council

Understanding of the area of interest being championed in terms of council strategies and policy, good practice, improvement and national agendas and the needs of the client group

Ability to engage with a range of members and officers around the area of interest and listening to requirements

Ability to advocate on behalf of the area of interest within the council

In the Community

Understanding of the needs of the community in relation to the interest
Ability to engage with citizens and community groups in matters related to the interest.

Ability to lead and support local initiatives related to the interest.

Ability to represent the position of the council to the community in relation to the interest.

October 2012

Denbighshire County Council

Role Description – Learning Disabilities Champion

Accountabilities

To Full Council

Role Purpose and Activities

1. To act as a strong strategic leader on raising and promoting issues affecting persons with a learning disability.
2. To argue, support and defend the concerns, issues and needs of the Learning Disabled in the Councils' area.
3. To establish good working relationships with officers and others driving forward the strategies, policies and plans.
4. To gain an understanding of the issues and the Council's statutory obligations to them and where required to explain the duties.
5. To commit to attending nationally facilitated events (such as provided by the WLGA) and to consider making your own regional, cross border and national links as are necessary such as health and equalities champions in local health structures.
6. In addition to health and social care, to contribute to the shift in focus towards the economic contribution of the Learning Disabled community, the opportunities for an active and social life, and the benefits of maintaining independence with or without support.
7. To ensure that persons with a learning disability are and remain a priority in the Councils' work. As a spokesperson to keep issues at the forefront of debate; raising awareness amongst fellow elected members on such issues and the implications of these for the Council.
8. To promote the wider local democracy in the involvement, participation and engagement of persons with a learning disability and carers in the planning and reviewing of all aspects of a local authority's work, including service delivery and policy development.
9. To consider and highlight the role of public, private and third sectors in bringing forward solutions.
10. To attend training and regular briefings.
11. To visit projects run by the voluntary and third sector and to learn from the experience and knowledge of learning disabled organizations.
12. To keep abreast of the evolving impact of national and legislative changes.
13. Where required, in conjunction with the Lead Member (if relevant) and the Councils' Communications team, to engage with the media.
14. To consider the role of Carer's Champion and its impact on this role and whether to work together where appropriate.

Person Specification

Within the Council

Understanding of the area of interest being championed in terms of council strategies and policy, good practice, improvement and national agendas and the needs of the client group

Ability to engage with a range of members and officers around the area of interest and listening to requirements

Ability to advocate on behalf of the area of interest within the council

In the Community

Understanding of the needs of the community in relation to the interest

Ability to engage with citizens and community groups in matters related to the interest.

Ability to lead and support local initiatives related to the interest.

Ability to represent the position of the council to the community in relation to the interest.

October 2012

Report To: Corporate Governance Committee

Date of Meeting: 27th February 2013

Lead Member / Officer: Head of Legal and Democratic Services

Report Author: Head of Legal and Democratic Services

Title: Role of Champions

1. What is the report about?

1.1 This report sets out the different roles that have been suggested by Members to be undertaken by Member Champions.

2. What is the reason for making this report?

2.1 To seek the Committee's views and recommendations regarding the various Champion roles that have been suggested and the process by which Members should be appointed to any recommended roles.

3. What are the Recommendations?

3.1 That the Committee considers what additional, if any, Champion roles should be recommended to Full Council, the method by which such Champions should be appointed and the role descriptions that should be applied to those roles.

4. Report details

4.1 The role of Champions in this Council has evolved from the appointment of an 'Older People's Champion' which was as a result of guidance issued by the Welsh Government that every local authority in Wales should have such a champion.

4.2 The Council's Constitution currently identifies four Champion roles. These are:

Older People's Champion
Homelessness Champion
Carers' Champion
Learning Disabilities Champion

4.3 At its meeting on 6th November 2012 Council resolved that the four Champions set out in 4.2 above should be appointed at the Council meeting on 4th December 2012 and adopted role descriptions for these Champions. These role descriptions are set out in Appendix 1.

4.4 Council further resolved that the Corporate Governance Committee should be asked to consider whether there was merit in appointing Champions for other interests identified by members and provide clarification of these roles if recommended as suitable for adoption.

4.5 The other interests suggested by Members at the Council meeting on 6th November were as follows:

Young Persons' Champion
Young Carers' Champion
Scrutiny Champion

4.6 In addition, the Council endorsed the Armed Forces Community Covenant in September 2012. During the debate on this matter it was suggested that consideration of an Armed Forces Champion be part of the review of Champions generally.

4.7 The Council has recently also received a letter from the WLGA spokesperson for Welfare Reform and Poverty asking that authorities consider appointing Poverty Champions.

4.8 A survey of other local authorities in Wales has revealed that there is a wide variation in how Champions are appointed and the areas of interest that they champion. In at least one authority, there are no champions.

4.9 The responses received from other Councils in respect of their Champions are set out in a table as Appendix 2 to this report.

4.10 The one consistent role in respect of which champions have been appointed across Wales is that of an Older People's Champion. In some authorities this may have a slightly different title and is sometimes part of a wider champion brief. Other common champion roles relate to Carers, Disability, Member Development, Children and Scrutiny.

4.11 As set out in 4.2 above the Council has already appointed a Champion for Carers and has a Learning Disability Champion.

4.12 The Council does not have a Scrutiny Champion appointed by Council. There has been a Scrutiny Champion in the past which has been a role to which the Chairs and Vice-Chairs of Scrutiny have appointed one of their number. This is consistent with the practice of other Councils. There is a Scrutiny Champions Network which exchanges information and ideas about Scrutiny.

4.13 Many Councils consider that the role of Champion is unnecessary where there is a Lead Member with responsibility for a certain area. In these authorities Champions are only appointed where there is no clear Lead Member responsibility or there is a clear cross cutting theme.

4.14 Members should take into account in considering these roles whether there is already a clear role in respect of these issues contained within Lead Member Portfolios. A copy of the Lead Member Portfolios are attached as Appendix 3 to the report.

4.15 At its meeting on 6th November 2012 Council approved role descriptions for the four identified Champion roles. These are attached as Appendix 1. These role descriptions seek to provide clarity and consistency as to the role of Champions in Denbighshire. It is suggested that any new roles should have similar descriptions. Members may also wish to consider whether Champions should be required, once appointed, to set out their priority activities as Champions and report back, perhaps on an annual basis, to a committee or other member forum on their progress during the year.

4.16 There is also variety in the way in which Champions are appointed. In some authorities, Champions are appointed by the Executive, or in some cases the Leader. In other authorities Champions are appointed by Council. The Champions currently identified in this Council's Constitution as set out in paragraph 4.2 above are appointed by Council. Members are asked to consider whether this is the most appropriate method of appointing further Champions.

5. How does the decision contribute to the Corporate Priorities?

5.1 The existing Champion roles contribute to the priorities regarding vulnerable people and access to good quality housing.

6. What will it cost and how will it affect other services?

6.1 There are no direct costs associated with this report.

7. What consultations have been carried out?

7.1 Group Leaders were consulted and were in favour of appointing the four Champion roles approved by Council in November 2012. All Members have been given an opportunity to suggest other champion roles. Other Welsh authorities have been surveyed as to their Champions.

7.2 SLT were consulted on the role of Champions and expressed concern that there is the possibility of confusion and/or duplication between the roles of Champions and Lead Members where the issue to be championed falls within the remit of an individual Lead Member.

8. Chief Finance Officer Statement

8.1 There are no additional costs directly associated with this report.

9. What risks are there and is there anything we can do to reduce them?

9.1 There are no identified risks.

10. Power to make the Decision

10.1 Section 2 Local Government Act 2000.

CHAMPIONS

Carmarthenshire	<p>Leader Deputy Leader (Housing) Deputy Leader (Community & Rural Affairs) Chair of the Democratic Services Committee</p>	<p>Armed Forces Champion 50+ Champion Community Champion Anti-Poverty Champion Member Development Champion</p>
Bridgend	<p>Appointed by Cabinet:</p> <p>Equalities H&S - - Children & Young People - Domestic Abuse</p> <p>Not formally appointed:</p> <p>Older people's Waste and recycling</p>	
Neath Port Talbot	<p>One Member designated Champion and that is for Older Persons and Carers, who is appointed by Council.</p>	
Flintshire	<p>No longer have Champions.</p>	
Conwy	<p>Lead Member for Children (Statutory Appointment) – The Leader Welsh Language Champion (Statutory Appointment) – Cabinet Member for Governance and Regulation (Councillor Philip C. Evans J.P.) Carers Champion – Councillor Cheryl Carlisle Third Sector Champion – Chair of the Partnerships Overview and Scrutiny Committee Member Development Champion – Chair of the Democratic Services Committee Older Peoples Champion – Councillor Andrew Hinchliff Disability Champion - Councillor Deion Smith Poverty Champion - Cabinet Member for Communities (Councillor Phil Edwards)</p> <p>Cabinet appoint, and in some instances, confirm the appointments.</p>	
Torfaen	<p>Leader as the Sustainability Champion and Deputy Leader as the Older Persons' Champion – which are part of their portfolio areas. Member Development Champion who is appointed by Council at the AGM. 'back bencher' appointed as the Armed Forces Champion which was an in year appointment by Leader/ C Ex .</p>	

Gwynedd	<p>Appointed by Cabinet:</p> <ul style="list-style-type: none"> • Older people • Carers • Autism • Disability • The Voice of Children and Young Persons <p>Ex officio:</p> <ul style="list-style-type: none"> • Chair of Democratic Services Committee as Members' Development Champion • A chair of scrutiny as Scrutiny Champion <p>To be considered:</p> <ul style="list-style-type: none"> • Poverty (see letter from WLGA 15/1/13 and Carl Sargeant 5/2/13) • Road safety (throwback to previous era)
Caerphilly	<p>The Youth Champion is elected annually (subject to receiving nominations from Members) and the following are appointed at the AGM:</p> <p>Child Poverty Champion Equalities Champion Homeless Persons Champion Older Persons Champion</p>
Rhondda	<p>Four Champions as follows who are the respective Cabinet Members:</p> <ul style="list-style-type: none"> • Members' Services Champion • Champion for Older People • Social Justice Champion • Children's Champion <p>The Leader selects the Champions.</p>
Monmouthshire	<p>Scrutiny Champion and a Disability Champion both appointed by Council.</p>

<p>Councillor Hugh H Evans OBE Leader and Lead Member for Economic Development</p> <p>Responsible for: External Relationships, Collaboration Partnerships, Regional Lead, Equalities, Local and Regional Economic Strategy, Town Plans, Rhyl Going Forward, Work with local businesses, Management of Cabinet</p> <p>Member of: Chair of Corporate Equalities Group; Member of Rhyl Going Forward Programme Board; Rhyl Harbour Board; Local Service Board; Strategic Investment Group; Member of the WLGA Council and WLGA Co-ordinating Committee; Conwy and Denbighshire Collaboration Board; North Wales Regional Leadership Board ; Chair of North Wales Economic Ambition Board, West Rhyl Housing Improvement Board; North Wales Coast Regeneration Partnership Board</p>	<p>Key Objectives:</p> <ul style="list-style-type: none"> • Ensure that Cabinet works effectively by managing the Cabinet's forward plan and ensuring that Cabinet works through it • engage all Councillors in the decision making process • hold lead members accountable for their portfolios and ensure they involve other members as appropriate, before decisions are sought • Adopt a strategy to deliver the corporate priority for Economic & Community Ambition aimed at strengthening the economy of Denbighshire in order to create more business opportunities and jobs • Develop a better understanding of deprivation across Denbighshire supported by a targeted action plan to improve outcomes for residents and communities • Deliver the Rhyl Going Forward plan • Ensure delivery of the priorities for the county's individual communities as identified through Town and Area Plans • Ensure that a business plan is agreed for regional collaboration on economic development and that the objectives of the plan are achieved • Champion economic development and regeneration and ensure Corporate and wider stakeholder “buy in” to deliver set objectives • To maintain effective communication between the Council and external organisations, including WAO, WG, AMs’ MPs etc • to ensure that the council meets its requirements in relation to Equality Impact Assessment and staff/Member training • To explore internal/external collaboration projects to achieve efficiencies and for sharing best practices • To challenge Managers to reduce sickness levels within their services
<p>Councillor Eryl Wyn Williams Deputy Leader and Lead Member for Education</p> <p>Responsible for: School Standards, Modernising Education, Regional Lead on Education, Lead on CYPP, WJEC, North Wales School Improvement Board, Community Learning Centres,</p> <p>Member of: deputising for the Leader at meetings with North Wales Leaders, Major Projects; LDP; North Wales Residual Waste Food Boards; supporting the Leader with external relations</p>	<p>Key Objectives:</p> <ul style="list-style-type: none"> • To improve education <u>outcomes</u> for children and young people in Denbighshire. • To improve the quality and provision of education for all ages in the lifelong learning context. • To maintain the financial commitment of Education as a priority for Denbighshire • To ensure that Denbighshire provides an <u>inclusive</u> education experience for children and young people in order to secure their <u>well-being</u>. • To deliver the <u>modernisation</u> and capital investment programme for schools in Denbighshire County Council. • Provide political leadership in terms of delivering an adopted LDP and thereafter its review and monitoring process. • To maintain effective communication between the Council and external organisations, including WAO, WAG, AMs’ MPs etc. • To ensure that Denbighshire develops an effective service within the region through the collaboration agenda. • To explore internal/external collaborative projects to achieve efficiency gains and for sharing best practices • Challenge managers to reduce sickness levels within their services

<p>Councillor Bobby Feeley Lead Member for Social Care, Adult and Children's Services</p> <p>Responsible for: Adult Social Care, Children Services, Lead on NHS matters, Regional Lead on Social Care, Lead on HSCWB / LSCB</p> <p>Member of: Modernising Social Services Board; National Social Services Partnership Forum; Cefndy Healthcare; Local Safeguarding Children's Board; Health, Social Care and Well-being Board; BCUHB; Local Adult Protection Committee</p>	<p>Key Objectives:</p> <ul style="list-style-type: none"> • Effective political leadership and input into the Modernisation of Social Services Board • To ensure that the views of Denbighshire residents and potential impacts on social care as a result of the NHS Review are communicates to BCUHB to influence final outcomes • To reduce the levels of sickness absence in both Adult Services and Children's Services • To develop Extra Care Housing across the authority • To further develop the role of the Council as a good Corporate Parent • To champion the user views and develop approaches to participation to ensure they inform service developments • To develop resources in communities to meet social needs identified • To explore internal/external collaborative projects to achieve efficiency gains and for sharing best practices • Challenge managers to reduce sickness levels within their services
<p>Councillor Hugh Irving Lead Member for Customers and Communities</p> <p>Responsible for: Customer Service Standards, Communications and Marketing, Website Developments/Customers Insight, Town and Community Councils, Voluntary Sector, Housing including Council Housing, Housing Strategy and Homelessness, Welfare Reform Benefits</p> <p>Member of: Council Closer to the Community Board, Strategic Corporate Communications Group; Family Information Services Steering Group; Strategic Housing Partnership; Affordable Housing Working Group; Welfare Reform Group; West Rhyl Housing Board</p>	<p>Key Objectives:</p> <ul style="list-style-type: none"> • To deliver an efficient, effective and high quality Housing Service • Understand the impact of the Welfare Reform on the council as a whole and ensure that services are preparing to deal with it accordingly • Implementation of the Council Tax Support changes • To enhance the reputation of the Council through the delivery of effective communication and marketing of services. • To support the delivery of the revised Corporate Communications Strategy. • To lead on the continued strategic development of communications and marketing across the authority. • To act as ambassador for effective communication, internally and externally. • To improve the standard of customer service across the authority to help achieve our vision of delivering excellent services and customer care. • To enhance positive links with Town/Community Councils • To support the work and commitment of the voluntary sector • To explore internal/external collaboration projects to achieve efficiencies and for sharing best practices • To challenge Managers to reduce sickness levels within their services

<p>Councillor Huw Ll. Jones Lead Member for Leisure, Youth, Tourism and Rural Development</p> <p>Responsible for: Tourism Strategy, Leisure, Destination Management, Libraries, Youth, Arms Length Companies, Rural Development, Countryside and Biodiversity, Tourism and Heritage, Welsh Language</p> <p>Member of: Denbighshire Rural Development Plan Partnership, Menter Iaith Sir Ddinbych, Tourism Partnership North Wales, Bodelwyddan Castle Trust, Clwyd Pension Panel, Clwydian Range and Dee Valley AONB Board, Creating an Active Denbighshire Group.</p>	<p>Key Objectives:</p> <ul style="list-style-type: none"> • To ensure that Marketing and Tourism Strategies deliver their objectives of ensuring Denbighshire is a great place to work and visit. • To promote Tourism and champion the Destination Denbighshire campaign • To maximise investment through the Rural Development Plan. • To ensure there is effective support provided to businesses to help to sustain and grow the local economy as part of the Economic Strategy • To maintain a quality and high performing Leisure, Libraries and Youth Service for the residents of Denbighshire • To ensure that the council plays a full role in the development and delivery of Denbighshire's Destination Management Plan • Lead on the development of Denbighshire's policies for Welsh language provision in the County • To explore internal/external collaborative projects to achieve efficiency gains and for sharing best practices • Challenge Managers to reduce sickness levels within their services
<p>Councillor Barbara Smith Lead Member for Modernising and Performance</p> <p>Responsible for: Business Transformation, Technology/Efficiency, Flexible working etc., HR, ICT, Corporate Plan, Corporate Governance, Member Training and Development, Regional Lead on 'Support Services', Service and Performance Challenges</p> <p>Member of: Modernisation Strategy Board, Modernising Social Services Board, LJCC and Joint Council for Wales</p>	<p>Key Objectives:</p> <ul style="list-style-type: none"> • Oversee the production of the Corporate Plan 2012 – 2017 and ensure achievements are monitored on an annual basis • Provide leadership in the development of a Member training programme that is fit for the purpose of supporting current and future Members • Oversee the amalgamation of Coroner districts and recruitment of full time Coroner within the timescales and also the future development of the Coroner's role • Provide political leadership to "Modernising the Council" priority, delivering on the following themes: Dynamic workforce, Service modernisation, Future workspaces • Monitor the delivery of the ICT Strategy Phase 2, ensuring that investment in ICT innovation and infrastructure is focused upon business outcomes and supporting collaborative working in ICT provision where the benefit for Council is clear • Support the delivery of the People Strategy with particular focus on reducing sickness absence and increased rate of appraisal completion and encouraging a culture of flexibility to deliver organisational change • Champion member use of technology, to enable ease of working and to work towards the reduction of paper reports • To ensure Denbighshire has a modern HR Service, fit for purpose, proactively supporting Managers to manage • To explore internal/external collaboration projects to achieve efficiencies and for sharing best practices

<p>Councillor David Smith Lead Member for Public Realm</p> <p>Responsible for: Environment, including Waste, Highways and Infrastructure, Planning and Public Protection (including Private Sector Housing issues: Empty Homes; Housing Grants; Housing Enforcement), Licensing, Sub-regional/Regional lead on public realm, Safer Communities</p> <p>Member of: TAITH; Rhyl Harbour Board; North Wales Safety Partnership; North Wales Safety Board; NWRWTP; People & Places Programme Board; Safer Communities; integrated Transport Board; YJS Management Board</p>	<p>Key Objectives:</p> <ul style="list-style-type: none"> • Maintain / improve recycling rates • Ensure key projects affecting Denbighshire County Council are delivered and pose no risk to Denbighshire. • Ensure the Councils environmental regulatory/enforcement activity including fly tipping contributes to a safer Denbighshire for all. • Promote appropriate housing that is safe, affordable, accessible and fit for purpose in the private sector. • Ensure active engagement with TAITH to ensure DCC transport priorities receive recognition. • Secure appropriate levels of investment for the highway network • Address Dog Fouling concerns across Denbighshire • Review of CCTV locally and regionally • To explore internal/external collaborative projects to achieve efficiency gains and for sharing best practices • Challenge Managers to reduce sickness levels within their services
<p>Councillor Julian Thompson-Hill Lead Member for Finance and Assets</p> <p>Responsible for: Revenue & Capital Budgets & Financial Legislation; Treasury Management; Risk Assessments Assets Strategy; Health & Safety Procurement; Internal Audit; Revenues and Benefits; Property Services</p> <p>Member of: Chair of Strategic Investment Group; Member of the WLGA Council; Conwy and Denbighshire Collaboration Board; CLAW; Modernising Board, Cefndy Healthcare Board, Rhyl Harbour Board; Asset Management Group</p>	<p>Key Objectives:</p> <ul style="list-style-type: none"> • Maintain sound financial management of the authority • Improve the authority's energy consumption and efficiency • Develop proposals for a sustainable asset portfolio • Improve Health and Safety awareness with Members • Monitor that finance is in place to underpin the new Corporate Plan • Challenge Managers to reduce sickness levels within their services • Explore internal/external collaboration projects to achieve efficiencies and for sharing best practices

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COUNCILLOR BILL TASKER

For the past five years I have been associated with Y Dyfydol, a charity of Clwyd and Alyn Housing Association.

The aim is to house vulnerable young people and teach life skills to some, and to encourage others to realise their full potential through further education and apprenticeships.

I have been invited by the Head Teacher of Rhyl High School to become involved in the introduction and development of a charity for the homeless, it will be organised by the children and young people, overseen by staff. I very much look forward to working with them.

I have also been invited by to join a "sleep out" by Mrs. Carol Williams, Senior Coordinator for TAF (Team around the Family).

I very much hope that Members and Officers will be able to support me in this exciting challenge.

Local Government will face many real challenges over the coming months and years, homelessness will certainly be one of them. Together as colleagues and with those from the third sector we can respond positively, and I will endeavour to ensure that the people of Denbighshire have some understanding of this complex issue that will help towards them responding with true compassion and empathy.

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Report To: Council

Date of Meeting: 9 April 2013

Lead Officer: Democratic Services Manager

Report Author: Democratic Services Manager

Title: Committee Timetable 2013 / 14, Annual Review of Political Balance, Appointment of Scrutiny Chairs and Allowances for Voting Co-opted Members

1. What is the report about?

This report contains information and requests decisions on committee-related issues.

2. What is the reason for making this report?

It is necessary for Council to approve a timetable for 2013/14 to enable meeting venues and resources to be confirmed, to publicise the timetable and to populate the Members' diary. As the new municipal year starts next month it is also appropriate for Council to consider changes in political balance, Scrutiny chairing arrangements and payments to voting co-optees.

3. What are the Recommendations?

That County Council:

- (i) approves the timetable of meetings for 2013 / 2014 (appendix 1)
- (ii) Considers the recommendations to ensure the committees are politically balanced (appendix 3)
- (iii) Notes any changes in the appointment of scrutiny committee chairs that are agreed by the relevant political groups.
- (iv) Determines the appropriate maximum number of days that can be claimed for all co-opted voting members.

4. Report details.

4.1 Committee Timetable

The new municipal year begins with the Annual Meeting of Council in May, when the current timetable of committee meetings ends. The draft timetable for meetings in 2013 / 14 (appendix 1) was considered by the Democratic Services Committee in February. Extra dates for Council Briefing sessions will be added for after the Recess.

A survey was conducted during the second part of 2012 for councillors' and co-opted members' opinions on when and where they would like to hold their meetings. The survey was a requirement of the Local Government (Wales) Measure 2011 and the Council is obliged to have regard to the results of the survey when planning

meetings. Information on the schedule and a summary of the results of the survey are attached as appendix 2.

Having regard to the results of the survey the current mix of mostly morning meetings but with some committees or panels meeting being held in the afternoon is retained. The Council does arrange a small number of evening meetings (for some of the Member Area Groups, for example). Often meetings will be held in County Hall but meetings will also be arranged for other venues in the county.

4.2 Annual Review of Political Balance

The Council is required to consider at least annually how the membership of its committees relates to the political balance of the Groups. Changes to the membership of committees and the strength of the political groups mean that not all committees are currently politically balanced, and these are shown in Appendix 3.

With the same number of members both the Conservative and Plaid Cymru Groups have the same political balance weighting so either (but only one of them) could take a second seat on a committee of 8 members. This can be resolved either by the availability of only one member from those Groups to take that second seat, or by looking at the overall political balance of both Groups over all the committees.

At the time of writing this report the recommendations in appendix 3 are relevant.

4.3 Appointment of Chairs of Scrutiny Committees

According to the principles for allocating Scrutiny chairs in the 2011 Measure the Groups represented in the Cabinet (Independents, Conservatives and Plaid Cymru) will be entitled to 1 of the 3 scrutiny chairs, and it will be for those groups to decide amongst themselves which of their eligible members will be a chair. The Labour Group, as the only group which does not have members on Cabinet, is entitled to appoint 2 of the scrutiny chairs.

Whilst scrutiny committees in Denbighshire previously appointed their chairs for a year, neither the Measure nor the associated statutory guidance make provisions for changing or re-appointing scrutiny chairs, except where the political make-up of Cabinet changes or where a scrutiny chair is vacated for some reason. The appointment of chairs for the new municipal year is therefore a matter for the political groups to consider and to advise of any changes.

4.4 Remuneration of Co-optees

The Independent Remuneration Panel for Wales (IRPW) regulates payments for members and co-opted members. The IRPW had allowed co-opted members to claim payments for up to 10 days for attending meetings of committees on which they are voting members. From April 2013 the IRPW has decided to allow authorities to determine how many days can be claimed. It has also broadened the range of events that could be claimed to include authorised training events, conferences and pre-meetings with officers.

Denbighshire has 11 voting co-optees; 5 sit on the Standards Committee, 5 are education scrutiny co-optees and one is a lay member of the Corporate Governance Committee. Payments are £198 per day (defined as over 4 hours, or £99 for a half day which is less than 4 hours) or £256 / £128 for a co-opted chair.

As the education scrutiny co-optees are - whenever education issues are considered - members of each of the 3 scrutiny committees they would, under the rules for 2012 / 13 be eligible to claim for up to 30 meeting days per year i.e. the maximum of 10 meetings per committee x 3 committees = 30 days. Of course, not all scrutiny meetings include an education item on the agenda. Council is recommended to consider the appropriate maximum number of days that can be claimed for all co-opted voting members.

Standards Committee co-optees may have to attend additional meetings or hearings if required for dispensations as a matter of urgency and the Committee's Chair and Vice Chair attend the North Wales Standards Forum on a quarterly basis.

5. How does the decision contribute to the Corporate Priorities?

The decisions and information arising from this report are central to the functioning of the democratic and committee systems which are essential elements of the Council's governance arrangements and contribute to the Council's corporate priorities.

6. What will it cost and how will it affect other services?

The costs of maintaining a committee system are covered within existing budgets. Services throughout the Council may contribute to the meetings included in the timetable, usually by contributing information, reports and officer time.

7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report.

The annual timetable of meetings is an established process and meets the aims of the Equality Act. The principal 'service users' are the members of the committees and supporting officers although the press and public are also able to attend most meetings the interest of individuals or groups is likely to depend on the topic under consideration.

A recent survey of councillors has been conducted on the timing and location of meetings and the results have been taken into consideration. The Council uses the most suitable meeting rooms whenever possible (in terms of access, parking, toilet facilities, public transport).

8. What consultations have been carried out with Scrutiny and others?

The Democratic Services Committee considered and noted the draft committee timetable in February. A wide range of officers involved in providing support and advice for the committees shown in appendix 1 have been consulted and members have been consulted on their preferences for the timing and location of meetings.

9. Chief Finance Officer Statement

There are no additional costs arising from recommendations (i)-(iii) as noted in the report. Increasing the number of events that co-opted members can claim payment for (recommendation iv) will incur additional cost.

10. What risks are there and is there anything we can do to reduce them?

Failure to confirm a new meeting schedule and other committee-related issues in this report would be detrimental to the Council's governance arrangements.

11. Power to make the Decision

Schedule 12 of the Local Government Act 1972; Local Government and Housing Act 1989; Local Government (Wales) Measure 2011.

COMMITTEE TIMETABLE 2013 / 2014

APPENDIX 1

Committee	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	
COUNTY COUNCIL 10 a.m.	7 Annual Meeting	4*	9	SUMMER RECESS	10	8*	5	3		4 25		8	13 Annual Meeting	
COUNCIL BRIEFING 2 p.m.		24	15 (budget)		16	21 (budget)	18	9 (budget)	27				28	
CABINET 10 a.m.	14	25	30		3 24	29	26	17	14	18	25	29	27	
CABINET BRIEFING 2p.m.		3	1			7	4	2	6	3	3	7		
PLANNING 9.30 a.m.	15	19	24		11	16	13	11	22	19	19	16	14	
PERFORMANCE SCRUTINY 9.30 a.m.	16	20			19	24		12	16	20	20			1
COMMUNITIES SCRUTINY 9.30 a.m.	23		4		12	17	28		23		6	3	15	
PARTNERSHIPS SCRUTINY 9.30 a.m.		10 (2 p.m.)	18		26		7	19		6	13	10		
CORPORATE GOVERNANCE 9.30 a.m.	22		3		4 27		6	18	29		26			21
LICENSING 9.30 a.m.		12			18			4			5			
LICC 2.p.m.			10				9				12		2	

Committee	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
SACRE 10 a.m.		10				2				14			
STANDARDS 10 a.m.		7			6		22		31		14		9
DEMOCRATIC SERVICES COMMITTEE 10 a.m.	24										7		
CORPORATE HEALTH, S & W 10 a.m.			26				25			24			

*The 4 June and 8 October are additional dates reserved for full Council but will only be used if there is sufficient business to consider.

Timetabling Information

Council

Monthly meetings have been scheduled to follow the Annual Meeting on the 7 May 2013. No meeting has been scheduled for January on the basis that (a) preparations for meetings in early January are affected by the Christmas and new year holidays, and (b) Cabinet in January needs to meet to make recommendations to Council on the following year's budget,

There are 2 Council meetings scheduled for February, particularly to agree the Council's budget and then to set the level of council tax.

Two dates in June and October have been reserved for Council to meet if there is sufficient business to transact.

Cabinet

Dates for Cabinet meetings have been moved towards the end of a month where possible. The reason for this is that Cabinet considers an important budget monitoring report at each meeting, which covers the previous month. Collection of the budget information, report preparation, and publication can result in these reports being 'late'. Holding the Cabinet meetings at the end of a month will allow these reports to be circulated on time. As a consequence, some Cabinet meetings do fall during school holidays.

There will be two meetings in September as a result of the August recess.

Mid-month meetings will be held in:

- December - a meeting the following week would fall on Christmas Eve;
- January - Cabinet needs to meet early enough to make recommendations on the budget to Council at the beginning of February, with Council's agenda being published at the beginning of the last week in January
- February – Affected by the position of Council meetings at the beginning of the month (to agree the budget) and at the end of the month (to set Council Tax levels).

Scrutiny Committees

The 3 scrutiny committees have 5 co-opted voting members whenever they discuss education matters. For this reason none of their meetings have been scheduled during school holidays.

The previous timetable included a meeting for the Performance Scrutiny Committee on the 23 May 2013. It is proposed to move that meeting to the 16 May and hold a Communities Scrutiny meeting on the 23 May instead. The reason for this change is to allow each of the scrutiny committees to meet twice before the recess and for the

Partnerships Scrutiny Committee to meet in July to avoid having to call a special meeting to deal with known business on its forward work programme.

A June meeting of the Partnerships Scrutiny Committee is scheduled for 2 p.m. on Monday 10 June to meet with the Betsi Cadwaladr University Health Board.

Part of the Performance Scrutiny Committee's role is to scrutinise the Council's performance using the information gathered through the quarterly performance reports. Some of the committee's meetings are based on when those quarterly reports will be available to ensure the committee has access to the latest performance information.

Planning Committee

Planning officers have identified the proposed schedule for Planning Committee meetings which is thought to ensure that the committee meetings and associated post-committee work (issuing decision certificated, etc.) are complementary.

Corporate Governance Committee

The Corporate Governance Committee is also the Council's Audit Committee and the proposed schedule takes into account when the committee will be required to consider treasury management performance and the statement of accounts.

Standards Committee

The number of scheduled meetings has been reduced from 8 to 5 (May 2013 – April 2014) to reflect the workload experienced over recent years. However, if the workload indicates that other meetings are required, these will be arranged accordingly.

Corporate Health, Safety and Welfare Committee

Meetings of the CHSW Committee have been scheduled for approximately 1 month after the end of the previous quarter to allow the committee to review quarterly health and safety reports.

Local Joint Consultative Committee (LJCC)

4 quarterly meetings have been scheduled on Wednesday afternoons.

Standing Advisory Council for Religious Education (SACRE)

The membership of this statutory committee includes representatives from Denbighshire County Council, religious denominations and teacher associations. This year, the draft schedule proposes to hold their 3 termly meetings on different days of the week (a Monday, Wednesday and Friday) to lessen the impact on teacher representatives caused by taking time out of school on the same week-day for each meeting.

Democratic Services Committee

This committee must meet at least once every calendar year and is able to review the level of support for democratic services, committees, etc. Two Friday meetings have been scheduled at the beginning of the municipal year (24 May) and on the 7 February. Extra meetings can be added if necessary.

Council Briefing

Afternoon sessions of this informal gathering of Council have been proposed for June, September, November, January and April to accommodate issues of interest to members.

Three budget workshops have also been included in the Council Briefing schedule to support members' involvement in developing the draft budget for the following year.

Cabinet Briefing

This is an informal but important meeting for Cabinet members and meetings are proposed for the first Monday of a month. This is expected to complement the cycle of Cabinet meetings which will usually be at the end of the month. Please note that meetings have not been scheduled for May (the first available Monday would be mid-month, and 1 day before Cabinet) and September (there are Cabinet meetings at the beginning and the end of the month).

Results of a Survey on the Timing and Location of Meetings

Question 1 – Would you prefer morning, afternoon or evening meetings?

Responses:

Morning = 26 Afternoon = 7 Evening = 6

Question 2 – Would you apply your preferences to all committees, only committees you are a member of, or only certain committees?

Responses:

All committees = 13
Only committees (the respondent) is a member of = 13
Only certain committees = 5

(The comments received were: satisfied with current arrangements = 2; should be flexible on timings = 2; too many meetings are held in Ruthin = 1; some evening meetings should be held = 1; committees which the public regularly attend e.g. Planning should be in the evening = 1; like to see a balanced mix of morning, afternoon and evening meetings for Planning, Licensing and some scrutiny meetings = 1; would not like to dictate to members of other committees on their timings = 1)

Question 3 – Would you prefer to see the timing of meetings rotate?

Responses:

Yes, for all committees = 7
Yes, for some committees = 4
No = 19

(Comments: satisfied with the current arrangements = 2; Meetings should rotate (except for Council & Planning which should be in Ruthin at 10 a.m.) = 1; Hold meetings at various times according to the wishes of members = 1; Full Council & Planning should remain the same but others could rotate = 1; Afternoon meetings could be easier to support / attend = 1; One committee could meet in the evening to allow members who prefer evening meetings to attend = 1; Rotating times (of specific) committees could cause difficulties for working members because of the irregular pattern when booking time off to attend = 1)

Question 4 – Are there particular times that would cause you difficulties?

Responses:

Yes = 20 No = 9

(Comments: the responses to this question clearly require clarification. Evening meetings were the most commonly cited difficulty mentioned by 15 respondents.

Having too many meetings in a week was cited by 4 respondents as being a problem).

Question 5 – Do you have a preferred location(s) for meeting venues?

Responses:

Yes = 21 No = 9

(Comments: Ruthin = 11; Ruthin or Denbigh = 4; Rhyl = 2; Depends on locations of officers or committee members = 2; Rhyl or Prestatyn = 1; Rhyl, Prestatyn or Denbigh = 1; Rhyl, Prestatyn or Ruthin = 1; Rotate throughout the county = 1)

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Political Balance: Recommendations for Committee Memberships

Corporate Governance Committee

The membership of the Corporate Governance Committee is 6 councillors of whom one shall be the Vice Chair of the Council, politically balanced. The current Vice Chair is the Independent Group's Councillor Bartley. Whilst no changes are required for this committee until the Annual Meeting of Council in May, the new Vice Chairman will subsequently take their seat on this committee and (if not from the Independent Group) membership changes will be required to restore political balance.

Recommendation: *Consider the membership of the Corporate Governance Committee once the incoming Vice Chairman is confirmed.*

Partnerships Scrutiny Committee

The Labour and Conservative Groups each have an extra seat at present whilst the Independent Group are 2 seats below their entitlement.

Recommendation: *The Independent Group to consider nominating 2 extra members to this committee with the Labour and Conservative Groups withdrawing 1 member each.*

Planning Committee

The Conservative Group currently have 1 extra seat whilst the Independent Group are entitled to an extra seat.

Recommendation: *Councillor Peter Duffy be appointed to the Committee whilst the Conservative Group withdraws 1 member*

Corporate Health, Safety and Well-being Committee

The Independents have nominated Councillor Richard Davies to fill their vacant seat

Recommendation: *The Independent Group (Councillor Richard Davies) to gain 1 seat from either the Conservative or Plaid Cymru Groups.*

SACRE

The Independent Group are entitled to 1 extra seat (from either the Conservative or Plaid Cymru Groups) but have not been able to nominate a member.

Recommendation: Retain current membership.

Appeals and Complaints Committee

The Labour Group are entitled to take 2 more seats on this 'committee', whilst there is 1 vacant seat. The Plaid Cymru Group currently has 1 extra member.

Recommendation: The Labour Group to nominate 2 members. If these nominations are received the Plaid Cymru Group will need to withdraw 1 member.

Report to: County Council

Date of meeting: 9th April 2013

Lead Officer: Head of Legal and Democratic Services

Report Author: Gary Williams, Head of Legal and Democratic Services

Title: Arrangements for election of Chair and Vice Chair at Annual Council

1 What is the report about?

- 1.1 The arrangements for election of the Chair and Vice Chair of the Council for the municipal year 2013/14.

2 What is the reason for making this report?

- 2.1 The Chair and Vice Chair of Council will be elected at the Annual General Meeting of the Council in May. The purpose of the report is to agree the proposed Chair and Vice Chair for the coming municipal year 2013/14 to be formally elected at the Annual General meeting.

3 What are the recommendations?

- 3.1 That Council agrees the proposed Chair and Vice Chair for the municipal year 2013 to be formally elected at the Council's annual meeting on 7th May 2013.

4 Report details

- 4.1 In 2006 the Council agreed with the conclusions of the former Modernising Panel that the previous procedure whereby Annual Council met with no real certainty as to who would emerge as Chair and Vice Chair of the Council detracted from the dignity of the occasion.
- 4.2 Council resolved that the arrangements for the election of Chair and Vice Chair should be addressed at the meeting prior to Annual Council.
- 4.3 The current Vice Chair of Council is Councillor Raymond Bartley. The tradition is that the current Vice Chair of Council is elected as Chair of Council for the forthcoming municipal year.
- 4.4 Group Leaders have been requested to provide nominations for the role of Vice Chair of Council for the coming municipal year. Details of those nominated will, if possible, be circulated before the meeting.

5 How does the decision contribute to the Corporate Priorities?

5.1 The roles of Chair and Vice Chair of Council do not impact directly on the corporate priorities.

6 What will it cost and how will it affect other services?

6.1 The roles of Chair and Vice Chair of the Council attract senior salaries of £19,035 and £14,805 respectively. These figures are inclusive of the basic salary paid to all members.

7 What consultations have been carried out?

7.1 Group Leaders have been consulted with regard to the nomination of members to the role of Vice Chair of Council.

8 Chief Finance Officer Statement

8.1 There are no additional costs arising from this recommendation.

9 What risks are there and is there anything we can do to reduce them?

9.1 There is a reputational risk to the Council if there is no certainty as to the proposed Chair and Vice Chair of Council at the Annual Meeting.

10 Power to make the decision?

10.1 Article 5 Council Constitution.
s.4 Local Government Act 1972

Report To: Council

Date of Meeting: 9 April 2013

Lead Member / Officer: Cllr Barbara Smith / Alan Smith

Report Author: Tony Ward

Title: Corporate Plan 2012-17, Year 2 Delivery Document

1. What is the report about?

1.1 This report presents the Year 2 Delivery Document for the Corporate Plan 2012-17.

2. What is the reason for making this report?

2.1 A decision is required to approve the final draft version of the Corporate Plan Year 2 Delivery Document, attached at Appendix I to this report.

2.2 A Delivery Document is created for every year of the Corporate Plan.

2.3 Its purpose is to outline some of the key projects that will be started and/or delivered during the financial year for each of our priorities, with the intention of illustrating how the Corporate Plan affects the work that we're doing.

2.4 The document will be published on our website so it is available for both our regulators and the public.

3. What are the Recommendations?

3.1 It is recommended that, subject to any agreed changes, Members approve the final draft to enable the document to be translated and published.

4. Report details.

4.1 The purpose of producing and publishing an annual Corporate Plan Delivery Document is to confirm the activity that the council will undertake during the next financial year to support the delivery of its Corporate Plan.

4.2 The activities originate from Service and Programme Plans, and progress updates will be collected through the Ffynnon and Verto systems.

4.3 Progress will be reported to Performance Scrutiny and Cabinet via our Quarterly Performance Reports.

4.4 An overall evaluation of the council's progress in delivering the Corporate Plan will be included in the Annual Performance Reports published each October.

4.5 The activities highlighted within the Year 2 Delivery Document are designed to have a positive impact on our Corporate Priorities and associated outcomes (benefits for our communities).

5. How does the decision contribute to the Corporate Priorities?

5.1 The document is specifically designed to show what activity the council has planned for 2013-14 to support the delivery of its corporate priorities.

6. What will it cost and how will it affect other services?

6.1 The Corporate Plan 2012-17 includes a five-year financial strategy which outlines the anticipated capital investment required to deliver the priorities. This strategy was developed following a Members workshop on 11th September led by the Head of Finance and Assets.

6.2 The Year 2 Delivery Document also includes a section on the financial implications for 2013-14.

7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report.

7.1 An Equality Impact Assessment was undertaken on the Corporate Plan and presented to Council on 09 October 2012.

7.2 No specific Equality Impact Assessment is required for this report itself, but Heads of Service will need to consider the equality impact of individual activities mentioned in the document in order to ensure that they do not have any disproportionate detrimental impact on people who share protected characteristics.

7.3 Some of the activities, for example formalising plans for the delivering dropped kerbs, will have a positive equality impact and are designed to respond to the original Equality Impact Assessment of the Corporate Plan.

8. What consultations have been carried out with Scrutiny and others?

8.1 The document has been developed from activity identified from draft Service Plans for 2013-14 and from Programme Plans.

8.2 A draft was circulated to SLT for comment before being presented to Council for approval.

9. Chief Finance Officer Statement

9.1 The Corporate Plan contains high level spending plans covering 2012-17, and sets the context for the Medium Term Financial Plan. The investment outlined in the Corporate Plan is ambitious but necessary if the Council is to continue to improve key services. The Council faces a difficult few years with a challenging financial environment and should the need arise, plans are flexible enough to be changed if the financial situation changes.

10. What risks are there and is there anything we can do to reduce them?

10.1 There are no specific risks attached to this report. It is the role of our Corporate and Service Risk Registers to identify (and manage) the potential risk events which could lead to the council being unable to deliver its Corporate Plan.

11. Power to make the Decision

11.1 The Corporate Plan is a key element of the Wales Programme for Improvement (2010), which is underpinned by the statutory requirements of the Local Government Act 1999 and Local Government (Wales) Measure 2009.

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Corporate Plan 2012-17

Annual Delivery Document 2013-14

This document is available on request in other languages and / or formats



Os ydych angen gwybodaeth bellach, gofynnwch os gwelwch yn dda i rhywun yr ydych yn gwybod sydd yn siarad Cymraeg neu Saesneg i ffonio 01824 706161

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১) নম্বরে টেলিফোন করতে বলুন

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To make comments and suggestions or for further information please contact:

By **EMAIL**:

corporate.improvement@denbighshire.gov.uk

Or you can **TELEPHONE** the team on:

01824 706161

Or by **POST** at:

Corporate Improvement Team,
Denbighshire County Council,
County Hall,
Wynnstay Road,
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Introduction

Denbighshire County Council's Corporate Plan 2012-17 was agreed and published in October 2012. The Corporate Plan 2012-17 (which can be found at www.denbighshire.gov.uk/corporateplan) explains what the council's priorities will be for the next five years, why these priorities were chosen, and what we expect to achieve by 2017. The aim of this Delivery Document 2013-14 is to explain what we expect to do in the forthcoming year to support the delivery of our priorities. Many of our priorities focus on benefits for our communities that will take many years to deliver, and some of the work in the current year will be about developing programmes of work to deliver our priorities. However, this document contains a number of specific activities and projects which we aim to deliver during 2013-14.

We monitor our progress in delivery out Corporate Plan by taking quarterly performance reports to Scrutiny and Cabinet meetings. We also produce an annual performance report which evaluates the progress we have made that year. These annual performance reports are published by 31st October each year and are available on our website.

Financing Year Two of the Corporate Plan (2012-13)

Our Corporate Plan 2012-17 sets out our ambitious - but deliverable - priorities for the five year period. Some of these priorities will require significant capital investment, and we estimate the need to invest somewhere in the region of an *additional* £134 million pounds of capital funding in our priorities to deliver the Plan.

As this is a five-year Corporate Plan, it is likely that most of that additional funding will be invested in years three to five but approximately £6m will be spent in year two (2013/14). The table below shows the total revenue (day-to-day) and capital (investment) spends, plus the additional amount allocated against each priority for 2013-14. The expenditure in 2013/14 includes capital funded by Welsh Government grants totalling £2.8m.

Denbighshire County Council funding in 2013-14 (£000s)	Local economy	Education and schools	Improving our roads	Protection of vulnerable & independent living	Clean and tidy streets	Good quality housing	Modernising
Revenue	1,705	70,131	5,171	42,060	7,388	13,048	2,659
Capital	1,455	6,272	1,150	0	0	8,182	170
Corporate Plan Yr 2	0	3,536	3,108	0	0	0	0
Total spend	3,160	79,939	9,429	42,060	7,388	21,230	2,829

Priority: **Developing the Local Economy**

For this priority, we have identified six outcomes we aim to deliver for our communities. Below is a selection of the activities we plan to undertake in 2013-14 in support of each outcome.

Outcome: The infrastructure that connects the county internally, to the wider region and beyond, will enable individuals and businesses based in Denbighshire to compete effectively in wider markets for jobs and trade

- Develop an Integrated Infrastructure Investment Plan, as part of the work being led by the North Wales Regional Economic Ambition Board (formally agreed by all six councils). An early priority for the Plan is the gathering of an economic benefit case for investment in Rail Electrification in North Wales. Denbighshire is leading on this and working closely with TAITH and Welsh Government to develop business case evidence.
- The North Wales Regional Economic Ambition Board will also engage with the private sector through a North Wales Economic Forum, and also through the Boards of the Enterprise Zones in Deeside, Anglesey and Snowdonia.

Outcome: Denbighshire will have a workforce with the skills required for business growth

- Work with the private sector to create a Skills Development Plan under the North Wales Regional Economic Ambition Board.

Outcome: Businesses will develop and grow in Denbighshire

- Complete conversion of Rhyl's former derelict Bee & Station Hotel into quality business accommodation in April 2013, ready for occupation from May. We aim to have it fully occupied by April 2014.
- Publicise opportunities for funding capital and marketing projects to rural enterprises employing nine or less people under the Rural Development Plan's Rural Denbighshire Business Creation and Development project.
- Develop a regional framework agreement for major construction works over the Official Journal of European Union (OJEU) threshold for construction works (valued over £4.35m), ensuring that community benefits are core in the framework agreement.
- Create locality-based economic and business development teams (covering the Coast, North and South of the county). These teams will develop close links with local businesses and support the development and implementation of business support activities.

Outcome: Denbighshire's existing economic strengths and new potential will be maximised

- Develop a draft Local Economic Ambition Strategy for Denbighshire and an action plan by July 2013. This will be published for consultation businesses over the summer, ready for sign off by September 2013. A key strand of the emerging strategy will focus on priority actions to support business development and growth in Denbighshire. This will guide future activity under this commitment.
- Develop the tourism sector through initiatives including the North Wales Cycling Sustainable Activity Tourism Centre of Excellence.
- Support the North Wales Economic Ambition Board with priority projects to explore opportunities for growth in the advanced manufacturing and energy & environment sectors.

Outcome: Towns and rural communities will be revitalised

- Town Plans will expand to become Town and Area Plans, to ensure the needs and priorities of rural communities are addressed. Details of the process for this will be agreed by Cabinet in April 2013, and made available to the public via our website. See www.denbighshire.gov.uk/townplans for further details.

Outcome: Deprivation in parts of Rhyl and upper Denbigh will be reduced

- Rhyl Harbour bridge is due for completion by the end of June 2013, and access through the public square and onto the extended quay wall should complete by August 2013. The quayside building is due for completion during December 2013, and the business units will be marketed with a view to them being occupied by April 2014 when the main boating season commences.
- Commence demolition of the Honey Club in April 2013, as we negotiate the purchase of neighbouring 25/26 West Parade, which is subject to a compulsory purchase order (CPO) that has a Public Inquiry scheduled for June 2013. If successful, the proposed development of a 60 bedroom hotel with restaurant could start late 2013 (subject to planning approval).
- Demolition of 2-30 on Gronant Street and 21-23 Aquarium Street in May 2013, to make way for green space under the West Rhyl Housing Improvement Project. Approval of the design of this space will be sought by March 2014.
- Tenants whose properties will be purchased as part of the West Rhyl Housing Improvement Project will be resettled by March 2014.
- We want to refurbish and redevelop selected properties around Aquarium Street, Abbey Street, and Gronant Street. We'll work with the private sector and Registered Social Landlords to achieve this.
- A business case for new aquatic leisure facilities to replace the Sun Centre in Rhyl will be developed. This work has started, and will be reported to Cabinet in June 2013, before being taken to full Council for final approval.

Priority:

Improving performance in education and the quality of our school buildings

For this priority, we have identified one outcome we aim to deliver for our communities. Below is a selection of the activities we plan to undertake in 2013-14 in support of this outcome.

Outcome: Students achieve their potential

- Promote and monitor the Governors Wales Quality Mark across all governing bodies as a mechanism for self-evaluation and pre-inspection preparation, with a target that at least 10 governing bodies achieving the Bronze Award within the next 12 months. Compliance with this Quality Mark should help governing bodies identify excellent processes and practises, making a real difference to school leadership and management.
- Develop a support programme to facilitate the delivery of the Literacy Numeracy Framework, which sets out expectations for achievement at all key stages. Common means of assessment will become statutory in September 2014, and we want to ensure we're prepared for success.
- Review cluster arrangements, which are currently based on secondary schools and their primary links. Although this is effective for administration and dealing with the transition phases, additional clusters will be developed to provide greater opportunity for continual enhancement of education delivery.
- Develop a mentor programme to support targeted intervention for year 11 students at risk of not achieving Level 2 or above, so that at least 65% of our students reach this level of attainment.
- Complete extensive building and refurbishment works to improve Ysgol Dyffryn Ial and Ysgol Twm O'r Nant, and continue extensive building and refurbishment works to Ysgol y Llys.
- Start the detailed design for extensive building and refurbishment works at Ysgol Glan Clwyd, and complete the detailed design work required for a new school to replace the current Rhyl High and Bodnant Community School.
- Begin work on creating an area school in Cynwyd (Ysgol Bro Dyfrdwy), due to open in September 2014.
- Put forward proposals to Cabinet in May 2013 in response to consultation on the faith-based review, and by June 2013 for the Ruthin Area primary education review. From there we will follow statutory procedures to agree the way forward for provision under these two themes.

Priority: **Improving our roads**

For this priority, we have identified one outcome we aim to deliver for our communities. Below is a selection of the activities we plan to undertake in 2013-14 in support of this outcome.

Outcome: Residents and visitors to Denbighshire have access to a well-managed road network

- Resurfacing of many county roads, including:
 - B5381 Glascoed Road, St Asaph;
 - B5119 Dyserth Road / Pendyffryn Road, Rhyl;
 - B5436 Fedw Road, Carrog.

- Microasphalt will be laid at many locations, including:
 - Linden Drive, Prestatyn;
 - Maes Hyfryd / Maes Glas, Dyserth;
 - Bryn y Garn Road / Ffordd Meifod, Henllan.

- Surface dressing of many county routes, including:
 - Denbigh to Henllan;
 - Bwlch to Bondlandfa Road;
 - Pant y Dulaith Road.

- Pedestrian safety improvements at Trellewelyn Road, Rhyl, and Princes Road / Castle Street, Rhuddlan.

- Strengthen the Elwy Bridge, St Asaph, and undertake structural repairs to the East RC Approach Structure Foryd Bridge, Rhyl.

- There is a greater need for dropped kerbs to connect routes of 'high community benefit', such as between sheltered housing, surgeries, chemists and schools. We will formalise our plans for this by April 2014.

Priority:

Vulnerable People are protected and are able to live as independently as possible

For this priority, we have identified two outcomes we aim to deliver for our communities. Below is a selection of the activities we plan to undertake in 2013-14 in support of each outcome.

Vulnerable people can live as independently as possible

- Develop a scheme to provide Direct Payments for equipment. This scheme will reduce the waiting times for people who require small items of equipment to support their independence.
- Make £100,000 available for creating additional reablement capacity across Denbighshire to reduce dependency on social care services by increasing people's independence. We will explore options for achieving maximum value from this investment.
- Develop a three-year plan to support the development of services that support carers, including availability of suitable respite care. Adequate support for this resource will support carers and enable them to continue providing vital support to vulnerable people.
- Complete feasibility studies to identify three suitable locations for Extra Care in Denbighshire, then develop plans for these facilities.

Vulnerable children and adults are protected

- Introduce new arrangements for protecting vulnerable children and young people following the passing of the Social Services and Well-being Bill, including the reconfiguration of the Local Safeguarding Children Board (LSCB) in response to regional LSCB developments.
- Explore the potential contribution of the Signs of Safety (and other relevant models) for improving parents' and children's involvement and participation in Child Protection Conferences, and reach a conclusion about its prospective role in Denbighshire.
- Broaden the range of Intensive Family Support Services available in the county to meet the requirements of children in need (particularly in need of protection), to reduce risk of harm and promote the child's safe and effective care.

Priority: **Clean and tidy streets**

For this priority, we have identified one outcome we aim to deliver for our communities. Below is a selection of the activities we plan to undertake in 2013-14 in support of this outcome.

To produce an attractive environment for residents and visitors alike

- Review the provision of bins and improve where necessary, including the provision of bins for dog waste.
- Since 2009, Denbighshire has been the leading authority in Wales for the Street Cleanliness Index, and we will continue to deliver an efficient and well-managed service for the residents of Denbighshire.
- Review street cleansing activities to make sure that we are doing the right thing and delivering the best possible service to the county.
- Continue to use external contractors to deal with environmental crime on the streets, and use more sophisticated intelligence to target problematic areas. We will also consider deploying additional resources into frontline enforcement within the service.
- We will increase publicity on the issue of dog fouling, and implement the actions in the Anti-Dog Fouling Strategy.
- We will target 10-15 of the most problematic Eyesore sites in Denbighshire by having a series of actions for multi-discipline officers to implement. The aim will be to bring these sites back into use.

Priority:

Ensuring access to good quality housing

For this priority, we have identified one outcome we aim to deliver for our communities. Below is a selection of the activities we plan to undertake in 2013-14 in support of this outcome.

The housing market in Denbighshire will offer a range of types and forms of housing in sufficient quantity to meet the needs of individuals and families

- Provide a common access route to affordable housing in partnership with Wrexham County Borough Council, Flintshire County Council, and Housing Associations. This means that there will be one area housing waiting list and one policy to cover housing strategy for the areas concerned. This should simplify housing options for the customer, and reduce bureaucracy for the housing organisations concerned.
- Review our housing waiting list to ensure that those people on it meet the conditions expressed within our policy. This will reduce bureaucracy for ourselves, and enable us to better assess and address the housing needs of the county's residents.
- License in excess of 140 of the county's Houses of Multiple Occupation (HMOs) that are eligible for licensing by March 2014. Licensing HMOs helps to ensure that the quality of the housing provided is of an acceptable standard.
- External refurbishment of two large properties in the Conservation Area on Brighton Road, Rhyl.
- Deliver an environmental scheme in Brighton Road and Morley Road involving new boundary walls / railings and pathways. On the same scheme we will be working with North Wales Police taking crime reduction measures in Morley Road car park. This involves the demolition of a redundant building that has been a cause of anti-social behaviour, plus other environmental measures.
- External refurbishment of 3 Brighton Road (an Eyesore building) and nine large terraced properties in Church Street. These projects for privately owned houses will be paid for through the Area Renewal grants that are available in Rhyl.
- Introduce re-payable loans to allow home owners to improve living conditions.
- Encourage the private sector to bring forward allocated housing sites by producing master plans and planning briefs.

Priority:

Modernising the council to deliver efficiencies and improve services for our customers

For this priority, we have identified two outcomes we aim to deliver for our communities. Below is a selection of the activities we plan to undertake in 2013-14 in support of each outcome.

Services will continue to improve and develop

- Encourage more feedback from our customers, which means we will expect to see an increase in the volume of interactions such as complaints. However, we would expect to see any feedback being used to inform the way services are provided in the future, and we'll appoint Customer Service Business Partners to work with each department to provide quality assurance in this respect.
- Establish a Corporate Programme Office, which will mean no project is approved unless it is clear about what we expect to gain through it. The CPO will also force us to ensure that we do realise those gains.
- Carry out a Residents' Survey to gauge public opinion of Denbighshire and the council. The results of this survey will be analysed, to enable council services to address issues.
- Launch our new-look website, which aims to enable people to perform common tasks more easily than they can at present.

More flexible and effective workforce supported by cost efficient infrastructure

- Roll out group printers and remove desktop printers from all of our offices. This will reduce the lease and maintenance costs of machines, and the costs of printing. The work will be complete by September 2013.
- Develop a system for using existing, skilled staff to do jobs where we might have previously used agency staff.
- Prepare for changing the way invoices are dealt with, so that we reduce the time taken to process them and reduce the risk of discrepancies.
- Roll out the corporate EDRMs system in five services in order to reduce the number of duplicate records and apply retention periods to documents. All of this helps to ensure cost effective management and storage of information.

For further detail on any of the information contained within this document, please contact the Corporate Improvement Team using the contact details on Page 1.

County Council Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer
Council Briefing 22 April	1	Taith Presentation	A general briefing on Taith's work	N/A	Cllr David Smith / Stuart Davies / Iwan Prys-Jones & Linda Hughes (Taith)
	2	Local Government Measure		N/A	Gary Williams
	3	Update on Collaboration / the Compact	Chief Executive to advise on current issues	N/A	Mohammed Mehmet
7 May ANNUAL MEETING	1	Appointment of Chairman and Vice-Chairman of the Council for 2013 / 14	To appoint the Chairman & Vice chairman for the new municipal year	Yes	
	2	Police and Crime Commissioner	To discuss with the Commissioner his role and work	No	Tbc
	3	HR Policies and Procedures			Linda Atkin
<i>PLEASE NOTE that dates after the Annual Meeting are subject to confirmation by Council in April</i>					
<i>4 June – additional date if required</i>					

County Council Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer
Council Briefing 24 June	1	Rhyl/Prestatyn Coastal Development & Alliance Leisure	To provide an update on progress with the development and to explain in detail the framework arrangements between Alliance Leisure and the Council	N/A	Jamie Groves
	2	Floods and Emergency Planning		N/A	Rebecca Maxwell
	3	Older People's Commissioner for Wales	To brief members on the work of the Commissioner	N/A	Cllr Bobby Feeley / Sally Ellis
	4	Presentation on Modernising Programme	To receive a presentation on the Modernising Programme	N/A	Cllr Barbara Smith / Sally Ellis
9 July	1	Annual Council Reporting Framework (social services functions)	It is a statutory requirement that the Annual Report be presented to Full Council each year.	Yes	Cllr Bobby Feeley / Sally Ellis / Craig Macleod
	2	LDP Report	To advise members on the conclusions contained in the Inspector report and either formally adopt the sound LDP, or in the event of the Inspector not finding the LDP	Yes	Cllr Eryl Williams / Graham Boase / Angela Loftus

County Council Forward Work Plan

Meeting	Item (description / title)	Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer	
		sound, to agree a review of the Deposit LDP			
	3	Final Budget Position and Revenue Outturn 2012/13	To receive the Final Budget Position and Revenue Outturn 2012/13	Yes	Cllr Julian Thompson-Hill / Paul McGrady
Council Briefing – Budget 15 July	Reserved for an all-Council budget workshop			Cllr Julian Thompson-Hill / Paul McGrady	
10 September					
Council Briefing 16 September	1	Regeneration Strategy (No more items to be added to this session)		N/A	Rebecca Maxwell
<i>8 October – additional date if required</i>	1	Annual Performance Review 2012-13	To review the final draft of the Council's Annual Performance Review 2012-13 and approve the document for publication before the statutory deadline of 31 October 2013		Cllr Barbara Smith / Tony Ward

County Council Forward Work Plan

Meeting	Item (description / title)	Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer	
Council Briefing – Budget 21 October	Reserved for an all-Council budget workshop			Cllr Julian Thompson-Hill / Paul McGrady	
5 November					
Council Briefing – 18 November	1	Natural Resources Wales	To consider issues relating to the new body & the management of natural resources	N/A	Rebecca Maxwell
3 December	1	Update on the draft budget for 2014 / 15	To consider an update on the developing budget	No	Cllr Julian Thompson-Hill / Paul McGrady
Council Briefing – Budget 9 December	Reserved for an all-Council budget workshop			Cllr Julian Thompson-Hill / Paul McGrady	
Council Briefing 27 January					

County Council Forward Work Plan

Meeting	Item (description / title)	Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer
4 February				
25 February				
8 April				
Council Briefing 28 April				
13 May ANNUAL MEETING				

Note for officers – Full Council Report Deadlines

<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>
<i>April</i>	22 March	<i>May</i>	22 April	<i>June (tbc)</i>	20 May

Updated 25/3/2013 - SP

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