

To: Members of the County Council

Date: 31 March 2014

Direct Dial: 01824712589

e-mail: dcc_admin@denbighshire.gov.uk

Dear Councillor

You are invited to attend a meeting of the **COUNTY COUNCIL** to be held at **10.00 am** on **TUESDAY, 8 APRIL 2014** in **COUNCIL CHAMBER, COUNTY HALL, RUTHIN LL15 1YN**.

Yours sincerely

G Williams
Head of Legal and Democratic Services

AGENDA

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

1 APOLOGIES

2 DECLARATIONS OF INTEREST

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

3 URGENT MATTERS AS AGREED BY THE CHAIR

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

4 CHAIRMAN'S DIARY (Pages 5 - 6)

To note the civic engagements undertaken by the Chairman of the Council (copy attached).

5 MINUTES (Pages 7 - 16)

To receive the Minutes of the meeting of the county Council held on the 25 February, 2014 (copy attached).

6 REVISION OF THE ABSENCE POLICY (Pages 17 - 46)

To consider a report by the HR Business Partner (copy attached) introducing to full Council, the new Attendance at Work procedure for adoption.

7 AGILE WORKING POLICY (Pages 47 - 62)

To consider a report by the Head of HR and the HR & OD manager (copy attached) for the agreement of full Council to adopt the Agile Working Policy Statement.

8 PAY POLICY STATEMENT (Pages 63 - 88)

To consider a report by the Head of HR (copy attached) for full Council to approve the Pay Policy Statement to ensure the Council complies with its legal obligations under the Localism Act 2011.

9 CAPITAL PLAN (Pages 89 - 112)

To consider a report by the Head of Finance and Assets (copy attached) to provide full Council with an update regarding the Capital Plan including major projects and the Corporate Plan.

10 INDEPENDENT REMUNERATION PANEL FOR WALES (Pages 113 - 124)

To consider a report by the Head of Legal and Democratic Services (copy attached) to notify Members of the Panel's report, for Members to adopt the recommendations asked in the report and to decide upon the level of remuneration for the chair and Vice-Chair of Council for the financial year 2014/2015.

11 ARRANGEMENTS FOR THE ELECTION OF CHAIR AND VICE CHAIR OF COUNCIL (Pages 125 - 126)

To consider a report by the Head of Legal & Democratic Services (copy attached) recommending that Council agrees the proposed Chair and Vice Chair for the municipal year 2014 to be formally elected at the Council's Annual meeting on 13 May 2014.

12 NOTICE OF MOTION (Pages 127 - 128)

To consider the following Notice of Motion submitted by Councillor Gwyneth Kensler:

“We call on the Council to ban the release of sky lanterns from land in the ownership of Denbighshire County Council”.

13 COUNTY COUNCIL FORWARD WORK PROGRAMME (Pages 129 - 134)

To consider the Council’s Forward Work Programme (copy attached).

MEMBERSHIP

Councillors

Councillor Raymond Bartley (Chair)

Councillor Brian Blakeley (Vice-Chair)

Ian Armstrong
Joan Butterfield
Jeanette Chamberlain-Jones
Bill Cowie
Ann Davies
James Davies
Meirick Davies
Richard Davies
Stuart Davies
Peter Duffy
Hugh Evans
Peter Evans
Bobby Feeley
Carys Guy
Huw Hilditch-Roberts
Martyn Holland
Colin Hughes
Rhys Hughes
Hugh Irving
Alice Jones
Huw Jones
Pat Jones

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

COPIES TO:

Press and Libraries
Town and Community Councils

This page is intentionally left blank

Agenda Item 4

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

20.02.14 - 18.03.14

Dyddiad / Date	Digwyddiad / Event	Lleoliad / Location
20.02.14	Croesawu Gweinidog Addysg a Sgiliau I'r Ysgol Uwchradd Welcome the Minister for Education & Skills to the High School	Rhyl
21.02.14	Gwobrwyo Enillwyr Cystadleuaeth Dydd Gwyl Dewi Presentation to the winners of the St David's Day competition	Rhuthun Ruthin
27.02.14	Croesawu Gweinidog Llywodraeth Leol a Busnes y Llywodraeth i'r Llyfrgell newydd Welcome the Minister for Local Government and Government Business to the new Library	Prestatyn
28.02.14	Noson Elusennol Uwch Sirydd Clwyd High Sheriff of Clwyd Charity Night	Llangollen
04.03.14	Noson Wobrwyo 'Euroscola' 'Euroscola' Awards Evening	Rhuthun Ruthin
06.03.14	Parti Plant a Pobl Ifanc Children & Young People's Party	Rhuddlan
07.03.14	Cinio Elusennol Maer Llanelwy Mayor of St Asaph's Charity Dinner	Llanelwy St Asaph
10.03.14	Codi Fflag y Gymanwlad Fly the Flag for the Commonwealth	Rhuthun Ruthin
13.03.14	Ymweliad gan Gyngor 2 Ysgol Gynradd Visit from 2 Primary School Councils	Rhuthun Ruthin
13.03.14	Seremoni Dinasyddiaeth Citizenship Ceremony	Rhuthun Ruthin
14.03.14	Cinio Elusennol Cadeirydd Sir y Fflint Flintshire Chairman Charity Dinner	Yr Wyddgrug Mold
18.03.14	Gêm Rhyngwladol Beldroed dan 15 Cymru - Gwlad Pwyl Under 15 International Football Game Wales - Poland	Rhyl

This page is intentionally left blank

Agenda Item 5

COUNTY COUNCIL

Minutes of a meeting of the County Council held in Council Chamber, County Hall, Ruthin LL15 1YN on Tuesday, 25 February 2014 at 10.00 am.

PRESENT

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

ALSO PRESENT

Chief Executive (MM), Corporate Director: Modernisation and Wellbeing (SE), Head of Legal & Democratic Services (GW), Head of Customers and Education Support (JW), Head of Finance and Assets (PMc), Head of Strategic HR (LA), Project Manager, NE Hub (JE), Democratic Services Manager (SP) and Committee Administrator (SLW)

1 APOLOGIES

Apologies for absence were received from Councillors Ian Armstrong, Stuart Davies, Martyn Holland, Win Mullen-James, Merfyn Parry and Cheryl Williams

WELCOME

The Chair extended a welcome to the full Council meeting of Denbighshire County Council.

At this juncture, the Chair accepted a petition from Councillor Huw Williams, on behalf of the children and parents of Llanbedr school.

The Chair proceeded to pay tribute to the Corporate Director: Modernisation and Wellbeing (CD: M&W), Sally Ellis who was retiring at the end of February 2014. The four political group leaders and the Lead Member for Social Care and Children's Services all paid tribute to the CD:M&W. A presentation was made and the CD:M&W gave a speech of thanks.

2 DECLARATIONS OF INTEREST

Councillor Geraint Lloyd Williams declared a personal interest for Item 9, Domestic Abuse and Disclosure & Barring Service Policies.

Councillor Huw Hilditch-Roberts declared a personal interest for item 10, Flexible Retirement Policy.

3 URGENT MATTERS AS AGREED BY THE CHAIR

No urgent matters.

4 CHAIRMAN'S DIARY

A list of civic engagements undertaken for the Council by the Chair and Vice Chair for the period 22 January 2014 to 18 February 2014, had been circulated prior to the meeting.

The Chair informed Members of the "Marsh Tracks" in Rhyl and what an amazing facility it was. The Chair extended thanks to all officers and staff involved with the facility.

A competition had been held for primary school children to design a flag to denote what St. David's Day meant to them. Also to write a poem. The two winners of the competition had attended County Hall with their parents. The flag had been raised until after St. David's Day, whereupon it would be presented to the winner of the competition. The Poem had been printed and framed and presented to the winner.

RESOLVED that the list of civic engagements undertaken for the Council by the Chair and Vice-Chair be received and comments of the Chair be noted.

5 MINUTES

The Minutes of the Council meeting held on 27 January, 2014 were submitted.

Councillor Gareth Sandilands stated he had declared a personal interest in Item 7, Budget for 2014/15, but this had not been included in the minutes. The correction would be noted.

RESOLVED that subject to the above, the minutes of the Council meeting held on 27 January 2014, be confirmed as a correct record.

6 APPROVAL OF BUSINESS CASE FOR RHYL NEW SCHOOL PROJECT

The Lead Member for Education, Councillor Eryl Williams, introduced the report (previously circulated) to provide an update of the current position with regard to the Council's submission of the Final Business Case for Rhyl New School, to the Welsh Government

At this juncture, the Head of Customers and Education Support (HofC&E) showed a presentation of the design of the Rhyl New School. The video had not been finalised but showed Members the layout and design.

The Rhyl New School project would be a community school providing a new school building for Rhyl High School to serve up to 1200 pupils in mainstream education

whilst also housing approximately 45 pupils from Ysgol Tir Morfa, the community special school in Rhyl.

The Business Case had been attached to the report (previously circulated). The Business Case would seek 50% funding from the Welsh Government. This would mean £12,293,050 would be required from Denbighshire County Council. The sum would be covered within the overall Corporate Plan and Capital Plan.

Following receipt of a condition survey, it had been agreed that the existing Leisure Centre would continue to be used by Rhyl High School and by Ysgol Tir Morfa for the delivery of the PE curriculum. This would enable the focus to be on improving the existing facilities rather than building another asset.

There had been extensive consultation with the school communities of Rhyl High School and Ysgol Tir Morfa in the development of the project. This had included a number of neighbourhood consultation meetings to discuss the emerging designs for the new school buildings. There had also been engagement with the Rhyl Member Area Group and Rhyl Town Council on the progression of the project.

The Members extended thanks to the Lead Member for Education, the HofC&E and her team, for all their hard work.

RESOLVED that Council approve the Business Case for the Rhyl New School prior to determination by the Welsh Government.

7 COUNCIL TAX 2014/ 15 AND ASSOCIATED MATTERS

The Lead Member for Finance & Assets, Councillor Julian Thompson-Hill, introduced the report (previously circulated) to set the levels of Council Tax for 2014/2015.

In adopting the resolutions of the Council budget meeting of the 27 January 2014, it was necessary for the Council to pass further resolutions in a particular form to ensure that the Council Tax and its associated matters were legally valid.

Following discussions, Members agreed the recommendations within the report.

RESOLVED that:

- (i) County Council as the Billing Authority considered the precepts received from the Police & Crime Commissioner for North Wales and the Town/Community Councils and declared the Council Tax levels for the 2014/2015 financial year.*
- (ii) The amounts calculated by the Council for the 2014/2015 financial year, in accordance with Sections 32 to 34 (1) of the Local Government Finance Act 1992 (the Act) and Alteration of Requisite Calculations (Wales) Regulations 2008 be as Appendix A section 3.*
- (iii) The amounts calculated by the Council for the 2014/2015 financial year, in accordance with Sections 34 (2) to 36 (1) of the Local Government Finance Act 1992 (the Act) be as Appendix A section 4.*

(iv) That the amounts of Council Tax for the 2014/2015 financial year for each of the categories of dwellings be shown in Appendix C.

(v) That the level of discount for Class A, B and C as prescribed under the Council Tax (Prescribed Class of Dwellings) (Wales) Regulations 2004 be set at zero for the financial years 2014/2015, 2015/2016 and 2016/2017 being the term of this Council with the caveat that this is dependent on no changes to Legislation or local conditions.

8 TREASURY MANAGEMENT STRATEGY STATEMENT (TMSS) 2014/ 15 AND PRUDENTIAL INDICATORS 2014/ 15 TO 2016/ 17

The Lead Member for Finance and Assets, Councillor Julian Thompson-Hill, introduced the report (previously circulated) for Members to approve the Treasury Management Strategy 2014/2015 and the Prudential Indicators 2014/2015 to 2016/2017.

Treasury Management involved looking after significant sums of the Council's cash which had been a vital part of the Council's work. It required a sound strategy and appropriate controls to safeguard the Council's money to ensure that reasonable returns on investments were achieved and that debt was effectively and prudently managed.

Council adopted the revised CIPFA Code of Practice on TM (November 2011) at its meeting on 28 February 2012. It was a requirement of that Code for a Treasury Management Strategy Statement to be approved each financial year.

The Council had approved an ambitious Corporate Plan showing substantial investment in delivering its priorities over the next five years. It was vital that the Council had a robust and effective Treasury Management function underpinning the investment in all other activities.

When investing, the Council's priorities were to:

- Keep money safe (security)
- Make sure the money could be accessed when needed (liquidity), and
- Ensure a decent rate of return (yield).

Councillor Eryl Williams stated there had been a vision whereby a process could be commenced in the next year or so for Denbighshire to build their own houses. Councillor Williams proposed a Forum be established to enable indepth discussion on this issue.

The Head of Finance and Assets confirmed additional information would be required from the Welsh Government prior to commencement of the Forum.

RESOLVED that Council approves:

(i) The Treasury Management Strategy Statement

(ii) The setting of the Prudential Indicators for 2014/2015, 2015/2016 and 2016/2017

- (iii) *The Minimum Revenue Provision Statement, and*
(iv) *That all seven Assembly Members for Denbighshire be asked to lobby for an equitable change to the Housing Revenue Account finance system which ensures that local authorities who have achieved the Welsh Housing Quality Standard are not penalised with regard to the amounts they are able to invest in the future.*

9 DOMESTIC ABUSE AND DISCLOSURE & BARRING SERVICE POLICIES

The Lead Member for Modernising and Performance, Councillor Barbara Smith, introduced the Domestic Abuse Policy and Disclosure & Barring Service Policy report (previously circulated).

Domestic Abuse Policy

The Welsh Government commissioned the 10,000 Safer Lives Project to ensure that all relevant service providers and organisations were able to identify the signs of domestic abuse and were able to effectively support individuals who experienced domestic abuse.

Members raised the issue that the Policy did not include male members of staff. Statistics were available which stated 1 in 6 men suffer violence from their partners. It was suggested and agreed that men should also be included within the Policy.

The Policy detailed Denbighshire County Council's condemnation of any form of domestic abuse, violence against women and sexual violence and recognised it was both a crime and unacceptable.

The Policy detailed the responsibility of Managers, HR and other employees along with what support the victim/survivor could expect from the Council. It provided Managers with clear guidance on what they should do if an employee disclosed to them that they had been subjected to domestic abuse, violence or sexual violence.

Within the Policy document was a very useful section of the practical support that the Council could offer to an employee which would ensure that those experiencing domestic abuse and sexual violence were able to work in a safe and supported workplace.

Discussion took place and the following points were raised:

- Obtaining legal advice by the victim/survivor could be a very time consuming process and it was hoped by Members that HR took a lenient view on a Member of staff requesting time off to attend Solicitor or Court appointments.
- As it was a problematic and sensitive issue, it could be difficult for a member of staff to open up about their private life. Extensive training would be required by Managers. It was suggested a dedicated person be in place, with whom employees felt comfortable and confident speaking to. It was agreed the single point of contact would be looked into although it did not need to be included in the Policy, it would become part of the training provided.

- The AM for Alyn and Deeside, Carl Sargeant had invited Local Authorities to become Corporate supporters of the White Ribbon Campaign. It was agreed that information regarding the White Ribbon Campaign would be shared with the Group Leaders and it would not be necessary for it to be reported back to County Council.

Disclosure and Barring Service Policy

The Disclosure and Barring Service (DBS) replaced the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) and the policy had been developed to meet the changes required as a result of the merger. The new Policy complied with the DBS Code of Practice.

RESOLVED that County Council:

- *Adopt the Domestic Abuse, Sexual Violence Policy, and agree that appropriate training on the Policy be rolled out to all Managers within the authority*
- *Agree in principle to support the White Ribbon Campaign subject to officers researching the commitments required of the Council as a corporate supporter of the campaign and report back to Group Leaders, and*
- *Adopt the Disclosure and Barring Service Policy.*

10 FLEXIBLE RETIREMENT POLICY

The Lead Member for Modernising and Performance, Councillor Barbara Smith, introduced the Flexible Retirement report (previously circulated).

Members of the Local Government Pension Scheme had a right to apply for flexible retirement. This was where an employee over the age of 55, could request a change to the nature and intensity of their work and receive their pension whilst continuing to work and receive a salary. The purpose of flexible retirement was to facilitate a gradual move into retirement.

Negotiations regarding the Flexible Retirement Policy had been ongoing for over 12 months. Both the Trade Unions and Management agreed on recommendation a) that a minimum reduction in hours or pay of 20% was introduced. However, no agreement had been possible on element b) regarding the maximum length of time between granting flexible retirement and retirement.

The Local Joint Consultative Committee (LJCC) had considered the proposals formally on three occasions and despite detailed discussions had not been able to reach an agreed position with the Trade Union representatives. The previous meeting of LJCC agreed to refer the proposals to Council with a recommendation to adopt despite the failure to agree.

Councillor Colin Hughes proposed a motion that the definitive retirement date should be no more than 36 months from the date of flexible retirement with a further 12 months in exceptional circumstances. This had been seconded by Councillor Joan Butterfield.

A vote took place for members to agree or disagree to the amendment. The vote was lost and the amendment was not carried.

Members voted on the recommendations contained within the report, and it was,

RESOLVED that County Council adopt:

- (a) *The introduction of a minimum reduction – this reduction should equate to a minimum of 20% reduction in either hours or pay.*
- (b) *The introduction of a retirement plan with the employee which will give a definitive date at which the employee will take full retirement. The definitive retirement date should be no later than 24 months from the date of flexible retirement with the option to have this reviewed at the end of the period and extended for a further 12 months in exceptional circumstances if this meets the needs of the business and the individual.*

EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under Section 100A of the Local Government Act 1972, the Press and Public be excluded from the meeting for the following items of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

11 NORTH WALES RESIDUAL WASTE TREATMENT PROJECT (NWRWTP)

The Lead Member for Public Realm, Councillor David Smith, introduced the North Wales Residual Waste Treatment Project (NWRWTP) report (previously circulated).

The Lead Member confirmed the NWRWTP report had previously been presented at Cabinet, Council Briefing and Scrutiny Committee. The recommendations had been agreed at all meetings.

Discussion took place and it was,

RESOLVED that Council

- (a) *Approve the award of Preferred Bidder status to Wheelabrator Technologies Inc (WTI), on the basis that following a rigorous dialogue and negotiation with WTI, the Call for Final Tender (CFT) bid submitted by WTI represents value for money for the partnership; and that following detailed financial, legal and technical evaluation of WTI's CFT bid, the partnership is satisfied with the risk balance proposed with the contract "Project Agreement".*
- (b) *Grant authority to the North Wales Residual Waste Committee to take all necessary steps to take the process forward with WTI from Preferred Bidder through to Financial Close, and award the contract.*
- (c) *Commit to the Partnership and the project by adopting, along with the other four councils, the principles in the second Inter-Authority Agreement which reflect the key terms of the Project Agreement to be entered into by the Lead Council with the Preferred Bidder on Contract Award.*

- (d) *Delegate authority to the Lead Chief Executive of Flintshire to finalise the second Inter-Authority Agreement for signing by the constituent authorities take into account the views of all constituent authorities and to refer back to the Joint Committee for approval any material departures from the agreed principles.*
- (e) *Agree to sign the second Inter Authority Agreement once it has been finalised in accordance with the above procedure.*
- (f) *Approve the proposed 2013/14 revised project budget of £595,558, together with the proposed expenditure of £321,066 for 2014/15, to take the procurement process to the final stage of Financial Close (both as set out in appendix 5).*
- (g) *Delegate the authorisation of ongoing budget requirements to the NWRWTP Joint Committee.*

OPEN SESSION

Upon completion of the above business, the meeting resumed in open session.

12 COMMITTEE TIMETABLE 2014/ 15, ANNUAL REVIEW OF POLITICAL BALANCE AND APPOINTMENT OF SCRUTINY CHAIRS

The Democratic Services Manager presented a report (previously circulated), which asked Council to determine a number of issues relating to the organisation of County Council meetings.

It was necessary for Council to approve a timetable for 2014/15 to enable meeting venues and resources to be confirmed, to publicise the timetable and to populate the Members' diary. As the new municipal year started in May, it was also appropriate for Council to consider changes in political balance and be aware of how Scrutiny chairing arrangements worked.

Some members had voiced suggestions that extending the timetable to cover a longer period would be helpful. A discussion took place and it was agreed that a timetable covering an 18 month period on a rolling basis would be preferable.

Members suggested that the following Committees also be included within the Committee Timetable:

- Fostering and Adoption, and
- Corporate Parenting.

RESOLVED that Council approves the draft timetable and agreed the merit of extending the timetable to 18 months on a rolling basis.

13 COUNTY COUNCIL FORWARD WORK PROGRAMME

The Head of Legal & Democratic Services introduced the Council's Forward Work Programme (previously circulated).

Independent Remuneration Panel for Wales to be added to the Council FWP for 8 April 2014.

RESOLVED that subject to the above, the Council Forward Work Programme be approved and noted.

The meeting concluded at 1.20 p.m.

This page is intentionally left blank

Report To: Council

Date of Meeting: 8th April 2014

Lead Member / Officer: Councillor Barbara Smith

Report Author: Julie Worrall, HR Business Partner

Title: Attendance at Work Procedure

1. What is the report about?

Over the last 12 months HR supported by Jamie Groves (Head of Service for Communications, Marketing and Leisure) have undertaken a significant review of Absence Management across the organisation.

This review has included considering the relevance and application of the current policy, the understanding managers have regarding managing absence, the roles undertaken within the current process by managers, employees, HR and Occupational Health (OH). This has included reviewing best practice from other public and private sector organisations who manage absence successfully – this has been determined by either a reduction in days lost related to absence within the workplace or maintenance of lower average days lost related to absence within the workplace for a sustainable period.

2. What is the reason for making this report?

To introduce the new Attendance at Work procedure that will allow the organisation to manage absence in a more proactive way, aiming to reduce the average days lost per employee across the organisation and therefore increasing productivity and service delivery for our customers and that the cost of absence is reduced.

3. What are the Recommendations?

That Full Council agrees to adopt the Attendance at Work Procedure.

4. Report details.

Throughout the project's life feedback has been gathered from managers concerning the size, accessibility and interpretation of the current procedure. The main areas that have been highlighted where understanding and practice vary significantly are:

- Calculation, interpretation and use of the Bradford Factor Formula
- Understanding and use of the Health Management Panel
- Referral to and role of OH.

The new procedure focuses on addressing these concerns and presenting a clear and structured process for managers to follow and employees to understand. The main changes are:

- Introduction of Trigger levels – 4 main triggers that should an employee meet they will be entered into an absence capability process.
- More autonomy of decision making for the services by the removal of the Health Management Panel (this is currently a panel that meets monthly, therefore there are time lags in decision being supported or questioned). It is proposed that instead there will be an inbuilt audit process where cases are escalated within the Services Management Team, and if a Head of Service has been involved in the case prior to the escalation then a peer is asked to review the process undertaken.
- The introduction of 3 clear absence capability stages that allow for attendance targets to be set and monitored for a defined period.
- There is a review of the provision of OH with a new structure and definition of the roles under consultation with SLT. The purpose of the provision is to support attendance at work and assist services in understanding absence causes, trends and how to prevent or reduce absence from occurring.

A copy of the policy is attached in Appendix A.

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

The agreement and implementation of the revised procedure will allow the Council to manage its workforce in order to achieve the corporate priorities, by improving attendance at work therefore increasing productivity, service and reducing costs.

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

There will be no additional costs with the procedure and implementation. There is an expectation that the new procedure will produce a reduction on the cost of absence and therefore allow services to create efficiency savings and increase service delivery.

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

A copy of the EIA is attached in Appendix B for information.

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

Throughout the project and development of the new procedure there have been discussions and updated with the HR Lead Member, Councillor Barbara Smith and also Councillor Bobby Feeley has participated in discussions through absence reviews within her service areas of Adult Services and Children and Family Services.

The changes to the policy have been distributed for consultation with the Council's

Senior Leadership Team and recognised Trade Unions. The policy will be presented to LJCC on the 2nd April 2014 with a recommendation that it is presented to Full Council for adoption.

9. Chief Finance Officer Statement

Ensuring that the Council has low levels of sickness absence will support the need to become more efficient given the long term financial pressures the Council is facing. There are no significant cost implications resulting from the proposed changes to the Attendance at Work procedure. The Chief Finance Officer and Head of HR have been updated and consulted on the development of the new procedure.

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

The proposed changes have addressed the risk of inconsistent application of the procedure by the provision of guidance on how managers determine outcomes of discussions. In addition there will be specific training sessions and support provided by HR and Jamie Groves and his management team in the early implementation of the procedure to ensure managers have a full understanding of their role.

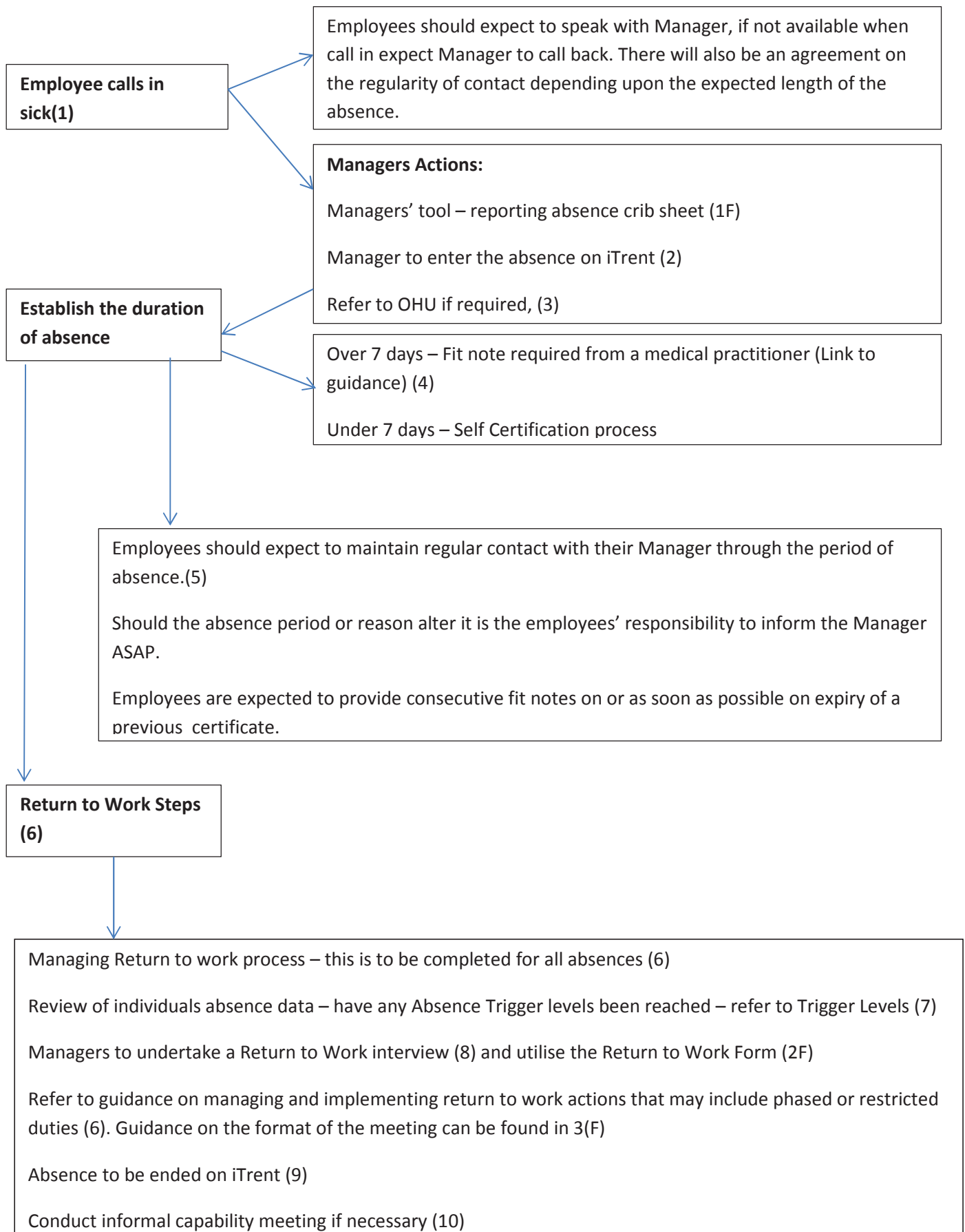
11. Power to make the Decision

Power to make the decision is s112 Local Government Act 1972.

This page is intentionally left blank

ATTENDANCE AT WORK PROCEDURE – Part 1

Non Attendance at Work Flowchart



ATTENDANCE AT WORK PROCEDURE

SUPPORTING PARAGRAPHS - Part 1

1. Initial Contact:

- If an employee calls to notify their absence from work and they do not speak with their manager, they should expect that their manager returns the call to seek further understanding of the absence.
- Employees are expected to call in to report their absence from work as early as possible, and definitely within the first hour of expected attendance at work.
- Employees should expect their managers to ask them a number of questions when they are reporting an absence from work. These questions may be revisited by the managers on all calls that follow the initial absence reporting.

1 (F) Reporting Absence Form – (link to form)

2. Reporting and Recording Sickness Absence

- All absence is to be recorded on ITrent. It must be entered on notification of absence, updated as received and at the end of the absence period.
- It is important that the correct reason for the absence is captured in the system.
- Fit notes are to be held securely by the manager in line with the DCC and data protection act rules on holding information.

[Link to Guidance](#)

3. Occupational Health Referrals

Criteria for referring an employee to Occupational Health:

- Employees reporting an absence from work due to:
 - Musculo skeletal condition
 - Back related condition
 - Stress, depression, anxiety
- Employees absent from work for 2 weeks or more; should the absence be short term and progress to mid or long term and employee should be immediately referred.
-

How to refer:

The [OHU referral form](#) is located on the HR Direct intranet page under forms.

For employees with a condition or duration of absence that requires immediate referral the form can be activated in ITrent at the same time as recording the absence. Guidance for completing this can be found [here](#) or on the HR Direct intranet pages.

Managers need to provide enough information to the OHU team concerning the employee's reason for absence and any other relevant wider circumstances that are applicable.

To facilitate the OHU teams review of the employee's absence, Managers should make it clear what they would like the OHU intervention to involve i.e.:

- Establish detailed understanding of absence type and cause so OHU and Manager can review the next steps as appropriate
- Manager can gain a full (as appropriate) understanding of the condition and duration to support them in exploring opportunities such as:
 - Supported return to work options, including restricted/light duties/phased hours
 - Alternative duties (within team, service or organisation)
 - Home working

OHU are required to work with Managers to ensure there is a full understanding of what an employee can undertake so Managers can make informed recommendations based on business practicalities.

OHU and Managers are expected to professionally seek clarification and challenge views based on each parties understanding of the situation. This is to ensure employees are fully supported within the context of their health and wellbeing and ability to attend work.

Should an employee refuse to attend OHU appointments or interact with the OHU team, it will be considered that the employee is being obstructive to the overall ability for a Manager to support the employee and consider all aspects of the absence in a fully informed way. Any decisions concerning the employee's future employment will be made considering the information available at that time. In addition should the information be vital to the Manager being able to review the employee's absence and situation, then removal of enhanced sick pay can be considered at this point.

If an employee repeatedly does not attend scheduled OHU appointments after two non-attendances the employee can be charged for their non-attendance for any future appointments unless a reasonable notice or explanation can be provided. Repeated non-attendance can also result in the removal of enhanced sick pay.

4. Fit Notes

Employees must provide a fit note from their GP on the 8th day of absence and from then on until they return to work. There must be no gaps in dates between fit notes i.e. if a term time only employee is absent over half term, the fit note should cover this week as well.

Failure to supply fit notes will result in sick pay being stopped as the absence will be deemed as unauthorised absence, which can ultimately result in disciplinary.

It should be noted that fit notes are considered guidance from the GP to the employer and whilst advice stated must be considered, there may be times where it is not possible to adhere to it. ([Link to Guidance on fit notes.](#))

5. Contact During Absence from Work

Employees are expected to make and maintain regular for the duration of the absence with their manager. Failure or refusal to maintain this contact and or the provision of any supporting documentation if requested without exceptional circumstances could be considered as a conduct issue and may result in disciplinary processes being taken.

6. Returning to Work

There are a number of options available when an employee is intending to return to work. For an employee who has been off with a short term absence with no long term or ongoing effects they will be expected to return to work to their normal hours and role immediately. For an employee who has been off for a short, mid or long term period who either has outstanding effects and/or needs time to readjust to returning to work or managing on-going aspects, the Manager and employee can explore how and what the return to work involves, such as:

- Adjustments to the working environment – temporary or permanent.
- Flexible working i.e. hours of work, patterns of work.
- Phased / managed return to work – these need to be appropriate to allow the person to contribute to the role they are returning to, but support a sustained return supporting the employee's ongoing health. These are not typically any longer than 4 weeks, unless exceptional circumstances. Managers can seek guidance from OHU.
- Alternative employment either on a temporary or permanent basis.

If an employee wishes to return to work in the duration in which they have been signed off via a 'fit note' from a medical practitioner, they do not need to be 'signed back' to work. However if the employee works in a position where there is a need to ensure the employee is fit to undertake their role safely, e.g. DVLA rules re LGV/PCV drivers; it is appropriate for the employee to ask a medical practitioner to provide them with a medical certificate declaring they are fit to return to their permanent duties.

7. Absence Trigger Points

It is a manager's responsibility to address any concerns about an employee's level of non-attendance, **regardless** of whether they have hit any of the triggers. Employees should expect managers to be questioning their absence from work, the reasons, reviewing the use as appropriate of annual leave, flexi and workload at all stages when they have been absent from work.

Managers have ready access to absence data on their teams through the Absence Dashboard and ITrent. For schools monthly reporting provides current data on their schools absence data.

Trigger levels:

- 3 separate sickness absences of any duration in a 3 month period
- 5 separate sickness absences or a total of 12 days (pro rata for part time employees) absence in a 12 month period
- A pattern of absence that causes concern (i.e. regularity, day of week or type of absence)
- Single episode of 4 continuous weeks or more.

8. Return to Work Interviews

It is important that managers prepare for the return of an employee to the workplace. Managers need to ensure that they are fully aware of the terms that an employee is expecting to return to work under and that they completely consider if these expectations are reasonable and acceptable for the service. For employees who may be covered by the Equality Act 2010 managers are advised to seek HR support in reviewing the return to work process.

Managers are expected to hold a formal return to work meeting with the employee **no matter how long they have been away from the workplace for.** 2(F) [Return to work form](#)

9. Absence to be closed off on iTrent(link to guidance)**10. Guidance for Managers – Informal Attendance Capability meeting guidance**

The focus of this meeting should be on helping the employee improve their attendance at work in a positive way. Managers should:

- The meeting should be confidential, on a one-to-one basis and the employee should understand the content of the meeting prior to attending.
- Attendance issues must be discussed with employees as part of their return to work meetings.
- A Manager can use the return to work meeting as an alternative to a separate meeting, they need to ensure the employee is aware of the context prior to the meeting.
- The outcome of the guidance meeting should be confirmed in writing and given to the employee. A copy should also be kept on the employee's record file for a period of 12 months.

During the lifespan of the guidance (12 months), the guidance meeting can be referred to in the event further concerns arise – provided the concerns are connected.

Preparation for the meeting should include:

- Manager prepares all of the information concerning non attendance history to demonstrate the fact that the employee has met one of the trigger levels.
- Ensure adequate time is put aside for the meeting.

- Ensure that an appropriate confidential area is available for the meeting.

During the meeting:

- Manager to share concerns relating to non attendance at work. This should be undertaken in a positive and supportive manner, whilst asking for an explanation and encouraging the employee to engage in the discussion using open questions.
- Define the areas that are of concern e.g. – number of days, type of absence, pattern of absence.
- Explore any contributory factors with the employee's work related problems, personal problems, work-life balance etc. Discuss any possible solutions that are available to the employee, things that they can own or can have support from other services to manage.
- Even for those who have returned to work, should the problems not have been fully managed, offer access to services or support, seek advice from OHU should it be helpful to ensure the employee is supported and can remain in work.
- Consider the re-referral of the employee to OHU should there be outstanding aspects that need to be supported. The service supports employees in the workplace as well as whilst they are off work.

Managers Tool – Recording the Reporting of an Absence from Work (1F)

Employee Name			
Date		Time	
Manager Name			
1. Nature of Illness – what is the exact nature or a broad indication of illness			
2. Anticipated length of absence – estimated			
3. GP/Specialists Appointment arranged? Date			
4. Details of urgent or outstanding work – present position			
5. Agree regularity of contact – when be updated on absence position. Explain to the employee that there is an expectation to have regular contact with them. Agree a timescale that is appropriate in line with the type of absence. i.e. cold/stomach bug every 1 / 2 days. Shingles – viral type absence – 4 / 5 days.			
6. Does the individual need to be referred to OHU – inform employee referral will be made (Stress, depression, anxiety / back / muscular condition / Long term sickness likely)			
7. Work related stress absence – offer employee the opportunity to meet to discuss the cause of the stress and to complete the stress questionnaire with you. Try to establish an early date to carry this out. Guidance on this process can be provided by HR.			
8. Enter absence on I-trent. Ensure that if long term sickness recorded if appropriate. OHU referral can be completed from I-trent.			
9. Discuss alternative roles / flexible working / home or agile working opportunities with the individual should their condition allow them to work differently.			
Follow up call one – Revisit questions from first call to ensure up to date position			

Follow up call two
Follow up call three
Follow up call four

Return to Work Interview Form (2F)

RETURN TO WORK INTERVIEW FORM	
<p>This form is to be completed by the Employee's Supervisor/Line Manager, in the company of the employee; immediately upon his/her return to work following sickness absence.</p> <p>Forms should be completed in block capitals, and returned to your Personnel Section, in an envelope marked "STRICTLY CONFIDENTIAL". <i>A copy of this form must be given to the employee.</i></p> <p>A RETURN TO WORK INTERVIEW IS A MEETING IN WHICH TO SHARE INFORMATION AND AID THE MANAGEMENT OF SICKNESS ABSENCE.</p>	
SECTION 1 – EMPLOYEE DETAILS	
<p>Surname :..... Forename(s) :(1)(2).....</p> <p>Staff No :..... Job Title :</p> <p>Directorate/Department/School:</p>	
SECTION 2 – SICKNESS ABSENCE DETAILS	
<p>1. Date employee fell ill (Absence Start Date) :day/...../20.....</p> <p>2. Last day of sickness (Absence End Date) :day/...../20.....</p> <p>3. Return to Work Date: :day/...../20.....</p> <p>4. Number of working days/hours lost : day(s)/hours* *Indicate as appropriate</p> <p>5. Stated reason for sickness absence :</p>	
SECTION 3 – SICKNESS ABSENCE CERTIFICATION DETAILS	
<p>1. Did the employee telephone their Supervisor/Line Manager? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, why not?</p> <p>2. Did the employee make contact within the correct timescales? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, why not?</p> <p>3. Was the sickness absence self certified? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>4. Did the employee submit a doctor's medical certificate(s)? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p> <p>5. Did the certificate(s) cover the whole period of absence? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p> <p>6. Were medical certificates provided within the correct timescales? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A If not, why not?</p>	
SECTION 4 – SICKNESS ABSENCE INTERVIEW DETAILS	
<p><i>During the interview, the following details need to be shared with your employee:</i></p> <p><i>The employee's Bradford Factor points are /School Trigger Point is :</i></p> <p><i>Number of days lost due to Sickness over the last 12 months is :</i></p> <p><i>Number of instances of sickness absence over the last 12 months is :</i></p> <p><i>Any patterns of absence developing?:</i></p>	

SECTION 4 - INTERVIEW DETAILS (continued)

1. Is the employee fully recovered? YES NO
 If NO, what work related problems might this cause?

2. Has the employee a known health problem or disability? YES NO

3. Is the absence related to a known health problem or disability? YES NO DON'T KNOW
 If YES, please give explanation:

4. Is there likely to be a recurrence? YES NO DON'T KNOW
 If YES, what actions have you agreed to support attendance? :.....

5. If absence is stress related, has a stress check list been completed? YES NO
 If no, why not? / If yes, what action have you taken? :

6. Is there anything the Council can do to help your attendance at work? YES NO
 If YES, please give explanation:

SECTION 5 - EMPLOYEE'S COMMENTS & DECLARATION

Comments:

Declaration : I certify that the absence detailed on this form was wholly due to the reason stated. I accept the rules of the Council's Sickness Absence Policy and Framework, and the Council's Sick Pay Scheme and understand that to give false or misleading information, may result in disciplinary action.

Employee's Signature :

Employee's Name (Please Print) : Date of Interview :/...../20..

SECTION 6 – SUPERVISOR / LINE MANAGER'S COMMENTS & DECLARATION

Comments:

Declaration : I confirm that I have welcomed you back to work and provided an update on work related issues within the team and department.

I have also clarified the consequences of any further absence in relation to your employment status with Denbighshire County Council.

Supervisor/Line Manager's Signature

Supervisor/Line Manager's Name (Please Print) : Date of Interview :/...../20..

Person inputting data onto /Trent People Manager: Date of Inputting:

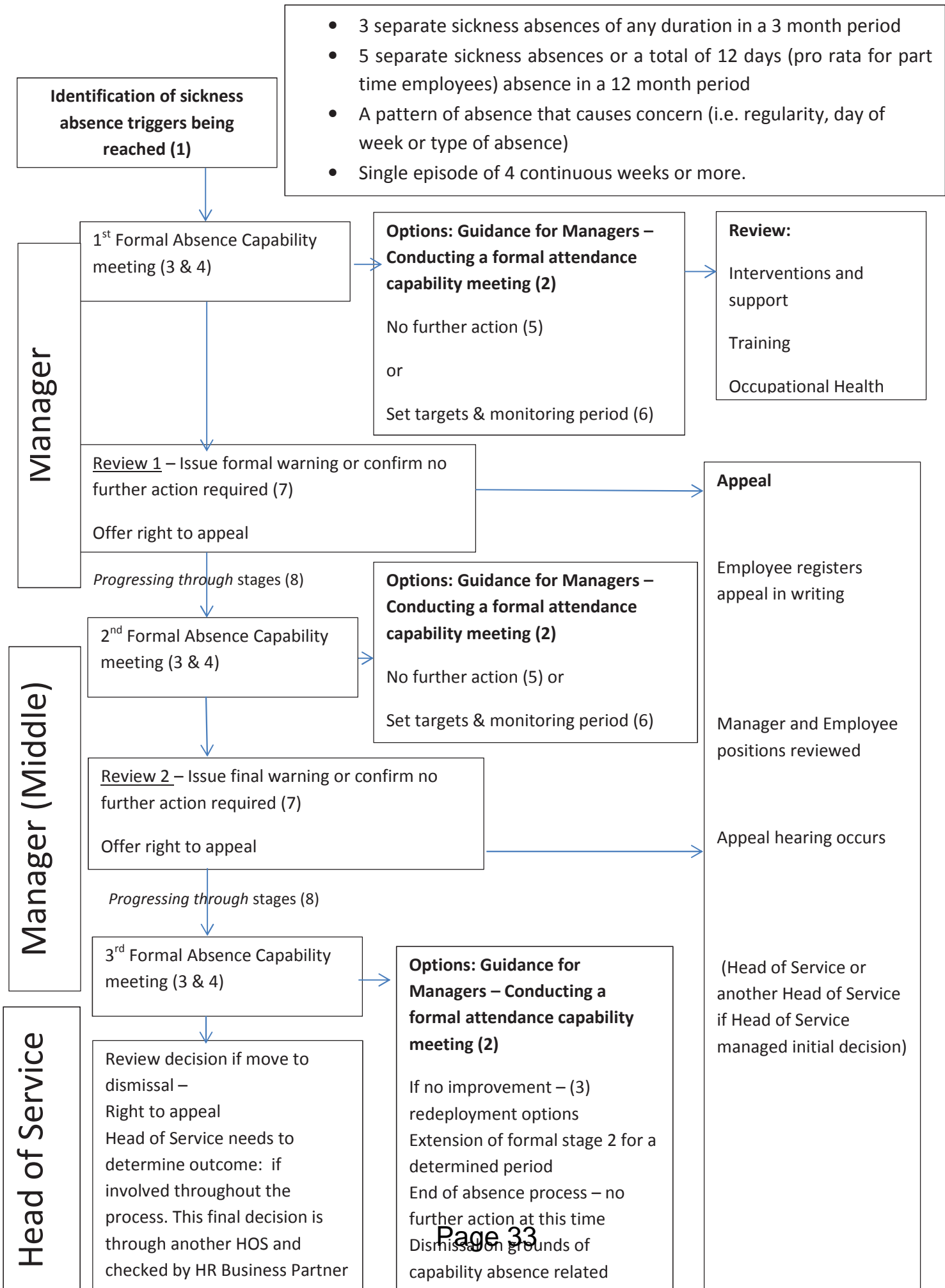
Managers Tool – Guidelines for a Return to Work Meeting (3F)

Employee Name	
Manager Name	
Purpose of the meeting	
<ul style="list-style-type: none"> • To welcome the employee back to work • To ensure the employee is fully fit to return to work • To identify the reason for the absence and confirm the length of absence • To identify and address any problem (work-related or otherwise) that may be causing or contributing to the absence • To discuss and/or identify any adjustments to the workplace/hours/duties that may reduce/eliminate absences • To agree the priorities for the post absence period and to up-date the employee <p>The meeting must be held in private and must be handled in a sensitive, professional and competent manner.</p>	
Preparation	
<ul style="list-style-type: none"> • Ensure you have the right information available • Check records for both current and previous absences from Absence Dashboard • Be prepared to discuss any trends or patterns of absence • Remember this is not a disciplinary hearing - you are trying to establish facts. <p>Approach the meeting with an open mind and no pre-judgments</p>	
Discussion	
<ul style="list-style-type: none"> • The core of this process is to discuss the absence • Try to determine the cause of the absence • Listen to what is being said • Is the cause work related? • Could adjustments to the workplace/hours/duties reduce/eliminate absences? • Are there any other problems contributing to the absence • Place current absence in the context of previous absences • Be sensitive to employees feelings where personal problems and illnesses are involved • Where there is conflicting evidence/statements, ask for an explanation • Discuss the effect of the absence on the employee's work colleagues • Warn the employee that frequent intermittent absence may trigger the Attendance Management Procedure. 	
Afterwards	
<p>Make a written note of the meeting and place it on the employee's personnel file.</p>	

Employee Name	
Manager Name	
Notes of the Meeting	

ATTENDANCE AT WORK PROCEDURE – Part 2

- 3 separate sickness absences of any duration in a 3 month period
- 5 separate sickness absences or a total of 12 days (pro rata for part time employees) absence in a 12 month period
- A pattern of absence that causes concern (i.e. regularity, day of week or type of absence)
- Single episode of 4 continuous weeks or more.



ATTENDANCE AT WORK PROCEDURE

SUPPORTING PARAGRAPHS - Part 2

1. Identification of Sickness Absence Trigger being reached.

Trigger levels:

- 3 separate sickness absences of any duration in a 3 month period
- 5 separate sickness absences or a total of 12 days (pro rata for part time employees) absence in a 12 month period
- A pattern of absence that causes concern (i.e. regularity, day of week or type of absence)
- Single episode of 4 continuous weeks or more.

2. Guidance for Managers – Conducting a Formal Attendance Capability Meeting

This meeting should only take place once the employee has had a minimum of one informal attendance capability review meeting.

This guidance is applicable to conducting 1st, 2nd and 3rd formal attendance capability meetings.

The purpose of this formal attendance capability meeting:

- Review the employee's level of sickness absence
- Determine if there is an underlying cause
- Examine what actions have been taken to date to reduce their level of sickness absence
- Ascertain the nature of current absence for those off sick in the process and if and when they are likely to return to work
- If appropriate, issue the employee with a warning and alter them to the consequences if their level of sickness absence does not improve.

Who will be present at the Formal Attendance Capability Meeting?

- The Manager will conduct all of the Formal Attendance Capability Meetings at stage 1 and 2; the 3rd meeting will be conducted by the Head of Service.
- A HRBP is involved in the 3rd Formal Attendance Capability Meeting, as a possible outcome from this meeting could be dismissal.

Arrangements for the Formal Attendance Capability Meeting

- The employee should be formally invited to the meeting – example letter to be added. This should be issued a minimum of 5 days before the meeting, providing 2

copies of any relevant paperwork relevant to the meeting. The employee has the right to be represented at this meeting by a Trade Union Representative or work colleague.

- Manager prepares all of the information concerning non attendance history to demonstrate the fact that the employee has met one of the trigger levels.
- Ensure adequate time is put aside for the meeting.
- Ensure that an appropriate confidential area is available for the meeting.
- Ensure that sufficient notes are taken of the meeting and should the employee request these should be provided to them. These notes are the basis for the manager formulating the outcome letter. Should the Manager require a note taker this should be arranged by the Manager (HR do not undertake this role).

3. Format for the Formal Attendance Capability Meeting

Introductions

The Chair of the meeting should confirm receipt by all present of any documentation and advise that the purpose of meeting is to:

- Establish facts
- Consider the management case
- Consider the employee's case
- Make a decision after considering evidence provided
- Decide whether further action is necessary as a result

Main Meeting Discussion Points:

- Whether the employee has an underlying medical condition
- Whether there are factors contributing to the employee's sickness absence which are work related (working conditions, relationships, work related stress, working arrangements etc.)
- Whether there is a likelihood of future sickness absences
- When or if the employee is likely to be fit to return
- Whether the employee may be covered by the Equality Act 2010
- The employee should be allowed to raise any points that they wish to be considered

Before any decisions are reached the Manager should adjourn the meeting and consider the case before deciding what appropriate action should be taken.

Adjournment:

During the adjournment process the manager chairing the meeting should consider the following options:

- No further action is required – the employee’s sickness is considered satisfactory or there are extenuating circumstances which have a material effect on the employee’s sickness record.
- Issue targets and a monitoring period
- Redeployment – as an alternative to dismissal – seek advice under the redeployment procedure.
- Dismissal – the meeting must be conducted by a Head of Service, consultation with HR Business Partner and provision of advice from Occupational Health. The employee should also be given the right to appeal against the dismissal.

Decision Making:

The Manager chairing the Formal meeting should be satisfied that:

- All relevant circumstances have been fully investigated
- The attendance at work framework has been complied with
- The facts have been established
- Requirements of the Equality Act 2010 have been complied with (as appropriate)
- Mitigating or personal circumstances have been considered
- The action contemplated is justified in the circumstances of the case
- Previous current warning under this procedure have been considered

4. Reconvene Meeting and confirming the Outcome:

The formal meeting should be reconvened for all parties and the employee advised of the decision verbally and informed of their right to appeal against the decision.

The outcome of the meeting is to be confirmed in writing within 5 days of the meeting, including advice on the appeals process.

Where targets and a monitoring period are issued, the letter should include details of the improvement targets, any action plans agreed, the monitoring period and how progress will be monitored, any reasonable adjustments to be made, any support available and depending on what stage the procedure is at, that any failure to improve attendance could lead to further warnings or ultimately dismissal and the date of the next formal review meeting.

5. No further action

If it is deemed no further action is required then this could be confirmed in writing within 5 days of the meeting.

6. Setting Targets and Monitoring periods:

Managers should think through the following aspects when they are considering the setting of targets and monitoring periods:

- Targets should consist of actions that are realistic, reasonable and achievable and that they are reflective of the absence experience to date. Consideration should be made against the requirements of the Equality Act 2010, and employee's that this applies to should be given targets that provide reasonable adjustments.
 - Examples of targets:
 - No absence within an agreed monitoring period
 - Absence less than x days within the agreed monitoring period
 - All absence is to be certified during the agreed monitoring period
- Monitoring periods:
 - The monitoring period should be reflective of the stage of the absence capability process and relevant to the historical absence trend. Managers through the review process outlined above should consider all of the options available to them and set periods appropriate to this.
 - Examples of periods:
 - 3 months – this could be for stage 1 of the process
 - 1-2 months for stage 2 of the process
 - 1 month for stage 3 of the process
 - An extended monitoring period may be set this could be a period of 6 – 12 months.
 - The monitoring periods are to be clearly discussed with the employee along with the expectations of them during the monitoring period
 - The employee knows what will be deemed as an acceptable improvement in terms of sickness absence
 - There is an agreement on how the employee's progress will be monitored and how an assessment will be made
 - Regular feedback is given to the employee during the monitoring period. This can be carried out in one to one meetings but a written record of the discussion and position must be kept with a copy provided to the employee
 - The employee knows where to go for help and support during the review period
 - The employee is aware of the possible consequences of not meeting the required level of attendance
 - The date is clearly set for the end of the monitoring period
 - The employee is aware that following the monitoring period, a formal attendance capability meeting

7. Review Meeting

During the review meeting the employee's attendance and progress against agreed actions should be reviewed. If there is no progress then the decision should be made to issue the appropriate warning. If sufficient progress has been made the outcome may be that no further action is required. The employee should have the right of appeal against the decision made at this stage

8. Progressing through the stages:

To move from one stage to another there would need to be a formal review at the end of the established monitoring stage. The manager should use the same decision making guides to when making decisions concerning the employee's position and the next steps. All subsequent meetings should be carried out in line with the formal attendance capability meeting guide.

ATTENDANCE AT WORK PROCEDURE

SUPPORTING PARAGRAPHS - Part 3

GENERAL

Absence Dashboard

- The absence Dashboard can be found in the desktop page under the icon heading sickness reports and absence reports.
- The absence data is drawn directly from ITrent so it is reporting the most up to date absence data.
- Guidance on accessing the Dashboard and its reports can be found on the home page.
- All Managers are able to access DCC and Service top level information on the absence position.
- Managers will also be able to access the RAW data for their reporting teams.
- The reporting structures for the Dashboard are based on ITrent reporting structures. Directors have access to all levels of data. Heads of Service have access to all data pertaining to their service.

Pay When Absent From Work

- Unauthorised absence is unpaid. Following written notice from a manager that if a medical certificate is not provided by a stipulated date, the period of absence will be unpaid and the individual would be subject to the disciplinary procedure.
- The organisation may with notice refuse to continue to pay enhanced sick pay for certificated or un-certificated absence from work. For example: where an employee continues to participate in outside work activities which have a repeat impact on their health and ability to attend work, or if an employee refuses to attend or interact with OHU and there is a need for the Manager to understand the absence from work and impact in more detail than an employee's explanation of the situation.

Removal Of Right To Self Certification

- At the first formal absence capability meeting a manager can insist that any subsequent absence from work during the monitoring period will require the individual to provide certification of their inability to attend work. Should an employee not provide this:
 - Enhanced sick pay will be removed
 - Escalation of the management in the non-attendance process
 - A review of conduct under the disciplinary process may be considered

Suspension on Medical Grounds

On return to work or planned return to work, should a Manager have serious concerns about an employee's fitness to work, they may suspend the employee on medical grounds. Managers will need to consult both HR Direct and OHU to ensure guidance on decision and next steps are provided. Suspension is on full pay and is for a period whilst further medical advice from a medical practitioner and OHU is sought.

Non-attendance at work due to other medically related procedures

Elective Procedures / Gender Reassignment

Should employees plan and arrange elective procedures they will not be considered absent from the workplace under the Attendance at Work procedure. All appointments and associated time off from work will need to be taken as annual leave or flexi. Consideration for a period of unpaid sick leave can be made but approval must be provided by the Manager, for such cases employees would need to provide a medical certificate and they may be able to receive statutory sick pay in these circumstances.

Should an elective procedure be medically supported such as in the cases where it is required due to a potential health, psychological issue or gender reassignment and can be supported by written confirmation from a medical practitioner, then paid time off would be provided, subject to the appropriate medical certification.

IVF Treatment

IVF treatment often requires 8-10 attendances at a clinic and can involve one or both partners concerned to attend. Within a rolling 12 month period there is an allowance up to the equivalent to 3 days (or pro rata to 60% of contractual working time for part time staff). On occasions the treatment may require extensive travel by agreement the time off can be extended to the equivalent to 5 days (37 hours) within the 12 month rolling period. If any additional time off is required this would be taken as annual leave or flexi.

Medical Appointments – GP/Hospital/ Dentist/Optician etc.

Routine medical appointments should be taken in an employee's own time, and be taken outside of the working day whenever possible. Employee's attending a planned hospital appointment should seek approval to attend prior to the appointment date. Managers can ask for proof of the appointment, failure to provide this may result in the employee having to take unpaid time off or annual leave.

Pregnancy Related

It is good management practice to ensure that an early pregnancy risk assessment is carried out with a pregnant employee. Adjusted duties or other reasonable measures should be explored with pregnant employees who are at risk of being absent.

Absences related to a pregnancy will not count towards the trigger system. If an employee is off sick due to a pregnancy related aspect in the four weeks leading up to the expected birth of the baby, then the employee's maternity leave will commence early.

Annual Leave

Should an employee fall sick during a period of annual leave, then the annual leave can be taken at another time subject to the following conditions:

- The employee notifies their manager on the first day of the sickness.
- The absence period regardless of length must be certified by a qualified medical practitioner.
- Where an employee is overseas when he/she falls ill or is injured, evidence must be produced that the employee has made an insurance claim for medical treatment received at an overseas location.

Employees, who are off long term sick, still accrue their holiday entitlement, and they can choose to take annual leave during a period of absence, they need to do this in agreement with their Manager.

If an employee does go on holiday during a long term period of absence they need to take this period as annual leave. It should be noted that employees should not engage in activities that are:

- Inconsistent with their stated reason for absence
- Have a detrimental effect on their recovery
- May worsen/prolong their absence

Should it transpire that an employee has undertaken an activity that proves detrimental to their recovery this may result in the removal of enhanced sick pay.

Roles and Responsibilities

Employee	Supervisor/Manager / Head of Service	Occupational Health & HR
<ul style="list-style-type: none"> • Manage health and wellbeing to support their ability to attend work. • Attend work unless unfit to do so. • Expect managers to make and maintain contact during period of absence. • Ensure are familiar with the Attendance at work procedure. • Make contact at the earliest opportunity to confirm absence. • Make reasons and outcomes of consultations with medical practitioners available to managers through updates. • Co-operate and attend review meetings. • Provision of certification or information in a timely manner. • Not undertake any out of work activities which might delay recovery and return to work. • Expect to discuss alternative work opportunities whilst absent from work should the condition absent with support such actions. • Raise concerns with manager, trade union, OHU or other person if there are aspects of a job which are believed to be having an impact on their health. 	<ul style="list-style-type: none"> • To review and ensure all absence from work is appropriately reviewed, recorded and discussed with employee. • Ensure employee is aware and had access to Attendance at work procedure. • To ensure, as far as possible, their employees’ health, safety and wellbeing at work. Taking action to alleviate situations causing concern. • To maintain accurate ITrent absence records. • To appropriately and accurately refer to OHU. • To maintain contact with employee during period of absence. • To review opportunities for alternative work and discuss these with employee and seeking OHU input as appropriate. • Conduct return to work meeting, ensuring employees suitability to return to work – fully or reduced in some way, impact absence has had on role, team, service, and employees position concerning absence review triggers. 	<ul style="list-style-type: none"> • To provide support to managers and employee to facilitate return to work, access to support needed or ongoing interventions which prioritise the wellbeing of the individual and their return to work in the shortest timescale. • Provide advice and guidance to managers for discussion and review concerning the impact of an employee’s health on their ability to carry out their role. • Support managers in identifying and understanding interventions and options available to support their teams’ ability to maintain their attendance in work. • Assess employees’ health status for roles with particular health requirements. • Facilitate access to interventions that can support employees such as physiotherapy, counselling, healthy you initiatives such as stop smoking etc. • HR support managers in reviewing and managing absence in line with the process. • HRBP to review any decisions to dismiss an employee with Head of Service to ensure consistency of decision making.

Attendance at Work Procedure
17th March 2014

Equality Impact Assessment

Attendance at Work Procedure

Contact: Julie Worrall, HR

Updated: 17 March 2014

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

A new or revised policy

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 revision of the Attendance at Work procedure. This is to ensure there is a clear process of managing absence from work. There is a removal of some aspects of the current procedure and the introduction of trigger levels, with 3 clear stages for managing absence capability. Services maintain the autonomy for decision making with escalation points to ensure any decisions are audited for appropriateness and consistency across the wider organisation.

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

<If no, briefly summarise the reasons for this decision here, and skip ahead to the declaration at the end>

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)

There has been a project underway for 12 months, reviewing the current absence process, good practice from other organisations and internal consultation with managers and SLT. Consideration has been made to the appropriate legislation such as the Equality Act 2010 in determining the new procedure and recommendations.

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)

Full consideration under the requirements of the Equality Act 2010 have been made and there is reference to this Act within the procedure.

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 due to the fact that reasonable adjustments as per the requirements of the Equality Act 2010 will be required in line with the procedures guidance.

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

Yes	The procedure is in line with the requirements of the Equality Act 2010.
-----	--

8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?

Yes	Monitoring of Procedure Implementation and use
-----	--

Action(s)	Owner	By when?
Montior the use and decision making processes within the Procedure	HR	March 2015
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Unrestrict editing to insert additional rows>	<Enter Name>	<DD.MM.YY>

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:	31.03.2015
--------------	------------

Name of Lead Officer for Equality Impact Assessment	Date
Julie Worrall, HR Business Partner	17.03.2014

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

Report To:	Council
Date of Meeting:	8 April 2014
Lead Member:	Cllr Barbara Smith
Report Author:	Linda Atkin, Head of HR Georgina Roberts, HR and OD Manager
Title:	Agile Working Policy Statement

1. What is the report about?

The report is about the Agile Working Policy Statement. Agile Working is the term used to describe how employees can work from any location, whether it is from a Council building, in the community, from home or any combination of these.

2. What is the reason for making this report?

A decision is required on adopting the Agile Working Policy Statement, which will be the overarching policy on agile and flexible working in the council.

3. What are the Recommendations?

That the Agile Working Policy Statement is agreed and adopted by Full Council.

4. Report details.

The Agile Working Policy Statement is intended to be the over arching policy statement about how employees will work in the council going forward. The statement covers items such as flexible working, communications, office space, desk ratio's, information security and technology, all of which will help our employees work in a more agile and flexible way so that we can offer a better service to our customers and rationalize office space.

Detailed guidelines for managers and staff have been produced and are currently out for consultation

The key principles on which Agile working is based are that

- A suitable working environment must be created. This includes the provision of a suitable workspace and communication mechanisms to contact colleagues.
- Employees must keep equipment and council information safe and secure.
- Appropriate communication and support channels must be made available e.g. regular team meetings to monitor work programmes and co-ordinate office cover.

- Managers will need to manage workload and outputs, therefore keeping in touch will become a key responsibility
- Regular communication across teams and maintenance of team ethos even from remote locations will take on a new level of importance.
- Planning and agreeing a work programme with the line manager, and colleagues will be essential to ensure suitable workload cover is provided and equipment is available when needed.
- Adhering to a clear work area policy
- That it is voluntary and needs to suit the individual and benefit the delivery of service.

The Agile Working Policy Statement has undertaken extensive consultation and input from Senior Leadership Team, Modernising Board, Trade Unions, Staff Council, and managers and staff who have been piloting this over a period of 6 months.

This has been discussed at LJCC on 12 February where the Trade Unions raised concerns about homeworking, hot-desking arrangements and amendments to the Equality Impact Assessment. These issues have subsequently been addressed and clarified at the Corporate Joint Meeting with the trade unions and referred back to LJCC for recommendation to Council on 2 April 2014.

A copy of the Statement is attached in appendix 1.

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

This policy supports the following corporate priority:

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

Outcome 1: Services will continue to improve and develop

Outcome 2: More flexible and effective workforce supported by cost efficient infrastructure

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

This policy defines how we will support our aim of becoming a flexible and effective workforce. Whilst there are costs associated with achieving this, these have been accommodated in the Modernising Board investment budget, Service budgets and the IT budget.

Resources from ICT, HR, and Property are involved in supporting the roll-out of this aspect of the modernisation agenda.

From an environmental aspect working in an agile and flexible way will mean less travel as employees will not need to return to the office to input or access information.

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

A copy of the EqIA is attached in appendix b.

It is recognised that this may not be suitable for all employees and therefore it is not a compulsory requirement. It will be down to the individual to determine whether it is something they wish to do and if so discuss with their manager.

Specifically, there is the potential for it to limit the ability for some people to work at other office locations if they have personally adapted equipment. As it is voluntary it will be up to individuals to decide whether they are able to work at other locations taking into account the work station available, the amount of time they are likely to be spending there and the type of work they are undertaking. Where possible and necessary, the Council will provide personally adapted equipment that is portable and transferable.

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

Consultation has been carried out with the Modernising Board, Trade Unions, SLT, Middle Managers, Staff Council and the Policy Review Group.

Responses received have included the need to streamline existing policies, that a one size fits all approach would not work and that the emphasis should be on business need and service delivery which has been reflected in the development of the policy.

Concerns raised by the trade unions in point 4 above have been forwarded to the project working group to ensure that consideration is given to these.

9. Chief Finance Officer Statement

Agile working is a key element of delivering savings from the reduction in the amount of office space occupied by the Council. A clear policy on this will therefore support the long term efficiency strategy. Any costs incurred need to be contained within existing budgets.

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

There is the potential for a reduction in team-working, communication and service delivery if people are not managed appropriately. In order to reduce this risk we have produced detailed guidance, a number of training sessions and identified people who already work in this way to provide advice and support to managers and staff.

11. Power to make the Decision

Power to make the decision is s112 Local Government Act 1972.

This page is intentionally left blank

AGILE WORKING – POLICY STATEMENT

Contents

1	Introduction	3
2	Workstyles	4
3	Equalities, Fairness and Consistency.....	4
4	Review	5
5	Cost and Expenses	5
6	Accommodation	5
7	Enabling technology	6
8	Information Security.....	7
9	Health & Safety	8
10	Property and Insurance	8

1. Introduction

Aim – An agile and effective workforce supported by cost efficient infrastructure

Denbighshire County Council's corporate priority is to develop modern working practices which help managers and employees to do their jobs in the heart of the community. We know that work performance is better if employees are able to have flexibility in their working arrangements, enabling them to better meet business needs and to improve efficiency and effectiveness, it can also help with balancing work and life demands.

With an organisation as diverse as the council a "one size fits all" approach will not work and as a management tool there will be differing levels of flexibility that can be applied to different posts. There will, of course, also be some roles where agile working is not possible. Although agile working is not a right our aim is to apply agile and flexible principles wherever possible.

Agile Working is the term used to describe how employees can work from any location, whether it is from a Council building, in the community, from home or any combination of these.

We want to make sure that working in an agile way does not mean that service delivery suffers in any way. In fact, we want it to improve our services to customers. We also need to reduce the cost of services by reducing the amount of office buildings, business travel and printing, therefore we need the technology and building infrastructure to enable more agile working by our employees. Our service provision models will have a clear goal of reducing reliance upon physical space and utilising areas in different ways.

We also want to make sure that employees understand what is expected of them when working agilely, to ensure that there is fairness and equity and that working arrangements are safe. Vitally important is also the need to maintain teamwork and opportunities for development and learning.

Agile working is about being able to do your job from a variety of locations. This could be from your usual place of work, a remote office, from home or on the move as long as the service needs are met.

Agile working is also about how we work, eg different working patterns such as annualised hours, 9 day fortnight or even the flexibility to take your lunch break at a different time of day.

Agile working is about flexibility and as such it is difficult to apply a rigid set of rules around it. Employees are expected to enter into the spirit of this flexibility and to remember that agile working brings a responsibility to co-operate with managers and colleagues.

As indicated the extent of agile working will vary according to the job role, and the main considerations are the impact on access to services by the public and on employee welfare both of the individual and their colleagues.

The Modernisation programme, through agile working supports the sharing of office facilities and aims to reduce the amount of corporate office space and to invest in changes to the amount and style of office space, the technology that employees use to work in a mobile way and the policies and procedures to support agile workers and teams.

2. Workstyles

Denbighshire has identified a number of workstyles:

- Desk based - for those predominantly based in the office and working from one desk
- Mobile/flexible - for those who spend some of their time working away from an office base
- Collaborative - a flexible or desk based worker who needs to be able to work from the base of another organisation
- Home based - for those more likely to be based from home.

Workstyles describe the ways in which staff are supported by facilities provided by the Council: office space, technology and management practice.

For those who do not fit into the above categories, their circumstances will be considered on an individual basis.

3. Equalities, Fairness and Consistency

It is essential that managers and employees alike enter into the spirit of agile working within the constraints of normal service provision. As each service offering is different, a 'one size fits all' approach cannot be applied.

It must be remembered that the final decision will be based on the impact it has on the Service, so although most employees have access to agile working not all outcomes will be the same and not all roles will be suitable for agile working.

An equalities impact assessment will be undertaken for new ways of working.

4. Review

Not all agile working arrangements will be successful either from the service point of view or the individual's point of view, so they are open to review at any point.

If problems arise every effort will be made to resolve them.

Managers will only stop agile working arrangements for sound business or performance reasons and after consulting fully with the employee.

5. Costs and Expenses

Printing is actively discouraged, but if there is a need to print anything it is expected that employees working remotely will use council facilities. This is particularly relevant for bulk printing or postage as it is far cheaper to use office based Multi-Functional Devices and franking machines.

Employees who want to access the workplace electronically from home will need to use their own broadband facilities and will not be reimbursed for doing so. It works on the same principle as getting to an office base – it is at their expense. The same principle applies to increased energy costs arising from home working.

Very few posts will be designated as 'home based' and this will apply where the employee infrequently needs to visit an office base or go into the community to work. All employees will be given a normal work base to meet with colleagues and this base should be used for travel claims.

It is important that all employees manage their travel and limit it in order to achieve the environmental benefits of agile working. Video and telephone conferencing is to be used in preference to travelling to meetings.

Mileage claims will be reimbursed under the usual terms and conditions of claiming expenses and subsistence allowance.

Travel time between the designated work base and home is not refundable.

6. Accommodation

All employees will have a designated work base where their team work area is situated, along with shared workspaces and limited storage facilities (electronic storage is the norm). This base will be used for mileage claims.

Physical work accommodation will, wherever possible, be designed in ways that:

- Respond to opportunities offered by new ways of working;
- Provide flexibility in terms of accommodating differing work styles and functions;
- Stimulate greater productivity;

Open plan work layouts should be implemented wherever practical.

Open plan allows more flexibility, particularly when combined with principles of hot desking

This aspiration will be extended to open plan management suites where possible.

Use of cellular offices will be limited to the need for access to small private space for 1:1's, confidential phone calls etc

In order to reduce demand on the meeting rooms, the integration of informal breakout areas will be encouraged. The location of breakout areas needs to be considered in order to facilitate uninterrupted conversation for the users and minimise potential interruption to surrounding work areas. Wherever possible, breakout areas should be located in central (or at least designated) areas where they can be utilised by more than one service.

Where there is a genuine need for service/customer confidentiality, then this will be determined and appropriately designed in consultation with the service provider. All council employees will be bound by the same rules of confidentiality.

Use of meeting spaces should be restricted to meetings involving large numbers, training events and public meetings etc.

In order to facilitate desk sharing and departmental hot desking, a clear desk policy will need to be implemented at service level.

A limited number of corporately available hot desks/drop down spaces will be provided in each office building.

7. Enabling Technology

All employees will be provided with suitable ICT equipment depending on their workstyle. This could include laptops, PCs, tablets with IM (Information

Management), and video/audio conferencing facilities, so there is absolutely no reason why working remotely should be any different to working in a council building.

Arrangements should be made for appropriate office cover. Core contact time and office cover arrangements should be agreed between the team and the line manager. Agile workers must be contactable.

All employees who are able to work remotely will have the ICT equipment to do so.

Mobile phones will be issued where the job role demands it i.e. it is a requirement of the job that the employee is mobile.

Where employees have their own personally adapted equipment (e.g. left hand keyboard and mouse) they will be able to keep this for their personal use and move it with them when working in any offices or remote sites. For Health & Safety purposes if an employee cannot work safely from remote locations without their specially adapted equipment they will not be able to do so.

Employees will be able to use their ICT equipment in a DCC office or any other remote DCC location.

Employees will be responsible for providing their own broadband for homeworking purposes.

8. Information Security

The Council's Information Security Policy must be followed in relation to protecting information appropriately ([link to Information Security Policy](#))

If handling personal data, the Council's Data Protection Policy must be adhered to.

All Council paperwork is securely locked away and only accessible electronically to the employee. Employees should make sure that screens and documents cannot be overlooked by other people when working flexibly.

Equipment, software, files and any other information should be taken care of to make sure it is not lost. It is particularly important to ensure that other people (in the home or whilst working off site) cannot access confidential or personal information.

Work files must never be taken off the corporate network and saved to home computers.

9. Health and Safety

Health and safety Regulations apply to the employer and to all employees. The Management of Health and Safety at Work Regulations requires employers to ensure that a risk assessment of all activities is carried out with the significant findings being recorded and safe working systems developed where necessary.

When “agile” working, employees must ensure that they have suitable equipment, a suitable workspace with adequate security, storage, seating, ventilation, lighting and space.

10. Property & Insurance

Computers, laptops, phones and other items of equipment provided by the Council are covered by the Council's insurance policy. However employees will still need to make sure the equipment AND ANY INFORMATION ON IT is safe and secure.

Staff should only use equipment that they are competent to use and all equipment should be checked by the user before use to ensure that it shows no signs of fault or damage. Faulty or damaged equipment should be replaced.

Employees are responsible for contacting anyone with an interest in their property (e.g. mortgage lenders, landlords, leaseholders, Building and Contents insurer) to make sure there is nothing they need to consider when home working.

Agile Working Policy Statement
23rd January 2014
amended 18th March 2014

Equality Impact Assessment

Agile Working Policy Statement

Contact: George Humphreys, HR

Updated: 18th March 2014

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

A new or revised policy

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?

Denbighshire County Council's corporate priority is to develop modern working practices which help managers and employees to do their jobs in the heart of the community. The Agile Working Policy Statement is intended to be the overarching policy statement about how this will work in the council going forward. The statement covers items like flexible working, office space, desk ratio's information security and technology, all of which will help us work in a more agile and flexible way so that we can offer a better service to our customers and rationalize office space.

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

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)

An assessment has been undertaken against the protected characteristics and the impact of the proposed changes.

- 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)

It has the potential to provide a positive impact across all protected characteristics as the flexibility it affords will benefit people who have personal needs outside of work.

- 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)?**

It is recognised that this may not be suitable for all employees and therefore it is not a compulsory requirement. It will be down to the individual to determine whether it is something they wish to do and if so discuss with their manager.

Specifically, there is the potential for it to limit the ability for some people to work at other office locations if they have personally adapted equipment. As it is voluntary it will be up to individuals to decide whether they are able to work at other locations taking into account the work station available, the amount of time they are likely to be spending there and the type of work they are undertaking.

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

No	No, it is not possible to provide for the needs of individuals at every work location in the county. Where ever possible individual who have adapted equipment will be given equipment that is transferable if it is possible.
-----------	--

- 8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

Yes	These actions have been discussed with the recognised trade unions and fed back to the modernisation board for their consideration. No dates for completion have been agreed as yet.
------------	--

Action(s)	Owner	By when?
Purchase transferable personal equipment where possible and necessary	Managers	<DD.MM.YY>

When promoting agile working, there is a need to be clear on the obligations on employees and to emphasis the fact that it is voluntary	Modernisation Board Members/Managers	<DD.MM.YY>
To formalise the hot desking arrangements and this should include information on what equipment is available.	Modernisation Board	<DD.MM.YY>
In order to assess the fairness of application by managers; understand the benefits of the policy; and any issues that have arisen, a survey to be undertaken 6-12 months after the launch.	Modernisation Board	<DD.MM.YY>
<Unrestrict editing to insert additional rows>	<Enter Name>	<DD.MM.YY>

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:	April 16
--------------	----------

Name of Lead Officer for Equality Impact Assessment	Date
George Humphreys	18.3.14

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

Report To: Council

Date of Meeting: 8 April 2014

Lead Member / Officer: Cllr Barbara Smith
Mohammed Mehmet, Chief Executive Officer

Report Author: Linda Atkin, Head of HR

Title: Pay Policy Statement

1. What is the report about?

- 1.1 The Localism Act 2011 requires local authorities to prepare pay policy statements. These statements must articulate an authority's own policies towards a range of issues relating to the pay of its workforce particularly its senior staff (or "chief officers") and its lowest paid employees. Pay Policy Statements must be approved by the Council on an annual basis, and published on the relevant website.

2. What is the reason for making this report?

- 2.1 This report has been prepared to satisfy the Council's legal obligations in respect of the Localism Act 2011.
- 2.2 To seek approval of the attached Pay Policy Statement which has been drafted in accordance with the requirements of 38 (1) of the Localism Act 2011 and incorporates all existing pay arrangements for the workforce groups within the Council, including Chief Officers and the lowest paid employees.

3. What are the Recommendations?

- 3.1 To approve the attached Pay Policy Statement so that the Council complies with its legal obligations under the Localism Act 2011.

4. Report details.

- 4.1 Under Section 112 of the Local Government Act 1972 the Council has 'the power to appoint officers on such reasonable terms and conditions as the Authority thinks fit'. This Pay Policy statement sets out the Council's approach to Pay Policy in accordance with the requirements of 38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement every financial year, detailing:
- a) The Authority's Policies towards all aspects and elements of the remuneration of Chief Officers
 - b) Their approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers

- c) The Authority's Policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it)
- d) The relationship between the remuneration of its Chief Officers and other employees.

The pay policy is largely unchanged from last year, but it does reflect the 1% pay increase to NJC, Soulbury and Youth Staff; and Chief Officers' 0%. The pay settlement for 2014/15 is yet to be agreed.

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

5.1 Not applicable.

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

6.1. There are no new financial implications for the Council arising from this report.

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

7.1 EqIA attached. This is an annual statement of salaries which were subject to an equality impact assessment following the Single Status Pay and Grading Review. Equal Pay Audits are carried out annually to ensure this is continually monitored.

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

7.1. Consultation with the Head of Legal and Democratic Services, the Section 151 Officer and the Senior Leadership Team to ensure all requirements of s38 (1) of the Localism Act were incorporated into the first Pay Policy Statement for 2012/3.

7.2. Pay information has been updated by Payroll and Job Evaluation Specialist following NJC Pay Awards in April 2013 and Soulbury and Youth in September 2013. Senior Manager (JNC) pay rates remain as 2013/14 Pay Policy Statement as these have not increased since April 2008.

9. Chief Finance Officer Statement

9.1 There are no financial implications arising from this report

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

10.1 The Council will be in breach of its legal obligations in respect of the **Localism Act** if it fails to adopt the Pay Policy.

11. Power to make the Decision

- 11.1 s38 (1) of the Localism Act 2011 and section 112 of the Local Government Act 1972 covering the power to appoint officers

This page is intentionally left blank

DENBIGHSHIRE COUNTY COUNCIL PAY POLICY STATEMENT 2014/15

1. INTRODUCTION AND PURPOSE

- 1.1 Under Section 112 of the Local Government Act 1972 the Council has ‘the power to appoint officers on such reasonable terms and conditions as the Authority thinks fit’. This Pay Policy statement sets out the Council’s approach to pay in accordance with the requirements of s38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement each financial year, detailing:
- a) The Authority’s Policies towards all aspects and elements of the remuneration of Chief Officers
 - b) Their approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers
 - c) The Authority’s Policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it)
 - d) The relationship between the remuneration of its Chief Officers and other employees.
- 1.2 Local Authorities are large complex organisations with multi-million pound budgets. They have a very wide range of functions and provide and/or commission a wide range of essential services. The general approach to remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. It will also need to be flexible when required to address a variety of changing circumstances whether foreseeable or not.
- 1.3 The global economic crisis and the reduction in budgets during the current Comprehensive Spending Review (CSR) period has necessitated councils going through unprecedented and painful cuts in jobs and services in response. This process has avoided some of the potential financial difficulties for councils but has been essentially reactive, and will require ongoing strategic review going forward.
- 1.4 Approval of the Pay Policy Statement is required by Full Council as required by the legislation, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

2. LEGISLATIVE FRAMEWORK

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the
- a) Equality Act 2010
 - b) Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
 - c) Agency Workers Regulations 2010 and where relevant, the

d) Transfer of Undertakings (Protection of Earnings) Regulations

2.2 With regard to the Equal Pay requirements contained within the Equality Act, the Council completed a review to ensure that there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanism which directly relate salaries to the requirements, demands and responsibilities of the role.

2.3 This policy must be applied consistently to all job applicants or employees regardless of their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities.

If you require this information in an alternative format please contact HR Direct on 01824 706200

3. SCOPE OF THE PAY POLICY

3.1 The Localism Act 2011 requires Authorities to develop and make public their Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the Authority, explaining their Policy on the relationship between remuneration for Chief Officers and other groups. However, in the interests of transparency and accountability the Council has chosen to take a broader approach and produce a Policy covering all employee groups with the exception of School Teachers (as the remuneration for this latter group is set by the Secretary of State and therefore not in Local Authority control).

3.2 Nothing within the provisions of the Localism Act 2011 detracts from the Council's autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers. However, this Policy will be complied with in setting remuneration levels for all groups within its scope.

4. BROAD PRINCIPLES OF OUR PAY STRATEGY

4.1 Transparency, accountability and value for money

4.1.1 The Council is committed to an open and transparent approach to pay policy which will enable the tax payer to access, understand and assess information on remuneration levels across all groups of council employees. To this end copies of the following pay scales are included in appendix A – D:

- Employee Pay Scales
- Chief Officer Pay Scales
- Soulbury Pay Scales
- Youth Workers Pay Scales

and the following documents are available to view on the Denbighshire Website:

- Early Termination (Discretionary Payments) Policy
- Redundancy Policy
- Market Supplement Policy
- Acting up, Honoraria & Ex Gratia Payments Policy

4.2 Development of Pay and Reward Strategy

- 4.2.1 The primary aim of a reward strategy is to attract, retain and motivate suitably skilled staff so that the Authority can perform at its best. The biggest challenge for the Council in the current circumstances is to maximise productivity and efficiency within current resources. Pay Policy then is a matter of striking a sometimes difficult balance between setting remuneration levels at appropriate levels to facilitate a sufficient supply of appropriately skilled individuals to fill the Authority's very wide range of posts, and ensuring that the burden on the taxpayer does not become greater than can be fully and objectively justified.
- 4.2.2 In this context it does need to be recognised that at the more senior grades in particular remuneration levels need to enable the attraction of a suitably wide pool of talent (which will ideally include people from the private as well as public sector and from outside as well as within Wales), and the retention of suitably skilled and qualified individuals once in post. It must be recognised that the Council will often be seeking to recruit in competition with other good public and private sector employers.
- 4.2.3 In addition, the Council is the major employer in the area. As such we must have regard to our role in improving the economic well-being of the people of the Denbighshire. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy.
- 4.2.4 In designing, developing and reviewing Pay and Reward Strategy, the Council will seek to balance these factors appropriately to maximise outcomes for the organisation and the community it serves, while managing pay costs appropriately and maintaining sufficient flexibility to meet future needs. This Pay Policy Statement will be reviewed on an annual basis in line with our strategy for pay and approved annually by the Full Council.

4.3 Pay Structure - Pay Spine

- 4.3.1 The Council uses the nationally negotiated pay spine as the basis for its grading structure. This determines the salaries of the larger majority of the non-teaching workforce, together with the use of other nationally defined rates where relevant. There was a 1% increase in the national pay spine in April 2013.
- 4.3.2 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy.
- 4.3.3 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate.

4.4 Job Evaluation

- 4.4.1 Job evaluation is a systematic way of determining the value/worth of a job in relation to other jobs within an organisation. It aims to make a systematic comparison between jobs to assess their relative worth for the purpose of establishing a rational pay structure and pay equity between jobs. The authority currently uses the Greater London Provincial Council Job Evaluation Scheme.
- 4.4.2 The Council undertook a full evaluation and review of pay under Single Status for all staff in terms of Pay & Grading and Terms & Conditions in April 2008 and continues to evaluate any new posts or those that demonstrate a fundamental change in duties.

4.5 Chief Officer Job Evaluation

- 4.5.1 The Council defines its chief officers as being Chief Executive, Corporate Directors and Heads of Service. These posts are evaluated under HAY by an independent HAY consultant. A full re-evaluation of these posts was undertaken and agreed by Council in 2001 following a major re-organisation of Chief Officer and Senior Management posts. Any new posts or substantial changes to posts are re-evaluated at that time by an independent Hay consultant. Any substantial changes to the senior management structure will require a pay and grading review including a re-evaluation of the job weights.

4.6 Market Supplements

- 4.6.1 Job evaluation will enable the council to set appropriate remuneration levels based on internal job size relativities within the council. However, from time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity.
- 4.6.2 Therefore, the Council has a Market Supplements Policy to ensure that the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector. It is the Council's policy that any such additional payments be kept to a minimum and be reviewed on a regular basis so that they can be withdrawn where they are no longer considered necessary.

4.7 Acting up, Honoraria & Ex Gratia Payments

- 4.7.1 There may be occasions when an employee is asked to carry out additional duties to those of their substantive post for a period of time. In such circumstances an additional payment may be made in line with the Council's policy on Acting Up, Honoraria & Ex Gratia Payments.

4.8 Pay and Performance

- 4.8.1 The Council expects high levels of performance from all employees and has an Annual Appraisal Scheme in place to monitor, evaluate and manage performance on an ongoing basis.

Where unsatisfactory performance is identified, through performance management, increments can be withheld

Performance related pay is only applied to the Chief Executive. A payment of between 5% and 12% will be determined by the Remuneration Committee on achievement of agreed objectives, competencies and behaviours.

5. CHIEF OFFICER REMUNERATION

5.1 Definitions of Chief Officer & Pay Levels

5.1.1 For the purposes of this statement, 'Chief Officers' are as defined within S43 of the Localism Act. The posts falling within the statutory definition of S43 of the Localism Act are set out below:

- a) Chief Executive
- b) Corporate Directors
- c) Heads of Service

5.1.2 No bonus or performance related pay mechanism is applicable to Chief Officers' pay except for the Chief Executive.

5.1.3 In respect of the nationally agreed JNC Pay Award for Chief Officers' and Chief Executive's salary, it should be noted that there has been no JNC national Pay Award since April 2008 and that the current Chief Executive has been appointed on a spot salary of £125,000 p.a. with no incremental progression.

5.2 Recruitment of Chief Officers

5.2.1 The Council's Policy and Procedures with regard to recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Part 4 of the Constitution. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. The salary level on appointment for the Chief Executive is determined by full Council.

Where it is deemed necessary to pay a market supplement, this will be advised through market research and agreed by the Special Appointments Panel prior to recruitment.

5.2.2 Where the Council remains unable to recruit Chief Officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any Chief Officers engaged under such arrangements.

5.3 Additions to Salary of Chief Officers

5.3.1 Other than the Chief Executive, the Council does not apply any bonuses or performance related pay to its Chief Officers.

- 5.3.2 The Council does pay all reasonable travel and subsistence expenses on production of receipts and in accordance with JNC conditions and other local conditions.
- 5.3.3 The cost of membership of one professional body is met by the Authority.
- 5.3.4. The Chief Executive's Job Description includes his role as Returning Officer for Local Government Elections. The Council's fees for payment to its Returning Officer for elections duties can be found in appendix E.

5.4 Payments on Termination

- 5.4.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers (and all other employees), prior to reaching normal retirement age, is set out within its Early Termination of Employment (Discretionary payments) & Redundancy Policy in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. This is in respect of a redundancy payment being based on actual weekly earnings (Regulation 5) and when an enhanced redundancy payment of up to 45 weeks pay would be granted (Regulation 6). Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Authority does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).
- 5.4.2 The Council's severance and retirement schemes are applied equally and fairly to all staff their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities and are implemented in accordance with the regulations of the relevant pension schemes. These will be published on the Council's website as part of the Council's conditions of service policies.
- 5.4.3 The authority ensures that all payments are made in accordance with H.M.R.C legislation and utilises the services of a professional tax advisor where there is a requirement for more detailed specialist advice or to assist should a H.M.R.C compliance audit be undertaken. The use of these outside tax advisors is now shared collaboratively with a neighbouring authority ensuring a joint best practice and cost effective service.

Employment Status is regularly checked and the authority will only class someone as self employed where there is no question of doubt. Individuals who have previously regularly been treated as self employed with other authorities, have been paid under P.A.Y.E. by Denbighshire, this is where we have not been fully convinced of their self employment status.

All termination payments are fully compliant with H.M.R.C requirements

6. PUBLICATION

- 6.1 This statement will be published on the Council's Website. In addition, for posts where the full time equivalent salary is at least £60,000, as required under the Accounts and Audit (Wales) (Amendment) Regulations 2010, the Council's Annual Statement of Accounts will include a note setting out the total amount and detail payments to Corporate Directors and Chief Executive Officer.

7. PAY RELATIVITIES WITHIN THE AUTHORITY

- 7.1 The lowest paid persons employed under a Contract of Employment with the Council are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 31 March 2014, this was £12,435 per annum. The Council employs Apprentices [and other such Trainees] who are not included within the definition of 'lowest paid employees' as they are not employed under Contracts of Employment.
- 7.2 The relationship between the rate of pay for the lowest paid and Chief Officers is determined by the processes used for determining pay and grading structures as set out earlier in this Policy Statement.
- 7.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Authority's workforce.
- 7.4 The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as 1:10.7 and; between the lowest paid employee and average Chief Officer as 1:5.4. The multiple between the average full time equivalent earnings for contract staff (excluding teachers) and the Chief Executive is 1:6.6 and; between the average full time equivalent earnings and average Chief Officer is 1:3.4.
- 7.5 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

8. ACCOUNTABILITY AND DECISION MAKING

- 8.1 In accordance with the Constitution of the Council, the Council is responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

9. RE-EMPLOYMENT

- 9.1. Staff who, upon leaving the employment of the Council, receive any form of compensation payment for loss of office, will not be re-employed by the Council for the duration of the compensation payment. e.g. If a member of staff receives 20 weeks redundancy payment, they cannot be re-employed by the Council for 20 weeks after the termination date.

- 9.2. Staff who, upon leaving the employment of the Council, receive a pension for which the Council incurred additional costs, cannot be re-employed in a similar area of work within the Council during the first 12 months without authorisation by CET. Where authorisation is given, the individual is still subject to 9.1 above if they have received a compensation payment and will only be allowed to commence work after the compensation period ends. This would also apply to the appointment of previously employed staff as consultants.

10. REVIEWING THE POLICY

- 10.1 This Policy outlines the current position in respect of pay and reward within the Council. The Policy will be reviewed annually in line with market forces and reported to Council.

PAY SCALES FOR NJC EMPLOYEES.

APPENDIX A

<u>GRADE</u>		<u>SCP</u>	<u>Annual Salary 2013</u>
Grade 1		5	£12,435
Grade 1		6	£12,614
Grade 1		7	£12,915
	Grade 2	8	£13,321
	Grade 2	9	£13,725
	Grade 2	10	£14,013
Grade 3	Grade 2	11	£14,880
Grade 3		12	£15,189
Grade 3		13	£15,598
Grade 3		14	£15,882
Grade 3	Grade 4	15	£16,215
	Grade 4	16	£16,604
	Grade 4	17	£16,998
	Grade 4	18	£17,333
Grade 5	Grade 4	19	£17,980
Grade 5		20	£18,638
Grade 5		21	£19,317
Grade 5		22	£19,817
Grade 5		23	£20,400
Grade 5	Grade 6	24	£21,067
	Grade 6	25	£21,734
	Grade 6	26	£22,443
	Grade 6	27	£23,188
Grade 7	Grade 6	28	£23,945
Grade 7		29	£24,892
Grade 7		30	£25,727
Grade 7	Grade 8	31	£26,539
	Grade 8	32	£27,323
	Grade 8	33	£28,127
Grade 9	Grade 8	34	£28,922
Grade 9		35	£29,528
Grade 9		36	£30,311
Grade 9		37	£31,160
Grade 9	Grade 10	38	£32,072
	Grade 10	39	£33,128
	Grade 10	40	£33,998
	Grade 10	41	£34,894
Grade 11	Grade 10	42	£35,784
Grade 11		43	£36,676
Grade 11		44	£37,578
Grade 11		45	£38,422
Grade 11	Grade 12	46	£39,351
	Grade 12	47	£40,254
	Grade 12	48	£41,148
Grade 13	Grade 12	49	£42,032
Grade 13		50	£43,233
Grade 13		51	£44,503
Grade 13		52	£45,770
	Grade 14	53	£46,871
	Grade 14	54	£48,035
	Grade 14	55	£49,216
	Grade 14	56	£50,378
	Grade 14	57	£51,550

**CHIEF OFFICERS PAY SCALES
From 1 April 2008 (no change)**

CHIEF EXECUTIVE PAY RANGE						
£125,000* (*spot salary)						
DIRECTORS' PAY SCALES £75,508 - £84,931						
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	
£75,508	£77,397	£79,275	£81,161	£83,051	£84,931	
HEADS OF SERVICE HS4 - £58,887 - £64,771						
Point 1	Point 2	Point 3	Point 4	Point 5		
£58,887	£60,361	£61,830	£63,306	£64,771		
HEADS OF SERVICE HS3 - £55,870 - £61,458						
Point 1	Point 2	Point 3	Point 4	Point 5		
£55,870	£57,269	£58,664	£60,062	£61,458		
HEADS OF SERVICE HS2 - £52,853 - £58,138						
Point 1	Point 2	Point 3	Point 4	Point 5		
£52,853	£54,169	£55,492	£56,809	£58,138		

SOULBURY PAY SCALES

EDUCATIONAL PSYCHOLOGISTS - SCALE A	
SPINE POINT	SALARY FROM 01.09.2013
1.	£34,273
2.	£36,013
3.	£37,752
4.	£39,491
5.	£41,230
6.	£42,969
7.	£44,607
8.	£46,244
9.	£47,778
10.	£49,313
11.	£50,745

NOTES:

1. Salary scales to consist of six consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. Extension to scale to accommodate structured professional assessment points.

SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS - SCALE B	
SPINE POINT	SALARY FROM 01.09.2013
1.	£42,969
2.	£44,607
3.	£46,244
4.	£47,778
5.	£49,313
6.	£50,745
7.	£51,333
8.	£52,431
9.	£53,519
10.	£54,626
11.	£55,711
12.	£56,818
13.	£57,944
14.	£59,031
15.	£60,171
16.	£61,300
17.	£62,436
18.	£63,571

Notes:

1. Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

2. Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points as well

SOLBURY EDUCATIONAL IMPROVEMENT PROFESSIONALS	
SPINE POINT	SALARY FROM 01.09.2013
1	£32,677
2	£33,847
3	£34,952
4	£36,071
5	£37,185
6	£38,299
7	£39,470
8	£40,594
9	£41,906
10	£43,075
11	£44,230
12	£45,348
13	£46,614
14	£47,742
15	£48,988
16	£50,116
17	£51,246
18	£52,355
19	£53,499
20	£54,090
21	£55,226
22	£56,215
23	£57,305
24	£58,282
25	£59,328
26	£60,346
27	£61,389
28	£62,445
29	£63,505
30	£64,563
31	£65,611
32	£66,676
33	£67,742
34	£68,833
35	£69,920
36	7 - 10 ADVISORS
37	11 - 14 ADVISORS

APPENDIX D

<u>YOUTH AND COMMUNITY SERVICE OFFICERS</u>	
SPINE POINT	SALARY FROM 01.09.2013
1	£33,891
2	£35,000
3	£36,109
4	£37,240
5	£38,389
6	£39,511
7	£40,659
8	£41,962
9	£42,681
10	£43,791
11	£44,895
12	£46,001
13	£47,099
14	£48,208
15	£49,391
16	£50,432
17	£51,522
18	£52,663
19	£53,769
20	£54,899

J N C YOUTH AND COMMUNITY WORKERS
LAST PAY AWARD 01/09/2013

Job Role	Scale Point	Salary	
Trainee Support Worker scp 1 – 4	1	£14,283	
	2	£14,880	
	Support Worker scp 3 – 6	3	£15,477
		4	£16,077
		5	£16,674
		6	£17,271
Trainee Senior Support Worker scp 7 – 10	7	£17,874	
	8	£18,474	
	Senior Support Youth Worker scp 9 – 12	9	£19,236
		10	£19,833
Trainee Youth Worker scp 11 – 14	11	£20,796	
	12	£21,741	
	Youth Worker scp 13 – 16	13	£22,713
		14	£23,721
Trainee Youth Worker scp 15 - 18	15	£24,408	
	16	£25,125	
	Youth Worker scp 17 - 20	17	£25,830
		18	£26,541
Trainee Team Leader scp 20 - 23	19	£27,246	
	20	£27,951	
	Team Leader scp 22 - 25	21	£28,746
		22	£29,646
		23	£30,522
		24	£31,401
Senior Team Leader scp 25 - 28	25	£32,289	
	26	£33,174	
	Senior Team Leader scp 27 - 30	27	£34,062
		28	£34,959
		29	£35,850
		30	£36,741

APPENDIX E

LOCAL GOVERNMENT ELECTIONS – SCHEDULE OF CHARGES

ELECTION OF COUNTY COUNCILLORS AND TOWN/COMMUNITY COUNCILLORS

TOWN/COMMUNITY –	Electorate	
EXPENSES AS APPROVED BY Denbighshire County Council		
Fees for the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of councillors		
1. RETURNING OFFICER	Contested	Uncontested
For the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of Councillors.		
For each Electoral Division, Community/Town Council, Community/Town Council Ward	170.00	55.00
2. DEPUTY RETURNING OFFICER		
Deputising for the Returning Officer, attending to receive nomination papers, examining them and adjudicating on their validity; dealing with candidates; notifying candidates of decisions on nominations, publishing statements of persons nominated and attending to receive withdrawals.		
For each Electoral Division, Community/Town Council, Community/Town Council Ward	115.00	45.00
3. CLERICAL ASSISTANCE		
For each Electoral Division, Community/Town Council, Community/Town Council Ward		35.00
Up to 1,000 electors	85.00	
Up to 2,000 electors	115.00	
Up to 3,000 electors	170.00	
Up to 4,000 electors	225.00	
Over 4,000 electors	280.00	
4. POLLING STATION STAFF	Single Election	Additional Fee for joint election
Presiding Officer	195.00	40.00
Poll Clerk	115.00	25.00
5. CONDUCTING THE COUNT	D.R.O. only	Each Counting Assistant
For each Electoral Division, Community/Town Council, Community/Town Council Ward Count		
Up to 500 electors	45.00	25.00
Up to 1,000 electors	70.00	25.00
Up to 2,000 electors	90.00	30.00
Up to 3,000 electors	115.00	35.00
Up to 4,000 electors	135.00	40.00
Over 4,000 electors	160.00	45.00
Recount costs	NIL	50% of the above fees
6. POSTAL VOTING AND POLL CARDS		
Issue and Receipt of Postal Votes - £62.40 per 100 or part thereof – single issue £62.40 per 75 or part thereof – joint issue Issue of Poll Cards – Purchase and postage costs only		
7. TRAVELLING		
Public transport if available, otherwise inland revenue tax free rate		45p per mile
8. GENERAL		
Printing, Stationery, Equipment, Postage, Hire of Premises as polling station and similar expenses associated with the conduct of the election		Actual and necessary expenditure
TOTAL PAYABLE		

The staffing rates for local government elections was agreed at the meeting of Denbighshire County Council on 18th November 2003, it was also agreed that the rates would be periodically reviewed with the five other North Wales Authorities to achieve uniformity. The above rates were agreed on 29 September 2011.

This page is intentionally left blank

Pay Policy Statement March 2014

Equality Impact Assessment

Pay Policy Statement

Contact: Linda Atkin

Updated: 10 March 2014

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

Other

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 Pay Policy statement sets out the Council's approach to pay in accordance with the requirements of s38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement each financial year. There are no changes to staff or the community as a result of this statement.

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*

<Please Select>	No - The Council's Pay and Grading Structure introduced following single Status was subject to an Equality Impact Assessment which is monitored on an annual basis through the Equal Pay Audit.
-----------------	---

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

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

n/a

5. Will this proposal / 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)

n/a

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)?

n/a

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

<Please Select> n/a

8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?

<Please Select> yes

Action(s)	Owner	By when?
Production of an Annual Pay Audit	Linda Atkin	30 September 14
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Unrestrict editing to insert additional rows>	<Enter Name>	<DD.MM.YY>

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: 31/3/2015

Name of Lead Officer for Equality Impact Assessment	Date
Linda Atkin	10/3/14

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

This page is intentionally left blank

Report To: Council

Date of Meeting: 8 April 2014

Lead Member: Councillor Julian Thompson-Hill

Report Author: Head of Finance and Assets

Title: Capital Plan 2013/14 – 2016/17 and Recommendations of the Strategic Investment Group

1. What is the report about?

- 1.1 The report updates members on the 2013/14 element of the Capital Plan. Also attached are the recommendations of the Strategic Investment Group of Capital bids recommended for inclusion in the Capital Plan.

2. What is the reason for making this report?

- 2.1 To provide members with an updated Capital Plan including an update on major projects and the corporate plan.

The following Appendices are included:

- Appendix 1: Summary capital plan funding
- Appendix 2: Summary capital plan by Head of Service
- Appendix 3: Details of scheme estimates
- Appendix 4: Major capital project updates
- Appendix 5: Details of recommendations by Strategic Investment Group
- Appendix 6: Capital Bids recommended for approval
- Appendix 7: Details of recommended funding to Highways

3. What are the Recommendations?

- 3.1 That Members note the latest position on the 2013/14 element of the Capital Plan and the update on major projects.
- 3.2 Members support the recommendation of the Strategic Investment Group as detailed in Appendix 5 and summarised in Appendix 6.

4. Report details

4.1 Capital Expenditure 2013/14

The full Capital Plan was last reported to Council in December 2013. Monthly updates are presented to Cabinet. The Estimated Capital Plan is now £36.468m. The Plan has been updated slightly since being reported to Cabinet in March 2014.

4.2 Major Projects

Appendix 4 provides an update on the following major projects:

- Rhyl Harbour Development
- Rhyl Going Forward
- Welsh Medium Area School – Ysgol Maes Hyfryd Site
- North Denbighshire Welsh Medium Provision
- Ysgol Dyffryn Ial
- Rhyl New School

4.3 Corporate Plan

The Corporate Plan 2012-17 sets out the Council's ambition to deliver significant capital investment in its priorities over the next five years, and the latest figures highlights that the Council will need to invest in the region of £124.6m of capital funding.

A large proportion of this work will be in the delivery of five projects within the Band A proposals for 21st Century Schools. In support of this, Council have recently approved the final business case for Rhyl new school prior to determination by the Welsh Government. In addition the extension and refurbishment works at Cynwyd – Ysgol Bro Dyfrdwy are substantially complete and the new classrooms will be fully available to the school from September 2014.

	Council Funding £m	External Funding £m
21st Century Schools	36.700	36.700
Modernising Education	17.190	0
Extra Care Housing and Cefndy	8.550	14.000
Highways	6.600	4.916
Total	69.040	55.616

The Plan makes critical assumptions on various factors, including funding from both the Welsh Government and the council's own resources, estimated costs and the timing of the works.

A summary of the latest estimate of the Corporate Plan is shown in Appendix 1.

4.4 Capital Receipts

The Capital Plan is dependent for part of its funding on capital receipts generated by the sale of Council assets. The table below shows those receipts achieved in 2013/14.

	2013/14 £000
Fronfraith	150
Bare Land at Bwlch Isaf	90
Cynwyd Youth Club	39
8 Brighton Road - Balance	20
TOTAL	299

4.5 Prudential Indicators

Each year the Council sets Prudential Indicators that determine prudent limits on its borrowing. The Council's outstanding debt is currently £141.7m. This is within the Operational Boundary (£160m) and Authorised Limit (£165m) and is less than the forecast Capital Financing Requirement (£186.7m). This means the Council is adhering to the Prudential Code of Capital Finance and is not borrowing in excess of its capital needs.

The ratio of financing costs to the net revenue stream for 2013/14 is 6.61%. This ratio is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet borrowing costs.

4.6 Recommendations of the Strategic Investment Group (SIG)

The Strategic Investment Group has reviewed capital bids and has made recommendations for inclusion in the Capital Plan from 2014/15 onwards. These are detailed in Appendix 5 and summarised in Appendix 6.

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

Projects have been reviewed to ensure that they satisfy the Council's Corporate Objectives.

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

6.1 Cost Implications

It is necessary to ensure that the Capital Plan is fully funded as any cost overruns above the total available funding have to be funded from revenue budgets.

6.2 Staffing/I T/Accommodation Implications

Each new project is required to complete a Business Case form and any specific implications are discussed at that stage.

6.3 Assessment of Impact on Climate Change – Mitigation and Adaptation:

New capital projects are subject to scrutiny by the Strategic Investment Group. Each business case will show, where relevant carbon tonne emission pre and post project, thus identifying whether the project is carbon emission positive, negative or neutral. In addition, it is necessary to ensure new capital projects are future proof and able to adapt to climate change.

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

All new projects are subject to an individual EqIA..

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

Projects are prepared and subsequently monitored in consultation with Heads of Service. The figures used in the reports are based upon the latest estimates available.

All members have been informed of the bids, with hard copies of bids being located in the Members room and project bids available to view on Mod.Gov.

9. Chief Financial Officer Statement

No project should commence without being fully funded against a robust project plan and the project being discussed with the Strategic Investment Group.

Project Sponsors need to exercise tight control over their capital expenditure to ensure that the projects are able to remain within their budgets.

The Council has approved an ambitious Corporate Plan. Underpinning the affordability of the Plan are key assumptions around revenue budgets and cash. The scale of the Corporate Plan means that it will span a 5-7 year horizon and will undoubtedly mean that as it develops, there will be timing differences between planned and actual assumptions around the use of cash. This may mean that earmarked reserves may increase until commitments are made. It is crucial however to appreciate that if resources are diverted through the life of the Plan, the Council will have to decide which of the projects previously identified it would want to cancel.

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

10.1 Risks associated with not agreeing the recommendations

Possible risks would include schemes not progressing, loss of grant and disruptions to services.

10.2 Risk associated with agreeing the recommendations

No capital project is without risk. However all schemes are reviewed by the Strategic Investment Group and are also subject to on-going monthly monitoring and reporting.

11. Power to make the Decision

Part 1 of the Local Government Act 2003 determines the arrangements for capital financing from 2004/05 onwards.

This page is intentionally left blank

General Capital Plan

Capital Expenditure

Total Estimated Payments - General
Total Estimated Payments - Corporate Plan
Contingency
Total

Capital Financing

- 1 External Funding
- 2 Receipts and Reserves
- 3 Prudential Borrowing
- 5 Unallocated Funding

Total Capital Financing

	2013/14	2014/15	2015/16	2016/17	2017/18
	£000s	£000s	£000s	£000s	£000s
Total Estimated Payments - General	29,846	21,246	402	0	0
Total Estimated Payments - Corporate Plan	6,553	2,832			
Contingency	69	600	1,000	1,000	1,000
Total	36,468	24,678	1,402	1,000	1,000
External Funding	24,819	14,205	4,867	4,571	4,571
Receipts and Reserves	3,407	2,152			
Prudential Borrowing	8,242	8,321	250		
Unallocated Funding	0	0	(3,715)	(3,571)	(3,571)
Total Capital Financing	36,468	24,678	1,402	1,000	1,000

Corporate Plan

Approved Capital Expenditure included in above plan

Cefndy Healthcare Investment
 Highways Maintenance
 Bridges
 Schools Capitalised Maintenance
 Rhyl High School
 Ysgol Bro Dyfrdwy - Dee Valley West Review
 Bodnant Community School
 Ysgol Glan Clwyd
 Faith Based Secondary

Estimated Capital Expenditure

Total Estimated Payments

Approved Capital Funding included in above plan

External Funding
 Receipts and Reserves
 Prudential Borrowing

Estimated Capital Funding

External Funding
 Receipts and Reserves
 Prudential Borrowing

Total Estimated Funding

	£000s	£000s	£000s	£000s	£000s
Cefndy Healthcare Investment	44	456			
Highways Maintenance	2,808				
Bridges	1,300				
Schools Capitalised Maintenance	0	190			
Rhyl High School	875	600			
Ysgol Bro Dyfrdwy - Dee Valley West Review	1,242	86	0		
Bodnant Community School	224	0			
Ysgol Glan Clwyd	30	1,500			
Faith Based Secondary	30				
Estimated Capital Expenditure		11,575	32,636	34,818	23,041
Total Estimated Payments	6,553	14,407	32,636	34,818	23,041
External Funding	1,418	1,600	0		
Receipts and Reserves	1,027	1,232			
Prudential Borrowing	4,108				
Estimated Capital Funding		4,036	15,904	10,305	12,094
Receipts and Reserves		1,854	7,546	6,808	3,692
Prudential Borrowing		5,685	9,186	17,705	7,255
Total Estimated Funding	6,553	14,407	32,636	34,818	23,041

This page is intentionally left blank

HEAD OF SERVICE
CAPITAL PROGRAMME SUMMARY

	Estimated Programme 2013/14	Estimated Programme 2014/15	Estimated Programme 2015/16	Estimated Programme 2016/17
	£000	£000	£000	£000
Housing and Community Development	10,413	2,076	90	0
Highways and Environmental Services	10,810	10,534	0	0
Customers and Education Support	8,237	6,385	62	0
Planning and Public Protection	2,451	2,442	0	0
Communication, Marketing and Leisure	1,855	295	0	0
Finance and Assets	1,063	1,173	0	0
ICT/ Business Transformation	1,072	259	250	0
Adult and Business Services	245	835	0	0
School Improvement and Inclusion	232	50	0	0
Legal and Democratic Services	1	21	0	0
Strategic HR	20	8	0	0
Contingency	69	600	1,000	1,000
	36,468	24,678	1,402	1,000

This page is intentionally left blank

CAPITAL PROGRAMME DETAILS OF SCHEMES	Estimated Programme 2013/14	Estimated Programme 2014/15	Estimated Programme 2015/16	Estimated Programme 2016/17
	£000	£000	£000	£000
Housing and Community Development				
Rhyl Harbour Development	2,553	1,183	90	
WRHIP - Main Programme Works	7,180			
Bee and Station	139	69		
Strategic Regeneration Match Funding / Town Other Schemes	100 441	580 244		
Total Housing and Community Development	10,413	2,076	90	0
Highways and Environmental Services				
Highways Maintenance, Bridges, traffic and coastal defence	6,253	7,986		
Flood prevention Schemes including Corwen	1,748	1,509		
Regional Transport Consortia Grant	502	0		
West Rhyl Coastal Defense Schemes	99			
Vehicles , Plant and Equipment	700	700		
Heather and Hillforts Implementation	132	130		
North wales Cycling of Excellence	498			
Ruthin Arts Trail	112			
Rhyl Cut Fisheries	77			
Health and Safeth Works - School Kitchens Equipment	65	36		
Other Schemes	624	173		
Total Highways and Environmental Services	10,810	10,534	0	0
Customer and Education Support				
Schools Capital Maintenance	1,507	2,175		
H&S Works - YGC,YB and Rhyl	386			
Digital Investment in Schools	670			
Transforming 3-18 Welsh Medium Education in North Denbi	2,201	1,726	62	
Ysgol Dyffryn Ial, Llandegla - Extension - Dee Valley East Revi	639	21		
Ysgol Bro Dyfrdwy - Dee Valley West Review	1,242	86		
Rhyl New School	878	600		
Bodnant Community School	224	0		
Ysgol Glan Clwyd	30	1,500		
Other Schemes	460	277		
Total Customer and Education Support	8,237	6,385	62	0
Planning and Public Protection				
Housing Improvement Grants	1,736	1,799		
Renewal Areas	671	643		
Other Schemes	44	0		
Total Planning and Public Protection	2,451	2,442	0	0
Communication, Marketing and Leisure				
Ruthin Leisure Centre - Development Proposal	1,137			
Prestatyn Library - Relocation	647			
Other Schemes	71	295		
Total Communication, Marketing and Leisure	1,855	295	0	0
Finance and Assets				
Agricultural estates	220	398		
Asbestos	237	174		
Property Block Allocation	210	488		
Fire Risk Assessment works	143	0		
Other Schemes	253	113		
Total Finance and Assets	1,063	1,173	0	0
ICT /Business Transformation				
Centralised Infrastructure Upgrades	414	259	250	
Various Prudential Borrowing Projects	236	0		
ICT Strategy Phase 1 and 2	422			
Total ICT / Business Transformation	1,072	259	250	0
Adult and Business Services				
Minor adaptations and Equipment	200	183		
Cefndy Healthcare Investment	44	456		
Cysgod Y Gaer - Biomass	1	131		
Replace care.com	0	65		
Total Adult and Business Services	245	835	0	0
Other Schemes				
School Improvement and Inclusion	232	50		
Legal and Democratic Services	1	21		
Strategic HR	20	8		
Contingency	69	600	1,000	1,000
Total Other Schemes	322	679	1,000	1,000
Total Capital Plan Services	36,468	24,678	1,402	1,000

This page is intentionally left blank

Appendix 4 - Major Capital Projects Update

Rhyl Harbour Development

Total Budget	£10.550m
Expenditure to date	£ 9.145m
Estimated remaining spend in 2013/14	£ 0.127m
Future Years estimated spend	£ 1.278m
Funding	WG £2.613m; WEFO £6.165m; Sustrans £0.700m: RWE £155k and DCC £0.917m
Comments	<p>Programme</p> <p>The external finishes to the building are largely complete, and the internal finishes are now taking place.</p> <p>The quayside building is programmed to complete by the first week of May 2014, but is currently some three weeks ahead of schedule.</p> <p>The external landscaping finishes around the building are due to start later this month.</p>
Forecast In Year Expenditure 13/14	£2.553m

Rhyl Going Forward

Total Budget	£12.097m
Expenditure to date	£ 9.061m
Estimated remaining spend in 13/14	£ 3.036m
Future Years estimated spend	£Nil
Funding	WG £12.097m
Comments	<p>Honey Club</p> <p>Design and Planning</p> <p>The final design is expected to be forwarded to the Design Commission for Wales this month.</p> <p>Development Agreement and Tenant Agreement</p> <p>The Development Agreement is in its final stages. It is hoped to engage direct with the tenant to progress training requirements and ensure there is a pool of local recruits with the correct skills available by the time of opening.</p> <p>Demolition and Construction</p> <p>Demolition contractors have been instructed to progress with the demolition of 25/26 West Parade, and a party wall notice has been served on the owner. A period of 28 days must ensue as part of the legal process before demolition can take place. This is now scheduled immediately following the Easter break.</p>

	<p>West Rhyl Housing Improvement Project Overall, the project status remains very good.</p> <p>Phase 2 demolition of Aquarium Street/John Street/Hope Place and Abbey Street is now on site and progressing well. Demolition will continue through to the end of March.</p> <p>Excellent progress continues with the re-settlement programme with 112 households in the rented sector being re-located with no negative issues. There are 13 households left to re-locate this financial year. In respect of privately owned properties, 28 properties will be vested in the Council by the end of April 2014.</p> <p>Green Space The Green Space designers (Capita Ltd) are well advanced with the design and dialogue continues with DCC Streetscene continues to ensure the design achieves easy maintenance. Planning is on course for submission in March, leading to construction on site in July 2014.</p> <p>Overall, the project remains well managed and within parameters.</p>
Forecast In Year Expenditure 13/14	£7.180m

Welsh Medium Area School – Ysgol Maes Hyfryd Site

Total Budget	£1.413m
Expenditure to date	£1.214m
Estimated remaining spend in 13/14	£0.114m
Future Years estimated spend	£0.085m
Funding	WG £1.2m; DCC £0.213m
Comments	<p>The Welsh Government has provided £1.2m funding as part of the wider 21st Century Schools Programme. This will enable the new school to move to a single site following a significant extension and refurbishment to the current Ysgol Maes Hyfryd site.</p> <p>The project has reached practical completion with some remaining minor snagging works to be completed by April 2014.</p>
Forecast In Year Expenditure 13/14	£1.242m

North Denbighshire Welsh Medium Provision

Total Budget	£4.749m
--------------	---------

Expenditure to date	£2.395m
Estimated remaining spend in 13/14	£0.568m
Future Years estimated spend	£1.786m
Funding	WG £3.061m, DCC £1.688m
Comments	<p>The Welsh Government has provided funding as part of the transitional 21st Century Schools Programme. This approval will allow for improvement works to be undertaken at three Welsh Medium schools. Work at Ysgol Dewi Sant has been completed.</p> <p>Ysgol y Lllys, Prestatyn This project will deliver an extended, remodelled and refurbished school for 420 pupils.</p> <p>The new nine classroom extension works are progressing well. The 40 photovoltaic panels have now also been installed on the new extension roof and the scheme will be registered for the feed in tariff. The project remains on target to be delivered within budget and the completion date remains August 2014.</p> <p>Ysgol Twm o'r Nant, Denbigh This project will deliver additional school hall accommodation and teaching areas.</p> <p>Recent work includes the installation of the roof to both front and rear extension. Work is on-going on the internal walls and external cladding.</p> <p>Handover is scheduled for August 2014.</p>
Forecast In Year Expenditure 13/14	£2.201m

Ysgol Dyffryn Ial

Total Budget	£0.911m
Expenditure to date	£0.790m
Estimated remaining spend in 13/14	£0.102m
Future Years estimated spend	£0.019m
Funding	DCC £0.898m; Other Contributions £0.013m
Comments	<p>The new building is now in operation and has been occupied by the school since mid October.</p> <p>Negotiations continue with the Diocese on the future of both old school sites; it is anticipated that Llandegla will be handed back to the Diocese before the end of March 14. Negotiations continue with the local community on future use of the old site in Bryneglwys.</p> <p>It is still anticipated that the project will come in at 5% under budget.</p>
Forecast In Year Expenditure 13/14	£0.639m

Rhyl New School

Total Budget	£1.478m (To Detailed Design Stage)
Expenditure to date	£0.333m
Estimated remaining spend in 13/14	£0.545m
Future Years estimated spend	£0.600m
Funding	DCC £1.478m (To Detailed design Stage Only)
Comments	<p>The project will provide a new school building for Rhyl High School to serve up to 1200 pupils in mainstream education whilst also housing approximately 45 pupils from Ysgol Tir Morfa, the community special school in Rhyl.</p> <p>In September 2013, the Welsh Government approved the Strategic Outline Case for Rhyl New School. Following this, Cabinet approved up to £1.5m to progress detailed design works prior to submission of a business case to Welsh Government.</p> <p>Council on 25 February 2014 approved the submission of the final business case to the Welsh Government. This will seek 50% funding - £12.3m in support of this £24.6m scheme.</p> <p>Subject to Welsh Government approval, it is hoped to commence construction on site during July 2014.</p>
Forecast In Year Expenditure 13/14	£0.878m

Appendix 5

Summary of Strategic Investment Group Recommendations (Capital Plan 2014/15)

1. Report details

- 1.1 The Welsh Government's capital settlement for 2014/15 was £22k lower than for 2013/14.
- 1.2 With the lack of capital investment from the Welsh Government, the Council has no choice but to rely on its own resources to invest in key projects. This means either selling assets to generate receipts or using Prudential Borrowing.
- 1.3 The Council is aiming to dispose of a number of sites over the next three years. Asset disposals can, however, be slow with values uncertain and the timing of receipts difficult to predict. The current economic conditions also add further risk and will put downward pressure on values. For the purposes of this report no new capital receipts have been assumed and the only funds allocated are those that have already been received.
- 1.4 The available funding for 2014/15 is shown below:

Source	Amount £000
General Capital Grant	1,833
Unhypothecated Supported Borrowing	3,011
Prudential Borrowing - Highways	4,643
Capital Receipts	136
Unspent Contingency b/f/ Other	600
Welsh Government Education Grant	438
Earmarked Reserves	400
Total Funds Available 2014/15	11,061

- 1.5 The Capital Plan spends money on two types of project. Firstly there are one-off projects such as a new school or refurbishment of a leisure centre, the second type of expenditure is a 'block allocation'. These are ongoing programmes of work that stretch over several years (and may never be complete) e.g. schools maintenance. Elements of this work may be paid for from repair and maintenance budgets but a significant part is funded through the capital plan.

Recommendations of the Strategic Investment Group

- 1.6 In the light of continued cuts to the capital resources available to the

Council, it was agreed by the Strategic Investment Group to invite bids in line with previously agreed block allocations from departments. The Strategic Investment Group has reviewed 11 bids over a number of meetings.

- 1.7 Each bid was presented by a head of service. Some issues that arose from this process are detailed below:
- It is proposed to allocate £1.7m in support of Private Sector Housing Renewal Assistance. The funding will be used in the main on the provision of Disabled Facilities Grants.
 - An allocation of £175k is recommended for Minor Adaptations, Community Equipment and Telecare. This funding is targeted at enabling the elderly and disabled to remain in their own homes.
 - Members agreed in 2011/12 to allocate up to £1.3m to the agricultural estate to enable works which would support the rationalisation of the estate and in turn generate capital receipts. £1.16m has been awarded for this work over the last three years, and therefore the Strategic Investment Group recommends allocating the remaining £140k to the Agricultural Estate.
 - Both the school and non-school capital maintenance bids include provision for essential maintenance such as Asbestos Removal, Fire Risk Assessment Work, DDA etc. It is recommended that £2.075m be allocated to Schools Capital Maintenance Works (an increase of £160k over 2013/14) and £450k to Non schools capital maintenance work. It is further recommended that the appropriate Heads of Service determine the precise allocations to the specific works required, in order of priority.
 - Highways have received £100k to support prudential borrowing as part of the revenue budget for 2014/15. This will allow approximately £1.65m of capital expenditure. In addition, the Welsh Government has provided £162k of revenue funding for Denbighshire to fund prudential borrowing, and together this will generate highways capital works of approximately £4.10m.
 - Funding totalling £335k in respect of A525 Crash Barrier scheme which was previously approved by Council has been released back into the capital plan because this scheme has not progressed. A revised scheme has been reviewed by the Strategic Investment Group and the group recommends combining this proposal with the Highways Block Allocation.
 - Full details of the recommended funding to Highways are shown in Appendix 7

- The Strategic Investment Group recommends maintaining the allocation set aside for any contingencies at £0.5m, in line with 2013/14.
- 1.8 Appendix 6 shows the projects listed with recommended funding for each. Each project that is being recommended for approval is shown under a different column in the appendix:
- PB Highways – £4.6m. This includes £4.1m prudential borrowing to be supported from the revenue budget as approved by Council on 27th January 2014. It also includes £0.335m released back into the capital plan in respect of the A525 Crash Barrier. In addition there are Prudential Funds available for Street Lighting Energy Reduction – £0.200m.
 - Council Funds – These are funds such as general grants, capital receipts, and unspent contingency. This funding is for one year only.
- 1.9 The membership of the Strategic Investment Group is as follows:
- Lead Cabinet Member – Finance & Assets
 - Lead Cabinet Member – Economic Development
 - Lead Cabinet Member – Modernising and Performance
 - Representative from each Scrutiny Committee
 - Corporate Director – Economic and Community Ambition
 - Head of Finance & Assets
 - Head of Housing and Community Development

This page is intentionally left blank

This page is intentionally left blank

2014/15 Capital Bids - Proposed Highways Allocations

Appendix 7

£000

1	Highways Capital works supported through Prudential Borrowing and LGBI	4,108	
2	Highways Block Allocation including Structural repairs and Traffic and Parking Initiatives:		
	Highway Maintenance	520	Note 1
	Street Lighting	100	
	Bridges and Structures	200	
	Coastal Defence	50	
	Public Rights of Way	25	
	Dropped Kerbs	50	
	Traffic & Parking Measures:		
	Grange Road - Pedestrian Safety	50	Note 2
	20 mph pilot study	25	
	Speed Limit Review	10	
	Road Safety - Education Training	25	
	Road Safety Projects	190	
	Highways Block Allocation	1,245	
	Note 1:		
	The Strategic Investment Group proposes that £150k in respect of the Highway Maintenance allocation (£520k) be targeted at road damage (Inc potholes) experienced this winter, and that proposals for this spend should be brought to the group for review.		
	Note 2:		
	The Strategic Investment Group noted the requirement for improvements to Grange Road Pedestrian Crossing - £50k, and recommends the service submit details of the proposed work for review by the group when available.		
3	Flood Alleviation Works	180	
4	Replacement of dangerous street lighting columns and units	50	
5	Street Lighting Energy Reduction Schemes	200	
	Total Proposed Highways Capital Programme	5,783	

This page is intentionally left blank

Report To: County Council

Date of Meeting: 8th April 2014

Lead Member / Officer: Councillor Barbara Smith/Gary Williams

Report Author: Gary Williams, Monitoring Officer

Title: Independent Remuneration Panel for Wales Report 2014/15

1 What is the report about?

- 1.1 The publication of the report of the Independent Remuneration Panel for Wales (the Panel) for the financial year 2014/15. The Panel requires the authority to implement the determinations in the report from the date of its annual meeting (13 May 2014).

2 What is the reason for making this report?

- 2.1 The reason for making this report is to notify Members of the Panel's report, for Members to adopt the recommendations asked in the report and to decide upon the level of remuneration for the Chair and Vice-Chair of Council for the financial year 2014/15.

3 What are the Recommendations?

- 3.1 That Members adopt the recommendations of the Panel for financial year 2014/15 in respect of the payment of Basic Salaries and Senior Salaries.
- 3.2 That Members determine the level of remuneration to be paid to the Chair and Vice-Chair for the financial year 2014/15.
- 3.3 That Members adopt the recommendations of the Panel in respect of payments to co-opted members.
- 3.4 That Members adopt the Scheme of Payments to Members set out in Appendix 3 to the report.

4 Report details.

- 4.1 The Local Government (Wales) Measure 2011 (the Measure) provides that the Panel must publish a report about the exercise of its functions with respect to each financial year. An annual report can impose requirements to make payments on local authorities.

- 4.2 The Measure further provides that a local authority must comply with the requirements imposed on it by an annual report.
- 4.3 The Panel did visit all 22 local authorities in Wales to ascertain the views of Members and officers during the summer of 2013.
- 4.4 The Panel produced a draft annual report for consultation which was considered by the Democratic Services Committee in November 2013.
- 4.5 The final version of the Panel's annual report has now been published. The final report does differ in some important respects from the draft report.
- 4.6 The Panel has not changed the level of remuneration since 2011. The Panel had previously aligned the payment of Basic Salary to the medium gross earnings of full time employees in Wales. In the last three years there has been a reduction in funding for local authorities and a freeze on public pay. The Panel had determined during that period not to retain the alignment with medium earnings which has resulted in a reduction of the Basic Salary level in real terms.
- 4.7 Given the modest relaxation in the constraints on public sector pay the Panel has decided to increase the Basic Salary by less than 1% from £13,175 to £13,300 for financial year 2014/15.
- 4.8 The Panel has decided to continue with the cap on the number of Senior Salaries. The Panel has also decided to continue with the grouping of Councils in accordance with population size. Denbighshire is in Group C and has a cap of 17 Senior Salaries. The population groups can be seen at Table 1 in the report attached as Appendix 1.
- 4.9 During the consultation visits conducted in 2013 the Panel states that a consistent view was expressed by Members that the leadership and executive roles, (Band 1 and Band 2 salaries respectively) carry the greatest individual accountability and that these accountabilities exist regardless of the size of the population served. The Panel remains of the view that size of population is a major factor in influencing bands of responsibility and has retained the link between the groupings of Councils and those Senior Salaries. The Panel has however made minor adjustments to Band 1 and 2 salaries to narrow the differentials between the groupings.
- 4.10 The draft annual report of the Panel had suggested that Band 3 salaries payable to Committee Chairs should be determined locally and set at one of three different bands depending on the level responsibility and workload undertaken by different Chairs. Responses to the draft report, including that of this Council, were not supportive of that suggestion. The Panel has therefore decided not to introduce responsibility levels and has determined that Senior Salaries for Committee Chairs, if remunerated, should be paid at £22,000 per annum.

- 4.11 The requirement to pay a Senior Salary to the Leader of the largest opposition group remains. The Panel recognises that the range of responsibility and accountabilities of this role varies across authorities but takes the view that payment for this position is important for local democracy. The Senior Salary payable for this role will be at Band 3, £22,000 per annum provided that the group represents at least 10% of the membership of the Council.
- 4.12 The Panel has noted that very few authorities pay leaders of other political groups. Where such Senior Salaries are paid, they are to be set at a Band 5 level of £17,000 per annum.
- 4.13 Civic Salaries are the payments made to the Civic Head and the Deputy Civic Head. In Denbighshire these are the Chair and Vice-Chair of Council. Civic Salaries do not count towards the cap on Senior Salaries.
- 4.14 The Panel has considered the varied workloads and level of commitment expected from Civic Heads and their Deputies across local authorities in Wales. The Panel has decided that each local authority should set the level of salary payable to Civic Heads and Deputies from one of three levels determined by the Panel as payable. These levels do not relate to population size and are for each authority to determine according to the anticipated workload and responsibilities. A Council may decide not to apply any Civic Salary.
- 4.15 The levels of salary available are set out in Table 3 of the Panel's report. They are as follows:

	Civic Heads	Deputy Civic Heads
a)	£24,000	£18,000
b)	£21,500	£16,000
c)	£19,000	£14,000

- 4.16 The current levels payable to the Chair and Vice-Chair are £19,035 and £14,805 respectively.
- 4.17 The level of remuneration payable to co-opted members remains unchanged.
- 4.18 The Panel has set levels of remuneration for Chairs of Joint Overview and Scrutiny Committee. No such committees currently exist in Denbighshire. There is not a requirement to pay Senior Salaries for such posts and this would be a matter for agreement between the participating authorities.
- 4.19 The mileage rates payable to Members remain unchanged.
- 4.20 The subsistence rates for Members remain unchanged, save for the removal of the rate for overnight accommodation in Cardiff. This brings the overnight accommodation rates in line with Welsh Government rates.

5 How does the decision contribute to the Corporate Priorities?

- 5.1 This does not directly impact on the Corporate Priorities.

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

- 6.1 The changes to the Basic Salary and Senior Salary levels for these salaries paid by the Council would account to an extra £10,105 per annum. The determination of Civic Salary levels will cost as follows. Band a will cost £8,160, Band b will cost £3,660 and Band c will save £840 if the same band levels are chosen for both the chair and vice chair of Council.

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

- 7.1 There is no requirement to conduct an Equality Impact Assessment.

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

- 8.1 The draft annual report was considered by Democratic Services Committee and the Chairs and Vice-Chairs of Scrutiny.

9 Chief Finance Officer Statement

- 9.1 A provision of £18k has been allowed for within the 2014/15 budget for the additional costs arising from implementing the Panel's recommendations. Any costs above this will result in a budget pressure.

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

- 10.1 There is a risk that if the Council fails to adopt the requirements of the Panel that it will be directed to do so under the provisions of the Local Government (Wales) Measure 2011.

11 Power to make the Decision

- 11.1 Section 153 Local Government (Wales) Measure 2011.

Table 1: Maximum proportions and numbers of council membership eligible for payment of a senior salary

Council	Number of councillors	Number of senior salaries
Group A		
Cardiff	75	19
Rhondda Cynon Taff	75	19
Swansea	72	19
Group B		
Bridgend	54	18
Caerphilly	73	18
Carmarthenshire	74	18
Conwy	59	18
Flintshire	70	18
Gwynedd	75	18
Neath Port Talbot	64	18
Newport	50	18
Pembrokeshire	60	18
Powys	73	18
Vale of Glamorgan	47	18
Wrexham	52	18
Group C		
Blaenau Gwent	42	17
Ceredigion	42	17
Denbighshire	47	17
Isle of Anglesey	30	15
Merthyr Tydfil	33	16
Monmouthshire	43	17
Torfaen	44	17

This page is intentionally left blank

Table 2: Basic salary and senior salaries shall be payable as follows to members of principal councils

Basic salary (payable to all elected members) £13,300			
	Group A (Cardiff, Rhondda Cynon Taf, Swansea)	Group B (Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham)	Group C (Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey)
Senior salaries (inclusive of basic salary)			
Band 1			
Leader	£53,000	£48,000	£43,000
Deputy leader	£37,000	£33,500	£30,000
Band 2			
Other executive	£32,000	£29,000	£26,000
Band 3			
Committee chairs:		£22,000	
Band 4			
Leader of largest opposition group ³		£22,000	
Band 5			
Leader of other political groups		£17,000	

This page is intentionally left blank

Denbighshire County Council

Members' Remuneration Schedule 2014 – 2015

Introduction

Under the local Government (Wales) Measure 2011 the independent Remuneration Panel for Wales (IRPW) was given an extended remit for prescribing levels of remuneration for all members of Local Authorities. The IRPW's Annual Report published in February 2014 sets out the level of remuneration for 2014/15. By virtue of Annex 2 of the Annual Report local authorities are required to publish a schedule of Member Remuneration.

1. Members Basic Salary

All Members will be paid a Basic Salary of **£13,300** per annum, paid in monthly instalments throughout the year.

Members receiving only this Basic Salary in 2013-14 are as follows:

2. Members Senior Salaries (inclusive of Basic Salaries)

Some members receive their basic salary and also undertake senior roles. They therefore receive a 'senior salary' (which is inclusive of the basic salary).

Under the IRPW Regulations Denbighshire can pay up to 17 senior salaries. The maximum number of senior salaries set for the Council by IRPW has not been exceeded as the actual number of senior salaries currently being paid is 15.

NB. Senior Salaries are paid inclusive of the Basic Salary.

Members in receipt of Senior Salaries 2014-15

Members Band 1 Senior Salary

Leader of the Council & Lead **£43,000**
Member for Economic Development

Deputy Leader of the Council & Lead **£30,000**
Member for Education

Members Band 2 Senior Salary

Lead Member for Social **£26,000**
Care & Adult and
Children's Services

Lead Member for
Customers &
Communities £26,000

Lead Member for
Leisure, Youth, Tourism
& Rural Development £26,000

Lead Member for
Modernising &
Performance £26,000

Lead Member
for Public Realm £26,000

Lead Member for
Finance & Assets £26,000

Members Band 3 Senior Salary

Chair of Partnerships
Scrutiny Committee £22,000

Chair of Communities
Scrutiny Committee £22,000

Chair of Performance
Scrutiny Committee £22,000

Chair of Planning
Committee £22,000

Chair of Licensing
Committee £22,000

Chair of Corporate
Governance Committee £22,000

Leader of the Largest
Opposition Group £22,000

Civic Salary

Chairman of the Council

Vice Chairman of the
Council

3. Co-opted Member Payments

Co-opted Chairs and Members of Committees with voting rights will be entitled on submission of a monthly claim to a co-opted member payment.

The amounts payable by way of daily rates and half day rates are as set out below.

Co-opted Chair - **£256 daily fee (£128 for a half day)**

Co-opted Ordinary Member - **£198 daily fee (£99 for a half day)**

Denbighshire Council is entitled to decide on the maximum number of days for which co-opted members may be paid in any one year. Currently, the Council has not set a maximum limit.

The co-opted members with voting rights, who are currently entitled to a co-opted member payment, are:

Co-optee	Position
Ian Trigger	Co-opted Chair, Standards Committee
Margaret Medley	Co-opted Member, Standards Committee
Paula White	Co-opted Member, Standards Committee
David E. Jones	Co-opted Member, Standards Committee
Wayne Roberts	Co-opted Member, Standards Committee
Gareth Williams	Co-opted Member, Education Scrutiny
Gill Greenland	Co-opted Member, Education Scrutiny
Debra Houghton	Co-opted Member, Education Scrutiny
Dawn Marjoram	Co-opted Member, Education Scrutiny
Nicola Lewis	Co-opted Member, Education Scrutiny
Paul Whitham	Co-opted Member, Audit Committee (Corporate Governance Committee)

4. Care Allowances

A maximum allowance of £403 per month may be available payable on the production of receipts for the re-imbursment of care expenses. Please refer to section 8 of Part 6 *Members' Scheme of Allowances* in the Council's Constitution, available on the Council's website,

5. Payment of Travelling and Subsistence Expenses

A Councillor or Co-opted Member is entitled to receive payments from the Authority by way of travelling and subsistence expenses in respect of official business as set out in Schedule 2 to the Members' Scheme of Allowances in Part 6 of the Council's Constitution, which is on the Council's website.

Rates of Payment

All vehicle sizes of private motor vehicle:

- Up to 10,000 miles – 45p per mile
- Over 10,000 miles – 25p per mile
- Private motor cycles – 24p per mile
- Bicycles – 20p per mile
- Passenger supplement – 5p per passenger per mile

All other claims for travel expenses will only be reimbursed on production of a receipt showing the actual expense. Councillors and Co-opted Members should always be mindful of choosing the most cost effective method of travel.

Subsistence Expenses

The maximum rate for subsistence will be as set out below, with all claims to be supported by receipts:

A maximum of £28 per day, including breakfast if not included in overnight cost.

Overnight costs to a maximum of £150 in London; and £95 elsewhere.

A maximum of £25 per night if staying with friends or relatives.

Wherever possible, overnight accommodation should be reserved and paid for by the Council itself.

Report to: County Council

Date of meeting: 8th April 2014

Lead Officer: Head of Legal and Democratic Services

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

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

1 What is the report about?

- 1.1 The arrangements for election of the Chair and Vice Chair of the Council for the municipal year 2014/15.

2 What is the reason for making this report?

- 2.1 The Chair and Vice Chair of Council will be elected at the Annual General Meeting of the Council in May. The purpose of the report is to agree the proposed Chair and Vice Chair for the coming municipal year 2014/15 to be formally elected at the Annual General meeting.

3 What are the recommendations?

- 3.1 That Council agrees the proposed Chair and Vice Chair for the municipal year 2014 to be formally elected at the Council's annual meeting on 13th May 2014.

4 Report details

- 4.1 In 2006 the Council agreed with the conclusions of the former Modernising Panel that the previous procedure whereby Annual Council met with no real certainty as to who would emerge as Chair and Vice Chair of the Council detracted from the dignity of the occasion.
- 4.2 Council resolved that the arrangements for the election of Chair and Vice Chair should be addressed at the meeting prior to Annual Council.
- 4.3 The current Vice Chair of Council is Councillor Brian Blakeley. The tradition is that the current Vice Chair of Council is elected as Chair of Council for the forthcoming municipal year.

4.4 Group Leaders have been requested to provide nominations for the role of Vice Chair of Council for the coming municipal year. Details of those nominated will, if possible, be circulated before the meeting.

5 How does the decision contribute to the Corporate Priorities?

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

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

6.1 The roles of Chair and Vice Chair of the Council currently attract senior salaries of £19,035 and £14,805 respectively. These figures are inclusive of the basic salary paid to all members. The salary level to be determined for the Chair and Vice Chair of Council for the forthcoming year will be the subject of a separate report.

7 What consultations have been carried out?

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

8 Chief Finance Officer Statement

8.1 There are no additional costs arising from this recommendation.

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

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

10 Power to make the decision?

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

Agenda Item 12

Rhybydd o Gynnig/Notice of Motion

Rydym yn galw ar y Cyngor i wahardd 'Lanterni'r awyr' rhag cael eu rhyddhau o dir yn eiddo Cyngor Sir Ddinbych.

We call on the council to ban the release of sky Lanterns from land in the ownership of Denbighshire County Council.

Gwyneth Kensler
Arweinydd Grwp Plaid Cymru ar y Cyngor

Gwyneth Kensler
24 / 3 / 2014

This page is intentionally left blank

County Council Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer
Council Briefing 28 April	1	Natural Resources Wales	To introduce the new arrangements now that NRW has been established and to share their corporate priorities and discuss how they impact on the council	N/A	Rebecca Maxwell
	2	North Wales Police – Force Communications Centre (FCC)	Superintendent Alex Goss to give a presentation to increase knowledge of the FCC function and accessibility and possible visits to the FCC if required by Members	N/A	Superintendent Alex Goss and Mr Paul Shea attending.
	3	Self-Assessment of the Council's Governance & Improvement Arrangements 2013/14		N/A	Ivan Butler
13 May ANNUAL MEETING	1	Appointment of the Chair of Council	To appoint the Chair of Council for the 2014 / 15 municipal year	Yes	Gary Williams
	2	Appointment of the Vice Chair of Council	To appoint the Vice Chair of Council for the 2014 / 15 municipal year	Yes	Gary Williams

County Council Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer
	3	Annual Report of the Scrutiny Committees	To consider the Annual Report	Yes	Rhian Evans / Steve Price
	4	Annual Delivery Document for the Corporate Plan	To seek approval for the final version of the delivery document	Yes	Cllr Barbara Smith / Alan Smith / Keith Amos
10 June 2014					
Council Briefing 23 June 2014	1	Talented Athletes Grant	To consider funding arrangements for the grant	N/A	Cllr Huw Jones / Rhian Roberts
	2	Member Training	To consider member training issues	N/A	Cllr Barbara Smith / Eleri Woolford
	3	Financial Inclusion Anti-Poverty (FIAP) Project	To inform all members of the project's aims and objectives	N/A	Cllr. Hugh Irving/Sarah Lamberton
	4	NE Wales Marketing Area for Tourism in Wales	A presentation covering the new tourism areas, Destination Denbighshire, and how we plan to set the tourism priorities with members.		Sian Owen
	5	Welfare Reform			Paul McGrady
	6	Local Housing Strategy	To consider LHS prior to		Cllr Hugh Irving / Peter

County Council Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer
			going to full Council in September.		McHugh / Sue Lewis
8 July 2014					
Council Briefing (Budget) 14 July 2014		Reserved for a session on the 2015/16 budget			Cllr Julian Thompson-Hill / Paul McGrady
9 September 2014	1	Capital Plan	To discuss previous years outturn and update of 5 months of current year	Yes	Cllr Julian Thompson-Hill / Paul McGrady / Richard Weigh
	2	Local Housing Strategy	To agree the Local Housing Strategy	Yes	Cllr Hugh Irving / Peter McHugh / Sue Lewis
Council Briefing 22 September					
7 October 2014					
Council Briefing					

County Council Forward Work Plan

Meeting	Item (description / title)	Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer
20 October 2014 (budget)				
4 November 2014				
Council Briefing 17 November 2014				
9 December 2014				
Council Briefing 22 December 2014 (Budget)				
Council				

County Council Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer
Briefing 19 January 2015					
3 February 2015	1	Treasury Management Strategy Statement 2015/2016	To approve the TM Strategy Statement 2015/2016	Yes	Cllr Julian Thompson-Hill/ Paul McGrady / Richard Weigh To be added as an annual report every February.
24 February 2015					
Council Briefing 16 March 2015					
14 April 2015					
12 May 2015 (ANNUAL					

County Council Forward Work Plan

Meeting	Item (description / title)	Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer
MEETING)				

Note for officers – Full Council Report Deadlines

Meeting	Deadline	Meeting	Deadline	Meeting	Deadline
April	25 March	May	28 April	June	27 May

Updated 21/03/2014 – SP

Council Work Programme.doc