



To: Members of the Cabinet

Date: 22 July 2013

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Dear Councillor

You are invited to attend a meeting of the **CABINET** to be held at **10.00 am** on **TUESDAY, 30 JULY 2013** in **CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN.**

Yours sincerely

G Williams
Head of Legal and Democratic Services

AGENDA

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

1 APOLOGIES

2 DECLARATION OF INTERESTS

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

3 URGENT MATTERS

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

4 MINUTES (Pages 5 - 26)

To receive the minutes of the Cabinet meeting held on 25 June 2013 (copy enclosed).

5 FOOD REVIEW TASK AND FINISH GROUP (Pages 27 - 42)

To consider a report by Councillor David Smith, Lead Member for Public Realm (copy enclosed) detailing the work of the Food Review Task and Finish Group following the horsemeat scandal and seeking Cabinet's approval of their recommendations.

6 THE FORMER NORTH WALES HOSPITAL, DENBIGH (Pages 43 - 56)

To consider a report, **together with confidential appendices**, by Councillor David Smith, Lead Member for Public Realm (copy enclosed) seeking Cabinet's support to serve a compulsory purchase order and make an offer to purchase the site.

7 DEVELOPING 'AN EXCELLENT COUNCIL CLOSE TO THE COMMUNITY' (Pages 57 - 66)

To consider a report by Councillor Hugh Irving, Lead Member for Customers and Communities (copy enclosed) seeking Cabinet's approval of the Council's approach to progressing the theme of Bringing the Council Closer to the Community.

8 ADULT SAFEGUARDING (Pages 67 - 88)

To consider a report by Councillor Bobby Feeley, Lead Member for Social Care and Children's Services (copy enclosed) seeking Cabinet's agreement to change the current arrangements for adult safeguarding.

9 ESTABLISHMENT OF AN INTEGRATED FAMILY SUPPORT TEAM (Pages 89 - 92)

To consider a report by Councillor Bobby Feeley, Lead Member for Social Care and Children's Services (copy enclosed) seeking Cabinet's agreement to the establishment of an Integrated Family Support Team within Denbighshire.

10 NORTH WALES OFFICE ACCOMMODATION REVIEW (Pages 93 - 114)

To consider a report by Councillor Julian Thompson-Hill, Lead Member for Finance and Assets (copy enclosed) seeking Cabinet's approval of the office rationalisation proposals for North Denbighshire together with the formulation of long term development plans.

11 FINANCE REPORT (Pages 115 - 132)

To consider a report by Councillor Julian Thompson-Hill, Lead Member for Finance and Assets (copy enclosed) detailing the latest financial position and progress against the agreed budget strategy.

12 CABINET FORWARD WORK PROGRAMME (Pages 133 - 138)

To receive the enclosed Cabinet Forward Work Programme and note the contents.

PART 2 - CONFIDENTIAL ITEMS

EXCLUSION OF PRESS AND PUBLIC

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

13 THE REDEVELOPMENT OF 21 - 24 WEST PARADE, RHYL (Pages 139 - 160)

To consider a confidential report by Councillor Julian Thompson-Hill, Lead Member for Finance and Assets (copy enclosed) seeking Cabinet's approval of final agreed terms with the Development Partner to develop properties on West Parade, Rhyl.

14 CORWEN FLOOD RISK MANAGEMENT SCHEME - AWARD OF CONTRACT (Pages 161 - 164)

To consider a confidential report by Councillor David Smith, Lead Member for Public Realm (previously circulated) seeking Cabinet's approval to award a contract for the Corwen Flood Risk Management Scheme.

MEMBERSHIP

Councillors

Hugh Evans
Julian Thompson-Hill
Eryl Williams
Bobby Feeley

Hugh Irving
Huw Jones
Barbara Smith
David Smith

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CABINET

Minutes of a meeting of the Cabinet held in Conference Room 1a, County Hall, Ruthin on Tuesday, 25 June 2013 at 10.00 am.

PRESENT

Councillors Hugh Evans, Leader; Hugh Irving, Lead Member for Customers and Community; Huw Jones, Lead Member for Tourism, Leisure and Youth; Barbara Smith, Lead Member for Modernising and Performance; David Smith, Lead Member for Public Realm; Julian Thompson Hill, Lead Member for Finance and Assets and Eryl Williams, Lead Member for Education.

Observers: Councillors J.R. Bartley, J. Butterfield, J. Chamberlain-Jones, M.LI. Davies, M.L. Holland, H. Hilditch-Roberts, T.M. Parry, D. Simmons and H.O. Williams.

ALSO PRESENT

Chief Executive (MM), Corporate Directors: Economic and Community Ambition (RM), Customers (HW), Modernisation and Wellbeing (SE), Head of Legal and Democratic Services (GW), Head of Finance and Assets (PM), Head of Customers and Education Support (JW), Head of Adult and Business Services (PG), Head of Education (KE), Head of Business Planning and Performance (AS), Chief Accountant (RW), Education Planning and Resources Manager (CW), Programme Manager Customers and Education (JC), Planning Policy Manager (AL), Rhyl Going Forward Programme Manager (TB), Health and Safety Advisor (VR), General Manager: Cefndy Healthcare (DLH) and Administrative Officer (CIW).

1 APOLOGIES

Apologies for absence were received from Councillor Bobby Feeley

2 DECLARATION OF INTERESTS

No Members declared any personal or prejudicial interests in any business identified to be considered at the meeting.

3 URGENT MATTERS

No items were raised which in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act, 1972.

4 MINUTES

The Minutes of the Cabinet meeting held on Tuesday, 14th May, 2013 were submitted.

RESOLVED:- that the Minutes of the meeting held on Tuesday, 14th May, 2013 be approved as a correct record and signed by the Leader.

5 RUTHIN AREA PRIMARY SCHOOLS REVIEW

Councillor Eryl Williams presented the report, circulated previously, which detailed the findings from the recent review of primary school provision in the Ruthin area and proposed recommendations to be considered for changes to the current provision.

Councillor Eryl Williams outlined the funding framework and structured process adopted by the Council and the relevance of national policies in the decision making process for funding for the improvement of education buildings throughout the County. Reference was made to Denbighshire's considerable investment programme, its bid for 21st Century Schools and the importance of the quality of education buildings in the learning process. He explained that bids made to Welsh Government (WG) for significant capital investment would be influenced by Denbighshire indicating its intension of addressing the issue of surplus places in schools, and he emphasised that this funding could be threatened if they did not address the surplus places issue.

Councillor Williams stressed that he would endeavour to ensure continued improvements in Denbighshire with the provision of improved education facilities, which would create sustainability while maintaining an indigenous core. He made reference to the high number of surplus places in the Ruthin area and the proposals before Cabinet to address the issue. It was explained that the Council had undertaken informal consultation on the future of primary provision in the Ruthin area. Extensive consultation had taken place with the 11 schools in the review, including meetings with parents, staff and governors. A number of issues needed to be addressed which included the reliance on mobile accommodation, poor condition of school sites and above average surplus places in the area.

The findings from the Informal Consultation period had been included in Appendix 1 and the current School capacity and pupil number (PLASC January, 2013) had been included in the report, together with, details of the informal consultation findings and the way forward which included the following proposals:-

Recommendations had been proposed and grouped together, dependent upon their impact on other schools within the area, to enable a more long term sustainable provision in the Ruthin area dependant on financial resources. The Head of Customers and Education Support summarised the proposals which had been included in the report, and the following issues were raised and responses provided:-

Proposal 1 – Creation of new Area School to serve the communities of Clocaenog and Cyffylliog (Appendix 2)

The review process identified a strong desire to retain education provision in the rural areas to the West of Ruthin. Currently 55 full time pupils attend the two schools, Ysgol Clocaenog experiencing a high demand at present, with a drop in numbers at Ysgol Cyffylliog. As neither site was suitable for extending it had been recommended that initially a new area school be created to serve the communities

on the existing sites. This would be a two phased approach with a longer term commitment to create a single site school potentially linked to community facilities. It had been suggested the first phase of change should occur for the start of September, 2014.

A number of concerns were raised by Councillor Huw Jones and the following responses were provided:-

- Appendix 2, 15.5. - The HCES referred to the Council's Transport Policy and explained that as part of any school reorganisation the scope of transport arrangements for the existing pupils would be examined.
- In response to concerns expressed regarding the condition of the road between Ysgol Clocaenog and Ysgol Cyffylliog, Councillor Williams explained that the road from Clocaenog to Bontuchel formed part of the main gritting route.
- The HCES confirmed that Denbighshire would consult with neighbouring Authorities in respect of the proposals. **(JW to Action)**
- With regard to the number of surplus places and future provision in the area, it was explained there would be a 2 phase approach, firstly to create a school on 2 sites and secondly to consider the best site for a new school, subject to the availability of funding. Details of the future provision of Key Stage 1 and 2 education were outlined by the HCES.

Proposal 2 – Closure of Ysgol Llanbedr with the transfer of pupils to Ysgol Borthyn, Ruthin subject to parental preference (Appendix 3)

The Governing Body and others expressed concern that the decline in pupil numbers at Ysgol Llanbedr should not be considered in isolation when considering the future of the school. In considering provision within Ruthin and its close environment, there appeared to be significant over provision of English medium places. Ysgol Llanbedr and Ysgol Borthyn were English Medium Church in Wales Voluntary Controlled Schools. An analysis of parental demand had identified only 20 pupils within the natural catchment area for the school opting for English medium education. At present within close proximity there would be an alternative English medium church school at Ysgol Borthyn, and non –faith provision at Ysgol Gellifor and Rhos Street. In view of the need to reduce the overall supply for such provision, it had been recommended that consultation should commence regarding the recommendation that Ysgol Llanbedr should close at the end of the 2013/2014 academic year.

The Leader provided an assurance that correspondence he had received from parents and teachers at Ysgol Llanbedr highlighting issues and concerns would be considered if the proposals were agreed. The HCES confirmed that there would be capacity at other schools in the area, such as Ysgol Borthyn, Ruthin, to provide faith based education. It was felt that increased provision at Ysgol Borthyn would maintain choice and strengthen the faith provision making it more sustainable. The officer explained that further work and consultation would be undertaken which would take into consideration projected figures for possible future demand.

The following issues were raised by Councillor Huw Williams and responses provided:-

- It was agreed that the accuracy of the projected figures pertaining to Ysgol Llanbedr and Ysgol Borthyn be reviewed, together with the figures for pre-school provision, be confirmed prior to any further decisions being taken. **(JW to Action)**
- The school had improved and recovered following problems previously experienced, and the excellent location and facilities at the school site were highlighted.
- Councillor Williams referred to parental preference and the possible loss of faith based provision in the area. He suggested that consideration be afforded to retaining Ysgol Llanbedr for the provision of faith based education in the Ruthin area.
- The requirement for education provision to meet the needs of the 71 additional homes predicted in the LDP for the Llanbedr area.

Proposal 3 – Ruthin Town Area (see Appendix 4)

The HCES explained that there had been strong support for the continued provision from all three town schools, whilst acknowledging long term difficulties associated with the Rhos Street and Ysgol Penbarras site. The site had significant access problems leading to safety issues and the site relied heavily on mobile provision. The review and an assessment of the suitability of the site had suggested that as an immediate priority, the Council identify the suitability for potentially building a new school campus at the Glasdir site. Initial feasibility had suggested that land currently allocated in the LDP for a new school may be able to accommodate the needs of both Rhos Street & Ysgol Penbarras, and further consideration of the option had been suggested prior to any decisions being made. **(JW to Action)**

The future of Ysgol Borthyn and Ysgol Rhewl had been linked to the proposal. The need to ensure diversity of choice through continued faith provision, should the recommendation to close Ysgol Llanbedr be progressed, had led to the recommendation that Ysgol Borthyn be retained. The study of the Ysgol Rhewl site identified scope to expand the current provision. However, the need for investment in the current buildings would need to be considered.

As it would be difficult to justify significant investment in the Ysgol Rhewl site, should new provision be built on the Glasdir site, it had been suggested that the future of the school be considered in conjunction with the Glasdir development. This would include the option for the closure of Ysgol Rhewl upon completion of the works for the new school(s). Any proposal that may arise to close Ysgol Rhewl, would require formal consultation and the publication of a statutory notice. If either or both Rhos Street and Ysgol Penbarras moved to the Glasdir site and they did not change significantly in size, there would be no need to publish statutory proposals as the school would transfer sites by less than a mile. Confirmation was provided that there were proposals to provide two new schools each with their own respective Headteacher and they would, with the Chairs of Governors, be involved in the design process.

Councillor David Smith raised the following issues:-

- He expressed his support for the provision of a new school to address problems experienced over the years. However, he requested an assurance that any possible traffic related problems associated with the provision of a new school, including parking provision, were considered and addressed at the outset. **(JW to Action)**
- Councillor Smith supported the proposal that Ysgol Borthyn be retained as a faith school.
- The need to ensure that any site utilised for the provision of a new school at Glasdir would not be subject to flooding in the future, and to ascertain the parental preference of children in the Ysgol Rhewl catchment area if a new school was provided at Glasdir. The Head of Education confirmed that any potential site would be assessed and a flood report provided. **(JW to Action)**

Councillor Merfyn Parry conveyed the concerns expressed by the Governing Body of Ysgol Rhewl that the uncertainty of the future of the school could have a detrimental impact on its future, particularly in terms of prospective pupil numbers. The officers explained that it would be incorrect to omit Ysgol Rhewl from the feasibility study as the proposals could impact on the school, and the importance of being open and transparent about the ultimate objective was emphasised. It was confirmed that the school did not at present form part of the formal proposal. However, officers would be working in conjunction with the school to ensure the education provision for pupils was not placed at risk. In response to concerns expressed by Councillor Parry pertaining to the bilingual categorisation of the school, the Head of Education confirmed that further formal consultation, which would include parent participation, would be undertaken to examine the schools bilingual demands and requirements. The Corporate Director: Customers referred to the recommendation that “further detailed feasibility works be undertaken prior to the confirmation of any formal recommendations for Rhos Street School, Ysgol Borthyn, Ysgol Penbarras and Ysgol Rhewl” and emphasised that the suggested process was not a formal consultation.

Councillor Huw Hilditch-Roberts declared a non-pecuniary interest in this item as the Chair of Governors at Ysgol Penbarras. He welcomed the proposals pertaining to Ysgol Penbarras, Ysgol Rhos Street and Ysgol Borthyn and highlighted the importance of the involvement and participation of the Governing Bodies and senior teams of the respective schools in the planning process for the development of the proposed new schools site. He highlighted the need to examine closely and transparently the impact of any new school on Ysgol Borthyn and Ysgol Rhewl and to ensure that the standard of the facilities at Ysgol Borthyn were maintained. The HCES confirmed that equality of provision would be paramount when undertaking the feasibility study.

Proposal 4 – Proposed Federation of Ysgol Llanfair Dyffryn Clwyd and Ysgol Pentrecelyn (Appendix 5)

Strong support for the retention of educational provision in the communities around Llanfair DC and Pentrecelyn had been identified. A clear case for investment in facilities had been identified at Ysgol Llanfair D.C and it had been accepted by many that the existing school was not fit for purpose. The importance of the school in the community had been emphasised at Ysgol Pentrecelyn, alongside the

difference between providing Welsh medium and dual stream provision. In considering the needs of the wider area and for significant investment, a phased approach had been suggested.

The first phase to involve retaining both schools and recommending that the Governing Bodies discuss the formation of a federation. Denbighshire would seek an agreement in principle to progress this, by January 2014 with a view to the new federation commencing in September 2014. Long term plans, forming part of Band B proposals for 21st Century Schools, would see progression towards a new area school serving the communities of Pentrecelyn and Llanfair DC. Moves towards a new area school would require formal consultation to be progressed at the appropriate time.

The Leader confirmed that he would support for the option which would provide the maximum benefit to the pupils in the area. With regard to the federation of the two schools, with regard to Ysgol Llanfair being a faith based school, the Head of Education explained that the Leadership Team and Governing Body would examine the ethos and moral values of the respective schools, which she explained were very similar in terms of their outlook. The Head of Education responded to questions from Members and explained the future delivery of education through Key Stages 1 and 2, and outlined the reasons for the differing approaches adopted in other areas. The Corporate Director: Customers explained that the proposal for Clocaenog and Cyffylliog single area school could be delivered earlier due to the scale of the development.

Proposal 5 – Support for Federation of Ysgol Bryn Clwyd & Ysgol Gellifor (Appendix 5)

It had been suggested that Ysgol Bryn Clwyd be included within the Ruthin review because of the implications for any change at Ysgol Gellifor as the schools had combined leadership and management arrangements following their federation in 2011.

Ysgol Gellifor was a popular school, at capacity, which drew pupils from outside its natural area. In terms of the federation arrangements Ysgol Gellifor had 4% of surplus places whereas Ysgol Bryn Clwyd had a surplus of 67.6% and this had implications for the long term sustainability of the federation arrangements.

The language categories of both schools had been questioned, both schools being identified as Category 5, the Welsh language continuum would see the amount of Welsh taught in the schools increase as a response to the views of stakeholders.

The Governors had sought assurances regarding the future of Ysgol Bryn Clwyd as a consequence of the review and a desire that the long term future of the school be linked to any proposals emerging from the Ruthin review. The Council had acknowledged this to prevent any further uncertainty regarding the federation. It had been recommended that the status quo remain, subject to agreement to explore the future language category of Ysgol Bryn Clwyd. The balance of pupils at the schools would need to be addressed through the admissions arrangements.

Councillor Huw Jones referred to the proposal pertaining to Ysgol Llanbedr and highlighted the need for transparency and fairness when considering the proposal in relation to Ysgol Bryn Clwyd. Councillor Merfyn Parry referred to positive work undertaken by the respective schools, and their Governing Bodies, in succeeding with the successful federation of the schools. Councillor Huw Williams referred to the need to undertake building maintenance work at the Ysgol Gellifor site.

Proposal 6 – Retention of Ysgol Bro Famau (Appendix 5)

The school served predominately its local area but there were significant surplus places. Both sites were in good condition and it was recommended that the status quo should remain with the Authority and Governing Body reviewing the current use of space.

Councillor Martyn Holland raised issues relating to the provision of funding from Welsh Government, the need to protect rural schools and the impact of the LDP on schools in rural areas. The HCES explained that education and planning officers had worked together to ensure the inclusion of pupil projections in the forward planning process. She referred to the lack of capital and funds available and highlighted the need to rationalise to allow for future investment in schools.

During the ensuing discussion, it was explained that it had been recommended that any formal consultation should commence in September, 2013 to allow the discussions to commence at the start of the school term with consultation taking place for at least six weeks. The consultation process would enable parents, pupils, governors and staff the opportunity to comment upon the proposals before a decision was made by Cabinet whether to proceed and formally publish proposals for change. It was confirmed that only proposals 1 and 2 would require formal consultation at this stage

The feasibility works for proposal 3 would commence over the summer months, with a view to a preferred option being presented to Cabinet in the late autumn. This work would lead to clarification regarding the variety of options for securing the necessary improvements for the town. This information would enable Cabinet to consider the business case for investment. With regard to proposals 4, 5 and 6, the Head of Education and the Head of Customers and Education Support, subject to approval, would commence discussions with the respective Governing Bodies to secure the necessary agreements to undertake the changes highlighted. Should approval not occur then alternative proposals may be presented to Cabinet in the spring of 2014.

RESOLVED - that Cabinet:-

- (a) note the findings of the consultation.*
- (b) approve formal consultation for proposals to close Ysgol Clocaenog and Ysgol Cyffylliog on the 31st August 2014, merging the two schools as a new area school to be opened on the 1st September 2014 on the existing sites.*
- (c) approve formal consultation for proposals to close Ysgol Llanbedr on the 31st August 2014 with existing pupils transferring to Ysgol Borthyn, subject to parental preference.*

- (d) recommend to the Governing Bodies of Ysgol Pentrecelyn and Ysgol Llanfair DC that they form a federation to be in place no later than 1st September 2014, and
- (e) note the findings of the initial feasibility study to identify potential sites for the provision of primary schools in the Ruthin area and recommend that further detailed feasibility works be undertaken prior to the confirmation of any formal recommendations for Rhos Street School, Ysgol Borthyn, Ysgol Penbarras and Ysgol Rhewl.

(JW to Action)

6 FINANCE UPDATE REPORT

Councillor Julian Thompson Hill presented the report, circulated previously, which detailed the Council's revenue budget and savings as agreed for 2012/13 as at the end of March 2013, and provided a summary update of the Capital Plan, Housing Revenue Account and Housing Capital Plan.

The report provided a summary of the Council's revenue budget for 2013/14, Appendix 1. The net budget had been £192m at the end of May and there had been a forecast under spend on service and corporate budgets of £45k (0.04%). There had been a positive forecast on school budgets balances of £322k. Non-delegated school budgets had been forecast to be under spent by £150k, the majority relating to the breakfast club initiative, and it had been proposed that it be used as a contribution to fund school formula protection and this had been included as a commitment.

Appendix 2 indicated the progress to date against the savings highlighted in the Medium Term Financial Plan for 2013/13. A savings target of £3.061m had been agreed for the year and 39%, £1.186m, had been reported as achieved. A summary of the Capital Plan and its aims, including the proposed expenditure of £6.8m, had been included as Appendix 3. The 2013/14 budget specifically earmarked resources of £600k to be allocated to the Corporate Plan Reserve. Appendix 4 provided an update of the major capital project within this year's Capital Plan. At the end of May, the Council's borrowing totalled £133.264m at an average rate of 5.77%. Investment balances were £24.1m at an average rate of 0.86%.

Details of the cost and effect on other services had been included in the report as follows:-

Highways & Environment Services – Although the Environment and Highways Services was currently showing a nil variance the following points should be noted:-

- The high value efficiencies currently in progress, These would be monitored closely and progress on achieving the efficiencies would be reported in future. **(PM & RW to Action)**
- The number of school days in the 2013/14 financial year being higher than usual, which was likely to adversely impact on the school transport service area. The projected that any overspend in this area will be able to be maintained within the overall Highways and Environment budget.

Councillor Eryl Williams referred to the future estimated expenditure on capital schemes being nil, particular reference being made to transport in the County. He referred to prudential borrowing, the receipt of Government grants and expressed concern regarding the clarity of the funding process. Councillor Thompson-Hill explained that the figure in the report related to the last financial year and confirmed funding provision for 2013/14 would be reported in future reports. The Chief Account made reference to Appendix 3 and provided details of the figures in relation the general Capital Plan. He explained that only funding which had received confirmation of approval, through the Strategic Investment Group, had been reported.

School Improvement and Inclusion – Detailed work had been on-going to provide a robust estimate for out of County placement costs and recoupment fees. These budgets had under spent in recent years. However, they remained volatile as they were based on both pupil numbers and often complex negotiations between Authorities. Councillor Eryl Williams expressed concern regarding the School Improvement and Inclusion funding structure, the implementation of the new arrangements and emphasised the importance of protecting the interests of the County.

Adults & Business Services - The national requirement to protect social care budgets had resulted in additional funding within the year of £905k. This would be used to fund a number of projects aimed at reducing revenue costs in the future. In reply to a question from the Leader, the officers provided details pertaining to the national requirement to protect additional funding in respect of social care budgets. It was confirmed that funding would be removed in the next financial year to invest in measures which would reduce long-term costs and provide preventative measures in the future.

Schools – The projection for school balances at the end of May had been £3.192m. A positive movement of £322k on the balances brought forward from 2012/13.

The Housing Revenue Account (HRA) budget had been included within Appendix 1. However, HRA resources were separate funds and could only be used in the provision of Council housing services. The HRA budget for 2013/14 had been set assuming that capital expenditure of £890k was funded from revenue resources. It was confirmed that Housing Subsidy payment was likely to reduce and the Housing Capital Plan forecast to spend £8.1m with the Welsh Housing Quality Standard being achieved by the end of 2013/14. Housing Subsidy System reforms were thought likely to be implemented by April, 2014 and there were no further updates on progress at a national level to report.

Councillor Barbara Smith expressed concern regarding the reallocation of funding and suggestions that Welsh Government (WG) would be encouraging Local Authorities utilise their reserves on revenue expenditure. The Chief Executive informed Members that the WG could not directly intervene in respect of this issue but made reference to the reduction in Local Government revenue provision. The importance of building up reserves was highlighted by the Chief Executive, who

explained that Denbighshire had plans for its contingencies, and he made reference to the Council's ambitious Corporate Plan.

Following further discussion, it was

RESOLVED:- *that Cabinet notes the progress against the agreed budget strategy.*
(PM & RW to Note)

7 MENTAL HEALTH PARTNERSHIP

The Leader presented the report, circulated previously, and explained that Adult Mental Health Services were currently provided by the Conwy and Denbighshire Adult Mental Health Partnership. The Partnership was due to end in July, 2013 and a Cabinet decision was required to enable a new partnership arrangement to be agreed between the Council and BCU to deliver the same range of services.

He provided a summary of the background to the Partnership which had been created and underpinned by a formal legal agreement under S31 of The Health Act 1999, which later became the S33 Agreement. The Partnership Agreement provided for agreement on common policies and procedures across the service and a copy of the original report to Cabinet in February, 2005 along with a Cabinet Briefing Paper had been included as Appendix 1 and 2 to the report.

The changes resulting from the creation of BCU and the development of the Clinical Programme Group model had made it increasingly difficult to manage the current partnership alongside arrangements elsewhere within the CPG for mental health services in the rest of BCU's catchment area. This along with the requirement to respond to The Mental Health (Wales) Measure 2010 had prompted a review of the current arrangements with respect to the Partnership in Denbighshire.

The Head of Adult and Business Services confirmed that ending of the current Partnership and creating a Memorandum of Understanding between the Council and BCU would not have any impact on service delivery. A new Memorandum of Understanding would be clear and require BCU to provide information as part of a more timely and regular process. He informed Members that the standard of service provided within Denbighshire had been extremely high.

RESOLVED:- *that Cabinet agrees:-*

(a) the current Conwy and Denbighshire Adult Mental Health and Social Care Partnership end on 3rd July, 2013, and

(b) Denbighshire remains committed to the model originally developed when creating the Partnership but that this should now be reflected in a Memorandum of Understanding between the Council and BCU for the provision of these services.

(PG to Action)

8 THE FUTURE OF CEFNDY HEALTHCARE

Councillor Hugh Irving presented the report, circulated previously, on Cefndy's past performance and the need for future investment. It was explained that although

financial and service performance had been good, Cefndy had delivered on-going efficiencies which had inhibited the service from investing in its factory infrastructure.

A commitment had been made in the Corporate Plan to support Cefndy's future existence by approving capital investment. The report provided justification for capital investment and outlined options for new plant to enable Cefndy to progress and become sustainable without the need for on-going revenue support from Denbighshire. A summary of Cefndy Healthcare, a Denbighshire supported business, had been included in the report, and a copy of Cefndy's Business Plan had been included as Appendix 1.

In the last 5 years Cefndy had increased sales performance by £1m, to £3.8m, and reduced financial dependency on Denbighshire by over £200k. However, challenges now faced compromised the sustainability of the business/service and at worst, could even threaten Cefndy's viability of existence if not addressed. The officers provided a detailed summary of the Options available which had been included in the report and in Appendix 3:-

- a. Carry on with the existing plan and remove Denbighshire subsidy.
- b. Maintain a level of subsidy for an extended period.
- c. Capital Investment as per the Corporate Plan.

The following information had also been included in the report:-

- How the decision would contribute to the Corporate Priorities.
- Costs and their effect on other services.
- The main conclusions of the Equality Impact Assessment, Appendix 4.
- Consultations undertaken.
- Chief Finance Officer Statement.
- Risks and the measures taken to reduce them.

In response to concerns expressed by Councillor Jeanette Chamberlain-Jones regarding problems experienced by members of staff as a result of the utilisation of out buildings and storage containers on site, the General Manager: Cefndy Healthcare confirmed that the use of the facilities would continue and that the issues of concern raised had been addressed. The Corporate Director: Modernisation and Wellbeing explained that efforts had been made to secure suitable alternative accommodation but these had been unsuccessful.

The achievements attained by Cefndy in reversing the trend of increasing dependency on Denbighshire's financial underpinning, by delivering commercial growth and financial efficiencies, were acknowledged by Cabinet. Councillor Irving highlighted the contribution made by Cefndy to the local economy and in providing employment for people with disabilities.

Members considered the Options and supported the recommendation in the report for Option C, by allowing investment that would lead to financial sustainability without Denbighshire budget. Cabinet also agreed to support an approach to Welsh Government for a Capital Investment Grant to cover the full costs in

recognition that the impact of the removal of the business's DWP funding would create a far greater pressure on the benefit system without this investment. **(PG & DLH to Action)**

RESOLVED - that Cabinet:-

- (a) receives the report and notes Members comments.
- (b) supports the proposal for investment, Option C, subject to agreement from the Strategic Investment Group, and
- (c) supports an approach to Welsh Government for a Capital Investment Grant to cover the full costs in recognition that the impact of the removal of the business's DWP funding would create a far greater pressure on the benefit system without this investment.

(PG & DLH to Action)

9 OUTSOURCING ICT SERVICES TO SCHOOLS

Councillor Eryl Williams presented the report, circulated previously, which sought approval to award the Schools Admin and Curriculum ICT contract to GAIA Technologies. The Head of Legal and Democratic Services explained that any discussion pertaining to Appendix 2, the Quality Impact Assessment, would have to be conducted under Part II of the Agenda.

Decisions had been required to approve GAIA Technologies as the mandatory ICT provider for the Admin Network following the recent tender exercise to outsource the existing DCC service, and to approve GAIA Technologies as the optional ICT provider for the Curriculum Network following the recent exercise to re-tender the expired DCC contract previously awarded to GAIA Technologies on behalf of some schools.

The Head of Customers and Education Support explained that the Schools Admin network was currently provided by Central ICT and it was proposed to award the contract to GAIA technologies who had been the successful provider following the recent tender exercise. It was explained that all schools must be part of the mandatory contract as it was vital that it was delivered by one provider across all schools to maintain consistency between Schools and the County. The 4 options for consideration for the Admin network included:-

1. Fully Managed Service – LA managed staff
2. Support Service – LA managed staff
3. Fully Managed service – Full TUPE of staff
4. Support Service - Full TUPE of staff

The existing service with Central ICT was a support service only and based on the pricing schedule shown in Appendix 1. The new service with GAIA technologies was of greater quality at a reduced price. The pricing would still be subject to final verification of inventory on awarding the contract but the unit costs would remain fixed as per the tender.

The School's Curriculum network was currently outsourced and managed locally by schools through their own contract negotiations with various providers. The Denbighshire framework was due for renewal on 1st April, 2013 and a delegated decision had been sought to approve a contract extension to 31st August, 2013 to allow the new Curriculum contract to form part of the same tender as the Admin network. In response to a question from Councillor David Smith, the HCE explained that the contract was discretionary and schools were not obliged to move their curriculum contracts onto the network and there was currently no indication as to which schools would chose to move on to the new contract.

Providers had been asked to consider the option of a fully managed service, hardware included, or a basic support service, no hardware included, as well as a full TUPE transfer model and a LA retained staffing model. This had created the same 4 options as the Admin network and details of the likely saving compared to the current Central ICT service for schools against each option identified had been included in the report.

Difficulties encountered in providing comparisons and a pricing schedule had been based on a draft inventory and would be subject to change following a full audit of equipment at the school once the contract commences. The full summary schedule for all options had been included in Appendix 1 and had been based on an unaudited inventory and would be subject to change and subject to individual negotiations for each schools dependant on local needs. A confidential copy of the completed EqIA template had been included as Appendix 2 to the report.

RESOLVED:- *that Cabinet approves the awarding of the contract to GAIA Technologies for both the Admin and Curriculum networks.*
(JW to Action)

10 CORPORATE PLAN QPR: QUARTER 4 2012/13

Councillor Barbara Smith presented the report, circulated previously, which provided an update on the delivery of the Corporate Plan 2012-17 at the end of quarter 4, 2012-13 and presented a summary of each outcome in the Corporate Plan.

The report indicated that good progress had been made in delivering the Corporate Plan and that there was an understanding of the reasons why some elements of the Plan still require improvement. It was important to note that the report still concerns the first year of our 5-year Corporate Plan, and that some elements of the plan had been included specifically as needing improvement. Some areas for improvement would take longer to achieve than others, and the Corporate Improvement Team had worked with Heads of Service and Lead Members to clarify the ambitions for the Plan, and what the expected improvement journey looked like. This work was almost complete and the conclusions had been incorporated into the analysis within this report.

A number of areas highlighted as red within the report indicated that some indicators and performance had been identified as a "priority for improvement". Some activities had been allocated the lowest possible delivery confidence by the

responsible officer and the areas following areas had been summarised in the report:-

- The percentage of pupils leaving school without an approved qualification.
- A number of performance measures within the education priority relating to mobile classrooms and deficit places.
- Percentage of A and B roads that are in overall poor condition.
- Work to formalise plans for dropped kerbs.
- The proportion of the adult population unable to live independently
- Instances of fly tipping in the County
- Percentage of reported fly tipping incidents
- Availability of private affordable housing in Denbighshire

Fourteen core Key Performance Indicators (KPIs) had been identified to benchmark with HouseMark. The most recent data indicated that the Council had seven (50%) within the top quartile, which was the identified threshold for being a “priority for improvement”. The ultimate ambition was to have all core KPIs within the top quartile. The timely completion rate for performance appraisals was also a “priority for improvement”, as the current performance was 92.28%. Corporately it had been agreed that anything below 95% was a “priority for improvement”.

The Head of Business Planning and Performance (HBPP) explained that the report had been considered by Performance Scrutiny Committee and the following areas of concern had been identified:-

- Mobile Classrooms:- Programme in place to replace Mobile Classrooms.
- Dropped Kerbs:- Highways Department to provide update in respect of progress. The Chief Executive expressed concern regarding the reported lack of progress. He explained that this was unacceptable and felt the matter could have wider implications and be perceived as a performance Management issue. **(AS to Action)**
- Fly Tipping:- The HBPP explained that there had been internal issues with regard to the CRM reporting process and clarification on this matter had been sought. In response to concerns raised by Councillor Huw Jones, it was agreed that CRM be requested to investigate any coloration between fly tipping incidents and location in relation to collection provision and times. **(AS to Action)**
- Dog Fouling:- Councillor David Smith explained that the number of dog fouling penalty notices issued should decrease to reflect the impact of the process of educating the public to acknowledge the problem.

In response to a question from the Leader about how the impact of Corporate Plan priorities in the locality could be measured and reported to the Member Area Groups (MAG's). The HBPP explained that figures relating to progress in respect of local activity had been published and this process would be reviewed. The Chief Executive emphasised the importance of ensuring that the MAG's retained control of their respective agendas, and that debate with the Chairs of the MAG's be encouraged.

RESOLVED - *that Cabinet:-*

- (a) *receives the report and notes Members comments, and*
- (b) *requests that CRM investigate any correlation between fly tipping incidents and locations in relation to collection provision and times.*

(AS to Action)

11 FINAL BUDGET POSITION AND REVIEW OUTTURN 2012/13

Councillor Julian Thompson-Hill presented the report, circulated previously, which provided an update of the final revenue position and the proposed treatment of balances. The first draft of the Annual Statement of Accounts for 2012/13 would be submitted to the external auditors on the 28th June. The audited accounts would be presented to the Corporate Governance Committee in September for formal approval.

The overall financial outturn position for 2012/13 had been an under spend against the approved budget, which together with an increase in the yield from Council Tax strengthened the financial position of the Council. Recommendations for the transfer of funds to specific reserves could be made which would continue to assist the Council in addressing the severe financial pressures of the next few years and begin to establish the cash resources required to deliver the Corporate Plan. The final Revenue Outturn figures had been detailed in Appendix 1. The final position on service and corporate budgets was an under spend of £1.525m, 1.3% of the net revenue budget.

The outturn position for services and corporate budgets had been £530k higher than previously reported to Cabinet in March. The most significant movement had been within School Improvement & Inclusion (£223k). The final position for Legal and Democratic Services had improved by £76k and the position on corporate budgets had improved by £113k from the forecast reported in March. Services had continued to be proactive in planning for savings for future years, and the financial impact of some of those proposals began to take affect toward the end of 2012/13. Services reported commitments against balances of £849k in March. The majority of balances had been forecast because of timing issues and committed service balances now stood at £1.139m with further details provided in the report.

Expenditure on schools had been £1.069m below the delegated budget with Special schools having improved by £490k which formed the majority of the total movement. School balances now stood at £2.870m which equated to an average of £190 per pupil and 4.25% of the net schools budget and details had been included in Appendix 3.

The Council budgeted to make a contribution to balances of £300k, which in keeping with previous reports, had been assumed in the final outturn position. The Council budgeted to make contributions to the funding of the Corporate Plan which required around £25m of cash and £52m of borrowing to deliver the Council's ambitions. The 2012/13 budget assumed £2.073m would be generated through priority funding allocated to services and budgeted provisions within corporate budgets.

Further information regarding final service outturn had been detailed in the report as follows:-

Business Planning & Performance – the final position was an under spend of £60k.

Finance & Assets - under spend of £16k.

Highways & Environment - position of £278k under, an improvement of £15k from the forecast in March.

Planning & Regulatory - proposed to be used to fund restructuring costs as part of delivering savings for 2013/14.

Adult & Business Service - shown as achieving the budget.

Children & Family Service – reported at £148k.

Housing & Community Development - arisen due to a review of external grant funding at the end of the year highlighted additional claimable costs.

Communications, Marketing & Leisure - the final outturn position was an under spend of £37.5k.

ICT/Business Transformation - budget under by £108k.

Customers and Education Support - an under spend of £245k.

School Improvement - an under spend of £349k.

Council Tax - impacted upon by the number of dwellings in the County, together with, a high level of tax collection of over 98%.

Councillor Thompson-Hill explained that given the position overall within services, it was proposed that departments carry forward any net under spends in full to help deliver the 2013/14 budget strategy and meet existing commitments. Services would be required to outline in more detail how the balances brought forward having been used in 2013/14 in the Finance Report to Cabinet in October. The final position meant that the Council had £651k cash funding available. This was a significant achievement and the Council would need to ensure that the funding was used in the most effective way. It had been proposed that this contribute to the cash reserves required to fund the Corporate Plan.

A number of other contributions to and from Reserves and Provisions had been allowed for within the accounts and these had been detailed in Appendix 2 and would require Council approval. Major movements to reserves not already highlighted had been included in the report and related to:-

- £6.2m proposed to be reallocated from existing reserves to fund the Corporate Plan, reported in detail to the Corporate Governance Committee in May, 2013.
- £562k earmarked to fund protection for schools adversely impacted by the recent formula funding changes.
- £185k added to the Insurance Reserve to cover ongoing liabilities in respect of

MMI, former insurer of Denbighshire's predecessor authorities, and other potential claims. The Chief Accountant responded to a question from Councilor Hugh Irving and explained that the potential liability and number of claims could increase in the future.

- Funding had moved from the Single Status reserve to a provision to fund equal pay claims

In reply to a question from the Leader, Councillor Thompson-Hill outlined the current and projected impact of the Modernising Agenda on efficiencies and reference was made to the consistent approach adopted by the Authority in relation to service efficiencies. The Chief Account explained that the proposal to plan for the next budget round included meeting with service providers to discuss modernisation targets which would include the various planned projects.

Corporate Director: Customers responded to a question from Councillor David Smith and explained that any surplus funds held by a school which had been closed would be monitored closely and fed back into the central funds. **(RW to Action)**

Councillor Meirick Davies suggested that paragraphs within the reports be numbered to overcome any confusion arising from the difference in page numbers between the English and Welsh versions within the Agenda. Confirmation was provided that additional income generated, which contributed to the small underspend, related to litter in general and not specifically to income from dog fouling fines.

Following further discussion, it was

RESOLVED - that Cabinet recommends to Council the:-

- (a) final revenue outturn position for 2012/13, and
- (b) treatment of reserves and balances as detailed in the report.

(PM & RW to Action)

12 REVIEW OF DAY SERVICES

The Leader presented the report, circulated previously, which provided an overview of proposals to remodel day care for older people. The proposals primarily related to changes in North Denbighshire, however the underlying strategic principles for promoting people's independence through reablement, and the use of community resources, applied across the County. The background rationale for the proposals had been provided and the service area had been identified as an area for budget reduction in the medium term financial plan.

Members were informed that the Chief Finance Officer Statement should be amended to read "The report suggests that savings will arise from this review and that these will be reinvested in social care. The proposals will also release space in one of our buildings that will enable it to be used for other purposes."

Appendices 1 and 2 detailed some of the consultation undertaken and highlighted areas where the model had been changed to reflect some of the issues raised. The report recommended in paragraphs 4.10 and 4.13 to approve implementation of the new model.

A detailed summary of the report was provided which included:-

- In 2012 Welsh Government had identified the need for social services across Wales to respond to increased and changing societal expectations, demographic change and a difficult resource environment.
- In 2013 the Social Services and Wellbeing Bill (Wales) laid before Welsh Government.
- The basis for the construction of Denbighshire's model for adult social care.
- In general people wanting to retain their independence and community links rather than attend specialised centres for older people.
- There being well developed community based services which were open to all age groups.
- It being appropriate that people were able to access community resources, an approach consistent with the Social Services and Wellbeing Bill (Wales).
- Denbighshire's reablement strategy having been very successful in enabling people to regain skills and confidence to enable them to live an independent life.
- Llys Nant and Hafan Deg being traditional day centres providing an excellent and much valued service to those people who use them.
- The people using the centres being an extremely small proportion of the total population of older people in the area. This being evidenced in Appendix 3. Most of those attending one of the two centres do so for 2 or 3 days per week as detailed in Appendix 4.

Members' attention was invited to the following revised proposal:-

- To move existing services in Prestatyn from Llys Nant to Nant y Mor - This would provide opportunities for people to develop wider social networks with residents at Nant y Mor as well as the opportunity to become involved in a greater range of activities provided at the Extra Care facility. Existing and new service users with identified eligible needs would be supported 3 days a week with a more "drop-in type" activity aimed at socialization to reduce the risk of isolation on the other 2 days.
- In the medium/long term to explore moving day care provision in Rhyl to Gorwel Newydd - However, we would want to ensure that any plans identify a suitable and sustainable approach for the use of the Hafan Deg building. This includes developing facilities at the centre to enable us to progress our reablement approach i.e. setting up a 'home' kitchen as well as exploring the potential to use the building for a greater range of support and social activity for older people both at War Memorial Court and the wider community.
- Initially move to 3 days provision of traditional day care at Hafan Deg, with 2 days focusing on providing reablement. The original proposal being to stop all traditional day care activity on the site. However, this had been amended in light of

the concerns raised by service users, their carers and Local Members, but still allowed the service to support reablement and sustainability.

- Assuming the principles set out in the paper were approved a detailed project plan would be developed for the current arrangements in both Hafan Deg and Llys Nant. Each plan would reflect the need to manage the changes sensitively and in consultation with service users and their carers. The key milestones in relation to each centre had been included at Appendix 5, and an Equality Impact Assessment had been included as Appendix 6.

Details of how the decision would contribute to the Corporate Priorities, the cost and effect on other services, conclusions of the Equality Impact Assessment and the consultations undertaken had been summarised in the report.

The value of the day care facilities to elderly persons in the local community was emphasised by Councillor Jeanette Chamberlain-Jones who stressed that it would be important to be mindful of the services provided at the respective Centres.

Following further discussion, it was:-

RESOLVED - *that Cabinet:-*

- (a) *receives the report and notes Members comments, and*
- (b) *approves implementation of the new model as set out in paragraphs 4.10 and 4.13 of the report.*

(PG to Note)

13 VIBRANT AND VIABLE PLACES - FUNDING BID FOR RHYL TOWN CENTRE PROJECTS

The Leader presented the report, circulated previously, which sought Cabinet's endorsement for the development and submission of a bid for funding under the Vibrant and Viable regeneration programme for Rhyl Town Centre.

He explained that Denbighshire had been successful in securing funding for a number of initiatives and projects including Rhyl Harbour, West Rhyl Housing Improvement Project (WRHIP) and the Bee and Station Hotel refurbishment. However, funding for the programme would end in March, 2014. Future regeneration funding would be secured through a competitive process under the Viable and Vibrant Places Framework.

The Vibrant and Viable Places Bidding Guidance, which had been appended to the report, set out some of the key principles and approaches which would be expected, along with the key priorities for regeneration investment and these had been included in the report. Significant expenditure had been planned in Rhyl through Regeneration, Highways and other services which could be counted as match. Private sector investment would be eligible as match, and there was already considerable private investment planned in the timeframe of the programme through the new hotel development and the proposed Aquatic Centre. Further private sector investment would be levered through the programme. Given the

existing match funding detailed outlined in the report, it was proposed to develop a bid within the existing resource base and as such there would not be a need to allocate further Denbighshire capital funding to support the bid.

Initial discussion at officer level had considered looking at a County wide bid focussed on town centres, but following a very strong steer from Welsh Government officers that this approach was unlikely to be successful, a more focussed approach around one town centre had been considered appropriate. Within the Rhyl Going Forward Programme the town centre had already been identified as a significant issue and the next priority to be addressed. On this basis, and that of the existing published guidance and subsequent steer from Welsh Government, it is considered that a bid focussed around Rhyl town centre would have the strongest chance for the reasons highlighted in the report. The Leader expressed his disappointment that, because of the guidance and strong steer from Welsh Government, other towns in the County would not have the opportunity to benefit from this new programme.

If advanced, it had been proposed that the bid should prioritise business development, entrepreneurship and creating new job opportunities in the town centre. This would focus on retail, particularly within the independent sector and looking at under-represented sectors such as food, but in consideration of the changing retail context would also consider how the town centre can support a more diverse housing offer and a broader range of services. It was explained that funding would be for capital rather than revenue, but this would provide an opportunity to potentially secure funding for property acquisitions and refurbishment, grant schemes, environmental improvements and possibly improvements to car parks. Any capital schemes would need to be supported by appropriate business support and training initiatives.

The report detailed how the decision would contribute to the Corporate Priorities, how costs would affect other services and provided an outline of the risks and the measures implemented to reduce them. Members were informed that further endorsement of the approach would be sought from other relevant Committees and Partner Agencies, and formal approval for the submission of the Stage 2 bid, subject to approval by Welsh Government, would be considered by Cabinet on the 3rd September, 2013, as detailed in Section 7 of the report.

In reply to issues raised by Councillors Barbara Smith and Jeanette Chamberlain-Jones, the Rhyl Going Forward Programme Manager explained that a signage and access strategy for Rhyl was currently being prepared, and that work to address the condition of the road in the Lower High Street had been included in the Highways Maintenance Programme. **(TB to Action)**

In response to a question from Councillor Huw Jones, the Leader explained that details of the submission of the bid had been referred to MAG's in the South of the County with a view to explaining the reasons for the focus of the bid being in Rhyl. The Chief Executive highlighted the importance of recognising that the decision to include items for consideration on the MAG's agenda should remain with the respective MAG's. The Corporate Director: Economic and Community Ambition explained that the issue of the dissemination of information could be addressed at

the Council Briefing in September which had been arranged to consider the Regeneration Economic Development Strategy.

RESOLVED - *that Cabinet:-*

(a) *supports the development of a bid focussed around Rhyl Town Centre; and*
(b) *the submission of a Stage 1, Strategic Outline Programme, by the deadline of the 12th July, 2013.*

(TB to Action)

14 REVIEW OF LOCAL DEVELOPMENT STEERING GROUP

Councillor Eryl Williams presented the report, circulated previously, which outlined proposals to revise the membership of the Local Development Plan Steering Group (LDPSG). It had been agreed that a new LDP Steering Group should provide leadership and guidance in taking forward the Local Development Plan through to formal adoption, and to focus on the delivery of the LDP strategy and policies. Terms of Reference and Membership had been agreed and the group had met last year. However, it was acknowledged that membership would have to be reviewed following the local elections in May, 2012 and following LDP adoption.

Following Council's agreement to adopt the LDP it would be important that the revised Group be established to provide a political lead on the development of the suite of Supplementary Planning Guidance notes, development briefs and infrastructure plans urgently required to facilitate the delivery of the LDP. The primary role of the LDPSG Group would be to support the delivery and on-going monitoring and future review of the LDP, together with, supporting the implementation of the Plan Strategy. The Group would have a non-executive role but would report back and make recommendations to Cabinet and or Council as appropriate.

The revised Terms of Reference, Appendix 1, set out the proposed new arrangements for membership of the Group which would still comprise 12 Members, with the aim of achieving a geographical balance and political balance where reasonable and practical. Member Area Groups would be invited to nominate 2 Members to represent their area.

The LDP would have a direct role in achieving the priorities of 'Developing the Local Economy' and 'Ensuring Access to Good Quality Housing' through the policies and proposals within it. The main role of the Group would be to oversee delivery of the LDP, enabling the provision of housing, employment, community facilities and environmental protection throughout the County. A copy of the Equality Impact Assessment Statement had been included as Appendix 2 to the report.

During the ensuing discussion Members approved the revised Terms of Reference and membership of the Local Development Plan Steering Group, as in Appendix 1 to the report, subject to the removal of the reference to political balance. It was also agreed that a request be sent to the Chairs of the MAG's seeking two nominations for Membership on the Steering Group, with responses to be received by the first week in July, 2013. **(AL to Action)**

RESOLVED - that Cabinet:-

(a) approves the revised Terms of Reference and membership of the Local Development Plan Steering Group, as in Appendix 1 to the report, and subject to the removal of the reference to political balance, and

(b) agrees that a request be sent to the Chairs of Member Area Groups seeking two nominations for Membership on the Steering Group, with responses to be received by the first week in July, 2013.

(AL to Action)

15 CABINET FORWARD WORK PROGRAMME

The Leader presented the Cabinet Forward Work Programme, circulated with the papers for the meeting.

RESOLVED – that Cabinet approve the Forward Work Programme.

The meeting concluded at 2.45 p.m.

Report To:	Cabinet
Date of Meeting:	30 July 2013
Lead Member / Officer:	Lead Member for Public Realm & Corporate Director: Customers
Report Author:	Corporate Director: Customers
Title:	Food Review Task & Finish Group

1. WHAT IS THE REPORT ABOUT?

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

2. WHAT IS THE REASON FOR MAKING THE REPORT?

The Task & Finish Group has met on at least 4 occasions, to discuss specific matters and the work of the Task & Finish Group and the recommendations that it has made were considered by Communities Scrutiny Committee on the 23 May 2013. At that meeting the Committee welcomed the Group's findings and recommended that all 13 recommendations stemming from the review should be submitted to Cabinet for approval as drafted.

3. WHAT ARE THE RECOMMENDATIONS?

Regulatory Functions

That:

- 3.1** Consideration be given to the employment of an additional food standards officer for a period of 12/18 months until an existing officer becomes fully qualified. This will cover the need to better regulate food businesses enabling the Council to carry out additional inspections, sampling and monitoring regimes. A brief role description is included in Appendix 5 and the cost implications are outlined in paragraph 6 of this report.
- 3.2** The Council fully supports the Food Standards Agency (FSA) audits of Local Authority food law enforcement delivery during 2013/14. These audits will cover food hygiene, food standards and food delivery, and will possibly lead to a rating for all Authorities. This audit will now take place in July 2013.
- 3.3** The Council submits a bid to the FSA for funding to undertake sampling of meat products, especially for schools and DCC run care homes. This funding will support a sampling programme concentrating on meat species and another programme on salt/fat content of food. The Council currently is awaiting a decision on this bid from the FSA.

- 3.4** The Council supports a regional approach to other aspects of the FSA programme across North Wales in relation to cheese substitution, nut allergies, lamb and other meat species and mycotoxins in cereals, a programme concentrating mainly on retail premises.

Procurement Functions

That:

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

General

- 3.12** Providers are formally asked for a list of food providers when contract monitoring visits are carried out. As this is not an area of expertise for Contract Officers within Social Services, that information is forwarded to Environmental Health Officers to assess and make any necessary recommendations.
- 3.13** The established Food Review Task and Finish Group membership be maintained for 6-9 months (then to be reviewed) in order to monitor the delivery of the recommendations in this report, and that future monitoring of activity in this area is planned into the annual service challenge process and the Scrutiny Forward Work Programme.

4. REPORT DETAILS

Following the discovery of horsemeat DNA in meat products, the Corporate Executive Team decided to set up a small Member/Officer Task & Finish Group to review our current policies and procedures and to provide Members and the public with as much reassurance as

possible that the right policies and procedures are in place in Denbighshire, and to gauge whether there are any lessons to be learned in order to make further improvements for the future. The Terms of Reference and membership of the Food Review Task & Finish Group are included as Appendix 1.

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

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

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

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

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

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

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

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

7. WHAT CONSULTATIONS HAVE BEEN CARRIED OUT?

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

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

8. CHIEF FINANCE OFFICER STATEMENT

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

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

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

10. POWER TO MAKE THE DECISION

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

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

Contact Officer:

Corporate Director: Customers

Tel: 01824 712501

FOOD REVIEW TASK & FINISH GROUP

TERMS OF REFERENCE

FEBRUARY 2013

1. PURPOSE

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

2. GROUP MEMBERSHIP

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

3. SCOPE OF THE REVIEW

The Group will look at the following issues:

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

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

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

4. TIMEFRAME

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

Position Statement: Review of Food Procurement

BACKGROUND

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

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

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

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

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

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

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

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

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

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

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

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

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

CURRENT UPDATE

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

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

POTENTIAL ISSUES IDENTIFIED

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

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

Position Statement: Review of Regulation of Food Controls

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NUTRITION

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

CSSIW REGULATION AND MONITORING

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

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

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

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

CONTRACT MONITORING

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

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

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

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

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

ACTIVITY UNDERTAKEN SINCE THE RECENT SCANDAL

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

ADDITIONAL COMMENTS REGARDING IN-HOUSE SERVICES

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

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

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

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

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

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

Brief Role Descriptor – Food Standards Officer

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

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

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Report To: Cabinet

Date of Meeting: 30/07/2013

Lead Member / Officer: Councillor David Smith/Graham Boase

Report Author: Graham Boase

Title: The Former North Wales Hospital, Denbigh

1. What is the report about?

- 1.1 The purpose of this report is to update Cabinet regarding progress at this important Listed Building, to seek support for the service of a Compulsory Purchase Order (CPO) for the Site, and to obtain support for Officers to make an offer to purchase the Site.

2. What is the reason for making this report?

- 2.1 The previous report to Cabinet was in October 2010, since then there has been significant progress with this project. It is now necessary to update Cabinet on the latest position, seek support for the service of a CPO and to outline the general risks associated with the CPO process. Given the complexities of the Site it is recommended that should the Council be successful with the CPO or the offer to purchase the site is accepted that prior to formally taking ownership of the site a further Cabinet authorisation is sought.

3. What are the Recommendations?

- 3.1 The recommendations are:
- Cabinet support the service of a CPO for the site and recommend that Planning Committee so authorise.
 - Cabinet support Officers to make an offer to purchase the site based on the response from the independent Valuer and other material factors.
 - Prior to formally purchasing the site be it via the CPO procedure or via negotiations a further Cabinet authorisation is sought.

4. Report details

- 4.1 In October 2010 Cabinet authorised the service of an Urgent Works Notice and if not complied with the implementation of the Urgent Works in default. The notice was served on 6th June 2011. The owner did not respond within the specified deadline and therefore a specialist contractor was instructed to enter the site and begin work. The target building was the original phase one building, built between 1846 and 1848, which is the most important building architecturally and historically. The work included the removal of asbestos, the

removal of all structural timber because it was rotted to the point of near collapse and the construction of a temporary roof. The building was found to be in a worse condition than anticipated but nevertheless the contractor managed, under difficult circumstances particularly related to health and safety matters, to complete the work by August 2012. The cost of these works was approximately £900k.

- 4.2 Five Section 55 demands for payment in relation to the costs of carrying out the urgent works in default have been served on the owners. Welsh Government has confirmed that two of the appeals are not valid. The Planning Inspectorate has confirmed that the three valid appeals are to be dealt with by written representation. The Council now needs to decide how to proceed regarding the two demands for which there is no valid appeal and to provide the Planning Inspectorate with statements in relation to the three valid appeals. The fact is there is little chance of recovering the money from the owner, as they are an off shore company, although the possibility of putting charges on the land should we be successful in pursuing the debt is an option worth considering.
- 4.3 In October 2010 Cabinet also supported the creation of a Single Purpose Vehicle, in the form of a non profit making organisation, to take ownership of the site from DCC should the Authority be successful in acquiring the Site, be it voluntary or compulsory. This organisation has now been created, with the help of the Prince's Regeneration Trust (PRT), and is known as the North Wales Building Preservation Trust (NWBPT). This Trust has applied for charitable status, and remains committed to restoring the Site.
- 4.4 Cabinet also supported the service of a Repairs Notice and if necessary the compulsory purchase of the site. The Repairs Notice has now been served. It was dated 14th May 2013 and formally served on the owner Freemont (Denbigh) Ltd., in the British Virgin Islands (BVI) on 24th May 2013 by a specialist law firm. In addition it was also served on another BVI company, Northern Estates Ltd. who have a charge on the property. The agent for the owner, a solicitor in Preston, was served the notice in person. Should the owner fail to make significant progress towards carrying out the repairs within 2 months (i.e. by 24 July 2013) DCC are entitled to commence with a CPO. At the time of writing this report Officers are not aware of any progress made by the owner and therefore have to conclude that the required evidence of significant progress is unlikely by the deadline. The CPO process is likely to take 18 months and result in a Public Inquiry.
- 4.5 The Council in authorising and serving the Repairs Notice accepted that if it was not complied with that the next logical step was to commence the CPO proceedings. The PRT are contracted to assist the Council in this process and they recommend we now pursue the CPO. The NWBPT will enter initially into a 'Memorandum of Understanding' and eventually into a 'Back to Back Agreement' to take over the ownership of the Site should the CPO be successful.

4.6 At this point in the process therefore it is important that Cabinet support the service of the CPO, which is ultimately a Planning Committee decision. If Cabinet do support the service of a CPO the matter will be reported to Planning Committee in September for formal authorisation. There are risks to progressing the CPO and they are outlined in Appendix A. The Council has engaged a specialised lawyer to assist with the CPO. It is clear that in commencing the CPO process and if successful having the CPO confirmed does not commit the Council to taking possession of the site if the circumstances at that time are not appropriate. If CPO process is successful prior to seeking to formally take ownership, a further resolution of Cabinet and Planning Committee will be sought when the circumstances at that time are better understood as such the risks at this stage are minimised.

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

5.1 The decision will help progress towards a resolution for this problem site and the development of a quality project which will include housing and employment uses thereby helping with Corporate Priorities "Development of the Local Economy" and "Ensuring Access to Good Quality Housing".

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

6.1 The decision to CPO the site will involve costs including obtaining specialist advice and compensation payable to the owner. The specialist advice is likely to be well within the available budget. The compensation is more difficult to predict hence our enquiries to a valuation consultant. It is expected that compensation will be low because the asset value of the site is offset by the liabilities of the repairs to the listed buildings however should the compensation be higher than expected a clause in the agreement with the NWBPT will ensure repayments to DCC from the sale of development land amounting to a sum equal to the deficit, as long as sale values are sufficient to enable this. Even in the worst case scenario therefore the cost to DCC should be nil over the medium to long term.

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 A decision to CPO the site does not require an equality impact assessment as there will be no impact on staff or the community.

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

8.1 The Denbigh Members Area Group and the Denbigh Town Council are regularly advised of progress and have been told of the intention to CPO the site. DCC works closely with the PRT and the NWBPT. Both organisations attend regular Steering Group meetings where there are observers from Cadw and Welsh Government. There have been previous reports to the SLT, CET and Cabinet.

9. Chief Finance Officer Statement

Given the size of the site and the costs of its restoration there are clearly significant financial risks around this project. The Council does have some funds set aside to progress the project but needs to manage these very carefully.

While a CPO is the obvious next step given the lack of progress with the current owners, the Council must ensure that it has a very clear exit route so that it does not end up taking on significant liabilities.

Final permission should be sought from Cabinet before the purchase is finalised.

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

10.1 The risks and mitigation are set out in Appendix A.

11. Power to make the Decision

11.1 The Welsh Ministers may confirm a CPO to acquire a listed building under section 47 of the Planning (Listed Buildings and Conservation Areas) Act 1990 when they are satisfied that reasonable steps are not being taken for its proper preservation. The CPO can not only include the listed building, but associated land.

11.2 The Welsh Ministers will want to be satisfied before they confirm the CPO that there is a reasonable likelihood of the project for restoration of the listed building proceeding. The model now proposed is for enabling development in the form of new build housing which will release capital for the repair of the listed building. The disposal of land for this purpose will be phased over several years and the entire project will be managed by the North Wales Building Preservation Trust. A sensitive design will be essential for development so close to an important listed building. Control over the acceptability of the development will be through the normal planning permission and listed building consent procedure. The listed building could be converted to a number of uses including residential, offices, care home, hotel, etc. It is intended that employment uses will also be included in this new build part of the scheme.

11.3 Planning permission and listed building consent will be required to deliver this project. It is not appropriate to obtain permission and consent before the CPO is made and it is likely that such permission and consent will be obtained by the persons carrying out the enabling development and the restoration works to the listed building. It is not envisaged that there will be any insurmountable difficulties in obtaining the necessary planning permission and listed building consent. Planning permission has previously been granted consent (now lapsed) for enabling development similar to the scheme now being proposed but there will be a greater emphasis on quality and sensitivity in the new scheme.

- 11.4 The ultimate test the Welsh Ministers apply in deciding if a CPO should be confirmed is that of a compelling case in the public interest. Officers take the view that there is such a compelling case with Denbigh Hospital. Without the intervention of the Council the likelihood is that the property will continue to deteriorate. Furthermore the owner has not provided any credible evidence that it will secure the restoration of the main listed building on the site. In contrast, making a CPO will provide a realistic prospect of the building being restored and reused.
- 11.5 Any CPO interferes with the human rights of the owner. Such interference is justified when it is in the public interest. For the reasons set out in this report the proposed action will not constitute a breach of the Human Rights Act 1998.

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By virtue of paragraph(s) 14 of Part 4 of Schedule 12A
of the Local Government Act 1972.

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Report to: Cabinet
Date of Meeting: 30 July 2013
Lead Member/Officer: Lead Member for Customers and Communities
Report Author: Corporate Director: Customers
Title: **Developing 'An Excellent Council Close to the Community'**

1. What is the report about?

This report describes the refreshed approach to defining what is meant by the 'Close to the Community' element of our mission statement of being 'An Excellent Council Close to the Community'

2. What is the reason for making this report?

To seek Cabinet approval for how the Council progresses with the theme of Bringing the Council Closer to the Community.

3. What are the recommendations?

That Cabinet:

- 3.1 Endorses the refreshed approach to the definition of being An Excellent Council Close to the Community as set out in Appendix 1.
- 3.2 Requires all services to develop their own plans in order to respond positively to the four themes outlined in the overview plan set out in Appendix 1.
- 3.3 Endorses a review of Member Area Group (MAG) activity to ensure that there are opportunities to feedback and gauge the views of communities at a locality level.

4. Report Details

- 4.1 An overview of how the Council engages with the County's communities and its revised approach to fulfilling its ambition on being an 'Excellent Council Close to the Community' can be found in Appendix 1 & 2 of this report.
- 4.2 Appendix 1 outlines some of the activities that have taken place in our efforts to engage with the community. Detailed analysis of engagement activity demonstrates that the Council has been undertaking consultation and engagement with residents on a wide ranging and relevant subject base. These include statutory consultations on subjects such as:

- ✘ Highways consultations on traffic orders and parking restrictions
- ✘ Rhyl Harbour redevelopment
- ✘ CiPFA Public Library User Survey
- ✘ Housing requirements of Gypsy and Travellers
- ✘ Single Integrated Plan

and also non-statutory consultations on other subject areas such as:

- ✘ Consultation with businesses and residential properties on the programme of demolition and redevelopment of the Honey Club (21-24 West Parade, Rhyl)
- ✘ Proposals to improve and develop Marine Lake, Rhyl
- ✘ Consultation with the public on the interim Planning Guidance document on wind energy development
- ✘ Anti-Fouling Strategy - consultation with Town & Community Councils
- ✘ Participatory Budgeting
- ✘ Denbighshire Residents Survey
- ✘ User input into the future direction of the service as part of the Library Strategy
- ✘ Young people's input into the Youth Work Programme and local issues
- ✘ Destination Management Plan for Denbighshire
- ✘ Leaving Care Service Evaluations
- ✘ Informal consultation on Faith Based Education and the Ruthin Area Review

A key task for the Council is to develop the use of new technologies such as Twitter, Facebook and Blogs together with a total redesign of our website in order to engage in a more modern and accessible way with residents. The previously convened Community Forums have now ceased to exist due to poor attendance from members of the public; there is now a need to consider how the Council can make better use of locality forums such as those that may be afforded through a modified approach to Member Area Groups.

- 4.3 Appendix 2 of the report lists the achievements to date of activities designed to bring the Council closer to the community under the original 3 themes that were devised in the original action plan in 2012 namely:

- ✘ representation and engagement
- ✘ service delivery
- ✘ community development

A number of meaningful actions have been completed. It is therefore timely to review progress to date and to refresh the approach and the identified priorities for the Council going forward. To this end, 4 new themes have been identified with associated actions. These are:

- 1) Democratic and Community Engagement
- 2) Putting Customers First
- 3) Mapping Needs and Aspirations and Building Capacity
- 4) Service Improvement

Each theme is led by a Lead Officer(s) and an Action Plan has been devised in order to monitor the progress against the implementation of these Actions. Progress will be measured through regular monitoring of the Action Plan, quarterly performance monitoring of the Corporate Plan and through the Service Challenge process. Every service has been asked to develop a Service Statement on how it intends to support this corporate approach by 31 May 2013. Additionally, Lead Members will be asked to regularly challenge Heads of Service at 1:2:1 meetings in order to monitor how the service is responding to the Customer Services Framework as outlined in Theme 2. This checklist is included in Appendix 3.

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

This topic contributes directly to the Council's overarching mission statement of being an Excellent Council Close to the Community. This approach is expected to permeate the corporate priorities and service delivery.

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

The issues covered in this report are to be delivered through funding identified for the delivery of the seven corporate priorities and funding available for direct service delivery.

7. What consultations have been carried out?

The approach proposed in this report has been discussed at CET and SLT and with the Lead Member. A number of specific aspects have been considered previously by City, Town & Community Councils and more generally in terms of the development of the Town/Area Plans. Consultations have taken place with services on the development of Customer Standards, "The Denbighshire Way" document, the website development and the complaints policy. The new self-evaluation and service challenge process have also been agreed by Heads of Service and Members, a process which now better reflects this element of our mission statement. The content of this report has also been considered by Communities Scrutiny Committee on 23 February 2013, and the approach was supported by Scrutiny.

8. Chief Finance Officer Statement

While there are no direct costs associated with this report, improving our engagement with communities should begin to affect where and how we deliver services in the future, and the associated actions will be delivered within existing budgets.

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

The absence of a clear and refreshed plan, places the Council at risk of not being able to deliver its mission statement in full. There is also a risk that the Council may distance itself from the communities, rather than work coherently in order to bring the Council close to the community.

10. Power to Make the Decision

Article 6.3 Council Constitution
S2 Local Government Act 2000
Part2 Local Government Wales Measure 2009

Contact Officer:

Corporate Director: Customers
Tel: 01824 712501

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Engaging with the Community

On behalf of the Local Service Board, the Council has previously arranged a series of Community Forums across the County which had senior representatives from all of our key public / voluntary sector agencies. Although widely publicised, attendance at these meetings was poor with more Officers present than members of the public. It was agreed therefore to move away from public meetings unless there was a specific issue to be consulted upon (e.g. school modernisation, Local Development Plan) and concentrate on other forms of consultation and public engagement.

Most Services are engaged in some form of public / user consultation at any one time either through surveys / questionnaires or direct contact with the community. This approach is underpinned by extensive consultation on our key corporate strategies such as the Corporate Plan, The BIG Plan (our single integrated plan) or Service led engagement e.g. faith based education and Town Plans. A mapping exercise was undertaken in 2012 of all consultation activities undertaken by individual Services demonstrating a wide ranging and relevant subject base (see 4.2 for example).

The Council is using more creative opportunities to engage with residents or 'communities of interest' with greater emphasis on the use of social media (Twitter, Facebook and blogs) and the complete re-design of our website which will be launched in August and will improve on-line consultation questionnaires and surveys. A Residents Survey to approximately 6,000 residents will also be undertaken in 2013.

The Council will also respond positively to developing issues which arise requiring immediate public engagement e.g. the recent establishment of a St Asaph and Ruthin Community Flood Recovery Group.

Through the City, Town and Community Council Charter, the Council has strengthened its engagement procedures with councils which complement the Liaison meetings, Cluster meetings and Town Clerks Group meetings. 34 of the 37 City, town & Community Councils have formally endorsed the Charter and its effectiveness is being monitored and reported to the Liaison meeting.

There is considerable engagement activity being undertaken by the Council at present, a flavour of which has been included in Section 4.2 of the report.

However there is further work to be undertaken with Councillors in respect of identifying engagement opportunities between Councillors and residents either individually or on a ward basis (e.g. councillor surgeries) or as Member Area Groups (e.g. annual open meeting or annual report feeding back on the actions in the City/Town/Area Plans).

Recommendations 3.3 refers to this task.

An Excellent Council **Close to the Community**

An initial review and agenda setting document to develop this theme within Denbighshire.

1. INTRODUCTION

The Corporate Plan 2012/2017 sets out an ambitious agenda for change within the Council, and places a clear focus on developing excellence, whilst also remaining close to our communities. Since we began to define in more detail what being close to the community really means, a number of improvements have been achieved over the last 18 months or so. With the development of the new Corporate Plan, it is an opportune time to reflect and review what has been achieved, and refine the priorities and actions necessary to ensure that we meet the ambition and desire to be close to our community.

This document aims to reflect on the achievements to date, and also attempts to set out the focus for future actions.

2. ACHIEVEMENTS TO DATE

In the initial Getting Closer to the Community Action Plan, three key themes were identified namely:

- ❖ Representation and Engagement
- ❖ Service Delivery
- ❖ Community Development

(a) Representation and Engagement

The objective here was to:

“Improve the Council’s level of meaningful engagement and representation leading to improving perceptions, understanding and service delivery”

- ➔ To this end, the Council has established 6 Member Area Groups (MAGs), with an appropriate support structure and corporate leadership in place. These have been working effectively, over a period of about 18 months, and have now been given revised Terms of Reference. Members have valued this development and officers are engaging positively with the opportunities provided by Member Area Group consultations and discussions.
- ➔ A Community Engagement Strategy has been developed and agreed by Members. The outworkings of this strategy is managed by the Community Engagement Manager within the Partnership Team. A draft Participation Strategy has also been written to advise colleagues on engaging with children and young people.
- ➔ The Charter between Denbighshire County Council (DCC) and City, Town & Community Councils (C,T&CCs) has been signed by 35 out of 37 City, Town & Community Councils. The importance of this Charter has been discussed at Senior Leadership Team (SLT), liaison meetings between DCC and Town & Community Councils and at individual departmental team meetings. The monitoring of the effectiveness of the Charter is being carried out by the Community Engagement Manager, and a full review will take place in May 2013.
- ➔ The Council has been heavily involved in delegating certain services to the larger Town Councils. This has included the transfer of responsibility for the Llangollen Town Hall to

the Town Council, the Corwen Healthy Living Centre to a Community Partnership and a cost sharing arrangement between the Council and Denbigh Town Council for the operation of Denbigh Town Hall. Discussions are now underway with Ruthin and Prestatyn Town Councils.

- The second residents' survey has been completed and services have been requested to reflect relevant messages from our residents into their Business Plans.
- Work has begun on improving the way information is made available by the Council through the development of the new website, and a review of the way that we deal with feedback and complaints.
- Our engagement with the business community within Denbighshire has been progressed, and there are now clearer arrangements in place in terms of liaising with business groups, Chambers of Trade, etc.
- The support arrangements for the Third Sector Liaison Group have been improved by an appointment made by Denbighshire Voluntary Services' Council (DVSC) and this forum provides for an effective partnership between DVSC and the Council.

(b) Service Delivery

The objective of this priority was to:

“Ensure that services respond effectively to the needs of residents by becoming increasingly more resident focussed”

All services were asked to carry out an initial self-assessment of the activities and processes that enabled them to work in a way that was closer to the community. Subsequently, the service challenge process has included this aspect in service position statements.

Whilst it is not possible to specifically measure improvements in the way services are delivered to reflect the needs of our customers and residents, services have become more customer focussed over the last 18 months, and there are some clear examples of where services have attempted to become more community focussed. These include:

- Bringing the regulatory Planning processes closer to the communities, community based deployment of staff and the mapping of provision within Youth Services, and now the emerging structure for the new Highways and Environmental Services Department
- The priorities within the Corporate Plan and The Big Plan are largely based on what the community has been stating as important issues
- New Corporate Plan includes a commitment that we will work with all of our councillors through MAGs to develop the road maintenance programme
- The involvement of services in participatory budgeting schemes
- The Town Plans have been agreed for our main towns and these are currently being further reviewed with the additional requirement to consider the needs of rural communities beyond the towns. This brings business planning closer to the communities
- Work on developing the customer standards for all services has been undertaken with a view to finalise the standards in early 2013
- The budget planning process has been managed in a way that has seen frontline services largely protected from cuts

- Social care services have been developing a single point of access and community champion schemes
- During the recent flooding emergency, the Council responded in a way that brought it closer to the communities affected by the floods, both in the response and recovery phases
- An Armed Services Covenant has been agreed with a workshop taking place with representatives of various Council services and the armed services, the Royal British Legion, SSAFA, Citizens Advice Bureau and Job Centre Plus. A formal signing of the Charter will take place in June 2013.

(c) Community Development Role

The objective under this priority was:

“To provide an improved infrastructure to enable community development and enrichment to take place coherently within DCC”

- The funding that has been available for community revenue and capital projects has been secured for the foreseeable future, and forms part of the funding strategy for the Corporate Plan. A review of how this funding is to be allocated in the future has been undertaken in order to make funding decisions that are more strategic in nature than has been the case in the past.
- Funding has also been agreed within this element to support the infrastructure required for future participatory budgeting opportunities within the Council
- Through a partnership with the Community Foundation in Wales, a Community Development Fund has been set up which will make use of 57 redundant trust funds that the Council has not been utilising effectively in the past
- The Communications, Marketing and Leisure Department have developed a Denbighshire Volunteering Strategy, which will become a Council wide strategy in the near future
- Locality based mapping, planning and delivery structures has enabled the Council to better understand the needs of the communities and where there are gaps in provision
- Ongoing active support is provided to aid the development of the Communities First Cluster in Denbighshire

3. Securing Further Improvements

In order to build on the work that has already been undertaken, four new strands have been developed, which clearly overlap with the priorities identified in the initial plan. The proposed revised strands are as follows:

- 1) Democratic and community engagement
- 2) Putting our customers first
- 3) Mapping community needs and aspirations and building capacity
- 4) Service improvement - this involves 2 sub-strands:
 - a) Developing the right culture; and
 - b) Designing services to be physically close to their communities

The element under these four themes are summarised further in Appendix 3.

1. DEMOCRATIC AND COMMUNITY ENGAGEMENT

Lead Officer : David Davies (Jackie Walley)

These are the main action points that will be integrated into Service Business Plans and monitored accordingly:

- 1.1 Member Area Groups (MAGs) – continue to support and develop the MAGs as effective local, political fora
- 1.2 T&CC Charter – monitor the implementation of the T&CC Charter and review its effectiveness in May 2013 and continue to liaise effectively with the 37 Town & Community Councils through an annual liaison meeting, the three Cluster Group meetings and Town Clerk meetings
- 1.3 T&CC Delegation of Services - continue to work with T&CCs and other organisations on the delegation and/or shared management of assets and functions
- 1.4 Communication with Members (Member/Officer protocol) – further improve the way that we work with Members on local ward issues (Jackie Walley)
- 1.5 Community Engagement Strategy – in line with the Local Government Measure, ensure that the Community Engagement Strategy is implemented effectively
- 1.6 Develop further opportunities for members to become leaders within their communities e.g. as Town and Area Plan Champions
- 1.7 Ensure an effective working relationship is in place between the Council and DVSC and the voluntary sector more generally

2. PUTTING CUSTOMERS FIRST

Lead Officer : Jackie Walley

These are the main action points that will be integrated into Service Business Plans and monitored accordingly:

- 2.1 Customer Standards – publish the newly created Customer Standards for all services in April 2013, and begin to monitor their effective implementation as from September 2013
- 2.2 Access to Information – launch the new interactive website in June 2013 and improve access to information and the ability of customers to interact with the Council
- 2.3 Feedback and Complaints – improve the feedback and complaints procedures in order to meet the 95% target for complaints handling and encourage more pre-complaint stage feedback
- 2.4 Reviews of One Stop Shops provision from June 2013
- 2.5 Community Hubs - consider how we can improve the access to information within communities, using community hubs or mobile provision, especially in rural areas
- 2.6 Residents Survey (3) - carry out a third residents survey in 2013 and act on the information received through service plans
- 2.7 CRM System -improve the way that the current Contact Centre operates, in order to improve and speed up responses to queries from services by locating customer service staff within service areas e.g. Housing to improve knowledge

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2012 - 2017**

3. MAPPING NEEDS AND ASPIRATIONS AND BUILDING CAPACITY

Lead Officers : Peter McHugh and Jamie Groves

These are the main action points that will be integrated into Service Business Plans and monitored accordingly:

- 3.1 Town Plans/Area Plans – review the current approach to community based planning and develop the Town Plans to encompass the surrounding areas
- 3.2 Community based funding strategy – the development of community based planning process and associated funding strategy as defined in Town/Area Plans
- 3.3 Community Endowment Fund – support the implementation and development of the Denbighshire Community Endowment Fund in conjunction with the Community Foundation in Wales
- 3.4 Locality mapping of provision and needs e.g. YS, others – promote the use of locality mapping such as the pilots undertaken within the Youth Service
- 3.5 Participatory budgeting schemes – support the infrastructure requirements for additional participatory budgeting schemes to be supported within Denbighshire
- 3.6 Volunteering strategy and voluntary sector engagement – develop a DCC wide volunteering strategy to both encourage volunteering activity for staff, together with making effective use of volunteers within the Council in conjunction with DVSC
- 3.7 Engagement with businesses – further develop our engagement and support function for local businesses

4. SERVICE IMPROVEMENT

Lead Officer : Alan Smith (Jamie Groves and Paul McGrady)

These are the main action points that will be integrated into Service Business Plans and monitored accordingly:

- 4.1 Establish a new corporate self-evaluation framework that gives greater emphasis on monitoring how close the service is to its community and raise the bar in terms of improving service delivery for residents
- 4.2 Service statement on what Bringing the Council Closer to the Community (BCCC) means for the service - require services to produce a service statement defining what BCCC means for that particular service
- 4.3 Welsh Language Standards – the development of Welsh Language standards to reflect new levels of expectations from the Language Commissioner and our bilingual community (deferred until clarity emerges about the new standards) (Jamie Groves)
- 4.4 Structural design and operation to enhance closeness to the community – how the structural design and operation of services enhances the ability of that service to be close to its community
- 4.5 In line with 4.4 above, consider the way services respond to communities of need (not merely geographical communities) such as vulnerable families, children living in poverty
- 4.6 Assets – how can the way we use our assets promote community development and sustainability in partnership with other statutory services, T&CC and the voluntary sector (Paul McGrady)

Report To: Cabinet

Date of Meeting: 30 July 2013

Lead Member / Officer: Bobby Feeley, Lead Member for Social Services and Health / Phil Gilroy, Head of Adult & Business Services

Report Author: Alaw Pierce, Service Manager, Disability Services and Safeguarding

Title: Adult Safeguarding

1. What is the report about?

This report is about proposals for the future arrangements for the oversight of Adult Safeguarding in line with the Social Services and Wellbeing (Wales) Bill.

2. What is the reason for making this report?

A decision on the available options is required to enable any changes to the current arrangements to be made.

3. What are the Recommendations?

That Cabinet considers the report and agrees to change the current arrangements for adult safeguarding, in line with each partner across North Wales, to the preferred option of a Two-tiered North Wales Adult Safeguarding Board. The options appraisal is attached at Appendix 1.

4. Report details

4.1 The Social Services and Well-Being (Wales) Bill places a requirement upon partners to develop the current adult protection arrangements into an adult safeguarding agenda both locally, regionally and nationally. Currently across North Wales there is a network arrangement for sharing information and peer support and the emerging view is that there is a need to move the adult safeguarding agenda into a robust regional framework.

4.2 Locally, Denbighshire has an Adult Protection Committee which is made up of the local authority, police, health groups, 3rd and independent sectors. They work together to challenge and combat abuse and promote the rights of vulnerable adults. They have a quality monitoring function and regularly review practice and procedure, including feedback from reports (e.g. Serious Care Reviews), in order to improve services and outcomes for individuals.

4.3 Part 7 of the Bill relating to safeguarding clearly states the requirements for Safeguarding Adult Boards to be developed and sets out the objectives as follows:

a) To protect adults within its areas who:

- Have needs for care and support (whether or not a local authority is meeting any of those needs), and
- Are experiencing, or are at risk of, abuse or neglect, and

- b) To prevent those adults within its area from becoming at risk of abuse and neglect.

4.4 Statutory regulation on Adult Safeguarding Boards will set out the areas in Wales for safeguarding boards (to be referred to as safeguarding board areas). Discussions during consultation has led to the understanding that North Wales will remain one region.

4.5 Preferred Option

Four options have been considered as a model for North Wales and the preferred option is Option 4 – a two tier North Wales Adult Safeguarding Board (see appendix 1). This option enables the North Wales Local Authorities to work together in pairs to develop three Adult Safeguarding Boards using the learning from the current Gwynedd and Ynys Mon model. The proposal is for Denbighshire to work with Conwy. However, there are elements of adult safeguarding that could conceivably be carried out on a regional basis, for example training, performance and audit, policy and serious case reviews.

This structure would provide a balance between regional working and being able to work effectively across boundaries whilst continuing to maintain local links.

4.5.1 Weaknesses

- Potential confusion over accountability between regional and sub-regional
- Securing representation at the right level for both regional and sub-regional elements
- Requires strong leadership at each level
- Potential impact on the capacity of senior managers of all agencies – having to attend more meetings than previous

4.5.2 Strengths

- Model is being piloted in children's services and the learning is transferrable
- Duplication is lessened
- Allows for innovation
- Offers the potential to reduce demand on resources – people and financial
- Gwynedd and Ynys Mon have already started on the journey of establishing a joint board and the learning from this is available

4.6 This two-tiered option is favoured as:

- This model allows for structures to be developed in ways which strike an acceptable and well-managed balance between local and regional agendas
- Maintains the ability to be responsive to local issues and practice
- Regional adult safeguarding elements could create a higher profile and increase the North Wales Board's influence regionally and nationally
- This model would be more manageable for the pan-North Wales organisations
- It strengthens the collaborative agenda in North Wales
- Having the same model for adults and children safeguarding boards will bring about equity for both adult and children safeguarding

- Over time, this model could bring the opportunity to merge some common areas of safeguarding practice across children and adult services
- This model can also bring an opportunity for integrated business support to underpin children and adult safeguarding across North Wales.
- Most importantly, this model enables efficiencies to be developed at the same time as improving outcomes for vulnerable adults through an increased capacity to share learning and innovation as well as ensuring a common standard of response for citizens across North Wales.

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

The development of Adult Safeguarding Board arrangements contributes to the corporate priority to protect vulnerable people and enable them to remain living independently.

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

This model will initially be developed using existing regional capacity. A bid has been made to the Regional Collaboration Fund which includes a project management post to support this development. If successful, this funding will be available for 3 years. However, the preferred model does provide the opportunity to merge some common areas of safeguarding practice across children and adult which has the potential to lead to an integrated business support function to underpin adult and children safeguarding across North Wales.

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 EqIA (attached at Appendix 2) concluded that there would be a positive impact through standardising practice across North Wales, raising the profile of adult safeguarding and providing robust governance under which the Board will conduct its business.

8. What consultations have been carried out?

- 8.1 Senior Social Care officers and other North Wales Organisations, e.g. Police, BCU, have been involved in agreeing the preferred option.
- 8.2 A report was presented to Partnership Scrutiny on 18 July 2013, which was after the deadline for this report. Verbal feedback will be available at Cabinet.

9. Chief Finance Officer Statement

If the regional funding bid succeeds, the cost of implementing the proposed safeguarding arrangements should be contained within the funding available. If the bid is unsuccessful the business case should be reviewed to assess whether there is merit in developing the project using existing resources. The position with regard to potential efficiencies should be reviewed as the project develops. Proposals to develop the contract monitoring function are noted. Capacity may be created within the monitoring function in future if national and regional procurement projects develop successfully and include social care contracts within their remit.

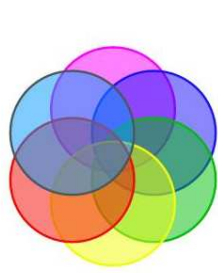
10. What risks are there and is there anything we can do to reduce them?

The risks are highlighted above in 4.5.1. These will continually be monitored by both the regional and sub-regional boards to ensure that they are effectively managed.

11. Power to make the Decision

Arrangements for managing the protection of vulnerable adults are set out in 'In Safe Hands' (2000), a guidance document from Welsh Government. This places duties on Local Authorities and relevant partners to investigate and monitor adult protection issues.

The formation of regional arrangements is included in the Social Services & Wellbeing (Wales) Bill.



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North Wales Adult Safeguarding Integration and/or Collaboration: The way forward

Context

The Social Services and Well-Being (Wales) Bill and Sustainable Social Services: A Framework for Action brings a different context to adult safeguarding. The current arrangements is a network arrangement for sharing information and peer support. The emerging view is that there is a need to move the adult safeguarding agenda into a robust regional framework.

Purpose of the report

This report

- 1) Presents the options
- 2) Is a vehicle for decision making
- 3) Explores the appetite for seeking closer synergy across adult and children safeguarding

These were initial discussions in December which paved the way to a regional North Wales Workshop which was held on 25th January 2013 with a range of stakeholders from statutory organisations. The discussions at that workshop have influenced the formulation of the options within this report.

Background

The Social Services and Well-Being (Wales) Bill and Sustainable Social Services: A Framework for Action places a requirement upon partners to develop the current adult protection arrangements into an adult safeguarding agenda both locally, regionally and nationally. A

statement letter from Gwenda Thomas, Deputy Minister for Children and Social Services dated 19th October 2012 communicated some clear messages around Welsh Government's direction of travel in light of its recent consultation on the Bill. Furthermore, part 7 of the Bill relating to safeguarding clearly states the requirements for Safeguarding Adults Boards and clearly sets out the objectives of the Safeguarding Adults Board as:

(a) To protect adults within its area who:

- Have needs for care and support (whether or not a local authority is meeting any of those needs, and
- Are experiencing, or are at risk of, abuse or neglect, and
- To prevent those adults within its area from becoming at risk of abuse and neglect

The Bill also prescribes that Safeguarding Boards must produce an 'annual plan' at the beginning of each financial year setting out its proposals for achieving its objectives within that year and a report must be published by 31st July of each year on how it has exercised its functions in the preceding financial year, and the extent to which it implemented the proposals in its annual plan for the preceding financial year.

The WG agenda therefore, is firmly set around the requirement to develop Adult Safeguarding Boards as a means of strengthening adult safeguarding across Wales.

Statutory regulation on Adult Safeguarding Boards will set out the areas in Wales for safeguarding boards (to be referred to as safeguarding board areas). In reflecting upon discussions during consultation it is anticipated that the North Wales footprint will remain one region.

Joint working with Children Safeguarding Board

Notwithstanding the fact that it is fully acknowledged that the complexities and possible risks and practice concerns associated with integrating safeguarding frameworks across both children and adult services need to be carefully considered, this is however, something that should be pursued. This would place North Wales as a region in a position of strength as the national direction of travel evolves and is clarified.

Engagement of Elected Members in Adult Safeguarding

Consideration needs to be given to the active engagement of elected members within adult safeguarding. There is acknowledgement that this has been in need of some strengthening and is inconsistent. This will provide a framework of ensuring political accountability for safeguarding.

Current Landscape – Adult Safeguarding

Currently the Local Authorities of Wrexham, Flintshire, Denbighshire and Conwy undertake adult safeguarding activities on an individual basis. Gwynedd and Anglesey Council's however are working collaboratively to develop a joint Safeguarding Adults Board. Although this development is currently in its infancy a shadow joint board has now been established and has met once.

The 3 sub-regional Local Safeguarding Children's Board (LSCB) in North Wales has already taken steps ahead of recent communications from Welsh Government to develop a shadow LSCB.

Summary of Options to be considered

- 1 Maintain the status quo – 4 North Wales Adult Safeguarding Board and 1 Sub-regional Adult Safeguarding Board (Gwynedd and Anglesey)
- 2 Three North Wales Adult Safeguarding Boards
- 3 Single North Wales Adult Safeguarding Board
- 4 Two-tier North Wales Adult Safeguarding Board

The feedback from the workshop held on 25th January 2013 can be found in Appendix 1.

Options

- 1 Maintain the status quo – 4 North Wales Safeguarding Boards and 1 Sub-regional Adult Safeguarding Board (Gwynedd and Anglesey)**

Given the clear direction provided within the Social Services and Well-being (Wales) Bill, the option of maintaining the status quo in 4 of the North Wales Local Authority areas is unlikely

to be commended by the Welsh Government. A North Wales Adult Protection forum exists in North Wales however, this is a network arrangement for information sharing and peer support.

This option is least favourable as:

- It is not in line with the requirements of the Deputy Minister
- It is resource intensive
- It does not bring about efficiency
- The current arrangement is a network and not a decision making forum

2 Three Sub-regional North Wales Adult Safeguarding Boards (Wrexham and Flintshire, Denbighshire and Conwy, Gwynedd and Ynys Mon).

There are a number of strengths and weaknesses to this option; the most significant weakness is the requirement for appropriate resources and duplication of work in particular for the regionally structured organisations such as North Wales Police and Betsi Cadwaladr University Health Board. This model is already being progressed by Gwynedd and Anglesey and therefore, there will be shared-learning available to develop this model. Local Authority members and officers may find a three board structure may initially be more palatable and more acceptable from a governance point of view.

This model would also mirror the established LSCB structure and again learning from this development would be shared.

This option is not favourable as:

- It is not within the spirit of the Welsh Government's footprint underpinning collaboration across boundaries.
- It does not bring about efficiency and sufficiently reduce duplication
- It continues to be resource intensive
- It is not conducive to innovative collaboration and forward thinking around governance and accountability frameworks across agency boundaries
- May be deemed as being overly cautious.

3 Single North Wales Adult Safeguarding Board

Given that 4 Local Authorities currently have individual safeguarding arrangements and Gwynedd and Anglesey sub-regional arrangements, it would be challenging to comfortably move from the current structure to a single board. Governance and accountability arrangements would need to be considered carefully and there would be potential dilution of links with local services and remoteness from practice. This model would also run the risk of becoming detached from frontline staff and the public. Given that safeguarding currently lies within individual or sub-regional arrangements Local Authority members and officers would need to be assured that this model would provide transparent and robust governance and accountability for adult safeguarding as the statutory duty for safeguarding lies with the Director of Social Services as clearly stated in the Roles and Responsibilities of that post.

The strengths of this option include the potential for greater efficiency, reduced duplication and effective shared learning. A single safeguarding board also brings the potential to bring a broader range of skills, knowledge and experience to the safeguarding agenda. This option would no doubt, be preferred by Welsh Government and organisations that work across North Wales.

This option is less favourable as:

- Whilst the aspiration of the Deputy Minister is to have regional adult safeguarding board, to move from a local arrangement straight to a regional arrangement would require great confidence in the new model and the North Wales footprint covers a very large geographical area
- It would be too remote from practice
- It would prove hard to hold a large number of representative agencies to account
- The agenda could become unmanageable which would impact on the effectiveness of the Board
- Governance issues and accountability would become remote and impact on statutory duty of the Director of Social Services.

4 Two tier- North Wales Adult Safeguarding Board

This option would enable 3 x 2 Local Authorities to work together to develop a Safeguarding Board and to develop using the learning from the current Gwynedd and Anglesey model. However, there are elements of adult safeguarding that could conceivably be carried out on a regional basis for example, training, performance and audit, policy, and serious case reviews.

This structure would provide a balance between regional working and being able to work effectively across boundaries whilst continuing to maintain local links.

With regard to weaknesses this option would present the most potential for confusion around accountability, securing representation at the right level for both sub-regional and regional elements and would require strong leadership at each level. This could impact on the capacity of senior managers of all agencies; some members would find that they have more meetings to attend than previously, for example however, this would have less capacity implications on pan North Wales organisations.

The most notable strengths for this options include the fact that this model is now being piloted in children safeguarding via the LSCB's and early indications would suggest its potential as a future model that could be fully integrated. Duplication would be lessened, and it allows for innovation, evolution and offers the potential to reduce demand on resources, both people and financial. The general broad direction of travel as outlined in the Bill is a National Board for Children and Adults. There is lots to learn from children safeguarding boards and this structure would allow us to achieve equity.

This is the favoured option as:

- This model is currently being piloted in children's safeguarding through the LSCB model and early indications are encouraging and positive
- Gwynedd and Anglesey have started on the journey of establishing a joint board and the learning from this is available
- It allows for the structures to be developed in ways which strike an acceptable and well-managed balance between local and regional agendas
- It maintains the ability to be responsive to local issues and practice

- The regional adult safeguarding elements could create a higher profile and increase the North Wales Board's influence regionally and nationally
- This model would be more manageable for the pan-North Wales organisations
- It strengthens the collaborative agenda in North Wales
- Having the same model for adults and children safeguarding boards will bring about equity for both adult and children safeguarding in readiness for any direction from Welsh Government
- Over time, this model will bring about the opportunity to merge some common areas of safeguarding practice across children and adults e.g. training, policies and procedures, performance and audit, serious case reviews.
- This model will also bring a real opportunity for integrated business support to underpin children and adult safeguarding across North Wales.

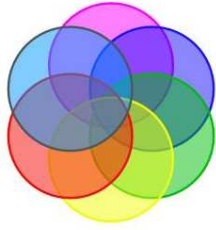
5 The favoured option – a two tier Adult Safeguarding Board

The potential structure for this option consists of:

- One Regional Adult Safeguarding Board
- Three Sub-regional Adult Safeguarding Boards (Gwynedd/Anglesey; Conwy/Denbighshire; Flintshire/Wrexham)
- To underpin the above, four regional sub-groups:
 - Training
 - Policies and procedures (linking to National work)
 - Performance and Audit
 - Serious case reviews

Next Steps:

- 1) The collaborative of NWSSIC, NWASH and safeguarding leads for the Betsi Cadwaladr University Health Board, North Wales Police and North Wales Ambulance Service are invited to form a view around the preferred option.
- 2) Provide a clear steer to the current adult protection forum in relation to their existence and any forward work programme
- 3) Consider the resources needed to take forward



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APPENDIX 1

Regional Adult Safeguarding Workshop Friday 25th January 2013 Optic, St Asaph Business Park

A North Wales Adult Safeguarding Workshop was arranged via NWSSIC, led by Jenny Williams, Director of Social Services, CCBC who is the North Wales lead Director for Safeguarding. The event was attended by an excellent mix of colleagues from Local Authorities, BCUHB, North Wales Police and the North Wales Ambulance Service.

The following attached documents were available to attendees either through prior circulation or on the day:



The workshop was opened by Jenny Williams and introductions were made. The opening presentation is attached:

[attach Jenny's presentation]

A presentation was then given by Anwen Davies, Head of Adult Services, Anglesey Council and Ann Lloyd Jones, Senior Manager, Adult Services, Gwynedd as they have already started on a journey to transform their individual POVA forums into a joint Safeguarding Board.



During both these presentations there was recognition that in Gwent a number of Authorities are working together to develop a joint Safeguarding Board and attached is a presentation "Improving

Adults Safeguarding: Establishing the Gwent wide Adult Safeguarding Board” prepared by Stephen Gillingham of Blaenau Gwent Council. This will provide some insight into the work undertaken thus far in Gwen.



GWASB ADSS
Presentation Novemb

Workshop Session 1

Attendees were asked to think about Adult Safeguarding in the context of local, sub-regional and regional. The feedback from this session included:

General

Robust accountability is key

Moving from local straight into regional is a huge step

Need to have clear direction whichever model is agreed

Statutory responsibility for safeguarding sits at different levels within partner organisations e.g.

Director of Social Services in some

Opportunity to develop an equal structure to that of Children's.

Local

Local Authority members may prefer and feel more confident in a local approach

Vast variation in the resources available per Local Authority area

Sub-regional

Sub-regional is more suitable for pan North Wales organisations

Already established joint working i.e. 3 x 2 LA's

May be more acceptable to members

Would mirror the current LSCB arrangements

Current capacity in children's sub-groups could be utilised

Prudent to move to a sub-regional model initially to replicate the Gwynedd/Anglesey work

Sub-regional children's model seems 'manageable' at present

Regional

Challenging without a sub-regional framework

Pan North Wales organisations would benefit more than Local Authorities

Provides opportunity to pool resources and use more efficiently
Geography and demographics challenging
Difficult to 'sell' to members
Some elements need to become regional as quickly as possible e.g. data collection
Corporate agenda
Systems approach could be used from the start
Variation in the resources per Local Authority area
Initially introduce a shadow regional board

The afternoon workshop sessions provided the opportunity to consider 5 specific areas in more depth based on the areas within the SSIA toolkit:

- 1) Establishing the Board's Strategic direction and Improving Outcomes
- 2) Establishing effective governance
- 3) Building capacity
- 4) Operational Delivery
- 5) Commissioning, QA Performance and resource management

Feedback from this session included:

Establishing the Board's Strategic Direction and Improvement Outcomes

The Board needs to have a clear vision of the outcomes it wants to achieve:

- Board to agree the outcomes
- Appropriate people to be around the table
- Links and cascading of information to bridge the knowledge gaps
- Clearly defined strategic objectives
- Consider already established 10 priorities
- Identify most appropriate Chair (?Independent)
- Co-chair – ?service user or Carer
- Communication strategy
- Baseline measures – performance framework
- Map progress
- Common vision – what is it?
- Strategic priorities
- Advise on plan
- Service user involvement

- Feedback from family early on
- Adult Proactive review?
- Best Practice guidance
- Mechanism for feedback
- Safeguarding issues – solution might not be a POVA investigation – priority is to put measures in place to protect
- Prevention needs to be considered – balance between prevention and protection
- Sub-groups – need to include DOLS, and MH legislation
- Support carers and support abusers in addressing their behaviours.

Establish Effective Governance

- Determine membership at the appropriate level to regional/sub-regional
- Independent Chair for regional level
- Mechanism to determine multi-agency representation and service users
- Robust Terms of Reference for both groups
- Probably membership at different levels to each Board
- Effective links between Boards
- Element of shared governance and accountability between regional and national level
- Clearly agreed agendas to avoid duplication i.e. terms of reference for each group crucial
- Locally based organisations need governance structures to enhance assurance
- Regional Board may ask a sub-regional Board to lead on a particular issue or work stream
- Regional Board should provide strategic direction and develop work plan (strategic) taking sub-regional issues
- Taking the political (local) dimensions into account how to take 6 LA's and get appropriate reps
- WAF
- Minute taking and dissemination responsibilities
- Reporting mechanism
- How to involve service users – consider this carefully
- Identify key priorities
- Develop website to share information
- Links between adult protection and other e.g. CP, DV
- Community safety partnerships – how does communication happen?
- Development of training strategy

- What is the role of the regulator?
- Financial implications

Building Capacity

- Adult processes should reflect existing children's processes and aligned where appropriate to eliminate and reduce duplication and increase capacity
- MAPPA – where does this sit?
- DA for a – how are they linked?
- Collective regional intelligence should release operational capacity
- Creates opportunity for early intervention work
- Creating standardised reporting frameworks, practice and referral thresholds at the outset should ensure common practice and less 'purposeless' work
- Clear Terms of Reference and reporting responsibilities for all groups again to avoid duplication
- Opportunity to review 'what works' in children's LSCB/Safeguarding on local, regional and national level
- Identify whether there is duplication or gaps e.g. policy groups
- Avoid bureaucracy and being SMART about key members, agenda and being outcome focussed.

Operational Delivery

- Serious care reviews – need national guidance that talks to all – none feed into each other. No read across departments which causes confusion and delay.
- Effective delivery – must begin strategically to feed down and guide practice – accountability at board level and independent member
- Reporting framework for each organisation - also for each independent/individual forum, must feed up/down and be accountable to the Board
- Information sharing
- Where will adult protection sit in hierarchy
- Remit and purpose – pre-requisite to delivery
- Standardisation of data collection/reporting
- Standardisation of POVA Co-ordinator role and the strategy meeting
- Training for DLM should be clarified/standardised
- Issues in relation to data protection, MC, DOLS

- Guidance regarding when to become involved when service user does not consent
- Different thresholds – police very different
- 2 referrals at present to children and adults – duplication for staff – need one point of contact also – same referral also for MARAC
- For people who work across Authorities – referral practice different in each area = not best quality referrals as a result
- Escalating concerns dealt with differently across local authorities – absence from joined up governance lead
- Clarity regarding what is POVA and what is practice
- Regional training group with steer/direction that feeds into each agency – needs clarity of role and responsibility
- Need to link into LSCB agenda for training.

Commissioning, QA Performance and resource Management

- Information should be available for self- funders to inform them where they can go for support – regional approach to this information/material
- Quality assurance and service standards to be explicit within contracts and specifications
- Contract monitoring needs to be robust in the areas of safeguarding and dignity
- Reviews should be centred on the individual but look at a whole range of aspects
- Standardised application of the POVA/Escalating concerns guidance
- Collate an overview of what is happening in terms of individual providers
- Contract monitoring co-ordination and intelligence can be regional but local delivery is required
- Standard contract monitoring practices/procedures/framework across partner organisations not just LA's

Next Steps/Way Forward

Drawing on the views captured, an options paper to be developed following this workshop. First draft will be shared with the current POVA forum and following any amendments will be circulated to colleagues within partner organisations. These options will need to be considered so that the next stage can be agreed.

APPENDIX 2

North Wales Adult Safeguarding Integration and Collaboration 07 May 2013

Equality Impact Assessment

North Wales Adult Safeguarding Integration and Collaboration

Contact: <Name of person and service>

Updated: <DD.MM.YY>

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

A new or revised policy

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

The purpose of this proposal is to collaboratively (6 local authorities, health board, North Wales Police, Voluntary sector and Providers) meet the requirements within the Social Services and Well-Being (Wales) Bill and Sustainable Social Services: A Framework for Action which places a requirement upon partners to develop the current adult protection arrangements into an adult safeguarding agenda both locally, regionally and nationally. North Wales will adopt a two-tier North Wales Adult Safeguarding Board. This enables 3 x 2 Local Authority areas to work together to develop a Safeguarding Board. There will be elements of adult safeguarding that will be carried out on a regional basis i.e., training, performance and audit, policy and serious case reviews. There will be a positive effect on staff in standardising practices and learning across the whole of North Wales and this will impact positively on the outcomes for the community.

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

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

Yes

Yes

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

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

The steps that North Wales is taking is to adhere to the requirements within the Social Services and Well-Being (Wales) Bill and the Sustainable Social Services: A Framework for Action. A workshop was held in January 2013 where key stakeholders that included health, local authorities, police, voluntary sector and provider representative. The outcome report from the stakeholder event can be found in appendix XXX

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

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

Yes. The positive impact will be to standardise practice across North Wales, raise the profile of adult safeguarding and provide robust governance under which the Board will conduct its business.

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 please refer to 5 above.

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

<Please Select>	There has been no amendments as four options were considered by stakeholders (see 8 below)
-----------------	--

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

<Please Select>	Four options were considered and the Two-tiered North Wales Adult Safeguarding Board was agreed by the stakeholders to be the one that would have the most positive impact for both staff and the community. No further actions required.
-----------------	---

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>
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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:	<DD.MM.YY>
--------------	------------

Name of Lead Officer for Equality Impact Assessment	Date
<Type Name>	<DD.MM.YY>

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

Report To: Cabinet

Date of Meeting: 30th July 2013

Lead Member / Officer: Cllr Bobby Feeley

Report Author: Leighton Rees

Title: Establishment of an Integrated Family Support Team

1. What is the report about?

The implementation of the statutory duty to establish an Integrated Family Support Team

2. What is the reason for making this report?

To seek agreement of Cabinet to the establishment of an Integrated Family Support Team within Denbighshire

3. What are the Recommendations?

That Cabinet agree to the proposed arrangements for Denbighshire

4. Report details.

The Welsh Government's Children and Families Measure (Wales) 2010 introduced a duty on Local Authorities to establish an Integrated Family Support Team and an Integrated Family Support Board. It created an obligation on the Local Health Board to take part in the establishment and supporting the Local Authority to conform satisfactorily. The focus of the initiative is to work with some of the most challenging families we work with to enable them to improve the safety and attention of their children and significantly reduce risk

Initially this was pioneered by a limited number of Local Authorities from 2010/11 onwards. It is now at the final phase of the roll out which includes five of the six North Wales authorities for the first time. The expectation is that it will be operational from 31st December 2013

The funding across the six authorities is £850,000. Discussions have taken place with all six Heads of Service and agreement reached on the following arrangements. Gwynedd and Anglesey will join together as will Flintshire and Wrexham to establish a team to cover their areas, these teams will focus on delivering just the Intensive dimension of the model (Phase 1)

Considering the existing context in both Conwy and Denbighshire in which both already have a service which has many of the features of IFSS in relation to intensive involvement it was agreed that there was more purpose for us linking this

development to our existing Intensive Family Support Services within each County. It also would require less additional costs in relation to overheads, management arrangements, complication in relating to existing in-house activity. This would enable us to deliver to a small number (3 to 6 families) for a short period of time (phase1) intensive engagement and intervention and follow on service which is focussed on preventing relapse and building on the progress made at the intensive stage (Phase 1).

This will mean for us that our Therapeutic Services Team will be extended to include the Integrated Family Support Team function, we could be looking to increase the establishment / number of posts funded by three. These will either be health or social workers (at least one needs to be a health post) the focus will be on workers with therapeutic experience particularly of substance misuse, mental health and learning difficulties. This with the additional support from the Waking Hours Family Support Service will provide us with a very positive approach to addressing families problems at various stages and levels of intensity and need.

It has been agreed that the Board function requirement will be provided for by the North Wales Family Support Board. At a local level we will seek to establish an operational group to assure delivery of responsibilities.

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

The Service provided extends the range of services available to families with children who are vulnerable and whose children need intensive involvement to address their needs

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

The resources for the North Wales IFST arrangements have been apportioned on the basis of the Standard Spending Assessment which for Denbighshire means £136,273. In 2013 /14 this is accessed via a grant which is being managed via Wrexham Council. In 2014 / 15 the resources will be added to the Revenue Support Grant

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.

There are no specific Equalities Implications for this report, other than it positively addresses the needs of vulnerable children in the context of their families

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

We have consulted with the BCU Local Health Board, other Local Authorities who are supportive of the developments proposed

9. Chief Finance Officer Statement

The additional costs must be contained within the funding available

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

The risks posed are similar to those already contained in the risk register for Children and Family Services

11. Power to make the Decision

The Children and Families Measure (Wales) 2010 creates a duty on Local Authorities to establish an Integrated Family Support Team as proposed

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Report To: Cabinet

Date of Meeting: 25th July 2013

Lead Member / Officer: Cllr Julian Thompson Hill – Lead Member for Finance & Assets

Report Author: David Lorey

Title: North Denbighshire Office Accommodation Review

1. What is the report about?

- 1.1 The report outlines the work undertaken in respect of the North Denbighshire Office Accommodation Review together with an outline of the strategic considerations and recommendations.

2. What is the reason for making this report?

- 2.1 A decision is required on the office rationalisation proposals together with the formulation of long term development plans.

3. What are the Recommendations?

- 3.1 That Cabinet approves the vacation of the Prestatyn Ty Nant offices (subject to alternative use being identified and implemented) as the preferred option (option 3 as outlined in paragraphs 4.7 – 4.9) for office rationalisation in the North of the County.
- 3.2 That Cabinet approves the undertaking of a marketing exercise for the Prestatyn Ty Nant building on a medium term leasehold basis to facilitate the vacation of the building by Denbighshire County Council staff.
- 3.3 That Cabinet approves the formulation of a Planning Brief to facilitate a long term development plan for the Prestatyn site outlined in red in Appendix 1 and the development of a design brief and feasibility study for the provision of a new office building in Rhyl.

4. Report details.

- 4.1 In January 2011 Cabinet approved an office accommodation review as part of a wider asset review (Précis of approval included in Appendix 2).
- 4.2 Significant work undertaken in the South of the County resulted in the vacation and disposal of the Trem Clwyd offices in Ruthin, realising an annual saving of approximately £70K (running costs etc.) and a capital receipt of £750K.

4.3 There are four main office buildings in the North of the County, namely:

Rhyl Russell House;
Rhyl 64 Brighton Road (leased);
Prestatyn Ty Nant
Prestatyn 6-8 Nant Hall Road (not fully occupied);

Floor areas, running costs, occupation levels and strategic considerations are included in Appendix 3.

4.4 The services accommodated are generally in the required geographical area (i.e. the North of the County) in terms of service delivery requirements and client base, although there is some scope to relocate certain teams to either Denbigh or Ruthin providing there is no detrimental effect on service provision. Significant customer facing facilities exist in both Russell House (Revenues & Benefits) and 64 Brighton Road (Social Services & Housing [First Contact Team]) with related back office staff accommodated in the same buildings. While the Ty Nant building has facilities for customer facing services, there is little need. The existing customer service provision within the building is due to be relocated to the new Library location on Kings Avenue.

4.5 While Prestatyn 6-8 Nant Hall Road is in poor condition and under utilised (due to poor layout, equality and health and safety issues), the use of the building by non Council organisations and Prestatyn Town Council complicate any vacation and/or disposal potential. Subsequently, this building does not form part of this specific review and any increased utilisation by DCC services will be minimised while a building specific solution is formulated in conjunction with the wider site strategy.

4.6 Work undertaken in the remaining buildings in the North of the County has revealed that, by applying the measures outlined in the 2011 Cabinet Report and principles developed through the Modernisation Agenda, there is potential to reduce spatial utilisation within the existing portfolio.

4.7 Three vacation/retention options have been considered based on an aspiration of 30% spatial efficiencies:

Option 1 - Retain Ty Nant & Russell House;

Option 2 – Retain Ty Nant and 64 Brighton Road;

Option 3 – Retain Russell House and 64 Brighton Road;

4.8 Appendix 4 outlines the current occupancy levels in Ty Nant, Russell House and 64 Brighton Road and, based on a nominal spatial efficiency of 30%, indicates the implications in terms of capacity for the three vacation/retention options.

4.9 It is demonstrated that in either spatial efficiency scenario, the retention of Ty Nant in either option 1 or option 2 does not provide the requisite space to

accommodate the existing staff numbers currently working from the three buildings. The conclusion of the study is that the Ty Nant building is the only realistic option for vacation within the constraints of the existing portfolio.

- 4.10 The vacant space/potential vacant space in Caledfryn (Circa 35 spaces) and County Hall/46 Clwyd St (Circa 45 spaces) have been considered as potential overspill (notwithstanding an increased move programme and capital cost). When considering the retention of Ty Nant options, there is still a deficit of 96 spaces for Option 1 and a deficit of 21 spaces for Option 2.
- 4.11 Consideration of floor areas, current occupancy and potential increased space utilisation suggest that Prestatyn Ty Nant could be vacated and staff relocated into either 64 Brighton Road or Russell House in Rhyl (potentially with some movement to Denbigh and/or Ruthin). This would require a programme of enabling and relocation works based on a full business case.
- 4.12 Initial discussions with DCC's Planning Department have established that the site outlined in Appendix 1 is suitable for a mixed use development (residential/employment/retail) within the context of existing planning designations and policy. The draft development procedure for the planning brief is outlined in Appendix 5.

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

- 5.1 The rationalisation of the Corporate Office Portfolio is directly linked to the Council Priority of modernisation, efficiencies and improved service delivery. The Corporate Plan states "We will reduce the cost of services by reducing the amount of office buildings, business travel and other costs such as printing"
- 5.2 The potential development of town centre sites in conjunction with regeneration strategies contributes to the Council's priority for development of local economies.

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

- 6.1 Exact costs for relocation will be determined through consultation with all affected services to determine needs – informing the development of a full business case. Costs will be dependent on existing ICT provision within services, the adoption of alternative working practices and level of building alteration works required. However, it is anticipated that the overall costs will not exceed the annual running costs of the Ty Nant building (Circa £88K p/a).
- 6.2 Marketing costs are anticipated to be in the region of £8K and initial planning brief and feasibility costs in the region of £10K for both studies. Feasibility costs will be met by Property.
- 6.3 Affected services are: Adult Services; Children's Services; Housing Services; Revenues & Benefits, Planning & Public Protection and ICT. Detailed impacts will be determined through service consultation and the application of modernisation principles to specific service delivery areas.

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 No positive or disproportionately negative impacts are anticipated. Any issues will be identified through staff and service consultations and eliminated/mitigated where possible. EqIA included as Appendix 7.

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

8.1 The proposals have been presented at both Rhyl and Prestatyn Member Area Groups. Responses are included in Appendix 6.

8.2 Initial consultations have been undertaken with a number of relevant Heads of Service (Adult Services, Children's Services and Housing Services) together with staff currently located in Ty Nant. Comments/responses are included in Appendix 6.

9. Chief Finance Officer Statement

9.1 It is crucial that savings are realised from office accommodation budgets as part of the council's overall modernisation and efficiency measures.

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

10.1 The initial risks in terms of the ability to vacate Ty Nant are:

There is no medium term interest in the building from either private, public or third sector organisations – mitigated by the continued utilisation by DCC staff and the development of longer term development opportunities;

Insufficient available space within Russell House and 64 Brighton Road once specific service needs are determined – mitigated by the availability of space within the Denbigh Caledfryn office building;

11. Power to make the Decision

11.1 Sections 111,120,123 & 132 of The Local Government Act 1972



Date 22/5/2013
Scale 1/750
Centre = 306690 E 382885 N



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APPENDIX 2

AGENDA ITEM NO:

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR PAUL MARFLEET: LEAD MEMBER FOR MODERNISATION

DATE: 25th January 2011

SUBJECT: ASSETS REVIEW

1.0 DECISION SOUGHT

- 1.1 That Cabinet endorses the recommendations formulated from the service asset reviews outlined in paragraph 2.11
- 1.2 That Cabinet approves the Asset Review strategy as outlined in this report as the vehicle for delivering these recommendations with a view to rationalisation of the Council's asset portfolio and increased efficiency of space utilisation in line with service delivery needs.
- 1.3 That Cabinet agrees that all changes to the Council's property portfolio are reviewed by the Asset Management Team, effectively acting in the role of County Landlord, with strategic decisions being formally agreed at the Capital and Asset Strategy Management Group and operational issues being formally agreed by the Asset Management Group prior to agreement at CET, Cabinet and/or Council where applicable.....

2.11.8 Corporate Property;

Office Accommodation General:

The Council's office accommodation portfolio should be reduced to the minimum amount of floor space required, consistent with its business needs, operating effectively and sustainably.

Increased utilisation of space should be achieved where possible by applying the following criteria:

Maximum 10m² gross floor area per workstation;

Ratio of desks/staff to be 8/10 (8 desks for every 10 staff members) as a target – final ratio to be determined by service needs;

Open plan configuration where possible and use of cellular offices minimised;

Corporately managed meeting and training facilities based on actual need;

Flexible utilisation of cellular offices as departmental meeting spaces;

Service review of filing and storage needs.

Investigation into collaboration with external agencies;

Office Accommodation North Denbighshire:

Investigate the potential and cost implications of housing all staff currently accommodated in the 6 locations in the North of the County in either:

A reduced number of office buildings currently owned/leased by the Council;

One or two newly constructed, leased building.

Office Accommodation South Denbighshire:

Increase utilisation of the PFI buildings (County Hall, Town Hall and Corporate Store) through more efficient use of space and alternative working practices (as outlined above).

Investigate the potential to vacate Trem Clwyd & Canol y Dre for alternative use/capital generation.

Office Accommodation Denbigh:

Retain the existing building in Denbigh in the medium term but consider the potential for vacation and disposal in conjunction with the studies of the other two areas....

The minutes for the above meeting record that the resolution for this item was:

RESOLVED that Cabinet:

- 1 *endorses the recommendations formulated from the service asset reviews outlined in paragraph 2.11*
- 2 *approves the Asset Review strategy as outlined in the report as the vehicle for delivering these recommendations with a view to rationalisation of the Council's asset portfolio and increased efficiency of space utilisation in line with service delivery needs.*
- 3 *agrees that all changes to the Council's property portfolio are reviewed by the Asset Management Team, effectively acting in the role of County Landlord, with strategic decisions being formally agreed at the Capital and Asset Strategy Management Group and operational issues being formally agreed by the Asset Management Group prior to agreement at CET, Cabinet and/or Council where applicable.*

	APPENDIX 3			
LOCATION	Prestatyn, 6-8 NHR	Prestatyn, Ty Nant	Rhyl, Russell House	Rhyl, 64 Brighton Road
GROSS FLOOR AREA sq m	1304.25	944.88	2727.81	2846.43
STAFF CAPACITY IN LINE WITH H&S SPACE STANDARDS	159	76	360	423
ACTUAL STAFF OCCUPANCY	31	57	190	238
ANNUAL RUNNING COSTS (2011/12)	£36,771.98	£88,558.44	£192,186.61	£212,437.13
BACKLOG MAINTENANCE	£93,214.77	£42,531.80	£105,741.12	£332,540.32
ANNUAL RUNNING COST PER HEAD OF STAFF	£1,186.19	£1,553.66	£1,016.86	£892.59
STRATEGIC CONSIDERATIONS	<p>The main building is old and there are recurring problems with the roof and adjoining parapet walls which allow frequent ingress of water. The layout above ground floor level is not suitable for a modern office environment and remodelling would be uneconomic due to the limitations of the structure and multiple changes in floor level. Prestatyn Town Council would like to preserve the Mayor's Parlour and civic meeting rooms on the first floor but these have limited use for the County Council. There is some third party occupancy with additional NCO occupation by NW Police. However, the building would require onerous levels of investment to merit consideration as an income generator. The building occupies the North West corner of a larger County owned site which could, as a whole, represent further significant development opportunity within Prestatyn. Due to the third party occupation and partial utilisation as a day care centre, vacation of this building is deemed less straightforward than Ty Nant in the short term.</p>	<p>The building is relatively new being completed circa 2000. As an office building, the layout is inefficient with approximately 46% of the gross floor area utilised for office space, although it is recognised that there are two relatively large meeting rooms on the ground floor and substantial customer facing areas in the entrance lobby (which are questionable given the buildings current service occupancy). The structure would allow remodelling and in terms of maintenance backlog and thermal efficiency is arguably one of the best in the corporate office portfolio. However, the need for a corporate office building of this size in Prestatyn is questionable and this needs to be balanced with the potential to release a larger site for development. There has been leasehold interest from a third party which could generate income in the short-medium term if the building is vacated. Due to the relatively small occupancy numbers, the building is considered relatively easy to vacate without major investment elsewhere.</p>	<p>The building is located close to the Town Centre of Rhyl and currently has a customer facing reception serving Revenues & Benefits needs. The building has a basement area which, while useable, is heavily reliant on mechanical services for maintaining a habitable environment. The structural integrity relies on internal loadbearing walls which limits remodelling to some degree. Despite having a fairly high backlog maintenance requirement, the structure is sound, the external envelope is in good order and the building should be servicable for a period in excess of twenty years. Due to the number of staff accommodated, investment would be required elsewhere to provide alternative accommodation.</p>	<p>The building is currently leased by the Council from a private landlord. The term of the lease has expired and the Council is currently "holding over" until a clearer position emerges in terms of the long term proposals for office accommodation in the North. The building is close to Rhyl Town Centre and has secure customer facing facilities. Investment is required to modernise the building, particularly in terms of environmental comfort, which would form part of negotiations with the landlord for a medium term lease. There is also the potential for the Council to declare interest in the freehold if proposals for a new office building prove unviable at this time. The Council has ownership of adjoining land which could realise a capital receipt in the event that the building becomes surplus to requirements. Due to the number of staff accommodated, investment would be required elsewhere to provide alternative accommodation.</p>

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APPENDIX 4				
Application of 7 - 10 Desk Ratio (7 Desks per 10 members of staff)				
Analysis 7 - 10 Desk Ratio	Existing Occupancy (Office Space)	Additional virtual desks	Potential Occupancy (Office Space)	
Ty nant	63.00	19.00	82.00	
Russell House	196.00	59.00	255.00	
64 Brighton Road	254.00	76.00	330.00	
Option 1 - Retain Ty Nant & Russell House				Notes - No allowance for increased reception, interview room and meeting room provision to replicate existing facilities in Brighton Road. Significant work would be required to alter Russell House to provide this and retain/combine the Revs & Bens reception requirements. The nature of the construction does not allow for easy re-modelling. No front line service provision is required in Ty Nant - the majority being incorporated into the proposed Prestatyn Library relocation.
Total number of potential desk spaces		337.00		
Total desk spaces required		513.00		
Deficit/Surplus		-176.00		
Caledfryn & County Hall/46 Clwyd St available space		80.00		
Revised Deficit/Surplus		-96.00		
Option 2 - Retain Ty Nant & Brighton Road				Notes - No allowance for increased reception and interview room provision to replicate existing facilities in Russell House. Some sharing of facilities may be possible with Social Services. No front line service is required in Ty Nant as above. Meeting room requirements could possibly be met by increasing utilisation of the existing provision.
Total number of potential desk spaces		412.00		
Total desk spaces required		513.00		
Deficit/Surplus		-101.00		
Caledfryn & County Hall/46 Clwyd St available space		80.00		
Revised Deficit/Surplus		-21.00		
Option 3 - Retain Russell House & Brighton Road				Notes - The majority of staff currently located in Ty Nant are back office with no need for customer facing facilities. No alterations would be required for the reception areas of Russell House & Brighton Road. There may be increased demand on meeting rooms for formal meeting and training purposes but it could be possible to accommodate this through increased utilisation of exiting meeting facilities and sacrificing some of the 72 surplus desk spaces.
Total number of potential desk spaces		585.00		
Total desk spaces required		513.00		
Deficit/Surplus		72.00		

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Draft SPG Process

Pre-Consultation preparation

1. **Check requirements of the Community Involvement Scheme (of LDP)!**
Section 17, paragraph 17.3 states “*Community Involvement will vary according to the content of each individual SPG. Stakeholder / partnership groups will be set up where necessary (i.e. on site specific development briefs) and will be actively involved in the development of the SPG.*”
It’s also useful to read Local Development Plans Wales (Welsh Assembly Government, 2005) section 5.
2. **Consider whether Strategic Environmental Assessment (SEA) is required**
SPGs do not normally require SEA because the Local Development Plan will have undergone an SEA. However, in some circumstances (or where an SEA has not been undertaken) it may be necessary to undertake SEA on SPG (Planning Advisory Service gives advice on this matter¹). For example, an area based SPG may direct development in a local area and may therefore have significant effects. In such a circumstance SEA may be required. In the case of space standard SPG, it was not directing development, but is setting standards with respect to house building therefore not considered necessary to undertake an SEA.
3. **Evidence gathering & informal consultation**
Need to involve LDP Members Steering Group in setting timetable, broad outline of issues to be covered, who should be consulted etc,
Early informal involvement of Area Members Group, Town & Community Councils and Councillors before the formal 8 week consultation begins for the draft SPG.
4. **Equality Impact Assessment**
Screen the policy / policies using the Equality Impact Assessment Toolkit. If necessary undertake a full EqIA. Once the assessment has been undertaken, publish it on-line and save a copy in the Working Document Store.
5. **Planning Committee**
Take the report to Planning Committee outlining the draft SPG & scope of consultation proposed. Members would be asked to agree the draft SPG for consultation and agree the scope of consultation.
6. **Delegated Decision**
Following Planning Committee a delegated decision is still required by the Lead Member and the Heads of Services/ Corporate Directors and CEO. Prepare a report for agreement on the draft SPG for consultation and the scope of consultation.

Future action

¹ <http://www.pas.gov.uk/pas/core/page.do?pageId=469626>

Consultation

7. Who to consult

Varies depending on the nature of the SPG, but, generally, as a minimum:

- Design Commission, EAW, CCW, relevant local groups etc. (Consultation Strategy to be drawn up at later date)
- County Councillors
- Town and Community Councils
- Area Members Group

8. Publicity

- Advert in the County Voice
- Public Notice in Rhyl Journal and Denbighshire Free Press (cost of £266.40)
- Press release – standard text across LA.
- Letter sent to agreed consultees (Local Development Plan database organisations only), Councillors and Town and Community Councils.
- Drop-in sessions – venues + dates (to be decided closer to consultation time).

9. Consultation

- 8 week consultation period
- Documents made available in libraries and One-Stop-Shops
- Documents published on-line
- Translation

Post-Consultation

10. Post-Consultation

- Log all consultation responses into the Access Database – set up the same columns.
- Consider and respond to each of the consultation responses – we have a standard template. Produce a report for Councillors.
- Produce a report for Full Council, including the EqlA undertaken.

11. Report back to Planning Committee

Report back on consultation and any suggested changes to the SPG

12. Full Council to adopt the final SPG

SPGs can only become a material consideration following a Full Council resolution. A statement of the consultation undertaken, the representations received and the authority's response to those representations should be made available with the approved SPG, either in an annex or in a separate document.

Appendix 6

Consultation Responses:

Prestatyn Member Area Group:

Response Issue	Mitigation
Detrimental economic impact on the Town Centre	Alternative use to be secured for the building prior to vacation of DCC staff; Development opportunity for whole site represents a potentially significant level of inward investment.
Cheaper to bring 6-8 Nant Hall Road back into use as office accommodation	The building is unsuitable for modern office accommodation. There are equality issues, the maintenance backlog is significant and heating the building is uneconomical. Not economically viable.
Questionable demand for office space within the town if not used by DCC	The marketing exercise will determine this. Good quality commercial accommodation close to the town centre is in short supply – this has been notable when trying to relocate private businesses to facilitate the Prestatyn Library relocation project.
Removes a DCC customer facing facility	The use of the frontline customer facing facilities is low. The new Library will facilitate the customer service requirement.
The building is capable of supporting front line staff	The building is in the wrong location for core service need. This is Rhyl – which is why the 64 Brighton Road building is so fully utilised
The 64 Brighton Road building is leased (Circa £100K p/a lease cost), this can't be cost effective	The building represents the lowest cost per staff member of all the locations under consideration. The accommodation is of relatively poor standard, but extremely cheap. Negotiations with the landlord will be undertaken pending the development of a proposal for a new office building in Rhyl.
Generally unacceptable to the Prestatyn Members (voted against 7 – 2)	None – noted.

Rhyl Member Area Group

Response Issue	Mitigation
Need to ensure staff are not “shoe horned” in	All teams will be consulted with (Ty Nant, Brighton Rd & Russell Hse) to determine needs. Principles of modernisation will be applied and a spatial efficiency of 30% is anticipated. This should be more than adequate to accommodate the Ty Nant staff. The H&S at Work regulations will apply and Corporate H&S will have an overview of all proposals.
Car Parking could be an issue with the generation of additional visitors	The service delivered is generally off site – staff parking pressures should be minimal and no additional visitors to the buildings are

	anticipated. DCC has no obligation to provide free car parking for staff and there are adequate car parking facilities within walking distance.
--	---

Ty Nant Staff:

Response Issue	Mitigation
Need to give clear messages about how it all fits together e.g. proposals re Ty Nant with mobile working pilot in Brighton Road	Agreed – all proposed pilots and accommodation changes should be developed through the Modernisation Board.
Some concerns from admin - seems to be about whether they might have to travel e.g. to Ruthin	This will be determined by service need through consultation.
Timescales i.e. when is move likely to happen x several enquirers	To be determined – all staff will be kept informed through their management channels
Having time to prepare- boxing up, sorting out technology, using opportunity to move from paper heavy environment. Need as much notice as possible	Decluttering exercises will be arranged prior to moves. Service departments should be working toward more efficient ways of working irrespective of physical moves.
some staff already work considerably from home and don't experience problems	N/A
Have experience also of moving from paper to electronic files- v much in favour	N/A
<p>What will mobile working look like? Contracts/Commissioning Team</p> <p>Need to have time, as a team, to think about what form of mobile working could work</p> <p>Different needs for different individuals ie some have space at home so OK, others have family at home which would interfere with work</p> <p>Whole of team will need to come together regularly to be able to bounce ideas off each other; team time is really important</p> <p>Questions about storage and where will all the paper go- was an issue about how personal files would work in flex office environment</p> <p>Carrying laptop around- weight- particular problem potentially in Brighton Road where no lift. Need lightweight technology</p> <p>How would confidentiality issues work if working from home- protecting individual details, details in invoices</p> <p>Concerns about loss of meeting rooms, needing to make sure teams have opportunities to meet</p>	<p>These are service/individual specific needs which will be taken into consideration when developing the best service delivery and accommodation model.</p> <p>All subject to discussions with each service team.</p>

Need to make better use of community and church spaces- Trefnant and Llanrhaeadr given as examples- excellent local facilities on main road N/S- with good disabled access as have been refurbished with grant	The Council does not need the levels of purpose built accommodation it currently utilises for office space – there is no need to utilise other space unless there is a specific geographical need.
Will all staff go to Rhyl?	To be determined by service needs.
Issue from member of staff in Russell House- how to work through the issues of having fewer desks than people though accept the need to work out a solution	Studies have shown that desk utilisation is, on average, below 50%. Where implemented, DCC teams are managing adequately with desk/staff ratios of 7 – 10. Analysing service needs will be key to determining desk/staff ratios per team.
- Where is the business case esp bearing in mind good quality of Ty Nant cp Brighton Road?	The business case is being developed. Ty Nant is not capable of accommodating sufficient numbers to facilitate rationalisation. The geographic location is also not crucial to service needs.
Why not use Warren Drive?	This was utilised previously – too expensive and part of the rationale for moving to Brighton Rd.
Why use Brighton Road- poor quality, poor facilities, no disabled access, rats and infestations.....will there be improvements?	Negotiations will be undertaken with the landlord to determine the best value solution for the Council – reduced rents allowing DCC to invest or market rent with the landlord undertaking improvements. All pending a feasibility study into a new office building in Rhyl
What is evidence that there is demand for town centre development to replace Council occupation	Full development potential may take 3-5 years to be realised. However, this is not adequate justification for retaining a building which could be vacated and realise income.
Car parking will be big issue in Rhyl- how will that be managed?	No additional visitors to the buildings in Rhyl are anticipated – the Ty Nant building has low levels of customer service. There are adequate car parking facilities within walking distance.

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North DCC Office Accommodation Review.

22 June 2013

Equality Impact Assessment

Vacation of Prestatyn Ty Nant

Contact: David Lorey. Property

Updated: 22/06/13

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

A project 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?

Relocation of staff from Prestatyn offices to alternative accommodation within the existing office portfolio.

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)

Due to the nature of the service provided by the staff currently located in the Ty Nant building, there will be minimal disruption to service users - service provision is undertaken through home visits. Relocated staff will be accommodated in existing DCC accommodation already utilised as office space. Initial staff consultation has taken place and issues recorded. The proposed relocations and accommodation allocations will be planned through further staff consultation to determine specific service and individual needs and accommodate where possible.

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)

None

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)?

None. It is unlikely that the relocation from one office environment to another would create a negative impact. Any emerging issues will be identified through further staff consultation and eliminated or mitigated where possible.

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

No	None identified or anticipated.
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8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?

No	
----	--

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>

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:	22/06/13
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Name of Lead Officer for Equality Impact Assessment	Date
David Lorey	22/06/13

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

Report To: Cabinet

Date of Meeting: 30th July 2013

Lead Member / Officer: Councillor Julian Thompson-Hill /Paul McGrady

Report Author: Richard Weigh, Chief Accountant

Title: Finance Report

1. What is the report about?

The report gives details of the council's revenue budget and savings as agreed for 2013/14. The report also provides a summary update of the Capital Plan as well as the Housing Revenue Account and Housing Capital Plan.

2. What is the reason for making this report?

The purpose of the report is to provide an update on the council's current financial position and to approve a proposal of the Strategic Investment Group.

3. What are the Recommendations?

Members note the progress against the agreed budget strategy.

Members approve the recommendation of the Strategic Investment Group with regard to design works for Ysgol Glan Clwyd.

4. Report details

The report provides a summary of the council's revenue budget for 2013/14 (**Appendix 1**). The council's net budget is £192m. At the end of June, there is a forecast under spend on service and corporate budgets of £45k (the same as last month) which represents a variance of 0.04%. The position on school budgets is a forecast positive movement on balances of £352k (£322k last month). Non-delegated school budgets are forecast to be under spent by £150k – the majority relating to the breakfast club initiative. As reported last month, the proposal currently is for this to be used as a contribution to fund school formula protection and this is now included as a commitment.

Appendix 2 to the report shows the progress to date against the savings highlighted in the Medium Term Financial Plan for 2013/13. A savings target of £3.061m was agreed for the year and currently 41% are reported as achieved (£1.267m).

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

Effective management of the council's revenue and capital budgets and delivery of the agreed budget strategy underpins activity in all areas, including corporate priorities.

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

Narrative supporting service forecasts where necessary is detailed below:

Highways & Environment Services – Although the Environment and Highways Services is currently showing a nil variance the following points should still be noted:

- There are still a number of high value efficiencies that are in progress. These will be monitored closely over the coming months and progress on achieving these efficiencies will be reported in future monitoring reports.
- The number of school days in the 2013/14 financial year is higher than usual (196 days). This is likely to adversely impact on the School Transport service area. The impact of this has yet to be finalised and it is currently projected that any overspend in this area will be able to be maintained within the overall Highways and Environment budget.

School Improvement & Inclusion – Detailed work is still ongoing to provide a robust estimate for out of county placement costs and recoupment fees. These budgets have under spent in recent years however they remain volatile as they are based on both pupil numbers and often complex negotiations between authorities.

Adults & Business Services - The national requirement to protect social care budgets has resulted in additional funding within the year of £905k. This will be used to fund a number of projects aimed at reducing revenue costs in the future. At this stage, the assumption is that the additional funding will be spent within the year although given the nature of some of the projects proposed it is possible that some expenditure may roll into 2014/15. Two of the initiatives are earmarked to be spread over a 3 year period.

There is a pressure on Homelessness budgets of £42k but this is being absorbed by under spends elsewhere within **Housing and Community Development** mostly as a result of vacant posts.

Schools - at the end of June the projection for school balances is £3.222m, which is a positive movement of £352k on the balances brought forward from 2012/13 (£2.870m).

The **Housing Revenue Account (HRA)** budget is also included within Appendix 1 for reference but HRA resources are separate funds and can only be used in the provision of council housing services. The HRA budget for 2013/14 is set assuming that capital expenditure of £890k is funded from revenue resources, meaning there was a budgeted reduction in HRA balances of £103k. However the Housing Subsidy payment is likely to be less than originally forecast,

meaning HRA balances will reduce by only £11k. The Housing Capital Plan is forecast to spend £8.1m and the Welsh Housing Quality Standard should be achieved by the end of 2013/14.

Reforms of the Housing Subsidy system in Wales is now moving ahead and should be implemented by April 2014. The details and implications are still being worked through with Welsh Government officials.

Housing Revenue Account Summary 2013/14	
June 2013	
Expenditure	£'000
Housing Management & Maintenance	5,488
Capital Charges	3,075
Subsidy	3,094
Provision for Bad Debts	131
Revenue Funding Capital Expenditure	890
Total Expenditure	12,678
Income	
Rents	12,500
Garages	159
Interest	8
Total Income	12,667
HRA Balance Brought Forward	1,046
In Year Surplus /(Deficit)	(11)
HRA Balance Carried Forward	1,035

Housing Capital Plan	
June 2013	£,000
Planned Expenditure	8,182
Funded By:	
Major Repairs Allowance	2,400
Revenue Contribution	890
Receipts	18
Prudential Borrowing	4,874
Total	8,182

A summary of the **Capital Plan** is enclosed as **Appendix 3**. The approved general capital plan is £40.5m and expenditure to the end of June is £3.8m. Also included within Appendix 3 is the proposed expenditure of £6.8m on the **Corporate Plan**. **Appendix 4** gives an update of the major capital projects within this year's Capital Plan.

The Corporate Plan aims to deliver investment of over £110m in schools, social care facilities and roads over the coming five years and the cash requirement through the period is over £22m. Some of this should come from capital receipts but the majority will come from existing cash reserves or from budget resources identified to produce cash to fund capital investment activity.

At the end of 2012/13, it is assumed that reserves of £10.3m will be in place, leaving £11.7m required to deliver the Plan. The 2013/14 budget specifically earmarked resources of £600k to be allocated to the Corporate Plan Reserve.

The Strategic Investment Group reviews all individual applications for capital funding and recommends projects for approval if the investment meets with council priorities and Group is satisfied with the business case – in terms of cost, funding and outcomes. The Group has recently reviewed a proposal to commence with detailed design works for Ysgol Glan Clwyd. This is part of the wider investment in schools within the Corporate Plan under the 21st Century Schools Programme. Following the review of this proposal by the Strategic Investment Group, the Welsh Government announced that £1.5m would be made available to accelerate the proposal at Glan Clwyd. Further discussions will now take place with the Welsh Government on the use of this funding. More detail about the proposal is included as **Appendix 5**.

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

Individual services are responsible for carrying out impact assessments on their saving proposals contained within the budget. A summary EqIA was submitted to Council in February 2013 as part of the budget approval process.

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

Service challenges were held with each head of service and each challenge included representatives from scrutiny committee and Cabinet. Corporate Plan and Budget workshops were held with members in September, November and December. The capital plan was approved by council following scrutiny by the Strategic Investment Group and recommendation by cabinet.

9. Chief Finance Officer Statement

Services are expected to deliver the savings agreed through the Service Challenges and budget setting process. It is important that services continue to manage budgets prudently and that any in-year surpluses are considered in the context of the medium-term financial position. Indications are that government funding settlements for 2014/15 and beyond will be worse than the estimates previously provided. Budget meetings with services are now underway as part of the process of updating the Medium Term Financial Plan and setting the budgets for next year

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

the life of the Plan, the Council will have to decide which of the projects previously identified it would want to cancel.

At the end of June, the council's borrowing totalled £133.264m at an average rate of 5.77%. Investment balances were £27.0m at an average rate of 0.85%.

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

This is the most challenging financial period the council has faced and failure to deliver the agreed budget strategy will put further pressure on services in the current and future financial years. Effective budget monitoring and control will help ensure that the financial strategy is achieved.

Specific risks are apparent when dealing with capital projects and can include expenditure or time overruns, funding issues and other non-financial considerations. A robust approval mechanism and close financial monitoring and reporting, along with effective project management procedures, help to minimise these risks.

The HRA is undertaking a considerable capital investment to improve the housing stock and using borrowing and grants to fund the works. Any borrowing must be affordable and the regular monitoring and annual approval and viability assessment of the Housing Stock Business Plan ensures that this is so.

11. Power to make the Decision

Local authorities are required under Section 151 of the Local Government Act 1972 to make arrangements for the proper administration of their financial affairs.

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Appendix 1

DENBIGHSHIRE COUNTY COUNCIL REVENUE BUDGET MONITORING REPORT 2013/14

Forecast as at 31/06/2013	Budget 2013/14			Projected Outturn			In-year Transfer to Reserves £'000	Variance			Net %	Variance Previous Report £'000
	Expenditure	Income	Net	Expenditure	Income	Net		Expenditure	Income	Net		
	£'000	£'000	£'000	£'000	£'000	£'000		£'000	£'000	£'000		
Business Planning & Performance	1,667	-237	1,430	1,725	-295	1,430		58	-58	0	0.00%	0
Legal & Democratic Services	2,066	-553	1,513	2,039	-526	1,513		-27	27	0	0.00%	0
Finance & Assets	14,042	-7,024	7,018	13,624	-6,606	7,018		-418	418	0	0.00%	0
Highways & Environmental Services	37,185	-17,045	20,140	29,260	-9,120	20,140		-7,925	7,925	0	0.00%	0
Planning & Regulatory Services	4,230	-1,699	2,531	4,247	-1,716	2,531		17	-17	0	0.00%	0
Adult & Business Services	47,728	-14,429	33,299	44,984	-11,730	33,254		-2,744	2,699	-45	-0.14%	-45
Children & Family Services	9,423	-626	8,797	9,745	-948	8,797		322	-322	0	0.00%	0
Housing & Community Development	3,454	-1,701	1,753	3,143	-1,390	1,753		-311	311	0	0.00%	0
Communication, Marketing & Leisure	10,708	-5,273	5,435	10,033	-4,598	5,435		-675	675	0	0.00%	0
Strategic HR	1,277	-376	901	1,438	-537	901		161	-161	0	0.00%	0
ICT/Business Transformation	2,695	-760	1,935	2,561	-626	1,935		-134	134	0	0.00%	0
Customers & Education Support	2,465	-505	1,960	2,281	-321	1,960		-184	184	0	0.00%	0
School Improvement & Inclusion	11,847	-6,988	4,859	7,235	-2,376	4,859		-4,612	4,612	0	0.00%	0
Total Services	148,787	-57,216	91,571	132,315	-40,789	91,526	0	-16,472	16,427	-45	-0.05%	-45
Corporate	46,441	-28,701	17,740	46,441	-28,701	17,740		0	0	0	0.00%	0
Transfers to Corporate Plan Reserve	600	0	600	600	0	600		0	0	0	0.00%	0
Precepts & Levies	4,593	0	4,593	4,593	0	4,593		0	0	0	0.00%	0
Capital Financing	13,230	0	13,230	13,230	0	13,230		0	0	0	0.00%	0
Total Corporate	64,864	-28,701	36,163	64,864	-28,701	36,163	0	0	0	0	0.00%	0
Council Services & Corporate Budget	213,651	-85,917	127,734	197,179	-69,490	127,689	0	-16,472	16,427	-45	-0.04%	-45
Schools & Non-delegated School Budgets	70,995	-7,156	63,839	72,842	-9,505	63,337	150	1,997	-2,349	-352	-0.55%	-322
Total Council Budget	284,646	-93,073	191,573	270,021	-78,995	191,026	150	-14,475	14,078	-397	-0.21%	-367
Housing Revenue Account	12,772	-12,670	102	12,678	-12,667	11	0	-94	3	-91		-102

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Appendix 2 Medium Term Financial Plan Update 2013/14
Update to 30/06/2013

<u>Ref</u>	<u>Action</u>	<u>Status</u>	<u>Saving</u> £'000	<u>Total</u> £'000
<u>General</u>				
A2	Reduce Contingency for balances and impact of Recession	Achieved	300	
A3	Convert Essential Car Users to Casual	Achieved	200	
A10	Modernising the Council	In progress	200	
A7	Costs of Democracy	Achieved	17	
				717
<u>Support Services</u>				
C6	ICT Printer Rationalisation Project	In progress	25	
C7	Finance & Assets	Achieved	100	
	Energy - Reduced Consumption	In progress	100	
	Capital Financing Budget	Achieved	100	
				325
<u>Service Challenges</u>				
<u>Communication, Marketing & Leisure</u>				
Da5	Remove leisure subsidy by increasing income	In progress	70	
DK1	Modernise Library Service Provision	Achieved	77	
				147
<u>Environmental Services</u>				
Db2	Renegotiate recycle and disposal contracts	In progress	225	
Db5	Regional Waste Procurement budget	Achieved	81	
Db6	Succession Planning	Achieved	15	
Db10	Service Redesign (Street Cleansing)	In progress	138	
	Various Minor reductions in expenditure within Env Servs	Replacement	15	
Db15	Free School Meals - increase take-up	Achieved	5	
Db15a	Reduced Subsidy of School Meal Service	Achieved	50	
Db16	Countryside - AONB	Achieved	-20	
Db17	Stores	Achieved	-45	
Db18	Recycling Parks	In progress	100	
				764
<u>Highways & Infrastructure</u>				
EC17	Traffic & Road Safety	In progress	50	
EC18	Highway Maintenance DLO	In progress	150	
				90
<u>Planning and Public Protection</u>				
EC21	Review Pest Control	In progress	10	
EC23	Review of Building Control	In progress	20	
EC26	Review of Pollution Control	In progress	20	
EC29	Review of Management	In progress	40	
				90
<u>Adult Social Services</u>				
Df1	Cefndy Healthcare - reduced subsidy	In progress	46	
<u>Older People</u>				
Df5	Externalise elements of Home Care	Achieved	15	
Df8	Impact of investment in reablement	In progress	75	
Df9	Residential Care - Impact of Extra Care	In progress	155	
<u>Mental Health</u>				
Df11	Management Changes	Achieved	19	
Df12	Partnership Efficiency Savings	Achieved	26	

	<u>Status</u>	<u>Saving</u> <u>£,000</u>	<u>Total</u> <u>£'000</u>
Adult Social Services (con'd)			
Physical Disability & Impairment			
Df13	ISIL Scheme	Achieved	12
Df14	Reablement Intervention	Achieved	26
Df15	Telecare	Achieved	20
Other Adult Services			
Df17	Systems Thinking and Vacancy Control	In progress	80
			474
Children & Family Services			
Staffing			
Dj4	Social Workers - reduction in caseload	Achieved	108
Dj7	Review of Bryn Y Wal Residential Service	Achieved	109
Dj8	Reduction in Independent (external) Placement Provision	In progress	63
Pressures			
Dj18	In-house Fostering	Achieved	-35
Dj20	Legislative changes	Achieved	-28
			217
Housing & Community Development			
Various Small savings in Housing			
Dc1	Review of Regeneration	In progress	1
Db18	Regeneration Service Redesign	In progress	10
			34
REGIONAL WORKING/COLLABORATION			
ENW1	Education Regional Board	In progress	55
ENW2	Social Care Regional Board	In progress	35
ENW2	Social Care Regional Board	Deferred	65
			155
OUTSOURCING			
G2	Bodelwyddan Castle	In progress	28
G3	Clwyd Leisure	Achieved	50
G4	ECTARC	Achieved	5
			83
Other Cultural/Heritage activities			
H2	Ruthin Craft Centre	Achieved	20
H3	Llangollen Pavilion	Achieved	25
H4	Heritage facilities	In progress	10
			55
Total Savings 2012/13			3,061
Summary:			
		£'000	%
Savings Achieved/Replaced or Pressures Confirmed		1,267	41
Savings In Progress/Being Reviewed		1,729	56
Savings Not Achieved or Deferred and not replaced		65	2
Total		3,061	

APPENDIX 3 Denbighshire County Council - Capital Plan 2012/13 - 2015/16
Position to June 2013

General Capital Plan

		2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
		£000s	£000s	£000s	£000s	£000s	£000s
Capital Expenditure							
	Total Estimated Payments	31,883	39,375	2,033	399		
	Contingency	0	1,094	1,000	1,000	1,000	1,000
	Total	31,883	40,469	3,033	1,399	1,000	1,000
Capital Financing							
1	External Funding	24,089	24,215	6,130	4,705	4,571	4,571
2	Receipts and Reserves	2,385	5,068				
3	Prudential Borrowing	5,409	11,186	607	265		
5	Unallocated Funding	0	0	-3,704	-3,571	-3,571	-3,571
	Total Capital Financing	31,883	40,469	3,033	1,399	1,000	1,000

Corporate Plan

	Total Estimated Payments	0	6,804	16,320	35,445	35,591	15,979
Capital Financing							
1	External Funding		1,064	6,878	17,135	11,762	5,999
2	Receipts and Reserves		2,222	1,900	7,896	6,350	3,630
3	Prudential Borrowing		3,518	7,542	10,414	17,479	6,350
	Total Estimated Funding	0	6,804	16,320	35,445	35,591	15,979

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Appendix 4 Major Capital Projects Update

Rhyl Harbour Development

Total Budget	£10.116m
Expenditure to date	£ 8.123m
Estimated remaining spend in 2013/14	£ 2.052m
Future Years estimated spend	£ 0.041m
Funding	WG £2.950m; WEFO £5.766m; Sustrans £0.700m: RWE £155k and DCC £0.545m
<i>Comments</i>	<p>Quayside Units, Public Square & Extended Quay Wall The Planning conditions associated with the planning consents are being satisfactorily progressed. The award of the contract for the quayside building has been made.</p> <p>Costs The projected expenditure is currently £100k over the available budget. £0.4m of the Council's capital contingency set aside for this project remains unused.</p> <p>A grant application has been submitted to WREN in respect of a picnic area and improved boardwalk in the dune. The outcome will be known in August 2013.</p> <p>The second stage application for Coastal Community funding in respect of a boat mover and improvements was submitted on 12th July; the outcome will be known in September.</p> <p>Programme The onsite works related to the construction of the bridge and enabling works contract commenced on 30th July 2012. The bridge is now 9 weeks behind the programme and is due to complete by 30th August 2013.</p> <p>The enabling works contract is now 4 week behind programme and due to complete 30th August 2013. The delay is associated with the interface of the bridge with the public square. The quay wall, which includes the extended quay wall and turning circle are progressing well.</p> <p>A temporary Harbour Masters office together with a visitor centre is now located at Rhyl Harbour, and will remain for the duration of the works. The Harbour Master is due to take up his appointment at the harbour on 29th July.</p>
Forecast In Year Expenditure 13/14	£3.307m

Rhyl Going Forward

Total Budget	£10.244m
Expenditure to date	£ 5.450m
Estimated remaining spend in 13/14	£ 4.794m
Future Years estimated spend	£Nil
Funding	WG £10.244m
Comments	<p>Honey Club Demolition works are proceeding, following a delay of one week whilst further work was undertaken by structural consultants. The proposed works now include the demolition of the public conveniences on Crescent Road. Completion of the works including site clearance is expected by the end of July 2013.</p> <p>The objections to the CPO of 25/26 have been withdrawn. A decision is awaited from the Welsh Government.</p> <p>A separate report is being presented to Cabinet on the Development Agreement.</p> <p>West Rhyl Housing Improvement Project A Public Inquiry for compulsory purchase orders took place at Rhyl Town Hall at the end of May. A decision by the Welsh Government Minister is expected in the next few weeks.</p> <p>Demolition works of the north side of Gronant Street are scheduled to start during mid July. These properties are all in the Council's ownership, having been acquired through agreement.</p> <p>Over 50 households have been successfully resettled through the project. Feedback from affected residents has been overwhelmingly positive.</p> <p>Invitations to tender are expected to be issued for the Planning and Design element of the Green Space by the end of July 2013.</p>
Forecast In Year Expenditure 13/14	£5.328m

Ruthin Leisure Centre Development

Total Budget	£1.416m
Expenditure to date	£0.687m
Estimated remaining spend in 13/14	£0.729m
Future Years estimated spend	£NIL
Funding	Prudential Borrowing £1.416m
Comments	Contractors started on site at the end of March 2013,

	and works are progressing well. The handover of the All Weather Pitch Works is scheduled for the end of July, with the opening of the pitch to take place by mid August. Works to the extension and car park are also progressing well with completion scheduled for mid September 2013. Overall, the project is on programme and on budget.
Forecast In Year Expenditure 13/14	£1.370m

Prestatyn Library Re-location

Total Budget	£0.845m
Expenditure to date	£0.517m
Estimated remaining spend in 13/14	£0.328m
Future Years estimated spend	£NIL
Funding	DCC £0.545m; Cymal £0.300m
Comments	Tenant relocation was confirmed in May and this allowed the contractors to resume on site during June. The revised programme now allows for a handover of the new facility on 18 th October 2013. There will follow a period of three weeks to carry out the relocation from the existing library and staff training etc. Therefore the opening of the new library is scheduled for 11 th November 2013.
Forecast In Year Expenditure 13/14	£0.458m

Welsh Medium Area School – Ysgol Maes Hyfryd Site

Total Budget	£1.413m
Expenditure to date	£0.093m
Estimated remaining spend in 13/14	£1.094m
Future Years estimated spend	£0.226m
Funding	WG £1.2m; DCC £0.213m
Comments	The Welsh Government has provided £1.2m funding as part of the wider 21 st Century Schools Programme. This will enable the new school to move to a single site following a significant extension and refurbishment to the current Ysgol Maes Hyfryd site. Works commenced on site on the 24 th June with completion envisaged by early summer of 2014.
Forecast In Year Expenditure 13/14	£1.101m

North Denbighshire Welsh Medium Provision

Total Budget	£4.749m
Expenditure to date	£0.824m
Estimated remaining spend in 13/14	£3.026m

Future Years estimated spend	£0.899m
Funding	WG £3.061m, DCC £1.688m
Comments	<p>The Welsh Government has provided funding as part of the transitional 21st century Schools Programme for improvement works to be undertaken at three Welsh Medium schools.</p> <p>Work at Ysgol Dewi Sant has been completed.</p> <p>Ysgol y Lllys, Prestatyn Work commenced on site during April 2013 and will be complete by August 2014.</p> <p>Ysgol Twm o'r Nant, Denbigh Work is now scheduled to start on site on the 22nd July. The completion date remains at May 2014.</p>
Forecast In Year Expenditure 13/14	£3.083m

Ysgol Dyffryn Ial

Total Budget	£0.918m
Expenditure to date	£0.386m
Estimated remaining spend in 13/14	£0.512m
Future Years estimated spend	£0.020m
Funding	DCC £0.898m; Other Contributions £0.020m
Comments	<p>The project remains 5 weeks behind programme, with delays being caused by snow and issues with the roof installation. The contractor will try to make up some time, but there is limited scope to do so.</p> <p>As a consequence, the handover date is now likely to be late September/ early October. The school has been informed and has plans in place to accommodate this delay without suffering too much disruption.</p>
Forecast In Year Expenditure 13/14	£0.646m

Highways Programme Works

Total Budget	£4.108m
Expenditure to date	£0.162m
Estimated remaining spend in 13/14	£3.946m
Future Years estimated spend	£Nil
Funding	Prudential Borrowing
Comments	<p>An allocation of £4.108m was made to progress highways capital works as part of the 2013/14 Capital Bid process. A detailed update on progress will be provided to all Councillors shortly.</p>
Forecast In Year Expenditure 13/14	£4.108m

Appendix 5 Recommendation of the Strategic Investment Group

Recommendation: Members approve the commencement of Detailed Design work for Ysgol Glan Clwyd

The Council's Corporate Plan details the Council's ambition to deliver significant investment in the Council's School Building portfolio over the next few years.

A large proportion of this work will be in the delivery of five projects within the Band A proposals for the 21st Century Schools Programme. In support of this, the Welsh Government has provided approval in principal for £73.4m investment.

All projects are required to follow guidance for Business Case approvals as defined in the HM Treasury Model. This will involve the submission of a Strategic Outline Case, Outline Business Case and Full Business Case for projects over £5m, and Business Justification Cases for projects below £5m.

Ysgol Glan Clwyd

Demand for Welsh Medium education in the North of the County has grown substantially in recent years. To cater for this increasing demand, a number of options have been explored and are set out in the Strategic Outline Case, which has been approved by the Welsh Government.

The next stage will be the production of the outline business case which will explore further the preferred options and confirm the single preferred option which will be taken forward to the Final Business Case.

The anticipated preferred option is for the Refurbishment, Partial Replacement and Extension of the existing site.

The overall cost is estimated to be £16m, with a funding contribution of £8m from the Welsh Government.

It is proposed to commence detailed design work for Ysgol Glan Clwyd. It is anticipated that these design costs will be approximately £1m.

Following the review of this proposal by the Strategic Investment Group, the Welsh Government announced that £1.5m would be made available to accelerate the proposal at Glan Clwyd. Further discussions will now take place with the Welsh Government on the use of this funding.

Further reports will be submitted to Full Council in due course, seeking approval to proceed to the construction phase.

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Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
24 September	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady
	2	Annual Performance Review 2012/13	To review the draft Annual Performance Review for 2012-13 and to recommend the report for adoption by full Council		Cllr Barbara Smith / Tony Ward
	3	Corporate Plan QPR: Quarter 1 2013/14	To monitor the Council's progress in delivering the Corporate Plan 2012 -17	Tbc	Cllr Barbara Smith / Tony Ward
	4	Faith Based Provision	To note the findings of the formal consultation on the faith review and to consider whether to proceed to the publication of the proposal by way of statutory notice.	Yes	Cllr Eryl Williams / Jackie Whalley
	5	Response to the Consultation on Town and Area Plans	To consider the response to the consultation on town and area plans	Tbc	Cllr Hugh Evans / Rebecca Maxwell
	6	Specialist Accommodation Protocol	To consider the protocol following a consultation	Tbc	Sally Ellis

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			exercise		
	7	Corporate Safeguarding Committee		Tbc	Sally Ellis
	8	Contract Award for the Outsourcing of Stores (Housing)	To award the contract for the outsourcing of Stores (Housing).	Yes	Cllr Hugh Irving / Keith Amos
	9	North East Wales Sensory Support Service	To approve proposals for a North East Wales Sensory Support Service	Yes	Cllr Eryl Williams / Karen Evans / Jil Timothy
	10	Three Counties Procurement Service	To consider proposals for the merger and implementation of a three counties (Gwynedd, Denbighshire and Flintshire) procurement and category management service.	Yes	Cllr Julian Thompson-Hill / Paul McGrady
	11	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention.	Tbc	Scrutiny Coordinator
29 October	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady
	2	Approval of Contract Award for Sub-regional Young Carers'	To award the contract	Yes	Vicky Allen

Cabinet Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
		Service			
	3	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention.	Tbc	Scrutiny Coordinator
	4	Common Allocation Policy	To update Cabinet on the current position	Tbc	Sue Lewis
	5	Vibrant and Viable Places - Funding bid for Rhyl Town Centre projects	To update members on progress.	No	Cllr Hugh Evans / Tom Booty / Sian Owen
26 November	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
17 December	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady
	2	Corporate Plan QPR: Quarter 2 2013/14	To monitor the Council's progress in delivering the Corporate Plan 2012 -17	Tbc	Cllr Barbara Smith / Tony Ward
	3	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator

Cabinet Forward Work Plan

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

Cabinet Forward Work Plan

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

Note for officers – Cabinet Report Deadlines

Cabinet Forward Work Plan

<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>
<i>July</i>	<i>16 July</i>	<i>September</i>	<i>10 September</i>	<i>October</i>	<i>15 October</i>

Updated 18/07/2013 - KEJ

Cabinet Forward Work Programme.doc

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