



To: Members of the Communities
Scrutiny Committee

Date: 17 May 2013

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Dear Councillor

You are invited to attend a meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **9.30 am** on **THURSDAY, 23 MAY 2013** in **CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN.**

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 APPOINTMENT OF VICE-CHAIR

To appoint a Vice-Chair for the Committee for the 2013/14 municipal year

3 DECLARATION OF INTERESTS

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

4 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.

5 MINUTES (Pages 5 - 12)

To receive the minutes of the Communities Scrutiny Committee held on 18th April 2013 (copy enclosed).

6 TOWN AND AREA PLANS (Pages 13 - 22)

To consider a report by the Strategic Regeneration Manager (copy enclosed) which outlines the Council's performance to date in delivering its town plans and seeks members to identify any slippages and actions to improve delivery in order to assist the Council to come closer to its communities.

9.40am

7 RESTRUCTURING OF THE REGENERATION, BUSINESS SUPPORT AND TOURISM SERVICES (Pages 23 - 38)

To consider a report by the Head of Housing and Community Services (copy enclosed) which outlines the rationale and process for restructuring the Services. The report seeks members' views on their expectations and aspirations for the Service and its work in supporting the delivery of the Council's economic and housing priorities.

10.10am

8 REVISING THE LOCAL HOUSING STRATEGY - DENBIGHSHIRE (Pages 39 - 56)

To consider a report (copy enclosed) from the Senior Officer – Strategy and Partnerships which outlines the progress to date in revising the new Local Housing Strategy developed in partnership with Glyndŵr University and seeks members' input into the Strategy

10.40am

BREAK

9 REVIEW OF DAY SERVICES IN NORTH DENBIGHSHIRE (Pages 57 - 72)

To consider a report by the Service Manager: South Locality (copy enclosed) which seeks the Committee to consider the revised proposals to remodel day care for older people in the north of the County, prior to the proposals' submission to Cabinet.

11.10am

10 FOOD REVIEW TASK AND FINISH GROUP (Pages 73 - 88)

To consider a report by the Corporate Director: Customers (copy enclosed) which presents the findings of the Task and Finish Group established to review the Council's policies and procedures with respect to food procurement, regulation and contract management in the wake of the horsemeat scandal. The Committee is asked to consider the Group's recommendations ahead of their presentation to Cabinet.

11.40am

11 SCRUTINY WORK PROGRAMME (Pages 89 - 110)

To consider a report by the Scrutiny Coordinator (copy enclosed) seeking a review of the committee's forward work programme and updating members on relevant issues.

12.15pm

12 FEEDBACK FROM COMMITTEE REPRESENTATIVES

To receive any updates from Committee representatives on various Council Boards and Groups

12.30pm

MEMBERSHIP

Councillors

James Davies
Peter Evans
Carys Guy
Huw Hilditch-Roberts (Chair)
Rhys Hughes
Win Mullen-James

Bob Murray
Joe Welch
Cefyn Williams
Cheryl Williams
Huw Williams

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COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held in Conference Room 1a, County Hall, Ruthin on Thursday, 18 April 2013 at 9.30 am.

PRESENT

Councillors Huw Hilditch-Roberts (Chair), Rhys Hughes, Win Mullen-James, Bob Murray, Joe Welch, Cefyn Williams, Cheryl Williams and Huw Williams (Vice-Chair)

Observers: Councillors Meirick Davies and Huw Jones

ALSO PRESENT

Corporate Director Customers (HW), Rhyl Going Forward Manager (TB), Active Lifestyles Manager (RR), Sport and Physical Activity Programme Manager (SB), Corporate Communications and Marketing Manager (GW), Communications Marketing and Leisure Officer (VSM), Public Protection Manger (EJ), Scrutiny Coordinator (RE) and Committee Administrator (KEJ)

1 APOLOGIES

Councillors James Davies and Carys Guy

2 DECLARATION OF INTERESTS

No declarations of personal or prejudicial interest had been raised.

3 URGENT MATTERS AS AGREED BY THE CHAIR

No urgent matters were raised.

4 MINUTES

The minutes of the Communities Scrutiny Committee held on 28 February 2013 were submitted.

Matters Arising – Page 2, Item No. 4 Minutes: Grit Issues – The Scrutiny Coordinator advised that this item had been placed on the agenda of the next Dee Valley Member Area Group meeting on 29 April where clarification would be provided as requested.

RESOLVED that the minutes of the meeting held on 28 February 2013 be received and approved as a correct record.

5 RHYL GOING FORWARD UPDATE

The Rhyl Going Forward Manager (RGFM) submitted a report (previously circulated) providing an update on the Rhyl Going Forward (RGF) Regeneration Strategy. The strategy contained the following four work streams –

- West Rhyl Regeneration Area
- Town Centre
- Seafront and Tourism
- Live & Work in Rhyl

The RGFM elaborated upon the each of the work streams summarising the main aims and objectives for the particular areas; progress in reaching those targets, and future considerations. He also responded to a number of issues raised by members during consideration of their last update report.

Members questioned the RGFM regarding progress with individual projects and sought assurances regarding future outcomes for particular developments. He responded as follows –

- explained the lack of progress with developing the Ocean Plaza site because of issues relating to the electricity power supply and flood risk
- confirmed that the demolition of the Honey Club was imminent following completion of the outstanding contractual issue
- the public enquiry for the compulsory purchase order for properties in West Rhyl would commence in May and it was hoped a second phase of demolition to create green space would be carried out at the end of May
- revised plans for the next phase of coastal defence works were awaited in order to assess the possibility of relocating the Skatepark to that area
- confirmed that a compulsory purchase order had been made for the burnt out arcade on the promenade with a public enquiry scheduled for June and negotiations were still ongoing to acquire the premises
- provided an update on the future of the Suncentre and its present condition and dialogue between the Council and Clwyd Leisure Limited in that regard; it was hoped that the Suncentre would continue operating as long as possible until the development of any new proposals; confirmation regarding the revised opening date for the 2013 season was still awaited.

Members discussed their concerns regarding the town centre and impact of online sales; loss of shops generally including two flagship retailers to Prestatyn's new retail development, and were concerned that objectives had yet to be developed and agreed to address the issues. The committee sought assurances that initiatives were being developed to support and attract businesses highlighting the need to attract the right type of business to enhance the town and complement existing offers and ensure longevity and sustainability of businesses. The RGFM confirmed the need to develop a coherent regeneration strategy as soon as possible and reported upon a range of initiatives being considered including reduced business rates, review of car parking and improvements to Rhyl Market. He referred to potential future funding from the Welsh Government's New Regeneration Framework to address such issues in the town. The committee highlighted that problems facing Rhyl's town centre were replicated across the county and the Chair referred to his attendance at an Economic Ambition Workshop the previous day when the same issues had been discussed and he advised that work was also ongoing in that forum to address them. Councillor Bob Murray

reported upon the detrimental impact on Prestatyn's High Street since the new retail park had opened advising that work was also ongoing to tackle that problem.

The importance of education as part of the live and work strategy was also highlighted and the Corporate Director Customers referred to the impact of good schools and quality education on the economy. He responded to questions regarding the historically poor state of the Rhyl High School building and plans to develop a new school building which were progressing well. He added that the quality of secondary education provided within the Rhyl area had improved.

Finally members discussed road access into the town and the RGFM referred to the limiting crossing points as a result of the railway. Creation of a new access road was cost prohibitive but other forms of traffic management were being considered to ease congestion and aid traffic flow.

In closing the Chair felt there would be merit in producing one overall strategic document detailing the vision for Rhyl and it was agreed to receive this document with the next progress report. He also highlighted the need to develop objectives for the Town Centre and Live & Work elements as a matter of some urgency.

The committee commended the RGFM on his work and achievements to date in implementing Rhyl's regeneration strategy.

RESOLVED that –

- (a) *the progress report on implementing the Rhyl Going Forward Regeneration Strategy be received and noted, and*
- (b) *a further progress report be received by the committee in July to include an overall strategic document detailing the long term vision for Rhyl.*

6 DENBIGHSHIRE PLAY SUFFICIENCY ASSESSMENT

Councillor Huw Jones, Lead Member for Tourism, Leisure and Youth introduced the Active Lifestyles Manager and Sports and Physical Activity Programme Manager and presented the draft Play Sufficiency Assessment and Action Plan (previously circulated). The Welsh Government required all local authorities to undertake the assessment and develop an action plan setting out how they planned to provide play opportunities for children and address identified gaps in provision.

Details of the assessment had been provided including the individual areas considered and the extensive consultation with both internal and external partners. Members' attention was drawn to the key themes/priorities emerging from the assessment which had been included within the action plan to be addressed during the period 2013 – 2014 together with future plans for 2014 and beyond.

During debate members queried whether funding would be available from the Welsh Government (WG) to progress the action plan. The Active Lifestyles Manager (ALM) explained that no indications had been given as to whether funding would be provided and feedback was awaited following submission of the

assessment last month. The council had already committed funding from its own budget to progress the actions detailed in 2013 – 2014.

Members referred to play provision within their own communities and raised the following issues –

- the lack of absence of play provision in some rural/countryside areas
- difficulties associated with opening school playgrounds to the wider community (including pre-schoolers being unable to access provision during school hours and damage caused to playgrounds when used for particular activities such as football)
- lack of play schemes/sportszone in operation across the county
- the need for target marketing of play/sports schemes in order to publicise and promote events and increase take up rates
- encouraging town/community councils to contribute financially to play/sports provision, and
- the poor state of some play equipment and importance of maintenance.

The Corporate Director Communities referred to the merits of undertaking the assessment which provided a clearer picture for Denbighshire in terms of provision and identifying areas to be addressed. The officers also responded to members comments as follows –

- one of the actions within the plan specifically related to rural areas and play provision
- highlighted the need for a co-ordinated approach between education, leisure and town/community councils to develop play within those towns/communities
- reported upon current play/sports provision across the county and elaborated upon plans for future provision
- agreed with target marketing of play events and referred to the success and popularity of the recent soft play sessions which had been promoted through family information services
- maintenance of play equipment had been included within the audit.

The committee was supportive of the assessment and action plan and keen to hear the WG's response thereto and whether the WG would be awarding funding to progress the identified actions. Members were also keen to receive the revised action plan with a timeline for delivering actions. Consequently it was –

RESOLVED that –

- subject to members' comments above, the committee notes the content of the report and action plan and supports the commitment to Play Development in Denbighshire, and*
- an information report be submitted to the committee to include the Welsh Government's response to the Play Sufficiency Assessment and action plan*

and whether any funding was being awarded by the Welsh Government together with a revised action plan to include agreed timescales for actions.

At this juncture (10.45 a.m.) the committee adjourned for a refreshment break.

7 PROGRESS REPORT ON ANTI-DOG FOULING CAMPAIGN

The Communication, Marketing & Leisure and Corporate Communications & Marketing Managers submitted a joint report (previously circulated) regarding progress of the Anti-Dog Fouling Campaign following its soft launch in February.

Officers provided details of the activities carried out to date in addressing dog fouling issues including the substantial marketing campaign and drive to educate people together with robust enforcement action in order to reduce the number of incidents. Key hotspot areas had been identified and monitored and a number of supporting activities were being planned for the future. A power point presentation was also shown detailing promotional materials; press coverage; the marketing plan and the mapping of hotspot areas. Updated statistics collated from the Customer Services Management System and calls from the dedicated Freephone number were also provided. The marketing campaign involved a drip feed approach in order to continually reinforce the message and encourage communities to become involved and report problems.

The Public Protection Manager provided details of the enforcement approach with Kingdom Security Services being employed to address issues around dog fouling and littering. North Wales Police had also instructed Police Community Support Officers and Community Beat Managers to issue fixed penalty notices and provide information to the council on problem areas.

Members welcomed the Anti-Dog Fouling Campaign as a proactive way of addressing dog fouling within the county together with robust enforcement action. The committee was pleased to note the measures taken to engage with the public and the positive feedback received together with an increase in the number of reported incidents to identify hotspot areas and target offenders. During debate members took the opportunity to raise questions with the officers regarding various aspects of the campaign and sought further details regarding enforcement action and overall costs. The following concerns and comments were also raised –

- the need to target rural areas as part of the campaign and undertake enforcement action and high visibility patrols in those areas to deter offenders
- highlighted persistent problems at Moel Famau and the need to take the matter up with the Area of Outstanding Natural Beauty (AONB) management to address the issue, particularly the AONB's resistance to the siting of waste bins in the AONB
- delays in locating dog bins in problem areas identified by members
- the need for both covert and high visibility enforcement patrols and professional and courteous officers
- concerns regarding stray dogs and cases where owners let their dogs wander unaccompanied

- the presence of old signage within communities which may cause confusion
- the importance of engaging with the community in order to work together to tackle dog fouling issues
- the need to review the effectiveness of the campaign and associated costs
- concerns that the number of fixed penalty notices issued for littering far exceed those issued for dog fouling
- advocated greater use of social media as a marketing tool, and
- members detailed a number of problem areas within their communities which would benefit from dog bins and enforcement action and made requests for literature to disseminate in their areas.

Officers acknowledged members' points and responded as follows –

- reported upon the programme of relocating signage and promotional material around the county targeting hotspot areas and monitoring the impact
- dog control orders were being considered as a means of addressing specific problem areas which may be applied to sites such as Moel Famau/AONB
- 119 dog bins had been purchased for siting in areas identified by members
- a mixture of both covert and high visibility enforcement patrols were undertaken as appropriate depending upon circumstances
- other public protection officers were responsible for collecting stray dogs and any information in that regard would be welcomed and acted upon
- following the introduction of dog control orders a review of signage would be carried out to ensure it was appropriate and relevant
- welcomed the involvement of the wider community in addressing the problems and provided a number of examples of initiatives involving schools and town/community councils which would be encouraged
- the intention to review the effectiveness of the campaign after six months and report back to this committee on the findings
- noted the problem areas identified by members and requests for promotional literature.

In terms of costs and income generation associated with enforcement duties it was established that income from fixed penalty notices was split between Kingdom Security Services (KSS) £45 and the Council £30. KSS recovered the fines but cases of non-payment were referred to Legal Services for prosecution. Officers also advised that KSS officers were salaried but there was some element of performance related pay. Following further discussion it was –

RESOLVED that –

- subject to members' comments above, the report highlighting the progress and impact of the approach to addressing the dog fouling issue in the county be received and noted, and*
- a further progress report be received by the committee in approximately six months' time to include full costings of the campaign and enforcement action, impact of the campaign, statistics, information on the number of legal*

cases pursued/outstanding, and comparison on the number of fixed penalty notices issued for dog fouling and littering.

At this point the Chair left the meeting and the Vice Chair, Councillor Huw Williams presided over the remaining items of business.

8 SCRUTINY WORK PROGRAMME

A report by the Scrutiny Coordinator was submitted (previously circulated) seeking members' review of the committee's future work programme and providing an update on relevant issues. A draft forward work programme (Appendix 1); Cabinet's forward work programme (Appendix 2), and Progress on Committee Resolutions (Appendix 3) had been attached to the report.

The Scrutiny Coordinator reported upon changes to the work programme since its preparation and members discussed the amendments with officers and raised a number of issues they wished to scrutinise in future. The committee confirmed the following additions –

- May – Restructuring of the Regeneration, Business Support and Tourism Services
- July – Restructuring of the Highways and Environmental Services and the scope of the report on the Condition of the County's Highways be widened to include work required in the aftermath of the snow event of March/April 2013
- September – Public Realm Strategy and Snow Clearance Arrangements
- October – Anti-Dog Fouling Campaign, and
- reaffirmed their earlier resolution for a follow up information report on the Play Sufficiency Assessment and action plan.

RESOLVED that, subject to the above, the forward work programme as detailed in Appendix 1 to the report be approved.

9 FEEDBACK FROM COMMITTEE REPRESENTATIVES

Councillor Joe Welch referred to his attendance at the recent School Standards Monitoring Group and was pleased to report that both schools discussed, Ysgol Glan Clwyd, St. Asaph and Ysgol Clawydd Offa, Prestatyn were performing well.

Councillor Rhys Hughes referred to his association with Deeside College advising that the merger with Yale College was progressing well. It was noted that Deeside College Group's (Coleg Cumbria) current and future development would be considered by Partnerships Scrutiny Committee in September.

RESOLVED that the verbal reports be received and noted.

The meeting concluded at 12.05 p.m.

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Report To:	Communities Scrutiny Committee
Date of Meeting:	23rd May 2013
Lead Officer:	Leader of the Council & Lead Member for Economic Development / Corporate Director Economic & Community Ambition
Report Author:	Strategic Regeneration Manager
Title:	Town and Area Plans

1. What is the report about?

The report is about monitoring the Council's performance in delivering its Town Plans and their benefits to the towns themselves and outlying communities.

2. What is the reason for making this report?

The reason for making this report is to identify any slippage in the delivery of the Plans and actions to improve performance and to assist the Council to come closer to its communities.

3. What are the Recommendations?

That the Committee considers and provides observations on the progress made with the delivery of Town Plans in their first year

4. Report details

Town Plans for the county's seven largest settlements apart from Rhyl were endorsed by Cabinet between December 2011 and March 2012 during the term of office of the previous County Council. Following the elections in May 2012, presentations were made to the five relevant Member Area Groups to enable newly elected members to familiarise themselves with the contents of the previously approved Town Plans and to initiate a review of their contents to ensure that they were still valid and to enable any additional priorities to be incorporated.

A process for monitoring the performance of the Town and Area Plans was developed in conjunction with the Business Planning & Performance service to complement the reporting arrangements for the Corporate Plan. Detailed performance reports are being presented to the Member Area Groups on a quarterly basis which highlight the delivery confidence attached to each of the live priority actions in the relevant Town and Area Plans using the same Red-Orange-Yellow-Green status which has been adopted in the corporate project management methodology. The first report for the quarter ended 31st March 2013 was presented to the recently completed round of meetings of the Member Area Groups. The information in these individual Town and Area reports will be aggregated and

included in Quarterly Performance Reports submitted to Cabinet. The aggregate report for the quarter ended 31st March 2013 is attached as Annex A to this report. A commentary about individual actions to which a red or orange status has been attached is included at Annex B. A summary of the principal outcomes for the first year of the Plans is attached as Annex C.

An allocation of funding from the budget for delivering the corporate priority for improving the local economy was endorsed by Cabinet on 15th January. This has enabled those priority actions identified for early implementation which could only be delivered within a reasonable timeframe with financial support from this budget to proceed. These actions will feature in the next quarterly reports to the Member Area Groups and will be presented to the round of meetings scheduled to take place in July.

The Town Plans approved to date did not address the needs and priorities of smaller and more rural communities. Detailed arrangements for the development of the existing Town Plans into Town & Area Plans were agreed by Cabinet on 16th April. Work has recently commenced on this process with the first round of meetings for Town & Area Plan Champions and ward members scheduled to take place this month.

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

The Corporate Plan identifies vibrant and economically active towns and communities as essential components of a strong local economy. The implementation of Town & Area Plans will support implementation of the corporate priority for improving the local economy and will also assist the Council in meeting its ambition of being closer to the community.

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

Since the previous report made to this Committee about Town Plans, a further capital allocation of £200,000 was made from the capital plan for 2013/14 for improving the local economy. This brings the total amount currently available to £1.55m of which £0.6m was committed to early priorities by Cabinet on 15th January leaving a balance of £0.95m to allocate.

It is intended that Rhyl Going Forward projects will be largely funded either from the £175,000 corporate allocation for regeneration made in 2011/12, or in the case of larger scale projects, through specific proposals to be considered by the Strategic Investment Group prior to decision by Cabinet. There may however be some call on the funding allocation for Town and Area Plans for Rhyl Going Forward projects.

7. What consultations have been carried out?

The Town Plan Co-ordination Group has discussed the proposals outlined in this report. The original Town Plans were subject to extensive consultation and the arrangements for consultations during the development of Town & Area Plans were agreed by Cabinet on 16th April.

8. Chief Finance Officer Statement

Not applicable

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

The risks associated with implementation of the Town Plans are:

- failure to deliver priorities identified for completion in the early years of the Town Plans, and
- failure to address the needs and priorities of smaller and more rural communities

The risk of not delivering the actions identified for completion in the early years of the Town Plans has been reduced by creating the roles of Town and Area Plan Champions to drive the delivery of the priorities identified within the relevant Town and Area Plans and by allocating budgets to enable priority actions to be funded which otherwise could not be delivered through existing service budgets.

10. Power to make the Decision

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

Articles 6.1, 6.3.2(c) and 6.3.4(b) sets out Scrutiny's powers with respect to town plans, the county and its inhabitants, and the Council's performance in delivering its objectives.

Contact Officer:

Strategic Regeneration Manager

Tel: 01824 706860

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Quarterly performance report for all Town Plans

Report for the quarter ending 31st March 2013

Town	Percentage of live actions for the quarter with a particular delivery confidence status										
	10	20	30	40	50	60	70	80	90	100	
Prestatyn	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Rhuddlan	Green	Green	Green	Green	Green	Green	Green	Green	Green	Orange	Orange
St Asaph	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Denbigh	Green	Green	Green	Green	Green	Green	Green	Green	Green	Yellow	Yellow
Ruthin	Green	Green	Green	Green	Green	Green	Green	Green	Green	Yellow	Yellow
Corwen	Green	Green	Green	Green	Green	Green	Green	Green	Green	Orange	Orange
Llangollen	Green	Green	Green	Green	Green	Green	Green	Green	Green	Yellow	Yellow

Key to delivery confidence status

Red	Successful delivery of the project / programme appears to be unachievable. There are major issues on project / programme definition, schedule, budget required quality or benefits delivery, which at this stage does not appear to be manageable or resolvable. The project/programme may need re-base lining and/or overall viability re-assessed.
Orange	Successful delivery of the project/programme is in doubt with major risks or issues apparent in a number of key areas. Urgent action is needed to ensure these are addressed, and whether resolution is feasible.
Yellow	Successful delivery appears probable but significant issues already exist requiring management attention. These appear resolvable at this stage and if addressed promptly, should not present a cost/schedule overrun.
Green	Successful delivery of the project/programme to time, cost and quality appears highly likely and there are no major outstanding issues that at this stage appear to threaten delivery significantly

Actions with red or orange status

Rhuddlan - one of the actions requested was to provide a bilingual street name sign for Tan yr Eglwys Road at the entrance to the town centre to enhance the sense of place when arriving in a historic Welsh town. The street names which can be used are determined by the entry in the gazetteer which in this particular case is as already shown on the sign. Alternative means of conveying the character of the town at the entrance to the town centre are being investigated.

Denbigh - school students had suggested that changes to the town's retail offer and the opening times of shops could meet demand from younger customers which was currently unfulfilled in the town but subsequent discussions with the Business Group indicated that retailers already present in the town were unlikely to be able to

Ruthin - community information pilot for older people (project from former People & Places Board) – no volunteers came forward to deliver the project and there was no demand for the service

Corwen - study of the feasibility of the further extension of the railway to terminate nearer to the town centre than the current project – feasibility study on hold pending the completion of the works which are currently on site to extend the railway to the proposed Corwen East platform and identification of funding mechanism for delivering the capital investment required

Highlights for the period ended 31st March 2013

Prestatyn

Stadium retail development completed with seven new national chains in the town and two further units let but not yet trading

Town team established with representation from the local authorities, businesses, community organisations and the High School

Support provided to the Business Forum to deliver a programme of events to animate the High Street

Old station buildings renovated by Stadium and let to a local business

Seafront environmental improvements completed to enhance the visitor experience

Modernisation of bus station completed to provide improved waiting facilities for users and safer vehicle movements

Off road route for walkers completed between the view point car park and Hillside Gardens to improve visitor experience and safety

Rhuddlan

Dropped kerbs provided between the Council car park and the pub to improve the experience for visitors with buggies and wheelchairs

Support provided for the establishment of a new Tourism Association jointly with St Asaph where there had been no business representative organisation previously

St Asaph

New allotments provided at Roe Plas

Support provided for the establishment of a new Tourism Association jointly with Rhuddlan where there had been no business representative organisation previously

Consultation initiated about traffic orders on Mill Street to restrict parking and improve traffic flow and safety

City trail board installed at Bowling Green car park to provide information about the city to visitors – hitherto only information about other locations in the Vale had been provided

Denbigh

Merger of primary schools in Upper Denbigh complete thereby supporting improvements in educational attainment

New Communities First partnership approved for North Denbighshire to include Upper Denbigh thereby enabling the Upper Denbigh ward to access Communities First funding for the first time

Museum feasibility study complete which has enabled the Museums Group to seek a suitable location for the museum and make applications for funding for the project

Public consultation about a north-south cycle route for the Vale of Clwyd arranged which will provide feedback which will inform the development of the route

Pop ups obtained to be placed in empty shop windows to improve their appearance and encourage new tenants

Renovation of a building in Back Row to accommodate a deli with assistance from the Townscape Heritage Initiative complete to enhance the town centre retail offer

Funding obtained from Cadw to enhance the links between the town and the castle thereby improving the experience of visitors to the town

Assistance provided to shop owners to improve the appearance of their premises for the Eisteddfod Proclamation Ceremony to give a good impression of the town to prospective visitors to the Eisteddfod

Ruthin

Approval granted for review of primary education provision in Ruthin and surrounding communities

Construction of new facilities at Ruthin Leisure Centre commenced

Town Team established to enable business, tourism and events groups to work together in a more co-ordinated way

Produce Market relocated to St Peter's Square to animate the town centre and increase footfall

Planning progressed for the art trail which will connect the Craft Centre with the town centre and thereby encourage the substantial numbers of visitors to the Craft Centre to see other parts of the town

Pedestrian signage installed to enable visitors using car parks to easily find the routes to the town centre thereby increasing footfall in the central retail area

"Croeso" workshop held for businesses to improve customer service

Redundant signage removed and missing sign replaced to improve the appearance of the town

Cae Ddol car park resurfaced and toilets repaired to improve visitor experience

Phase I of one way system introduced to improve traffic circulation in town centre and on street parking

Corwen

Ministerial approval obtained for review of primary education in the Edeyrnion area thereby supporting improvements in educational attainment

New area school for Cynwyd and Llandrillo established thereby supporting improvements in educational attainment

Federated governing bodies created for Ysgol Betws GG and Ysgol Bro Elwern, and Ysgol Caer Drewyn and Ysgol Carrog thereby supporting improvements in educational attainment

Feasibility study to find out future needs for community buildings and spaces commenced which will help to ensure that the town has sustainable community facilities in the future

Master plan for further extension of the railway closer to the town centre complete which will enable the co-ordination of the land required for the various capital investments proposed for the area around the Common

Undeveloped employment allocations at Tyn y Llidiart retained in deposit Local Development Plan which would enable new jobs to be accommodated in businesses wanting to be based in the town

Appearance of the untidy site next to the Royal Oak improved to enhance the impression of the town gained by visitors travelling on the A5

Dialogue commenced with Rhug Estate about how the substantial numbers of people who visit their premises can also benefit the businesses in the town centre thereby enhancing the viability of town centre businesses

Llangollen

Town Hall transferred to the Town Council thereby enabling a wider range of community activities to take place in the building

Consultation on a proposal by the Health Board to relocate the Health Centre to the site of the derelict former Woodlands Hotel thereby providing a solution to a prominent eye sore

Planning permission granted which would enable the relocation of the Dobson & Crowther print works and open up the Cilmedw employment site for further development

Consultation completed about relocating the open air market to free up additional parking spaces in the town centre thereby increasing footfall on market days. The result of the consultation is that the market will stay in its existing location but the car park would be resurfaced and re-lined to maximise use on market days.

Agreement reached with owners about the improvement of prominent long standing eye sore properties which detract from the appearance of the town centre and present a poor image to visitors

Report to:	Communities Scrutiny Committee
Date of Meeting:	23 May 2013
Lead Member:	Council Leader
Report Author:	Head of Housing and Community Services
Title:	Restructuring of the Regeneration, Business Support and Tourism Services

1. What is the report about?

The report details the rationale and process for Restructuring the Regeneration, Business Support and Tourism Service.

2. What is the reason for making this report?

To provide information regarding the rationale for change, structure chart and process followed to date and to be followed to complete the restructuring process.

3. What are the Recommendations?

That members consider the contents of the report and provide feedback to the Head of Housing and Community Development and Head of Communication, Marketing and Leisure on how the proposals contained within the report meet their expectations and aspirations for the service.

4. Report details – The case for change.

In June 2012, the Chief Executive confirmed the final version of his paper "An Excellent Council Close to its Community". In this paper, he detailed many of the council's services which are recognised as amongst the best in Wales however it was noted that excellence is not embedded across the whole of the organisation and our aim must be to excellent in everything that we do.

Three Guiding principles were identified which have become fundamental to the way we work:

- **High performance**
- **Transparency**
- **Accountability**

The paper goes on to state:

"The council's work on regeneration and business support is much better than it was a few years ago but it is still underdeveloped. The 'strategic'/operational' split has worked reasonably well but the split of overall management of these teams has been less successful." The way in which Tourism was handled was also identified for improvement with the Chief Executive seeking a stronger Tourism, Marketing and Events function.

The Chief Executive's vision for change and transformation was echoed by the Leader of the Council who stated " We have to show more leadership and inspire confidence in existing and future businesses... we have to be more involved with the local business community" and went onto say "We have a massive tourist industry but are we making the most of what we have got?".

In response to these challenges a service review of the Regeneration, Rhyl Going Forward (RGF) and Supporting Business and Tourism team was undertaken in late summer 2012 which incorporated a review of personnel files and one to one meetings with 23 of the 29 staff who were transferring into the service which included the managers of each section. One to one meetings were arranged along with a service priority workshop and attendance at team meetings by the Head of Housing and Community Development. The key findings from the review were:

- Team structures are poorly developed leading to poor communication and limited flexibility in use of staff.
- The service has a relatively low profile and does not currently demonstrate a strong brand for the council
- Performance monitoring is underdeveloped across the service areas with little opportunity to demonstrate outcomes
- Service promotion is lacking – there is no systematic approach to capturing positive outcomes and sharing these both internally and externally
- The Council is not close to businesses
- Staff felt that the split across services which took place 18 months ago between operational and strategic aspects has not worked well overall although every effort had been made to make it work.
- Staff interviewed talked about how the services were fragmented, particularly in respect of the tourism function

As well as engaging with staff members a number of important stakeholder events were undertaken to gather wider soundings of opinion on how the service was performing and perceived. Therefore, a Review of the Rhyl Going Forward (RGF) programme was undertaken which identified the need for better co-ordination and integration of regeneration and economic development opportunities through effective alignment of RGF, Rhyl City Strategy and the Communities First programme.

Feedback from a Member workshop on Developing the Economy suggested that the economic development function needed to grow the private sector and third sectors, make best use of Denbighshire's natural resources, provide better support for businesses and maximise investment through European and other Funding Streams.

A Private Sector Sounding Board was also developed which stated that the Council is not particularly easy to do business with as it can be complex, bureaucratic and reactive.

The work undertaken in relation to formulating Denbighshire's Economic & Community Ambition Strategy has also proved influential in developing the structure. The vision of " working together to build a place where new and existing businesses can flourish, our towns and communities prosper and our residents are active and

enjoy a good quality of life” requires a step change in approach and the realignment of resources to deliver these priorities.

The final important factor in shaping the plans for the regeneration structure arose as a result the “Vibrant and Viable Places” consultation document produced by Welsh Government in October 2012 which outlined the key changes in its approach to regeneration, namely:

- A focus on **outcomes** that relate to prosperous, learning, healthier communities, making links to complementary Welsh Government programmes
- To be guided by three key **principles** of (i) partnership work, (ii) a strategic approach (based on evidence, focused on people and place, spatial planning etc) and (iii) sustainability (involving communities, planning for the long term etc)
- A renewed commitment to **cross-portfolio working** within Government
- **Strengthened governance** – with a clear national, regional and local delivery structure.

Whilst the above proposal apply to national regeneration strategies the focus upon outcomes, partnership working, adopting a strategic approach, working collaboratively across portfolio’s and developing strong governance and accountability measures are just as important, valid and applicable for how we manage and deliver regeneration and economic development priorities locally.

So to conclude on a number of levels the existing structure, skills base and resource allocation were not fit for purpose and would not be capable of delivering the ambitious programme of Regeneration and Business Development as contained within the Corporate Plan and emerging Economic Ambition Strategy.

New structure (a copy of which is attached at Appendix 1 for information)

In developing the new structure for Regeneration a number of authorities were looked at including Flintshire, Wrexham, Conwy, Carmarthenshire, Ynys Mon and Cheshire West and Chester Council. Furthermore a full consultation exercise has been undertaken with staff which resulted in some significant changes to the final structure.

The new structure shall have a locality focus which builds upon the Single Point of Contact arrangements and seeks to join up services both within and between Member Area Group boundaries. This place based approach to services should make it easier for members, businesses and stakeholders to receive quality advice, assistance and support from teams which are close to the communities they serve and enable services to be customised to the bespoke needs of clients.

The structure will reduce the senior team from 3 managers down to 1 and plans to re-invest savings in front line delivery through the Team Leader and project officer positions. This shall facilitate a leaner management team which has greater flexibility in the deployment of resources and enable greater capacity and capability at the front line to deliver key projects and priorities.

A robust approach to performance management shall be overseen by the Housing and Community Development Quality and Performance Team which shall ensure Town Plan, Corporate Plan, Rhyl Going Forward and other key priorities are delivered to time, cost and quality standards. A monthly performance surgery shall be undertaken and quarterly reports to members tracking performance against Town and Area Plans shall be provided. Rhyl Going Forward Programme Board reporting shall be unaffected by the restructuring programme.

The restructuring of the Senior Management Team is due to be completed by the end of May 2013. The Head of Service and the Economic and Business Development Manager shall then work with the team leaders to agree the resource requirements for each locality and a recruitment process shall be undertaken to appoint project officers to vacant positions. Vacant posts within the restructure shall be ring-fenced to staff within the Regeneration team and it is anticipated that all posts shall be appointed to by the end of September 2013.

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

Developing the local economy is a Corporate Priority for Denbighshire and the Restructuring of the regeneration function is designed to build the capacity and capability of the service to respond positively in meeting this priority.

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

The restructure will be cost neutral. A reduction in managers has been achieved with savings generated from this being reinvested in front line services through Team Leader and project support positions. A job evaluation process has also been undertaken to independently assess the salary and grade for positions in the new structure which has resulted in some small savings.

The restructure should not therefore require additional resource rather it aims to make better use of existing resources. It is not envisaged that any legal, environmental or biodiversity issues shall arise through restructuring however there may be a small impact on ICT as the service moves towards optimising laptop and smart technologies to enable more agile and locality based working to support businesses and communities.

7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision?

An equality impact assessment has been undertaken which is attached for information (Appendix 2). The Service has recognised the enhanced rights of staff on maternity leave and has acted to ensure they are not unlawfully discriminated against throughout the restructuring process.

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

The Head of Housing and Community Development has taken the restructuring plans to four of the Member Area Groups for information, dissemination and feedback. All

Member Area Groups shall be visited to enable members to feedback on the service delivered through the restructure. A significant consultation exercise has also been undertaken with staff members in line with the Council's policies and procedures.

9. Chief Finance Officer Statement

There are no additional costs arising from the Restructure.

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

The main risk associated with the restructure is that it will not deliver the outcomes as expected and will require further restructuring shortly thereafter. This risk is being mitigated through a strategic approach to service restructuring being adopted which has two distinct phases. Phase One to appoint the senior management team and then involve them in developing and shaping Phase Two which will allocate resources to front line teams. The use of a robust job matching process allied with an assessment centre and competency based interview process should ensure that staff with the right skills, experience and abilities are appointed to positions within the restructure.

The lack of a robust Tourism, Marketing and Events function could lead to key strategies including Destination Denbighshire failing to be delivered and the economic benefit from a successful events strategy not being realised.

11. Power to make the Decision

The report is for Members' information and observations. It forms the Regeneration Service's response to the challenges outlined within "An Excellent Council Close to its Community" paper developed by the Chief Executive in June 2012 and provides for a joined up, robust and strategic approach and alignment of resources to deliver the Councils Economic Ambition priorities.

Article 6.3.2 of the Council's Constitution sets out scrutiny's role with respect to matters outlined in this report.

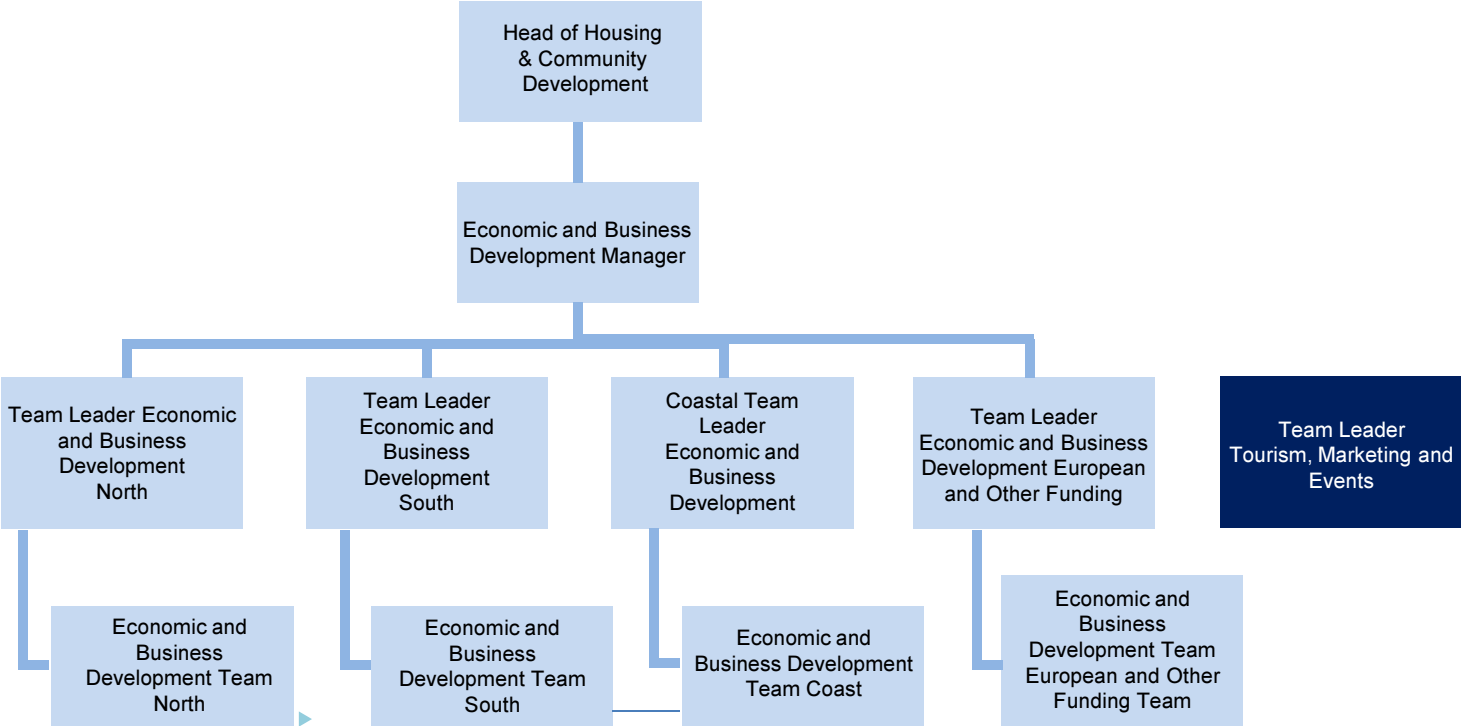
Contact Officer:

Head of Housing and Community Development

Tel: 01824 712955

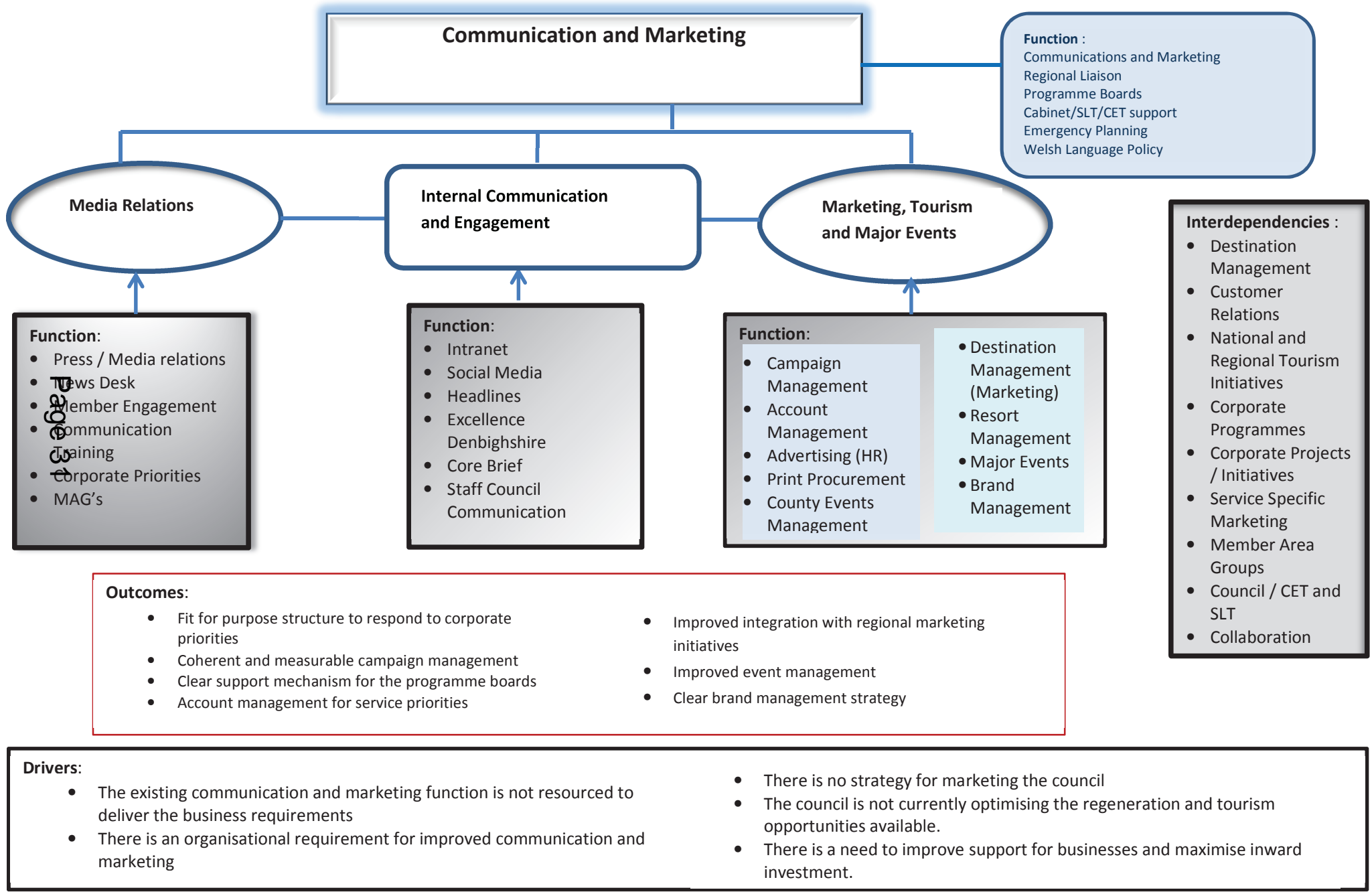
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Economic and Business Development



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Communication and Marketing

- Function :**
- Communications and Marketing
 - Regional Liaison
 - Programme Boards
 - Cabinet/SLT/CET support
 - Emergency Planning
 - Welsh Language Policy

Media Relations

Internal Communication and Engagement

Marketing, Tourism and Major Events

- Function:**
- Press / Media relations
 - News Desk
 - Member Engagement
 - Communication
 - Training
 - Corporate Priorities
 - MAG's

- Function:**
- Intranet
 - Social Media
 - Headlines
 - Excellence Denbighshire
 - Core Brief
 - Staff Council Communication

- Function:**
- Campaign Management
 - Account Management
 - Advertising (HR)
 - Print Procurement
 - County Events Management
 - Destination Management (Marketing)
 - Resort Management
 - Major Events
 - Brand Management

- Interdependencies :**
- Destination Management
 - Customer Relations
 - National and Regional Tourism Initiatives
 - Corporate Programmes
 - Corporate Projects / Initiatives
 - Service Specific Marketing
 - Member Area Groups
 - Council / CET and SLT
 - Collaboration

- Outcomes:**
- Fit for purpose structure to respond to corporate priorities
 - Coherent and measurable campaign management
 - Clear support mechanism for the programme boards
 - Account management for service priorities
 - Improved integration with regional marketing initiatives
 - Improved event management
 - Clear brand management strategy

- Drivers:**
- The existing communication and marketing function is not resourced to deliver the business requirements
 - There is an organisational requirement for improved communication and marketing
 - There is no strategy for marketing the council
 - The council is not currently optimising the regeneration and tourism opportunities available.
 - There is a need to improve support for businesses and maximise inward investment.

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Re-structure Of Communications Marketing and Regeneration 10 April 2013

Equality Impact Assessment

Restructure of Communications Marketing and Regeneration

Contact: Sian Owen

Updated: 08.05.2013

1. What type of proposal / decision is being assessed?

A service review or re-organisation proposal

2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

The project has arisen as a result of organisational changes and expectations which have been set out in the paper written by the Chief Executive 'An excellent council, close to its community'. Housing and Community Development Services are developing their vision for the service which seeks to deliver this aim and builds upon the Housing Services vision

The scale of change and transformation required to deliver this project should not be underestimated. This is a significant undertaking and cannot be undertaken without bespoke project support. As CET are aware the Head of Housing and Community Development has been working seamlessly with the Head of Communication, Marketing and Leisure to develop a more integrated, aligned and joined up approach to Marketing, Communications and Tourism and this project shall build upon the excellent foundations which have been developed in this regard and extend the restructuring to encompass the whole regeneration and economic development function. The engagement of the same project manager will ensure that a consistent approach is maintained and that the interdependency between the two reviews is managed

The project will ensure that services are redesigned to ensure an integrated approach to the delivery of economic and community ambition and the marketing aspirations.

The project will identify the key activities that need to be developed or changed in order to deliver marketing and our economic ambition more effectively in Denbighshire. This project will inform the more detailed review of Marketing,

Communications, Business Support and Tourism.

A period of staff engagement and communication has already taken place and has highlighted the business need for restructuring the function. This document should be read in conjunction with the business case for the change.

3. Does this proposal / decision require a full equality impact assessment? If no, please explain why.

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

Yes	
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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 assessment is made particularly to meet the specific need to assess the impact on the protected characteristic "pregnancy and maternity" which is of particular relevance in this project as two members of the team are on maternity leave.

In order to ensure fairness through the process the following steps have been taken

Regular 1 to 1 briefings

Regular team briefings and workshops

Formal and informal consultation process and response recorded and published to all staff

Frequent e-mail updates to home address at the same time as those who are office based

Hard copies of documents posted to home address when requested

When job matching the provision of free childcare and access to the DCC system via the Oak Tree Centre, to allow individuals the opportunity to complete the job matching forms.

Legal advice sought as to the employment status of staff on maternity leave post the job matching process.

We are following advice provided by our equalities officer and comply with the relevant HR policies. These policies have been impact assessed by HR.

The consultation process for all affected staff has been undertaken throughout the project and a detailed log has been maintained recording the contact between staff and the project team, the queries they have raised and the answers they received. No equality issues have been raised by staff through consultation.

The impact on females of the potential relocation of posts will be considered and staff have been asked to express an interest in the posts that most suit them.

The process of re-structuring has not yet been completed therefore this document is a live document and will be updated as the project progresses particularly with reference to the potential impact of redundancy, moving staff locations and changes to terms and conditions. If the consultation process identifies any issues

which impact staff disproportionately then action will be considered to mitigate this impact, including flexible working options.

- 5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**
(Please refer to section 1 in the toolkit for a description of the protected characteristics)

Yes a positive and pro-active approach has been taken regarding the protected characteristic " pregnancy and maternity" which guarantees the employment rights of staff members on maternity leave.

- 6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

No all members of staff have been given the opportunity to raise any concerns through the consultation process and no equality issues have been raised. This will continue to be monitored as the project moves into the next phase.

- 7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.**

Yes	The proposal has been amended to take account of the enhanced rights of employees on maternity leave. Presently there are two members of staff on maternity leave which has resulted in both members of staff being offered team leader position. One member of staff has accepted the Team Leader (North) position whilst the other member of staff accepted a project officer position which shall be incorporated into the next phase of the restructuring process. Furthermore, the actual impact of all re-structures will be monitored corporately through workforce analysis by protected characteristic
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- 8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

Yes	The actual impact of the proposal will be reviewed after implementation to see if any lessons can be learned
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Action(s)	Owner	Date
Legal Advice Sought	Joanne Moore	10.03.13
Review advice and take appropriate action	Project Team	19.04.13
Posts offered to two people on maternity leave following job matching process	Peter McHugh	22.04.13
Impact assessment reviewed following the appointment of the team manager as this person will be responsible for the design of the team below team leader level	Peter McHugh	Start of Design of next phase of restructure

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 / decision will be reviewed at the appropriate stage.

Review Date:	21.06.13
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Name of Lead Officer for Equality Impact Assessment	Date
Sian Owen	<10.04.13>

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:	Communities Scrutiny Committee
Date of Meeting:	23rd May 2013
Lead Member/Officer:	Lead Member for Customers and Communities/ Senior Officer – Strategy and Partnerships
Report Author:	Senior Officer – Strategy and Partnerships
Title:	Revising the Local Housing Strategy – Denbighshire

1. What is the report about?

- 1.1 The Local Housing Strategy (LHS) sets out the current local housing situation across all tenures and provides strategic direction for five years. The existing LHS was adopted in 2007 and is currently in the process of being fully revised.

2. What is the reason for making this report?

- 2.1 To provide an update on the progress in revising the new LHS being developed in partnership with Glyndwr university.
- 2.2 To provide an early opportunity for members to input into the evolving LHS

3. What are the Recommendations?

- 3.1 That members note the progress made and breadth of the current housing challenges that need to be incorporated into the LHS
- 3.2 That members consider the contents of the report and recommend issues for inclusion in the emerging LHS (2013-18).

4. Report details

4.1 Context

The current LHS was the result of significant amount of consultation with a wide range of stakeholders and adopted in 2007. The county's LHS is the key overall strategy in terms of housing and provides strategic direction. It sets out the current housing situation and future direction.

The emerging LHS will differ to the 2007 version in number of ways:

- Evolving dynamic housing environment with new challenges – welfare reform, people delaying purchasing housing, wider regenerational effect of housing, etc. The housing market is markedly different to the one in 2007

- A new, innovative, more focussed document which we have more control over in terms of content
- Increased focus on collaborative projects in North Wales
- Glyndwr University has been selected to revise the LHS in close partnership with Denbighshire County Council as they offer a wealth of expertise, excellent track record and value for money

4.2 Key housing challenges in Denbighshire

Denbighshire is facing challenging times including:

- The Council and partners are facing financial challenges. The Social Housing Grant is reducing to just over £1 million compared to £9 million in 2008. Denbighshire County Council's proactive approach has meant accessing nearly £700,000 in additional money available from Welsh Government
- A shortage of affordable housing across the county especially in rural areas and some urban areas. Alternative ways of funding affordable housing projects are being investigated
- Relatively low turnover of Council/Housing Association stock throughout the County. Meeting housing standards now and in the future is a significant challenge
- Increasing importance of the private rented sector within the county. Many more people are delaying decisions to purchase homes in the current economic environment and seeing this as an alternative option. The condition of stock in this sector is a key consideration
- Relatively stable house prices across the county with limited turnover depending on property size and location
- Providing planned and measured interventions to mitigate the impacts of Welfare Reform
- Denbighshire has an ageing population which needs a range of options enabling households to make informed choices about the future
- Housing need update (Glyndwr University 2011) has evidenced the need for more 2/3 bedroom properties

4.4 LHS development process

The process consists of the following elements:

- Background research
- Development of an outline draft document to encourage debate (Scrutiny)
- Wide ranging consultation with stakeholders including consultation days

- Development of a finalised draft as a result of consultation
- Final LHS – needs to be adopted by Full Council
- Development of executive summary and easy-to-read versions

4.5 **Draft report**

Appendix A contains the key findings of research and outline draft of the LHS to encourage debate.

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

5.1 The Corporate Plan provides seven strategic objectives, four of which directly relate into housing:

- Quality of housing is key to improving living standards and so we will achieve the Welsh Government's affordable housing targets and have fewer people on the housing waiting list
- Developing the local economy is crucially important - this priority will concentrate on strong support for local businesses, increased tourism, investment in our towns and villages and regeneration of deprived areas
- We know that extra care housing is delivering a better quality of life for many vulnerable people in the community. We will have more extra care housing and fewer people living in residential care homes. We will continue to improve adult and child protection services so that vulnerable people in our county are as safe as possible.
- To deliver these priorities the council itself must be modern and customer focused: simple customer service standards for each service, a flexible workforce and effective use of technology to replace costly bureaucracy.

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

6.1 The projects within the LHS are within existing budgets or subject to grants from external organisations.

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.

An Equality Impact Assessment will be undertaken prior to the LHS' adoption.

8. What consultations have been carried out?

8.1 A consultation Plan has been developed including the following key elements:

- Regular discussions and updates with the Lead Member for Customers and Communities
- 2 Local Housing Strategy events have been organised for:
 - 30th May – Canolfan Cae Cymro (Village Hall) Clawddnewydd
 - 5th June – Eirianfa, Factory Place, Denbigh
- A full draft LHS will be devised once the consultation has been completed
- The LHS will require adoption by Full Council

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

9.1 The risks for each projects contained in the LHS are monitored and evaluated regularly as part of the project management approach.

10. Power to make the Decision

10.1 The Local Government Act 2003 – Part VII gives the Council general powers to produce the LHS and associated policies.

10.2 Article 6.3.1 of the Council’s Constitution stipulates that Scrutiny will be consulted on any proposed changes to the Policy Framework – the Local Housing Strategy forms part of the Council’s Policy Framework, whilst Article 6.3.3(a) states that in exercising its policy development and review functions scrutiny may “assist the Council and the Cabinet in the development of its budget and policy framework by an in-depth analysis of policy issues...”

Contact Officer:

Senior Officer – Strategy and Partnerships

Tel: 01824 712282

Denbighshire County Council

Summary of the Progress report 2013-2018 Local Housing Strategy

May 2013

SUMMARY VERSION

Dr. Colin Stuhlfelder

& Jane Richardson

Glyndŵr University, Wrexham

Commissioning of the Strategy

The Housing Team at Glyndŵr University was commissioned by Denbighshire County Council in January 2013 to undertake the research, consultation and final production of the new Local Housing Strategy for the period 2013-2018.

The Housing Team previously completed the Update of Housing Need, Demand and Affordability in the Local Housing Market Areas of Denbighshire for the Council in 2011 and continues to work with the Council on a number of other engagement and strategic projects. These include a lead coordinator role for Housing Team member Jane Richardson in the ongoing Single Access Route to Housing (SARTH) project; exploring a common allocations policy for North East Wales. SARTH is itself an important example of the Council's commitment to work collaboratively with local and regional partners towards efficient future services.

The Local Housing Strategy process is an opportunity for the Council and the Housing Team to build on the detailed review of housing need and demand completed in the Update in order to provide the Council with a '... "living" and "relevant" document...' (Welsh Government, 2012b, pg.19) to use in evaluating the ongoing impact of economic uncertainties and ever growing demands on ever decreasing resources. Equally it is also important to use the process and the Strategy to celebrate achievements since the last Strategy in 2007 and the potential for future successes available through targeted interventions and inclusive partnerships with the residents and, public and private sector providers in the County.

The Task set by the Council

The Council's Housing & Community Development team have set the Housing Team the challenge of producing an 'innovative' Strategy able to '...respond to challenges of the dynamic environment as public expenditure reduces and alternative ways of funding housing projects are needed.' (Denbighshire CC, January 2013)

The Strategy must reflect the need for the Housing & Community Development team to be more business orientated, as reflected in its recent restructuring, as well as having a greater focus on the customer and be more outcome-based.

To assist in this the Strategy is to have a focused and reduced number of outcomes, a process reflected in the 2007 Strategy which actively reduced the number of strategic objectives from the 2004 Strategy. The new Strategy will consist of 3 themes with specific objectives and outcomes detailed for each.

The Strategy is to be clearly evidence based and placed in a national, regional and local context where the objectives and outcomes set can be clearly aligned with one or all of these geographic areas with regards to, for example, policy, best practice, and significant pressures; be they economic, social, based on assessments of housing need and demand etc.

Finally the Strategy is to be no more than 25-30 pages long in order to make the document "living" and "relevant" for use not only by the Council but also by the key partners mentioned above. It is the intention of the Housing Team to produce a Strategy of this length that is usable and more importantly accessible and readable for anyone who wishes to use it and participate in housing services and delivery in the County through the next 5 years.

The document being presented to the Scrutiny Group is a much reduced summary of the full Progress Report. The full Progress Report sets out in detail the rationale for the initial selection of the Draft Strategy Vision, themes and objectives, as well as the next stages in the Strategy.

At this stage this Summary, and the full Progress Report, are only the starting point with regards to actually setting the Vision, themes and objectives.

It is the express wish of the Housing & Community Team at the Council (in line with the Local Housing Strategy guidance produced by the then Welsh Assembly Government in 2006), as well as the Housing Team at the University that the entire Strategy development process, beyond the research stage, is informed and developed with the involvement of the residents of the County as well as the key stakeholders likely to be affected by the final Strategy; yourselves as the Scrutiny Group of the Council included.

Moving forward from the Progress Report, there will be a set of public engagement days in late May and early June followed by targeted consultation with public and private sector groups. Access to ongoing opportunities to comment will be made through the Council's own forums, a dedicated Twitter account set up by the University for this Project; as well as the launch of an online survey that will also be made available in a paper format.

Furthermore an intensive round of consultation and assessment with the Housing & Community Team will be undertaken to seek clarification of the results of this initial stage and to formulate an Action Plan for the next 5 years.

A detailed Consultation plan is currently being agreed with the lead officer at the Council, building on the Consultation Statement presented earlier in 2013. A Consultation Briefing paper will be produced with this plan to assist Council staff who will be involved in the process with the Housing Team.

The Housing Team welcomes any comments and suggestions the Scrutiny Group has to make relating to the Progress Report. The vision, themes and objectives detailed in the following chapters are entirely open to adjustment and change based on the feedback received. We hope you are able to see the direct relationships between what is suggested in this Report and what national, regional and local documents indicate. The Housing Team recognises the invaluable worth of local expertise and will seek to be informed by this at all stages proceeding from the initial research.

Glyndŵr Housing Team

May 2013

1.1. **Introduction: The Situation in 2013.**

1.2. The 2011 Update produced by the Housing Team stated:

The ramifications of the 2008 Credit Crunch, the subsequent recession, and the 2010 CRS are still not clearly definable; though it is clear the contraction in the house building sector has occurred to varying degrees. Therefore, when considering changes to the drivers for economic development in the County, described in ... the Fordham Survey, the LDP deposit of 2009, and the Wales Spatial Plan Update of 2008, the only reliable statement to be made, is those drivers detailed as positive for the County may have become, or could be subject to pressures where their ongoing association may become a negative. (Glyndŵr, June 2011, pg.7)

Since the start of the Update project in 2010 and the completion of the research stage of this Local Housing Strategy in 2013, the truth of the statement that the ramifications of the Credit Crunch are ongoing and not clearly definable are obvious.

1.3. The Homes for Wales: A White Paper for Better Lives and Communities of 2012, which should progress to the presentation of legislation later in 2013, will form the national 'spine' of the Strategy with relative national documents such as the Welsh Government's 212 Wales Infrastructure Investment Plan for Growth and Jobs, and the 2013 Vibrant and Viable Place: New Regeneration Framework providing evidence and guidance on the formulation of County-specific objectives and outcomes.

1.4. Similarly, local plans produced by the Council including the 2011 Denbighshire: The Big Plan 2011-14, and the 2012 Corporate Plan 2012-17: An excellent council, close to the community along with the key national documents detailed will form the effective local 'thread' throughout the Strategy. In order to accomplish this, the Housing Team has adapted the methodology detailed in the 2006 Welsh Government Preparing Local Housing Strategies: Revised Guidance to Local Authorities in Wales from the Welsh Assembly Government. The LHS Guide states:

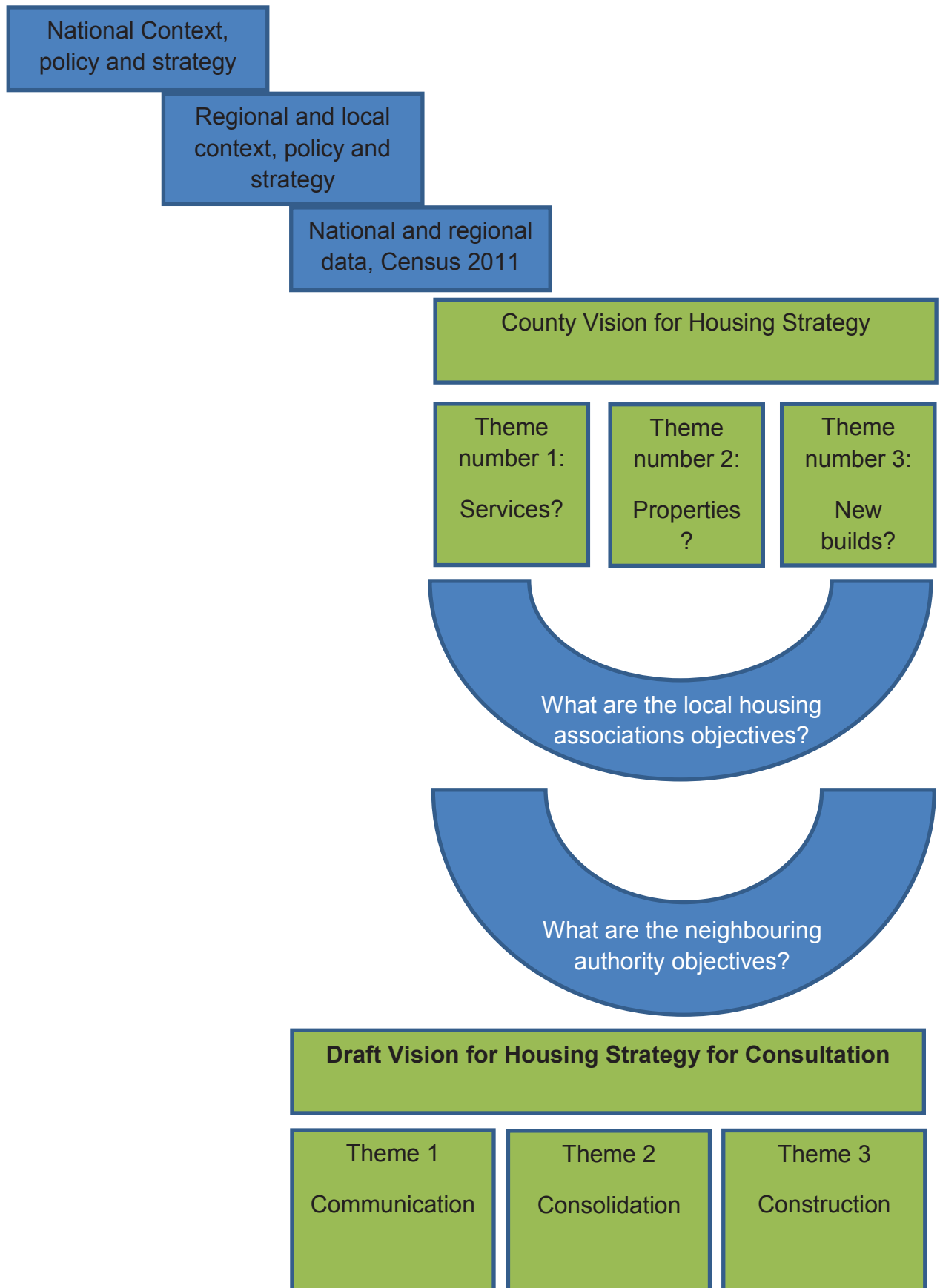
The primary purpose of a Local Housing Strategy is to articulate a locally agreed direction for addressing the housing requirements, problems and opportunities of an area, taking into account national policies and priorities set out in 'Better Homes for People in Wales' (Welsh Assembly Government, October 2006, pg.8)

And;

The Local Housing Strategy must be framed within the context of the overarching vision for the economic, environmental and social well-being of its area and inhabitants set out in the authority's Community Strategy, and be linked closely to other relevant local strategies and plans. (WAG, October 2006, pg.18)

- 1.5. While obviously the currency of the LHS Guide is somewhat out of date, it is this form of 'cascade approach' where local vision, themes and objectives are derived from national, then regional, then local drivers that the Housing Team has adopted. Fig.1 is a visual interpretation of this approach:

Fig.1: Draft model for scoping exercise leading to setting a contextualised County housing vision and strategic objectives.



1.6. **Visualisation in the document and the Vision statement for the strategy**

1.7. With regards to the second element of importance to the Draft Strategy, fig.1 is also an example of the type of visualisation of data the Housing Team is considering for the document in order to aid accessibility and meet the 25-30 page limit set in the brief. Furthermore it is our intention to use a different approach to highlighting key statements that has been used this far in this Report.

1.8. For example, in setting the County Vision for the Strategy, using the 'cascade' principle detailed in fig.2, the various national, regional and local stated visions would be listed. It may aid understanding and accessibility of they were presented thus:

National Context



A home is a vital part of people's lives. It affects their health and well being, quality of life, and opportunities available to them. (Welsh Assembly Government, April 2010, pg.4)

2010

Improving Lives and Communities: Homes in Wales (National Housing Strategy)

National Context



Our approach reflects our values of fairness, social justice, equality, and sustainable development. (Welsh Government, May 2012, pg.14)

2012

Homes for Wales: A White Paper for Better Lives and Communities

National Context



Our **vision** is that everybody in Wales should live in well-connected vibrant, viable and sustainable communities with a strong local economy and good quality of life. (Welsh Government, March 2013b, pg.4)

2013

Vibrant and Viable Places: New Regeneration Framework

Local Context



Everyone whether they buy or rent will be able to access good quality affordable housing which is more energy efficient and designed to meet their needs (Denbighshire CC, accessed 5th of May 2013)

2005

'Vision for Denbighshire 2025'

Local Context



Everyone will have the opportunity to access good quality, affordable housing designed to meet their needs now and in the future, whether they choose to rent or buy a home within Denbighshire. (Denbighshire CC, 2007, pg.7)

2007

Denbighshire Local Housing Strategy 2007-2012

- 1.9. From the perspective of presentation, the reader would see the various influencing comments, in this case relating to the Vision for the Strategy. So when the Draft Vision the Housing Team is proposing in the Strategy, the reader would be able to see clearly where the revised vision draws its inspiration:

Everyone in Denbighshire should be able to live in well connected, vibrant, and viable sustainable communities in homes that meet their ongoing needs of good health, wellbeing and quality of life; whether they rent or own their homes.

- 1.10. This Vision for the County is only a starting point and it, along with the three themes to follow, will be the subject of consultation over the next few months as the Draft Strategy evolves. The Housing Team welcomes any and all feedback relating to these initial suggestions.

Based on a similar approach, and explained in much greater detail in the full Progress Report this summary is based on, the initial proposed Draft Strategy themes are as follows:

Local Housing Strategy Theme 1:

Communication: To actively engage with everyone in the County to provide efficient and well informed services

2.1. Rationale

- 2.2. Each of the three thematic areas has been given a single word name, all of which start with a C (and translate into Welsh equivalents which all start with an A). The purpose in three single word themes is both simplicity and ease of recall. Visually, in materials published after the strategy process and in the final format of the document, the use of three single words, colour coded for readability, is a model successfully used by other organisations including Caerphilly County Borough Council's Strategy (using 'people, property, place') and in the use of colour coding by the Equality & Human Rights Commission.
- 2.3. Having three broad themes also allows for key partner organisations in the County, such as the Registered Social Landlords, to find a point of correlation to the three themes. For example **Communication** is about delivering engagement, efficient services, and gathering and distributing data and intelligence to best coordinate services in the County. This would match up to any set of values or objectives

provided by partners such as Cymdeithas Tai Clwyd. While Tai Clwyd are based in Denbigh, their area of operations extends beyond the County boundary and they cannot therefore be expected to adopt the Council's strategic themes directly. However examination of their 10 core objectives in their Business Plan 2011-2016 would see **Communication** and the objectives to be detailed match up with 6 of these with the other 4 correlating with the 2 other themes proposed for the draft Strategy; **Consolidation** and **Construction**.

- 2.4. There is a discussion to be had relating to using single word themes, even with an explanatory tag as shown above. They are meant to be bold, positive action terms but it may be that some people could struggle with a term such as **Consolidation**. This will be considered when the second theme is discussed in the following chapter.

2.5. As with the County Vision and the three themes, the objectives to follow are indicative of initial objectives for the draft. There is significantly more detail contained in the background research discussed at the start of this Progress Report that supports their selection; including relevant legislative contexts. However, as stated, in the interest of expedience at this early stage of the consultation process, a summary approach has been adopted. The Housing Team would welcome any comments and opinions relating to these, and any areas you believe should be added or amended.

2.6. **Objective 1: Broad and inclusive Engagement opportunities across all tenures**

2.7. **Objective 2: The 'See Through' Housing Service**

2.8. **Objective 3: Gathering and deploying relevant data and intelligence to become the County HUB for Housing.**

2.9. The **Communication** theme and the 3 objectives detailed are essentially cross-cutting objectives in that none of the objectives to follow under **Consolidation** and **Construction** can be successfully implemented without their successful deployment. Hence the listing of **Communication** as the first of the three themes.

Local Housing Strategy Theme 2:

Consolidation: To build on the successes achieved, and to protect and improve the assets Denbighshire already has.

3.1. **Rationale**

- 3.2. Of the three themes, the term **Consultation** may be the one where some people may wonder why this particular word has been used. It aims to be a positive term, stressing that in its communities, buildings, relationships, industries (tourism being an obvious one when considering locations across the County, along the coast and in Llangollen in particular). **Consolidation** suggests has a sense of action relating to enhancement and, even where relationships may be strained, or the physical regeneration is starting from a low base (long term empty properties for example) **Consolidation** suggests there is still something to build on.
- 3.3. Too often strategy documents, both from government and local authorities talk of 'creating' communities as if only the intervention of these powers means any viable community or development can exist. Using the term **Consolidation** suggests instead that the Council wishes to be an active partner, working through the engagement, efficient 'See Through' service, and well defined intelligence gathering and distributing HUB described under the first theme **Communication**.
- 3.4. Therefore, under **Consolidation**, the Council will seek to improve the existing housing stock by continuing to fulfil the Welsh Housing Quality Standard, bring Empty Homes back into use, and examine opportunities to improve energy efficiency across the tenures to tackle Fuel Poverty directly, and by this reduce overall pressures on stretched household budgets.
- 3.5. **Consolidation** will include an objective relating to building on the relationships already established with private sector landlords to ensure better relations and communication between the Council and all private landlords, private landlords and their tenants, and to use the objectives detailed in the **Communication** theme to act as a HUB for information improving the public image of this sector, whilst also acting as a BRIDGE relating to potential loan and grant opportunities.
- 3.6. Finally the **Consolidation** theme will build upon relationships with the service providers and customers of specialised services for hard to reach or vulnerable groups in the County, including those who require specialised services under the various programmes associated with those services, including Supporting People.
- 3.7. **Consolidation** in particular is an opportunity to celebrate the successes within the County, though this will not be the exclusive remit of this particular theme. As indicated at the start of this Progress Report, it is the intention of the Strategy to balance the positive and the negative to provide an accurate picture of what has been achieved and what is still yet to be done.

- 3.8. **Objective 1: Enhancing the Existing Housing Stock**
- 3.9. **Objective 2: Working with the Private Rented Sector**
- 3.10. **Objective 3: Ensuring effective Specialised Services**

Local Housing Strategy Theme 3:

Construction: To ensure new homes meeting the needs, demands and aspirations of Denbighshire's residents are built and help to contribute to the economic strength of the County

4.1. Rationale

- 4.2. The final theme is the most direct, **Construction**. Of the 3 themes it is also the one easiest to associate with a positive action and as with **Consolidation** it builds on the objectives detailed in the **Communication** theme. It also further develops those objectives detailed under the **Consolidation** theme with regards to the Council acting as a BRIDGE for loans and grants, and closer partnership work and the need for choice and adaptability.
- 4.3. The **Construction** theme will consider the need to build new homes directed by the housing needs and demand intelligence the Council has gathered and must capitalise on through the HUB model proposed in the **Communication** theme.
- 4.4. **Construction** will also provide an objective relating to ensuring the County maintains access to national regeneration funds as well as exploring new and innovative forms of funding and partnerships with both the public and private sector.
- 4.5. Finally the **Construction** theme will detail how the broader social and economic benefits of regeneration and new builds, as well as developments and improvements in all the tenures described in the **Consolidation** theme can be used to improve access to work, wellbeing, and quality of life in the County.
- 4.6. **Objective 1: Building new homes to meet need and demand**
- 4.7. **Objective 2: Seeking Innovations in investment and regeneration opportunities**
- 4.8. **Objective 3: Ensuring housing policy helps drive the local and regional economy.**

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Report to:	Communities Scrutiny Committee
Date of Meeting:	23rd May 2013
Lead Member/Officer:	Lead Member for Social Care Adult and Children's Services/ Head of Adult and Business Services
Report Author:	Service Manager: South Locality
Title:	Review of Day Services in North Denbighshire

1. What is the report about?

The report provides an overview of proposals to remodel day care for older people. The proposals primarily relate to changes in North Denbighshire, however the underlying strategic principles for promoting people's independence through reablement and the use of community resources apply across the County. The background rationale for the proposals is provided. This service area was also identified as an area for budget reduction in the medium term financial plan. While the savings target for this has now been removed it is still the case that this remodelling should take place to ensure that the service delivered is consistent with the reablement approach and is sustainable going forward.

2. What is the reason for making this report?

To provide an analysis of why the change is needed and proposals for moving forward in order for a decision to be made on the future service model. Appendices 1 and 2 detail some of the consultation that has taken place and where the model has been changed to reflect some of the issues raised.

3. What are the recommendations?

That Scrutiny Committee consider the report and recommend Cabinet to approve implementation of the new model as set out in paragraphs 4.10 to 4.13.

4. Report details.

4.1 In 2012 Welsh Government identified the need for social services across Wales to respond to increased and changing societal expectations, demographic change and a difficult resource environment: *"Social Services face a series of challenges: changing public expectations; increasing demand for services; demographic change; and increasingly tight resources mean that change in how we deliver these services is inevitable"*¹

4.2 In January 2013 the Social Services and Wellbeing (Wales) Bill was laid before Welsh Government. The Bill is described as transforming the way social services are delivered, primarily through promoting people's independence to give them stronger voice and control.

¹ Social Services (Wales) Bill Welsh Government Consultation Document 12 March 2012

- 4.3 Our model for adult social care is already built on these principles and starts with a focus on universal services that promote and sustain healthy, independent lifestyles in the community; includes a second phase where services are provided to regain people's skills, confidence and independence to enable people to stay independent in their own homes for as long as possible; and, if personal care needs remain, the offer of formal packages of support to meet people's eligible assessed personal care needs.
- 4.4 In general people want to retain their independence and community links rather than attend specialised centres for older people. There are a range of community groups and organisations that provide activities and support for older people in North Denbighshire. Examples include Tŷ Caradoc Tuesday Club, the Jubilee Centre on Sea Bank Rd, a luncheon Club at Rhyl Rugby Club, Rhyl Community Centre on Wellington Rd, Bowling Centre, the Gofal Befriending Scheme, Alzheimer's Society befriending service and dementia cafes. This is not a complete list but provides an illustration of the range of community based resources available. Some service users have in recent months been supported to access these facilities as a move from more traditional day care.
- 4.5 There are also well developed community based services that are open to all age groups. Some of these services are Council based services, for example leisure activities and many are voluntary and community based, for example craft and hobby/interest groups. In addition we have identified from savings elsewhere some monies to encourage and stimulate the development of other activities in local communities. Some of the ring fenced budget for Social Services in 13/14 will be used over the next 3 years to promote additional schemes to support carers.
- 4.6 We consider it appropriate that people are able to access community resources and this approach is consistent with the Social Services and Wellbeing (Wales) Bill. However, we recognise that some people will need support to access activities in their community. We already have some examples of specialist project workers supporting older people with dementia-related needs to do this. Part of our approach will also be to develop community support for other vulnerable people where this is a cost effective way to meet assessed eligible needs. This approach could include the provision of direct payments and time limited support from staff currently working in our day services.
- 4.7 Our reablement strategy has been very successful in enabling people to regain skills and confidence to enable them to live an independent life. However, we recognise that we can do more. There is a need to develop facilities that are equipped to reflect home environments e.g. a household kitchen so that work can be done to help reable people e.g. supporting people to prepare food and cook for themselves, wash clothes and other normal daily home routines.
- 4.8 Llŷs Nant and Hafan Deg are traditional day centres providing an excellent and much valued service to those people who use them. People who attend the centres and their carers speak highly of the care they receive, the enjoyment they get from the company of other people and the sense of security which attendance gives to families.
- 4.9 However, the people who use the centres are an extremely small proportion of the total population of older people in the area. Across Denbighshire, Adult Services support 1100 people aged over 65, 103 of whom attend Day Centres, 21 of these in

Hafan Deg and 27 in Llys Nant. The referral rate has reduced in the last 2 years as a result of reablement activity elsewhere in the service. This is evidenced in Appendix 3. Most of those attending one of the two centres do so for 2 or 3 days per week and this is detailed in Appendix 4.

Revised Proposal

- 4.10 To move existing services in **Prestatyn** from Llys Nant to Nant y Môr. This will provide opportunities for people to develop wider social networks with residents at Nant y Môr as well as the opportunity to become involved in a greater range of activities provided at the Extra Care facility. This approach works well in Ruthin where there is a community of people from day care and Llys Awelon Extra Care. The building currently occupied by Llys Nant was a temporary solution to allow for the current Nant y Môr site to be developed and does not easily support some of the needs of this group of service users. Existing and new service users with identified eligible needs will be supported 3 days a week with a more “drop-in type” activity aimed at socialisation to reduce the risk of isolation on the other 2 days.
- 4.11 In the medium/long term to explore moving day care provision in **Rhyl** to Gorwel Newydd. However, we would want to ensure that any plans identify a suitable and sustainable approach for the use of the Hafan Deg building. This includes developing facilities at the centre to enable us to progress our reablement approach i.e. setting up a ‘home’ kitchen, as well as exploring the potential to use the building for a greater range of support and social activity for older people both at War Memorial Court and the wider community.
- 4.12 Our first step would be to move to 3 days provision of day care at Hafan Deg, with the other 2 days focusing on providing reablement. The original proposal was to stop all day care activity on this site but this proposal has been amended after careful consideration of the concerns raised by service users, their carers and local elected members, while still allowing the service to make changes that support reablement and sustainability.
- 4.13 Assuming the principles set out in this paper are approved a detailed project plan will be developed for the current arrangements in both Hafan Deg and Llys Nant. Each plan will reflect the need to manage the changes sensitively and in consultation with service users and their carers and will be reported through the Modernising Social Services and Wellbeing Board. The key milestones in relation to each centre are included at Appendix 5. An Equality Impact Assessment has also been included at Appendix 6.

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

The proposals directly contribute to the Council’s priority that vulnerable people are protected and are able to live as independently as possible.

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

The proposal in this report is cost neutral but any incidental savings will be reinvested to enhance sustainability. We will continue to charge for the 3 day per week long term service in both Rhyl and Prestatyn. However, although the charge per day for day care is £46.70 (the average cost of day care services across the

County) the maximum charge we can make for domiciliary care and day care is £50.00 per week. Those attending the reablement programme at Hafan Deg will not be charged, neither will we levy a charge for attendance of the “drop-in” in Prestatyn. In all instances service users will pay for any meal or other refreshments provided as part of the new service (this is current practice). The meal provided is currently heavily subsidised and we will be moving to a position of full cost recovery for meals provided at day care and for the meals on wheels service.

We will continue to provide transport for those attending the 3 day per week service in both locations but the provision of transport to the reablement service will be subject to assessment of need and it may be that support to access alternative transport is an identified outcome for particular service users.

Transport to the “drop-in” service will not be provided by adult services but we would want to engage in dialogue with third sector and other parties about how more effective transport arrangements could be developed.

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 attached EqIA indicates an overall enhancement of service provision and choice for older people.

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

There have been a range of consultations undertaken and these are detailed in Appendix 1. Feedback from Scrutiny Committee is included in Appendix 2.

9. Chief Finance Officer Statement

The report suggests that savings will arise from this review and that these will be re-invested in social care. The proposals will also release space in one of our buildings that will enable it to be used for other purposes.

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

The main risks to the Local Authority relate to the ability to sustain services for older people given the increase in demand and reduction in resources. These proposals, alongside others that are being developed through the Modernising Social Services and Wellbeing Board, contribute to a solution to these risks

11. Power to make the Decision

The National Assistance Act 1948 and the NHS and Community Care Act 1990 give duties and powers to Local Authorities to ensure that individuals’ needs are assessed and appropriate services are available to meet eligible needs.

Articles 6.3.2(b) and 6.3.4(ch) refer to scrutiny’s powers with respect to this matter.

Contact Officer:

Service Manager: South Locality
Tel: 01824 706643

Appendix 1 : Feedback from Consultation

Date	Stakeholder	Comments
27.11.12	War Memorial Court tenants	<ul style="list-style-type: none"> ➤ Have always been very supportive of maintaining the day service at Hafan Deg (HD) and to look at ways to expand the service ➤ Have suggested a lunch club or film afternoons and that War Memorial Court (WM) Tenants could purchase meals from the centre to increase viability
28.11.12	Rhyl Locality Team	<ul style="list-style-type: none"> ➤ Supportive of utilising Extra Care Housing (ECH) for Day Activities – have set up 2 successful groups at Gorwel Newydd (GN) and 1 at Nant y Môr (NYM) ➤ Supportive of need to introduce robust assessment and reviewing processes but concerns for those people already receiving a service and who the service unwittingly has ‘made dependent’ on the service ➤ Concerns about the amount of support that may be needed to encourage and support service users to join in activities at GN and NYM ➤ Need some element of invest to save and suggest that Llys Nant is utilised for those service users for whom we have unwittingly created dependency ➤ Understand the need to move towards an outcome focused service but real concern about the dearth of services to signpost people onto
28.11.12	6 p.m. Hafan Deg Carers and Families	<ul style="list-style-type: none"> ➤ The service provided at HG is very important to the peace of mind of families and carers – we live over 50 miles away so the reassurance of communication with the staff at Hafan Deg (HD) is vital (3) ➤ Concern about the long term future of HD ➤ Important role in building up the confidence of users, our relative is becoming more forgetful and is vulnerable and isolated ➤ For my parent lack of cleanliness has become a barrier but her hygiene has improved so much since coming to HD and being assisted to bathe
29.11.12	2 p.m. Hafan Deg Carers and Families	<ul style="list-style-type: none"> ➤ It provides stimulation for my mother, respite for myself and even if ill she will not miss the opportunity to attend ➤ She has friends she likes talking to, enjoys the food and activities, also thinks the food is very good ➤ It gives me peace of mind knowing my uncle thoroughly enjoys his time at the centre (twice a week) it is his club ➤ I would not want to lose such a valuable service: the staff are excellent nothing is too much trouble ➤ Since attending my mother has become much more animated and has conversation ➤ Speaks about friends made and staff by name

03.12.12	10.30 a.m. Hafan Deg Service user meetings	<ul style="list-style-type: none"> ➤ People worried about being able to afford to pay for Day Centre and home care will all the bills going up every month ➤ Bill for day care seems to be going up all of the time ➤ Families play a big role in supporting service users who are anxious about the strain it might place on their families if they can't come to day care ➤ Would want to keep the same close friends that I have here ➤ I know I would go into depression if I was to miss coming here twice a week, it would finish me altogether, I don't want to go anywhere else. I used to be able to go out 3 or 4 times a week but now I can't get out on my own so I rely on coming here ➤ Doesn't matter what problem you have staff here will always sort it out for you or point you in the right direction
04.12.12	3.30 p.m. Hafan Lles Team Meeting 6 p.m. Llys Nant Carers and Families	<ul style="list-style-type: none"> ➤ No specific comments at this time but concern for the vulnerability of the clients <p>Mum loves the idea of going out – she would miss this if the service moves to Nant y Môr</p> <ul style="list-style-type: none"> ➤ Dad loves it – the only time he leaves the house is to come here twice a week ➤ It is vital respite for mum from caring for Dad ➤ How will you access people for any alternative provision? ➤ All the staff here are lovely – so thoughtful and caring and they really know how and understand the clients (5)
05.12.12	2 p.m. Llys Nant Carers and Families	<p>Age Concern advocate comments</p> <ul style="list-style-type: none"> ➤ Has had contact with many carers of people who attend Llys Nant (LN) and Hafan Deg and many have expressed real concern at the potential loss of the staff skill if the services are moved, and the structure which LN brings to the lives of their loved ones – for some it is the only time they leave home ➤ Carers have also raised concern about how they will cope without the respite from caring that Llys Nant provides ➤ Most concern is for those people with Dementia and frailty as they are so vulnerable ➤ There is a danger that many people will not have a hot meal if they don't come to Llys Nant and nutrition is such a vital part of well being ➤ Carer asked about Health role in supporting day activities for Older People – mother was referred on from Glan Traeth “ She has dementia and my experience has been of a lack of coordination between Health and Social Services”

		<ul style="list-style-type: none"> ➤ It took a long time for my mother to settle here at LN and at first she could not even remember the name Llys Nant but now she does and what she comes here for, although in most other ways her memory has declined, so she clearly has an emotional attachment ➤ Dementia is difficult to understand for carers and the journey has been difficult but amongst all the difficulties of coping with agencies who do not talk to each other, VJ and the staff here have been the only constant source or reassurance and support and the only service that gives me any confidence in caring for my mother
10.12.12	Llys Nant Services Users	<p>Comment about dwindling numbers attending the centre</p> <ul style="list-style-type: none"> ➤ One gentleman commented "as long as still in Prestatyn and the same staff I will be very happy and all the group (5 attending) concurred
12.12.12	Rhyl Councillors	<p>Opposition to private day care</p> <ul style="list-style-type: none"> ➤ Concern about move to full cost recovery re charging policy ➤ Concern for staff who have been under pressure for 2 years whilst the review has been ongoing ➤ Acknowledgement that we need an holistic approach to care in the community
13.12.12	Llys Nant Users	<p>A very physically frail group: it is testament to the group that their concerns were for others as well as themselves</p> <ul style="list-style-type: none"> ➤ Concern about how welcome tenants would make us if we moved to NYM ➤ Concern about service users unable to speak for themselves and for people who may need service in the future ➤ What will this building be used for? (implication appeared to be why is it good enough for other, but not for them) ➤ Is it all about saving money? ➤ Concerned that the people who care for them at home will continue to have a break from caring ➤ The meals were also a worry, would they still have a hot meal ➤ All stated they were more than happy with the Centre and had no difficulties accessing the Centre ➤ Concerned that a move might curtail their independence re shopping ➤ Concern that not all the clients would make the move
03.01.13	Prestatyn Members Area Group	<ul style="list-style-type: none"> ➤ Concerned that if provision moved to Nant-y-Môr these would be sufficient space available for service users
10.04.13	Rhyl Members Area Group	<ul style="list-style-type: none"> ➤ While members would like to see more services provided by the Council, the view taken was that the new proposal is one that members would support

Appendix 2: Issues raised by Scrutiny Committee & Responses

Issue	Members Comments	Response
1) Access to transport.	Members concerned about ease of access to transport to other community facilities.	While these concerns are valid this issue is wider than just Adult Services and needs engagement across services to enhance access to transport. However adult services have a number of adapted vehicles and would welcome dialogue with community groups in relation to how these could be used more effectively.
2) Social element of day care attendance.	Members see this as important part of day-care.	We recognise the importance of people being able to access wider social groups however on the remaining 2 days a more rehabilitation focused service will be offered. At the same time discussions will be progressed with Housing Association Partners with a view to opening up day time activity opportunities at Gorwel Newydd in Rhyl and Nant y Môr in Prestatyn.
3) Change of ethos.	Members felt change of ethos from day-care centre being social environment to short term rehabilitation unacceptable.	Original proposals involved the use of Hafan Deg in particular as a more rehabilitation focused centred. However revised proposal meant that the more traditional model of day time activity will be offered on 3 days a week for existing service users.
4) Nursing Needs.	Those continuing to live at home with help	As an authority we are not able to employ

	but have a level of health need may mean nursing skills are required within day-care.	staff to meet the nursing needs of service users. However through our models of joint working with health colleagues we seek to ensure that all of an individuals needs are appropriately led.
5) Not enough alternatives in place. No clear signposting.		Savings have been identified from elsewhere that will give us some money to encourage and stimulate the development of additional activities in local communities to complement or enhance those that are already available.

Appendix 3

The following tables provide a breakdown of attendance and how this has reduced since February 2011.

Table 1. Number of people attending Hafan Deg and Llys Nant

Day Centre	Number of people attending			
	February 2011	February 2012	February 2013	% reduction
Hafan Deg	42	26	21	50%
Llys Nant	45	37	27	40%
Total	87	63	48	45%

The reduction in attendance is consistent with a reduction in referrals. Referrals are made following assessment of need.

The table below indicates total referrals to each centre in 2011 and 2012.

Table 3. Referral rates

Day Centre	2011		2012	
	Referrals	Take up	Referrals	Take up
Hafan Deg	21	12	3	2
Llys Nant	29	16	17	8

The reduction in the number of people being referred and overall numbers attending has had an impact in terms of unit cost per session per week. A session equates to half day attendance and the unit cost to the authority of providing a session at Hafan Deg rose from £49.96 in 11/12 to £63.69 in 12/13. While in Llys Nant the figure rose from £38.40 to £42.88 for the same period.

Appendix 4

Between February 2011 and February 2013 there has been a 45% reduction in the number of people attending the centres.

Table 2. Frequency of attendance: February 2013

Day Centre	Each week number of people attending...					Total
	1 day	2 days	3 days	4 days	5 days	
Hafan Deg	7	9	3	1	1	21
Llys Nant	6	19	2	0	0	27
Total	13	28	5	1	1	48

Only two individuals attend more than 3 days per week. Of these one has a 4 day and the other a 5 day per week service. Arrangements to meet the particular needs for both of these service users and their carers will be developed as part of the more detailed work that needs to be undertaken with each service user and carer(s) once these proposals are agreed.

Appendix 5

Key milestones for moving forward include:

Llys Nant:

- Progress discussion with landlord and current tenants of Nant y Mor regarding the move
- Commence meeting with service users and cares about detailed proposals for a move to Nant y Mor
- Develop detailed individual plans for transition and support for a move to a model of 3 days provision
- Closure of Llys Nant
- We would aim for a move to be undertaken before winter 2013

Hafan Deg:

- Commence meeting with service users and cares about detailed proposals for a move to 3 day provision
- Develop detailed individual plans for transition and support for a move to a model of 3 days provision
- Make arrangements for the individual who requires 5 days day care
- Develop facilities to incorporate a reablement approach
- Implement a rental arrangement for people hiring the building
- Progress discussion with landlord and current tenants of Gorwel Newydd regarding the move
- We would aim for new arrangements to be in place before winter 2013
- Establish a stakeholder group to look at wider use of the building that includes exploring the potential of delivery models e.g. social enterprise

Review of Day Services for Older People in
North Denbighshire
2nd May 2013

Equality Impact Assessment

**Review of Day Services for Older People in North
Denbighshire**

Contact: Helena Thomas Adult Services

Updated: 2nd May 2013

1. What type of proposal / decision is being assessed?

A service review or re-organisation proposal

2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

To remodel the current day service to ensure it is provided in a way consistent with the reablement model used elsewhere in adult services that better creates sustainability going forward yet at the same time ensures current and new service users are provided with an appropriate level and type of service to meet their assessed needs.

3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

Yes

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)

Current service users, their carers, staff currently working in this service areas, local elected members and other stakeholders have been involved in a number of meetings over a period of months to review the existing provision develop the proposals for the new model .

5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?

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

This remodelling will create some additional capacity to allow a wider range of support and other opportunities to be offered to older people in the area.

6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership;

pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?

The service supports older people and while existing service users will continue to have their needs met this will in some instances mean a change of location although the same staff team will continue to provide the service. In addition the days on which people attend the service may change.

7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.

Yes	The original proposal involved the ceasing of local authority provided day care in one particular centre. However in view of the comments made by service users, carers and elected members the new proposal maintains the current service on the site for 3 days each week with some additional activity on the remaining 2 days.
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8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?

Yes	If the proposal is approved then individual work will be undertaken with each of the current service users and their carers to develop individual plans to support them through the implementation of the changes. The overall timescale for this work will be mapped out once agreement on the proposal is reached.
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Action(s)	Owner	By when?
Ensure the development of individual plans for each service user affected by the change.	Helena Thomas	September 2013
Support to staff teams	Jacqui Bryan / Val Jones	September 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 / decision will be reviewed at the appropriate stage.

Review Date:	25.07.2013
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Name of Lead Officer for Equality Impact Assessment	Date
Helena Thomas	08.05.2013

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

Report To: Communities Scrutiny Committee

Date of Meeting: 23 May 2013

Lead Member / Officer: Lead Member for Public Realm &
Corporate Director: Customers

Report Author: Corporate Director: Customers

Title: Food Review Task & Finish Group

1. WHAT IS THE REPORT ABOUT?

Following the recent national reports on horsemeat DNA discovered in meat products, Denbighshire County Council has instigated an investigation into current food procurement and regulatory practices. A politically balanced Task & Finish Group has been established, comprising of officers and Members of the Council, to identify any key risks and to enable adequate procedures to be in place to protect residents, visitors and users of the Council's services. This includes schools and social services residential homes and other Council controlled outlets.

2. WHAT IS THE REASON FOR MAKING THE REPORT?

The Task & Finish Group has met on at least 4 occasions, to discuss specific matters and it is important that the work of the Task & Finish Group and the recommendations that it has made are considered by a Scrutiny Committee. Some of the recommendations listed below have resource implications, which require scrutiny before this report is considered by Cabinet.

3. WHAT ARE THE RECOMMENDATIONS?

Regulatory Functions

That:

- 3.1** Consideration be given to the employment of an additional food standards officer for a period of 12/18 months until an existing officer becomes fully qualified. This will cover the need to better regulate food businesses enabling the Council to carry out additional inspections, sampling and monitoring regimes. A brief role description is included in Appendix 5 and the cost implications are outlined in paragraph 6 of this report.
- 3.2** The Council fully supports the Food Standards Agency (FSA) audits of Local Authority food law enforcement delivery during 2013/14. These audits will cover food hygiene, food standards and food delivery, and will possibly lead to a rating for all Authorities. This audit will now take place in July 2013.

- 3.3** The Council submits a bid to the FSA for funding to undertake sampling of meat products, especially for schools and DCC run care homes. This funding will support a sampling programme concentrating on meat species and another programme on salt/fat content of food. The Council currently is awaiting a decision on this bid from the FSA.
- 3.4** The Council supports a regional approach to other aspects of the FSA programme across North Wales in relation to cheese substitution, nut allergies, lamb and other meat species and mycotoxins in cereals, a programme concentrating mainly on retail premises.

Procurement Functions

That:

- 3.5** There is better co-ordination of management information and activity between relevant departments in order to improve contract management arrangements and avoid duplication of effort.
- 3.6** Unannounced audit to be carried out more regularly to establish traceability, hygiene, and the meeting of contract specifications. The capacity for doing this work will be carried by the additional post referred to in 3.1.
- 3.7** The Corporate Procurement Unit ensures that TUCO (The University Caterers Organisation) share all complaints, issues supplier updates, Support Training Services (STS) reports and management information with a nominated contracts manager. This will also include the need for tighter monitoring of the sourcing of food within the TUCO framework food chain in order to ensure compliance by sub-contractors as well as the main contractors.
- 3.8** A central, single point of information be created for all food procurement contracts using the Proactis Contract Management System.
- 3.9** A quarterly review of all catering expenditure is carried out to check compliance with contract procedure rules and e-procurement regulations to ensure that procedures and checks are in place. Senior managers to ensure that any instances of non-compliance are addressed.
- 3.10** All food procurement contracts with TUCO have a Right to Audit Clause included.
- 3.11** The Council formally tenders for the butcher contract within Social Services.

General

- 3.12** Providers are formally asked for a list of food providers when contract monitoring visits are carried out. As this is not an area of expertise for

Contract Officers within Social Services, that information is forwarded to Environmental Health Officers to assess and make any necessary recommendations.

3.13 The established Food Review Task and Finish Group membership be maintained for 6-9 months (then to be reviewed) in order to monitor the delivery of the recommendations in this report, and that future monitoring of activity in this area is planned into the annual service challenge process and the Scrutiny Forward Work Programme.

4. REPORT DETAILS

Following the discovery of horsemeat DNA in meat products, the Corporate Executive Team decided to set up a small Member/Officer Task & Finish Group to review our current policies and procedures and to provide Members and the public with as much reassurance as possible that the right policies and procedures are in place in Denbighshire, and to gauge whether there are any lessons to be learned in order to make further improvements for the future. The Terms of Reference and membership of the Food Review Task & Finish Group are included as Appendix 1.

The Group decided to look at 3 key elements of the Council's business, namely:

- ➔ The procurement of meat and meat products – an activity that has been led by the Corporate Procurement Unit
- ➔ The Council's role as an enforcing and regulatory body – this activity has been led by officers from Public Protection
- ➔ The sufficiency of contractual arrangements with commissioned services, particularly within Social Services

The Task & Finish Group met on 3 occasions to discuss specific issues around these three key areas of work. Following the scrutiny of these areas, relevant officers were tasked with producing a Position Statement and recommendations for service improvement. These Position Statements were considered at the following meeting, and were agreed before this report was produced. The Position Statements are included in Appendices 2, 3 and 4.

The recommendations included in Section 3 above have stemmed from the Position Statements produced by the relevant officers. Members of the Task & Finish Group have agreed the content of this report. Minutes of all the meetings held have been taken, which capture the more detailed points considered during these meetings. The minutes of these meetings can be made available to elected members who wish to have sight of them.

5. HOW DOES THE DECISION CONTRIBUTE TO THE CORPORATE PRIORITIES?

Whilst the work of the Food Review Task & Finish Group does not directly relate to one or more of the 7 priorities within the Corporate Plan 2012-2017, it is a key responsibility of the Council to ensure that residents are provided with reliable and traceable meat and meat products, as well as other consumer goods.

6. WHAT WILL IT COST AND HOW WILL IT AFFECT OTHER SERVICES?

With the exception of recommendation 3.1 the cost of the other recommendations will be covered within current budgets. The £41k per annum cost of the Food Standards Officer for 12/18 months will be met from the Capacity for Change Fund and this has been agreed by CET as per requirements.

7. WHAT CONSULTATIONS HAVE BEEN CARRIED OUT?

There have been no consultations carried out to date on the content and recommendations of this report. The Corporate Procurement Unit has, however, contacted all the organisations involved in supplying the Council with meat and meat products in order to seek assurances about provenance and any testing that has been carried out by the supplier.

The Public Protection Department have contacted the Foods Standards Agency (FSA) to better understand the activities that this organisation intends to undertake in the future, and to receive any immediate advice that the FSA was making available.

8. CHIEF FINANCE OFFICER STATEMENT

The additional costs for the temporary post can be funded, but any other costs will need to be contained within existing budgets.

9. WHAT RISKS ARE THERE AND IS THERE ANYTHING WE CAN DO TO REDUCE THEM?

The Task & Finish Group ascertained early on that there were no immediate health related risks associated with the horsemeat DNA issue, however, there is a need to better understand our procurement processes and our sourcing policy so that the food that is purchased by the Council is of high quality and traceable to its origination. The review and recommendations contained within this report are designed to minimise the risk of low quality food materials entering the food chain in Denbighshire.

10. POWER TO MAKE THE DECISION

Section 111 of the Local Government Act 1972 provides the power for the Council to make decisions on this matter.

Articles 6.3.2 (b) and 6.3.4 (ch) of the Council's Constitution.

Contact Officer:

Corporate Director: Customers

Tel: 01824 712501

FOOD REVIEW TASK & FINISH GROUP

TERMS OF REFERENCE

FEBRUARY 2013

1. PURPOSE

Due to the significant interest that has recently been shown following the Horse Meat Scandal, and the concerns that have stemmed from these events, the Corporate Executive Team has agreed to set up a small Member/Officer Task & Finish Group to review our current policies and procedures and to provide Members and the public with as much reassurance as possible that the right policies and procedures are in place in Denbighshire, and to gauge whether there are any lessons to be learned in order to make further improvements for the future.

2. GROUP MEMBERSHIP

- Councillor Julian Thompson-Hill - Lead Member (Procurement)
- Councillor David Smith - Lead Member (Public Protection)
- 4 Members representing the Political Groups
- Corporate Director - Lead Officer
- Relevant officers from School Meals Service, Social Care, Public Protection and Procurement

3. SCOPE OF THE REVIEW

The Group will look at the following issues:

- a) Assurances about any health related matters (we don't believe this to be an issue, but have included it for completeness)
- b) An understanding of, and assurances about, our current procurement procedures and how they can be further improved if necessary
- c) Our sourcing policy for the future
- d) The Council's role as an enforcing and regulatory body

- e) The sufficiency of contractual arrangements with commissioned services and the advice and support for Arms Length Organisations

The output from this Task & Finish Group will be a report that will be presented to a future Scrutiny Committee (date and Committee to be determined). Scrutiny can then make appropriate recommendations to Cabinet if any changes to policy is necessary.

4. TIMEFRAME

This may be dependent to an extent on developments at national level which are not entirely clear at the moment. However, this task should be completed in readiness for a May/June Scrutiny meeting. It is envisaged that this group meets during February/March and a report be prepared in April for the Committee timetable in May.

Position Statement: Review of Food Procurement

BACKGROUND

Denbighshire County Council spends approximately £1.2 million annually on food, the majority of which is supplied to our Schools and Social Services establishments. The greatest spend is with suppliers on TUCO (The University Caterers Organisation Ltd) framework agreement. This is a specialist, sector specific, food procurement consortium. Their role is to create legally constituted EU framework agreements on behalf of the public sector clients to maximise their buying power, whilst taking into account food hygiene considerations.

TUCO use STS (Support Training Services), an accreditation company to carry out annual audits on Framework suppliers. The audits are conducted initially on a prearranged basis during tender evaluation. Subsequent year's annual audits are conducted on either a prearranged or unannounced spot visit basis. TUCO undertake to alert all Framework users, if any of the suppliers fail the audit.

There are currently 59 catering suppliers identified within the catering category analysis carried out by procurement, with an additional 57 sub-contractors involved within the supply chain. Of the 59 suppliers identified, 16 of these are with TUCO and 7 of the 16 are local. The catering category consists of suppliers of fresh/frozen meat & poultry, grocery, fruit & veg, milk, bread, sandwich fillers, confectionery, pasta and also outside catering establishments. These suppliers are graded by the FSA (Food Standards Agency). This is an independent Government department responsible for food safety and hygiene across the UK.

The Denbighshire departments who are the major users of the suppliers in the catering category are:

- Catering Services (DCC schools & St. Brigid's)
- Social Services (Residential Care homes, Hafan Deg, Llys Nant Activity Centre(meals on wheels) and Popty
- Leisure Centres, Rhyl Pavilion, Llangollen Pavilion and Ruthin Craft Centre

Following actions from the Food Review Task and Finish Group meetings, Procurement has electronic and manual files containing all evidence and correspondence collated which can be viewed by request. Detail held includes copies of all statements from suppliers and also information from TUCO, STS, FSA and internal service areas of Denbighshire CC.

Meat and Poultry products purchased by Denbighshire CC has been identified in management information reports received from suppliers and sub-contracting suppliers. Their source of origin is traced by batch and resource codes on the label on each product. Statements along with certificates of analysis testing have been received, all with successful results.

Catering services stipulate in their product specification with TUCO what they want for example PGI (Welsh origin), specific cuts of meat and permitted fat levels. This is then put into the tender documentation and must be monitored by the contract manager. Denbighshire CC has a direct contract with Hughes Meats (with Woodward's as their distributor) whereby all meat is PGI and the supplier supplies beef below 30 months old. Following investigation work by procurement over the past month, it was established that one product item was sourced from

Germany. This supplier was a sub-contracted supplier to Woodward's. This example stresses the need for better contract management with TUCO and the supplier. Procurement held a telephone conference with both to determine a way forward.

Procurement has been working with Social Services over the past two years to establish a more robust procurement operation. (Residential homes, activity centres and Popty) This involves using suppliers on contract and streamlining products to avoid exposure to risk. Fresh meat purchased from local supermarkets on an ad hoc basis has been discouraged, with the emphasis placed on purchase from local butchers or suppliers included on the TUCO framework agreements. The Social Services commissioning team have established terms and conditions for a six month contract with the supplier for the 'Meals on Wheels' service. This arrangement is periodically reviewed. Procurement has details of menu, products and traceability of the supply chain.

Butchers selected by Social Services for the purchase of fresh meat are required to supply beef below 30 months old and ensure traceability to source. Their suppliers must be PGI approved. Passports can be obtained back to the abattoirs. Butchers must be graded 5 by the FSA. (This also applies to Hughes Meats, supplier of fresh meat to schools).

Procurement has also been liaising with The British Poultry Council. All their suppliers are 90% Red Tractor (Quality Assurance). All fresh meat is British and manufactured meats can be imported from France. They use NSF/CMI accredited body (food assurance brand).

To review current food procurement, the Procurement department has requested regular management information from suppliers and encouraged more frequent communication with internal service users and TUCO relating to sharing of information. TUCO have received quotes from three organisations to set up a programme of auditing deliveries of high risk projects at high spend institutions. TUCO are introducing a National Procurement Group and its first meeting is currently being arranged. Procurement department has developed a master spread sheet showing all current activity relating to the on-going work so far along with example letter from the butchers who supply meat to the Residential homes.

CURRENT UPDATE

The Strategic Procurement Department has undertaken extensive checks with Denbighshire CC suppliers and other National organisations to enable collation of the relevant information contained within this report to present to the Food Review and Task Finish Group. All suppliers used by Denbighshire within the food supply chain have been contacted by letter, email and phone call to ask for statements on their testing results. All of these have now been received stating that **no horse DNA has been found following sampling in various product ranges.**

Information has also been received from FSA, TUCO, STS, WLGA, Red Tractor farm assured, British poultry Council and Hybu Cig Cymru.

POTENTIAL ISSUES IDENTIFIED

- Fragmented Catering responsibilities. No designated Catering Category Manager in post at present providing effective contract management.
- No immediate traceability facility from deliveries back to source of batch and reference codes.
- At present there is only one audit undertaken by STS annually with suppliers within the TUCO framework agreement. In light of recent events, is this sufficient?
- TUCO are not forthcoming in sharing complaints, issues, supplier updates and audits conducted by STS to a central point in Denbighshire. Catering services receive some information on an ad hoc basis but are not informed of any change in supply chain supplier or replacement product.

- Catering Services for schools specify in their contract with TUCO that all meat & poultry must be British. Can we guarantee we are using British meat & poultry following evidence that we are sourcing a product from Germany
- Individual service areas are working in isolation and are not sharing information regarding all aspects of food purchasing, complaints and issues. There is no centralised point collating the information for review by interested parties. This has led to breakdown in performance and increased exposure to risk.
- There is limited control on which suppliers service areas are authorised to use. There is no centralised control for the authorisation of orders.
- Insufficient supplier audits are being carried out by DCC or its representatives. A Right of Audit Clause within the contract would enable unannounced checks with suppliers.
- Social Services butchers spend £26,000 per year. This is not formally tendered.
- Communication between service areas and procurement needs to be improved and formalised. Currently, there are no regular reviews or meetings apart from the Procurement Department and Food health & Safety working on the Pennington Inquiry.

Position Statement: Review of Regulation of Food Controls

Public Protection has 3 important responsibilities when it comes to regulation of the food industry:

- to check the standards of hygiene in all food related premises (i.e. a public health function within the Environmental Health profession)
- to monitor that food sold within the County is correctly labelled and its origin can be traced (i.e. a food standards function within the Trading Standards profession)
- to monitor farms, slaughter houses and markets for animal movements and animal welfare (i.e. animal health/licensing function within the Trading Standards profession)

These responsibilities involve all types of food related businesses including farms food manufacturers, supermarkets, cafes, restaurants, private care homes etc.

These responsibilities also include our own Council premises serving food, such as schools and residential care homes.

In exercising these responsibilities Officers work closely with the Food Standards Agency Wales (FSA).

Officers who carry out these responsibilities need to meet specific competency requirements as set out and required by the FSA.

The horse meat incident was primarily a food standards/animal licensing matter, i.e. the regulatory control of meat from the “farm to the fork”.

We have approximately 1200 food related premises within the county, some of which are food manufacturers that supply and distribute their food products nationally and internationally e.g Patchwork Pate, Henllan Bread, Wholebake, Llandyrnog Creamery, etc.

Following the departure of our qualified and competent food standards officer some 2 years ago we agreed a collaboration project with Conwy CBC, where a qualified Officer would work for 1 day per week in Denbighshire to undertake a limited amount of food standards work, including sampling, inspections of high risk premises and complaints. At the same time we have been training one of our younger trading standards officers to specialise in food standards. That Officer should become qualified in food standards work within the next 12 months. Given various pressures the collaboration arrangements with Conwy CBC ceased at the end of March this year. In addition we have approximately 1,000 registered farms. Animal Licensing/Health Officers have enforcement responsibilities for the farm to abattoir chain and visit farms, markets and associated premises to check on transportation and traceability of animals. Included in their inspection remit on farms is the food and feed hygiene obligations for farmers - this being the beginnings of the food chain. They have a pivotal role in capturing and auditing movement information.

The team currently operate with 2.6 FTE enforcement officers and 1.2 FTE support officers, predominantly paid for by a grant received direct from WG (i.e. not part of the RSG structure,

the grant being a response to the Foot and Mouth outbreak in 2001). The WG grant has been significantly reduced in recent years, resulting in savings from within the service budget being redirected to support the team. Given budget pressures this will not be sustainable as further reductions in the WG grant are forecasted.

While not directly linked to the horsemeat scandal, the food hygiene function is an important responsibility in the monitoring of the food industry and the safety of the public. The team are able to maintain a 100% inspection regime of high risk food premises, but many of the lower risk premises are not being inspected as regularly as Officers would like and important none regulatory work, such as providing support/advice to the food industry, organising best practice seminars for food proprietors etc. is not being done.

Position Statement: Review of Social Services functions, particularly external care homes

As part of the investigation into food procurement, Adult Services have been asked to explain the current situation with commissioning and monitoring of care home placements with the independent sector in respect of food procurement.

Denbighshire County Council commission residential accommodation with 55 care homes in Denbighshire and a further 63 out of county - 38 in Wales, 25 elsewhere. The homes in Denbighshire have a total of 1389 beds, an average of 25 beds per home. However, only 500 of those beds are commissioned by Denbighshire, just over 35%. The balance is either used by other local authorities, by health or privately by self-funders.

All care homes in Wales are registered by CSSIW. They are annually inspected against minimum standards. Those reports are publically available and are used as part of contract monitoring.

Care homes have signed a contract with Denbighshire and will imminently be signing a regional contract - agreed across the 6 local authorities in North Wales and BCUHB. Monitoring of that contract is carried out by two Contract Officers in Denbighshire and the process followed is being developed and agreed regionally.

NUTRITION

There are no specific nutrition standards required of care homes either from a regulation perspective or contractually. The expectations are, however, that residents' nutritional needs are met.

CSSIW REGULATION AND MONITORING

The minimum standards expected of care homes in respect of food include the following:

- Nutritional screening is undertaken on admission and re-assessed periodically; a record is maintained of nutrition, including weight gain or loss, and appropriate action is taken.
- Service users receive a wholesome, appealing, balanced diet in pleasing surroundings at times convenient to them
- Staff are employed in sufficient numbers to ensure that standards relating to food, meals, nutrition are fully met, and that the home is maintained in a clean and hygienic state, free from dirt and unpleasant odours.

The CSSIW inspections tend to be very person orientated; they look at what residents think of their food, how much choice they have and whether they are enjoying it. They usually visit at meal times to witness the choice and satisfaction.

In addition to this they look at food hygiene, the standard of cleanliness in all food preparation and eating areas. They also look at food storage in terms of hygiene and sufficiency.

CONTRACT MONITORING

Our contract with providers does not duplicate the CSSIW standards; it requires providers to comply with those standards and with all appropriate legislation and regulation.

Our monitoring visits also look at choice and satisfaction of residents and at food storage and preparation. Providers are asked where food is purchased but that has, to date, been about quantity and quality of food available for residents and not to do with food provenance.

Environment colleagues carry out inspections at care homes and award 'scores on the doors' as with any food preparation business. This information is taken into account during contract monitoring and is also considered by CSSIW when they inspect. Health and Safety colleagues also carry out monitoring visits, providing care homes with advice and reports showing any areas of concern including hygiene issues.

All inspection and monitoring reports are taken into account when contract monitoring is carried out. To date, none of these have ever dealt with food provenance.

Neither regulation nor our contracts allow us to dictate where food is purchased. As previously stated, the question is asked and, for the most part, people are shopping locally and buying fresh produce. Some providers also buy ready-made food from local supermarkets.

ACTIVITY UNDERTAKEN SINCE THE RECENT SCANDAL

A letter has been sent out to all care home providers asking that they ensure that they have processes in place to satisfy themselves that any food products supplied to them do not contain horse DNA. That letter did not require a response but some providers have responded. They have advised that they use local butchers and buy fresh produce.

ADDITIONAL COMMENTS REGARDING IN-HOUSE SERVICES

Over the last 18 months there has been a close working relationship with the Procurement Unit with regards to suppliers, in terms of their suitability, cost effectiveness and the quality of the products purchased. Officers also work closely with Environmental Health to seek advice and guidance with regards to food procurement and health and safety matters.

Since the recent concerns regarding contamination of Horse DNA in some foods and the food chain, officers have taken even more precautions especially in terms of best practice to ensure, as far as is practicable, that the risks to our service users of eating food items that may be contaminated are reduced. Examples of this are:-

- **Work with Procurement** - ensuring written confirmation of traceability from each supplier of at risk foods (meat/meat derivatives). A joint visit was undertaken with the Procurement Officer to Popty to discuss their catering operation.
- **In consultation with our Contracts Officer** we have strengthened the temporary contract with the food provider for meals to day-care by inserting a clause in the contract as follows:-

“Denbighshire continuously monitor the quality of food, and request that given the recent concerns regarding contamination of Horse DNA in foods, the Provider must contact Denbighshire prior to any proposed changes to their food suppliers. Failure to do so may result in termination of this contract. Where individual items of food are identified as contaminated, then this item, any other foods which

contain this item, should be removed from the menu. Confirmation of this will be sought by that day centre.”

- **Apetito is a food supplier of frozen meats to our Day Centres.** In addition to receiving confirmation of traceability from this supplier they also advised that they had DNA tested over 100 of their meat products and all were clear. On this basis managers were asked to ensure only items off this list were offered to service users (who are involved in choosing the menu).
- **In addition to receiving written confirmation from the Butcher** who supplies us fresh meat, an officer visited their premises to check their records of traceability; these appeared to be in good order on that visit.

Brief Role Descriptor – Food Standards Officer

This person would be qualified and competent to undertake the following duties:

- ➔ Inspection of High Risk Food Businesses
- ➔ Responding to complaints and enquires in relation to food labelling and origin matters.
- ➔ Supporting businesses by providing advice and guidance to businesses on labelling their products.
- ➔ Being a point of contact with the Food Standards Agency in relation to food standards matters.
- ➔ Act as a point of contact for other enforcement agencies for issues identified relating to Denbighshire businesses
- ➔ Conduct food sampling projects to ascertain legislative compliance, for example meat content of meat products, correct labelling of food, correct description of food and origin.
- ➔ Undertake a degree of audit work to support corporate colleagues e.g. sampling products within schools or residential care homes and tracing the products back to source to ensure that we are getting what we are requesting.

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Report to: Communities Scrutiny Committee

Date of Meeting: 23 May 2013

Report Author: Scrutiny Coordinator

Title: Scrutiny Work Programme

1. What is the report about?

The report presents the Communities Scrutiny Committee with its draft forward work programme for members' consideration.

2. What is the reason for making this report?

To seek the Committee to review and agree on its programme of future work, and to update members on relevant issues.

3. What are the recommendations?

That the Committee considers the information provided and approves, revises or amends its forward work programme as it deems appropriate

4. Report details.

4.1 Article 6 of the Council's Constitution sets out each Scrutiny Committee's terms of reference, functions and membership, whilst the rules of procedure for scrutiny committees are laid out in Part 4 of the Constitution.

4.2 Denbighshire County Council's Constitution requires scrutiny committees to prepare and keep under review a programme for their future work. By reviewing and prioritising issues, members are able to ensure that the work programme delivers a member-led agenda.

4.3 For a number of years it has been an adopted practice in Denbighshire for scrutiny committees to limit the number of reports considered at any one meeting to a maximum of four plus the Committee's own work programme report. The objective of this approach is to facilitate detailed and effective debate on each topic.

4.4 The Committee is requested to consider its draft work programme for future meetings as detailed in appendix 1 and approve, revise or amend it as it deems appropriate taking into consideration:

- issues raised by members of the Committee
- matters referred to it by the Scrutiny Chairs and Vice-Chairs Group
- relevance to the Committee's/Council's/community priorities

- the Council's Corporate Plan and the Director of Social Services' Annual Report
 - meeting workload
 - timeliness
 - outcomes
 - key issues and information to be included in reports
 - officers and/or lead Cabinet members who should be invited (having regard to whether their attendance is necessary or would add value)
 - questions to be put to officers/lead Cabinet members
- 4.5 In addition, when considering items for inclusion on the future forward work programme members may also find it helpful to have regard to the following questions when determining a subject's suitability for inclusion:
- what is the issue?
 - who are the stakeholders?
 - what is being looked at elsewhere
 - what does scrutiny need to know? and
 - who may be able to assist?
- 4.6 As mentioned in paragraph 4.2 the Constitution of Denbighshire County Council requires scrutiny committees to prepare and keep under review a programme for their future work. To assist the process of prioritising reports, if officers are of the view that a subject merits time for discussion on the Committee's business agenda they have to formally request the Committee to consider receiving a report on that topic. This is done via the submission of a 'proposal form' which clarifies the purpose, importance and potential outcomes of suggested topics. No such proposal forms have been received for consideration by the Committee at the current meeting.
- Cabinet Forward Work Programme
- 4.7 When deciding on their programme of future work it is useful for scrutiny committees to have regard to Cabinet's scheduled programme of future work. For this purpose a copy of the Cabinet's forward work programme is attached at Appendix 2.
- Progress on Committee Resolutions
- 4.8 A table summarising recent Committee resolutions and advising members on progress with their implementation is attached at Appendix 3 to this report.

5. Scrutiny Chairs and Vice-Chairs Group

Under the Council's scrutiny arrangements the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating committee. In performing this role it can seek individual scrutiny committees to take ownership of specific topics. The Group has not

met since Communities Scrutiny Committee's last meeting on 18 April, therefore no items have been referred for consideration. Its next scheduled meeting is on 27 June.

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

Effective scrutiny will assist the Council to deliver its corporate priorities in line with community needs and residents' wishes. Continual development and review of a coordinated work programme will assist the Council in monitoring and reviewing policy issues.

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

Services may need to allocate officer time to assist the Committee with the activities identified in the forward work programme, and with any actions that may result following consideration of those items.

8. What consultations have been carried out?

None required for this report. However, the report itself and the consideration of the forward work programme represent a consultation process with the Committee with respect to its programme of future work.

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

No risks have been identified with respect to the consideration of the Committee's forward work programme. However, by regularly reviewing its forward work programme the Committee can ensure that areas of risk are considered and examined as and when they are identified, and recommendations are made with a view to addressing those risks.

10. Power to make the decision

Article 6.3.7 of the Council's Constitution stipulates that the Council's scrutiny committees must prepare and keep under review a programme for their future work.

Contact Officer: Scrutiny Coordinator
Tel No: (01824) 712554
Email: dcc_admin@denbighshire.gov.uk

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Communities Scrutiny Committee Forward Work Plan

Note: Items entered in italics have not been approved for submission by the Committee. Such reports are listed here for information, pending formal approval.

Meeting	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
4 July	1 Rhyl Going Forward (RGF) Programme (Quarterly Report)	To: (i) evaluate and monitor the Programme's progress and achievements in delivering its anticipated outcomes (including income generation figures); (ii) identify any slippages with the Programme's delivery; and (iii) consider the Council and its partners strategic long-term vision for Rhyl that the RGF Programme will contribute towards its delivery	Ensuring that the Programme: (i) has sufficient capacity, resources and the necessary commitment to deliver the intended outcomes for the Rhyl area; (ii) supports the future vision for Rhyl, and is conducive with the wider regeneration agenda for Denbighshire; and (iii) delivers a viable, sustainable future for the area and county in general, with improved long-term employment prospects and outcomes for residents	Tom Booty	September 2012
	2 Supporting People Strategy Update	As per Cabinet's request to consider the impact of the new Supporting People arrangements on the delivery and funding of Supporting People services in Denbighshire following the publishing of local authorities' 3 Year Spend Plans.	Identification of pressures caused by the new arrangements for the Supporting People Programme and potential solutions to alleviate any pressures identified	Sally Ellis/Anne Hughes-Jones	October 2012 (rescheduled February 2013)
	3 Condition of the County's Highways	To outline: (i) the present condition of the County's highways network and identify areas which	Identification of highways maintenance work which needs to be undertaken and the urgency of that work to enable it	Steve Parker/Tim Towers	February 2013

Communities Scrutiny Committee Forward Work Plan

Meeting	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
		require maintenance work (including work required in the aftermath of the snow event of March/April 2013); and (ii) the draft 3 year rolling programme of highways capital work	to be built into future service plans and budget setting processes.		
	4 Local Housing Strategy	To consider the final version of the revised the Local Housing Strategy, which provides strategic direction for the provision of housing in Denbighshire for the next 5 years.	Members contribute to developing an effective and viable Local Housing Strategy	Sue Lewis	October 2012 (rescheduled March 2013)
	5 Restructuring of the Highways and Environmental Services	To examine the impact of the recent reorganisation of the services on the Council's delivery of those services	To ensure that the new service structures support the Council's ambition to be close to the community and to deliver its corporate priorities in relation to the services delivered by the new Service	Hywyn Williams/Steve Parker	April 2013 (by SCVCG)
	6. Control of Caravan Sites	To present the proposed standard conditions and procedures developed by the Working Group for the purpose of controlling and monitoring caravan sites in both Denbighshire and Conwy as well as the feedback received at the Operators' Seminar	The development of a robust and collaborative approach to ensure that tourist sites contribute to the local economy and the delivery of the regeneration corporate priority	Graham Boase/Neil Jones (CCBC)	July 2011 (rescheduled Dec 2012 and February 2012)
12 September	1 Town and Area Plans (Quarterly Report)	To monitor the Council's performance in delivering its	(i) identification of any slippages with the plans'	Rebecca Maxwell	January 2013

Communities Scrutiny Committee Forward Work Plan

Meeting	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered	
		town plans and their benefit to the towns themselves and outlying communities	deliveries and actions to improve performance; (ii) assist the Council to come closer to its communities			
	2	Public Realm Strategy for Denbighshire County Council	To scrutinise the structure and content of this new strategy ahead of its presentation to Cabinet	To agree a Public Realm Strategy for presentation to Cabinet for approval and adoption	Hywyn Williams	April 2013 (by SCVCG)
	3	Snow Clearance Arrangements	To scrutinise the effectiveness of the arrangements for dealing with the snow event of March/April 2013 and the lessons learned from that event	The development of robust arrangements for similar events in future	Steve Parker/Tim Towers	April 2013
17 October	1	Rhyl Going Forward Programme (Quarterly Report)	To evaluate and monitor the Programme's progress and achievements in delivering its anticipated outcomes; and (ii) identify any slippages with the Programme's delivery	Ensuring that the Programme: (i) has sufficient capacity, resources and the necessary commitment to deliver the intended outcomes for the Rhyl area; (ii) supports the future vision for Rhyl, and is conducive with the wider regeneration agenda for Denbighshire; and (iii) delivers a viable, sustainable future for the area and county in general, with improved long-term employment prospects and outcomes for residents	Tom Booty	September 2012
	2	Anti-Fouling Strategy	To review the effectiveness of the strategy, marketing/communication strategy and action plan in	An understanding of the progress made to date with the Strategy and identify any shortcomings or amendments	Hywyn Williams	April 2013

Communities Scrutiny Committee Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
			delivering its objectives (report to include full costings of the campaign and enforcement action, impact of campaign, statistics, information on the number of legal cases pursued/outstanding and the costs associated with their enforcement (incl. costs awarded), comparison on the number of Fixed Penalty Notices (FPNs) issued with respect to dog fouling and litter (including income generated)	required to the Strategy at an early stage		
28 November	1	Community Covenant with the Armed Forces (Nov/Dec 2013)	To give an annual update on how the measures introduced under the covenant have supported the armed forces community in Denbighshire, and for the Committee to consider any changes to provision	Identification of improvements to the covenant and the formulation of recommendations to strengthen it	David Davies	Dec 2012
23 January 2014	1	Town and Area Plans (Quarterly Report)	To monitor the Council's performance in delivering its town plans and their benefit to the towns themselves and outlying communities	(i) identification of any slippages with the plans' deliveries and actions to improve performance; (ii) assist the Council to come closer to its communities	Rebecca Maxwell	January 2013
	2	Rhyl Going Forward Programme (Quarterly Report)	To evaluate and monitor the Programme's progress and achievements in delivering its anticipated outcomes; and	Ensuring that the Programme: (i) has sufficient capacity, resources and the necessary commitment to deliver the	Tom Booty	September 2012

Communities Scrutiny Committee Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
			(ii) identify any slippages with the Programme's delivery	intended outcomes for the Rhyl area; (ii) supports the future vision for Rhyl, and is conducive with the wider regeneration agenda for Denbighshire; and (iii) delivers a viable, sustainable future for the area and county in general, with improved long-term employment prospects and outcomes for residents		
6 March						
3 April	1	Town and Area Plans (Quarterly Report)	To monitor the Council's performance in delivering its town plans and their benefit to the towns themselves and outlying communities	(i) identification of any slippages with the plans' deliveries and actions to improve performance; (ii) assist the Council to come closer to its communities	Rebecca Maxwell	January 2013
15 May	1	Rhyl Going Forward Programme (Quarterly Report)	To evaluate and monitor the Programme's progress and achievements in delivering its anticipated outcomes; and (ii) identify any slippages with the Programme's delivery	Ensuring that the Programme: (i) has sufficient capacity, resources and the necessary commitment to deliver the intended outcomes for the Rhyl area; (ii) supports the future vision for Rhyl, and is conducive with the wider regeneration agenda for Denbighshire; and (iii) delivers a viable, sustainable future for the area and county in general, with	Tom Booty	September 2012

Communities Scrutiny Committee Forward Work Plan

Meeting	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
			improved long-term employment prospects and outcomes for residents		

Future Issues

Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
Community Infrastructure Levy (CIL)	To outline the proposals for implementing the CIL in Denbighshire	The development of an appropriate and effective CIL scheme for the County	Graham Boase/Angela Loftus	February 2013
Draft Flood Management Strategy [autumn 2013 SCVCG to determine the most appropriate scrutiny committee]	To consider the final draft version of the Strategy following public consultation	Pre-decision scrutiny and the formulation of recommendations to County Council with respect to approving the Strategy and its subsequent maintenance and monitoring arrangements	Wayne Hope	April 2013

For future years

Information/Consultation Reports

Information / Consultation	Item (description / title)	Purpose of report	Author	Date Entered
Information Report [action plan for 2013/14 asap, future action plan when WG response received] [July]	Play Sufficiency Assessment and Action Plan	(i) To detail the Welsh Government's (WG) response to the Council Assessment and Action Plan and inform members of any funding awarded by WG; and (ii) Provide the Committee with a copy of the revised action plan which includes agreed timeline for when the identified actions will be delivered	To ensure that the Council is fulfilling its statutory duties with respect to the provision of play opportunities for its children and young people, the identification of any gaps in the provision and the financial implications of meeting the statutory obligations	Jamie Groves/Siân Bennett/Rhian Roberts

Communities Scrutiny Committee Forward Work Plan

Note for officers – Committee Report Deadlines

Meeting	Deadline	Meeting	Deadline	Meeting	Deadline
4 July	20 June	12 September	29 August	17 October	3 October

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Cabinet Forward Work Plan

Appendix 2

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
25 June	1	Ruthin Area Primary Schools Review	To seek approval for starting a formal consultation period with Ruthin Primary schools	Yes	Cllr Eryl Williams / Jackie Walley
	2	Finance Update Report	To update Cabinet on the current financial position of the Council		Cllr Julian Thompson-Hill / Paul McGrady
	3	Mental Health Partnership	to ask Cabinet to consider and agree to a new partnership between the Council and BCU to deliver Adult Mental Health services to the citizens of Denbighshire.		Phil Gilroy/Cllr Bobby Feeley
	4	Cefndy Healthcare: Future Direction & Impact of Potential loss of DWP funding	To consider options in light of risks from loss of DWP funding & need to maintain employment for vulnerable & disabled people		Cllr Bobby Feeley / Phil Gilroy / Deborah Holmes-Langstone
	5	Outsourcing ICT Services to Schools	To give an overview of the tendering process, evaluation and scoring and request the final decision from Cabinet.	Yes	Cllr Eryl Williams / Jackie Walley / Stephanie O'Donnell

Cabinet Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
	6	Corporate Plan QPR: Quarter 4 2012/13	To monitor the Council's progress in delivering the Corporate Plan 2012 -17	Tbc	Cllr Barbara Smith / Tony Ward
	7	Final Budget Position and Revenue Outturn 2012/13	To update Cabinet on the final Budget Position and Revenue Outturn 2012/13	Tbc	Cllr Julian Thompson-Hill / Paul McGrady
	8	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention.	Tbc	Scrutiny Coordinator
	9	Day Services	To update Cabinet on changes to day services provided for older people	Yes	Phil Gilroy/ Cllr Bobby Feeley
30 July	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady
	2	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention.	Tbc	Scrutiny Coordinator
	3	Local Housing Strategy (Glyndwr University)	To consider a report by Glyndwr University	Tbc	Cllr Hugh Irving / Sue Lewis
	4	Local Housing Strategy	To consider the Local Housing Strategy	tbc	Cllr Hugh Irving / Sue Lewis
	5	The former North Wales	To approve a compulsory	Yes	Graham Boase

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
		Hospital: a Compulsory Purchase Order	purchase order for the former North Wales Hospital		
	6	Adult Safeguarding	To consider future options for the arrangements for Adult Safeguarding	Yes	Cllr Bobby Feeley / Phil Gilroy
3 September	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady
	2	Annual Performance Review 2012/13	To review the draft Annual Performance Review for 2012-13 and to recommend the report for adoption by full Council		Cllr Barbara Smith / Tony Ward
	3	Corporate Plan QPR: Quarter 1 2013/14	To monitor the Council's progress in delivering the Corporate Plan 2012 -17	Tbc	Cllr Barbara Smith / Tony Ward
	4	Vibrant and Viable Places - Funding bid for Rhyl Town Centre projects	To seek endorsement for the funding bid.	Yes	Cllr Hugh Evans / Tom Booty
	5	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention.	Tbc	Scrutiny Coordinator
24	1	Finance Report Update	To update Cabinet on the	Tbc	Cllr Julian Thompson-

Cabinet Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
September			current financial position of the Council		Hill / Paul McGrady
	2	Faith Based Provision	To note the findings of the formal consultation on the faith review and to consider whether to proceed to the publication of the proposal by way of statutory notice.	Yes	Cllr Eryl Williams / Jackie Whalley
	3	Response to the Consultation on Town and Area Plans	To consider the response to the consultation on town and area plans	Tbc	Cllr Hugh Evans / Rebecca Maxwell
	4	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention.	Tbc	Scrutiny Coordinator
29 October	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady
	2	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention.	Tbc	Scrutiny Coordinator
26 November	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
	2	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention.	Tbc	Scrutiny Coordinator
17 December	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady
	2	Corporate Plan QPR: Quarter 2 2013/14	To monitor the Council's progress in delivering the Corporate Plan 2012 -17	Tbc	Cllr Barbara Smith / Tony Ward
	3	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
14 January 2014	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady
	2	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention.	Tbc	Scrutiny Coordinator
18 February	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady
	2	Items from Scrutiny Committees	To consider any issues	Tbc	Scrutiny Coordinator

Cabinet Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			raised by Scrutiny for Cabinet's attention.		
25 March	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady
	2	Corporate Plan QPR: Quarter 3 2013/14	To monitor the Council's progress in delivering the Corporate Plan 2012 -17	Tbc	Cllr Barbara Smith / Tony Ward
	3	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
29 April	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady
	2	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention.	Tbc	Scrutiny Coordinator
27 May	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady
	2	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for	Tbc	Scrutiny Coordinator

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			Cabinet's attention.		
June	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady
	2	Corporate Plan QPR: Quarter 3 2013/14	To monitor the Council's progress in delivering the Corporate Plan 2012 -17	Tbc	Cllr Barbara Smith / Tony Ward
	3	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator

Note for officers – Cabinet Report Deadlines

<i>Meeting</i>	Deadline	<i>Meeting</i>	Deadline	<i>Meeting</i>	Deadline
<i>June</i>	11 June	<i>July</i>	16 July	<i>September (3)</i>	19 August

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Progress with Committee Resolutions

Date of Meeting	Item number and title	Resolution	Progress
18 April 2013	5. Rhyl Going Forward Update	<p>RESOLVED that –</p> <p>(a) <i>the progress report on implementing the Rhyl Going Forward Regeneration Strategy be received and noted, and</i></p> <p>(b) <i>a further progress report be received by the committee in July to include an overall strategic document detailing the long term vision for Rhyl.</i></p>	See Appendix 1 - next report scheduled into the Committee's forward work programme for July
	6. Denbighshire Play Sufficiency Assessment	<p>RESOLVED that –</p> <p>(a) <i>subject to members' comments above, the committee notes the content of the report and action plan and supports the commitment to Play Development in Denbighshire, and</i></p> <p>(b) <i>an information report be submitted to the committee to include the Welsh Government's response to the Play Sufficiency Assessment and action plan and whether any funding was being awarded by the Welsh Government together with a revised action plan to include agreed timescales for actions.</i></p>	Information report provisionally scheduled into the Committee's forward work programme for distribution during July (see Appendix 1)

7. Progress Report on Anti Dog Fouling Campaign	<p>RESOLVED that –</p> <p>(a) <i>subject to members’ comments above, the report highlighting the progress and impact of the approach to addressing the dog fouling issue in the county be received and noted, and</i></p> <p>(b) <i>a further progress report be received by the committee in approximately six months’ time to include full costings of the campaign and enforcement action, impact of the campaign, statistics, information on the number of legal cases pursued/outstanding, and comparison on the number of fixed penalty notices issued for dog fouling and littering.</i></p>	See appendix 1- report scheduled into the Committee’s forward work programme for October’s meeting
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