

To: Members of the Communities
Scrutiny Committee

Date: 20 June 2014

Direct Dial: 01824 712554

e-mail: dcc_admin@denbighshire.gov.uk

Dear Councillor

You are invited to attend a meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **9.30 am** on **THURSDAY, 26 JUNE 2014** 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 AS AGREED BY THE CHAIR

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

4 MINUTES (Pages 5 – 12)

To receive the minutes of the Communities Scrutiny Committee held on the 15th May, 2014 (copy enclosed).

5 MODERNISING EDUCATION PROGRAMME - FUTURE PROPOSALS
(Pages 13 – 15)

To consider a report by the Head of Head of Customers and Education Support (copy enclosed) which reviewed progress with implementing the Programme.

9.30 a.m. – 10.05 a.m.

6 PROVISION OF DAY CARE SERVICES IN NORTH DENBIGHSHIRE
(Pages 17 - 24)

To consider a report by the Head of Adult and Business Services (copy enclosed) on proposals to remodel day care for older people in North Denbighshire.

10.10 a.m. – 10.45 a.m.

Comfort Break

7 FOOD REVIEW TASK AND FINISH GROUP (Pages 25 - 32)

To consider a report by the Head of Planning and Public Protection (copy enclosed) on the investigation into current food procurement and regulatory practices.

10.55 a.m. – 11.30 a.m.

8 HIGHWAYS ASSET MANAGEMENT STRATEGY (Pages 33 - 42)

To consider a report by the Head of Highways and Environmental Services (copy enclosed) on the conclusions of the Highways Strategy Working Group and the draft Highways Asset Management Strategy.

11.30 a.m. – 12.05 p.m.

9 SCRUTINY WORK PROGRAMME (Pages 43 - 57)

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

12.05 p.m. – 12.15 p.m.

10 FEEDBACK FROM COMMITTEE REPRESENTATIVES

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

12.15 p.m. – 12.25 p.m.

MEMBERSHIP

Councillors

Huw Hilditch-Roberts (Chair)

Win Mullen-James (Vice-Chair)

James Davies

Joe Welch

Peter Evans

Cefyn Williams

Carys Guy

Cheryl Williams

Rhys Hughes

Huw Williams

Bob Murray

Voting Co-opted Members for Education (Agenda Item No. 5 only)

Gill Greenland

Dr. D. Marjoram

Debra Houghton

Gareth Williams

Nicola Lewis

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COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held in the Council Chamber, Russell House, Rhyl on Thursday, 15 May 2014 at 9.30 am.

PRESENT

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

Cabinet Members – Councillors Hugh Evans, Bobby Feeley and Hugh Irving attended for particular agenda items relating to their individual portfolios

Observers – Councillors Joan Butterfield, Stuart Davies and Meirick Davies

ALSO PRESENT

Corporate Director Economic Ambition & Community Ambition (RM), Head of Housing and Community Development (PMc), Housing Care and Support Manager (JS), Supporting People Team Manager (KN), Design and Construction Team Manager (SE), Principal Development Manager (GF), Corporate Communications and Marketing Manager (GW), Development Control Manager (PM), Coastal Team Leader (MD), Scrutiny Coordinator (RE) and Committee Administrator (KEJ)

POINT OF NOTICE

The Scrutiny Coordinator clarified the provisions contained within the Local Government (Wales) Measure 2011 for the appointment of overview and scrutiny chairs. Councillor Huw Hilditch-Roberts would retain the position of Chair unless an agreement was reached on an alternative appointment by the relevant political groups. Councillor Huw Williams paid tribute to the charring skills of Councillor Hilditch-Roberts but expressed his disappointment that an agreement had not been reached between the groups concerned.

1 APOLOGIES

Councillor David Smith (Lead Member for Public Realm) and the Head of Planning and Public Protection

2 APPOINTMENT OF VICE-CHAIR

No CVs/statements had been received prior to the meeting for the position of Vice Chair. The Chair sought nominations from those present and Councillor Bob Murray proposed, seconded by Councillor Huw Williams that Councillor Win Mullen-James be appointed Vice Chair. There being no further nominations it was –

RESOLVED that Councillor Win Mullen-James be appointed Vice Chair of the Communities Scrutiny Committee for 2014/15 municipal year.

3 DECLARATION OF INTERESTS

Councillor Cheryl Williams declared a personal interest in Agenda Item 7 – Council Housing Stock Refurbishment Programme because she was a council tenant.

4 URGENT MATTERS AS AGREED BY THE CHAIR

No urgent matters had been raised.

5 MINUTES

The minutes of the committee's last meeting held on 3 April 2014 were submitted.

Page No. 9 – Item 9 Highway Grass Verge Cutting Policy & Programme 2014/15 – Members made a number of observations regarding grass verges in particular areas and the Chair asked that comments be sent directly to the Section Manager: Network Management or raised at the relevant Member Area Group as appropriate. Councillor Win Mullen-James had not been provided with a copy of the maintenance schedule for Rhyl as requested and the Scrutiny Coordinator agreed to look into the matter.

***RESOLVED** that the minutes of the meeting held on 3 April 2014 be received and approved as a correct record.*

6 HOUSING RELATED SUPPORT FOR OLDER PEOPLE IN DENBIGHSHIRE

Councillor Hugh Irving, Lead Member for Customers and Communities introduced the report (previously circulated) outlining changes being made to the Council's Sheltered Housing Warden Service following the Aylward Review of 2010 and revised Supporting People Grant Guidance introduced in 2012.

Members were advised that the changes were driven by Welsh Government initiatives, particularly changes to the Supporting People Grant, and would provide for a more equitable service for all residents who needed Supporting Independent Living (SIL) services, rather than being accessible only to those who lived in sheltered accommodation. Assurances were given that support would not be removed from current service users in need of such provision. Councillor Bobby Feeley explained the case for change and reported upon the roll out of the new service in some of the Council's sheltered accommodation.

The committee welcomed the new service as a means of delivering broader provision within existing resources with increased emphasis and focus on delivering enabling services rather than those that fostered dependency. Questions were raised regarding the new arrangements and the level of support provided, particularly for residents in sheltered accommodation to ensure they were not disadvantaged as a result, and to ensure service users did not feel isolated in their own homes. The importance of monitoring the new service and measuring outcomes together with ensuring effective links with other services in the provision of support and care was highlighted and assurances sought in that regard. Officers responded as follows –

- detailed the nature of support provided to ensure individuals maintained their independence and could access other care support services as appropriate
- explained the service would be delivered by a pool of specially trained SIL Officers which would facilitate the availability of staff to cover leave and sickness absence and out of hours provision would continue
- acknowledged the importance of social interaction for general wellbeing with the creation of four new posts to ensure social activities were supported
- confirmed the service would be available to local residents as and when they required it and it could be accessed repeatedly if appropriate and in conjunction with social or health care services
- a fairer charging policy would apply with certain categories exempt from charges and it was very unlikely that any particular category would be financially disadvantaged as a result of the changes
- service users would be fully engaged in developing their Support Plan for which they could hold the service accountable
- explained the difference between the support plans and care packages which were two separate functions and how they interacted
- provided assurances that the new service would be subject to regular evaluation and monitoring to ensure it delivered the support residents needed.

RESOLVED that, subject to the above observations, to support the approach being taken to deliver housing related support to older people in the county.

7 COUNCIL HOUSING STOCK REFURBISHMENT PROGRAMME

Councillor Hugh Irving, Lead Member for Customers and Communities introduced the report (previously circulated) detailing the approach taken to bringing the Housing Stock up to the Welsh Housing Quality Standards (WHQS), and outlining issues encountered and lessons learnt from the experience.

The Head of Housing and Community Development (HHCS) explained that the majority of the Council's housing stock had now been renovated to meet WHQS. The housing refurbishment programme had started in 2005 and eight housing contracts tendered. Contracts 1 – 7 had been carried out successfully but significant problems had been experienced on Contract 8 which had been detailed within the report together with lessons learned for future housing capital contracts.

Councillors Cefyn Williams, Rhys Hughes, Hugh Evans and Stuart Davies reported upon the range of problems experienced by tenants in their areas during the refurbishment programme. Councillor Cheryl Williams commented on her own experience as a council tenant and those of her ward members in 2010, in particular the lack of respect for tenants and their property. She put forward a number of suggestions to improve practices including holding contractors to account when personal property was damaged; random checks on the quality of workmanship; swift repairs to defective workmanship, and better vetting of potential contractors.

Members questioned officers regarding the issues encountered in order to satisfy themselves that adequate measures were being introduced to avoid a repetition of such problems in the future. The committee was of the view that future large

projects, similar to this particular one, which involved a number of services, should be subject to a clear and strong procurement process supported by robust contract monitoring and contract management arrangements. The important role of a Clerk of Works with sufficient authority to act and sufficient support was particularly highlighted. In addition, contractors should be instructed to respect tenants' dignity and rights to privacy in their own homes, and to behave in a courteous, respectful and dignified manner in their presence.

The HHCS accepted the issues raised and apologised for the problems experienced. Officers elaborated upon the practices and procedures adopted during the programme together with factors contributing to the poor performance, including the quality of sub-contractors employed from outside the area. Details were given of the measures to be introduced to allay members' concerns and ensure that the problems experienced were not repeated, in particular –

- clauses in future contracts relating to the use of local labour and supply chains
- greater weighting provided to quality rather than cost in scoring future bids
- utilise sectional completion clauses within future contracts to provide more client control over the programme (this will assist in minimising disruption to tenants)
- to clarify roles and responsibilities and to evaluate and monitor the work as it progressed
- to ensure defective workmanship was rectified within a reasonable timescale.

RESOLVED that on all future housing refurbishment contracts –

- (a) *subject to the above observations, to note the lessons learned from the Welsh Housing Quality Standards Programme;*
- (b) *work be undertaken to strengthen procurement procedures with respect to big capital investment programmes and that the work also include strengthening contract management, contract quality and contract monitoring procedures;*
- (c) *future contracts stipulate a requirement that contractors respect tenants' property and privacy;*
- (d) *the revised procedure clearly define the parties' roles and responsibility;*
- (e) *all future invitations to tender for contracts should include, wherever possible, a requirement to employ local contractors or sub-contractors with a view to developing the local economy;*
- (f) *a briefing note be prepared for members outlining the current procurement process and advising on how the process will be strengthened in the future, and*
- (g) *the proposed revised contract monitoring and contract management procedure be presented to the Committee for observations in due course.*

At this juncture (11.20 a.m.) the meeting adjourned for a refreshment break.

8 CORPORATE COMMUNICATIONS STRATEGY

The Corporate Communications and Marketing Manager (CCMM) introduced the report (previously circulated) providing an update on progress made with the Communications Strategy Action Plan and objectives for the next twelve months, and presented the draft protocol on communicating with members.

During discussion the following points were raised –

- the need for the 'Contact Us' link on the Council's website to be more prominent
- the need for the new events calendar 'EMMA' to be more easily accessible for members and signposted appropriately
- the need for members to be informed of events – Council, Welsh Government, UK Government or others taking place in their electoral division (not necessarily invited to the event, but to be made aware of them) together with better engagement with City, Town and Community Councils in local area events
- concerns were expressed by some members regarding the quality of the translation of committee reports, etc. since the work had been provided by Conwy County Borough Council
- a feeling that the Council was missing a trick when dealing with the media and that a more proactive approach needed to be taken
- the need to market the Council in the right way and better identify with local residents when writing press releases
- confirmation was given that media awareness sessions for members would form part of the Year 2 action plan for the Corporate Communications Strategy
- the need to assess when it was not appropriate to enter into a public debate on matters
- to assess the advantages of publishing a 'Denbighshire's perspective or views' on certain national matters or proposals.

The CCMM reported upon the Account Management Process to better communicate with departments and ensure potential media issues were identified at an early stage and a strategy planned to address them. He also elaborated upon strategies to raise the profile of the Leader and Chief Executive at a national level. In terms of tailoring press releases members noted that legislation prevented the Council from providing quotes on behalf of individual members other than Cabinet members because of political restrictions.

RESOLVED that –

- (a) *subject to the resolution of the above matters, to note the progress made on the Year 1 Action Plan;*
- (b) *the issues identified above be included in the Year 2 Action Plan, and*
- (c) *to support the draft protocol on communicating with members pending its approval by the Senior Leadership Team and that the protocol once approved be drawn to the attention of staff.*

9 BETTER REGULATION OF CARAVAN SITES

The Development Control Manager (DCM) submitted a report (previously circulated) providing an update on relevant emerging Welsh Government legislation on the regulation of caravan sites and its implications for the Council.

Members were informed that the draft Caravan Strategy for the county had not progressed as originally anticipated due to a staffing restructuring exercise within the service and pending National Assembly legislation. The Holiday Caravan Sites (Wales) Bill was currently out for consultation and the Mobile Homes (Wales) Act 2013 came into force on 1 October 2014. Perceived all year round occupation of caravans in the county had been a long standing concern for members and officers alike. Planning and Public Protection and Licensing Officers met regularly to examine matters of concern and two prosecutions were pending for breach of licence conditions. Better regulation of caravan sites had been identified as one of the priorities for the restructured service.

Members referred to a number of suspected cases where caravans were being used for permanent residential use within the county. Reservations were expressed about the Service's ability to enforce any new legislation or breaches of planning/licensing conditions due to limited resources. It was noted that self-evaluation of caravan sites by owners and the possibility of establishing a charging regime for inspecting sites could be considered as a means of generating income to fund enforcement action. Members queried whether electoral registers, school records or council tax/housing benefit records could be used for residency validation purposes. They also raised concerns with respect to the potential impact on the Council's Housing Services if enforcement action was taken against people who were living all year round on caravan sites which were not licensed for 365 day habitation. The DCM reported upon the development of a draft Caravan Sites Strategy Framework based on the emerging legislation which would address the issues raised. He also responded to members' questions regarding the legalities governing park homes, the siting of caravans and planning issues.

Following a detailed discussion members –

RESOLVED that subject to the above observations, to note the direction of the project and that the draft Caravan Sites Strategy Framework be presented to the Committee in due course for examination.

10 RHYL GOING FORWARD PROGRAMME QUARTERLY REPORT

Councillor Hugh Evans, Leader and Lead Member for Economic Development presented the report (previously circulated) providing an update on the Rhyl Going Forward (RGF) Programme.

The committee was informed that the RGF Board had agreed to review the programme to ensure that the projects were current and fit for purpose. In future Ward Index of Multiple Deprivation information would be included with the ultimate aim of ensuring that no wards in Rhyl would fall into this category following delivery

of the programme. Whilst a number of the projects had been successfully delivered there were concerns about the number of employment opportunities created and this would need to feature strongly in future projects. There was also a need to be more strategic in terms of investment and the Council would be looking to the Welsh Government for a contribution towards funding for future initiatives.

Developments since production of the report included –

- no objections had been received with respect to the planning application for the Green Space provision in West Rhyl
- the development site at John Street/West Parade was now on the market
- discussions were underway on how best to utilise the £1m Vibrant and Viable Places monies allocated
- the Health Board had started to engage with officers about the community hospital.

Reference was made to the Programme's governance arrangements and assurances were given that the Programme had robust governance arrangements and that there was an expectation on Board members to report back to stakeholders on the Programme's progress. Members discussed the development of the Ocean Plaza site and raised concerns about its untidy appearance and the perceived lack of progress in enforcement action. Assurances were provided that efforts were being made to address the appearance of the site.

RESOLVED that subject to the above observations, to note the progress made and request that future reports on the Rhyl Going Forward Programme be submitted to the Committee on a quarterly basis as an information report with a provision for the Committee to call the Programme in for scrutiny if areas of concern come to light.

11 SCRUTINY WORK PROGRAMME

A report by the Scrutiny Coordinator was submitted (previously circulated) seeking members' review of the committee's future work programme and providing an update on relevant issues.

Members agreed the following revisions to the work programme –

- Town and Area Plans Review – deferred to September
- Modernising Education – June
- Streetscene (progress report) – September

It was suggested that members could identify areas for scrutiny within the Corporate Plan and feedback to the Chairs and Vice Chairs' Group.

RESOLVED that –

- (a) *subject to the above and any other amendments agreed during the meeting the forward work programme as detailed in Appendix 1 to the report be approved, and*

(b) *the Committee's Scrutiny Representatives on the Service Challenge Groups and School Standards Monitoring Group be re-appointed.*

12 FEEDBACK FROM COMMITTEE REPRESENTATIVES

Members reported that they had attended the following meetings –

Councillor Huw Hilditch-Roberts – Economic Ambition Board
Councillor Cefyn Williams – Corporate Parenting
Councillor Win Mullen-James – Children and Family Service Challenge

The meeting concluded at 1.20 p.m.

Report to: Communities Scrutiny Committee

Date of Meeting: 26th June 2014

Lead Member/Officer: Lead Member for Education/
Head of Customers and Education Support

Report Author: Head of Customers and Education Support

Title: Modernising Education Programme

1. What is the report about?

The Head of Customers and Education Support will provide a verbal update to the meeting on the progress of the Modernising Education Programme. Attached as an appendix is the draft financial programme for the wider Modernising Education. This illustrates the Council's 21st Century Schools Programme together with options for wider investment.

2. What is the reason for making this report?

The Council is progressing an ambitious programme for investment in the school estate. The verbal update will allow Members to review current progress prior to the next stage of work for the programme being presented to Cabinet on the 29th July.

3. What are the Recommendations?

Members are asked to comment the current position and where appropriate to make recommendations to Cabinet.

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

The proposal will support the corporate priority of "improving performance in education and the quality of our school buildings".

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

The overall cost of the 21st Century Schools Programme is £73.4m and provisional allocations have been made by Denbighshire for its overall 50% contribution. The remaining 50% will be accessed via the Welsh Government and approvals have been received for 3 of the 5 projects to date. The Corporate Plan also included an aim to invest a further £23m on implementing our area reviews, refurbishments and other improvements to schools.

6. 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.

This report is for information at this stage and therefore no EqIA has been undertaken.

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

The options for investment for 21st Century Schools has previously been approved by Cabinet and discussed with Scrutiny. This report is the first stage of prioritising additional capital expenditure.

8. Chief Finance Officer Statement

The report highlights the aspiration to invest in a significant school improvement programme. The figures quoted need to be reviewed to take account of the latest assumptions in respect of both internal and external funding, costs and cash-flow. Future internal contributions will have to be assessed as part of the annual budget round.

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

There are a number of risks currently being managed at a programme level by the Modernising Education Programme Board. All individual projects will include risk management procedures.

10. Power to make the Decision

The proposals are in accordance with the Modernising Education Policy Framework.

Articles 6.3.2(b) and 6.3.4(b) of the Council's Constitution set out Scrutiny's powers with respect to this matter.

Contact Officer:

Programme Manager - Modernising Education

Tel: 01824 706254

21st Century Schools Band A Projects As at May 2014	21st Century Schools time period 2014/2019							2017/18	2018/19	2019/20	2020/2021	Total
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19					
Community Schools 50/50 split DCC												
Rhyl High School / Ysgol Tir Morfa	£24,945	£1,053,080	£2,713,282	£8,272,073	£229,670							£12,293,050
Ysgol Glan Clwyd	£4,579	£5,056	£20,365	£3,486,750	£4,513,221	£408,062						£8,438,033
Bodnant Community School		£69,310	£154,695	£863,877	£562,193	£60,973						£1,711,048
Ysgol Bro Dyfrdwy	£4,770	£81,022	£38,697	£88,397								£212,886
Total	£4,770	£110,546	£1,166,143	£2,976,739	£12,622,700	£5,305,084	£469,035	£0	£0	£0	£0	£22,655,017
WG												
Rhyl High School / Ysgol Tir Morfa			£4,232,326	£7,758,397	£302,327							£12,293,050
Ysgol Glan Clwyd			£1,306,187	£3,486,750	£2,669,030							£7,461,967
Bodnant Community School			£464,880	£1,235,120								£1,700,000
Ysgol Bro Dyfrdwy		£1,170,000	£30,000									£1,200,000
Total	£0	£1,170,000	£6,033,393	£12,480,267	£2,971,357	£0	£0	£0	£0	£0	£0	£22,655,017
Faith Schools 85/15 - £28m												
DCC		£12,624	£97,376	£3,758,503	£344,992							£4,213,495
WG					£7,473,822	£15,202,529	£841,338	£358,782				£23,876,471
Total	£0	£12,624	£97,376	£3,758,503	£7,818,814	£15,202,529	£841,338	£358,782	£0	£0	£0	£28,089,966
Overall Requirements												
Rhyl High School / Ysgol Tir Morfa	£24,945	£1,053,080	£6,945,608	£16,030,470	£531,997	£0	£0	£0	£0			£24,586,100
Ysgol Glan Clwyd	£4,579	£5,056	£1,326,552	£6,973,500	£7,182,251	£408,062	£0	£0	£0			£15,900,000
Bodnant Community School	£0	£69,310	£619,575	£2,098,997	£562,193	£60,973	£0	£0	£0			£3,411,048
Ysgol Bro Dyfrdwy	£4,770	£81,022	£1,208,697	£118,397	£0	£0	£0	£0	£0			£1,412,886
Faith Based School			£12,624	£97,376	£3,758,503	£7,818,814	£15,202,529	£841,338	£358,782			£28,089,966
Total	£4,770	£110,546	£2,348,767	£9,107,508	£28,861,470	£16,095,255	£15,671,564	£841,338	£358,782	£0	£0	£73,400,000
Corporate Plan Potential Projects - Indicative Costs			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7		Total	
Workplace Transport			£250,000	£250,000	£250,000	£250,000						£1,000,000
Ruthin Town School			£141,601	£529,203	£3,752,689	£4,427,892						£8,851,385
Clocaenog / Cyffylliog Area School			£49,647	£151,905	£1,484,268	£580,157						£2,265,977
Llanfair / Pentrecelyn Area School			£60,998	£201,433	£2,053,778	£804,843						£3,121,052
Ysgol Pendref			£155,554	£1,167,460	£435,454							£1,758,468
Rhyl Primary - Additional Provision			£106,400	£1,391,519	£3,384,333	£2,535,550						£7,417,802
Total			£764,200	£3,691,520	£11,360,522	£8,598,442	£0	£0	£0	£0	£0	£24,414,684
Overall Denbighshire Expenditure												
21st Century Schools	£4,770	£110,546	£1,178,767	£3,074,115	£16,381,203	£5,650,076	£469,035	£0	£0	£0	£0	£26,868,512
Corporate Plan Projects	£0	£0	£0	£764,200	£3,691,520	£11,360,522	£8,598,442					£24,414,684
Total	£4,770	£110,546	£1,178,767	£3,838,315	£20,072,723	£17,010,598	£9,067,477	£0	£0	£0	£0	£51,283,196
Potential Bodelwyddan Projects												
Bodelwyddan - Extension to Ysgol y Faenol				£500,000	£1,200,000							£1,700,000
Bodelwyddan - New School				£106,400	£391,519	£3,384,333	£2,535,550					£6,417,802

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Agenda Item 6

Report To: Communities Scrutiny Committee

Date of Meeting: 26 June 2014

Lead Member / Officer: Lead Member for Social Care (Adults and Business Services)/ Head of Adults and Business Services

Report Authors: Project Manager (Extra Care Housing)/
Service Manager (Business and Carers)

Title: The provision of day care services in North Denbighshire

1. What is the report about?

- 1.1 The report provides an update on a report to Cabinet in March 2013 regarding proposals to remodel day care for older people in North Denbighshire. Cabinet agreed to a remodelled approach to day care and the development of a project plan for delivery.
- 1.2 The proposals primarily related to changes in North Denbighshire. However, the intention to roll out the underlying strategic principles for promoting people's independence through reablement, and the use of community resources, across the County was also stated.

2. What is the reason for making this report?

To provide Scrutiny Committee with an update on the changes that have been implemented to day services for older people in the North and how these changes will be replicated throughout the county.

3. What are the Recommendations?

That Members receive the report and comment and support the actions being taken to move the service forward as consistent with the principles of supporting the citizens of Denbighshire to remain as independent as possible for as long as possible.

4. Report details

4.1 Background

- 4.1.1 The report in 2013 set out the challenges facing Social Services and the requirement to respond to the Social Services and Wellbeing (Wales) Act 2014 which became law on 1 May 2014 and which compels local authorities to transform the way social services are delivered, primarily through promoting people's independence and giving them a stronger voice and control.
- 4.1.2 Denbighshire County Council reviewed Day Services in North Denbighshire for a number of reasons:

- To ensure that the service was consistent with our reablement policy (Reablement is about making sure that the services we offer are focused on helping a person to remain as independent as possible by learning or re-learning the skills necessary for daily living and the confidence to live at home.)
- Due to falling numbers of referrals and of people attending day services
- The need to examine all service provision with a view to making budget savings wherever possible in the current economic climate.

4.1.3 The 2013 report proposed that day care in Denbighshire should focus on:

- i) people whose degree of physical, or mental frailty, is such that they could not cope with activities based in the community and require a more sheltered environment;
- ii) people whose carers require regular and reliable respite in order to enable them to continue caring for the older person and where that older person's needs could not be met through community based activities;
- iii) people who have acquired such a degree of dependency on the current services that change through reablement/enablement would be unreasonable

4.1.4 The provision of day care is part of a wider approach which takes account of the importance of prevention, early intervention and recognises that within an ageing population some people will have complex, long term care needs that require responsive and person centred approaches.

4.2 Implementation to date

4.2.1 As the review progressed there had been a successful move towards greater integration between the two existing day care centres with the service operating out of Hafan Deg on 3 days per week and out of Llys Nant 2 days per week. However in November of 2013 there was a flood in the Llys Nant Building in Nant Hall Road, rendering it temporarily uninhabitable, and as preparations were underway for Christmas a decision was taken to move to a 5 day service at Hafan Deg and to review the situation in the New Year.

4.2.2 After careful consideration of the current position a decision was taken by the Adult and Business Senior Leadership Team to concentrate the service permanently in Hafan Deg in Rhyl in a building which is purpose built for providing day services and which is fully DDA compliant. Consultation was undertaken with all stakeholders including service users, carers and staff throughout January 2014 regarding the proposal to transform the provision to a three day service, i.e. Monday, Wednesday and Friday from 1st April 2014.

4.2.3 In looking at the needs of those individuals who were currently attending day services in the North of the county only 2 received services for more than 2 days and arrangements were put in place to meet their needs. For all other service users there were 1:1 discussions between the individuals and their families/carers and with their Social Worker/Community Care Worker, and the Management Team at

Hafan Deg to ensure that the new service continued to meet their needs. There is no intention to reduce the service to current service users.

4.2.4 On two days each week, i.e. Tuesday and Thursday the centre is used as part of the overall reablement strategy so that new people who are referred for day services will have a period of outcome focused activity at Hafan Deg with a view to maintaining their independence within the community.

4.2.5 Alongside these arrangements work is on-going to further develop opportunities for meaningful day activities within the community in North Denbighshire including:

- Opportunities for activities at Nant y Môr in Prestatyn (a number of inclusive activities have taken place at Nant y Môr)
- Opportunities for activities at Gorwel Newydd in Rhyl
- Opportunities for activities with Morrisons in Rhyl (regular activities have taken place at the Morrisons Store which include day centre users and other local older people)
- Dementia Friendly Community programme in Maes Emlyn in Rhyl,
- Opportunities for activities with Voluntary Organisation in Prestatyn (discussions are on-going)
- Trainers from Rhyl football club are running keep fit sessions at Hafan Deg which are proving very popular
- Dementia Wales are holding events at Hafan Deg
- Service users can also link into Art sessions for people with dementia at Rhyl library

4.2.6 Current attendance at Hafan Deg is as follows:

	Each Week number attending			
	Monday	Wednesday	Friday	Total
Previous Hafan Deg Service Users	11	6	7	24
previously attended Llys Nant Centre	8	11	11	30
totals	19	17	18	54

No service users have stopped attending as a result of the changes.

4.2.7 There were 15 people employed in the 2 separate services and in the new arrangement there are 12 posts, with a mixture of part-time (3 days) and full-time staff to reflect the requirements of the remodelled service.

4.2.8 In terms of those posts that are no longer required three staff have requested redundancy/early retirement, one is considering redeployment into a permanent full time post elsewhere in the service and one member of staff is being made redundant.

4.2.9 There has been some suggestion that as part of moving the service forward there is an intention to close the Craft Room. This is not the intention, although the room

currently designated as the craft room will be used more creatively as a space where a range of activities can be supported and more service users encouraged to use the space. This space will be available over all 5 days. The craft room is an airy, bright room, with an easy clean floor and so lends itself to use for a number of activities. As some Members will be aware part of the room has a sun lounge attached. A number of service users have said how much they miss being able to garden. This area could lend its self very well to the growing of seeds, re-potting and growing plants for themselves or others, or the Centre itself. We are in the process of setting up an outside area to promote this activity. Now that the staffing implications of the changes have been resolved the manager will begin to engage with service users and staff to look at how the space can be used more effectively for the benefit of all of those who use the centre.

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

The re-modelled service directly contributes to the Council's priority that vulnerable people are protected and are able to live as independently as possible.

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

The reduction in staffing requirements and the building costs from Prestatyn have resulted in savings that will be included in proposals for the budget in 2015/16.

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 Equality Impact Assessment (see Appendix) identified that the remodelled service provides a wider range of support services to older people than was previously available.

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

Proposals for change have been developed through extensive discussions with stakeholder groups including service users, carers, staff, county and town councillors, at service challenge events and at scrutiny committee.

9. Chief Finance Officer Statement

Not required

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

There are no risks identified as part of this report.

11. Power to make the Decision

Scrutiny's powers in relation to examining the performance of Council services are set out in paragraph 6.3.4(b) of the Constitution.

Contact Officer:

Project Manager (Extra Care Housing)

Tel: 01824 706596

Appendix

**Review of Day Services for Older people in
North Denbighshire
10 June 2014**

Equality Impact Assessment

Review of Day Services for Older people in North Denbighshire

Contact: Jacqui Bryan Adult & Business Services

Updated: 10 June 2014

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

A service review or re-organisation proposal

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

Day service provision in the North of the County has been remodelled to ensure that it is provided in a manner consistent with the reablement model used elsewhere in adult services that better ensures sustainability going forward yet at the same time ensures current and new service users are provided with an appropriate level and type of service to meet their assessed needs.

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

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

Yes

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

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

Current service users, their carers, staff, local elected members and other stakeholders have been involved in a number of meetings over a period of months in 2013 and early 2014 to review the existing provision and to develop and implement the new model.

5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-

reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?
(Please refer to section 1 in the toolkit for a description of the protected characteristics)

The remodelling has created additional capacity to allow a wider range of support to be offered to older people in the area

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

The service supports older people and will continue to meet their needs although for some service users this has involved a change in location of service and for some a change to the days on which they receive service.

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

Yes	Individual plans were developed for all service users affected by the changes which will be subject to regular review. HR Support was made available to all staff team members who were affected by the implementation of the remodelling.
-----	--

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

Yes	
-----	--

Action(s)	Owner	By when?
To evaluate the impact of the implementation of the remodelling once the changes are embedded to identify any potential negative impacts	Anne Hughes-Jones	June 2015
<Please describe>	<Enter Name>	<DD.MM.YY>
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<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:	June 2015
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Name of Lead Officer for Equality Impact Assessment	Date
Jacqui Bryan	10.6.2014

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

Report to: Communities Scrutiny Committee

Date of Meeting: 26th June 2014

Lead Member/Officer: Lead Member Public Realm

Report Author: Head of Planning and Public Protection/
Public Protection Manager

Title: Food Review Task and Finish Group – Update Report

1. What is the report about?

- 1.1 Following the national reports on horsemeat DNA discovered in meat products, the Council instigated an investigation into current food procurement and regulatory practices. A politically balanced Task & Finish Group was 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 this report?

- 2.1 The Task and Finish Group met several times and last reported to Communities Scrutiny Committee in May 2013. Members asked Officers to provide an update report in approximately 12 months to monitor progress against the recommendations agreed in that report.

3. What are the Recommendations?

- 3.1 That Members comment on the content of the report and the progress made against each of the recommendations.
- 3.2 Members consider whether they require a further monitoring report.

4. Report details.

- 4.1 For ease of reading and reference an update will be provided against each of the recommendations made by Officers and agreed by Members in May 2013. These recommendations span across the range of Council services that participated in the review namely regulatory functions and corporate procurement of food across the council including school meals service and social services.

Regulatory Functions:

- 4.2 A Trading Standards Officer was successfully appointed by Planning and Public Protection Service into a fixed term position until the 31st of March 2015. He is fully qualified and competent and meets the requirements of the Food Standards Agency.
- 4.3 A full summary of the food standards work undertaken by the Planning and Public Protection and the Officer in particular can be seen in Appendix 1 of this report. The work undertaken is significant and includes the following:
- Full food standards inspections of all high risk premises due an inspection during 2013/14 (all high risk premises have traditionally been inspected for food hygiene issues)
 - Undertaking a range of food standards sampling surveys including meat species testing on behalf of our school meals service and social services, fish and cheese substitution, nut allergen testing in restaurant/take-away meals and testing of spirits to ensure that they are not substituting with cheaper/imitation brands
 - All butcher shops in the County inspected to ensure food labelling is satisfactory
 - 40 pub premises inspected to ensure that beer lines were cleaned thoroughly and no substitution was taking place
 - All supermarkets and food market traders inspected for a variety of food standards matters
- 4.4 Further work has also been undertaken on providing training to businesses within the County on food labelling. This resulted in a day course being provided to businesses in the Ruthin area. Training has also been provided to our Food Safety Officers (Public Protection) and Animal Health Officers (Public Protection) on food standards and feed enforcement to develop a more coordinated “food regulatory service”.
- 4.5 One of our existing Trading Standards Officers within the service was being supported by the Council to undertake a feed enforcement qualification. She subsequently passed this qualification. Our Trainee Trading Standards Officer was also supported and passed her written food standards examinations. She is due to undertake her oral examination later this year and if successful she would also meet the competency requirements of the Food Standards Agency. Having this experienced temporary fixed term position has greatly assisted the training/development of our permanent staff in this area of work.
- 4.6 The Council’s food service was also the subject of a full audit by the Food Standards Agency in July 2013. We have not received the final audit report yet, however have submitted some comments and feedback on the content of a draft report received in late 2013. An action plan will be developed and agreed to address any actions identified by the FSA.

- 4.7 A bid was successfully submitted and approved by the FSA for money to undertake sampling work across the County. This funding was used to fund sampling in our schools and care homes on meat speciation, cheese and fish substitution and nut allergens in food. A summary of the sampling work undertaken can be found at Appendix 2 of this report.
- 4.8 We have also very recently received confirmation from the FSA that we have been successful in obtaining further funding to do more sampling work with our schools and care homes on meat speciation and also nut allergens in take-away meals. Further work is also planned across North Wales as part of a wider public protection collaboration project on sampling of meats to check on PGI status of meat.

Procurement Functions:

- 4.9 Regular meetings have taken place between food standards officer, procurement officers, school catering officers and social services contracts officers to discuss sampling surveys, food procurement procedures and any results from the sampling undertaken.
- 4.10 Further work is planned during this year to undertake a procurement audit project, involving the food standards officers working with school meals service, social services and procurement to undertake on site audits of food being delivered to our premises.
- 4.11 The Corporate Procurement Unit are in ongoing discussions with The University Caterers Association (TUCO) to ensure that we get all of the required information to allow us to monitor the source of our food to schools and care homes. This will also involve including a 'right to audit' clause in the contract.
- 4.12 The creation of a central, single point of information for all food procurement contracts using the Proactis Contract Management System is in progress. The work planned involves designing a questionnaire that can be used by users and suppliers on the Proactis system. There is also a need to ensure that all suppliers are registered on the Proactis system.
- 4.13 The new M-Power reporting system which will be available late May/early June will allow expenditure analysis to be undertaken on a quarterly or more regular basis to ensure compliance with our Financial Regulations.
- 4.14 We are looking to utilise the TUCO agreement for the supply of fresh frozen meat into our care homes. This will involve the supply of meat from Hughes Meats in Bangor being supplied through Woodward's Foods. A meeting was held with Woodward's on 1st May to discuss the requirements for each home. If this is not possible we will then look at a separate tender for the supply of meat to our care homes.
- 4.15 Meat Framework exercise is now complete and there are 9 companies on the frame work, as a Catering service we have decided to remain with Hughes

Meats of Bangor. The Council have had no issues with this company in the past, they can provide us with Welsh Lamb and Beef and all product testing carried out by the food standards officer has come back clear and compliant.

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

5.1 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?

6.1 There are no specific costs associated with the recommendations of this report. However the cost of the work that is currently and proposed to being undertaken during this year will be achieved within existing service budgets.

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 There are no equalities implications from the recommendations of this report.

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

8.1 Consultations have taken place between the Corporate Procurement Unit, School Catering Service, Social Services and Planning and Public Protection Service in producing this report.

9. Chief Finance Officer Statement

9.1 The costs should be contained within the existing resources and grant funding for specific projects.

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

10.1 The work undertaken by each service as part of this review and recommendations contained within this report are designed to minimise the risk of low quality food materials entering the food chain in Denbighshire.

11. Power to make the Decision

11.1 No formal decision required (see recommendations)

11.2 Article 6.3.4(b) sets out Scrutiny's powers with respect to scrutinising such matters.

Contact Officer:

Public Protection Manager

Tel: 01824 706350

**Summary of Food Standards work undertaken by additional fixed term,
temp Trading Standards Officer**

Inspections (not including projects referred to below)

- Visits to 30 food premises
- 3 joint Trading Standards / Environmental Health visits (to support Trading Standards officer in completing qualification (and competency) for Food Hygiene Inspections).

Service & Complaints Requests

25 service requests / complaints – all aspects of tasks associated with fully qualified TSO (weights & measures, food, feed, pricing)

Advice & Training

- Trading Standards attendance at Environmental Health team meeting with advice on Joint Projects
- One Trading Standards officer passed Trading Standards Agriculture module
- One Trading Standards officer passed written & practical aspects of Trading Standards Food module (oral aspect of the module needs to be complete before qualified – expected November 2014)

Proposed

- Develop competency of Animal Health Officers to enable feed inspections at primary producers
- Develop competency of Food Safety Officers to enable “food standards” inspections

Investigations

- No new investigations.

Sampling Projects

- Complete all sample projects with report for annual period produced (see attached report).

Proposed (subject to FSA funding – around £45,000)

- Regional PGI “Welsh Beef” – DCC led North Wales project on Welsh Beef claims
- Regional sampling surveys – Agreed North Wales sampling plan to include **Raw Mince Meat, Raw Meat, Raw Whole Fish, Nut powders, Sauces and Seasonings**
- Food procurement sampling bid - **Meat Cuts, takeaway Meals**

External Audits

- None

Other Operations

- Feed hygiene inspections - within projects below.

Other Surveys / Projects

- Attendance at Fera (Food & Environment Research Agency) Food Fraud Conference to establish Project Tender for Food Fraud in North Wales, starting with PGI Project (as mentioned above).
- Butcher project – all Butchers visited. Main area for non-compliance was on labelling for meat content. All weighing equipment passed.
- Turkey project – joint Environmental Health and Trading Standards visits to 7 seasonal turkey farms. Minor non-compliance relating to the disposal of feathers under Animal By-Product Regulations.
- Pub project – 40 premises visited. No significant issues identified in respect of food. Issue to be aware of was in relation to stock cleansing for beer kegs - major chains off-loading beer close to its durability date. No substitution issues were found although one premise identified selling unpaid duty products (thus creating an unfair trading position). Other issues include no “spirit notices” and unstamped measures.
- Markets project – 11 traders inspected. Main area for non-compliance was in relation to price displays, clear food labelling and allergen communication
- Supermarkets project – 12 businesses visited. No significant food related issues found. Non-compliance related to misleading price indications and weights and measures failures.

Proposed

- Procurement audit project – liaison with School Catering / Procurement. Aim to implement on site audit of food deliveries.
- Public Protection Business Seminar for Food Businesses – subject to funding under FSA grant for Food Management Systems work streams. Aim to deliver event, open to all DCC fod businesses, on aspects of FMS to help businesses improve hygiene rating. Will also include aspects of regulation relevant to Public Protection
- Work towards regional feed delivery as part of TS collaboration.
- Update food businesses risk data in respect of food standards to new risk scheme (National Trading Standards Board endorsed)
- Update feed businesses risk data in line with the revised Feed Law Code of Practice (take into account “earned recognition)

Annual Food Standards Sampling Report (2013/2014)

Inspection Samples

One food samples were taken as part of routine food visits. The outcome was a change to product labelling of Extra Virgin Oil Seed Rape at Blodyn Aur.

It would be considered best practice to take food samples from ALL high risk FBO's as part of routine inspections into food standards and this is a recommendation for 2014-2015.

Service & Complaints Samples

2 Samples were taken arising from complaints into the Food Standards Service;

- one involved an internal examination as insufficient evidence existed to analyse, and,
- one was resulted from a kidney in a KFC meal, resulting in a referral to Powys Health Teaching Board for Gastronomy Food UK Ltd franchise.

Advice & Training Samples

No samples were taken for formal training as all sampling projects were used for this purpose.

Investigation Samples

A sample was taken and submitted though not analysed when a 5x5x5 (Intelligence report) was received from Food Fraud Unit concerning substitution in chilli peppers against a high risk food packer. Analysis would be unable to detect chilli type. With developments in isotope techniques the lab [Eurofins] may in the future be able to detect potential substitution fraud.

Sampling Projects (FSA funded)

Feed - Contaminants

5 out of 5 cereals passed without mycotoxins from farms in Denbighshire

Food: Composition

- 2 out of 10 meat products failed for meat composition on the Procurement survey:
 - ❖ one on % meat content, and ,
 - ❖ one of species substitution.
- 1 out of 3 of the lamb species failed for other meat species [chicken in kebab]
- 3 out of 3 of the beef species passed for other meat species
- one DCC meat supplier failed on the survey from an out of county sample

Substitution:

- 2 out of 5 cheese products failed for cheese substitution in a survey
- 5 out of 5 fish samples passed for potential cheaper substitutions

Contamination:

- 1 out of 3 restaurant samples failed for nut allergens. One of these failures resulted in an investigation with appropriate action under consideration (April 2014).
- 3 out of 3 of the oat product passed for ergot contamination.

Other Substitution (not FSA funded)

- 39 out of 39 dip stick screens on spirits passed for cheaper imitation brands

Report to: Communities Scrutiny Committee

Date of Meeting: 26th June 2014

Lead Member / Officer: Lead Member for Public Realm/
Head of Highways and Environmental Services

Report Author: Asset and Risk Manager

Title: Highways Asset Management Strategy

1. What is the report about?

To outline the latest position regarding to the County road network and to describe how the future condition will be managed.

2. What is the reason for making this report?

To provide information on how reactive and preventative maintenance will be managed on a re-defined prioritisation of the road network. This report is the next stage following discussion with Members at a strategy working group meeting on 10th October 2013 following a report to the Communities Scrutiny Committee in July 2013.

3. What are the Recommendations?

That Members comment on the progress made to date, accept the principles of the prioritisation process, and agree that further workshops would be beneficial.

4. Report details.

4.1 Current Performance

4.1.1 Over the last few years there has been significant investment put into improving the condition of the carriageway and it is important that the benefits of this are properly assessed and evaluated. The two methods for doing this are the Scanner data (which in turn produces the Performance Indicator) and the Road Condition Indicator.

SCANNER (Surface Condition Assessment for the National Network of Roads) started for all classification of roads in 2005 and has been used as a statutory indicator since. The survey is undertaken annually by one surveying contractor for all local authorities but it doesn't cover the whole of network and is particularly poor on C/unclassified roads, the largest part of our network

RCI – (Road Condition Indicator) is a local measure of the visual condition of all the roads in the county. The Council's Highways Supervisors inspect the highway on a regular basis. An example of the inspection regime is attached

as Appendix A. This data was first collected in 2011 and is the best indicator of the condition of our highways as it is frequently updated and covers the entire network.

4.1.2 Appendix A details Denbighshire's overall performance in terms of the Scanner output and, for context, includes the county's relative position with respect to our 'Family Group'. It also shows the ongoing improvement in the RCI i.e. the visual appearance of the carriageway. In both it is pleasing to note that the improvements have been made and sustained.

4.2 Budget Profiles

4.2.1 The improvements outlined in Appendix A are the result of the significant level of capital investment in the highway in recent years. Since identifying roads as a priority for 2009/10 Denbighshire has invested over £18 million. Some of this funding coming from the Welsh Government's Local Government Borrowing Initiative (LGBI) (£1.6 million in the current year) which is in the final year and therefore in the medium to long term it is possible that current levels of funding will not be sustained.

4.2.2 Allocation of this funding, in terms of both geographical location and type of treatment, has been subject to lengthy discussion and consultation every year. This approach in terms of customer engagement has added real value. As borne out by the performance figures, this approach has not been to the detriment of the network as it is underpinned by sound engineering advice.

4.2.3 Going forward, with the potential for reduced budgets, this informed debate becomes even more important and agreement of the Capital Programme to maintain the network properly will be crucial. This report will now look at a number of scenarios that Members may wish to note and also ways that the asset will need to be managed in order to mitigate the risk as it deteriorates.

4.3 Managing the Asset

4.3.1 All Welsh local authorities have been working with consultants to build on best practice. Part of this work has revolved around the ability to project the likely condition of the network over the next twenty years based on a range of spend profiles but all related to its current known condition. Appendix B pulls together a range of likely scenarios and what these may mean in terms of the resultant risk. Again it is pertinent to note that the road condition is always deteriorating and the skill is to find the appropriate time and most prudent way to manage this risk.

4.4 Prioritising the Network

4.4.1 Denbighshire's highway network is 1,416 kilometres long and on the face of it The Highways Act would indicate that we have a legal duty to maintain it all in exactly the same condition, and manage it uniformly. This is not necessarily the case and a Code of Practice exists that allows us to vary the regime and the next step is for Denbighshire to agree what this regime should be in terms

of a prioritised network and how the Highway Authority (i.e. us) should manage it. Members can play a key role here and over the coming months it will be necessary for further workshops to take place so that an agreed approach can be discussed and ratified. This also underpins our defence in any claim we receive for damages. Appendix C gives an example of how the network may be prioritised but there is a danger that too simplistic an approach may not address local needs so consultation is vital.

4.5 Prioritising the work.

4.5.2 The Code of Practice also gives options in terms of the maintenance regime and this falls into three general categories:-

- a) How often should a highway be inspected
- b) What is a 'defect' i.e. how big can a pothole or trip be before it is deemed to be actionable?
- c) How long can it be left until it must be repaired?

Since The Highways Act 1980, case law has gone some way to clarifying some of these points already but there is still some leeway and it is felt that we should now clearly define what Denbighshire's MINIMUM level of maintenance should be. Again Appendix D gives some proposals in this regard but these must be discussed further before we can put together an agreed policy.

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

Improving our roads is identified as a priority in the Corporate Plan 2012 – 17.

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

The Council has indicated the likely level of investment in roads in the Corporate Plan. This, and any further investment, would be subject to scrutiny by the Strategic Investment Group and be a part of the budget setting process. The purpose of this report is to allow an improved methodology so that the available budget (both Capital and Revenue) can be focussed appropriately

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 highways maintenance regime is designed to improve the overall safety of all road users. To support the council's equality objective it is important that physical access to services, transport, the built environment and open spaces improve and any future policy must address these needs.

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

The report identifies the consultation that would take place during the process of developing the capital programme but it is likely that the overall Highway Maintenance Policy will require ratification at Council.

9. Chief Finance Officer Statement

The financial impact of the changed prioritisation process will have to be assessed in more detail in respect of both revenue and capital funding as this develops.

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

There is a risk to reputation linked with public perception of the condition of the highway linked to not addressing maintenance issues.

The main risk associated with development of the programme is that we fail to identify or tackle safety issues. This risk is minimised by the careful consideration of the various indicators described in the report.

11. Power to make the Decision

- Highways Act 1980
- Article 6.3.3 of the Council's Constitution outlines scrutiny's policy development and review functions

Contact Officer:

Asset and Risk Manager

Tel: 01824 706875

Appendix A

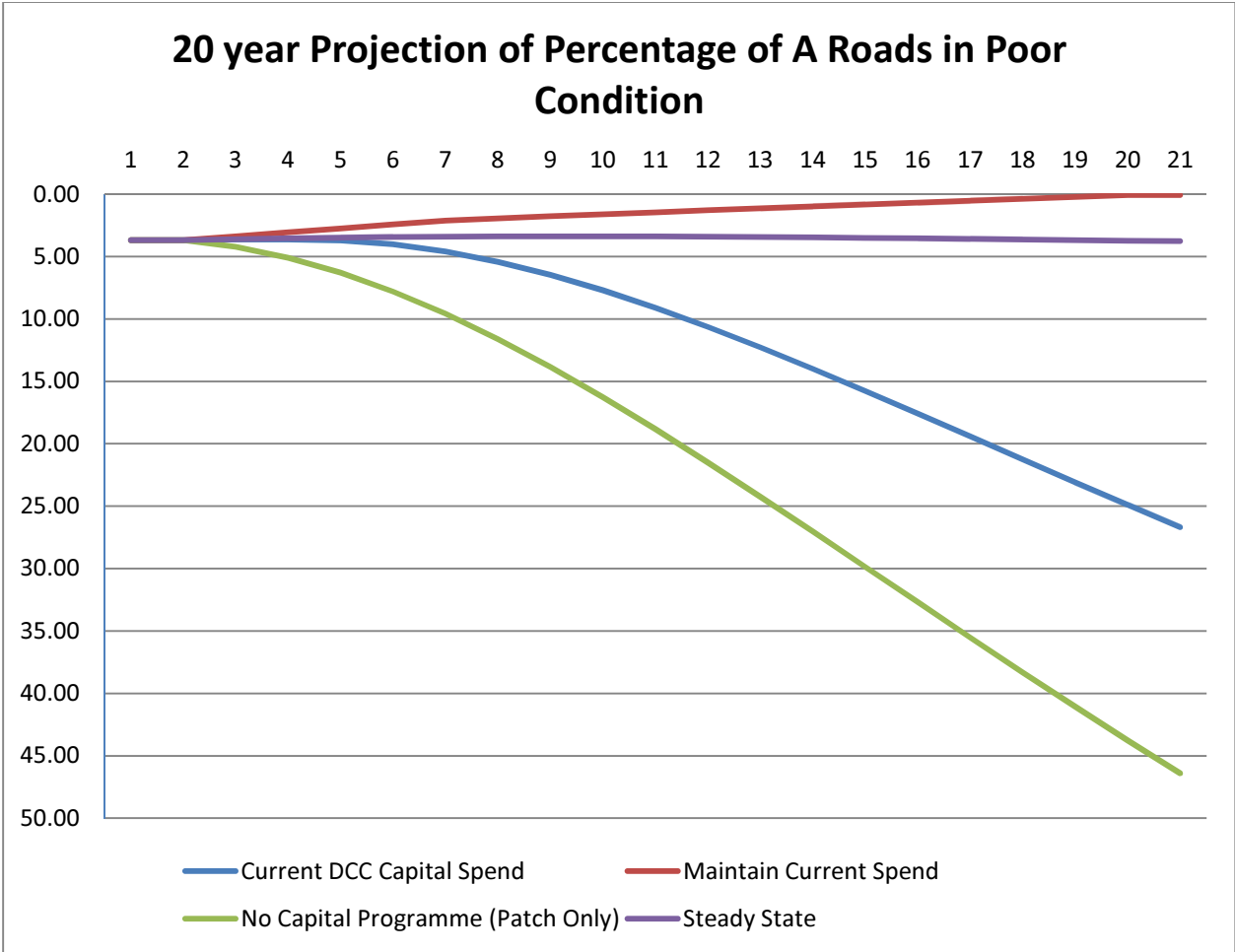
The figures below show the percentage of the overall road network in each Authority which are classed as being in 'Poor' Condition i.e. requiring maintenance. With the exception of the Vale of Glamorgan we are the only Authority to be showing a year on year improvement. This is significant when it must be borne in mind that the network is always a deteriorating asset, made worse by floods, ice and snow.

	2010/11	2011/12	2012/13	2013/14
Carmarthenshire	11.99	15.40	17.16	15.70
Ceredigion	12.94	15.58	15.21	15.60
Conwy	9.82	9.86	9.58	9.75
Denbighshire	13.10	11.19	10.05	9.60
Gwynedd	5.95	6.42	7.69	9.40
Isle of Anglesey	10.36	11.48	11.15	11.70
Monmouthshire	8.09	9.57	7.77	9.80
Pembrokeshire	13.13	14.18	12.65	12.00
Powys	18.11	19.64	20.06	20.40
The Vale of Glamorgan	16.59	13.50	10.30	9.90

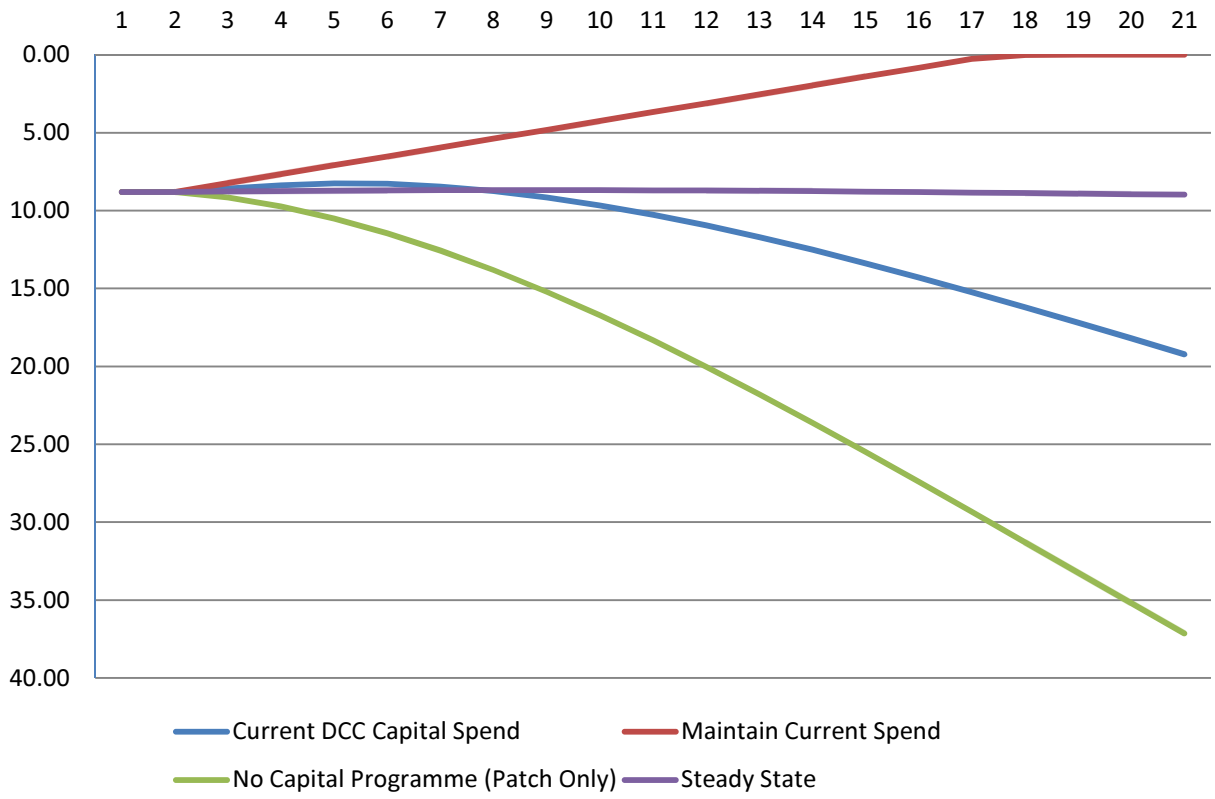
Summary of the Improvement in the RCI by MAG Area					
	Number of Road Sections	2011/12	2012/13	2013/14	% Improvement
Prestatyn	298	43958	33050	31320	28.7
Rhyl	397	71290	65760	62802.5	11.9
Elwy	289	50603	45011.3	42070	16.9
Denbigh	313	53721	48140	44847.5	16.5
Ruthin	335	61271	53565	51410	16.1
Dee Valley	162	21191	20766.3	19691.25	7.1
TOTAL	1794	302033	266293	252141.25	16.5

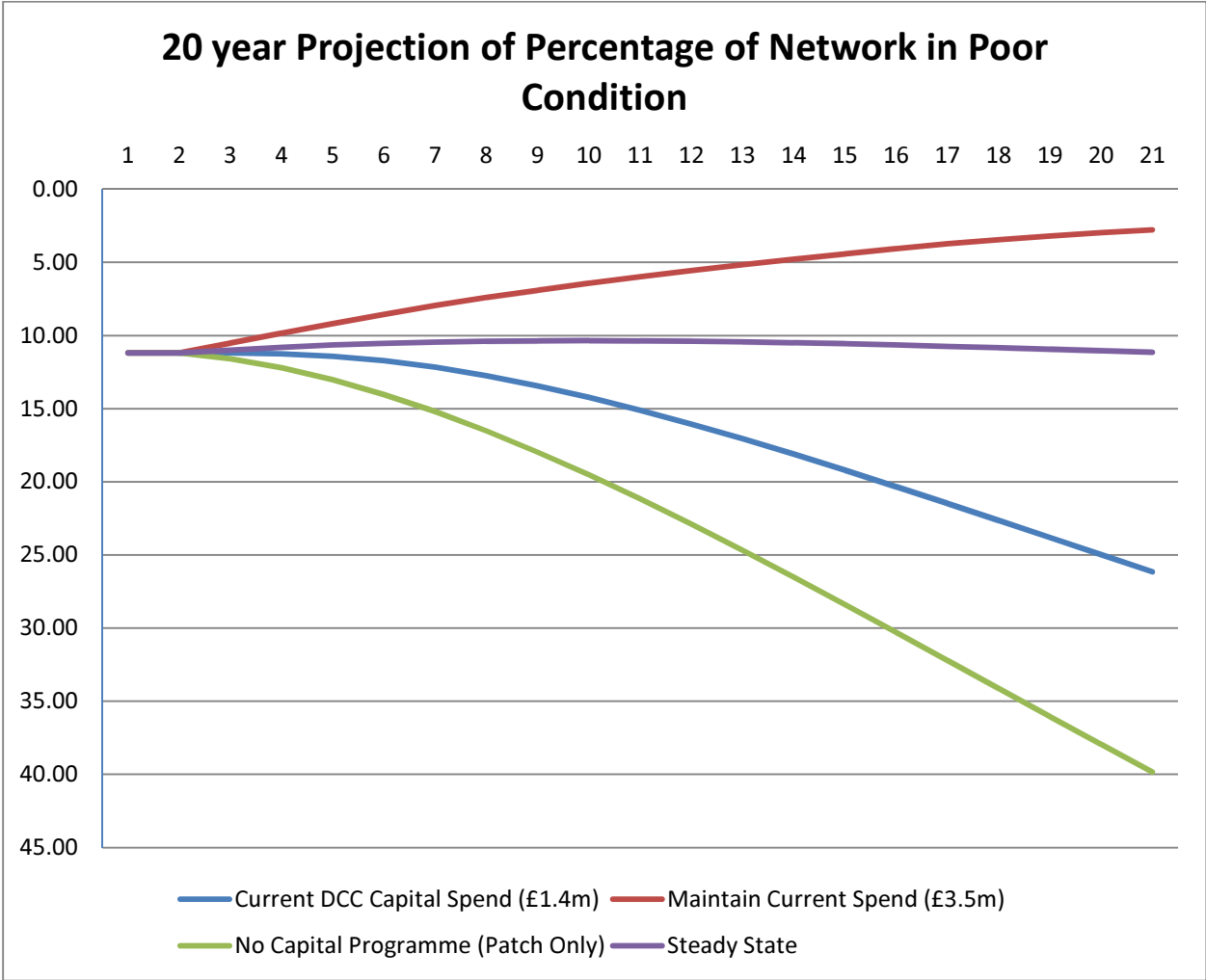
Appendix B – Sample Graphs showing the likely change in Road Condition P.I. given a range of budget scenarios.

For each chart the Year 1 Condition is the ACTUAL performance indicator for the latest available figures and these are then realistically projected forward based on the levels of funding attributed to each colour as indicated. For clarification 'Current DCC Capital Spend' is £1.4 million whereas 'Current Spend' includes the LGBI element and therefore equates to £3.5 million



20 Year Projection of Percentage of B Roads in Poor Condition





Appendix C – Suggested Carriageway Hierarchy

Category	Hierarchy Description	Type of Road – General Description	Suggested Roads in Category	Detailed Description
2	Strategic Route	Principal 'A' Roads between primary destinations	A547 Rhuddlan – Borth Crossroads A5104 Rhydtalog – Corwen A525 Ruthin – Wrexham boundary	Routes for fast moving long distance traffic in rural areas where speed limits are generally in excess of 40 mph
3a	Main Distributor	Major urban network and inter primary links, short to medium distance travel	Remainder of the 'A' Road network B5429 Rhuddlan – A55 B4401 Corwen – Gwynedd boundary	Routes between strategic routes and linking urban centres to the strategic network. In urban areas the speed limits are usually less than 40 mph
3b	Secondary Distributor	Classified Road (B and C Class) and Unclassified urban bus route	Remainder of the 'B' Road Network. Bryn Cwnin Road, Rhyl Lon Parcwr, Ruthin	In rural areas these roads link the larger villages and new routes to the strategic and main distributor network. In urban areas the speed limit is usually 30 mph or less
4a	Local Roads	Local Interconnecting Roads	Remainder of the Class 'C' Network Gellifor – B5429 Eryrys – B5430	In Rural areas these roads link smaller villages to the distributor roads. In urban areas serve residential and industrial centres
4b	Local Access Roads	Access Roads to limited number of properties	Remainder of Unclassified Road Network which are metalled	In rural areas these roads serve small settlements, may be single lane width and unsuitable for HGVs. In urban areas these are generally residential roads

Appendix D – Suggested defect criteria and repair times

1A TYPES OF HIGHWAY DEFECT (CARRIAGEWAYS)

The following are **examples** of highway defects together with a description of those classed as **Category 1 (24 hour), Category 2 (28 day), Category 3 (3 Month)**.

The list is **not** exhaustive and the Inspector will need to use his or her judgement as to what is likely to be hazardous. **Category 1 (24 Hour)** defects should be made safe or repaired within a period of 24 hours of discovery.

Carriageways

Defect	Cat 1 (24 Hour)	Cat 2 (28 Day)	Cat 3 (3month)	Notes
Pothole Depressions Rutting Gap/crack Sunken ironwork	25mm deep or greater within a controlled crossing. Greater than 50mm deep elsewhere	As Cat 3 (3 month) unless the defect is likely to deteriorate within 28 days.	Less than 25mm deep within a pedestrian crossing. Up to but not exceeding 50mm deep elsewhere.	Repairs should be programmed if a candidate for planned resurfacing.
Debris, spillage, contamination	Diesel/oil spillage etc. if reported within working hours (9:00 to 17:00) this service is managed by Street Cleansing			Diesel/oil spillage etc. mud on road. If reported outside working this service is managed by Highways Services
Defective gully grates, manholes, service covers constituting a hazard.	Missing or collapsed covers. Broken gully grates, manholes, service covers etc. At 50mm or greater trip within the frame.	Raised or low gully grates, manhole/service covers.		Utility should be dealt with under The New Roads and Street Works Act Section 81 via the Network Management Team.
Surface water discharging across highway.	Where excess water requires signing and guarding.	As Cat 3 (3 month) unless the defect is likely to deteriorate within 28 days.	Minor discharge across the carriageway.	Where applicable serve notice to landowner. During Winter Maintenance the Manager needs to be informed.

Report to: Communities Scrutiny Committee

Date of Meeting: 26 June 2014

Report Author: Scrutiny Coordinator

Title: Scrutiny Work Programme

1. What is the report about?

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

2. What is the reason for making this report?

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

3. What are the recommendations?

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

4. Report details.

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

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

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

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

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

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

5. Scrutiny Chairs and Vice-Chairs Group

Under the Council's scrutiny arrangements the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating committee. The SCVCG is scheduled to hold its first meeting of the new municipal year on 3 July.

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

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

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

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

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

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

9. What consultations have been carried out?

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

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

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

11. Power to make the decision

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

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

Communities Scrutiny Committee Forward Work Plan

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

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
11 September	Cllr. David Smith	1. Flood Management Strategy and Flood Related Matters	To monitor the Strategy's implementation and other developments on flood related matters	Assurances that the Council is meeting its statutory and discretionary obligations with respect to flood management and protection	Wayne Hope	November 2013
	Leader (required)	2. Town and Area Plans Review	To consider the results of the review into the impact of the plans and provide comments on the draft action plan to address the recommendations	Effective challenge will contribute to the development of robust plans that will support the development of the local economy	Rebecca Maxwell	April 2014
	Cllr. David Smith	3. Streetscene	To consider the Team's progress to date in delivering the Public Realm and Anti-Fouling Strategies and in keeping the County clean and tidy	Identification of any obstacles or barriers that may impede the delivery of the Council's ambitions with respect to clean and tidy streets and developing the local economy	Steve Parker	May 2014
23	Cllr. David	1. Findings of	To consider the	Formulation of parking and traffic management measures	Peter	March

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered	
October	Smith		the Traffic and Parking Review	findings of the review undertaken on traffic and parking in ten of the County's towns and villages	with a view to enhancing the economic viability of the towns and villages and assist the Council to deliver its corporate priority of developing the local economy	McHugh/ Mike Jones	2014
4 December	[Cllr. David Smith]	1.	Draft Caravan Sites Strategy for Denbighshire	To seek members' observations on the draft Caravan Sites Strategy for the county	The development of a strong and deliverable strategy that will support the Council's priority of developing the local economy whilst safeguarding vulnerable people through robust planning and licensing measures	Graham Boase/Paul Mead	May 2014
29 January 2015		1.	Housing Related Support for Older People	To monitor the effectiveness of the new Supporting Independent Living Service	(i) an evaluation of the effectiveness of the new service in assisting and supporting vulnerable people to live independently in the community; and (ii) Examination of the proposed procurement model for purchasing future SIL services	Peter McHugh/Katie Newe/John Sweeney	May 2014
12 March		1.					
23 April		1.					

Communities Scrutiny Committee Forward Work Plan

Future Issues

Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
Revised Procurement Procedures [Cllr. Julian Thompson-Hill]	To present revised procurement and contract management procedures for large capital investment programmes	Stringent contract management, quality and monitoring procedures for large capital programmes which stipulate that respect shall be shown to all parties, and which stipulate the roles and responsibilities of all concerned. The procedures should encourage the employment of local contractors/sub-contractors with a view to developing the local economy.	Paul McGrady (Peter McHugh)	May 2014
Community Infrastructure Levy (CIL)	To outline the proposals for implementing the CIL in Denbighshire	The development of an appropriate and effective CIL scheme for the County	Graham Boase/Angela Loftus	February 2013

For future years

Information/Consultation Reports

Information / Consultation	Item (description / title)	Purpose of report	Author	Date Entered
Information (June 2014)	Procurement	To outline the Council's current procurement practices and identify areas that require strengthening to realise value for money and deliver the corporate priorities	Paul McGrady	May 2014
Quarterly Information (Sept/Dec/Mar/June)	Rhyl Going Forward	To brief the Committee on the progress in delivering the Programme and its	Mark Dixon	May 2014

Communities Scrutiny Committee Forward Work Plan

		associated workstreams and projects, and to highlight to members areas of concern or slippages		
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Note for officers – Committee Report Deadlines

Meeting	Deadline	Meeting	Deadline	Meeting	Deadline
11 September	28 August	23 October	9 October	23 October	9 October

Communities Scrutiny Work Programme.doc

17/06/14 RhE

Cabinet Forward Work Plan

Appendix 2

Meeting		Item (description / title)	Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
29 July	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady
	2	Modernising Education Programme – Future Proposals	To review progress to date and to identify future priority areas for investment.	Tbc	Cllr Eryl Williams / Jackie Walley
	3	Rhyl High School	To seek authority to award the construction contract for the new school	Yes	Cllr Eryl Williams / Sian Lloyd Price
	4	West Rhyl Green Space Development	To award a tender.	Yes	Cllr Hugh Evans / Carol Evans
	5	Denbighshire’s Local Flood Risk Management Strategy	To approve the strategy for submission to the Welsh Government	Yes	Cllr David Smith / Wayne Hope
	6	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet’s attention	Tbc	Scrutiny Coordinator
2 September	1	Finance Report Update	To update Cabinet on the current financial position of the Council	Tbc	Cllr Julian Thompson-Hill / Paul McGrady

Cabinet Forward Work Plan

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

Cabinet Forward Work Plan

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

Note for officers – Cabinet Report Deadlines

Meeting	Deadline	Meeting	Deadline	Meeting	Deadline
<i>July</i>	15 July				

Updated 03/06/14 - KEJ

Cabinet Forward Work Programme.doc

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Progress with Committee Resolutions

Date of Meeting	Item number and title	Resolution	Progress
15 May 2014	6. Housing Related Support for Older People in Denbighshire	RESOLVED that, subject to the above observations, to support the approach being taken to deliver housing related support to older people in the county.	See appendix 1 – a monitoring report on the effectiveness of the Supporting Independent Living Service scheduled into the Committee’s forward work programme for January 2015
	7. Council Housing Stock Refurbishment Programme	<p>RESOLVED that on all future housing refurbishment contracts –</p> <p>(a) subject to the above observations, to note the lessons learned from the Welsh Housing Quality Standards Programme;</p> <p>(b) work be undertaken to strengthen procurement procedures with respect to big capital investment programmes and that the work also include strengthening contract management, contract quality and contract monitoring procedures;</p> <p>(c) future contracts stipulate a requirement that contractors respect tenants’ property and privacy;</p> <p>(d) the revised procedure clearly define the parties’ roles and responsibility;</p> <p>(e) all future invitations to tender for contracts</p>	

		<p><i>should include, wherever possible, a requirement to employ local contractors or sub-contractors with a view to developing the local economy;</i></p> <p>(f) <i>a briefing note be prepared for members outlining the current procurement process and advising on how the process will be strengthened in the future, and</i></p> <p>(g) <i>the proposed revised contract monitoring and contract management procedure be presented to the Committee for observations in due course.</i></p>	The Committee's recommendations were communicated to officers and a report presenting the revised Procurement Procedures will be presented to the Committee in due course
	8. Corporate Communications Strategy	<p>RESOLVED that –</p> <p>(a) <i>subject to the resolution of the above matters, to note the progress made on the Year 1 Action Plan;</i></p> <p>(b) <i>the issues identified above be included in the Year 2 Action Plan, and</i></p> <p>(c) <i>to support the draft protocol on communicating with members pending its approval by the Senior Leadership Team and that the protocol once approved be drawn to the attention of staff.</i></p>	The Committee's support for the draft protocol has been communicated to the relevant officers
	9. Better Regulation of Caravan Sites	RESOLVED that <i>subject to the above observations, to note the direction of the project and that the draft Caravan Sites Strategy Framework be presented to the Committee in due course for examination.</i>	Presentation of the draft Strategy has been scheduled into the Committee's forward work programme for December 2014 – see appendix 1
	10. Rhyl Going Forward Programme	RESOLVED that <i>subject to the above observations, to note the progress made and request that future</i>	The first quarterly information report is scheduled for circulation to members

	Quarterly Report	<i>reports on the Rhyl Going Forward Programme be submitted to the Committee on a quarterly basis as an information report with a provision for the Committee to call the Programme in for scrutiny if areas of concern come to light.</i>	during September 2014 and every quarter thereafter
	11. Scrutiny Work Programme	RESOLVED that – (a) <i>subject to the above and any other amendments agreed during the meeting the forward work programme as detailed in Appendix 1 to the report be approved, and</i> (b) <i>the Committee's Scrutiny Representatives on the Service Challenge Groups and School Standards Monitoring Group be re-appointed.</i>	Information on the Committee's representative for each group has been communicated to relevant officers

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