

To: Members of the Communities  
Scrutiny Committee

Date: 9 May 2014

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Dear Councillor

You are invited to attend a meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **9.30 am** on **THURSDAY, 15 MAY 2014** in the **COUNCIL CHAMBER, RUSSELL HOUSE, RHYL**.

Yours sincerely

G. Williams  
Head of Legal and Democratic Services

## AGENDA

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

#### **1 APOLOGIES**

#### **2 APPOINTMENT OF VICE-CHAIR**

To appoint a Vice-Chair for the Committee for the 2014/15 municipal year.

#### **3 DECLARATION OF INTERESTS**

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

#### **4 URGENT MATTERS AS AGREED BY THE CHAIR**

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

**5 MINUTES** (Pages 5 - 10)

To receive the minutes of the Communities Scrutiny Committee held on 3 April 2014 (copy enclosed).

**6 HOUSING RELATED SUPPORT FOR OLDER PEOPLE IN DENBIGHSHIRE** (Pages 11 - 18)

To consider a report by the Housing Care and Support Manager (copy enclosed) outlining the changes being made to the Council's Sheltered Housing Warden Service.

**9.35 a.m. – 10.05 a.m.**

**7 COUNCIL HOUSING STOCK REFURBISHMENT PROGRAMME** (Pages 19 - 32)

To consider a report by the Head of Housing and Community Development (copy enclosed) detailing the approach taken to bringing the Housing Stock up to the Welsh Housing Quality Standard, and outlining issues encountered and lessons learnt from the experience.

**10.05 a.m. – 10.35 a.m.**

**8 CORPORATE COMMUNICATIONS STRATEGY** (Pages 33 - 38)

To consider a report by the Team Leader – Communications and Campaign Management providing an update on progress made with the Communications Strategy Action Plan and objectives for the next twelve months, and presenting the draft protocol on communicating with members.

**10.35 a.m. – 11.05 a.m.**

~~~~~ **BREAK** ~~~~~

**9 BETTER REGULATION OF CARAVAN SITES** (Pages 39 - 50)

To consider a report by the Development Control Manager (copy enclosed) providing an update on relevant emerging Welsh Government legislation on the regulation of caravan sites and its implications for the Council.

**11.15 a.m. – 11.45 a.m.**

**10 RHYL GOING FORWARD PROGRAMME QUARTERLY REPORT** (Pages 51 - 74)

To consider a report by the Economic Business Development Manager (copy enclosed) providing an update on the Rhyl Going Forward Programme including progress and achievements in delivering its anticipated outcomes.

**11.45 a.m. – 12.15 p.m.**

**11 SCRUTINY WORK PROGRAMME** (Pages 75 - 90)

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

**12.15 p.m. – 12.30 p.m.**

## **12 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

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

**12.30 p.m.**

## **PART 2 - CONFIDENTIAL ITEMS**

No Items.

## **MEMBERSHIP**

### **Councillors**

Huw Hilditch-Roberts (Chair)

Carys Guy (Vice-Chair)

James Davies

Joe Welch

Peter Evans

Cefyn Williams

Rhys Hughes

Cheryl Williams

Win Mullen-James

Huw Williams

Bob Murray

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## COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held in Conference Room 1a, County Hall, Ruthin on Thursday, 3 April 2014 at 9.30 am.

### PRESENT

Councillors James Davies, Peter Evans, Carys Guy (Vice-Chair), Huw Hilditch-Roberts (Chair), Win Mullen-James, Bob Murray, Joe Welch, Cefyn Williams and Cheryl Williams

Lead Member councillor Huw LI Jones

Councillor Meirick LI Davies attended as an observer.

### ALSO PRESENT

Corporate Director: Economic and Community Ambition (RM), Economic and Business Development Manager (TB), Risk & Asset Manager (TT), Scrutiny Co-ordinator (RE) and Committee Administrator (SLW).

#### 1 APOLOGIES

Apologies for absence were received from Councillors Rhys Hughes and Huw Williams

Apologies for absence were also received from Lead Members Councillors Hugh Evans and David Smith.

#### 2 DECLARATION OF INTERESTS

No personal or prejudicial interests were declared.

#### 3 URGENT MATTERS AS AGREED BY THE CHAIR

No urgent matters were raised.

#### 4 MINUTES

The Minutes of a meeting of the Communities Scrutiny Committee held on Thursday, 6 March 2014 were submitted.

Matters Arising:

- Safer Routes – The Scrutiny Co-ordinator read to Members the letter which was to be sent to the Minister for Economy, Science and Transport.
- Kingdom – wearing of uniform. A response had been received from the Community Safety Enforcement Officer:
  - “The conditions concerning the wearing of uniform are that unless there is a specific instruction, officers do not have to wear uniform.

The instructions in relation to Rhyl are that officers will wear the uniform provided by Kingdom Security in the town centre which is the shopping area.

The instruction is the same in Prestatyn until further notice. If officers are seen in the town centre without uniform, there will be a specific reason that can be explained”.

**RESOLVED** that the Minutes of the meeting of Communities Scrutiny Committee, held on Thursday 6 March 2014 be received and approved as a correct record.

## **5 TOWN AND AREA PLANS (QUARTERLY REPORT)**

The Economic and Business Development Manager introduced the Town & Area Plans report (previously circulated) to monitor the Council’s performance in delivering its Town Plans and their benefit to the towns themselves and outlying communities.

At the Cabinet meeting held on 25 March 2014, the following elements had been adopted:

- Denbigh Town & Area Plan
- Rhuddlan Town & Area Plan
- Rhyl Town & Area Plan

The Bodelwyddan Town & Area Plan was still outstanding as it was a late addition, but it should be available by early summer.

In-depth discussion took place and the following issues were raised:

- Members queried whether there was any flexibility within the plans to accommodate changes in communities’ priorities, and whether a standard formula had been used to calculate the funding allocation for each plan.
- Members also felt it was crucial that each Town & Area Plan should outline the long-term vision for the area.
- Officers advised that it would be the decision of each Member Area Group (MAG) to determine whether a change in priority or amendment to any priority could be accommodated within their plan and whether they would be able to fund any new/revised project.
- Following a meeting of the Corporate Executive Team (CET), it had been requested that a review of the impact of the Town & Area Plans take place in early May. The Programme Manager, Economic & Community Ambition and the Head of Internal Audit were to carry out the review. The review would examine matters such as a funding formula, the nature of the contents of current plans and whether each plan would be underpinned with a long-term vision for each town and associated area.

The Corporate Director, Economic & Community Ambition, advised that she would provide Members with the Terms of Reference for the review.

The Lead Member for Leisure, Youth, Tourism and Rural Development offered to visit any Member Area Group (MAG) or areas to assist with any difficulties experienced with plans.

**RESOLVED that:**

- (i) *Subject to the above observations, to note the progress made to date in delivery of the Town & Area Plans.*
- (ii) *Consideration of the findings of the review of the Town & Area Plans to take place at the Communities Scrutiny Committee meeting to be held on 26 June 2014.*

## **6 CONCEPT DESIGN OF GREEN SPACE - WRHIP**

The Economic and Business Development Manager (E&BDM) introduced the Concept Design of Green Space – WRHIP report (previously circulated) to provide Members with details of the Green space which was an integral part of West Rhyl Housing Improvement Project (WRHIP) and the potential implications for ongoing maintenance and potential funding sources.

The E&BDM informed Members that the WRHIP was a large project led by the Welsh Government and it was partnership working between Denbighshire County Council and Pennaf Housing Association.

Discussion took place and the following points were raised:

- It had been emphasised that, whilst the green space project had been an integral part of the improvement in west Rhyl and the Rhyl Going Forward Programme, it was a community/ neighbourhood amenity and not a tourist attraction.
- The rationale behind providing a green space in the area was to make the area more attractive to families. Work was taking place to transform the housing offer in the area to more of a mixed tenure, particularly increasing owner occupier and private rented family accommodation.
- Officers confirmed consultation would take place with National Resources Wales (NRW) with respect to any flood risk to proposed housing developments prior to submitting any planning applications. Councillor Win Mullen-James enquired whether it was feasible to have an underground water holding tank beneath the park to hold any additional water and mitigate the risk of serious flooding. Officers advised that the completion of Phase 3 of the Coastal Defence work should address any flood risk to the park itself.
- Questions were raised with respect to whether agreement had been reached on the most appropriate storage location for residents' wheelie bins. The E&BDM confirmed to check on the matter and advise the Committee accordingly.
- The E&BDM provided details of where residents, whose homes had been made the subject of Compulsory Purchase Orders (CPOs) for the purpose of developing the green space area, had moved. 122 had been moved and of those, 97 had chosen to stay in Rhyl. Those who had moved elsewhere had

done so from choice and all were now living in improved quality accommodation.

- Questions were raised regarding small business units being made available near to the green space area. Officers advised that the results of the consultation with local residents had firmly indicated that they wished to see the type of park proposed in the report, where families could spend quality time together. Other work streams of the Rhyl Going Forward (RGF) Programme were attempting to address employment issues.
- In response to concerns raised regarding the negative letters published in the local press concerning the work underway in West Rhyl, the Corporate Director: Economic and Community Ambition advised that a conscious decision had been taken not to respond directly to the letters. However, the Council were working with the press, in particular, the Daily Post, in a bid to publish positive news stories on achievements and the progress being made in Rhyl. It was felt that, in the long term, this approach would reap benefits for the Council.

***RESOLVED** that subject to the above observations, to note the progress made with the delivery of the West Rhyl Housing Improvement Project and specifically the green space element.*

**At this juncture (10.20 a.m.) there was a 10 minute break.**

**Meeting resumed at 10.30 a.m.**

Due to the meeting progressing earlier than the anticipated timings, it was agreed by the Chair to vary the remaining items on the Agenda. As the Highways representative for item 7 (Highway Grass Verge Cutting Policy & Programme 2014/15) was not due until 11.00 a.m. it was agreed to discuss the Scrutiny Work Programme (Item 8) followed by Feedback from Committee Representatives (Item 9).

## **7 SCRUTINY WORK PROGRAMME**

A report by the Scrutiny Co-ordinator was submitted (previously circulated) seeking Members' review of the Committee's Forward Work Programme and providing an update on relevant issues, a draft Forward Work Programme (Appendix 1), Cabinet Forward Work Programme (Appendix 2) and Progress with Committee Resolutions (Appendix 3).

Members agreed to the following revisions to the Forward Work Programme:

- 15 May 2014**  
The Communication Report had been deferred until 15 May 2014 due to pressure of work.
- 26 June 2014**  
Review of Town & Area Plans to be added to the 26 June 2014 Agenda.  
Lead Members requested to be present at the meeting.



*RESOLVED that subject to the above amendments, the Communities Scrutiny Committee Forward Work Programme be approved.*

## **8 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

Councillor Joe Welch raised an issue, at this point, with regard to the Service Challenges. If members of Scrutiny were unable to attend any Service Challenge then it was requested a substitute member attend in their place.

This was agreed by all present at the meeting.

**At this juncture (10.40 a.m.) there was a further 10 minute break.**

**Meeting reconvened at 10.50 a.m.**

## **9 HIGHWAY GRASS VERGE CUTTING POLICY & PROGRAMME 2014/2015**

The Risk and Asset Manager (R&AM), introduced the Highway Grass Verge Cutting Policy & Programme 2014/2015 (previously circulated) to provide information regarding the preparations for this year's highways grass cutting programme including an assessment of the consultation that had taken place with stakeholders since autumn 2013.

Discussion took place and the following points were raised:

- Members were informed that the highways grass verge cutting programme for this season had been scheduled to commence on 12 May 2014. However, there was flexibility in the agreement to commence the programme a week earlier if the warm weather persisted.
- The Lead Member for Leisure, Youth Tourism and Rural Development advised that a series of visits to Town and Community Councils to explain the details of the "biodiversity" cut had commenced. However, they were now on hold until the autumn as it would be too late to change the schedule for 2014/15 to accommodate any changes to the requirements in individual areas. He also advised members that he would be willing to attend Town & Community Councils or any other local organisations to explain the grass cutting regime and the biodiversity option.
- The R&AM advised that as both urban and rural verge management would now be dealt with by the same service and, therefore, historical anomalies on the outskirts of towns should no longer exist. Any future problems should now be resolved promptly.
- In response to members' questions, the R&AM outlined how external contractors were managed and advised that 2014/15 would be the final year of the contract. Next seasons highway verge cutting contract would be subject to a tender process. It had been suggested that in urban areas such as Rhyl, volunteers and community groups could be approached to take on some of the work. In view of this, Councillor Win Mullen-James requested that a copy of the maintenance schedule for Rhyl be issued to her.

- The R&AM also undertook to follow-up concerns raised regarding overhanging tree branches obscuring road signs.
- Concerns were raised regarding amenity grass areas being cut during heavy rainfall and litter on verges and it was requested these matters be addressed. The R&AM advised that the litter picking schedule did coincide with the grass verge cutting schedule, but due to the different nature of both types of work, litter was likely to be visible for some time following the grass being cut.
- The R&AM confirmed that grass at junctions and blind corners would always either be cut or strimmed. The R&AM requested members to advise the Customer Service Department immediately if they came across dangerous areas which had not been cut. The service would then address the matter and include them in future schedules.
- In response to a question on whether Town & Community Councils were the most appropriate forum to consult on highway grass cutting schedules, Committee members and officers agreed they were the voice of local communities.

***RESOLVED** that subject to the above observations, to agree the preparations for the 2014 season and confirm that the concerns over the biodiversity elements of the cutting regime had been assessed and incorporated appropriately into the programme.*

**The meeting concluded at 11.10 a.m.**

**Report To:** Communities Scrutiny Committee

**Date of Meeting:** 15<sup>th</sup> May 2014

**Lead Officer:** Head of Housing and Community Development

**Lead Members:** Lead Member for Customers and Communities &  
Lead Member for Social Care (Adults and Children's Services)

**Report Author:** Housing Care and Support Manager

**Title:** Housing Related Support for Older People in Denbighshire

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## 1. What is the report about?

This report outlines the changes that are being made to the Council's Sheltered Housing Warden Service as a result changes introduced by Welsh Government following the Aylwood Review of 2010 and the introduction of revised Supporting People Grant Guidance in 2012. Welsh Government has made it clear that Supporting People funded Sheltered Housing Support should be reablement focused and available to everyone in the community regardless of where they live.

## 2. What is the reason for making this report?

The Report has been requested by the Scrutiny Chairs and Vice Chairs Group.

## 3. What are the Recommendations?

It is recommended that the contents of the report are noted, and that members provide observations and support the approach being taken.

## 4. Report details.

The review of the Supporting People (SP) Programme in Wales led to the following recommendation being made in relation to Older Peoples services

*"It is recommended that the eligibility criteria for older people receiving Supporting People funds should be based on need rather than age or tenure" (Aylward, 2010)*

In August 2012 Supporting People Programme Guidance was introduced to facilitate the implementation of the recommendations made by Sir Mansel Aylward in his report.

This "Guidance" stated

- Housing related support service provision must be based on identified or assessed needs, it must also be flexible and person centred

- SP services should be enabling and develop a person's independence
- Support package must be based on written support plans that include risk assessments and risk management measures
- A statement of criteria for admission to service is needed
- Support must be outcome focused with achievable goals and must follow All Wales Outcomes Framework
- Services that receive SP funding must report to the Regional Collaborative Committee

A strategic decision was made through the Council's Supporting People Programme to adopt Sir Aylward's recommendation as they accorded with the Council's reablement agenda and the Council's Big Plan (Outcome1: Older People live independent and fulfilled lives). Please note whilst Housing Services is the landlord and provider of support at the Council's sheltered housing, the support is commissioned by Adult Services and Housing Services are essentially an "in house" service provider. As such Housing Services were not the department that made the decision to change how housing related support would be provided for older people; but fully understood and agreed with the underpinning reasons and logic as to why the Sheltered Housing Warden Service had to change

Traditionally the Sheltered Wardens service has had a "one size fits all" approach with sheltered tenants receiving a standard service combining housing management and support functions; regardless of whether there was an identified need – e.g. the Warden would contact all sheltered tenants each morning.

It was felt that this approach fostered dependence rather than independence – doing for not doing with.

The "traditional service" was only available to people who lived in DCC sheltered accommodation and excluded people who lived in accommodation rented from private landlords or housing associations, or who were owner occupiers who could benefit from receipt of housing related support to meet identified needs and thus retain their independence.

The "traditional service" was inefficient – often wardens would be providing support to people who did not need it and in some cases did not actually want it.

Furthermore it was not integrated effectively with Health and Social Services and not making the significant contribution to the reablement agenda, which it is well placed to do if managed differently.

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

The change to the Sheltered Housing Warden Service into a tenure neutral, needs led, floating support service directly contributes to the Council's Health Social Care and Well Being Strategy, which is an integral component of the Council's Big Plan (Outcome1: Older People live independent and fulfilled lives). These changes are also supportive of Denbighshire Adult Services Supporting Independence in

Denbighshire approach (SID).

The changes to how housing related support for older people will be delivered will enable many residents of Denbighshire to remain in their own home in accordance with their wishes and this will contribute their well being and quality of life. Moving to sheltered housing is not what all older people with support needs want to do. Some older people are resident in communities where they have lived for many years and are socially well connected and settled and accordingly do not wish to move away, however, the absence of appropriate support undermines this. Other older people, who are owners of modest homes, do not wish to move into sheltered housing to have support needs met as it will require them to release the capital tied up within their property to enable them to pay rent, and this whittles away the financial legacy that they wish to leave to family upon their demise.

The changes do not mean that older people who choose to live in DCC sheltered accommodation will not get support to sustain their independence, rather under the new arrangements, if they have support needs, they will get them met in a way that is very specific to their individual needs and will have this captured within a Support Plan, to which they can hold Housing Services as the support provider accountable for.

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

The changes in how older people will receive housing related support will be cost neutral. The Supporting People monies that funded the DCC Sheltered Warden Service are simply being transferred to the new support service being delivered by DCC Housing and Community Services, which is to be known as Supporting Independent Living.

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

The changes to how in the future housing related support will be provided for older people are more inclusive than Sheltered Housing Warden Service and will not discriminate or negatively impact upon people who share “protected characteristics” as defined by the Equality Act 2010. EqIA attached as an appendix to this report.

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

These changes have been considered in the context of the Supporting people Local Commissioning Plan (previously known as Supporting People Operational Plan) since 2009. The local commissioning plan is consulted upon with stakeholders, service users and scrutiny committee.

#### **9. Chief Finance Officer Statement**

Costs should be contained within existing budgets and therefore there are no obvious financial implications.

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

There are no perceived risks in changing the way housing related support for older people is provided. Rather, there are risks that if the changes are not made many older people who have chosen not to live in sheltered housing will not receive the preventative reablement support that they require to sustain their independence and as a consequence increase the risk of premature or inappropriate admission to hospital, nursing care, residential or other similar institutions.

**11. Power to make the Decision**

Article 6.3.4(c) of the council's constitution sets out Scrutiny's powers with respect to matters detailed in this report.

**Contact Officer:**

Head of Housing and Community Development  
Tel: 01824 712 955

## **Appendix**

# Housing Related Support for Older People in Denbighshire

24<sup>th</sup> April 2014

Equality Impact Assessment

# Housing Related Support for Older People in Denbighshire

**Contact:** John Sweeney, Housing and Community Development Services

**Updated:** 24<sup>th</sup> April 2014

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

A service review or re-organisation proposal

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

The Sheltered Housing Warden Service is being decommissioned and replaced by a tenure neutral floating support service to be known as Supporting Independent Living (SIL). The purpose of this change is to bring on line a housing related support service that fits better with the Council's reablement agenda than the "Warden" service, provides better value for money and greater choice for the customer.

Older people with housing related support needs will not have to move into sheltered housing to have them met, rather the support service can come to them

The support will be needs lead, person centred and outcome focussed. As a consequence Service Users will be able to "float" in and out of the Service over time in accordance with changing support needs. This will enable the Service's capacity to be used more efficiently and allow for more older people to receive support.

It is important to note that the changes are not a dilution of service delivery; but rather simply a different way of managing it. No DCC sheltered tenant who has assessed housing related support needs will be left without a support service, rather they will get targeted, tailored support specific to their individual level of need.

Staff employed as Sheltered Housing Wardens will be redeployed into SIL as Accommodation Support Officers.



**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)*

Housing Services have responded to Adult Services SP Commissioning Strategy in developing SIL. Assessment of need to inform the SP Commissioning Strategy has been undertaken by Adult Services.

The journey from Sheltered Warden Service to SIL has been happening over a twelve month period and sheltered tenants have been kept informed of the changes and underpinning reasons.

**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)*

The replacement of the Sheltered Warden Service by SIL will have a positive impact by giving older people with housing related support needs greater choice as to how and where they are met and will make more efficient use of available resources to support more older people.

**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

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

|     |                                                                                                                                                                                                                       |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | Before the creation of SIL older people with housing related support needs had to move to into sheltered housing to have them met; now if they would prefer to remain in their own home the support can come to them. |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

|    |                                                                      |
|----|----------------------------------------------------------------------|
| No | <If yes please complete the table below. If no, please explain here> |
|----|----------------------------------------------------------------------|

| Action(s)                                      | Owner        | By when?   |
|------------------------------------------------|--------------|------------|
| <Please describe>                              | <Enter Name> | <DD.MM.YY> |
| <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> |

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**9. Declaration**

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

|              |           |
|--------------|-----------|
| Review Date: | 25.4.2014 |
|--------------|-----------|

| Name of Lead Officer for Equality Impact Assessment | Date      |
|-----------------------------------------------------|-----------|
| John Sweeney                                        | 24.4.2015 |

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

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**Report To:** Communities Scrutiny Committee

**Date of Meeting:** 15 May 2014

**Lead Member / Officer:** Lead Member for Customers and Communities

**Report Author:** Head of Housing and Community Development

**Title:** Council Housing Stock Refurbishment Programme

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## 1. What is the report about?

The report details the approach taken to bringing the Housing Stock up to the Welsh Housing Quality Standard (WHQS) and outlines the issues encountered in contract 8 and lessons learnt from this experience.

## 2. What is the reason for making this report?

This report shall enable members to review the progress which has been made in relation to WHQS and to reflect upon the issues encountered in contract 8 and recommendations to avoid a repetition of such problems on future contracts.

## 3. What are the Recommendations?

That Scrutiny note and comment upon the lessons learned from the Welsh Housing Quality Standard programme and the specific issues identified during contract 8.

## 4. Report details.

### 4.1. Background

The Welsh Housing Quality Standard (WHQS) is a key requirement from Welsh Government and following an options appraisal in 2004 the Council determined that the best way to achieve the standard was by retaining the stock in house and undertaking a capital programme which broke down the refurbishment contracts into a number of manageable "lots".

The Housing refurbishment programme commenced in 2005 and was allocated into 8 "lots" in order to spread the work more evenly across the geography of the county, to provide better value for money and to ensure the works could be effectively programmed by the building industry. Eight housing contract "lots" have been successfully tendered through the housing refurbishment framework contract.

Due to the level of resources required for this project (over £4 million) corporate procurement advised that the process would need to go through an OJEU route and a full tender process in line with a Framework Agreement. A ballpark figure of 200 properties per lot was identified and a list of the successful contractors and contract sums is attached at appendix 1 for information. Contract 8 was won by Bramall Construction now known as Keepmoat.

Contracts 1-7 have resulted in very high levels of customer satisfaction (averaging over 90% per contract) and have generated a significant boost to the local economy through the

utilisation of local contractors and local supply chains (Howden's in Denbigh have supplied kitchens for all WHQS contracts). All properties from contract 1-8 that meet the standard have benefitted from being provided with modern kitchens, bathrooms, rewiring and improved energy efficiency. Denbighshire are on track to become one of only 4 Councils in the whole of Wales to meet the standard, the number of refusals for WHQS are lower than any other authority and given the investment rents are low compared with other landlords.

There has been a great deal of good work that has been done and the overwhelming majority of tenants have been very happy and satisfied with the works which have been done. However some significant problems have been experienced on contract 8 particularly in relation to the quality of subcontractors employed by the principal contractor. This contract has seen operatives travelling excessive distances with often poor quality of workmanship. The securing of local labour has always been promoted throughout the programme for each particular contract although it is not a contractual requirement and has been seen more of a gesture of goodwill.

One potential reason why Keepmoat failed to use local contractors was because a significant number of local contractors required for this type of work were already being utilised on earlier contracts (namely 5, 6 & 7 which were on site simultaneously with Contract 8) coupled with Keepmoat also having a similar refurbishment programme on site in the Wrexham area.

Delays and poor progress from the outset has been a significant issue for this project which has not been helped by some survey information issued by DCC to the contractor being inaccurate or lacking sufficient information and detail. This situation was rectified by re-surveying properties and re-issuing the information however this did have a knock on effect in terms of time taken to complete the works.

Concerns raised by Housing Services that some members of the contractor's management team were underperforming and allowing the project to slip led to a complete change of all contractor site personnel and to avoid any further delays Housing Services also appointed an additional member staff to the site team. Following these changes there followed a distinct improvement in performance throughout December 2013 and into January 2014. Unfortunately the contractor has not maintained this level of improvement and project performance dipped once again.

Some of this delay is attributable to a considerable amount of additional works being directed since the New Year which has ultimately had a direct impact on the contractors' progress. Several requests were also provided to Keepmoat by DCC to increase the provision of subcontractors as this appeared to be the compounding the problem. Towards the end of the contract Keepmoat significantly increased the number of their own workforce to complete the works given their dissatisfaction with the quality and reliability of some of the sub-contractors they were using.

#### 4.2 Lessons Learned for Future Housing Capital Contracts

4.2.1 That explicit use of social clauses relating to the utilisation of local labour and local supply chains are inserted into future Housing capital works contracts.

4.2.2 That greater weighting be provided to quality rather than cost in scoring future bids for major capital repair programmes.

4.2.3 That major capital programmes of work to be agreed in advance of contract commencement to enable sectional completion of works which shall allow the client more control over the construction or refurbishment programme.

4.2.4 That project and programme management arrangements clearly spell out respective roles and responsibilities in relation to contract administration, management and quality control with serious issues or concerns regarding contractor performance being formally logged at project meetings and escalated to the Head of Service and the contractors Senior Executive to provide high level commitment to address unacceptable performance.

4.2.5 That improved quality control through the random sampling of surveys provided by the Clerk of Works are undertaken to ensure optimum accuracy and minimise delay and dispute with the contractor.

4.2.6 To ensure that there is a single point of contact for instructing the contractor and all verbal instructions are formally confirmed to the contractor in writing.

4.2.7 That consideration is given to maximizing the use of the DLO on future contracts.

#### 4.3 Contractual Clauses allowing termination of Contract

One question that is asked often is why did we not terminate the contract with Keepmoat? Under the contract there are clauses that deal with termination (these are attached for information) however they can be viewed under the following general headings:

Where the Contractor:

- Suspends the carrying out of the work
- Failed to proceed regularly and diligently with the works
- Refused to comply with a notice or instruction from the Architect / Contract administrator

Unfortunately, contractually none of these clauses were technically breached. The only clause that could possibly be actioned would have been "Failed to proceed regularly and diligently with the works" however as the only contract date specified within the contract is the end date, it is difficult to demonstrate that they have failed to proceed regularly with the works.

The recommendations in relation to section completion of contracts and improved quality control in relation to survey data should avoid this problem reoccurring.

#### 4.4 Next Steps

Keepmoat finished the contract on 17<sup>th</sup> April and now have responsibility to complete any outstanding snagging. Housing Services have recommended that Keepmoat work to the Council's response times in relation to any emergency, urgent works or routine works (copy of the schedule at Appendix 2) and failure to meet the target timeframes shall result in the DLO completing the works and recharging Keepmoat under the terms of the contract.

There remain 8 properties to be brought up to the WHQS standard and a decision has been taken to remove them from the programme and to provide 5 of them to the DLO and 3 to local contractors to bring them up to the standard. Once completed this will result in all the Housing Stock being compliant with WHQS, making Denbighshire one of only 4 authorities to have achieved this requirement.

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

The provision of good quality housing is a corporate priority with the effective and efficient management of the Housing Service being key to ensuring this objective is achieved for tenants and residents.

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

The costs of delivering the Welsh Housing Quality Standard are contained within the Housing Revenue Account Business Plan and include a combination of Major Repairs Allowance, Usable Capital Receipts and prudential borrowing. The works are funded through a capital works programme and a recent stock condition survey has identified that the Housing Revenue Account is viable and sustainable over the 30 year business planning period.

**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.**

Not Applicable

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

The Capital Programme has been discussed and agreed with the Tenants Federation.

**9. Chief Finance Officer Statement**

The improvement programme is funded within the Housing Stock Business Plan. The Plan itself remains robust and financially viable over its 30 year span.

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

The main risk is in relation to procurement of new contracts and to ensure that the problems experienced in this contract are not repeated. Adoption of the recommendations contained within the report should go some way to prevent these problems re-occurring.

**11. Power to make the Decision**

Article 6.3.4(c) of the Council's Constitution sets out Scrutiny's powers with respect to this matter.

**Contact Officer:**

Head of Housing and Community Development  
Tel: 01824 712955

**WHQS Contracts****Community Scrutiny Committee**

Brief history as follows;

**Contract 1**

|                                |                          |
|--------------------------------|--------------------------|
| Number of properties tendered  | 212                      |
| Number of properties completed | 197                      |
| Client budget from H05         | £2,400,000.00            |
| Pre-tender estimate from H05   | £2,200,000.00            |
| Contract Sum                   | £1,463,731.00            |
| Final Account (anticipated)    | £1,580,250.61            |
| Successful Contractor          | Bramall Construction Ltd |

**Contract 2**

|                                |                                |
|--------------------------------|--------------------------------|
| Number of properties tendered  | 218                            |
| Number of properties completed | 218                            |
| Client budget from H05         | £2,100,000.00                  |
| Pre-tender estimate from H05   | £1,980,500.00                  |
| Contract Sum                   | £1,579,819.00                  |
| Final Account (anticipated)    | £1,920,000.00                  |
| Successful Contractor          | Anthony Dever Construction Ltd |

**Contract 3**

|                                |                          |
|--------------------------------|--------------------------|
| Number of properties tendered  | 209                      |
| Number of properties completed | 213                      |
| Client budget from H05         | £2,200,000.00            |
| Pre-tender estimate from H05   | £1,855,519.00            |
| Contract Sum                   | £1,563,094.0             |
| Final Account (anticipated)    | £1,306,530.29            |
| Successful Contractor          | Bramall Construction Ltd |

**Contract 4**

|                                |                                |
|--------------------------------|--------------------------------|
| Number of properties tendered  | 237                            |
| Number of properties completed | 232                            |
| Client budget from H05         | £2,000,000.00                  |
| Pre-tender estimate from H05   | £1,900,000.00                  |
| Contract Sum                   | £1,646,798.00                  |
| Final Account (anticipated)    | £1,928,117.00                  |
| Successful Contractor          | Anthony Dever Construction Ltd |

**Contract 5**

|                                |                                |
|--------------------------------|--------------------------------|
| Number of properties tendered  | 233                            |
| Number of properties completed | 227                            |
| Client budget from H05         | £1,800,000.00                  |
| Pre-tender estimate from H05   | £1,758,631.25                  |
| Contract Sum                   | £1,714,680.00                  |
| Final Account (anticipated)    | £2,003,561.11                  |
| Successful Contractor          | Anthony Dever Construction Ltd |

**Contract 6**

|                                |                                |
|--------------------------------|--------------------------------|
| Number of properties tendered  | 231                            |
| Number of properties completed | 215                            |
| Client budget from H05         | £2,660,000.00                  |
| Pre-tender estimate from H05   | £3,290,000.00                  |
| Contract Sum                   | £2,841,243.00                  |
| Final Account (anticipated)    | £2,645,421.00                  |
| Successful Contractor          | Anthony Dever Construction Ltd |

**Contract 7**

|                                |                                |
|--------------------------------|--------------------------------|
| Number of properties tendered  | 189                            |
| Number of properties completed | 189                            |
| Client budget from H05         | £2,254,000.00                  |
| Pre-tender estimate from H05   | £2,647,000.00                  |
| Contract Sum                   | £2,437,975.10                  |
| Final Account (anticipated)    | £2,437,975.10                  |
| Successful Contractor          | Anthony Dever Construction Ltd |

**Contract 8**

|                                |                          |
|--------------------------------|--------------------------|
| Number of properties tendered  | 177                      |
| Number of properties completed | 152                      |
| Client budget from H05         | £2,208,000.00            |
| Pre-tender estimate from H05   | £2,765,205.64            |
| Contract Sum                   | £2,777,649.40            |
| Final Account (anticipated)    | £2,575,327.40            |
| Successful Contractor          | Bramall Construction Ltd |

**Totals**

|                              |                |
|------------------------------|----------------|
| Client budget from H05       | £17,622,000.00 |
| Pre-tender estimate from H05 | £18,396,855.89 |
| Contract Sum                 | £16,024,989.50 |
| Final Account (anticipated)  | £16,397,182.51 |

Tenders for Contract 8 were opened on 01/10/12

|                                 |               |
|---------------------------------|---------------|
| G Purchase                      | Declined      |
| Anthony Dever Construction Ltd. | £2,899,987.00 |
| Watkin Jones Group              | Declined      |
| Integral UK Ltd.                | Declined      |
| Bramall Construction Ltd.       | £2,777,649.40 |

**Procurement**

Discussions have been held with the Strategic Procurement Unit (SPU) regarding exclusion of poor performing contractors from future works. SPU have advised that this is not possible under the current EU Procurement Regulations unless there has been a proven case of Professional Misconduct carried out by the contractor.

The new 21<sup>st</sup> Century Schools Framework aims to address this by incorporating into the management system a set of Key Performance Indicators to monitor time, cost and quality amongst others. Contractors that regularly underperform will be required to attend the Strategic Management Board to discuss the underperformance and agree an action plan for improvement.



## **Contract Management Arrangements from Design & Construction (D&C):**

D&C were commissioned by Housing Services (client) to administer the contract on their behalf.

With regards to managing the contract, the historic arrangement that exists between Housing and D&C is that D&C are responsible for the administration of the contract and the payments, whereas Housing are responsible for the site supervision / quality control / construction side. This is not the usual way construction projects are managed. However, this arrangement was set up at the request of Housing some years ago and if strict channels of communication are adhered to, this arrangement can work.

## **Monitoring Procedures**

Once contracts are let, they are monitored regularly throughout their duration through the following procedures:-

Progress Meetings that are held at monthly intervals and chaired by DCC.

The Contractor and Clerk of Works present their written or verbal reports at these meetings.

All aspects concerning progress, policy and any outstanding verification of the requirements / proposals are to be discussed and minuted for action where applicable. Minutes from Progress Meetings are to be accepted as direction for action but variations to the contract will be the subject of separate CAIs (Contract Administrator's Instructions) issued by DCC. Any dissents are to be notified within 7 days.

Weekly Clerk of Works Reports / Updates gives a detailed account of what dates properties are opened / closed together with specific dates when various elements of work are carried out / length of time in properties etc.

Clerk of Works / Tenant Liaison Officer on site daily and weekly visit from Design and Construction. Day to day issues generally resolved at site level and confirmed via e-mail correspondence.

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**WHQS Contracts**

**Proposal to Deal with DLP (Defects Liability Period):**

Well documented problems with lack of operatives on site as the contract works are ongoing therefore prompting the predictable scenario of getting men back to carry out defects.

It is the intention to meet with the contractors' senior management team to table the following proposal;

Defects to be treated at three stages and in line with DCC current response times (appendix 4) which has been modified to reflect works applicable to Contract 8.

**Category 1 - Emergency (danger to life / limb or to the fabric of the building)**

Attend site and make safe within 4 hours – (it is proposed that DCC DLO to respond and address all

category 1 due to excessive travel distances involved)

**Category 2 - Urgent**

Attend site and make safe within 2 working days (depending on the nature of the defect / tenant needs or time of the year)

**Category 3 - Routine**

Inspect / Assess within 5 working days, work to be completed within 15 working days

Failure to carry out / respond to any of the above within the timescale will result in works being carried out by DCC DLO or other approved local contractor (at an agreed reasonable rate) and recharged to the contract with monies deducted from Final Account.

The above proposal is to be mutually agreeable to both parties and confirmed in writing.

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Appendix 3  
Subcontractor Evaluation Procedure

|                            |     |
|----------------------------|-----|
| <b>Registering body</b>    | N/A |
| <b>Registration number</b> | N/A |

1.10. VAT registration number

|                                |             |
|--------------------------------|-------------|
| <b>VAT Registration number</b> | 915 771 313 |
|--------------------------------|-------------|

**2. Subcontracting and consortia**

All Potential Providers should answer question 2.1. Where a Potential Provider at this stage of the process intend to sub-contract they should also answer questions 2.2 and 2.3 below. Where a Potential Provider becomes aware of the intention to subcontract at later stages in the procurement they are required to notify the Authority of this and provide the information requested below at that time. Where a Potential Provider is a consortium they should indicate which members are proposing to deliver the works.

2.1. Please tick the box below which applies

|                                                                                                                                  |   |
|----------------------------------------------------------------------------------------------------------------------------------|---|
| <b>a) Your organisation is bidding to provide the services required itself.</b>                                                  |   |
| <b>b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services</b> | ✓ |
| <b>c) The Potential Provider is a consortium</b>                                                                                 |   |

2.2. If your answer to 2.1 is (b) or (c) please indicate in the table below (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider itself or solely be the Potential Provider) will be responsible for the elements of the requirement.

| <b>Requirement</b>            | <b>Company / Organisation</b> | <b>How much of the requirement and what will they directly deliver (%)</b> |
|-------------------------------|-------------------------------|----------------------------------------------------------------------------|
| Please see below for comment. |                               |                                                                            |
|                               |                               |                                                                            |

We only rely on subcontractors for electrical, plumbing & heating services. At this stage we do not have names as we would want to use subcontractors from the local area's and would like to include Denbighshire in the process if they so wished.

2.3. If your answer to 2.1 is (b) and you are unable to confirm all sub-contractors (complete supply chain) at this stage, you will need to demonstrate a satisfactory methodology and track record of delivering a supply chain. Please give a brief outline on policy regarding the use and appointment of sub-contractors and, if applicable, the extent to which it is envisaged they may be used in any contract.

**Methodology for procuring supply chain 300 words or fewer – use only the space provided)**

Our partnering ethos extends to our integrated supply chain strategy to create benefits for our clients, supply chain and our business. We can use our supply chain procurement strategy to deliver efficiencies for Denbighshire. In all of our partnering schemes, we have demonstrated to clients that we are prepared to share our expertise to use supply chain management to benefit our clients and reduce costs.

Bramall have formed long-term relationships with our key suppliers and subcontractors, and believe they:

- Are committed to reducing costs
- Never jeopardise or compromise quality
- Ensure that frequently used items are always available
- Make a fair and predictable profit.

At Bramall we carry out a stringent process to select subcontractors whom we feel enhance our delivery and performance. The selection process is based on experience with and good track record from existing relationships (based on historical K.P.I performance) and/or emerging business relationships with proven delivery and strategic benefit for both parties.

It is a two-stage process. Firstly, subcontractors are required to complete a standard questionnaire which assesses their capacity and resource, their experience in similar work, and their systems and policies (e.g. Health and Safety, Quality Management). All our subcontractors must be CHAS accredited.

The second stage involves a formal interview to ensure the best subcontractor/supplier is selected for the project.

We firmly believe in engaging and maximising local enterprise and will encourage the use of local business on this project where it provides best value.

We currently hold a substantial database of suppliers and subcontractors, and hold a number of trading agreements in Wales.

Our main driver in subcontractor selection is to maximise the efficiency and effectiveness of the supply chain and to pass these savings onto the client.

Appendix 3. Subcontractor evaluation procedure.

**3. Capability**

3.1. Please provide details of the Potential Provider's principal areas of business activity. Your answer must be confined to the space provided

|                                                                                                       |                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Brief Description of the Potential Provider's primary business and main products and services.</b> | The principle areas of business activity for Bramall Construction are the construction and improvement and repair of both residential and non-residential buildings for public sector organisations. Our core specialism is social housing regeneration and new build and educational buildings on a partnering basis. |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Appendix 4  
Duties of Contract Administrator and Client Roles

**P7/08/ Council House Refurbishment Programme 2005 onwards**

**Duties of CA role in conjunction with Client**

**23<sup>rd</sup> March 2010**

**Pre Tender – (Stage E, F, G)**

| <b>Item</b>                                                                   | <b>Action</b> |
|-------------------------------------------------------------------------------|---------------|
| 1. Write / periodically revise and update NBS specification.                  | CA            |
| 2. Organise Surveyors / CoW's to carry out surveys in allocated areas.        | Client        |
| 3. Periodic review and update of standard survey sheets                       | Client/CA     |
| 4. Ensure compliance with H & S requirements and F10 posted for each contract | CA/CDMC       |
| 5. Liaison to establish Contract Addresses                                    | Client/CA     |
| 6. Liaison with QS to prepare Pre-Tender Estimate                             |               |
| 7. Monthly review meeting on the above                                        | Client/CA     |

**Tender Award – (Stage H - J)**

| <b>Item</b>                                                                   | <b>Action</b> |
|-------------------------------------------------------------------------------|---------------|
| 1. Liaise with QS in relation to Tenders                                      | CA            |
| 2. Pre-Start meeting with successful Tendering Contractor – chair and minutes | CA            |
| 3. Arrange site start / ensure all documentation in place                     | CA            |

**Site Operations / Construction to Practical Completion – (Stage K)**

| <b>Item</b>                                                                     | <b>Action</b> |
|---------------------------------------------------------------------------------|---------------|
| 1. Take minutes and chair monthly Progress Meetings                             | Client        |
| 2. Carry out Site Inspections weekly/meet Surveyors/CoW's for day to day issues | Client/CA     |
| 3. Instructions to cover variations (A.I.'s)                                    | CA            |
| 4. Deal with day to day Technical queries (CA), and Logistical queries (Client) | Client/CA     |
| 5. Issue Partial Possession Certificates on monthly basis                       | CA            |
| 6. Review Contractor's Programme                                                | Client/CA     |
| 7. Ensure asbestos issues and procedures followed in line with legislation      | Client        |
| 8. Ensure snagging dealt with effectively and dispatched                        | Client/CA     |
| 9. Liaise with PQS to monitor Programme and costs                               | Client/CA     |
| 10. Ensure Handovers meet Programme targets                                     | Client/CA     |

**Post Practical Completion – (Stage L)**

| <b>Item</b>                                     | <b>Action</b> |
|-------------------------------------------------|---------------|
| 1. Issue Completion of Defects on Monthly basis | CA            |
| 2. Carry out Contractor Performance appraisal   | Client        |

**This summary needs to be multiplied by the number of contracts running.**

**NOTE:**

**The following items have been completed for this particular framework but would normally come under the Pre-Tender Heading.**

- Prepare PPQ document.
- Post PQQ on OJEU website
- Liaise with DCC procurement in relation to PQQ and tender process.
- Organise assessment and marking of PQQs.
- Organise marking of H & S questionnaires by specialist company.
- Correlate all marking of PQQs and summarise and report.

**Certain roles will be subject to adjustment in latter Phases of programme.**



|                               |                                                                                                    |
|-------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Report To:</b>             | <b>Communities Scrutiny Committee</b>                                                              |
| <b>Date of Meeting:</b>       | <b>15 May 2014</b>                                                                                 |
| <b>Lead Member / Officer:</b> | <b>Lead Member for Customers and Communities/<br/>Had of Communications, Marketing and Leisure</b> |
| <b>Report Author:</b>         | <b>Team Leader – Communications and Campaign<br/>Management</b>                                    |
| <b>Title:</b>                 | <b>Corporate Communications Strategy</b>                                                           |

---

## **1. What is the report about?**

- 1.1 The report is about the current Corporate Communications Strategy and identifying a way forward for the next 12 months.

## **2. What is the reason for making this report?**

- 2.1 To update members of Communities Scrutiny Committee on progress made with the Communications Strategy Action Plan (Year 1), to identify objectives for Year 2 and to agree a protocol on communication with Members.

## **3. What are the Recommendations?**

- 3.1 To note and comment on the progress made in the Year 1 Action Plan.
- 3.2 To identify any issues for inclusion in the Year 2 Action Plan.
- 3.3 To provide observations and support the attached protocol on communicating with Members, **pending approval, from the Senior Leadership Team.**

## **4. Report details.**

- 4.1 In early 2013, Cabinet approved a three year Corporate Communications Strategy for the Council.
- 4.2 Cabinet agreed the key principles of the Strategy and agreed that an Action Plan should be produced every 12 months, to address any emerging issues or the opportunity to tailor the Communications Strategy, to utilise any new technological developments.
- 4.3 The Year 1 Action Plan is drawing to a conclusion and it is timely to reflect on the success of the Strategy and to identify new communications objectives for the Council.
- 4.4 Since the Corporate Communications Strategy was agreed in 2013, the Council has restructured its Communications and Marketing functions, with the

aim of having a robust organisational structure that is best placed to meet the communications and marketing demands defined within the Corporate Plan.

- 4.5 The new Destination, Marketing and Communications team, which includes tourism, marketing, major events, corporate communications and the Welsh Language has resulted in a more focussed workforce, better directed to deliver corporate priorities, working coherently across services with particular focus on regeneration, economic development, business support and tourism.
- 4.6 The Council needs to adopt a proactive approach to marketing and communication and keep under constant review the means by which it communicates, so that audiences are informed about the services the Council offers and to ensure that services meet the needs of residents and visitors.
- 4.7 As a result, a key focus for the new department is the creation of a Marketing Strategy for Denbighshire, but it is recognised that there is a need for an overall Corporate Communications Strategy that will underpin all communications activity within the authority.
- 4.8 Clearly, there has been a shift in focus following the creation of the new Destination, Marketing and Communications Team.
- 4.9 However, the majority of the improvement actions identified in the Strategy have been progressed, including:
- Arranging the Council's presence at the National Eisteddfod of Wales.
  - New council branding and design
  - Clear suite of templates for corporate literature, presentation and council papers.
  - The use of social media to promote the Council's work and activities
  - Development of Customer Charter standards so that customers know what kind of service they can expect from the Council.
  - Workstreams emerging from the corporate priorities.
  - Revamp of the corporate website
  - Further development of internal communications
  - Development of an Events Strategy
  - Targeted marketing campaigns agreed by the Council, Dog Fouling, Fostering, Best Council in Wales, Love Rhyl
  - County-wide audit of the Welsh Language.
- 4.10 The Council has also continued to enhance its media relations activities, with a total of 230 news releases issued in the past six months. 80% of the publicity received has been positive, the majority relating to news releases issued by the Council.
- 4.11 There are a number of emerging areas of work that will need addressing and an Action Plan is currently being prepared for Year 2. These issues include:
- Developing a Digital Marketing Strategy
  - Embedding the Accounts Management process

- Development of internal communications
  - Implementation of the Welsh Language Standards
  - Enhancing our Emergency Planning capabilities.
  - Implementing the Events Strategy.
  - Communications about the modernisation programme
  - Communication around major events
  - Further development of media relations(local, regional and specialist)
- 4.12 The team will be working with services to be more proactive with our communications (with officers and members), and as a result, will be more prepared to deal with issues emerging in the media. We will also be formalising a process for internal communications and the approvals process for signing off press releases.
- 4.13 The team will develop a toolkit / model of good practice to help services understand the communications challenges and the proactive approach the Council needs to take to issues that could potentially be contentious in the eyes of the public.
- 4.14 However, the Destination, Marketing and Communications team is eager to engage Members in helping to identify any issues that need to be included in the Year 2 Action Plan. The intention is to submit the Action Plan for consideration by the Cabinet in July.
- 4.15 One of the issues already raised by Members is the need for more effective communication between officers and Members. It is accepted that communication has generally improved across the board, but there are still examples where local Members are learning about Council activities through their local constituents.
- 4.16 To address this, a short protocol on communication between officers and Members has been drawn up. This document can be found in Appendix A.

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

- 5.1 The Communications Strategy and associated activities contribute to all the main corporate priorities for the Council, as well as addressing an overarching aim of enhancing and protecting the Council's reputation.

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

Any costs will be absorbed through the current Destination, Marketing and Communications budget.

## **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 This report is for information only and no Equality Impact Assessment is needed at this stage.

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

- 8.1 Consultation on the Year 1 Communications Strategy was carried out with Communities Scrutiny and Cabinet in 2013. Consultation will take place with a number of stakeholder groups prior to agreeing and implementing the Year 2 Action Plan.

**9. Chief Finance Officer Statement**

- 9.1 All costs will be contained within existing budgets

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

- 10.1 There are no significant risks associated with the recommendations included in this paper. The risk of not communicating with residents and other stakeholders include damage to the Council's reputation and a risk of not communicating with residents on how to access Council services.

**11. Power to make the Decision**

Articles 6.3.2 (f) and 6.3.4(b) outline scrutiny's powers with respect to this matter.

**Contact Officer:**

Team Leader - Communications and Campaigns Management

Tel: 01824 706222

**Protocol on communicating with Members**

The Corporate Communications Strategy highlights the need for effective communications between officers and Members.

However, there are still examples of Members learning about issues affecting their wards directly from constituents, rather than through communications from Members.

To this end, the Council has drafted a short protocol on communicating with Members.

**Officers must notify Members (by e-mail or telephone) of:**

- Any contentious issues raised by constituents.
- Any local issues likely to generate positive or negative publicity
- Any events / site visits taking place in the ward.
- Any political/ Ministerial visits to the ward
- Any generic letter being distributed about a specific issue relating to a ward.
- Any potential investments / projects in the ward.
- Any positive or negative news releases / press interest pertaining to a specific ward.
- Any request for comment or interviews about an issue relating to a ward.
- Any photo opportunities taking place.

It would also be appropriate to alert the Destination, Marketing and Communications Team if you know of any of these issues, to identify any opportunities for positive promotion of the Council and its work.

**For any advice relating to this issue, please contact the Destination, Marketing and Communications team on 6222.**

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**Report To:** Communities Scrutiny Committee

**Date of Meeting:** 15<sup>th</sup> May 2014

**Lead Member / Officer:** Lead Member for Public Realm/  
Head of Planning and Public Protection

**Report Author:** Development Control Manager

**Title:** Better Regulation of Caravan Sites

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**1. What is the report about?**

- 1.1 The report is a follow up to the one presented to Communities Scrutiny Committee in July 2013. The report will provide updated information on relevant emerging Welsh Government legislation on this subject and its implications for DCC, current DCC policies and procedures and the role of the DCC internal project group.

**2. What is the reason for making this report?**

- 2.1 The report has been produced due to the continued concerns raised by Members around the potential use of holiday caravan parks within the County for permanent residential use. The report will provide Members with an up to date picture of how the aforementioned concern is being addressed across Wales and how the DCC project to address this concern is progressing.

**3. What are the Recommendations?**

- 3.1 That Committee provides observations on the direction of the project.

**4. Report details.**

- 4.1 As Members will be aware, there are a large number of caravan parks in the County comprising of a mix of static and touring holiday sites which contribute to Denbighshire's tourist accommodation offer. There are also a smaller number of permanent residential sites. The Council's Caravan Site License records indicate that there are approximately 6000 static pitches, 900 touring caravan pitches and 70 permanent residential pitches over 4 sites.
- 4.2 Elected Members and others have expressed concerns about the proliferation of caravan sites in the County and how they may be being used. The concerns relate, in the main, to the perception that individuals are using caravans as their main or sole residence avoiding Council Tax and using local services such as schools and doctors surgeries. Caravans can generally be considered to provide sub-

standard accommodation for permanent usage. The Police have also raised concerns about the increasing numbers of crimes being reported from caravans and caravan parks. As such, Officers have acknowledged that this is a major issue for the County which requires not only cross-service co-ordination but the involvement of partner organisations such as the Police, Fire Service and Health Board.

- 4.3 A review of the caravan parks in the County and the development of a strategy for their monitoring and enforcement have been identified as a Service Priority within the Planning and Public Protection Service. The priority is to be addressed using the Council's project management methodology and is led by a steering group of senior officers from across the service.
- 4.4 The Planning and Public Protection Service has, over the last 12 months, undergone a restructure with those staffing resources remaining being used to focus on identified priorities. The process of restructuring and priority setting has meant that this project has not progressed significantly in the last year. However, structures are now in place with staff identified to focus on the better regulation of caravan parks. Whilst some positive work has been progressed over the last 12 months in terms of site inspections, planning decisions and development of procedures it is important to highlight developments in legislation which will underpin on-going work in this area.

## **Legislation**

- 4.5 There are two pieces of relevant legislation within Wales which have emerged in the last couple of years which seek to address some of the Members concerns outlined above.
- 4.6 The first of these is the Mobile Homes (Wales) Act 2013 which is due to come into force on 1<sup>st</sup> October 2014. This legislation relates specifically to permanent residential sites, sometimes known as Park Homes. In brief, the Act provides revised licensing procedures for such sites in an attempt to bring the living standards therein up to a better level. The Act also revises model conditions for licenses and engenders better contractual arrangements between the site owners and the occupants of the caravans/homes.
- 4.7 In Denbighshire, there are only two such sites which will fall under the provisions of the 2013 Act. These are Morfa Ddu, Prestatyn (50 pitches), Stafford Park, Rhyl (60 pitches) Elsewhere there are sites where individual caravans have permanent residential use mainly authorised as managers accommodation.
- 4.8 The Act would also apply to mixed use sites which contain lawful permanent residential caravans and holiday ones. However, we are not aware of any such sites in the County.



- 4.9 The Welsh Government has recently issued a consultation on the Holiday Caravan Sites (Wales) Bill. This Bill was first introduced by the Assembly Member, Darren Millar. The consultation will last until **23<sup>rd</sup> May 2014** and the link to the website address is as below:-

<http://www.assemblywales.org/newhome/new-news-fourth-assembly.htm?act=dis&id=252455&ds=1/2014>

- 4.10 The draft Bill has been designed to address concerns regarding the management and regulation of holiday caravan parks in Wales including:
- the powers available to local authorities to address unlawful occupation of caravans;
  - the resources available to enforce operating conditions on holiday caravan park licences;
  - the fitness of persons owning holiday caravan parks;
  - abuses by some holiday caravan park owners of holiday caravan owners on their sites; and
  - the cost of providing public services to those who use holiday caravans as their main home
- 4.10 Officers have been involved in a National Working Group to look at both pieces of legislation and fully intend to submit comments on the draft Bill as part of the consultation. Members may also submit their own comments direct to the Welsh Government or contact Emlyn Jones, Public Protection Manager to discuss the Officer response.
- 4.11 Clearly, the Holiday Caravan Sites (Wales) Bill is very relevant to the type of caravan sites which Denbighshire has and the concerns which have been identified around their occupation. One of the main elements of the emerging legislation, which will support the work that DCC is doing to address the permanent residential occupation of holiday caravans, is around a residence test.
- 4.12 In brief, the occupier of a holiday caravan may be forced to provide documents such as, the occupier's sole or main residence for Council tax purposes, the address of a school attended by children of the occupier who live with the occupier, the occupier's entry in an electoral role, the occupier's address for correspondence with a financial institution, the occupier's address for correspondence with a utility provider, the occupier's address for correspondence with the HMRC and the occupier's registration with a GP.
- 4.13 This will supplement and support any existing planning and licensing controls which exist on a particular holiday site.

## **Planning Policies and Standard Conditions**

- 4.14 Members will be aware that there are a number of relevant policies contained within the adopted Local Development Plan which seek to further control new or extended static and touring sites within the County. These relevant policies are attached as **Document 1**. In addition, it is intended to develop Supplementary Guidance which will reflect the emerging legislation mentioned above. This will be progressed through the LDP Steering Group's Forward Work Programme.
- 4.15 There have also been recent planning applications presented to Planning Committee which have sought to vary existing planning controls on holiday caravan sites. The applications have sought to enable sites to operate over a full 12 month period. It should be noted that this is different to a site seeking to operate as a permanent residential site. Officers have attempted to explain how the Welsh Government seeks to encourage all year round tourism, however, given the perception of how some sites in the County are operating, Members have been rightly dubious over allowing variations to controls on some holiday sites. It should be noted, however, that whilst Members have previously flagged up concerns about the permanent occupation of holiday caravans in the County, Officers are rarely supplied with hard evidence that this is the case.
- 4.16 Examples of the standard planning conditions Officers have sought to impose on holiday sites seeking to operate over the full 12 month period are attached as **Document 2**.

### **The DCC Project**

- 4.17 As mentioned a working group of senior officers has been seeking to address many of the concerns raised by Members. It is acknowledged that tackling the problem of permanent occupation of holiday caravans is complex, time consuming and resource intensive. It requires a co-ordinated strategy involving planning, licensing, housing, social services and other partner organisations. The strategy is being developed having regards to the emerging legislation. In the meantime, however, Officers in both planning and environmental health sections are undertaking routine visits to holiday sites. This is resource driven and will focus on those sites where evidence is presented of clear permanent occupation. The list of occupier's information mentioned in paragraph 4.12 will be used to gather evidence of planning and licensing breaches and action then taken.
- 4.18 There will be implications for taking action which will involve colleagues in housing and social services. Those colleagues are aware of the development of the strategy and the emerging legislation.
- 4.19 It is anticipated that, now the staffing structures are becoming embedded within the Planning and Public Protection Service, the

project will gather pace alongside the emerging legislation. A strategy document and a reporting mechanism for those sites inspected and action taken will be presented to a forthcoming Scrutiny Committee.

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

5.1 Controlling the way caravan parks are used contributes towards Council priorities:-

- Developing the local economy
- Vulnerable people are protected and are able to live as independently as possible
- Ensuring access to good quality housing

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

6.1 The project and the development of the working group to take it forward are not considered to require any additional staffing or financial resources.

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

7.1 An EqIA will be undertaken for the development of the Strategy document.

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

8.1 None.

**9 Chief Finance Officer Statement**

9.1 N/A

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

10.1 There are no perceived risks associated with the recommendations in this report.

**11. Power to make the Decision**

11.1 Article 6.3.3 of the Council's Constitution outlines Scrutiny's powers with respect to policy development and review.

**Contact Officer:**

Development Control Manager

Tel: 01824 706712

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## **Policy PSE 12 - Chalet, static and touring caravan and camping Sites**

Proposals for new static caravan sites will not be permitted. However the environmental improvement of existing static holiday caravan or chalet sites by remodelling, provision of new facilities and by landscaping will be supported provided the development is acceptable in terms of other Local Development Plan policies and meets the following criteria:

- i) the proposed development preserves or enhances the character and appearance of the area; and
- ii) it can be demonstrated that any proposed increase in the number of static caravan/chalet units would preserve or enhance the landscape setting of the overall site.

The change of use of a static caravan or chalet from tourist use to residential use and the conversion of touring caravan sites to statics will not be permitted.

New touring caravan and camping sites will be encouraged where all the following criteria are met:

- i) the site is small in scale and proportionate to its location, particularly within and adjoining the Area of Outstanding Natural Beauty or Area of Outstanding Beauty, Pontcysyllte Aqueduct and Canal World Heritage Site (including the buffer zone) or other regionally important landscape areas; and
- ii) the development would not result in an over concentration of sites in any one locality to the detriment of the landscape or residential amenity; and
- iii) the development makes a positive contribution to the local biodiversity, and natural and built environment; and
- iv) the development would not appear obtrusive in the landscape and is high quality in terms of layout, design and landscaping in line with the development principles, and it has no adverse highway or community impacts;

The grant of planning permission may, where appropriate, be subject to the imposition of a seasonal occupancy condition.

### **National Policy links**

#### **Planning Policy Wales:**

Chapter 5 – Conserving and Improving Natural Heritage and the Coast,

Chapter 7 – Economic Development,

Chapter 11 – Tourism, Sport and Recreation

### **Technical Advice Notes:**

TAN 6 – Planning for Sustainable Rural Communities

TAN 12 – Design

TAN 13 – Tourism

### **Justification**

Static and touring caravan sites together with chalets and camp sites are an important source of holiday accommodation, which can be crucial to the success of the tourism industry, although such sites are often seen as being visually intrusive. This is particularly felt in the main resort areas of Rhyl and Prestatyn where a series of adjoining sites are prominent and in various countryside locations. In some areas the cumulative impact of existing sites may be considered visually obtrusive and dominant in the landscape therefore the Council will encourage landscaping schemes to improve and screen sites. The Plan will seek to ensure that future development is permitted only where the proposal would not result in an over concentration of similar uses in the locality and where there is significant enhancement of the biodiversity of the area. The occupancy of static caravans and chalets will be restricted to holiday use and any residential use will be subject to enforcement action.

There is already an over provision of caravan type development particularly in the north of the County much of which is of low quality. Much of the coastal area is exposed with little tree cover which makes the assimilation of caravan sites into the landscape difficult. In the inland rural areas, caravan development, particularly static caravans, can be obtrusive in the landscape and damaging to the character of the rural area unless strictly controlled.

The replacement of existing static caravan sites with woodland-lodge style developments will be permitted where it improves the appearance of the site. Development will only be permitted after it has been demonstrated that no adverse impact on the integrity of nature conservation and biodiversity sites will result. The use of a caravan or chalet in the countryside for other than holiday purposes will be resisted.

Any extensions to static caravan sites will be minor in nature. For the purpose of this policy, sites where static caravans are the predominant caravan type will be considered as an existing static caravan site and therefore assessed as above.

### **New proposals for touring caravan sites**

Touring caravan sites and camp sites have a lower impact as they are not permanently occupied and in winter months there may be little evidence of activity. However in summer months they can be intrusive in the landscape and may add to visitor pressure on particular areas if not controlled. Where visitor pressures are less they may be suitable, subject to other environmental considerations.

The policy is intended to ensure that proposals for touring caravan sites only cater for short term tourist use, are unobtrusive in the landscape, can be safely accessed, are attractively designed and include a high quality landscaping scheme incorporating mature planting. In line with national guidance, these sites will not be permitted within flood risk zones. Beyond the settlement limits landscape and other

environmental considerations become more important, so it is unlikely that many new touring caravan and tent sites will be developed in the rural area during the plan period. It is envisaged that this policy could be used to allow small scale development on new sites providing this does not adversely impact on the landscape. It is recognised that the number of pitches would probably not be economically viable as a stand alone business enterprise. Instead it is considered that the policy can be used by the agricultural community as a form of farm diversification and a means of providing an additional income

**This policy will contribute to meeting Objective(s):**

- 14: Design and Objective
- 15: Tourism, and Objective
- 16: Areas of Protection.

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## DOCUMENT 2

In relation to the use of the caravans:

i) the caravans shall be occupied solely for holiday purposes;

ii) the caravans shall not be occupied at any time as a person's sole or main place of residence; and,

iii) the owners of each unit and the site operator shall maintain an up to date register of the names of the owners/occupiers of each caravan on the site, to include their main home addresses as evidenced by an up to date copy of a council tax demand for the property claimed to be their main dwelling, a log of the exact dates each caravan has been occupied, and by who. The registers/logs shall be made available at all reasonable times for inspection by officers of the local planning authority.

Responsibility for the collection and maintenance of the registers/logs shall be that of the caravan site licence holder or his/her nominated person(s).

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**Report to:** Communities Scrutiny Committee

**Date of Meeting:** 15 May 2014

**Lead Member:** Leader and Lead Member for Economic Development

**Report Author:** Economic and Business Development Manager

**Title:** Rhyl Going Forward Programme Quarterly Report

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## **1. What is the report about?**

This report provides an update on the Rhyl Going Forward Programme.

## **2. What is the reason for making this report?**

To evaluate and monitor the Programme's progress and achievements in delivering its anticipated outcomes, and to identify any slippage with the programme's delivery.

## **3. What are the Recommendations?**

That members note and comment on the progress made.

## **4. Report details.**

The Programme Update reports which were submitted to the most recent meeting of the Rhyl Going Forward Programme Board are attached as Appendices 1a to 1d which demonstrate that in terms of the four workstreams of the programme:

- West Rhyl Regeneration Area has a current status of YELLOW (Appendix 1a)
- Town Centre has a current status of ORANGE (Appendix 1b)
- Seafront and Tourism has a current status of YELLOW (Appendix 1c)
- Live & Work in Rhyl has a current status of ORANGE (Appendix 1d)

The key points and more recent developments in relation to these workstreams are as follows.

### **West Rhyl**

Following the Minister's decision to approve the Compulsory Purchase Order (CPO), ownership of the remaining properties required to deliver the Housing Improvement Project has been vested in the County Council and the relocation of the affected residents has now been completed. A Planning application for the Green Space to be provided in the area which has now been cleared of housing between Gronant Street and Aquarium Street was submitted. The Welsh Government is expected to begin marketing its development site on the corner of John Street and West Parade in the near future.

## **Town Centre**

The Town & Area Plan for Rhyl was endorsed by Cabinet on 25<sup>th</sup> March. A decision was made to allocate funding from the relevant corporate priority budget towards environmental improvements in the town centre and the work is scheduled to take place later this year to coincide with the repairs to the carriageway in the southern section of the High Street. There are strongly held views about the benefits or otherwise of the street market and in order to determine how it can best make a positive contribution to the town centre offer, an independent review of the market has been commissioned and the results are expected later in this quarter. Although the application submitted to the Welsh Government last year for funding for future regeneration in Rhyl through the Vibrant & Viable Places framework was not selected to proceed to Stage 2 of the application process, the Minister for Housing & Regeneration announced on 10<sup>th</sup> April that a sum of £1m had been allocated to the area to support the implementation by 31<sup>st</sup> March 2017 of a capital project proposed in the original submission. Discussions about the process and the outcomes which projects would be expected to deliver are currently taking place with Government officials.

## **Seafront & Tourism**

It was agreed at the Cabinet meeting which was held on 14<sup>th</sup> February that a 'preferred developer' approach would be adopted for the delivery of improved tourism and leisure facilities in Rhyl, including a new Aquatic Centre and to invite expressions of interest from developers for consideration by the Council. Discussions have been taking place about the outstanding details of the agreement with the developers of the new hotel proposed for the site of the former Honey Club and a Planning application from the developer will follow. It is still anticipated that the hotel should be completed and operating by the end of 2014. The construction of the new harbour side building has continued and is almost complete. A tenant has recently been selected for the commercial units in the building.

## **Live & Work in Rhyl**

This has been the least developed of all the work streams and the development of a Town & Area Plan for Rhyl has enabled priority actions to be identified which will contribute to the achievement of the aims and objectives for this work stream. Work has recently commenced on the improvement of facilities for passengers at the railway station and funding has recently been approved for the construction of a replacement High School in the town.

## **Programme Review**

Given the substantial progress made with a number of the key projects in the Rhyl Going Forward Delivery Plan, changes to the Welsh Government's funding arrangements for regeneration projects and the recent adoption of a Town & Area Plan for Rhyl, the Programme Board has agreed to review the programme at its next meeting to ensure that the projects for which it is responsible are those which will

make the greatest contribution towards the achievement of the objectives for the programme. The next meeting of the Board will take place later this month.

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

### **5.1: Priority 1 – Developing the Local Economy and Our Communities**

The main thrust of the RGF Regeneration Strategy is to create more jobs and business opportunities in the area, thereby directly addressing this priority.

### **5.2: Priority 6 – Ensuring access to good quality housing**

Specifically the WRHIP will directly impact on the priority outcome of “*offering a range of types and forms of housing...to meet the needs of individuals and families*”.

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

The overall regeneration programme does not have a dedicated budget. Funding is allocated to specific projects, in the main utilising external funding sources, and the funding is monitored on a project by project basis.

## **7. What consultations have been carried out?**

The programme is monitored by the multi-agency Board which ensures there is a broad consensus of approach across key agencies in Rhyl to the approach. An annual report is being prepared to ensure there is a broader community awareness of the strategy. Individual projects have their own consultation strategy.

## **8. What risks are there and is there anything we can do to reduce them?**

Risks are monitored using the Programme Risk Register (Appendix 2).

## **9. Power to make the Decision**

Article 6.3.4(b) of the Council’s Constitution.

### **Contact Officer**

Coastal Team Leader

Tel. 01824 708416

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# Appendix 1a

## West Rhyl Highlight Report January 2014



**Y RHYL  
RHYL**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Aims &amp; Objectives</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Current Status:</b>  |
| <p><i>In the West Rhyl Regeneration Area we are trying to create an attractive neighbourhood where working people will want to live</i></p> <ol style="list-style-type: none"> <li><i>1. To create a balanced housing market which is not dominated by one type of housing or by one type of tenure.</i></li> <li><i>2. To create a balanced, stable community with more economically active people living in the neighbourhood.</i></li> <li><i>3. To improve the appearance and perception of the area</i></li> </ol> | YELLOW                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Previous Status:</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | YELLOW                  |

### What's going well?

Overall the project status remains very good The target dates for plans for refurbishment of properties in the various blocks remains as last reported.

Phase 2 demolition of Aquarium Street/John Street/Hope Place and Abbey Street is now on site and will continue through to March 2014. Excellent progress continues with the re-settlement programme with 112 households in the rented sector being relocated with no negative issues as at the end of February 2014 leaving 13 to relocate by the end of March. In respect of privately owned properties, 28 in total, all properties will be vested in the Council between February and March 2014. Negotiation to finalise terms continues

Capita are now well advance with the design and dialogue with DCC Streetscene continues to ensure easy maintenance is achieved without compromising design. The final design was presented to Informal Cabinet on 3<sup>rd</sup> March 2014 and a decision taken that it was not required to present to Cabinet on 25<sup>th</sup> March. The project is also being presented to Rhyl Town Council on 5<sup>th</sup> March 2014 and the Project's Stakeholder Group on 12<sup>th</sup> March. Final design will achieve sign off at the Project Board meeting on 14<sup>th</sup> March 2014 with submission to Planning on 17<sup>th</sup> March 2014

The project budget remains well managed and within parameters

### What concerns us and what are we doing about it?

The Project Delivery Confidence remains at yellow, however concerns regarding delivering within the timescales given are diminishing.

### Outlook

A number of risks remain, however these are considered and managed by the Project Co ordination Group as the project progresses.

## Committed Projects

*A commitment has been made to deliver the project and the necessary funding is in place.*

| Project                       | Lead Organisation | Forecast Completion | Delivery Confidence |
|-------------------------------|-------------------|---------------------|---------------------|
| West Rhyl Housing Improvement | WG/Pennaf/<br>DCC | Mar 15              | YELLOW              |
|                               |                   |                     |                     |

## In Development

*Feasibility or ongoing development of the project is underway.*

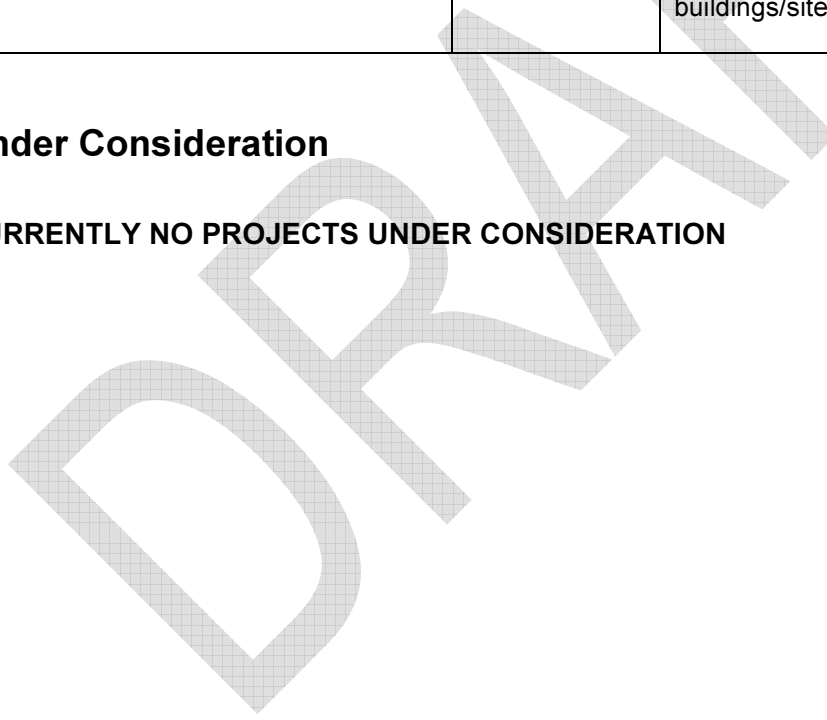
| Project                                                                          | Lead Organisation | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Block 1 (Green Space)                                                            | DCC               | <ul style="list-style-type: none"> <li>• Landscape Architect engaged</li> <li>• Community consultation carried out</li> <li>• Detailed design to be submitted for Planning approval 17<sup>th</sup> March 2014</li> <li>• Planning consent May 2014</li> <li>• Construction start July 2014</li> <li>• Park open April 2015</li> </ul>                                                                                                                                                                                                                                                              |
| Block 7 (3-9 Abbey Street)<br><br>Block 7 (10-24 Abbey Street & 8-12 Hope Place) | Pennaf            | <ul style="list-style-type: none"> <li>• Planning consent achieved September 2013</li> <li>• Specification of works under preparation</li> <li>• Revisiting design of 3 Abbey St to provide 2X2b4p units instead of 1 x 4b7p unit</li> <li>• Scheme is being grouped with improvements to 6-12 Edward Henry St to provide value for money</li> <li>• 6-12 Edward Henry Street being submitted for planning in January 2014</li> <li>• "Prestige house" (rear of 1a Abbey Street) to be demolished to provide parking area</li> <li>• Scheme will provide 3 x 2b4p, 5 x 3b5p and 1 x 1b4p</li> </ul> |
| Block 2 (3-29 Gronant Street)                                                    | Pennaf            | <ul style="list-style-type: none"> <li>• Design and development ongoing – designs to be finalised Jan 14 and planning submission Feb 14</li> <li>• Schemes to be grouped together to provide value for money</li> <li>• Land to rear to be incorporated to provide more garden space and off street parking for 15-29 Gronant St</li> <li>• Demolition of properties on Hope Place to provide parking and garden space for development of family homes at 10-20 Abbey Street)</li> </ul>                                                                                                            |
| Block 3 (2-16 Aquarium Street)                                                   | WG                | <ul style="list-style-type: none"> <li>• These properties in addition to the vacant plot on West Parade are to</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



|                                                                                                                                 |                           |                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Block 4 (14-24 John Street)</p> <p>Block5 (1-11John Street &amp; 18 Aquarium Street)</p> <p>Block 6 (13-41 Abbey Street)</p> |                           | <p>be marketed to the private sector for development in accordance with the SPG</p> <ul style="list-style-type: none"> <li>• These properties are to be refurbished</li> <li>• These properties in addition to the vacant plot on West Parade are to be marketed to the private sector for development in accordance with the SPG</li> <li>• These properties are to be refurbished</li> </ul> |
| <p>Edward Henry Street West (6-12)</p>                                                                                          | <p>Pennaf</p>             | <ul style="list-style-type: none"> <li>• 4 large 8/9 bedroom properties to be converted into single domestic dwellings, 3no 3 bed 5 person unit and 1no 4bed 6 person unit</li> <li>• Planning consent due for submission Oct 2013</li> </ul>                                                                                                                                                  |
| <p>Edward Henry Street East</p>                                                                                                 | <p>WG/Pennaf/<br/>DCC</p> | <p>On the East side of Edward Henry Street, all the properties with the exception of the Last Orders pub are in either Pennaf or DCC ownership. Pennaf are developing proposals for the future use of the buildings/site.</p>                                                                                                                                                                  |

**Under Consideration**

**CURRENTLY NO PROJECTS UNDER CONSIDERATION**



## Indicators of Success

This table is now under development and statistics awaited

| Indicator                                                                   | Baseline (2010)        | Target | Most Recent | Performance |
|-----------------------------------------------------------------------------|------------------------|--------|-------------|-------------|
| <b>A balanced Housing Market - Tenure</b>                                   |                        |        |             |             |
| Percentage of houses in multiple occupation in West Rhyl (SPG defined area) | <i>To be developed</i> |        |             |             |
| Percentage of houses in single occupancy                                    |                        |        |             |             |
| Percentage of private rented houses in West Rhyl                            |                        |        |             |             |
| Percentage of owner occupied houses in West Rhyl                            |                        |        |             |             |
| Percentage of RSL houses in West Rhyl                                       |                        |        |             |             |
| <b>A balanced Housing Market - Type</b>                                     |                        |        |             |             |
| Percentage of 2-bed houses in West Rhyl                                     |                        |        |             |             |
| Percentage of 3-bed houses in West Rhyl                                     |                        |        |             |             |
| Percentage of 4-bed houses in West Rhyl                                     |                        |        |             |             |
| Percentage of 5+ bed houses in West Rhyl                                    |                        |        |             |             |
| <b>Stable community with economically active people</b>                     |                        |        |             |             |
| <i>Transience info from schools</i>                                         |                        |        |             |             |
| <i>Job-seekers allowance claimants</i>                                      |                        |        |             |             |
| <b>Improved appearance and perception</b>                                   |                        |        |             |             |
| <i>Environmental Satisfaction survey</i>                                    |                        |        |             |             |
| <i>Recorded crime</i>                                                       |                        |        |             |             |
| Recorded anti-social behaviour                                              |                        |        |             |             |

## Performance Measures

| Measure                                    | Block 1 | Block 2 | Block 3 | Block 4 | Block 5 | Block 6 | Block 7 | Total        |
|--------------------------------------------|---------|---------|---------|---------|---------|---------|---------|--------------|
| <b>Acquisitions</b>                        |         |         |         |         |         |         |         |              |
| Number of properties                       | 40      | 15      | 8       | 8       | 7       | 16      | 17      | <b>111</b>   |
| Acquired so far                            | 40      | 15      | 4       | 5       | 7       | 13      | 17      | <b>101</b>   |
| Completion Rate                            | 100%    | 100%    | 50%     | 62.5%   | 100%    | 82%     | 100%    | <b>91%</b>   |
| <b>Relocations</b>                         |         |         |         |         |         |         |         |              |
| Number of relocations (rented sector only) | 59      | 4       | 16      | 7       | 9       | 27      | 3       | <b>125</b>   |
| Relocations so far                         | 59      | 4       | 14      | 6       | 9       | 17      | 3       | <b>112</b>   |
| Completion Rate                            | 100%    | 100%    | 87.5%   | 85.7%   | 100%    | 63%     | 100%    | <b>89.6%</b> |
| <b>Demolition</b>                          |         |         |         |         |         |         |         |              |
| Number to be demolished                    | 38      | 1       | 0       | 0       | 7       | 0       | 7       | <b>53</b>    |
| Demolished so far                          | 21      | 1       | 0       | 0       | 0       | 0       | 0       | <b>22</b>    |
| Completion Rate                            | 55%     | 100%    | 0%      | 0%      | 0%      | 0%      | 0%      | <b>42%</b>   |
| <b>Refurbishment</b>                       |         |         |         |         |         |         |         |              |
| Number to be refurbished                   | 0       | 15      | 8       | 7       | 0       | 12      | 8       | <b>50</b>    |
| Refurbished so far                         | 0       | 0       | 0       | 0       | 0       | 0       | 0       | <b>0</b>     |
| Completion Rate                            | 0%      | 0%      | 0%      | 0%      | 0%      | 0%      | 0%      | <b>0%</b>    |
| <b>New Build</b>                           |         |         |         |         |         |         |         |              |
| Number to be built                         | 0       | 0       | 0       | 0       | 6       | 0       | 2       | <b>8</b>     |
| Built so far                               | 0       | 0       | 0       | 0       | 0       | 0       | 0       | <b>0</b>     |
| Completion Rate                            | 0%      | 0%      | 0%      | 0%      | 0%      | 0%      | 0%      | <b>0%</b>    |

Figures above don't include the development site fronting West Parade. This is being promoted as a mixed use development opportunity along with Block 3 and 5 and once a development partner has been selected there will be additional performance measures produced. Figures above also exclude any work in Edward Henry Street where firm proposals are yet to be developed.

# Appendix 1b

## Town Centre Highlight Report

### March 2014



**Y RHYL  
RHYL**

| Aims & Objectives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Current Status:  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <p>In the town centre we are trying to create new business and job opportunities by supporting investment in retail, but also by introducing new uses and diversifying the town centre economy.</p> <ol style="list-style-type: none"> <li>1. To improve the town centre experience in the town centre by ensuring that it is easy to access and that it has a safe, clean and tidy environment</li> <li>2. To enhance the retail offer by securing investment from national chains regarded as key attractors and supporting the establishment and growth of independent retailers</li> <li>3. To increase footfall in the prime retail area by promoting new uses such as employment, leisure and residential uses in vacant and under used property previously used for retailing in adjacent streets</li> </ol> | ORANGE           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Previous Status: |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ORANGE           |

### What's going well?

A task and finish group has continued its work on the identification of actions to support the future vitality of the town centre to be considered for inclusion in the draft Town & Area Plan for Rhyl.

North Wales Police had initiated discussions about the replacement of the existing analogue radio link system with new digital equipment which could also serve Prestatyn town centre. As no Police Studies foundation degree students were available from Coleg Llandrillo to undertake this work, alternative means of delivering the project are being explored with the County Council's Community Safety team, North Wales Police, RCS and the White Rose Centre.

### What concerns us and what are we doing about it?

Following the decision of the Minister for Housing & Regeneration not to invite a second stage application from Rhyl for funding through the Vibrant & Viable Places Framework, details of the application process for the remaining funds have still to be publicised and these are currently awaited. In the interim, further discussions have taken place with property managers and regeneration officials from Welsh Government about the prospect for their derelict property at 49-55 Queen Street being the focus of the bid.

Following the departure of the Town Centre Manager, members of the Town Centre Management Group are continuing to look at best practice from other towns to inform the development of a successor post and a meeting with the Town Centre Management Group in Colwyn Bay took place at the end of February. A meeting of the Group is being arranged to take place in April to consider how to proceed.

### Outlook

Whilst the Minister's decision about the Vibrant & Viable Places application was disappointing, the opportunity to apply for the funding which has been ring-fenced for unsuccessful applicants remains and there should also be the potential to enhance this with match funding

from the new European structural funds programme commencing this year and other sources which would deliver a significant investment programme in the town centre. New arrangements for town centre management and support for actions in the town centre through the Town & Area Plan will enable partners to work together effectively to secure a sustainable future for the town centre.

### Completed Projects

Bee & Station Office Development  
45 - 47 Water Street (external works only)

### Committed Projects

*A commitment has been made to deliver the project and the necessary funding is in place.*  
None at this stage

### In Development

*Feasibility or ongoing development of the project is underway.*

| Project              | Lead Organisation | Comments                                                                                                                                                                                                                        |
|----------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 49 - 55 Queen Street | DCC/RCS/<br>DVSC  | Initial feasibility for refurbishment of this WG owned property for an Enterprise Centre complete. Consideration being given to its inclusion in the bid for the funding top sliced from the Vibrant & Viable Places framework. |
| Rhyl Railway Station | Network Rail      | Presentation about the project made to Town Council by Network Rail                                                                                                                                                             |

### Under Consideration

Consideration is being given to potential future priority projects for this work stream as part of the process for developing the Rhyl Town & Area Plan which has been brought to the Board for further consideration.

# Appendix 1c

## Seafront Highlight Report March 2014



**Y RHYL  
RHYL**

| Aims & Objectives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Current Status:  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <p>Along the coastal strip we are trying to create new business and job opportunities by increasing visitor numbers and visitor spend:</p> <ol style="list-style-type: none"> <li>1. To improve the visitor experience by ensuring a clean and well maintained environment, a welcoming atmosphere and by providing a range of activities and events.</li> <li>2. To create new visitor attractions that are consistent with the current appeal of Rhyl as a family orientated seaside resort, but that will attract visitors who currently do not visit.</li> <li>3. To market the resort more effectively to improve the public perception of Rhyl as a place to visit, live or invest</li> </ol> | YELLOW           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Previous Status: |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | YELLOW           |

### What's going well?

- New Aquatic Centre, new use for the Sky Tower, demolition of the Sun Centre and improvements to the Pavilion Theatre
- Honey Club
- Rhyl Harbour
- New Rhyl brand and website
- Orientation & Signage Strategy

### **New Aquatic Centre and new use for the Sky Tower and demolition of the Sun Centre and improvements to the Pavilion Theatre**

The County Council's Cabinet agreed on 18<sup>th</sup> February;

- To adopt a 'preferred developer' approach to the delivery of improved tourism and leisure facilities in Rhyl, including a new Aquatic Centre and to invite expressions of interest from developers for consideration by the Council;
- To include development opportunities in all Council facilities/land/assets along Rhyl promenade (Marine Lake to Splash Point) within the invitation for expressions of interest;
- To make a commitment in principle to ring-fence operational savings generated as a result of the re-development proposals to support potential capital contributions from the Council towards delivery of the 'whole project'; and
- To meet with Welsh Government to explore support for a 'special' partnership approach to the coastal regeneration.

### **Honey Club**

- The final design has been presented to DCC Planning for final comments, if satisfactory it will lead to a submission in March/April 2014 and sent to the Design Commission for Wales
- Premier Inn Board met on March 3<sup>rd</sup> to agree the term and conditions of lease with Chesham Estates (Developer). Once Premier is on board we will be seeking a meeting with them to discuss their staffing requirements in order to ensure training is

facilitated for local residents to take advantage of employment opportunities. We will also seek to engage with them regarding improvements to the rear car park on Crescent Road

- The Development Agreement is now in final stages and Chesham are anxious to sign the DA prior to Planning submission. Delays in signing the DA have been attributable to Chesham's reluctance to involve their solicitor until the documents were well advanced
- Demolition contractors have been instructed with regard to 25/26 West Parade. A Party Wall Notice has been served on the owner of 27/28 West Parade and in accordance with the legal process a period of 28 days must be observed before demolition can progress. The contractor will be involved in site set up in the coming weeks in order for demolition to commence immediately after the Easter holiday

## **Rhyl Harbour**

The New Harbour Building is on programme and due for completion in early May with the Queens Baton Relay and Harbour opening event on the 30th and 31st of May .

There are plans for a sea food festival with log cabins on the quay and many activities on and off the water, it is hoped to repeat this on an annual basis going forward.

There have been a number of parties expressing an interest in running the retail unit and cafe and we hope to have these in place for the opening event.

The Harbour Empowerment Order is still progressing and following a meeting with the Marine Management Organisation we have a clear understanding of how to progress this.

The mooring applications for the coming season have been sent out and we are looking forward to seeing all the moorings occupied this summer.

Our Park and Launch service for smaller vessels stored in the Boat Yard is gaining interest and a number of owners have already signed up for this.

## **New Rhyl brand and website**

At the heart of the Rhyl Going Forward Strategy is the concept of 'Recreating Rhyl as a place where people choose to live and stay. Rediscover Rhyl as a place to visit. 'The purpose of developing the brand for Rhyl was to support a clearly branded communication and marketing campaign to achieve this.

The new brand for Rhyl provides a clear logo which is the most visible element of the identity and will be used consistently across all the towns' communication and marketing materials over the next year. The brand guidelines are available now (<http://loverhyl.co.uk/resource/rhyl-guidelines.zip>) and it would be great if the town council etc. used the logo on all their paperwork etc.

The signature for the town compliments the town's personality and the palette of colours chosen for being bright, friendly, warm and happy, it shows a down to earth, honest and fun destination. Whilst the brand needs to be recognisable, it also needs to be flexible and creative, which is what it has been developed to include 3 strands: Tourism (red), Rhyl Going Forward (blue) and Investing in the people and businesses (Yellow). The values identified with the brand project are supported with this new brand. The new logo says where the destination is, an image for people to recognise around the town.

The yellow version of the logo is for invest in the people and place of Rhyl represents the people and businesses in Rhyl. The circular symbol is inspired by the shape of the sun or coin.

The blue square symbol is inspired by the shape of building blocks, building a future for the town.

### *Love Rhyl*

The red 'Love Rhyl' element of the town's new identity is represented as a red signature to support all tourism messages to visitors to the area and will help visitors and residents alike rediscover what Rhyl has to offer. The triangle symbol is inspired by the shape of the lower half of a heart but portrays a modern symbol for the future that Rhyl has to offer its visitors.

A new website is expected to be live in late March/early April in time for this year's tourism season. It brings together all elements of the town and surrounding features, including countryside, heritage, outdoor activities from the cycling bridge and so on. The new website will also provide visitors with information about where to stay, eat, shop, play, events, theatre programme, and so on. Love to explore, love to be active, love to celebrate, love to shop and eat, love to stay are all features that will showcase what the town has to offer the visitors. There is a holding page for the website directing any enquiries to the Tourist Information Centre so no interest is lost.

The website has had a soft launch at a recent event in the White Rose Centre and was really well received by councillors, residents of the town and visitors. Also launched at the event was the RGF Annual report, which is represented by the blue strand of the brand. This version represents the strategic development and regeneration of the town.

### *Moving forward*

Moving forward, Rhyl Pavilion, Rhyl Events Office and the Tourist Information Centre will keep the website up to date with events that are taking place in the town all year round, providing the main portal for both visitors and residents to find out what is going on in around town. So keep checking the website for the latest information but remember, it isn't live until the end of March, early April!

Over the coming months you will see visitors with 'love Rhyl' shopping bags, shops displaying the new brand in the form of a window sticker in support of the brand and events and activities throughout the year. If we can show Rhyl as a place to be rediscovered, then we can use the enthusiasm as a springboard to generate more interest in the town from potential developers and sponsors, showing the town as a place to host events all year round.

## **Orientation & Signage Strategy**

An audit has been undertaken of existing pedestrian and vehicular signage and pedestrian movement patterns. The key destinations have been agreed and a destination hierarchy developed to help decide what should be signed from where. The concept design report has been received outlining the designs for the map and the family of signs for the pedestrian wayfinding which are in line with the Love Rhyl brand guidelines. Town Council have been consulted for their views and the strategy will be taken to MAG on the 12<sup>th</sup> March for sign off. The next stage will be to agree the final sign content and detailed design drawings and formulate a procurement and phasing plan.

## **What concerns us and what are we doing about it?**

The Ocean Plaza site continues to be an eyesore adjacent to the Harbour but a Planning application for a revised scheme was received from the developers on 2<sup>nd</sup> December. The new scheme would involve the construction of a food store, 4 non-food retail units, café, restaurant, family pub and hotel, petrol filling station and an electricity sub-station all within the boundary of the plot owned by the developer.

The Grange Hotel also continues to be an eyesore on the seafront but after it failed to sell at auction, it was purchased by an experienced developer based in the Midlands who has been in discussion with the County Council's Development Control & Compliance section about the potential for the redevelopment of the site.

The operator who was interested in developing a cable ski attraction at Marine Lake has withdrawn from the project. However, another operator has approached the County and is interested in the cable ski project.

## **Outlook**

Progress on the Rhyl Harbour project combined with the completion of the demolition of the Honey Club is a tangible sign of our regeneration programme moving forward. There remains a considerable amount of work to do, however the prospects are positive.



## Completed Projects

Demolition of the Honey Club

## Committed Projects

*A commitment has been made to deliver the project and the necessary funding is in place.*

| Project                         | Lead Organisation | Forecast Completion | Delivery Confidence |
|---------------------------------|-------------------|---------------------|---------------------|
| Harbour Empowerment Order       | DCC               | Dec 14              | YELLOW              |
| Rhyl Harbour & Bridge           | DCC               | Mar 14              | GREEN               |
| New Rhyl brand and website      | DCC               | Jan 14              | GREEN               |
| Demolition of 25/26 West Parade | DCC               | Feb 14              | GREEN               |
| Orientation & Signage Strategy  | DCC               | Mar 14              | GREEN               |

## In Development

*Feasibility or ongoing development of the project is underway.*

| Project                                              | Lead Organisation | Comments                                                                                            |
|------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------|
| Ocean Plaza                                          | SDG               | Developer has submitted a Planning application for a revised scheme.                                |
| Aquatic Centre & Sky Tower and Sun Centre & Pavilion | DCC               | Delivery options for facilities currently operated considered by County Council Cabinet in February |
| The Honey Club redevelopment                         | DCC/Chesham       | Planning application awaited.                                                                       |
| Marine Lake Cableski                                 | DCC               | New operator interested in project. Concession to be re-advertised.                                 |

## Under Consideration

Consideration is being given to potential future priority projects for this work stream as part of the process for developing the Rhyl Town & Area Plan which has been brought to the Board for further consideration.

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# Appendix 1d

## Live & Work Highlight Report March 2014



**Y RHYL  
RHYL**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Aims &amp; Objectives</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Current Status:</b>  |
| <p><b>We are trying to increase the desirability of Rhyl as a place in which to live, work, invest and do business.</b></p> <ol style="list-style-type: none"> <li><b>1. To create neighbourhoods which people will choose to live in throughout the town, and areas in which business will choose to locate</b></li> <li><b>2. To improve access to jobs, both in the town itself including those in the growing maritime sector, and also to those at nearby centres of employment</b></li> <li><b>3. To develop a sense of pride in the town locally, and enhance its reputation further afield</b></li> </ol> | <b>ORANGE</b>           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Previous Status:</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>ORANGE</b>           |

### What's going well?

#### Coastal Defence (Phase 3)

The artist's impressions of the scheme will hopefully be going to the Rhyl MAG on 13th March. This follows discussions with colleagues about requirements for this section of promenade e.g. parking.

Discussions have taken place with Planning and identified agreed consultees. The scheme will be reported to Planning Committee to confirm details and to demonstrate that it satisfies planning conditions.

We have been in initial discussion with contractors about leadtimes etc.

Consultants have confirmed that there will not be a need for additional hydrological modelling work.

#### Area Renewal

##### *Phase 12/2, Nos 11a - 29 Church Street, Rhyl*

This phase is progressing well and is approx. 75% complete and due for completion on 16/05/14. The work involves the complete renovation of the external envelope of 9no. large terraced properties including internal electrical, damp proofing and heating works. B&W Builders are the main contractor.

##### *No. 3 Brighton Road, Rhyl*

This is an eyesore property in a prominent location and involves the complete renovation of the external envelope as well as internal heating and electrical works. Work has commenced on 17/02/14 and it is hoped to be completed by June 2014. Some serious structural problems have been found which are in the process of being attended to. Adever Construction Ltd are the main contractor.

##### *Phase 13/1*

This involves the complete refurbishment of the external envelope of 12 properties in Brighton Road, Bath Street and Thorpe Street and we will be carrying out initial surveys in March 2014.

We hope to commence works in the summer of 2014 subject to confirmation of Renewal Area funding for the forthcoming year.

**Rhyl New School Project (s)**

Awaiting update

**Green Links**

Awaiting update

**What concerns us and what are we doing about it?**

The need to develop a more coherent and focussed approach to making Rhyl a more attractive place to live and work was recognised at the Review in November 2012. This work will be progressed through the development of a Town & Area Plan for Rhyl.

**Outlook**

Rhyl currently fares poorly when compared with other North Wales locations as a place to choose to live or set up business. There are a number of reasons for this, including the poor image of the town and distance from the A55. That said, it has some significant assets which we are perhaps not making the most of, including an attractive setting with beach and easy access to countryside, along with affordable property prices. Activity and results in all the regeneration workstreams will be required to start to improve the situation, but there is also a need for the more focussed investment strategy for the town.

**Completed Projects**

Rhyl Cut Fisheries

Glan Morfa Mountain Bike Track

**Committed Projects**

*A commitment has been made to deliver the project and the necessary funding is in place.*

| Project          | Lead Organisation | Forecast Completion | Delivery Confidence |
|------------------|-------------------|---------------------|---------------------|
| Rhyl High School | DCC               | Sep 16              | GREEN               |
| Green Links      | DCC               | Nov 14              | GREEN               |
| Area Renewal     | DCC               | Mar 14              | GREEN               |
| ARBED            | WG/Willmott Dixon | Mar 15              | YELLOW              |

**In Development**

*Feasibility or ongoing development of the project is underway.*

| Project                       | Lead Organisation | Comments                                                                                                                                                                                             |
|-------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Coastal Defence Phase 3       | DCC               | The artist's impressions of the scheme will hopefully be going to the Rhyl MAG on 13th March scheme and will be reported to Planning Committee to demonstrate that it satisfies planning conditions. |
| Green Infrastructure Strategy | DCC               | Strategy currently being developed by consultants (managed by Planning) and in                                                                                                                       |

|                                  |     |                                                                                                                                                                                                                                     |
|----------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  |     | final draft stage. This will require adoption as a policy for developments                                                                                                                                                          |
| H Bridge cycle priority scheme   | DCC | Scheme has been amended to incur a traffic light system and is due to be implemented in 2014/15.                                                                                                                                    |
| Rhyl New School Project          | DCC | Final Business Case is presently scheduled to be considered by the Council in February and then the Welsh Government in March.                                                                                                      |
| Live & Work Strategy development | DCC | The process for developing the Rhyl Town & Area Plan will enable consideration to be given to development of a strategy to approach to increase the desirability of Rhyl as a place in which to live, work, invest and do business. |

### **Under Consideration**

Consideration is being given to potential future priority projects for this work stream as part of the process for developing the Rhyl Town & Area Plan which has been brought to the Board for further consideration.

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## Appendix 2

# Rhyl Going Forward Neighbourhoods & Places

## PROGRAMME RISK REGISTER

January 2014



|                     |               |          |             |           |                |
|---------------------|---------------|----------|-------------|-----------|----------------|
| A<br>Almost certain | Yellow        | Orange   | Orange      | Red       | Red            |
| B<br>Likely         | Yellow        | Yellow   | Orange      | Red       | Red            |
| C<br>Possible       | Green         | Yellow   | Yellow      | Orange    | Red            |
| D<br>Unlikely       | Green         | Green    | Yellow      | Orange    | Orange         |
| E<br>Rare           | Green         | Green    | Yellow      | Yellow    | Orange         |
|                     | 5<br>Very Low | 4<br>Low | 3<br>Medium | 2<br>High | 1<br>Very High |
| IMPACT              |               |          |             |           |                |


Page 71

| Risk No: | Date identified | Date last reviewed | Risk description & Mitigating Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Risk Owner | L Score | I Score | Risk Score | Risk Trend | ROYG Status |
|----------|-----------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------|---------|------------|------------|-------------|
| 1        | 05/01/12        | 03/03/14           | <p><b>Community Opposition</b> – there is small group of vocal members of the community who appear to be opposed to the plans for the West Rhyl Housing Regeneration Area. There is a risk that continued opposition will undermine confidence in the strategy and ultimately in delivery. Manage through:</p> <ul style="list-style-type: none"> <li>• Regular consultation and promotion in local media</li> <li>• High level, consistent and visible organisational commitment to the strategy</li> </ul> <p><b>Action since last update:</b></p> <ul style="list-style-type: none"> <li>• Newsletter continues to be circulated to residents</li> <li>• Rhyl Going Forward event held in White Rose Centre</li> <li>•</li> </ul> | Tom Booty  | C       | 3       | C3         | ↔          | YELLOW      |

|   |          |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |   |   |    |   |        |
|---|----------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|---|----|---|--------|
| 2 | 05/01/12 | 03/03/14 | <p><b>Meeting funding commitments</b> – the £23 million allocated for the West Rhyl Housing Regeneration Area needs to be spent within a three year period commencing April 2012. This is very challenging and it is unlikely that there will be any allowance for carry over between years or at the end of the three year period. There is therefore a risk that we will not meet the spend profile, which could in turn jeopardise our ability to deliver the full programme of regeneration in West Rhyl, or worse still leave us with a half completed programme and no funds to complete. Manage through:</p> <ul style="list-style-type: none"> <li>• Establishing a dedicated Project Manager and robust financial management procedures</li> <li>• Ensuring there are sufficient staff resources in other specialist areas to deliver</li> <li>• Plan “contingency projects” which can be implemented to ensure we meet year end spend profiles.</li> </ul> <p><b>Action since last update:</b></p> <ul style="list-style-type: none"> <li>• Design for Green Space taken to Planning application stage</li> <li>• Claims up to date</li> </ul> | Tom Booty | D | 4 | D4 | ↔ | ORANGE |
| 3 | 05/01/12 | 03/03/14 | <p><b>Raised Expectations</b> - the Delivery Plan details a number of projects and activities, most of which are currently un-funded, and even when funded are likely to take considerable time to develop and deliver. There is a risk that the expectations for delivery will be raised and then people will become frustrated at the lack of progress. Manage through:</p> <ul style="list-style-type: none"> <li>• Robust project management arrangements</li> <li>• Strong programme management</li> <li>• Regular communication on progress and issues</li> </ul> <p><b>Action since last update:</b></p> <ul style="list-style-type: none"> <li>• Regular communication with local Councillors</li> <li>• Projects under consideration reviewed as part of the development of the Town &amp; Area Plan for Rhyl</li> </ul>                                                                                                                                                                                                                                                                                                                        | Tom Booty | C | 3 | C3 | ↔ | YELLOW |



|   |          |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |   |   |    |   |        |
|---|----------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|---|----|---|--------|
| 4 | 05/01/12 | 03/03/14 | <p><b>Heritage Issues</b> - the proposals for the West Rhyl Housing Regeneration Area includes some demolition of the urban fabric, including properties in the Conservation Area. This may generate opposition from some organisations and individuals, which in turn could jeopardise delivery of the strategy. Manage through:</p> <ul style="list-style-type: none"> <li>Regular communication and engagement with heritage bodies</li> </ul> <p><b>Action since last update:</b></p> <ul style="list-style-type: none"> <li>Design for the new hotel on the Honey Club site amended to acknowledge colours of materials used for buildings on the West Rhyl area</li> </ul> | Tom Booty | D | 4 | D4 | ↔ | GREEN  |
| 5 | 05/01/12 | 03/03/14 | <p><b>Lack of universal support</b> – attempts have been made to ensure that all key partner organisations are informed and supportive of the Delivery Plan.</p> <ul style="list-style-type: none"> <li>Regular communication and involvement of all organisations</li> <li>High level, consistent and visible organisational commitment to the strategy</li> </ul> <p><b>Action since last update:</b></p> <ul style="list-style-type: none"> <li>Publication of first Rhyl Going Forward annual report</li> </ul>                                                                                                                                                              | Tom Booty | D | 3 | D3 | ↔ | YELLOW |
| 6 | 05/01/12 | 03/03/14 | <p><b>Staff resources</b> – the Delivery Plan represents a very substantial body of work for which there are finite staff resources to deliver. Manage through:</p> <ul style="list-style-type: none"> <li>Immediate consideration of short-term resource issues</li> <li>We will seek to ensure that associated project management costs are included in funding applications.</li> </ul> <p><b>Action since last update:</b></p> <ul style="list-style-type: none"> <li>New County Council structure has continued to enable greater flexibility in deployment of available staff to deal with peaks in work load</li> </ul>                                                   | Tom Booty | D | 3 | D3 | ↔ | YELLOW |

|   |          |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |   |   |    |                                                                                     |                                                                                                                                                                 |
|---|----------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|---|----|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | 13/02/13 | 03/03/14 | <p><b>Declining Town Centre</b> – the impact of the new development in Prestatyn and the general restructuring of retail nationally is having a significant negative impact on Rhyl town centre. Manage through:</p> <ul style="list-style-type: none"> <li>• Develop a coherent and agreed strategy for the town centre</li> <li>• Secure funding to deliver projects in the town centre.</li> </ul> <p><b>Action since last update:</b></p> <ul style="list-style-type: none"> <li>• Actions to support the town centre proposed for inclusion in the Town &amp; Area Plan</li> <li>• Proposals for a new digital radio link system explored with North Wales Police and town centre retailers</li> </ul> | Tom Booty | C | 2 | C2 |  | <div style="background-color: yellow; height: 15px; width: 100%;"></div> <div style="background-color: orange; height: 40px; width: 100%;"></div> <p>ORANGE</p> |
|---|----------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|---|----|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Report to:** Communities Scrutiny Committee

**Date of Meeting:** 15 May 2014

**Report Author:** Scrutiny Coordinator

**Title:** Scrutiny Work Programme

---

**1. What is the report about?**

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

**2. What is the reason for making this report?**

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

**3. What are the recommendations?**

That the Committee:

- 3.1 considers the information provided and approves, revises or amends its forward work programme as it deems appropriate; and
- 3.2 confirms/appoints representatives to serve on the various Service Challenge Groups and the Schools Standards Monitoring Group.

**4. Report details.**

- 4.1 Article 6 of the Council's Constitution sets out each Scrutiny Committee's terms of reference, functions and membership, whilst the rules of procedure for scrutiny committees are laid out in Part 4 of the Constitution.
- 4.2 Denbighshire County Council's Constitution requires scrutiny committees to prepare and keep under review a programme for their future work. By reviewing and prioritising issues, members are able to ensure that the work programme delivers a member-led agenda.
- 4.3 For a number of years it has been an adopted practice in Denbighshire for scrutiny committees to limit the number of reports considered at any one meeting to a maximum of four plus the Committee's own work programme report. The objective of this approach is to facilitate detailed and effective debate on each topic.
- 4.4 The Committee is requested to consider its draft work programme for future meetings as detailed in appendix 1 and approve, revise or amend it as it deems appropriate taking into consideration:

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

#### Service Challenge Groups

- 4.10 As we are now entering a new municipal year all scrutiny committees are being asked to appoint/re-appoint representatives on to the Council's Service Challenge Groups. A complete list of scrutiny representatives for 2013/14 can be seen at Appendix 4. The Committee is therefore requested to consider its appointments for the forthcoming year.

#### School Standards Monitoring Group (SSMG)

- 4.11 Conversely the Committee is asked to appoint/confirm its representative and substitute representative on the above Group. For 2013/14 Councillor Joe Welch was the Committee's representative with Councillor Win Mullen-James as his substitute.

### **5. Scrutiny Chairs and Vice-Chairs Group**

- 5.1 Under the Council's scrutiny arrangements the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating committee. The SCVCG met on 24 April 2014 and in response to concerns raised by members on the changes recently implemented to the sheltered housing warden service it was agreed that this Committee should consider a report on the matter at the current meeting.
- 5.2 The Group was also keen to find out if members have identified any scrutiny specific training they would benefit from receiving during the course of the forthcoming year.

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

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

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

No Equality Impact Assessment has been undertaken for the purpose of this report as consideration of the Committee's forward work programme is not deemed to have an adverse or unfair impact on people who share protected characteristics.

### **8. What will it cost and how will it affect other services?**

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

**9. What consultations have been carried out?**

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

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

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

**11. Power to make the decision**

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

**Contact Officer:** Scrutiny Coordinator  
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## Communities Scrutiny Committee Forward Work Plan

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

| Meeting | Lead Member(s)                                 | Item (description / title)                           | Purpose of report                                                                                                                                                                                         | Expected Outcomes                                                                                                                                                                                                                                                                                                                                                                                         | Author                                  | Date Entered  |
|---------|------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------|
| 26 June | <b>Cllr. Bobby Feeley</b><br><i>(required)</i> | 1 The provision of Day Care Services in Denbighshire | To evaluate the Council's provision of day care services across the County                                                                                                                                | An evaluation of the Council's Day Care Services' provision and its effectiveness in delivering the corporate priorities of protecting vulnerable people and helping them to live as independently as possible, and modernising the council to deliver efficiencies and improve services for its customers, will enable members to identify any slippages, gaps in service delivery or risks to residents | Phil Gilroy/Helena Thomas               | May 2013      |
|         | <b>Cllr. David Smith</b><br><i>(required)</i>  | 2 Food Review                                        | To monitor the delivery of the task and finish group/Cabinet's recommendations with regards to the Council's policies and procedures with respect to food procurement, regulation and contract management | Assurances that all practical measures in place to ensure maximum safety and provenance of food materials used by the Council and arms length organisations are enforced and adhered to with a view to protecting residents, businesses and visitors                                                                                                                                                      | Hywyn Williams/Graham Boase/Emlyn Jones | February 2013 |
|         | <b>Cllr. David Smith</b><br><i>(required)</i>  | 3 Highways Asset Management Strategy                 | To consider the conclusions of the Highways Strategy Working Group and the draft Highways                                                                                                                 | The development of a medium term capital strategy for the maintenance of the County's highways assets which will contribute towards the area's economic development                                                                                                                                                                                                                                       | Steve Parker/Tim Towers                 | November 2013 |

Communities Scrutiny Committee Forward Work Plan

| Meeting         | Lead Member(s)                                             | Item (description / title) |                                                     | Purpose of report                                                                                                  | Expected Outcomes                                                                                                                                                                                                         | Author                      | Date Entered  |
|-----------------|------------------------------------------------------------|----------------------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------|
|                 |                                                            |                            |                                                     | Asset Management Strategy                                                                                          |                                                                                                                                                                                                                           |                             |               |
|                 | <b>Leader and Cllr. Huw Ll. Jones</b><br><i>(required)</i> | 4                          | Town and Area Plans Review                          | To consider the findings of the review into the impact of the plans                                                | Recommendations on how to improve the plans and processes relating to them in readiness for the next set of plans and contribute towards developing the local economy                                                     | Mike Horrocks/Ivan Butler   | April 2014    |
|                 |                                                            |                            |                                                     |                                                                                                                    |                                                                                                                                                                                                                           |                             |               |
| 11 September    | <b>Cllr. David Smith</b>                                   | 1.                         | Flood Management Strategy and Flood Related Matters | To monitor the Strategy's implementation and other developments on flood related matters                           | Assurances that the Council is meeting its statutory and discretionary obligations with respect to flood management and protection                                                                                        | Wayne Hope                  | November 2013 |
|                 |                                                            |                            |                                                     |                                                                                                                    |                                                                                                                                                                                                                           |                             |               |
| 23 October      | <b>Cllr. David Smith</b>                                   | 1.                         | Findings of the Traffic and Parking Review          | To consider the findings of the review undertaken on traffic and parking in ten of the County's towns and villages | Formulation of parking and traffic management measures with a view to enhancing the economic viability of the towns and villages and assist the Council to deliver its corporate priority of developing the local economy | Peter McHugh/<br>Mike Jones | March 2014    |
|                 |                                                            |                            |                                                     |                                                                                                                    |                                                                                                                                                                                                                           |                             |               |
| 4 December      |                                                            | 1.                         |                                                     |                                                                                                                    |                                                                                                                                                                                                                           |                             |               |
|                 |                                                            |                            |                                                     |                                                                                                                    |                                                                                                                                                                                                                           |                             |               |
| 29 January 2015 |                                                            | 1.                         |                                                     |                                                                                                                    |                                                                                                                                                                                                                           |                             |               |
|                 |                                                            |                            |                                                     |                                                                                                                    |                                                                                                                                                                                                                           |                             |               |
| 12 March        |                                                            | 1.                         |                                                     |                                                                                                                    |                                                                                                                                                                                                                           |                             |               |



## Communities Scrutiny Committee Forward Work Plan

| Meeting  | Lead Member(s) | Item (description / title) | Purpose of report | Expected Outcomes | Author | Date Entered |
|----------|----------------|----------------------------|-------------------|-------------------|--------|--------------|
| 23 April |                | 1.                         |                   |                   |        |              |
|          |                |                            |                   |                   |        |              |
|          |                |                            |                   |                   |        |              |

**Future Issues**

| Item (description / title)          | Purpose of report                                                 | Expected Outcomes                                                         | Author                     | Date Entered  |
|-------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------|---------------|
| Community Infrastructure Levy (CIL) | To outline the proposals for implementing the CIL in Denbighshire | The development of an appropriate and effective CIL scheme for the County | Graham Boase/Angela Loftus | February 2013 |
|                                     |                                                                   |                                                                           |                            |               |

**For future years**

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |

**Information/Consultation Reports**

| Information / Consultation | Item (description / title) | Purpose of report | Author | Date Entered |
|----------------------------|----------------------------|-------------------|--------|--------------|
|                            |                            |                   |        |              |

**Note for officers – Committee Report Deadlines**

| Meeting | Deadline       | Meeting      | Deadline         | Meeting    | Deadline         |
|---------|----------------|--------------|------------------|------------|------------------|
| 26 June | <b>12 June</b> | 11 September | <b>28 August</b> | 23 October | <b>9 October</b> |

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Cabinet Forward Work Plan

Appendix 2

| Meeting        |   | Item (description / title)                   | Purpose of report                                                                       | Cabinet Decision required (yes/no) | Author – Lead member and contact officer        |
|----------------|---|----------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------|
| <b>27 May</b>  | 1 | Finance Report Update                        | To update Cabinet on the current financial position of the Council                      | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady        |
|                | 2 | Procurement Business Case for Three Counties | To consider the Business Case                                                           | Yes                                | Cllr Julian Thompson Hill / Paul McGrady        |
|                | 3 | Nova Centre Redevelopment Proposals          | To consider redevelopment proposals for the Nova                                        | Yes                                | Cllr Huw Jones / Rebecca Maxwell / Jamie Groves |
|                | 4 | Street Naming Policy                         | To consider amendments to the current Street Naming Policy and to adopt the new Policy. | Yes                                | Cllr Huw Jones / Hywyn Williams                 |
|                | 5 | Items from Scrutiny Committees               | To consider any issues raised by Scrutiny for Cabinet's attention.                      | Tbc                                | Scrutiny Coordinator                            |
| <b>24 June</b> | 1 | Finance Report Update                        | To update Cabinet on the current financial position of the Council                      | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady        |
|                | 2 | Corporate Plan QPR: Quarter 3 2013/14        | To monitor the Council's progress in delivering the                                     | Tbc                                | Cllr Barbara Smith / Alan Smith / Keith         |

Cabinet Forward Work Plan

| Meeting            |   | Item (description / title)                         | Purpose of report                                                                                               | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|--------------------|---|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------|
|                    |   |                                                    | Corporate Plan 2012 -17                                                                                         |                                    | Amos                                     |
|                    | 3 | Advocacy Regional Commissioning Project            | To seek approval to commission a regional North Wales advocacy service for vulnerable children and young people | Yes                                | Cllr Bobby Feeley / Michelle Hughes      |
|                    | 4 | Items from Scrutiny Committees                     | To consider any issues raised by Scrutiny for Cabinet's attention                                               | Tbc                                | Scrutiny Coordinator                     |
|                    |   |                                                    |                                                                                                                 |                                    |                                          |
| <b>29 July</b>     | 1 | Finance Report Update                              | To update Cabinet on the current financial position of the Council                                              | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                    | 2 | Modernising Education Programme – Future Proposals | To review progress to date and to identify future priority areas for investment.                                | Tbc                                | Cllr Eryl Williams / Jackie Walley       |
|                    | 3 | Items from Scrutiny Committees                     | To consider any issues raised by Scrutiny for Cabinet's attention                                               | Tbc                                | Scrutiny Coordinator                     |
|                    |   |                                                    |                                                                                                                 |                                    |                                          |
| <b>2 September</b> | 1 | Finance Report Update                              | To update Cabinet on the current financial position of the Council                                              | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                    | 2 | Items from Scrutiny Committees                     | To consider any issues raised by Scrutiny for                                                                   | Tbc                                | Scrutiny Coordinator                     |

Cabinet Forward Work Plan

| Meeting             |   | Item (description / title)                       | Purpose of report                                                                             | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|---------------------|---|--------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------|
|                     |   |                                                  | Cabinet's attention                                                                           |                                    |                                          |
| <b>30 September</b> | 1 | Finance Report Update                            | To update Cabinet on the current financial position of the Council                            | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                     | 2 | Items from Scrutiny Committees                   | To consider any issues raised by Scrutiny for Cabinet's attention                             | Tbc                                | Scrutiny Coordinator                     |
| <b>28 October</b>   | 1 | Finance Report Update                            | To update Cabinet on the current financial position of the Council                            | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                     | 2 | Items from Scrutiny Committees                   | To consider any issues raised by Scrutiny for Cabinet's attention                             | Tbc                                | Scrutiny Coordinator                     |
| <b>25 November</b>  | 1 | Tenancy Terms and Conditions and Service Charges | To consider updated tenancy terms and conditions and charges for additional landlord services | Tbc                                | Cllr Hugh Irving / Stephen Collins       |
|                     | 2 | Finance Report Update                            | To update Cabinet on the current financial position of the Council                            | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                     | 3 | Items from Scrutiny Committees                   | To consider any issues raised by Scrutiny for                                                 | Tbc                                | Scrutiny Coordinator                     |

Cabinet Forward Work Plan

| Meeting            | Item (description / title) |                                | Purpose of report                                                  | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|--------------------|----------------------------|--------------------------------|--------------------------------------------------------------------|------------------------------------|------------------------------------------|
|                    |                            |                                | Cabinet's attention                                                |                                    |                                          |
| <b>16 December</b> | 1                          | Finance Report Update          | To update Cabinet on the current financial position of the Council | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                    | 2                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                | Scrutiny Coordinator                     |
|                    |                            |                                |                                                                    |                                    |                                          |

Note for officers – Cabinet Report Deadlines

| <i>Meeting</i> | <b>Deadline</b> | <i>Meeting</i> | <b>Deadline</b> | <i>Meeting</i> | <b>Deadline</b> |
|----------------|-----------------|----------------|-----------------|----------------|-----------------|
|                |                 |                |                 |                |                 |
| <i>May</i>     | <b>12 May</b>   | <i>June</i>    | <b>10 June</b>  | <i>July</i>    | <b>15 July</b>  |

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## Progress with Committee Resolutions

| Date of Meeting | Item number and title                     | Resolution                                                                                                                                                                                                                                                                                                                                        | Progress                                                                                     |
|-----------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 3 April 2014    | 5. Town and Area Plans (Quarterly Report) | <p><b>RESOLVED</b> that:</p> <p>(i) <i>Subject to the above observations, to note the progress made to date in delivery of the Town &amp; Area Plans.</i></p> <p>(ii) <i>Consideration of the findings of the review of the Town &amp; Area Plans to take place at the Communities Scrutiny Committee meeting to be held on 26 June 2014.</i></p> | Report scheduled into the Committee's forward work programme for its meeting on 26 June 2014 |

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**Scrutiny Representatives on Service Challenge Groups 2013/14**

**Appendix 4**

| <b>Service:</b>                                      | <b>Communities</b>         | <b>Partnerships</b>              | <b>Performance</b>                |
|------------------------------------------------------|----------------------------|----------------------------------|-----------------------------------|
| Housing & Community Development<br>– Peter McHugh    | Cllr Bob Murray            | Cllr. Bill Tasker                |                                   |
| Children & Family Services<br>– Leighton Rees        | Cllr Win Mullen-James      | Cllr. Jeanette Chamberlain-Jones | Cllr. Arwel Roberts               |
| Adult & Business Services<br>– Phil Gilroy           | Cllr Bob Murray            | Cllr. Ann Davies                 | Cllr. David Simmons               |
| Legal & Democratic Services<br>– Gary Williams       | Cllr. James Davies         | Cllr. Meirick Lloyd Davies       | Cllr. Dewi Owens                  |
| Business Planning & Performance<br>– Alan Smith      | Cllr. Cheryl Williams      | Cllr. Jeanette Chamberlain-Jones | Cllr. Dewi Owens                  |
| Education– Karen Evans                               | Cllr Huw Hilditch-Roberts  | Cllr. Margaret McCarroll         | Cllr Arwel Roberts                |
| Customers and Education Support<br>– Jackie Walley   | Cllr. Carys Guy-Davies     | Cllr. Pat Jones                  | Cllr. Richard Davies              |
| Communication, Marketing & Leisure<br>– Jamie Groves | Cllr Joseph Welch          | Cllr. Dewi Owens                 | Cllr. Geraint Lloyd Williams      |
| Finance & Assets<br>– Paul McGrady                   | Cllr Rhys Hughes           | Cllr. Dewi Owens                 | Cllr. Colin Hughes                |
| Highways & Infrastructure<br>– Steve Parker          | Cllr Huw O Williams        | Cllr. Merfyn Parry               | (sub: Cllr. Meirick Lloyd Davies) |
| Planning & Public Protection<br>– Graham Boase       | Cllr. Huw O Williams       | Cllr. Meirick Lloyd Davies       | Cllr. Meirick LI Davies           |
| Strategic Human Resources<br>– Linda Atkin           | Cllr. Huw Hilditch-Roberts | Cllr. Dewi Owens                 | Cllr. Richard Davies              |

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