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To: Members of the County Council

Date: 3 September 2014

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e-mail: dcc_admin@denbighshire.gov.uk

Dear Councillor

You are invited to attend a meeting of the **COUNTY COUNCIL** to be held at 10.00 am on **TUESDAY, 9 SEPTEMBER 2014** in **COUNCIL CHAMBER, COUNTY HALL, RUTHIN LL15 1YN**.

Yours sincerely

G Williams
Head of Legal and Democratic Services

AGENDA

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

1 APOLOGIES

2 DECLARATIONS OF INTEREST (Pages 5 - 6)

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 CHAIR'S DIARY OF EVENTS (Pages 7 - 10)

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

5 MINUTES (Pages 11 - 18)

To receive the minutes of the meeting of County Council held on 10 June 2014 (copy enclosed).

6 NORTH WALES FIRE AND RESCUE AUTHORITY

Presentation by Simon Smith, Chief Fire Officer and Dawn Docx, Deputy Chief Fire Officer, to consult with Members on the North Wales Fire and Rescue Authority's proposals for future delivery of fire and rescue services across the region.

7 NOTICE OF MOTION

To consider the following Notice of Motion submitted by Councillor James Davies.

"This Council supports initiatives to train 'Dementia Friends' and to create 'Dementia Friendly Communities'. It seeks to take a lead locally in this field through becoming a 'Dementia Friendly Council' and will consider, via scrutiny committee and other appropriate channels, a range of measures that can be taken to enhance its services to dementia patients and their carers."

8 NOTICE OF MOTION

To consider the following Notice of Motion submitted by Councillors Joe Welch, Colin Hughes, Geraint Lloyd-Williams, Meirick Lloyd Davies and Eryl Williams.

"We would like the support of the council to have a firm stance to demand that the NW Wind Farms connection is placed underground for its entire length".

9 REFORMING LOCAL GOVERNMENT (Pages 19 - 28)

To consider a report by the Chief Executive (copy enclosed) for Members to provide a strategic assessment of the options within the White Paper (Reforming Local Government). A decision is requested on whether to submit an Expression of Interest to voluntarily merge with Conwy County Borough Council.

10 REVIEW OF HOME TO SCHOOL TRANSPORT POLICY (Pages 29 - 68)

To consider a report by the Head of Customers & Education Support (copy enclosed) for consultation with Members of outlined proposals for the revised Policy for Home to School Transport.

11 CAPITAL PLAN (Pages 69 - 90)

To consider a report by the Head of Finance and Assets (copy enclosed) to provide Members with an updated Capital Plan including an update on major projects and the Corporate Plan.

12 BUDGET 2015/16 - 2016/17

To consider a report by the Chief Accountant (copy to follow) to provide an update of the latest budget position for 2015/2016 – 2016/17

13 FINANCE REPORT - FINAL REVENUE POSITION & STATEMENT OF ACCOUNTS 2013/14 (Pages 91 - 108)

To consider a report by the Chief Accountant (copy enclosed) for Members to consider and note the final revenue position and the impact on reserves and balances.

14 MEMBER TRAINING (Pages 109 - 138)

To consider a report by the Member Support and Development Manager (copy enclosed) for Members to make the decision as to which training sessions were to be classed as mandatory for specific roles. Also to update Members regarding the Personal Development Plan / Review Process.

15 COUNTY COUNCIL FORWARD WORK PROGRAMME (Pages 139 - 144)

To consider the Council's Forward Work Programme (copy enclosed).

MEMBERSHIP

Councillors

Councillor Brian Blakeley (Chair)

Ian Armstrong
Raymond Bartley
Joan Butterfield
Jeanette Chamberlain-Jones
Bill Cowie
Ann Davies
James Davies
Meirick Davies
Richard Davies
Stuart Davies
Peter Duffy

Councillor Gwyneth Kensler (Vice-Chair)

Geraint Lloyd-Williams
Margaret McCarroll
Jason McLellan
Barry Mellor
Win Mullen-James
Bob Murray
Peter Owen
Dewi Owens
Merfyn Parry
Paul Penlington
Arwel Roberts

Hugh Evans
Peter Evans
Bobby Feeley
Carys Guy
Huw Hilditch-Roberts
Martyn Holland
Colin Hughes
Rhys Hughes
Hugh Irving
Alice Jones
Huw Jones
Pat Jones

Gareth Sandilands
David Simmons
Barbara Smith
David Smith
Bill Tasker
Julian Thompson-Hill
Joe Welch
Cefyn Williams
Cheryl Williams
Eryl Williams
Huw Williams

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Cod Ymddygiad Aelodau

DATGELU A CHOFRESTRU BUDDIANNAU

Rwyf i,
(enw)

*Aelod /Aelod cyfetholedig o
(*dileuer un)

Cyngor Sir Ddinbych

YN CADARNHAU fy mod wedi datgan buddiant ***personol / personol a sy'n rhagfarnu** nas datgelwyd eisoes yn ôl darpariaeth Rhan III cod ymddygiad y Cyngor Sir i Aelodau am y canlynol:-
(*dileuer un)

Dyddiad Datgelu:

Pwyllgor (nodwch):

Agenda eitem

Pwnc:

Natur y Buddiant:

Llofnod

Dyddiad

Code of Conduct for Members

DISCLOSURE AND REGISTRATION OF INTERESTS

I, *(name)*

a *member/co-opted member of

*(*please delete as appropriate)*

Denbighshire County Council

CONFIRM that I have declared a ***personal / personal and prejudicial** interest not previously declared in accordance with the provisions of Part III of the Council's Code of Conduct for Members, in respect of the following:-

*(*please delete as appropriate)*

Date of Disclosure:

Committee *(please specify)*:

Agenda Item No.

Subject Matter:

Nature of Interest:

Signed

Date

Agenda Item 4

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

27.05.14 – 07.09.14

Dyddiad / Date	Digwyddiad / Event	Lleoliad / Location
30.05.14	Ras Gyfnewid Baton y Frenhines Queen's Baton Relay	Rhyl a Llandegla
03.06.14	Dathlu Volunterering Ieuenctid Ysgol Dewi Sant Celebration of Youth Volunteering	Rhyl
05.06.14	Dathlu Volunterering Ieuenctid, Ysgol Rhuthun Celebration of Youth Volunteering, Ruthin School Is Gadeirydd wedi mynychu Vice Chair attended	Rhuthun Ruthin
05.06.14	Gŵyl Gerdd Ryngwladol Gogledd Cymru Sinema a Chanolfan Gelfyddydau Scala North Wales International Music Festival Scala Cinema and Arts Centre	Prestatyn
06.06.14	Coffâd D Day D Day Commemoration	Llanelwy St Asaph
06.06.14	Seremoni Wobrwyo Canolfan Gwirfoddoli Sir Ddinbych Denbighshire Volunteer Centre Awards Ceremony	Prestatyn
06.06.14	Dathlu Volunterering Ieuenctid, Ysgol Clawdd Offa Celebration of Youth Volunteering	Prestatyn
07.06.14	Clwb Rotari a Inner Wheel - Ffair Gardd Blynnyddol Annual Garden Fete – Rotary and Inner Wheel Club	Llangollen
12.06.14	Ymweliad gan Gyngor 2 Ysgol Gynradd Visit from 2 Primary School Councils	Rhuthun Ruthin
19.06.14	Digwyddiad Pen-blwydd Nant y Môr Nant y Môr Birthday Event	Prestatyn
21.06.14	Ail-greu y Rhyddid o Valley Re-enactment of the Freedom of Valley	Llangefni
21.06.14	Diwrnod y Lluedd Arfog Gogledd Cymru – Is Gadeirydd wedi mynychu North Wales Armed Forces Day – Vice Chair attended	Wrecsam Wrexham

22.06.14	Maer Gwasanaeth Dinesig Dinbych Mayor of Denbigh's Civic Service	Dinbych Denbigh
23.06.14	Diwrnod y Lluoedd Arfog Baner Codi Armed Forces Day Flag Raising	Rhuthun Ruthin
24.06.14	Cyngerdd Rhyl / Prestatyn Ysgolion / Rhuddlan Rhyl/Prestatyn/Rhuddlan Schools Concert	Rhyl
26.06.14	Seremoni Wobrwyo Myfyrwyr, Coleg Cambria Students Awards Ceremony, Coleg Cambria	Cei Connah Connah's Quay
29.06.14	Cadeirydd Gwasanaeth Dinesig Sir y Fflint Chairman of Flintshire's Civic Service	Penarlâg Hawarden
29.06.14	Prawf Digwyddiad Towns, Neuadd y Dref Y Rhyl Test Towns Event, Rhyl Town Hall	Rhyl
30.06.14	Perfformiad Ysgolion, Gwyl Rhuthun Schools Performance, Ruthin Festival	Rhuthun Ruthin
03.07.14	Digwyddiad Lansio Bysiau Arriva Cymru Arriva Buses Wales Launch Event	Rhyl
03.07.14	Ymweliadau Cyngor Ysgol Gynradd Primary School Council Visits	Rhuthun Ruthin
06.07.14	Maer Gwasanaeth Dinesig Rhuthun Mayor of Ruthin's Civic Service	Rhuthun Ruthin
06.07.14	Ymweliad Dinesig Maer i Eglwys – Is Gadeirydd wedi mynychu Mayor's Civic Visit to Church – Vice Chair attended	Wreccsam Wrexham
07.07.14	Sweeney Todd Concert, Llangollen Eidsteddfod Is Gadeirydd wedi mynychu Vice Chair attended	Llangollen
08.07.14	Lansio Bont Gadwyn Llyfr, Penddol Cyfnod, Llangollen Eisteddfod Launch of Chain Bridge Book, Penddol Stage, Llangollen Eisteddfod	Llangollen
08.07.14	Darllen Menter Mentor Ymweliad a Te Is Gadeirydd wedi mynychu Reading Mentor Initiative Visit and Tea Vice Chair attended	Rhuthun Ruthin

08.07.14	Cynhaliodd Cadeirydd cyngerdd a bwffe Carnifal Cyngerdd Cenedloedd Llangollen Eisteddfod Chairman hosted concert and buffet – Carnival of Nations Concert Llangollen Eisteddfod	Llangollen
10.07.14	Cyngerdd Caro Emerald, Llangollen Eisteddfod Caro Emerald Concert, Llangollen Eisteddfod	Llangollen
11.07.14	Derbyniad cyn y cyngerdd ac Ysbryd Cyngerdd Undod, Llangollen Eisteddfod Pre-concert reception and Spirit of Unity Concert, Llangollen Eisteddfod	Llangollen
13.07.14	Maer Gwasanaeth Dinesig Y Rhyl Mayor of Rhyl's Civic Service	Rhyl
15.07.14	'Y Plentyn yw'r Llinyn Aur' Logo Dathlu Te Enillwyr y Gystadleuaeth ' 'The Child is the Golden Thread' Logo Competition Winners' Celebration Tea	Rhuthun Ruthin
16.07.14	Ewch i Ysgol Llewelyn i gyflwyno Tystysgrifau i e-gadetaid Visit to Ysgol Llewelyn to present Certificates to e-cadets	Rhyl
18.07.14	Deg Agoriad Swyddogol Dechrau'n Flying Start Official Opening	Rhyl
20.07.14	Dathlu Pen-blwydd yn 100 oed – Mary Ella Johnson 100 th Birthday Celebration – Mary Ella Johnson	Rhyl
26.07.14	WW1 Gwasanaethau Coffáu, Eglwys Gadeiriol Llanelwy WW1 Commemoration Services, St Asaph Cathedral St Asaph	Llanelwy St. Asaph
26.07.14	Gwyl Traeth Y Rhyl Rhyl Beach Festival	Rhyl
27.07.14	Gwasanaeth Dinesig Cadeirydd, Eglwys Sant Thomas ' Chairman's Civic Service, St. Thomas' Church	Rhyl
31.07.14	Swper gyda'r Uchel Siryf Clwyd Supper with the High Sheriff of Clwyd	Bodfari
02.08.14	WW1 / Diwrnod Coffáu Lluoedd Arfog WW1/Armed Forces Commemoration Day	Rhyl
03.08.14	Gwasanaeth Coffáu WW1 WW1 Commemoration Service	Rhuthun Ruthin

03.08.14	Cyngerdd Coffáu WW1 WWA Commemoration Concert	Rhyl
04.08.14	Gwasanaeth Cenedlaethol o Coffâd, Eglwys Gadeiriol Llandaf National Service of Commemoration, Llandaff Cathedral	Caerdydd Cardiff
10.08.14	Rhuddlan Cymdeithas Hanesyddol Coffáu WW1 Rhuddlan Historic Society WW1 Commemoration	Rhuddlan
13.08.14	60fed Pen-blwydd Priodas 60 th Wedding Anniversary Harold and Marjorie Catherall	Rhuddlan
21.08.14	Sioe Dinbych a Fflint Denbigh and Flint Show	Dinbych Denbigh
22.08.14	Dathliad Haf Cymuned Community Summer Celebration	Rhyl
23.08.14	Y Sioe Dinbch The Denbigh Show	Dinbych Denbigh
24.08.14	Proms ar y Prom, Arena Digwyddiadau, Y Rhyl Proms on the Prom, Rhyl Events Arena	Rhyl
25.08.14	Gwyl Ger y Mor	Rhyl
30.08.14 31.08.14	Digwyddiad WW1 / Sioe Awyr y Rhyl WW1 Event / Rhyl Air Show	Rhyl
06.09.14	Diwrnod Hwyl Alzhiemers Alzhiemers Fun Day	Rhyl
07.09.14	Maer Gwasanaeth Dinesig Rhuddlan Mayor of Rhuddlan's Civic Service	Rhuddlan

COUNTY COUNCIL

Minutes of a meeting of the County Council held in Council Chamber, County Hall, Ruthin LL15 1YN on Tuesday, 10 June 2014 at 10.00 am.

PRESENT

Councillors Raymond Bartley, Brian Blakeley (Chair), Bill Cowie, James Davies, Meirick Davies, Richard Davies, Stuart Davies, Hugh Evans, Bobby Feeley, Huw Hilditch-Roberts, Martyn Holland, Rhys Hughes, Hugh Irving, Huw Jones, Pat Jones, Gwyneth Kensler (Vice-Chair), Geraint Lloyd-Williams, Margaret McCarroll, Jason McLellan, Barry Mellor, Win Mullen-James, Peter Owen, Dewi Owens, Merfyn Parry, Paul Penlington, Arwel Roberts, Gareth Sandilands, Barbara Smith, David Smith, Julian Thompson-Hill, Joe Welch, Cefyn Williams, Cheryl Williams, Eryl Williams and Huw Williams

ALSO PRESENT

Chief Executive (MM), Head of Legal & Democratic Services (GW), Head of Strategic Human Resources (LA), Financial Inclusion Anti-Poverty Manager (SL), Democratic Services Manager (SP) and Committee Administrator (SLW)

Also in attendance were:

Gwilym Bury – Welsh Audit Office
Lesley Powell – Chief Executive Officer, Denbighshire Citizens Advice Bureau
Paul Roberts – Money Advice Manager, Denbighshire Citizens Advice Bureau
Colette Tamblyn – Senior Caseworker, Denbighshire Citizens Advice Bureau

1 CITIZENS ADVICE BUREAU PRESENTATION

Prior to the commencement of the Full Council meeting, a presentation by Representatives of Denbighshire Citizens Advice Bureau (CAB) took place to emphasise the work undertaken by staff concerning Debt. The Denbighshire CAB team had recently won the “UK Debt Team of the Year” award and were runner-up of the “Best New Initiative Category”.

The representatives in attendance were as follows:

- Lesley Powell, Chief Executive Officer
- Paul Roberts, Money Advice Manager
- Colette Tamblyn, Senior Caseworker

Congratulations from Full Council were offered to the CAB representatives as they were proud to know Denbighshire had the best CAB in the UK.

2 APOLOGIES

Apologies for absence were received from Councillors Ian Armstrong, Joan Butterfield, Jeanette Chamberlain-Jones, Ann Davies, Peter Duffy, Peter Evans, Carys Guy, Colin Hughes, Alice Jones, Bob Murray, David Simmons and Bill Tasker

3 DECLARATIONS OF INTEREST

Councillors Cheryl Williams, Stuart Davies, Barbara Smith, Bobby Feeley, Gwyneth Kensler, Hugh Evans, Paul Penlington, Gareth Sandilands and Huw Jones all declared a personal interest in Item 8 – Local Government Pension Scheme.

4 URGENT MATTERS AS AGREED BY THE CHAIR

No urgent matters.

QUESTION PUT FORWARD BY COUNCILLOR MEIRICK LLOYD DAVIES

At this juncture, the Head of Legal & Democratic Services explained that within the Constitution, a Member could ask a question, provided they had given two working days' notice of the question to the Chief Executive. The question would not be for debate. The Councillor would be allowed to ask the question, a verbal or written response would be given and the Councillor would then have the opportunity to a verbal comeback if required.

Councillor Meirick Lloyd Davies asked the following question:

Standing Order (8) Questions by Members

Sub-section (8:2) and (8:3)

Complaints had been received that we, as a county, are refusing paid transport from Llanrhaeadr near Denbigh, Llandyrnog, Saron and Prion.

Letter from the Headmaster of Ysgol Glan Clwyd, Welsh medium school, Martin Davies, and the Governors, registering their concerns about the inflexible way in which the County interprets the Education Support Rules May 2014.

- 1) *Was a meeting held between the Head of Education and the Governors of Ysgol Glan Clwyd ?*
- 2) *What were the outcomes ?*
- 3) *Under Transport, the description is - "attending their nearest SUITABLE school". Ysgol Glan Clwyd is a full Welsh medium school. Ysgol Brynhyfryd, partly Welsh medium (80% Welsh medium stream). The parents have applied for full Welsh medium education in a Welsh environment/ethos including Music, Choir, sports etc. Why are you refusing the children the school that provides this – Ysgol Glan Clwyd, by not providing paid transport by the county?*

The Lead Member for Education, Councillor Eryl Williams responded that within the Council Policy, both Ysgol Glan Clwyd and Ysgol Brynhyfryd were named as Welsh medium schools and both were up to standard in terms of Welsh education. There would be a meeting convened following Cabinet on Tuesday, 24 June, 2014. All Councillors were invited to attend. Officers would be in attendance to respond to the question raised.

Councillor Meirick Lloyd Davies requested a response to all questions.

Councillor Eryl Williams explained he could not give a response but a response would be forthcoming at the meeting on the 24 June 2014.

The Head of Legal & Democratic Services confirmed a written response would follow.

5 CHAIRMAN'S DIARY

A list of civic engagements undertaken by both the previous Chair and the current Chair together with the Vice-Chair for the period 26 April 2014 – 27 May 2014 had been circulated prior to the meeting.

The Chair informed members of the Queen's Baton Relay Even which had taken place in Rhyl recently. The event had been extremely successful, attracting huge numbers of people to Rhyl.

The Chair also extended his gratitude to Garry Davies, Countryside Officer (North) and his Team, for the work they had carried out at the Marsh Tracks facility in Rhyl.

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

6 MINUTES

The minutes of the Council meeting held on 13 May 2014 were submitted.

Councillor Meirick Lloyd Davies raised the issue of not receiving any information regarding comparison of salaries in Westminster and Cardiff which had been raised at the meeting held on 13 May 2014.

The Chief Executive confirmed he would circulate the information to members prior to the end of the week. Apologies were given as he had not realised the information had been required for the 10 June 2014 meeting.

Councillor Huw Hilditch-Roberts – Item 10. During the presentation Councillor Hilditch-Roberts had referred to members attending only part of meetings which had not been noted in the minutes.

***RESOLVED** that subject to the above, the minutes of the Council meeting held on 13 May, 2014, be confirmed as a correct record.*

7 FINANCIAL INCLUSION TOGETHER (FIT) PROJECT

The Lead Member for Customers and Communities, Councillor Hugh Irving, presented a report (previously circulated) to provide members with information regarding the Financial Inclusion Together (FIT) Project and encourage Council members to participate in one of its financial inclusion awareness raising sessions, so that they, in turn, could provide greater support to local constituents.

FIT was a Conwy and Denbighshire Local Service Board project funded and supported by the European Social Fund through the Welsh Government. The project aimed to tackle poverty by developing, co-ordinating and promoting financial inclusion services within Local Service Board (LSB) organisations across Conwy and Denbighshire.

The Financial Inclusion Together Project Manager gave a presentation of the Project for member's information.

The FIT Project aimed to ensure everyone had the opportunity to access the financial advice, services and products needed to participate fully in society.

The Welsh Government had identified the following five key themes:

- Access to mainstream financial services
- Financial capability (including digital inclusion)
- Accessible financial and debt advice
- Income maximisation (including energy efficiency)
- Access to affordable credit and loans

One key objective of the Project had been to provide at least 1000 front line workers in LSB partner organisations with the financial inclusion knowledge and resources necessary to empower people they have contact with to be financially included.

To do this, the FIT Project would deliver awareness raising sessions to anyone working in the frontline who could assist in providing information on, or make quality referrals for, in-depth advice around financial inclusion.

The Project would build a legacy of actions within LSB partner organisations that would aim to embed financial inclusion practice once the Project ended in December 2014.

This preventative Project aimed to tackle poverty in the community by helping frontline staff to assist people to better manage in a challenging economic climate.

Two Awareness Raising sessions had been set up specifically for Councillors of two hours per session:

- Thursday, 19 June, 2014 – Rhyl; and
- Tuesday, 14 October, 2014 – Ruthin

Detailed discussion took place with the following issues discussed:

- The FIT Project worked closely with the Credit Unions. Exortionate interest rates payable to Pay Day Loan Companies would be flagged up to people to ensure they were aware of the high repayments required.

- Evaluations of the Project would be carried out by both external evaluators and also the Welsh Government.
- The Project were working with Llandrillo College to encourage staff and tutors to attend the sessions to enable advice to be passed on to the students. The Project were unable to provide direct advice to students.

The Project Manager confirmed she would distribute to all Councillors, a list of the Denbighshire County Council services who had assisted the Project. She would also inform all Councillors of the cost of each Awareness Raising Session following the meeting as she hadn't had this information to hand at the meeting.

The Chief Executive stated it would be essential to ascertain whether Denbighshire County Council were doing enough with schools to raise awareness of budgeting and savings etc.

RESOLVED that subject to the above, the report be noted.

At this juncture (11.15 a.m.) there was a 15 minute break

Meeting reconvened at 11.30 a.m.

8 WALES AUDIT OFFICE (WAO) ANNUAL IMPROVEMENT REPORT

Gwilym Bury from the Wales Audit Office (WAO) introduced the 2013/14 Annual Improvement Report (previously circulated) together with a presentation to provide information to Members.

Under the Local Government Measure, the Wales Audit Office annually reviewed the Council's progress towards meeting its objectives and its prospects for continuing to improve in the year ahead.

Overall, this had been a very positive report. The report had highlighted areas where further improvements could be made but there were no further recommendations within the report.

Gwilym Bury clarified that the report was in three main sections:

- Assessment of Council's 2012/13 performance;
- Council's arrangements for self-evaluation of 2012-13 performance;
- Council's arrangements for 2013/14 improvement planning.

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

- The Council had helped many people from becoming homeless but its work to ensure access to affordable housing had been less effective. Performance in the previous two years had not reached the targets set. The percentage of affordable housing had been set by the county at 30% but the Planning Inspector reduced the amount to

10%. However, the Planning Inspector had stated that if house prices increased by more than 10% from 2009, the Local Authority could request a higher percentage of new builds to be affordable housing;

- All the Denbighshire housing stock now met with the Welsh Housing Quality Standard;
- The condition of most “A” and “B” roads within Denbighshire had improved, but there had been little progress with “C” roads and 13.9% remained in a poor condition;
- The Council continued to improve the wellbeing of its most vulnerable citizens. CSSIW highlighted positive changes across both adult and children’s services, which had been extremely positive. The one area of concern had been the service for Looked After Children. Health assessments and dental checks were one of the lowest in Wales but this had been acknowledged as an area for improvement.
- The Council worked effectively with its business partners to deliver initiatives that supported the local economy. It also made progress in developing sustainable plans for funding future projects following the unsuccessful bid for Welsh Government funding from the Vibrant and Viable Places Fund to support initiatives within Rhyl.
- Pupils performance in secondary schools in 2013 had been mixed. At Key Stage 3, the proportion of 14 year old pupils achieving the core subject indicator, as measured by teacher assessment, had been below the Wales average in four of the previous five years. The issue of Key Stage 3 Education was one which the Chief Executive and members requested it be known that they did not agree on. It had been agreed, however, that further progress had been required in Key Stage 3.
- The Council had worked effectively to keep Denbighshire’s environment attractive, but further work had been required to reduce incidents of fly-tipping and to improve resident satisfaction. Positive moves had been taking place to improve these issues.
- Efficiencies had been delivered in modernising services but there had been a lack of progress by the Corporate Human Resources service in meeting its key internal targets during 2012/2013. Staff surveys indicated that morale amongst the Corporate HR Service was low. A recent internal audit report indicated that progress was being made in addressing key areas for improvement.
- The Council had taken steps to assess its provision in Welsh by means of a mystery shopper exercise. The Council would need to invest more in Welsh language training and for it to be planned effectively.

For the year 2013/14 the WAO concluded that:

- Denbighshire made good progress in delivering improvements in all its priority objectives for 2012/13 but further improvements were required in a few key areas;
- The Council’s service challenge reviews and other measures to self-evaluate its performance were robust;
- The Council’s planning for improvement and its arrangements to support improvement were good;

- The Council was likely to make arrangements to secure continuous improvement for 2014/15.

The Leader, Councillor Hugh Evans, thanked the WAO representative for the report. Thanks were also extended as the WAO representative had attended a majority of the Service Challenges and his advice had been extremely useful.

The Leader expressed concern regarding funding arrangements to Local Government and requested a response from the Auditor General regarding those arrangements, especially as the budget funding would have a massive impact on Local Government.

The WAO representative agreed to take the issue back to the Auditor General, as it would be a serious issue for a majority of Councils.

The Chief Executive thanked the WAO representative for the fair and balanced report. Again, thanks were extended for the support of the WAO representatives to the Council.

RESOLVED that subject to the above, the Council noted and accepted the Annual Improvement Report by the Welsh Audit Office.

9 LOCAL GOVERNMENT PENSION POLICY

The Lead Member for Modernising & Performance, Councillor Barbara Smith, presented the Local Government Pension Scheme (LGPS) Report (previously circulated) for Full Council to adopt the Local Government Pension Scheme Discretion Policy.

The new regulations required all scheme employers to review their existing discretionary pension policy statements and publish new statements effective from 1 April 2014. It had been a requirement that the Discretion Policy Statement be agreed and published by 1 July 2014.

The main changes to the LGPS from April 2014 had been included in the report.

The changes to the LGPS had recently been presented at the Local Joint Consultative Committee, at which, the resolution had been to recommend to Full Council for adoption.

Following a brief discussion, it was:

RESOLVED that the discretions detailed in the report and policy be adopted by Full Council.

At this juncture, the Chair informed members of the pending retirement of the Head of Strategic Human Resources, Linda Atkin. Gratitude was extended to Linda for her hard work carried out on behalf of Denbighshire County Council and Good Luck in her retirement.

10 COMMITTEE APPOINTMENTS AND POLITICAL BALANCE

The Democratic Services Manager presented a report (previously circulated) for Full Council to appoint the Chair and ten other members to the Democratic Services Committee for 2014/2015. Also detailing changes to the membership of the Council's Committees.

Section 11 of the Local Government (Wales) Measure 2011, required the Council to appoint the Chair and members of the Democratic Services Committee. There were to be no co-opted members. Under the Measure, there could be no more than one member of the Cabinet on the Committee (who could not be the Leader).

At the Council meeting in May 2012, it had been agreed that the membership would not include members of the Cabinet.

Councillor Barry Mellor was nominated as Chair, which was moved and seconded. It was agreed that the existing membership remain.

RESOLVED that the Council appoint the Chair, Councillor Barry Mellor, and ten other members to the Democratic Services Committee for 2014/2015.

11 COUNTY COUNCIL FORWARD WORK PROGRAMME

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

The dates for the forthcoming Budget Workshops were highlighted and members were urged to attend.

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

THE MEETING CONCLUDED AT 1.30 P.M.

Report To: Council

Date of Meeting: 9 September 2014

Lead Member / Officer: Councillor Hugh Evans, Leader

Report Author: Mohammed Mehmet, Chief Executive

Title: The future of Denbighshire County Council

1. What is the report about?

- 1.1 Denbighshire County Council is facing an important strategic decision about its future. The decision must be made in the light of the severe financial context for local government and the proposals within the White Paper-Reforming Local Government.
- 1.2 The council, like all local councils in Wales, is currently planning for unprecedented cuts to jobs and services over the next three years, with the prospect of further cuts beyond the next local government elections in May 2017. Public sector austerity is predicted to continue until at least 2022. It seems certain that three or more years of deep cuts will transform the future shape of the council and significantly reduce the range of services it is able to provide to its residents.
- 1.3 At the same time, the White Paper forces the council to choose between voluntary merger with another council, by April 2018, or the prospect of compulsory merger by April 2020.
- 1.4 The strategic decision facing the council is whether, given the very challenging financial context, it is in its interest to pursue the option of voluntary merger, especially if that option could help to reduce the level of cuts the council is currently facing. Alternatively, the council could reject the voluntary merger option, at this stage, and concentrate its resources on managing the cuts and maintaining services the best it can without being distracted by a merger, at least for the next three years. The choice is a difficult one and should not be made without serious consideration.
- 1.5 This report provides an analysis of the key issues involved and recommends to members which route to take. It also requests that this decision be formally communicated to the Welsh Government by 1 October 2014.

2. What is the reason for making this report?

- 2.1 The White Paper – Reforming Local Government <http://wales.gov.uk/docs/dsijlg/consultation/140725-white-paper-consultationv2-en.pdf> was published for consultation on 8 July 2014. The consultation period will close on 1 October 2014 at 23:59. The purpose of this report is to set out the main proposals within the White Paper, provide a strategic assessment of the options it presents for the council and request a decision on whether to submit an expression of interest to voluntarily merge with Conwy County Council. The expression of interest must be submitted by November 2014 and will require the agreement of Conwy County Council.

3. What are the Recommendations?

- 3.1 Council is asked to agree that, subject to reaching agreement with Conwy County Council, both councils proceed to develop a joint expression of interest to voluntarily merge by April 2018 and to submit this expression of interest to Welsh Government by November 2014, provided the two councils can:
- i. Secure a substantial financial and support package from Welsh Government that is binding; and
 - ii. That once the two authorities and Welsh Government agree the statement of intent in November 2015 that the agreement is binding on all three partners
- 3.2 The ‘substantial financial and support package’ referred to will be negotiated with Welsh Government and put before both Denbighshire and Conwy members to consider before agreeing to proceed.

4. Report details

4.1 Introduction

- 4.1.1 The White Paper can be described as being in two parts. The first part contains sections on ‘Democracy and Scrutiny’, ‘Community Governance’, ‘Partnership and Collaboration’ and ‘Performance’. Denbighshire’s response to the Commission on Public Service Governance and Delivery was comprehensive on all of these areas and it is proposed that, rather than repeat that contribution, the council points the Welsh Government to it in its response to the White Paper.
- 4.1.2 The second part, and the central purpose of the White Paper, sets out the necessary steps towards the merging of local authorities into larger, ‘more sustainable’, organisations. It is proposed that members carefully consider the implications of this part of the paper and develop a response by the closing date of consultation, 1 October 2014.

4.2 The Future of Local Government

- 4.2.1 The White Paper identifies, as its preferred option, a programme of local authority mergers that would reduce the current 22 local authorities to 12, with three in North Wales and Denbighshire merging with Conwy. This is the first option proposed by the Commission on Public Service Governance and Delivery. In response to that Commission's consultation, Denbighshire County Council had expressed its opposition to local government reorganisation at that time, but also agreed that if local government reorganisation is to happen, then the three local authority option in North Wales is better than other options. In other words, if mergers are to happen then the proposal in the White Paper is consistent with Denbighshire County Council's policy.
- 4.2.2 The Welsh Government is still receiving representations on alternative configurations but to date they have not been presented with any specific proposals, backed by evidence, and supported by the existing authorities. The Welsh Government is unlikely to support any proposal that cuts across current Health and Police boundaries and will not support proposals that change existing local authority boundaries.
- 4.2.3 The White Paper is clear that there is not sufficient time to develop, plan and legislate for a full programme of mergers before the next National Assembly elections in May 2016. A Bill to merge authorities will not, therefore, be introduced to the National Assembly during the assembly term, which ends in April 2016.
- 4.2.4 A draft Bill will be published in autumn 2015 for consultation so that the Welsh Government, which is elected in May 2016, will be in a position to make early decisions about whether and how to proceed. However, in light of 'the compelling strategic case for urgent action', the Welsh Government is continuing to develop the programme of mergers at pace and allow local authorities which wish to voluntarily merge to do so more quickly.
- 4.2.5 Provision for early mergers will be included in legislation which will be introduced early in 2015. The White Paper had promised to publish a 'Prospectus' by the summer of 2014, setting out Welsh Government's incentives for voluntary merger. At the time of writing this report (1 September 2014), the 'Prospectus' had not been published.

4.3 Timetable for mergers

- 4.3.1 In January 2015, the Welsh Government will introduce a first Bill that will enable preparatory work for a programme of mergers, but this would not contain specific merger options. It would include the powers to enable ministers to require the Local Democracy and Boundary Commission for Wales to start work on considering and making recommendations for electoral arrangements for proposed new authorities.

- 4.3.2 In May 2017 there would be local government elections to existing councils for a three year term (unless the authority is unaffected by merger). In May 2019, there would be local government elections to the new authorities, with councillors elected for a three year term. The resulting councils will exist as 'shadow authorities' until Vesting Day on 1 April 2020. In May 2022 full local government elections, for all authorities, would be held, for a proposed term of five years.
- 4.3.3 However, if two or more authorities wish to voluntarily merge then the process would be different. Authorities wishing to voluntarily merge would submit expressions of interest by November 2014 and fully developed cases for merger by June 2015. Authorities would then submit statements of confirmation of intent by November 2015. The Welsh Ministers will, by February 2016, develop the necessary subordinate legislation for approval by the Assembly.
- 4.3.4 There would be no elections in May 2017 to authorities wishing to voluntarily merge. Instead their term will be extended to 2018. In October 2017, a shadow authority and shadow council for the merged authority would be established, consisting of the full body of serving councillors on the constituent councils. Vesting Day for the new voluntarily merged councils would be April 2018. First elections to the new authority would be held in May 2018, based on new wards following an electoral review of the whole of the new authority with new councillors assuming responsibility four days after the elections. They would serve for four years until a full round of local elections take place in May 2022.
- 4.3.5 Local authorities that wish to voluntarily merge must commit to merger whatever the outcome of the next Welsh Government elections in May 2016.

5. Analysis of options

- 5.1 Denbighshire County Council's policy on local government reorganisation is that it should not happen, but that if it does then a three authority solution in North Wales is better than other options. In fact the only other realistically possible option is to create two local authorities to replace the current six: one including Wrexham, Flintshire and Denbighshire and another including Anglesey, Gwynedd and Conwy. Members have previously considered this option and expressed the view that it would be against Denbighshire's interests for several reasons, including the vast difference in culture (organisational and wider community) and service delivery models. These reflect the considerable linguistic and demographic differences and would be enormously challenging to address, even for a well resources and stable council. The scale of such a merger would be enormously disrupted and bound to cause significant loss of momentum, if not serious deterioration of standards. There are also legitimate fears that this option would marginalise the council's regeneration strategy in the north of the county and its town and community strategies across the whole county. It would also further reduce North Wales' voice and representation across Wales.

- 5.2 In July 2014 the WLGA had published a document arguing for ‘Combined Authorities’ <http://www.wlga.gov.uk/wlga-management-sub-committee/17-july-2014/> . The central idea in the proposal is to establish four additional regional structures to take over the running of certain local authority functions, such as economic development, transport planning, waste management and school improvement. There is coherence and pragmatism to this proposal because it builds on the work already done for the ‘Simpson Review’, but the proposal does not address the problem of the increasing unsustainability of 22 local authorities; it seems to add to costs and it creates more complexity in the public sector governance environment. It does not, therefore, offer an alternative to the choices the council needs to make about its future.
- 5.3 Denbighshire, merging with an authority other than Conwy, is highly undesirable and unlikely to be supported by Welsh Government, for several reasons: the geography of the region means that if Denbighshire was to merge with Flintshire then Wrexham would have to stay as a stand-alone council and that alone would rule out such a proposition. In addition, Denbighshire’s demographics, culture: both organisational and wider community, existing collaborations and service delivery all argue against Denbighshire contemplating merger with an authority other than Conwy.
- 5.4 Therefore, the only two strategic options that are available and likely to be supported by Welsh Government and the two local authorities, are to wait and see what happens in the Welsh Government elections in May 2016 or to start the merger process with Conwy now, provided of course Conwy are willing to consider the option too. These two options are considered below.

Option1: Wait for the Welsh Government election in May 2016

- 5.5 There are two main arguments for this option. The first is that the outcome of the next Welsh Government elections is hard to call; that it is possible to have a new government that is less keen on the merger proposals than the current one. If this were to happen then those who chose to voluntarily merge could be left without the promised support from the previous government. If the merger plans were to be abandoned after the Welsh Government elections then those who opted for voluntary merger would have acted prematurely. The second argument is that it cannot be effectively managed, because of the size of the budget problems and the associated change that would need to be simultaneously addressed. Both of these arguments require attention, although the obvious weakness at the heart of them is that they fail to offer a vision for the future, but instead they only offer tactical arguments against voluntary merger.
- 5.6 Twenty two unitary local authorities are no longer sustainable and they certainly will not be beyond 2017/18, if the current threatened level of cuts is to be realised. Further, it is known that public sector cuts are likely to continue until at least 2022, by which time deep cuts into key statutory services would have been made with serious job losses, service cuts to residents and further slippage against international standards. The enormous cost of hundreds of councillors and 22 management structures would appear even more

disproportionate than it does already. Furthermore, this argument offers no answer to what would follow next. At that point reorganisation, of some sort, would appear inescapable, but after enormous damage had been done. Given what is known about public sector finances for the foreseeable future, this appears to be the inevitable outcome of the 'Wait and See' option.

- 5.7 In addition, this argument assumes that mergers are a bad thing; an imposition that local government should try to avoid. Certainly, a proposal to merge two weak authorities into a single, larger, weak one would be a very bad idea. Similarly, where the cultural, demographic or competency of authorities are significantly different, mergers could make things a lot worse for a long time, especially if merger is attempted at the same time as unprecedented cuts to services. But these are not the circumstances for Denbighshire and Conwy councils. These authorities are very similar in terms of culture and demographics, deliver reasonably good services and, even together, they are not too large. So merger is a reasonable option, even if others in the region and beyond are 'let off' after the May 2016 elections. In fact if these two councils did merge and others didn't the new merged council would be more powerful, better resourced and strategically placed to benefit from national and international opportunities.
- 5.8 The second argument for the 'Wait and See' approach is capacity to manage. Both councils are currently preparing for several years of unprecedented cuts. The impact of managing this certainly cannot be underestimated. Many of the most difficult proposals including transformational change to social care, cuts to education, outsourcing of certain activities and large scale redundancies are all significant challenges that will demand the full engagement of our most able people. Many of the controversial cuts will require constant attention and engagement with the public. The council also has an ambitious Corporate Plan, including significant capital projects in education that are only now beginning to be implemented. At the same time, there is the standards challenge. For example, educational standards in Wales are low in comparison to international standards and doing well in Welsh terms is only a start; slipping back would be unacceptable.
- 5.9 Attempting to manage all this while also planning and managing a merger of the two authorities is full of risks. Even with strong and stable management teams, which cannot be guaranteed because, understandably, staff will start to leave to secure permanent jobs elsewhere, neither authority has the capacity to do all this well, at the same time.
- 5.10 The conclusion of this argument could suggest that a better strategy would be to focus the council's capacity on making the cuts and maintaining standards for the next few years and turn its attention to merger after the next local elections in May 2017, if that is still relevant. However, by then the council would be into the third year of deep cuts and would be committed to at least three more years of severe cuts because it would take that long for any alternative reorganisation plans to be implemented. At that time the council would either be in a state of uncertainty or starting to contemplate enforced merger.

Option 2: Voluntary merger with Conwy

5.11 If it is accepted that mergers, or something else that closed Denbighshire down within the next six years, is inevitable then there are several advantages for choosing an earlier merger:

- It might be possible to secure a deal with Welsh Government that enables the council to avoid making the worst of the cuts and create the time to extract savings from the merger to protect services;
- April 2018 is better than April 2020 because there would be a shorter period of planning blight, shorter period of uncertainty and drift and a shorter period of managing with restrictions (as promised in the White Paper);
- Voluntary merger, rather than forced merger, sets the right tone for the future culture of the new organisation;
- There would be more opportunities for the councils to control their own destiny;
- One fewer set of elections would give more time and greater stability to plan the merger.

There are also some disadvantages and serious risks:

- The proposed Shadow Authority, established in October 2017, would have over 100 councillors, with a Cabinet of no more than 10, until May 2018. Managing this would be a real challenge;
- If Denbighshire and Conwy managed to fall out during the process the reputational damage would be enormous and the culture of the new council, established in April 2020 (probably), would get off to a very bad start, not to mention the wasted effort and money up to that point;
- If the Welsh Government elections in May 2016 produced an administration that was not keen on the merger proposals the merger project could end up without any real support from that key partner;
- The Welsh Government's financial planning can appear chaotic, so there must be a risk that any promises of funding and support, offered to encourage voluntary merger, would not be honoured.

6. Conclusions

6.1 It seems clear that waiting to see what happens in May 2016 is in fact to accept that serious cuts to budgets and services will occur for at least the next six years, after which the future is either uncertain or enforced merger. This is the scenario whether the actual level of cuts are at 3% or 4% or a similar figure. The only difference the actual figure makes is to timing. Making severe

cuts, for several years, followed by enforced merger, does not appear as a particularly good outcome for residents or the council.

6.2 On the other hand, voluntary merger, at this stage, risks taking on too much, at the wrong time. Relying on Welsh Government to deliver consistent support over a period of years could prove unwise, especially given the Welsh Government's tendency to change plans in a haphazard manner. For example, the sudden change of 'indicative' budget assumptions for 2015/16 and the equally sudden announcement of significant in-year cuts to education grants. The history of Denbighshire and Conwy collaboration initiatives includes some important successes, such as the joint Local Safeguarding Children Board, the Local Service Board and the joint Youth Offending team but it also includes setbacks, for example, the unsuccessful merger of Highways departments and the failure to agree to merge Children Social Care, even though there was a business case for doing so. There is a real risk, therefore, that such an undertaking would fail. In such a scenario trying and failing would be worse than not trying at all because of the implications on the council's reputation, financial cost and staff morale.

6.3 This decision, therefore, is not a simple one and either option carries risks and costs. On balance, the voluntary merger option is strategically better because it is a viable option for both councils, and it could offer the possibility of avoiding the worst of the cuts by a combination of securing a financial deal with Welsh Government and securing savings from the merger itself. However, this option should only be considered if two conditions can be satisfied:

- i. That the financial and support package from Welsh Government is substantial and binding; and
- ii. That once the two authorities and Welsh Government agree the statement of intent in November 2015 that the agreement is binding on all three parties.

If these conditions can be secured then that would allow both councils to reduce the level of cuts to services and avoid the possible failure of the project either because of local disagreements or change of position by Welsh Government. If they cannot be secured then the risks of voluntary merger are too high.

7. Operational Considerations

7.1 This report is concerned with the strategic decision about whether or not the council should pursue the voluntary merger option with Conwy County Council. If both Denbighshire and Conwy decide to pursue this option then very quickly members and officers will need to turn their attention to some really important operational considerations. Including:

- Does early merger create opportunities for earlier joint decisions on budgets and service design?

- What is the most appropriate planning and process for developing a business case for early merger?
- What are the key principles that both councils should sign up to?
- How would the councils address the different Council Tax levels?
- How would the councils address areas of service where management arrangements are very different, for example, management of housing?
- How would the Shadow Authority actually work?

7.2 These and many other questions will need to be addressed during the planning phase and before June 2015.

8. Next Steps

8.1 If members decide not to pursue the voluntary merger option then there is nothing more to do, other than inform Welsh Government by 1 October.

8.2 If members decide to proceed with an expression of interest, subject to the conditions set out in the recommendations, then the next step would be to wait for a position statement from Conwy County Council.

8.3 If Conwy councillors take a similar position then the next step is for the officers of Denbighshire and Conwy County Councils to closely scrutinise the 'Prospectus' for voluntary mergers, which should be published imminently. This will clarify what support the Welsh Government is proposing for voluntary mergers and whether or not progressing with the idea is worthwhile.

8.4 If the support from Welsh Government satisfy Denbighshire County Council's conditions, as set out in the recommendations, then Denbighshire officers would engage with Conwy officers with a view to develop an expression of interest and submit that to Welsh Government in November 2014.

8.5 Provided Conwy takes a similar position, the two corporate teams and Welsh Government officials would then set out a planning strategy and process for member approval. This would detail how the two authorities propose to develop the business plan, which must be with Welsh Government by June 2015.

8.6 The draft business plan will be put before both sets of members for consideration before it is submitted to Welsh Government. If at that point both set of members agree that the business case is strong then the plan would be submitted for approval. If the business case is not strong then the process would stop.

8.7 There would then be a further period, until November 2015, for refining the business plan and resubmitting it as the two authorities' Statement of Intent. Formal planning for merger would start after November 2015 and the Shadow Council would be established in October 2017.

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

9.1 The decision sought does not affect the council's corporate priorities at this stage.

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

10.1 There are no costs to the recommendations other than senior management time.

11. 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.

11.1 There are no equality implications at this stage.

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

12.1 Consultations have taken place with senior officers in Conwy County Council and Welsh Government, Cabinet members and group leaders and the Corporate Executive Team

13. Chief Finance Officer Statement

13.1 There are no financial implications in this report.

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

14.1 There will be considerable risks if the proposal progresses, but none at this stage. These will be comprehensively set out for members to consider in June 2015, if the proposal proceeds to that stage.

15. Power to make the Decision

15.1 The implications of the proposals affect every elected member and the future of the council. It is therefore appropriate to seek full council's endorsement.

Report To: Full Council

Date of Meeting: 9th September 2014

Lead Member / Officer: Cllr Eryl Williams/Jackie Walley, Head of Customers & Education Support

Report Author: Jackie Walley, Head of Customers & Education Support

Title: Home to School Transport Policy

1. What is the report about?

1.1 This report is to outline proposals for the revised policy for Home to School Transport

2. What is the reason for making this report?

2.1 At the Freedom & Flexibilities Workshop on 17th June 2014 Elected Members gave approval to undertake a review of the existing transport provision and to undertake consultation on a revised policy.

3. What are the Recommendations?

3.1 That Members consider the contents of the revised policy.

4. Report details.

4.1 The Council published a consultation on the proposed new policy on 11th August 2014. The new policy must be adopted by 1st October 2014 to ensure the regulations are met. This is in accordance with the Learner Travel Information regulations 1.105 where it states that:

If a Local Authority decides to change or remove the discretionary transport provision it provides, it must publish the information before the 1st October of the year preceding the academic year in which the changes will come into force

4.2 There are no specific requirements regarding consultation however the proposals were published on Denbighshire County Council's website and social media pages with a hard copy distributed directly to every parent of a child who currently receives School Transport. This includes new Nursery pupils planned for September 2015 and existing year 11 pupils that may leave after the current academic year. Email copies of the consultation documentation were also distributed to relevant officers and all Elected Members via email.

4.3 On the day of the consultation being published the following received either a hard copy or were emailed a link to the Denbighshire County Council website;

- *Conwy County Council;*
- *Flintshire County Council;*
- *Wrexham County Council*
- *The Church in Wales Diocese of St Asaph and the Wrexham Roman Catholic Diocesan Authority;*
- *Headteachers;*
- *Chairs and Clerks of Governors of all schools;*
- *All Denbighshire County Councillors;*
- *All Assembly Members and Members of Parliament;*
- *Internal Staff;*
- *City, Town and Community Councils;*
- *Welsh Strategic Group;*
- *School Business & Finance Managers*

4.4 It should be noted that current Home to School Transport Policy is not a clear and concise policy so considerable work has been done within the new policy to make it a fit for purpose document. This has resulted in anomalies existing in the current eligibility process.

4.5 Members need to consider:

1. The outcome of enforcing the new policy to remove all historic anomalies in the eligibility process
2. Implementation of central pick up points as detailed in paragraph 4.2 of the policy - there will be approximately 232 secondary pupils and 352 primary pupils directly affected by this change

4.6 In determining changes to policies the Learner Travel Information (Wales) 2009 regulations state that Local Authorities must:

- *Assess the travel needs of learners in their authority area*
- *Provide free home to school transport for learners of compulsory age attending primary school who live **2 miles** or further from their nearest suitable school*
- *Provide free home to school transport for learners of compulsory school age attending secondary school who live **3 miles** or further from their nearest suitable school*
- *Assess and meet the needs of 'looked after' children in their authority area*
- *Promote access to Welsh Medium Education*
- *Promote sustainable modes of travel*

4.7 The Timeline in *Appendix 1* outlines the full process undertaken for the review

4.8 The flowchart in *Appendix 2* outlines what the new process for transport eligibility will be.

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

5.1 The policy supports the priority of **“Improving Education”** whilst also ensuring that cost effectiveness and value for money are maintained

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

6.1 The proposal will have a direct impact on the Passenger Transport Service. It is estimated that there will be a saving in the region of £303k as summarised in the table below. The full details of the proposals are shown in Appendix 3-5.

			Cost per day £	Potential Saving per day £
Appendix 3	Removal of Secondary Home to pick up point taxis	per day	671.50	671.50
		per year	127,585.00	127,585.00
Appendix 4	Removal of Secondary Home to School taxis	per day	1,298.49	762.99
		per year	246,713.10	144,968.10
Appendix 5	Removal of Primary Home to School taxis	per day	3,057.94	160.75
		per year	581,008.60	30,542.50
Total Cost/Saving per day			5,027.93	1,595.24
Total Cost/Saving per year (190 days)			955,306.70	303,095.60

6.2 Please note that these savings may be subject to change depending on the outcome of the review of hazardous routes and from any payments made to parents for journeys as an alternative to providing free transport

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 The EqIA undertaken in relation to the new policy demonstrates that no group is disproportionately disadvantaged as a result of these changes. The full EqIA can be found in *Appendix 6*.

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

8.1 Full consultation has been undertaken with all stakeholders detailed in Section 4 above and the findings from the Formal Consultation period were presented to Cabinet on the 30th of September 2014.

9. Chief Finance Officer Statement

9.1 As shown in Appendix 1 Elected Members agreed to review the Transport Policy at the Freedoms and Flexibilities Members Workshop held in June this year. It was explained that as the service is currently overspending the review would aim to make savings in order to help bring the service into a break-even position. As such the possible savings identified in Section 6.1 will be kept

within the service in order to rectify the ongoing budget deficit. The position will be monitored closely and any savings over and above that needed for the service to break-even will be identified as corporate savings in future budget rounds

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

10.1 There is a strong possibility that the proposal could result in adverse publicity for the Council and in adverse public comments. To minimise this risk the Council will seek to ensure clear communication with all stakeholders.

10.2 If we do nothing then then there will be an increased cost of School Transport with no mechanism for reducing what is already an overspent budget. If we do not adopt the revised policy then the overspend will certainly increase.

11. Power to make the Decision

11.1 School Standards and Organisations (Wales) Act 2013
Education Act 2002
Learner Travel Information (Wales) Regulations 2009

Appendix 1 - Timeline of the review process

June 17th 2014 - Elected Members agreed to review the Transport Policy at the Freedoms and Flexibilities Members Workshop

July 2014 - Education and Transport Officers undertook detailed work on the financial and operational aspects of the review to prepare Consultation documentation

August 8th 2014 - Hard copies (Welsh and English) of Draft Policy sent to all parents via first class mail

August 12th 2014 - Consultation published on the Denbighshire Website and press release completed

August 13th 2014 - Email copies of consultation papers sent to all consultees as follows:

- *Conwy County Council;*
- *Flintshire County Council;*
- *Wrexham County Council*
- *The Church in Wales Diocese of St Asaph and the Wrexham Roman Catholic Diocesan Authority;*
- *Headteachers;*
- *Chairs and Clerks of Governors of all schools;*
- *All Denbighshire County Councillors;*
- *All Assembly Members and Members of Parliament;*
- *Internal Staff;*
- *City, Town and Community Councils;*
- *Welsh Strategic Group;*
- *School Business & Finance Managers*

September 9th 2014 – Report to Full Council

September 11th 2014 – Report to Communities Scrutiny

September 12th 2014 - Consultation closes at 5pm

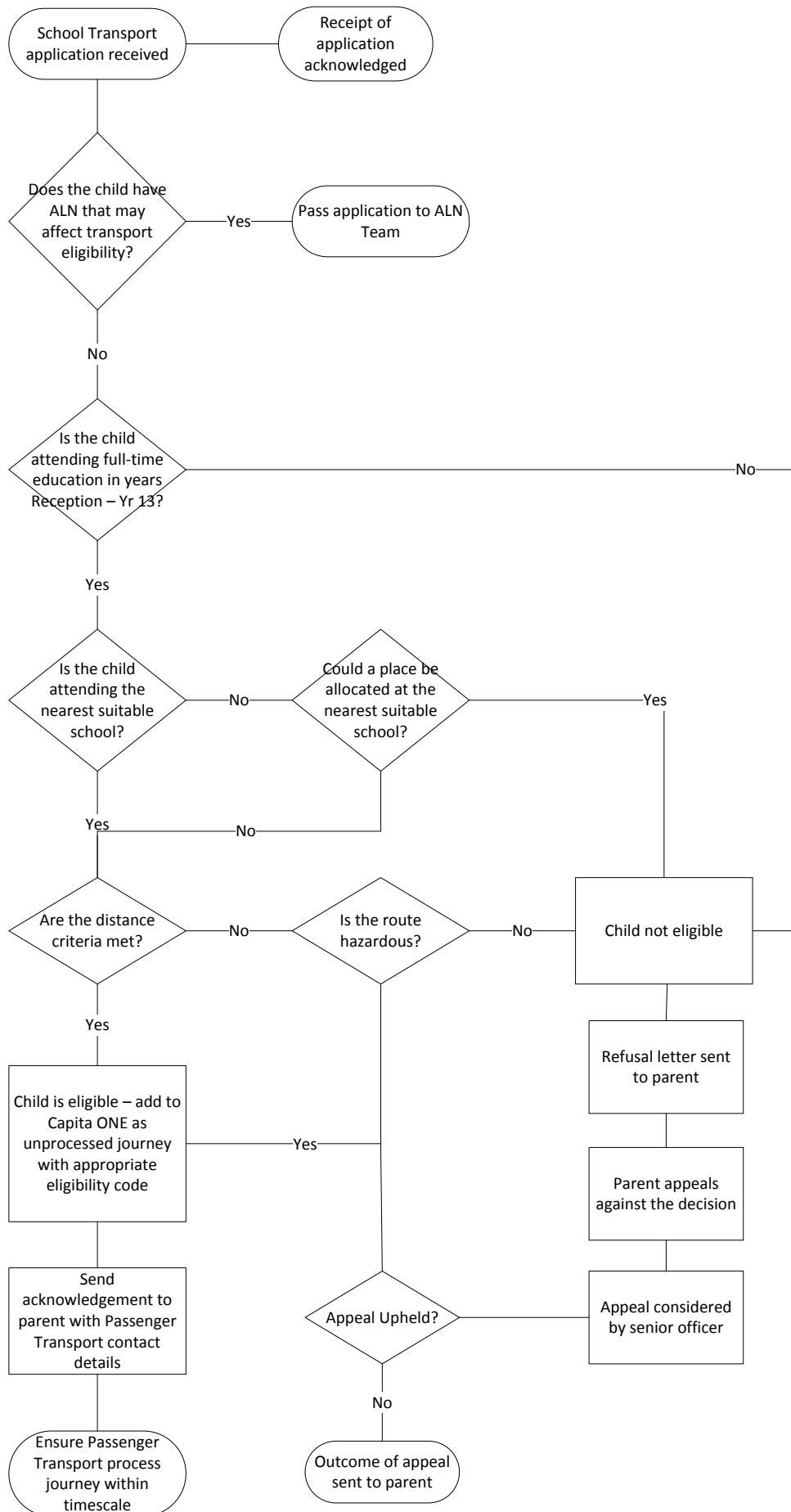
September 13th, 14th & 15th 2014 - Consultation responses collated

September 16th 2014 - Papers for Cabinet finalised

September 30th 2014 – Report to Cabinet

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Appendix 2 - Process for Transport Eligibility



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Appendix 3 – Removal of Secondary Home to pick up point taxis

School	Route no.	Number of pupils on route	No of Families	Present pick up point	Change in pick up point	Numbers from Pickup point		Cost per day £	Potential Saving per day £
						< 2 miles	< 3 miles		
Denbigh High	1	3	3	Rhuallt	No	3	0	25.00	25.00
Ysgol Brynhyfryd	1	10	63	Nant Clwyd Crossroads	No	10	0	14.50	14.50
	2	5		Pwllglas Community Centre	No	5	0	38.00	38.00
	2	1		Llanfair	Yes - to meet X5	1	0	-	-
	3	8		Cyffylliog/Bontuchel	No	8	0	60.00	60.00
	3	2		Cyffylliog	Yes - to Saron	1	1	-	-
	4	1		Tafarn y Gelyn	No	1	0	33.50	33.50
	4	1		Llanferres bus stop	Yes - different bus stop	1	0	-	-
	5	5		Corwen	No	0	5	40.00	40.00
	6	6		Clawddnewydd	No	6	0	42.50	42.50
	7	8		Bod Petruel (nr Betws GG)	Yes - to Betws GG	8	0	70.00	70.00
	8	13		Rhyd-y-meudwy	No	13	0	-	-
	8	1		Rhyd-y-meudwy	Yes - to Nant Clwyd crossroads	1	0	49.00	49.00
	9	4		Rhyd-y-meudwy	No	4	0	-	-
	9	4		Rhyd-y-meudwy	Yes - to meet bus D549C	4	0	45.00	45.00
	10	4		Bryneglwys	No	4	0	29.00	29.00
	10	1		Bryneglwys	No	0	1	-	-
11	3	Llandegla bus stop	No	3	0	26.00	26.00		
12	1	Denbigh	Yes - to Llanraeadr	1	0	23.00	23.00		
Ysgol Dinas Bran	1	tbc	12	Corwen	No	All	0	19.00	19.00
	2	14		Llidiart y Parc	No	14	0	38.00	38.00
	3	1		Corwen	No	1	0	18.00	18.00
	3	1		Corwen	Yes - to Druid	1	0	-	-
Ysgol Y Berwyn	1	1	6	Corwen	No	1	0	37.00	37.00
	1	7		Corwen	Yes - to include Carrog and Glyndfrydwy	7	0	-	-
Ysgol Glan Clwyd	1	4	8	Various	Yes - to Prion Chapel	4	0	64.00	64.00
	1	4		Various	Yes - to Nantglyn	4	0	-	-
	1	3		Various	Yes - Lenten Pool, Denbigh	3	0	-	-
Total						Total Cost/Saving per day		671.50	671.50
						Total Cost/Saving per year (190 days)		127,585.00	127,585.00

Appendix 4 – Removal of Secondary Home to School taxis

School	Route number	Number of pupils on route	No of Families	Area	Suggested pick up point	Numbers from Pickup point		Cost per day £	Potential Saving per day £	Comments
						< 2 miles	< 3 miles			
Ysgol Brynhyfryd	1	6	52	Llanbedr	The Griffin, Llanbedr	6	0	34.00	34.00	
	2	2		Denbigh	No alternative	0	0	40.00	-	Managed Transfer
	3	3		Rhyl/Prestatyn	No alternative	0	0	71.50	-	Looked After Children
	4	6		Various around Llanarmon	Move onto other routes	6	0	92.00	92.00	Need to check if these are SEN
	5	7		Gellifor/Llanbedr	The Griffin, Llanbedr	7	0	39.00	39.00	
	6	6		Denbigh/Llandyrnog/Rhewl	Rhewl/Llandyrnog	6	0	32.49	32.49	Use existing routes
	7	8		Clocaenog/Llanfwrog	Clocaenog and Llanfwrog	8	0	42.50	42.50	
	8	1		Cyffylliog	No alternative	0	0	145.00	-	Requires van with tail lift
	9	10		Melin y Wig to Clawddnewydd	Existing bus routes	10	0	47.00	47.00	
	10	17		Llanynys/Llanrhaeadr	Llanrhaeadr	17	0	94.00	94.00	
Denbigh High	1	3	10	Peniel	Nantglyn	3	0	63.00	63.00	
	2	8		Rhyl to Denbigh	Various	8	0	86.00	86.00	Need to check any SEN requirements
Ysgol Glan Clwyd	1	4	10	Denbigh	Denbigh	4	0	95.00	-	Savings due to smaller vehicle
	1	8		Llandyrnog	No alternative	0	0	-	-	
Ysgol Dinas Bran	1	1	1	Cynwyd	Cynwyd - in village	1	0	63.00	63.00	
St Brigid's	1	6	39	Waen/Bodfari	Bodfari	6	0	28.00	28.00	
	2	3		Trefnant/Henllan	Trefnant	3	0	18.00	18.00	
	2	2		Trefnant/Henllan	Trefnant	0	2	-	-	
	3	3		Llewenni	No alternative	3	0	70.00	-	Less than 1 mile, but hazardous route
	3	5		Tremeirchion	Tremeirchion	5	0	-	-	Possible meeting place in the village
	3	2		Rhuallt	No alternative	0	0	-	-	Savings using smaller vehicle
	3	1		Tremeirchion	Existing bus route	1	0	-	-	
	4	2		Peniel	Lenten Pool, Denbigh	0	2	24.00	-	
	4	2		Saron	No alternative	0	0	-	-	
	5	6		Ruthin/Vale of Clwyd	No alternative	0	0	90.00	-	May be savings if smaller vehicle used
	5	7		Ruthin/Vale of Clwyd	Only if existing points will change	7	0	-	-	
	5	1		Ruthin/Vale of Clwyd	Llanrhaeadr bus stop	0	1	-	-	
	6	5		Ruthin	Need to change stimes of X5 service	5	0	46.00	46.00	
7	5	Bryn SM, Llanfwrog, Llanraeadr	Need to change stimes of X5 service	5	0	78.00	78.00			
Total		140	112			Total Cost/Saving per day		1,298.49	762.99	
						Total Cost/Saving per year (190 days)		246,713.10	144,968.10	

Appendix 5 - Introduction of Central Pick up points for Primary

School	Route number	Number of pupils on route	Area	Suggested pick up point	From School	Cost per day £	Potential Saving per day £	Comments
					< 2 miles			
Ysgol Dewi Sant, Rhyl	1	14	Bodelwyddan / St Asaph	Already in use	Various	38.36	-	Timetabled bus
	2	12	Rhuddlan / Dyserth	Already in use	Various	134.50	-	Timetabled bus
Ysgol Mair, Rhyl	1	6	Prestatyn / Melidan	Victoria Road	> 2	46.00	3.00	Variation in mileage
Ysgol Y Foryd, Towy	1	1	Rhyl	Non suitable	-	35.00	-	
Ysgol Clawdd Offa, Prestatyn	1	7	Rhyl	Aldi Car Park	> 2	24.00	1.50	Variation in mileage
	2	3	Rhyl / Prestatyn	Robin Hood Camp	-	35.00	1.75	Variation in mileage
Ysgol Trelawnyd	1	1	Prestatyn	Non suitable	> 2	30.00	-	
Ysgol Hiraddug, Dyserth	1	8	Cwm / Rhuallt	Could pick up 6 pupils in Cwm	> 2 or HR	42.50	1.00	Variation in mileage
	2	4	Rhuddlan	Bryn Ffynnon	> 2	30.00	3.25	Variation in mileage.
Ysgol y Faenol, Bodelwyddan	1	1	St Asaph	Non suitable	> 2	14.90	-	
Ysgol Cefn Meiriadog	1	5	St Asaph	Non suitable	-	29.00	-	
Ysgol St George	1	4	Groesfordd Marli	Non suitable	> 2	74.00	-	
Ysgol Llanefydd	1	3	Groesfordd Marli	Cefn Meiriadog school	-	99.00	3.00	Variation in mileage
	1	3	Rhuallt / St Asaph	Cathedral car park	> 2	49.00	4.00	Variation in mileage
Ysgol Trefnant	2	1	Denbigh	ATS car park (with permission)	> 2	-	1.50	Variation in mileage
	1	10	Rhuddlan / St Asaph / Trefnant	St Asaph then Trefnant	> 2 or HR	62.00	3.00	Variation in mileage
Ysgol Tremeirchion	2	5	Trefnant / Bodfari	Trefnant then Bodfari	> 2	71.00	6.00	Variation in mileage
	3	8	Rhuallt / Dyserth / Tremeirchion	5 at Rhuallt	< 2 HR	65.00	-	
	4	1	St Asaph	Non suitable	> 2	42.00	-	
	1	6	Tremeirchion / Bodfari	Non suitable	1.5 - 3.5 HR	29.00	-	
Ysgol Bodfari	1	1	Henllan		> 2	31.00	-	
Ysgol Pendref, Denbigh	1	7	Llandyrnog	White Horse, Llandyrnog	< 2 HR	45.00	4.50	Variation in mileage
Ysgol Twm o'r Nant, Denbigh	2	15	St Asaph / Trefnant	Clwydiant car park	-	58.00	2.50	Variation in mileage
	3	3	Denbigh	Morrisons	-	27.00	6.00	Variation in mileage
	4	11	St Asaph	Clwydiant car park	-	40.00	4.00	Variation in mileage
	1	14	Denbigh	Myddleton Park / En route	> 2	109.00	1.50	Variation in mileage
Ysgol Pant Pastynog, Prion	2	9	Denbigh / Llanrhaeadr / Prion	Myddleton Park / En route	> 2 or HR	35.00	8.00	Variation in mileage
	3	8	Peniel	Non suitable	< 2 HR	39.90	-	
	4	4	Saron	Saron	> 2 or HR	28.00	1.50	Variation in mileage
	5	12	Nantglyn	Nantglyn	> 2	79.40	5.50	Variation in mileage
	1	5	Llandyrnog / Hendrewydd / Rhewl	Llandyrnog	> 2	40.00	5.00	Variation in mileage
Ysgol Bro Cwmcerw, Llanrhaeadr	1	1	Llanynys	Non suitable	< 2 HR	31.00	-	
	2	10	Cyffylliog area	Cyffylliog village	> 2	31.00	1.00	Variation in mileage
Ysgol Borthyn, Ruthin	1	2	Cyffylliog area	Bontuchel	> 2	39.00	4.00	Variation in mileage
Ysgol Pen Betsw, Ruthin	1	8	Llangynhafal / Gellifor	Non suitable	> 2	40.00	-	
	2	6	Llanferres area	Llanferres / Four Crosses	> 2	33.33	6.00	Variation in mileage
	3	2	Llanbedr	Llanbedr	> 2 or HR	33.33	2.00	Variation in mileage
	4	7	Rhewl / Llanbedr area	Rhewl, Llanbedr villages	> 2 or HR	33.34	3.50	Variation in mileage
	5	3	Llandegla	The Crown, Llandegla	> 2	22.00	3.00	Variation in mileage
Ysgol Bro Cwmcerw, Llanarmon and Llanferres	1	7	Eryrys / Graianrhyd	Can pick up in villages	> 2 or HR	48.75	1.50	Variation in mileage
	2	23	Graianrhyd / Llanarmon area	Non suitable	> 2 or HR	48.75	-	Single minibus makes several journeys
	3	2	Llanarmon Road, Llanferres	Llanferres	> 2	48.75	1.50	Variation in mileage
Ysgol Llanfair	1	22	Pwllglas	Already in use	< 2 HR	70.00	-	Timetabled bus
	2	6	Ruthin / Llanfair area	Non suitable	< 2 HR	45.00	-	
	3	7	Ruthin / Pwllglas area	Non suitable	< 2 HR	51.00	-	
	4	7	Graigfechan / Llanfair	Non suitable	< 2 HR	29.00	-	
	5	4	Bryneglwys / Llandegla	Bryneglwys garage	> 2	45.00	1.50	Variation in mileage
	6	2	Llanbedr	Rose Cottage	> 2	15.00	1.25	Variation in mileage
	7	3	Derwen	Bryn SM	> 2	45.00	2.00	Variation in mileage
Ysgol Pentrecelyn	1	3	Graigfechan / Pentrecelyn	Variation minimal	< 1 HR	13.62	-	
	2	8	Llaneldan / Pentrecelyn	Rhydymudwy	> 2	29.50	4.50	Variation in mileage
	3	13	Llaneldan area	Rhydymudwy	> 2 or HR	99.29	4.00	Variation in mileage
	4	7	Llandegla	Llandegla	> 2 or HR	39.00	1.50	Variation in mileage
	5	4	Rhydymudwy area	Glan Hespian crossroads	> 2 or HR	50.00	3.50	Variation in mileage
Ysgol Dyffryn Ial, Llandegla	1	8	Corwen / Bryneglwys	Corwen then Bryneglwys	> 2	47.00	7.50	Variation in mileage
	2	10	Llandegla area		< 2 HR	47.00	-	
Ysgol Cloacaog	1	12	Clawwnnewydd / Cloacaog	9 - Clawddnewydd village	< 2 HR	60.00	2.50	Variation in mileage
	2	7	Derwen	Derwen village	> 3	44.00	3.50	Variation in mileage
Ysgol Cyffylliog	1	13	Bontuchel / Cyffylliog	Non suitable	> 2 or HR	70.00	-	
	1	6	Corwen / Bryn SM	Non suitable	> 2 or HR	30.00	-	
Ysgol Bro Elwern, Gwyddelwern	2	3	Carrog / Corwen	Carrog	> 2 or HR	30.00	4.50	Variation in mileage
	3	10	Corwen	Clawdd Poncen, Corwen	< 2 HR	30.00	1.00	Variation in mileage
	1	12	Melin-y-Wig / Betws GG	8 from Melin-y-Wig	> 2 or HR	-	-	
Ysgol Caer Drewyn	1	5	Llandrillo / Corwen	Rhug Estate / Corwen	> 2 or HR	18.00	4.00	Variation in mileage
	2	12	Corwen	Already in use	-	-	-	Timetabled bus
Ysgol Bryn Collen / Ysgol Y Gwernant, Llangollen	1	9	Llantsilio / Pentre Dwr	Could pick up on route	> 2	69.00	10.00	Variation in mileage
	2	4	Llantsilio / Llangollen	Could pick up on route	> 2	42.00	6.00	Variation in mileage
	3	14	Glyndyfrdwy	Butterfly Farm	> 2	41.00	4.50	Variation in mileage
	4	1	Berwyn	Berwyn village	> 2	with Secondary	2.00	Variation in mileage
	5	3	Vivod	Non suitable	> 2	with Secondary	-	Variation in mileage
	6	2	Eghwysog	Britannia Inn	> 2	with Secondary	4.00	Variation in mileage
Ysgol Bro Dyffrydwy, Cynwyd	1	20	Corwen		> 2 or HR	106.72	-	Two buses at present, one bigger bus may not be any more cost effective.
	2	7	Druid, Cynwyd	Pick up together	-	-	4.00	
	3	14	Llandrillo	Llandrillo village	> 2 or HR	-	-	New Contract
Total		521		Total Cost/Saving per day		3,057.94	160.75	
				Total Cost/Saving per year (190 days)		581,008.60	30,542.50	

**HR - Hazardous Route

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Review of Home to School Transport Policy

22nd Sept 2014

Equality Impact Assessment

Review of Home to School Transport Policy.

Contact: Jackie Walley, Head of Customers & Education Support
Updated: 22/09/2014

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

A new or revised policy

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

The purpose of the report is to consult on the proposed changes to the Home to School Transport Policy.

The report recommends that agreement is given to implement the content of the new policy.

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)

The consultation process was undertaken over a period of 5 weeks and included Elected Members, Schools and Parents. Full details are contained in the Cabinet report.

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

N/A

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

The review does not impact disproportionately on any of these groups.

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

No	No impact
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- 8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

Yes	
-----	--

Action(s)	Owner	By when?
Parents will be required to make arrangements to transport children to their nearest pick up point where applicable within a 2mile/3mile distance for primary/secondary respectively. DCC has no statutory responsibility to transport below these distances. Parental responsibility will always be most important.	Education Support, DCC	<01/09/2015>
Existing Central Pick up points may not be safe and effective for the numbers of learners affected by the change The Authority will ensure that central pick up points are reviewed and amended where appropriate.	Education Support, DCC	<01/09/2015>
The policy will negatively affect families on	Education	<01/09/2015>

<p>low income that are unable to drive pupils to central pick up points</p> <p>All pick up points will be located within a suitable walking distance. If the location is deemed hazardous then children will be transported from home to pick up point or home to school whichever is the lesser of the 2.</p>	<p>Support, DCC</p>	

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:

Name of Lead Officer for Equality Impact Assessment	Date
Jackie Walley	22 nd Aug 2014

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

Denbighshire County Council Home to School Transport Policy

Revised: August 2014

Version: Draft for Consultation

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1. INTRODUCTION

1.1. Local Authorities are required to follow the legal framework related to travel and transport provisions for learners as set out in the Education Act 1996 and the Learner Travel Measure 2014.

1.2. Local Authorities must:

- Assess the travel needs of learners in their authority area
- Provide free home to school transport for learners of compulsory age attending primary school who live **2 miles** or further from their nearest suitable school
- Provide free home to school transport for learners of compulsory school age attending secondary school who live **3 miles** or further from their nearest suitable school
- Assess and meet the needs of 'looked after' children in their authority area
- Promote access to Welsh Medium Education
- Promote sustainable modes of travel

1.3. The Local Authority will endeavour to provide efficient and cost effective transport to those pupils who qualify under this policy, and we will make every effort to ensure that this is maintained at all times.

1.4. There may be circumstances where alternative provision would prove more cost effective than that stated in the policy and the Local Authority reserves the right to apply discretion where appropriate if it can be demonstrated that it is more cost effective to do so.

2. DEFINITIONS

2.1 A **qualifying school** falls within one of the categories set out below:

- (a) a community, controlled, foundation or voluntary aided school
- (b) a non-maintained special school
- (c) a pupil referral unit
- (d) an independent school named in a statement of special educational needs
- (e) a voluntary aided trust school

2.2 The **nearest suitable school** is a school that provides education appropriate to the age, ability, and aptitude of the learner, and also taking into account any learning difficulties that they may have. It will normally be the school in the area the learner resides, or another school (e.g. out of county) if closer to home by the nearest available walking route.

2.3 **Walking distance** is defined as the shortest available distance from their home to nearest suitable schools. These are:

- (a) 2 miles for a primary school
- (b) 3 miles for a secondary school

The measurement of the walking distance is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk in reasonable safety. As such, the route measured may include footpaths, bridleways and other pathways, as well as adopted roads. Walking Distance will be measured from the home boundary gate to the nearest school gate using the Authority's chosen software package.

2.4 **Looked after child (LAC)** is the term used within the Children Act 1989 to describe a person (under the age of 18) who is in the care of a Local Authority in the exercise of its social services functions

2.5 **Hazardous route** is a route that falls within the **walking distance** and is considered to be unsafe for a learner to walk alone or with an accompanying adult. Routes are categorised as hazardous following a formal inspection by the relevant Education and Highways & Environmental Services Officers.

2.6 **Dual residency** is where a Learner has more than one home (place of residency).i.e. through parental separation, foster care or other carer.

3. STATUTORY TRANSPORT

3.1 Background

Local Authorities are required by statute to follow the legal framework related to travel and transport provision for learners as detailed in the Education Act 1996 and the Learner Travel Measure. Assessing the needs of learners does not mean providing free transport; learners must meet the entitlement criteria set out in the policy. The categories by which a learner is entitled to free transport are set out in paragraphs 3.2 to 3.9.

3.2 Nearest Suitable School

The Local Authority will provide free transport to learners only if they are attending their nearest suitable school unless there are exceptions by virtue of the criteria in 3.3 to 3.9. Central pick up points will apply in these cases (see paragraph 4.2)

3.3 Parental Preference

Parents have the right to express a preference for admission of their child to any school, subject to available places. If the application is accepted, the parent loses their right to apply for free transport if it is not their nearest school, unless they meet any of the other criteria detailed in paragraphs 3.4 to 3.9

3.4 School Admissions

If a parent has been unable to secure a place for their child at their nearest qualifying school then free transport will be provided to the next nearest available qualifying school, if the distance criteria are met

3.5 Walking Distance

Transport will not be provided to learners if the distance from their home to school is less than:

- (a) 2 miles for Primary School pupils
- (b) 3 miles for Secondary School pupils

This is applicable to all pupils including those with SEN.

3.6 Hazardous Routes

The Local Authority will allow transport to school, for pupils who live below the statutory qualifying distance detailed in 3.5 above, if the route is deemed hazardous. Central pick up points will still apply (see 4.2). Door-to-door transport will only apply if the distance to the nearest pick-up point is greater than the qualifying distances of 2 and 3 miles in primary and secondary respectively. This does not apply in cases where parents have exercised their right to parental preference as detailed in 3.3 above.

3.7 Special Educational Needs (SEN)

The Local Authority will endeavour to make suitable and relevant educational provision for all children with special needs to ensure they are able to develop to their maximum potential. Level of need is assessed by the Education Moderation Panel which informs the type/level of transport that that will be provided. Transport will then be provided in line with the advice given and reviewed on an annual basis.

3.8 Looked After Children

The Authority will apply the same age and distance criteria to learners who are Looked after Children as they would to those who are not Looked After. The nearest school criteria do not however apply, as it is within our powers to ensure that a Looked after Child is placed according to their individual circumstances with the minimum of disruption ensuring continuity in education with friends or siblings while maintaining child wellbeing.

3.9 Dual Residency

The Local Authority will provide transport from both residences provided the school is the nearest suitable school from the main residence. If the criteria defined in 3.2 cannot be executed, then the Authority will apply its discretionary powers to provide such transport. If the second residence is in another Local Authority area then it is the responsibility of that Authority to arrange transport for that route. Proof of dual residency must be provided and main residence will be the property to which child benefit is paid

4. DISCRETIONARY TRANSPORT

4.1 Background

Discretionary travel provisions give Local Authorities the power to make any arrangement they think fit to facilitate the travel of learners to and from a place where they receive education or training. This power only applies to a learner living or studying in the Authority's area. A Local Authority does not have to apply discretionary powers but if they do they must ensure they are detailed in the Home to School Transport Policy. These discretionary arrangements can be withdrawn by the Local Authority provided the change is notified before 1st October of the year preceding the academic year to which the change will come into force. The categories by which a child is entitled to discretionary transport are set out in paragraphs 4.2 to 4.9.

4.2 Central Pick up Points

For those learners who qualify for transport based on the walking distance criteria detailed in 3.2 above, there will be an expectation that they will depart from a pre-determined pick up point located within the walking distances detailed in 3.5. The pick-up points are shown in Appendix 1. The Local Authority reserves the right to review these pick up points subject to ensuring a safe route is maintained at all times and subject to ensuring the most cost effective provision is in place. It is the parent's responsibility to ensure that the child reaches the pick-up destination in a timely manner and that they board the vehicle safely. Parents must ensure there is a responsible person at the drop off point to meet the child upon departure from the relevant mode of transport. If a responsible person is not at the pick-up point when the child returns on the journey home then additional costs will be recharged to the parents and it may be necessary for Officers to seek guidance from Social services and if required, arrange for the child to be taken to a Local Authority place of care.

4.3 Home pick-up points

There may be circumstances where there isn't a suitable pick up point available, in which case a home pick up point may be agreed but these will be in exceptional cases.

4.4 Faith Education

The Authority will provide discretionary transport to the nearest Faith school even if it is not their nearest qualifying school.

4.4 Welsh Medium Education

The Authority will provide discretionary transport to the nearest school providing Welsh medium education even if it is not their nearest qualifying school. For this purpose, it would be a school which is categorised as 1 or 2 within the Welsh Government guidelines on Welsh Medium Provision. As of September 2014, within Denbighshire this would be:

Welsh Medium Category 1:

- Ysgol Glan Clwyd - Secondary
- Ysgol y Llys - Primary
- Ysgol Twm o'r Nant - Primary
- Ysgol Henllan - Primary
- Ysgol Tremeirchion - Primary
- Ysgol Dewi Sant - Primary
- Ysgol Gymraeg y Gwernant – Primary
- Ysgol Pantpastynog - Primary
- Ysgol Bro Dyfrdwy - Primary
- Ysgol Bro Elwern - Primary
- Ysgol Carreg Emlyn - Primary
- Ysgol Bro Cinmeirch - Primary
- Ysgol Betws Gwerfil Goch - Primary
- Ysgol Pen Barras - Primary
- Ysgol Pentrecelyn - Primary

Bilingual Category 2:

- Ysgol Brynhyfryd - Secondary
- Ysgol Dinas Bran - Secondary
- Ysgol Rhewl - Primary
- Ysgol Dyffryn Iâl - Primary
- Ysgol Llanfair - Primary

Please note that if the nearest Welsh Medium School is outside of the county in which the learner resides then transport would still be provided accordingly.

We will not provide transport where a preference for bilingual education is made. Preferences will only be considered against Welsh Medium or English Medium.

4.5 Nursery/Reception Class

The Authority does not provide transport for children attending nursery school or nursery classes at the age of 3. Transport is provided from the commencement of the school year in which the child attains the age of 5.

4.6 Post 16 Education

The Local Authority will provide discretionary transport beyond statutory school age where a Denbighshire Learner resides over 3 miles from the nearest suitable school or college. The learner must be studying full time and be less than 19 years of age on 1st September of the academic year in which the course is taken. Transport will be provided to the Secondary School which is designated by the Authority to serve the Learner's home address or to the nearest school/college. Transport between learning establishments is provided through the 14-19 Learning Network, as detailed in 4.7 below.

4.7 14-19 Learning Network

The Authority currently makes provision for a network of transport routes in between some schools and colleges to allow access to a comprehensive range of educational courses. Transport will be provided free of charge when a Learner must travel between establishments to access the necessary courses.

4.8 Out of School Clubs

The Authority will not provide transport to or from out of school clubs (i.e. breakfast club & after school club) or extra-curricular activities that fall outside the statutory curriculum. It is the parent's responsibility to ensure that appropriate arrangements are put in place if these services are accessed.

4.9 Moving Home

In cases where a learner moves home part way through the academic year transport will not be continued if they are no longer attending their nearest suitable school unless it is part way through a GCSE year, in which case we will continue to provide discretionary transport until the academic years have been completed. This will not apply where a parent has previously exercised its parental preference as detailed in 3.3. The Local Authority also reserves the right to test the reasonableness of the transport requirement.

4.10 School Reorganisation

In cases where school reorganisation has taken place, the Local Authority will provide free transport for a specified period following the closure/change in status of a school.

4.11 Concessionary Transport

The Authority will consider concessionary transport if a learner does not qualify for free transport against any of the criteria detailed in this policy but could be placed on an existing contract transport route that has empty seats. The following circumstances would however apply:

- (a) A reasonable charge per term will be applied. We will review this annually
- (b) Concessions may be withdrawn at short notice when seats become unavailable
- (c) Concessionary passes cannot be issued at short notice at the start of the academic year as it is necessary to identify whether there are surplus places on contract vehicles
- (d) Concessionary fares cannot be offered where public transport runs alongside school transport

4.12 Managed Transfers

Transport will be provided for all managed transfers for the life of the transfer whether long- or short-term.

4.13 Other Support

The Head of Education reserves the right to apply discretionary powers to award free transport in cases related to the safeguarding of a learner or where there is likely to be significant detrimental impact to that learner's welfare. Transport on medical grounds may also be applicable under these criteria, including cases where the parent has a disability that restricts the ability of a learner to travel to school without transport. Cases of temporary housing will also apply under this criteria. This will ensure that learners can continue in their nearest qualifying school with the minimum of disruption or alternative schools where applicable.

5. Mode of Transport

5.1 The Authority will endeavour to provide the most suitable mode of transport for all learners that are safe and provides the most cost effective method of provision. This may be via bus, minibus, coach or taxi school contracts or existing public transport.

5.2 There may be circumstances where parents are offered a nominal payment towards the cost of transporting pupils for one return trip if it is deemed more cost effective than providing school transport. This will be reviewed annually.

6. APPLICATION PROCESS

6.1 You can apply online at <https://www.denbighshire.gov.uk/schooltransport> or alternatively you can download an application and send to us at the address detailed on the form

6.2 If your circumstances change and you are applying for transport during the school year, please do so as soon as you can after your new address is confirmed. Provided your home address and the school attended do not change, please note there is no need to re-apply for school transport every year unless you are a Year 11 learner entering into Sixth Form.

6.3 We will let you know if your application for school transport has been successful within 15 working days of receiving your application form. If you are successful, you will receive details of pick-up times and locations during the summer holidays for September starts or as soon as possible for applications mid-school year.

6.4 Full details of all transport related issues can be found in the Denbighshire Parent Handbook
<https://www.denbighshire.gov.uk/en/resident/education/denbighshire-schools-2014-15-en.pdf>

7. APPEALS

7.1 The parent, guardian or carer will normally be notified in writing within 15 working days of an unsuccessful application. The refusal will provide details of their right of appeal.

7.2 The parent, guardian or carer can put their appeal in writing to admissions@denbighshire.gov.uk stating their reasons for appealing against the decisions.

7.3 An Independent Officer will consider the appeal against the Home to School Transport Policy and make a decision based on the information provided.

7.4 The parent, guardian or carer will be notified of the outcome of their appeal in writing within 5 working days of their appeal being received, provided no further information is required to support the decision. Following this decision there are no further grounds for appeal.

8. WITHDRAWAL OF TRANSPORT

8.1 If a Local Authority has provided discretionary transport in its policy, it can remove this provision at any time, provided it has agreed and published a new policy before the 1st October of the year preceding the academic year in which the changes will come into force.

8.2 If the transport withdrawal is related directly to an individual (code of conduct not being met) and not a direct policy change, then the Local Authority must give at least 24 hours' notice before the withdrawal of transport takes place. The withdrawal must not exceed 10 consecutive school days and must not result in the learner having arrangement withdrawn for a period of more than 30 school days in one school year.

9. CONTACT DETAILS

9.1 Transport Applications

For queries related to applications please email admissions@denbighshire.gov.uk or telephone 01824 706101

9.2 Passenger Transport Services

For queries related to operational service issues please email passenger.transport@denbighshire.gov.uk or telephone 01824 706101

9.3 14-19 Transport

For queries related to inter-establishment transport for the 14-19 learning network please email admissions@denbighshire.gov.uk or telephone 01824 706101

9.4 Transport Complaints

If you wish to make a complaint please email passenger.transport@denbighshire.gov.uk or telephone 01824 706101

9.5 School Admissions

For queries related to School Admissions please email admissions@denbighshire.gov.uk or telephone 01824 706101

9.6 SEN transport

For queries related to SEN Transport please email admissions@denbighshire.gov.uk or telephone 01824 708064

APPENDIX 1 - CENTRAL PICK UP POINTS

	AM	PM
Contract D10.11 DHS	CEFN MEIRIADOG, MAIRWEN	DENBIGH HIGH SCHOOL
	GLASCOED FAWR	TREFNANT, WAR MEMORIAL
	TREFNANT, RHODFA CLWYD	TREFNANT, RHODFA CLWYD
	TREFNANT, WAR MEMORIAL	GLASCOED FAWR
	DENBIGH HIGH SCHOOL	CEFN MEIRIADOG, MAIRWEN
Contract D76.11 DHS	RUTHIN WYNNSTAY ROAD	DENBIGH HIGH SCHOOL
	HENDRERWYDD, TEL KIOSK	WAEN CROSSROADS
	LLANGYNHAFAL, GOLDEN LION	LLANDYRNOG, WHITE HORSE
	GROES FAWR	LLANGWYFAN CROSSROADS
	LLANGWYFAN CROSSROADS	GROES FAWR
	LLANDYRNOG, WHITE HORSE	LLANGYNHAFAL. GOLDEN LION
	WAEN CROSSROADS	HENDRERWYDD, TEL KIOSK
	DENBIGH HIGH SCHOOL	RUTHIN, WYNNSTAY ROAD
Contract D513B DHS	ST ASAPH, LLWYN ELWY / BRO HAVARD	DENBIGH HIGH SCHOOL BUS BAY
	ST ASAPH, BRIDGE	DENBIGH GREEN
	ST ASAPH, SOLAR COURT	TREFNANT, POST OFFICE
	TREFNANT, NANT Y PATRICK	TREFNANT, NANT Y PATRICK
	TREFNANT, POST OFFICE	ST ASAPH, SOLAR COURT
	DENBIGH GREEN	ST ASAPH, BRIDGE
	DENBIGH HIGH SCHOOL, BUS BAY	ST ASAPH, LLWYN ELWY / BRO HAVARD
Contract D513C DHS	ST ASAPH, THE ROE	DENBIGH HIGH SCHOOL BUS BAY (DEP)
	THE PLOUGH, ST ASPAH	TREFNANT, THATCHED COTTAGE
	SOLAR COURT	SILVER RIVER
	ST ASAPH, H M STANLEY	ST ASAPH, H M STANLEY
	SILVER RIVER	SOLAR COURT
	TREFNANT, THATCHED COTTAGE	THE PLOUGH, ST ASAPH
	DENBIGH HIGH SCHOOL, BUS BAY	ST ASAPH, THE ROE
Contract D513L DHS	RHUALLT, (OLD SCHOOL)	DENBIGH HIGH SCHOOL
	WAEN FARMERS ARMS	TREFNANT, BUS STOP
	MAES RATHBONE	TREMEIRCHION
	TREMEIRCHION	MAES RATHBONE
	TREFNANT, BUS STOP	WAEN FARMERS ARMS
	DENBIGH HIGH SCHOOL	RHUALLT
Contract D513M DHS	SOLAR COURT	DENBIGH HIGH SCHOOL
	DENBIGH HIGH SCHOOL	SOLAR COURT
Contract D513P DHS	BODFARI	DENBIGH HIGH SCHOOL
	WAEN ABERWHEELER	ST BRIGID'S (MAIN ROAD BUS STOP)
	ST BRIGID'S (MAIN ROAD BUS STOP)	WAEN ABERWHEELER
	DENBIGH HIGH SCHOOL	BODFARI
Contract P6 DHS	LLANNEFYDD (SCHOOL)	DENBIGH HIGH SCHOOL
	CEFN BERAIN	DENBIGH, LENTEN POOL
	HENLLAN, POST OFFICE	HENLLAN, POST OFFICE
	DENBIGH, LENTEN POOL	CEFN BERAIN
	DENBIGH HIGH SCHOOL	LLANNEFYDD (SCHOOL)
Contract D553D DHS & GLAN CLWYD	PENTRE LLANRHAADR	ST ASAPH, YSGOL GLAN CLWYD (DEPART)
	BROOKHOUSE (OLD RUTHIN ROAD)	DENBIGH GREEN
	DENBIGH HIGH SCHOOL (FRONT)	DENBIGH COLOMENDY
	DENBIGH, COLOMENDY	DENBIGH HIGH SCHOOL (FRONT)
	DENBIGH GREEN	BROOKHOUSE (OLD RUTHIN ROAD)

	YSGOL GLAN CLWYD, ST ASAPH	PENTRE LLANRHAEADR
Contract P11.11 DHS & GLAN CLWYD	DENBIGH LENTON POOL	ST ASAPH, YSGOL GLAN CLWYD (DEP)
	DERWEN GORNEL	DENBIGH, HIGH SCHOOL
	NANTGLYN, CROSSROADS	DENBIGH LENTON POOL
	BRYNGLAS CROSSROADS	DERWEN GORNEL
	SARON CHAPEL	NANTGLYN, CROSSROADS
	PRION, CHAPEL	BRYNGLAS CROSSROADS
	NORTH WALES HOSPITAL	SARON CHAPEL
	DENBIGH LENTON POOL	PRION, CHAPEL
	DENBIGH, HIGH SCHOOL	NORTH WALES HOSPITAL
	ST ASAPH, YSGOL GLAN CLWYD	DENBIGH LENTON POOL
Contract D501A Emrys	ST ASAPH (CATHEDRAL)	ABERGELE, YSGOL EMRYS-AP-IWAN
	ST ASAPH (ASHLY COURT)	BODELWYDDAN (VILLAGE)
	BODELWYDDAN (HOSPITAL RESIDENCIES)	BODELWYDDAN (HOSPITAL RESIDENCIES)
	BODELWYDDAN (VILLAGE)	ST ASAPH (ASHLEY COURT)
	ABERGELE, YSGOL EMRYS-AP-IWAN	ST ASAPH (CATHEDRAL)
Contract D501B Emrys	BODELWYDDAN VILLAGE	ABERGELE, YSGOL EMRYS-AP-IWAN
	BOD TEGWAL	BOD TEGWAL
	ABERGELE, YSGOL EMRYS-AP-IWAN	BODELWYDDAN VILLAGE
Contract D1.11 Brynhyfryd	LOGGERHEADS	RUTHIN, YBH
	TAFARN-Y-GELYN	LLANBEDR DC
	LLANFERRES	LLANARMON-YN-IAL
	LLANARMON-YN-IAL	LLANFERRES
	LLANBEDR DC	TAFARN-Y-GELYN
	RUTHIN, YBH	LOGGERHEADS
Contract D76.07 Brynhyfryd	WAEN CROSSROADS	YSGOL BRYNHYFRYD
	LLANDYRNOG, WHITE HORSE	LLANBEDR DYFFRYN CLWYD, GRIFFIN
	LLANGWYFAN CROSSROADS	PLAS YN RHOS
	GROES FAWR	GELLIFOR SCHOOL
	LLANGYNHAFAL, GOLDEN LION	HENDRERWYDD, TEL. KIOSK
	HENDRERWYDD, TEL. KIOSK	LLANGYNHAFAL, GOLDEN LION
	GELLIFOR SCHOOL	GROES FAWR
	PLAS YN RHOS	LLANGWYFAN CROSSROADS
	LLANBEDR DYFFRYN CLWYD, GRIFFIN	LLANDYRNOG, WHITE HORSE
	YSGOL BRYNHYFRYD	WAEN CROSSROADS
Contract D150.15 Brynhyfryd	LLANGOLLEN, MARKET STREET	RUTHIN, YSGOL BRYNHYFRYD (depart)
	CORWEN, CAR PARK	RUTHIN, MARKET STREET
	MAES AFALLEN	LLANFAIR D.C., WHITE HORSE
	CLAWDD PONCEN	PWLLGLAS, FOX & HOUNDS
	GWYDDELWERN, TY MAWR	BRYN S.M., POST OFFICE
	BRYN S.M., POST OFFICE	GWYDDELWERN, COUNCIL HOUSES
	PWLLGLAS, FOX & HOUNDS	CLAWDD PONCEN
	LLANFAIR D.C., WHITE HORSE	MAES AFALLEN
	RUTHIN, STATION ROAD	CORWEN, CAR PARK
	RUTHIN, YSGOL BRYNHYFRYD	LLANGOLLEN, MARKET STREET
Contract D549A Brynhyfryd	BETWS GWERFIL GOCH	YSGOL BRYNHYFRYD, RUTHIN
	MELIN-Y-WIG	CLOCAENOG
	MIN AWEL	BRYNFEDWEN
	BLAENWERN	JUNCTION TO BRYNGWYN
	JUNCTION TO BRYNGWYN	BLAENWERN
	BRYNFEDWEN	MIN AWEL

	CLOCAENOG	MELIN-Y-WIG
	YSGOL BRYNHYFRYD, RUTHIN	BETWS GWERFIL GOCH
Contract D549B Brynhyfyd	CYFFYLLIOG	RUTHIN, YSGOL BRYNHYFRYD
	FELIN	LLANFWROG
	BONTUCHEL	HENGOED
	HENGOED	BONTUCHEL
	LLANFWROG	FELIN
	RUTHIN, YSGOL BRYNHYFRYD	CYFFYLLIOG
Contract D549C Brynhyfyd	RHYDMEUDWY	RUTHIN, YSGOL BRYNHYFRYD
	LLYSFASI CROSSROADS	LLANRHYDD / PENTRE COCH (B5429)
	PENTRECELYN	GRAIGFECHAN
	GRAIGFECHAN	PENTRECELYN
	LLANRHYDD / PENTRE COCH (B5429)	LLYSFASI CROSSROADS
	RUTHIN, YSGOL BRYNHYFRYD	RHYDMEUDWY
Contract D549E Brynhyfyd	MOLD	RUTHIN, YBH
	GWERNYMYNYDD	B5430 BRYN HAIDD
	CADOLE	B5430 BRYN YR OGOF
	MAESHAFN	GRAIANRHYD
	ERYRYS	ERYRYS
	GRAIANRHYD	MAESHAFN
	B5430 BRYN YR OGOF	CADOLE
	B5430 BRYN HAIDD	GWERNYMYNYDD
RUTHIN, YBH	MOLD	
Contract D549F Brynhyfyd	LAY-BY BEFORE LLANFIHANGEL	YSGOL BRYNHYFRYD
	FORESTRY HOUSES-BEFORE CLAWDDNEWYDD	BOTTOM OF POOL PARK
	CLAWDDNEWYDD	TOP OF POOL PARK BY YELLOW COTTAGE
	BRYN-Y-FFYNNON CROSSROADS	ROADSIDE DROP OFF
	PERTHI BACH HOUSE - ROADSIDE PICK UP	PERTHI BACH HOUSE-ROADSIDE DROP OFF
	ROADSIDE PICK UP	BRYN-Y-FFYNNON CROSSROADS
	TOP OF POOL PARK BY YELLOW COTTAGE	CLAWDDNEWYDD
	BOTTOM OF POOL PARK	FORESTRY HOUSES-BEFORE CLAWDDNEWYDD
	YSGOL BRYNHYFRYD	BRYN ERYR FUEL
Contract D549G Brynhyfyd	CLAWDD PONCEN	YSGOL BRYNHYFRYD, RUTHIN
	GWYDDELWERN (TY MAWR PUB)	PWLLGLAS (COMMUNITY CENTRE)
	CARAVAN PARK then LAY BY	PWLLGLAS (FOX & HOUNDS)
	BRYN SAITH MARCHOG	NANTCLWYD
	PANDY CAPEL	PANDY CAPEL
	NANTCLWYD	BRYN SAITH MARCHOG
	PWLLGLAS (FOX & HOUNDS)	LAY BY then CARAVAN PARK
	PWLLGLAS (COMMUNITY CENTRE)	GWYDDELWERN (TY MAWR PUB)
	YSGOL BRYNHYFRYD	CLAWDD PONCEN
Contract D549H Brynhyfyd	GELLIFOR	RUTHIN, YSGOL BRYNHYFRYD
	RHOS (PLAS-YN-RHOS)	TY'N-Y-GROESFFORDD
	JUNCTION TO TYN-Y-COED	GROES ISA / WAEN
	CLYTTIR FARM / BRYN CELYN	GROES UCHA / JCTN TO HIRWAEN
	GROES UCHA / JCTN TO HIRWAEN	CLYTTIR FARM / BRYN CELYN
	GROES ISA / WAEN	JUNCTION TO TYN-Y-COED
	TY'N-Y-GROESFFORDD	RHOS (PLAS-YN-RHOS)
	RUTHIN, YSGOL BRYNHYFRYD	GELLIFOR
	WAEN CROSSROADS	RUTHIN BRYNHYFRYD SCHOOL (DEPART)
	LLANDYRNOG, POST OFFICE / WHITE HORSE	RHEWL

Contract D549H-1 Brynhyfryd	JTN FFORDD GOCH/CERRIGLLWYDION HALL	BROFAIR
	JUNCTION TO RHYDONEN (THE GABLES)	GLAN CLWYD / JUNCTION TO TELPYN
	LLANYCHAN (JUNCTION TO STRYT FAWR)	PLAS-YR-ESGOB / BRO DEG
	PLAS-YR-ESGOB / BRO DEG	LLANYCHAN (JUNCTION TO STRYT FAWR)
	GLAN CLWYD / JUNCTION TO TELPYN	JUNCTION TO RHYDONEN (THE GABLES)
	BROFAIR	JTN FFORDD GOCH/CERRIGLLWYDION HALL
	RHEWL	LLANDYRNOG POST OFFICE/WHITE HORSE
	RUTHIN, YSGOL BRYNHYFRYD	WAEN CROSSROADS
Contract X50 Brynhyfryd	DENBIGH, LENTEN POOL	YSGOL BRNHYFRYD
	CRUD Y CASTELL	RUTHIN, WYNNSTAY ROAD
	BROOKHOUSE	RHEWL, DROVERS ARMS
	LLANRHAADR CHURCH	LLANRHAADR CHURCH
	RHEWL, DROVERS ARMS	BROOKHOUSE
	RUTHIN, WYNNSTAY ROAD	CRUD Y CASTELL
	YSGOL BRYNHYFRYD	DENBIGH, LENTEN POOL
Contract YB1 Brynhyfryd	BRYNEGLWYS	RUTHIN, YSGOL BRYNHYFRYD (GAD / DEP.)
	LLANDEGLA	GRAIGFECHAN
	JUNCTION TO LLAINWEN/LLIDIART FAWR	JUNCTION TO LLAINWEN/LLIDIART FAWR
	GRAIGFECHAN	LLANDEGLA
	RUTHIN, YSGOL BRYNHYFRYD (CYRR / ARR.)	BRYNEGLWYS
Contract D151A.11 Dinas Bran	LLANDRILLO	LLANGOLLEN, YSGOL DINAS BRAN (depart)
	CYNWYD	GLYNDYFRDWY
	BONWM	CORWEN
	UWCH Y DRE	UWCH Y DRE
	CORWEN	BONWM
	GLYNDYFRDWY	CYNWYD
	LLANGOLLEN, YSGOL DINAS BRAN	LLANDRILLO
Contract D527A Dinas Bran	TY'N Y CEFN JUNCTION	LLANGOLLEN, YSGOL DINAS BRAN (DEP)
	CLAWDD PONCEN	MAES AFALLEN
	MAES AFALLEN	CLAWDD PONCEN
	LLANGOLLEN, YSGOL DINAS BRAN	TY'N Y CEFN JUNCTION
Contract D527B Dinas Bran	CORWEN, SQUARE	LLANGOLLEN, YSGOL DINAS BRAN (DEP)
	LLIDIART-Y-PARC (A5)	GLYNDYFRDWY
	GLYNDYFRDWY	LLIDIART-Y-PARC (A5)
	LLANGOLLEN, YSGOL DINAS BRAN	CORWEN, SQUARE
Contract D553A Glan Clwyd	PRESTATYN, FFRITH BEACH	YSGOL GLAN CLWYD
	PRESTATYN, BERWYN CRESCENT	PRESTATYN, MELIDEN ROAD
	PRESTATYN, VICTORIA ROAD POLICE STN	PRESTATYN, MELIDEN ROAD (PHS)
	PRESTATYN, BASTION ROAD	PRESTATYN, WILLIAMS ESTATES
	PRESTATYN BUS STATION	PRESTATYN, GRONANT ROAD
	PRESTATYN, NANT HALL ROAD	PRESTATYN, NANT HALL ROAD
	PRESTATYN, GRONANT ROAD	PRESTATYN BUS STATION
	PRESTATYN, WILLIAMS ESTATES	PRESTATYN, BASTION ROAD
	PRESTATYN, MELIDEN ROAD (PHS)	PRESTATYN, VICTORIA ROAD SHOPS
	PRESTATYN, MELIDEN ROAD	PRESTATYN, GLANDWR
	YSGOL GLAN CLWYD	PRESTATYN, FFRITH BEACH
	PRESTATYN, FFRITH BEACH	YSGOL GLAN CLWYD
	PRESTATYN, BRIG-Y-DON BUS STOP	DYSERTH, FFORDD FFRAINIC
	PRESTATYN, FESTIVAL GARDENS	DYSERTH, THOMAS AVENUE/HIGH STREET
	PRESTATYN, CEG-Y-FFORDD	DYSERTH, WATERFALL ROAD
	PRESTATYN, FFORDD PENRHWYLFA (JOLLY SAILOR)	PRESTATYN, MELIDEN ROAD

Contract D553B Glan Clwyd	PRESTATYN, FFORDD ISA	PRESTATYN, PRINCES AVENUE/HIGH SCHOOL
	PRESTATYN, PRINCES AVENUE/HIGH SCHOOL	PRESTATYN, FFORDD ISA
	PRESTATYN, MELIDEN ROAD	PRESTATYN, FFORDD PENRHWYLFA (JOLLY SAILOR)
	DYSERTH, WATERFALL ROAD	PRESTATYN, CEG-Y-FFORDD
	DYSERTH, THOMAS AVENUE/HIGH STREET	PRESTATYN, FESTIVAL GARDENS
	DYSERTH, FFORDD FFRAINIC	PRESTATYN, BRIG-Y-DON BUS STOP
	YSGOL GLAN CLWYD	PRESTATYN, TERFYN PELLA CAMP
Contract D553C Glan Clwyd	RHYL, VALE ROAD FLATS	YSGOL GLAN CLWYD
	RHYL, BUS STATION	RHYL, RHUDDLAN RD / ROSEHILL RD
	RHYL, WELLINGTON ROAD	RHYL, VALE ROAD, (CASKEYS)
	RHYL, WEST PARADE	RHYL, RUSSELL ROAD
	RHYL, EAST PARADE/ MARINE DRIVE	RHYL, LYTON WALK
	RHYL, LYTON WALK	RHYL, EAST PARADE/ MARINE DRIVE
	RHYL, RUSSELL ROAD	RHYL, WEST PARADE
	RHYL, VALE ROAD, (CASKEYS)	RHYL, WELLINGTON ROAD
	RHYL, RHUDDLAN RD / ROSEHILL ROAD	RHYL, BUS STATION
	YSGOL GLAN CLWYD	RHYL, VALE ROAD FLATS
Contract D553D Glan Clwyd	PENTRE LLANRHAADR	ST ASAPH, YSGOL GLAN CLWYD
	BROOKHOUSE (OLD RUTHIN ROAD)	DENBIGH GREEN
	DENBIGH HIGH SCHOOL (FRONT)	DENBIGH TWM O'R NANT
	DENBIGH, TWM O'R NANT	DENBIGH HIGH SCHOOL (FRONT)
	DENBIGH GREEN	BROOKHOUSE (OLD RUTHIN ROAD)
	YSGOL GLAN CLWYD, ST ASAPH	PENTRE LLANRHAADR
Contract D553E Glan Clwyd	HENLLAN (CHURCH TOWER)	ST ASAPH, YSGOL GLAN CLWYD
	DENBIGH (LENTEN POOL)	DENBIGH (MEMORIAL GARDENS / LIDL)
	DENBIGH (LIDL)	DENBIGH (VALE ST - OLD POLICE STATION)
	DENBIGH (VALE ST-OLD POLICE STN)	DENBIGH (LENTEN POOL)
	DENBIGH HIGH SCHOOL	HENLLAN (CHURCH TOWER)
	YSGOL GLAN CLWYD, ST ASAPH	
Contract D553F Glan Clwyd	RHYL, COAST ROAD (GOLF CLUB)	YSGOL GLAN CLWYD
	RHYL, COAST RD (DENMORE STORES)	RHYL, FFORDD DERWEN
	RHYL, TYNEWYDD RD/LARKMOUNT RD	RHYL, FFORDD LAS
	RHYL, CHELTENHAM AVENUE	RHYL, MARSH ROAD
	RHYL, GRANGE ROAD	RHYL, VALE ROAD
	RHYL, VALE ROAD	RHYL, GRANGE ROAD
	RHYL, MARSH ROAD	RHYL, CHELTENHAM AVENUE
	RHYL, FFORDD LAS	RHYL, TYNEWYDD RD/LARKMOUNT RD
	RHYL, FFORDD DERWEN	RHYL, COAST RD (DENMORE STORES)
	YSGOL GLAN CLWYD	RHYL, COAST ROAD (GOLF CLUB)
Contract D553G Glan Clwyd	DENBIGH (MYDDLETON PARC)	ST ASAPH, YSGOL GLAN CLWYD
	DENBIGH (TREWEN)	TREFNANT, NANT Y PATRICK
	DENBIGH HIGH BUS BAY	DENBIGH (COLOMENDY)
	DENBIGH (COLOMENDY)	DENBIGH HIGH SCHOOL, BUS BAY
	TREFNANT, NANT Y PATRICK	DENBIGH (TREWEN) DENBIGH (MYDDLETON PARC)
Contract D553J Glan Clwyd	RHYL, MAES-Y-GOG	YSGOL GLAN CLWYD
	RHYL, DYSERTH ROAD (FFORDD ELAN)	RHYL, RHUDDLAN RD (THE BOULEVARD)
	RHYL, PEN-Y-MAES AVENUE	RHYL, RHUDDLAN RD (TOWER GARDENS)
	RHYL, TRELLEWELYN ROAD	RHYL, TRELLEWELYN ROAD
	RHYL, RHUDDLAN RD (ROSEHILL ROAD)	RHYL, PEN-Y-MAES AVENUE

	RHYL, RHUDDLAN RD(THE BOULEVARD) YSGOL GLAN CLWYD	RHYL, DYSERTH ROAD (FFORDD ELAN) RHYL, MAES-Y-GOG BRYN CWNIN ROAD
Contract D553P Glan Clwyd	MELIDEN, FFORDD TALARGOCH RHUDDLAN, NEW ROAD RHUDDLAN, DYSERTH ROAD RHUDDLAN, VICARAGE LANE RHUDDLAN, PENTRE LANE YSGOL GLAN CLWYD	YSGOL GLAN CLWYD RHUDDLAN, PENTRE LANE RHUDDLAN, NEW ROAD RHUDDLAN, DYSERTH ROAD RHUDDLAN, VICARAGE LANE MELIDEN, FFORDD TALARGOCH
Contract D574A Berwyn	CYNWYD LLANDRILLO YSGOL Y BERWYN, BALA	YSGOL Y BERWYN, BALA LLANDRILLO CYNWYD
Contract D574B Berwyn	MELIN Y WIG GLYNDYFRDWY LLIDIART Y PARC BONWM CORWEN MAES AFALLEN / CLAWDD PONCEN GWYDDELWERN DRUID FOUR CROSSES JUNCTION YSGOL Y BERWYN, BALA	YSGOL Y BERWYN, BALA FOUR CROSSES JUNCTION DRUID GWYDDELWERN MAES AFALLEN / CLAWDD PONCEN CORWEN BONWM LLIDIART Y PARC GLYNDYFRDWY MELIN Y WIG
Contract D590A St Brigids	ST ASAPH, THE ROE ST ASAPH, CATHEDRAL H. M. STANLEY HOSPITAL TREFNANT, NANT Y PATRICK TREFNANT, POST OFFICE ST BRIGID'S SCHOOL, DENBIGH	ST BRIGID'S SCHOOL, DENBIGH TREFNANT, POST OFFICE TREFNANT, NANT Y PATRICK H. M. STANLEY HOSPITAL ST ASAPH, CATHEDRAL ST ASAPH, THE ROE
Contract D258A LlanfairDC	PWLLGLAS, ERW LAS PWLLGLAS VILLAGE HALL LLANFAIR DYFFRYN CLWYD, C.P. SCHOOL	LLANFAIR DYFFRYN CLWYD, C.P. SCHOOL PWLLGLAS PWLLGLAS VILLAGE HALL
Contract D366A Dewi Sant	ST ASAPH (CATHEDRAL) ST ASAPH (THE ROE / ASHLEY COURT) SARN LANE (MEADOWBROOK FARM)/PENGWERN HALL YSBYTY GLAN CLWYD BODELWYDDAN (TY FRY) BODELWYDDAN (ST ASAPH AVENUE) TOWYN CROSSROADS KINMEL BAY, SQUARE RHYL (WELLINGTON ROAD POST OFFICE) RHYL (CASKEY'S PUB / LITTLE THEATRE) RHYL, YSGOL DEWI SANT C.P. SCHOOL	RHYL, YSGOL DEWI SANT C.P. SCHOOL RHYL (CASKEY'S PUB / LITTLE THEATRE) RHYL (WELLINGTON ROAD POST OFFICE) KINMEL BAY, SQUARE TOWYN CROSSROADS BODELWYDDAN (ST ASAPH AVENUE) BODELWYDDAN (TY FRY) YSBYTY GLAN CLWYD SARN LANE (MEADOWBROOK FARM)/PENGWERN HALL ST ASAPH (ASHLEY COURT) ST ASAPH (CATHEDRAL)
Contract D366B Dewi Sant	MELIDEN, STAR INN DYSERTH (GWELFOR PARK) DYSERTH (CROSSROADS – CWM ROAD) POP INN RHUDDLAN, BRYN CRESCENT RHUDDLAN, VICARAGE ROAD RHYL, YSGOL DEWI SANT C.P. SCHOOL	RHYL, YSGOL DEWI SANT C.P. SCHOOL RHUDDLAN, GARAGE RHUDDLAN, BRYN CRESCENT DYSERTH (CROSSROADS – CWM ROAD) POP INN DYSERTH (GWELFOR PARK) MELIDEN, STAR INN

Contract D553A Glan Clwyd	PRESTATYN, FFRITH BEACH	YSGOL GLAN CLWYD
	PRESTATYN, BERWYN CRESCENT	PRESTATYN, MELIDEN ROAD
	PRESTATYN, VICTORIA ROAD POLICE STN	PRESTATYN, MELIDEN ROAD (PHS)
	PRESTATYN, BASTION ROAD	PRESTATYN, WILLIAMS ESTATES
	PRESTATYN BUS STATION	PRESTATYN, GRONANT ROAD
	PRESTATYN, NANT HALL ROAD	PRESTATYN, NANT HALL ROAD
	PRESTATYN, GRONANT ROAD	PRESTATYN BUS STATION
	PRESTATYN, WILLIAMS ESTATES	PRESTATYN, BASTION ROAD
	PRESTATYN, MELIDEN ROAD (PHS)	PRESTATYN, VICTORIA ROAD SHOPS
	PRESTATYN, MELIDEN ROAD	PRESTATYN, GLANDWR
	YSGOL GLAN CLWYD	PRESTATYN, FFRITH BEACH
Contract D553B Glan Clwyd	PRESTATYN, FFRITH BEACH	YSGOL GLAN CLWYD
	PRESTATYN, BRIG-Y-DON BUS STOP	DYSERTH, FFORDD FFRAINIC
	PRESTATYN, FESTIVAL GARDENS	DYSERTH, THOMAS AVENUE/HIGH STREET
	PRESTATYN, CEG-Y-FFORDD	DYSERTH, WATERFALL ROAD
	PRESTATYN, FFORDD PENRHWYLFA (JOLLY SAILOR)	PRESTATYN, MELIDEN ROAD
	PRESTATYN, FFORDD ISA	PRESTATYN, PRINCES AVENUE/HIGH SCHOOL
	PRESTATYN, PRINCES AVENUE/HIGH SCHOOL	PRESTATYN, FFORDD ISA
	PRESTATYN, MELIDEN ROAD	PRESTATYN, FFORDD PENRHWYLFA (JOLLY SAILOR)
	DYSERTH, WATERFALL ROAD	PRESTATYN, CEG-Y-FFORDD
	DYSERTH, THOMAS AVENUE/HIGH STREET	PRESTATYN, FESTIVAL GARDENS
	DYSERTH, FFORDD FFRAINIC	PRESTATYN, BRIG-Y-DON BUS STOP
	YSGOL GLAN CLWYD	PRESTATYN, TERFYN PELLA CAMP
	Contract D553C Glan Clwyd	RHYL, VALE ROAD FLATS
RHYL, BUS STATION		RHYL, RHUDDLAN RD / ROSEHILL RD
RHYL, WELLINGTON ROAD		RHYL, VALE ROAD, (CASKEYS)
RHYL, WEST PARADE		RHYL, RUSSELL ROAD
RHYL, EAST PARADE/ MARINE DRIVE		RHYL, LYTON WALK
RHYL, LYTON WALK		RHYL, EAST PARADE/ MARINE DRIVE
RHYL, RUSSELL ROAD		RHYL, WEST PARADE
RHYL, VALE ROAD, (CASKEYS)		RHYL, WELLINGTON ROAD
RHYL, RHUDDLAN RD / ROSEHILL ROAD		RHYL, BUS STATION
YSGOL GLAN CLWYD		RHYL, VALE ROAD FLATS
Contract D553D Glan Clwyd	PENTRE LLANRHAADR	ST ASAPH, YSGOL GLAN CLWYD
	BROOKHOUSE (OLD RUTHIN ROAD)	DENBIGH GREEN
	DENBIGH HIGH SCHOOL (FRONT)	DENBIGH TWM O'R NANT
	DENBIGH, TWM O'R NANT	DENBIGH HIGH SCHOOL (FRONT)
	DENBIGH GREEN	BROOKHOUSE (OLD RUTHIN ROAD)
	YSGOL GLAN CLWYD, ST ASAPH	PENTRE LLANRHAADR
Contract D553E Glan Clwyd	HENLLAN (CHURCH TOWER)	ST ASAPH, YSGOL GLAN CLWYD
	DENBIGH (LENTEN POOL)	DENBIGH (MEMORIAL GARDENS / LIDL)
	DENBIGH (LIDL)	DENBIGH (VALE ST - OLD POLICE STATION)
	DENBIGH (VALE ST-OLD POLICE STN)	DENBIGH (LENTEN POOL)
	DENBIGH HIGH SCHOOL	HENLLAN (CHURCH TOWER)
	YSGOL GLAN CLWYD, ST ASAPH	
Contract D553F Glan Clwyd	RHYL, COAST ROAD (GOLF CLUB)	YSGOL GLAN CLWYD
	RHYL, COAST RD (DENMORE STORES)	RHYL, FFORDD DERWEN
	RHYL, TYNEWYDD RD/LARKMOUNT RD	RHYL, FFORDD LAS
	RHYL, CHELTENHAM AVENUE	RHYL, MARSH ROAD
	RHYL, GRANGE ROAD	RHYL, VALE ROAD

	RHYL, VALE ROAD	RHYL, GRANGE ROAD
	RHYL, MARSH ROAD	RHYL, CHELTENHAM AVENUE
	RHYL, FFORDD LAS	RHYL, TYNEWYDD RD/LARKMOUNT RD
	RHYL, FFORDD DERWEN	RHYL, COAST RD (DENMORE STORES)
	YSGOL GLAN CLWYD	RHYL, COAST ROAD (GOLF CLUB)
Contract D553G Glan Clwyd	DENBIGH (MYDDLETON PARC)	ST ASAPH, YSGOL GLAN CLWYD
	DENBIGH (TREWEN)	TREFNANT, NANT Y PATRICK
	DENBIGH HIGH BUS BAY	DENBIGH (COLOMENDY)
	DENBIGH (COLOMENDY)	DENBIGH HIGH SCHOOL, BUS BAY
	TREFNANT, NANT Y PATRICK	DENBIGH (TREWEN)
		DENBIGH (MYDDLETON PARC)
Contract D553J Glan Clwyd	RHYL, MAES-Y-GOG	YSGOL GLAN CLWYD
	RHYL, DYSERTH ROAD (FFORDD ELAN)	RHYL, RHUDDLAN RD (THE BOULEVARD)
	RHYL, PEN-Y-MAES AVENUE	RHYL, RHUDDLAN RD (TOWER GARDENS)
	RHYL, TRELLEWELYN ROAD	RHYL, TRELLEWELYN ROAD
	RHYL, RHUDDLAN RD (ROSEHILL ROAD)	RHYL, PEN-Y-MAES AVENUE
	RHYL, RHUDDLAN RD (THE BOULEVARD)	RHYL, DYSERTH ROAD (FFORDD ELAN)
	YSGOL GLAN CLWYD	RHYL, MAES-Y-GOG
	BRYN CWNIN ROAD	
Contract D553P Glan Clwyd	MELIDEN, FFORDD TALARGOCH	YSGOL GLAN CLWYD
	RHUDDLAN, NEW ROAD	RHUDDLAN, PENTRE LANE
	RHUDDLAN, DYSERTH ROAD	RHUDDLAN, NEW ROAD
	RHUDDLAN, VICARAGE LANE	RHUDDLAN, DYSERTH ROAD
	RHUDDLAN, PENTRE LANE	RHUDDLAN, VICARAGE LANE
	YSGOL GLAN CLWYD	MELIDEN, FFORDD TALARGOCH

Report To: Council

Date of Meeting: 9 September 2014

Lead Member: Councillor Julian Thompson-Hill

Report Author: Head of Finance and Assets

Title: Capital Plan 2013/14 – 2017/18

1. What is the report about?

- 1.1 The report updates members on the 2013/14 outturn position of the Capital Plan and the latest position in 2014/15. The report also includes a recommendation of the Strategic Investment Group to approve Bodnant Community School extension and refurbishment works.

2. What is the reason for making this report?

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

The following Appendices are included:

- Appendix 1: Summary Capital Plan funding
- Appendix 2: Summary Capital Plan by Head of Service
- Appendix 3: Details of schemes
- Appendix 4: Major capital project updates
- Appendix 5: Recommendation of the Strategic Investment Group – Bodnant Community School

3. What are the Recommendations?

- 3.1 That Members note the 2013/14 outturn position of the Capital Plan; the latest position on the 2014/15 capital plan and the update on major projects.
- 3.2 Members support the recommendation of the Strategic Investment Group as detailed in Appendix 5.

4. Report details

4.1 Capital Expenditure 2013/14 and 2014/15

The full Capital Plan was last reported to Council in April 2014. Monthly updates are presented to Cabinet. The 2013/14 outturn expenditure was £35.478m. Capital expenditure to the end of July 2014 is £4.8m against a plan of £37.069m. Details of schemes are included in Appendix 3.

4.2 Major Projects

Appendix 4 provides an update on the following major projects:

- Rhyl Harbour Development

- Rhyl Going Forward
- Welsh Medium Area School – Ysgol Bro Dyfrdwy
- North Denbighshire Welsh Medium Provision
- Rhyl New School

4.3 Corporate Plan

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

A large proportion of this work will be in the delivery of five projects within the Band A proposals for 21st Century Schools. In support of this, Cabinet have recently approved the award of contracts for Rhyl High School subject to written confirmation of funding from the Welsh Government. The Capital Plan has also been updated with the latest scheme estimate of £24.586m for Rhyl New School following in principle approval of the scheme received from the Welsh Government. Formal confirmation of grant funding from the Welsh Government is awaited.

In addition the extension and refurbishment works at Cynwyd (Ysgol Bro Dyfrdwy) are complete and the new classrooms will be fully available to the school from September 2014.

Cabinet have recently approved the commencement of feasibility studies in relation to the Ruthin Review.

A summary of the latest estimate of the Corporate Plan is shown in Appendix 1 and is summarised in the table below:

	Council Funding £m	External Funding £m
21st Century Schools	36.700	36.700
Modernising Education	17.190	0
Extra Care Housing and Cefndy	9.305	14.000
Highways	5.775	4.916
Total	68.970	55.616

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

4.4 Recommendation of the Strategic Investment Group – Bodnant Community School

The Strategic Investment Group recently reviewed Bodnant Community School Extension and Refurbishment Scheme. The scheme is one of the five projects within the Band A proposals for 21st Century Schools

programme and is fully funded with 50% of the £3.4m cost being met by the Welsh Government. The Council's 50% contribution is funded within the Corporate Plan.

A submission in relation to this project is included as Appendix 5. The Strategic Investment Group recommends that Council approves this project.

4.5 Capital Receipts

The Capital Plan is dependent for part of its funding on capital receipts generated by the sale of Council assets. The table below shows those receipts achieved in 2013/14. No receipts have been achieved in 2014/15 to date, although a number of potential disposals are currently in development.

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

4.6 Prudential Indicators

Each year the Council sets Prudential Indicators that determine prudent limits on its borrowing. The Council's outstanding debt is currently £151m. This is within the Operational Boundary (£215m) and Authorised Limit (£220m) and is less than the forecast Capital Financing Requirement (£203.9m). This means the Council is adhering to the Prudential Code of Capital Finance and is not borrowing in excess of its capital needs.

The ratio of financing costs to the net revenue stream for 2014/15 is 6.93%. This ratio is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet borrowing costs.

Updates on prudential indicators and treasury management more generally are presented to the Corporate Governance Committee throughout the year.

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

Projects have been reviewed to understand their impact in delivering the Council's Corporate Objectives.

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

6.1 Cost Implications

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

6.2 Staffing/IT/Accommodation Implications

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

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

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

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

All new projects are subject to an individual EqIA.

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

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

9. Chief Financial Officer Statement

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

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

The Council has approved an ambitious Corporate Plan. Underpinning the affordability of the Plan are key assumptions around revenue budgets and cash. The scale of the Corporate Plan means that it will span a 5-7 year horizon and will undoubtedly mean that as it develops, there will be timing differences between planned and actual assumptions around the use of cash. This may mean that earmarked reserves will 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.

The Corporate Plan is being reviewed as part of the ongoing budget process for 2015/16.

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

10.1 Risks associated with not agreeing the recommendations

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

10.2 Risk associated with agreeing the recommendations

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

11. Power to make the Decision

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

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General Capital Plan

Capital Expenditure

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

	2013/14	2014/15	2015/16	2016/17	2017/18
	£000s	£000s	£000s	£000s	£000s
Total Estimated Payments - General	30,227	22,161	680	100	161
Total Estimated Payments - Corporate Plan	5,251	14,108	18,129	1,095	0
Contingency	0	755	1,000	1,000	1,000
Total	35,478	37,024	19,809	2,195	1,161
Capital Financing					
1 External Funding	25,320	20,653	13,665	4,904	4,601
2 Receipts and Reserves	2,765	6,508	5,901	792	61
3 Prudential Borrowing	7,393	9,863	3,844	100	100
5 Unallocated Funding	0	0	(3,601)	(3,601)	(3,601)
Total Capital Financing	35,478	37,024	19,809	2,195	1,161

Corporate Plan

Approved Capital Expenditure included in above plan

Cefndy Healthcare Investment
 Highways Maintenance and bridges
 Feasibility Study - New Ruthin School
 Rhyl High School
 Ysgol Bro Dyfrdwy - Dee Valley West Review
 Bodnant Community School
 Ysgol Glan Clwyd
 Faith Based Secondary

Estimated Capital Expenditure

Total Estimated Payments

Approved Capital Funding included in above plan

External Funding
 Receipts and Reserves
 Prudential Borrowing

Estimated Capital Funding

External Funding
 Receipts and Reserves
 Prudential Borrowing

Total Estimated Funding

	£000s	£000s	£000s	£000s	£000s
Cefndy Healthcare Investment	59	441			
Highways Maintenance and bridges	2,843	5,373			
Feasibility Study - New Ruthin School	0	60			
Rhyl High School	1,053	6,945	16,030	533	
Ysgol Bro Dyfrdwy - Dee Valley West Review	1,209	119	0		
Bodnant Community School	69	620	2,099	562	
Ysgol Glan Clwyd	5	465			
Faith Based Secondary	13	17			
Estimated Capital Expenditure		51	16,731	29,345	21,729
Total Estimated Payments	5,251	14,091	34,860	30,440	21,729
Approved Capital Funding included in above plan					
External Funding	1,209	4,876	8,993		
Receipts and Reserves	1,199	3,791	5,646		
Prudential Borrowing	2,843	5,373	3,490		
Estimated Capital Funding			4,400	6,339	10,844
Receipts and Reserves			1,523	5,708	2,651
Prudential Borrowing		51	10,808	16,203	8,234
Total Estimated Funding	5,251	14,091	34,860	28,250	21,729

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Denbighshire County Council - Capital Plan 2013/14 - 2017/18							APPENDIX 2	
Position to July 2014								
	2013/14			2014/15		2015/16	2016/17	2017/18
		Expenditure	Planned	Estimated		Estimated	Estimated	Estimated
HEAD OF SERVICE	OUT TURN	To end	Expenditure	Programme		Programme	Programme	Programme
CAPITAL PROGRAMME SUMMARY	£000	July	£000	£000		£000	£000	£000
		£000						
Housing and Community Development	10,053	979	3,845	4,824		13	0	0
Highways and Environmental Services	9,833	1,421	11,309	12,730		0	0	0
Customers and Education Support	8,019	1,571	10,773	12,344		18,446	1,095	61
Planning and Public Protection	3,130	558	1,785	2,343		0	0	0
Communication, Marketing and Leisure	2,034	13	832	845		0	0	0
Finance and Assets	1,147	167	1,314	1,481		0	0	0
ICT/Business Transformation	781	64	586	650		350	100	100
Adult and Business Services	268	75	877	952		0	0	0
School Improvement and Inclusion	210	50	0	50		0	0	0
Legal and Democratic Services	1	0	21	21		0	0	0
Strategic HR	2	0	29	29		0	0	0
Contingency	0	0	755	755		1,000	1,000	1,000
TOTAL HEAD OF SERVICE SUMMARY	35,478	4,898	32,126	37,024		19,809	2,195	1,161

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Denbighshire County Council - Capital Plan 2013/14 to 2017/18							APPENDIX 3	
Position to July 2014								
CAPITAL PROGRAMME	OUT TURN	Expenditure	Planned	Estimated		Estimated	Estimated	Estimated
DETAILS OF SCHEMES	2013/14	To end	Expenditure	Programme		Programme	Programme	Programme
	£000	July	2014/15	2014/15		2015/16	2016/17	2017/18
	£000	£000	£000	£000		£000	£000	£000
Housing and Community Development								
Rhyl Harbour Development	3,407	130	235	365		13		
Rhyl Harbour - Empowerment Order	2		45	45				
East Parade - DDA Access & Slipway	6		4	4				
WRHIP - Main Programme Works	6,315	812	2,493	3,305				
Bee and Station	60		148	148				
Strategic Regeneration Match Funding / Town	65		615	615				
Business Development Grants	2	20	53	73				
North West Wales - Local Investment Fund	38	11	119	130				
RDP - Rural Denbighshire Business Creation and Development	92	6	65	71				
Community Projects	66		68	68				
Total Housing and Community Development	10,053	979	3,845	4,824		13	0	0
Highways and Environmental Services								
Highways Maintenance, Bridges, traffic and coastal defence	4,884	1,234	8,105	9,339				
Flood prevention Schemes including Corwen	1,936	132	1,189	1,321				
Regional Transport Consortia Grant	973							
Lon Parcwr Depot - Improvement Works	9		105	105				
West Rhyl Coastal Defense Schemes	98							
Vehicles , Plant and Equipment	751		700	700				
Heather and Hillforts Implementation	102							
Loggerheads - Acquisition of Land	55							
North Wales Cycling of Excellence	514	4		4				
Playground Refurbishment Works	179	19		19				
Ruthin Art Trail	130							
Marine Lake Changing Rooms & Showers	10		3	3				
Health and Safeth Works - School Kitchens Equipment	61		65	65				
Public Conveniences - Refurbishment Programme	40	4	74	78				
Rhyl Recycling Park	4		39	39				
Acquisition of Refuse Vehicle	77							
Glasdir Replacement Depot	10		5	5				
Local Transport Fund			608	608				
Safer Routes in Communities			356	356				
Local Road Safety			60	60				
Acquisition of Brake Tester		28		28				
Total Highways and Environmental Services	9,833	1,421	11,309	12,730		0	0	0

Denbighshire County Council - Capital Plan 2013/14 to 2017/18							APPENDIX 3	
Position to July 2014								
CAPITAL PROGRAMME	OUT TURN	Expenditure	Planned	Estimated	Estimated	Estimated	Estimated	
DETAILS OF SCHEMES	2013/14	To end	Expenditure	Programme	Programme	Programme	Programme	
	2013/14	July	2014/15	2014/15	2015/16	2016/17	2017/18	
	£000	£000	£000	£000	£000	£000	£000	
Customer and Education Support								
Schools Capital Maintenance	1,453	405	1,471	1,876				
H&S Works - YGC,YB and Rhyl	383		3	3				
Digital Investment in Schools	668							
Transforming 3-18 Welsh Medium Education in North Denbighshire	2,180	1,027	720	1,747	62			
Ysgol Dyffryn Ial, Llandegla - Extension - Dee Valley East Review	578	1	81	82				
Ysgol Bro Dyfrdwy - Dee Valley West Review	1,209	98	21	119				
Rhyl New School	1,053	10	6,935	6,945	16,030	533		
Bodnant Community School	69	18	602	620	2,099	562	61	
Ysgol Glan Clwyd	5	5	460	465				
Prestatyn H S - Bus Turning Area	175							
Furniture and Equipment	67	2	56	58				
Remodelling of Design & Technology Workshops in Schools	30		47	47				
Ysgol Dinas Bran - Dining Facilities	36							
Ysgol Bryn Collen/Gwernant - Extension	24							
DDA Works	10	2	42	44				
21c Schools - Works/Feasibility Studies	66	3		3				
21c Schools -Faith Based Feasibility Study	13		17	17				
21c schools - Ruthin Area Review			60	60				
Traffic Management Schemes			145	145	255			
Ysgol Plas Brondyffryn - Entrance Remodelling			113	113				
Total Customer and Education Support	8,019	1,571	10,773	12,344	18,446	1,095	61	
Planning and Public Protection								
Housing Improvement Grants	1,969	476	1,224	1,700				
Renewal Areas	1,057	82	561	643				
North Wales Hospital	103							
Grove Place, Denbigh	1							
Total Planning and Public Protection	3,130	558	1,785	2,343	0	0	0	
Communication, Marketing and Leisure								
Ruthin Leisure Centre - Development Proposal	1,137							
Prestatyn Library - Relocation	613	13	22	35				
Prestatyn Nova - Redevelopment			109	109				
Prestatyn - North Wales Bowls Centre			200	200				
Rhyl LC - Replacement Equipment	204							
Denbigh Youth Enterprise Centre			200	200				

Denbighshire County Council - Capital Plan 2013/14 to 2017/18								APPENDIX 3
Position to July 2014								
	OUT TURN	Expenditure	Planned	Estimated		Estimated	Estimated	Estimated
CAPITAL PROGRAMME	2013/14	To end	Expenditure	Programme		Programme	Programme	Programme
DETAILS OF SCHEMES		July	2014/15	2014/15		2015/16	2016/17	2017/18
	£000	£000	£000	£000		£000	£000	£000
Denbigh Gymnasium - Activity Studio	68		6	6				
Denbigh LC - All Weather Pitch			200	200				
Ruthin Youth Centre	2							
Gwyddelwern Community Centre	6							
East Parade Bowls Club - Environmental Improvements	4							
Ruthin Craft Centre - Contract Retention			95	95				
Total Communication, Marketing and Leisure	2,034	13	832	845		0	0	0

Denbighshire County Council - Capital Plan 2013/14 to 2017/18							APPENDIX 3	
Position to July 2014								
CAPITAL PROGRAMME	OUT TURN	Expenditure	Planned	Estimated	Estimated	Estimated	Estimated	
DETAILS OF SCHEMES	2013/14	To end	Expenditure	Programme	Programme	Programme	Programme	
	£000	July	2014/15	2014/15	2015/16	2016/17	2017/18	
	£000	£000	£000	£000	£000	£000	£000	
Finance and Assets								
Agricultural estates	261	48	309	357				
Asbestos	240	53	416	469				
Property Block Allocation	247	22	384	406				
Fire Risk Assessment works	142	12	22	34				
DDA Works	73	7	1	8				
Office Rationalisation and Relocation	10		9	9				
Management of Vacant Buildings at Risk	5		13	13				
Asset Energy and Carbon Efficiency Programme	88	4	69	73				
Energy Efficiency - Financed by loan from Salix	15							
Essential H & S Works	24		65	65				
Emergency Works - Rhyl Sky Tower	11	21	3	24				
Acquisition of Costigans, Rhyl	9							
Fronfraith - Works to Entrance Way	8							
Haul Road, Prestatyn	14		11	11				
Denbigh Sports Hall - Energy Efficient Lighting			12	12				
Total Finance and Assets	1,147	167	1,314	1,481	0	0	0	
ICT /Business Transformation								
Centralised Infrastructure Upgrades	414	53	206	259	250			
Various Prudential Borrowing Projects	85		251	251	100	100	100	
ICT Strategy Phase 1 and 2	282	11	129	140				
Total ICT / Business Transformation	781	64	586	650	350	100	100	
Adult and Business Services								
Minor adaptations and Equipment	209	71	243	314				
Cefndy Healthcare Investment	59	4	437	441				
Cysgod Y Gaer - Biomass			132	132				
Replace care.com			65	65				
Total Adult and Business Services	268	75	877	952	0	0	0	
Other Schemes								
School Improvement and Inclusion	210	50		50				
Legal and Democratic Services	1	0	21	21				
Strategic HR	2		29	29				
Contingency			755	755	1,000	1,000	1,000	
Total Other Schemes	213	50	805	855	1,000	1,000	1,000	

Denbighshire County Council - Capital Plan 2013/14 to 2017/18								APPENDIX 3	
Position to July 2014									
	OUT TURN	Expenditure	Planned	Estimated		Estimated	Estimated	Estimated	
CAPITAL PROGRAMME	2013/14	To end	Expenditure	Programme		Programme	Programme	Programme	
DETAILS OF SCHEMES		July	2014/15	2014/15		2015/16	2016/17	2017/18	
	£000	£000	£000	£000		£000	£000	£000	
Total Capital Plan Services	35,478	4,898	32,126	37,024		19,809	2,195	1,161	

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Appendix 4 - Major Capital Projects Update

Rhyl Harbour Development

Total Budget	£10.560m
Expenditure to date	£10.312m
Estimated remaining spend in 2014/15	£ 0.235m
Future Years estimated spend	£ 0.013m
Funding	WG £2.613m; WEFO £6.165m; Sustrans £0.700m: RWE £155k; WREN £69k and DCC £0.858m
Comments	<p>Programme The fit out of the units has been completed; the bike hub opened in July and the café during August.</p> <p>Some essential health and safety works are currently being carried out at the harbour which includes improvements to the entrance.</p> <p>Remedial works to any defects identified are now being undertaken; this includes the bridge as some operational issues are still being experienced.</p> <p>The quotations for the WREN works to the boardwalks have now been received and it is hoped that these works will commence in the Autumn with completion by December 2014.</p>
Forecast In Year Expenditure 14/15	£0.365m

Rhyl Going Forward

Total Budget	£14.319m
Expenditure to date	£11.826m
Estimated remaining spend in 14/15	£ 2.493m
Future Years estimated spend	£ Nil
Funding	WG £14.319m
Comments	<p>Honey Club</p> <p>Design and Planning An outline planning application has been submitted. Following a meeting with Chesham Estates they have confirmed their interest in leasing the adjacent car park on Crescent Road.</p> <p>Development Agreement and Tenant Agreement The Development Agreement is now signed by both parties.</p> <p>Demolition and Construction The demolition of 25/26 West Parade is now complete.</p>

	<p>Construction is anticipated to start during September/October 2014, with a view to open by May 2015.</p> <p>Employment opportunities Premier Inn's policy on staff recruitment focuses on sourcing from the local population. They will recruit through the Job centre and also link up with Colleges. They anticipate a total of 60 – 70 new jobs will be created.</p> <p>West Rhyl Housing Improvement Project</p> <p>Planning submission is in the process of being developed for the demolition and new build of 11-27 Abbey Street and 3-29 Gronant Street. There will be public consultation events during September as part of the planning consultation process.</p> <p>The procurement exercise for the Green Space construction is now complete. Construction started on 18th August 2014, and is expected to complete during February 2015.</p>
Forecast In Year Expenditure 14/15	£3.305m

Welsh Medium Area School – Ysgol Bro Dyfrdwy

Total Budget	£1.413m
Expenditure to date	£1.392m
Estimated remaining spend in 14/15	£0.021m
Future Years estimated spend	£ Nil
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. The school will be operational from the extended and refurbished Cynwyd site as from September 2014.
Forecast In Year Expenditure 14/15	£0.119m

North Denbighshire Welsh Medium Provision

Total Budget	£4.749m
Expenditure to date	£3.967m
Estimated remaining spend in 14/15	£0.720m
Future Years estimated spend	£0.062m
Funding	WG £3.061m, DCC £1.688m
Comments	<p>The Welsh Government has provided funding as part of the transitional 21st Century Schools Programme. This approval will allow for improvement works to be undertaken at three Welsh Medium schools. Work at Ysgol Dewi Sant has been completed.</p> <p>Ysgol y Llys, Prestatyn This project will deliver an extended, remodelled and refurbished school for 420 pupils.</p> <p>The 9 classroom extension is now fully occupied and set up ready for the start of the new term in September. Work to remodel and refurbish part of the first floor of the old school building is now underway as well as work to refurbish the second floor loft area – all these works will be completed and handed over by the end of August 2014.</p> <p>Minor further works will be completed during the October half term, but none of these outstanding works will impact on the use of the school from the start of September 2014.</p> <p>The project remains on target to be delivered within budget and the completion date remains August 2014.</p> <p>Ysgol Twm o'r Nant, Denbigh This project has delivered an additional school hall accommodation, teaching area and administration area.</p> <p>The final installation of fixtures and fittings, work to finish external areas and removal of the site compound will be completed by the end of August 2014.</p> <p>Handover will be completed by the end of August 2014.</p>
Forecast In Year Expenditure 14/15	£1.747m

Rhyl New School

Total Budget	£24.586m
Expenditure to date	£1.088m
Estimated remaining spend in 14/15	£6.936m
Future Years estimated spend	£16.562m
Funding	DCC £12.293m; WG £12.293m
Comments	<p>The project will provide a new school building for Rhyl High School to serve up to 1200 pupils in mainstream education whilst also housing approximately 45 pupils from Ysgol Tir Morfa, the community special school in Rhyl.</p> <p>The business case was approved by the Welsh Government in April 2014. A project information template has subsequently been submitted to the Welsh Government and the contract documentation is awaited.</p> <p>The detailed design phase for the new school is complete and the contractor submitted their proposal for the new school on 27th June 2014. Work on the assessment of the detail within the proposal is nearly complete.</p> <p>The contractor is expected to mobilise and establish their site at the school at the end of August and construction work will follow.</p> <p>The new school is programmed to complete in January/February 2016, at which point the pupils will transfer to the new school, and the existing school buildings will be demolished and the grounds reinstated to school playing fields.</p> <p>The anticipated completion of the project is July 2016.</p> <p>There is ongoing consultation with key stakeholders.</p> <p>Cabinet have recently approved the award of contracts to a maximum value of £24,586,100, subject to the confirmation of funding from Welsh Government. The Capital Plan has been updated with this latest scheme estimate (£24.586m), also subject to confirmation of funding from the Welsh Government.</p>
Forecast In Year Expenditure 14/15	£6.945m

Appendix 5 Recommendation of the Strategic Investment Group

Recommendation: Members approve Bodnant Community School extension and refurbishment scheme proceeds to construction phase.

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.

This scheme is one of five projects within the Band A proposals for 21st Century Schools programme.

The project will build 7 classrooms, a new school hall and supporting facilities on the current Juniors site. This will allow the Infants pupils to move to the Juniors site and the school to operate on a single site. The Infants site will then become surplus to requirements.

In February 2013, Cabinet approved spending of up to £300,000 to allow the Detailed Design Stage to be carried out. The latest scheme estimate is £3.44m and the Welsh Government have confirmed up to £1.69m grant funding.

Approval is now required for the balance of Council funding of £1.45m to enable the construction phase to commence. It is hoped that the construction contract can be awarded in November 2014 with construction on site beginning in January 2015.

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Report To: County Council

Date of Meeting: 9th September 2014

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

Report Author: Richard Weigh, Chief Accountant

Title: Finance Report - Final Revenue Position 2013/14

1. What is the report about?

Cabinet has received regular monitoring reports throughout the financial year on the performance of expenditure against budget and savings agreed as part of the Medium Term Financial Plan. The final outturn report was accepted by Cabinet on 25th June 2013. This report details the final position at financial year end and the impact on reserves and balances for information.

The first draft of the Annual Statement of Accounts for 2013/14 was submitted to the external auditors on 30th June. The accounts are currently being audited and the final accounts will be presented to the Corporate Governance Committee in September for formal approval.

2. What is the reason for making this report?

To report the final revenue position and the impact on reserves and balances for information.

3. What are the Recommendations?

To note the final revenue outturn position for 2013/14 revenue budget and note the treatment of reserves and balances as detailed in the report.

4. Report details

The overall financial outturn position for 2013/14 was an under spend against the approved budget, which together with an increase in the yield from Council Tax strengthens the financial position. As a consequence it was possible to transfer funds to specific reserves that will continue to assist the Council in addressing the severe financial pressures of the next few years and meet the cash commitments required to deliver the Corporate Plan.

The final Revenue Outturn figures are detailed in Appendix 1. The final position on service budgets was an under spend of £1.714m (1.8% of the net revenue budget).

Services continue to be proactive in planning for savings for future years, and the financial impact of some of those proposals began to take effect toward the end of 2013/14. Services reported commitments against balances in

March which were consistent with the final net position. The majority of the balances had been forecast because of timing issues (e.g. delays in implementing service changes, specific expenditure commitments being delayed or fees being received in advance).

Further information regarding final **service outturn** and proposed use of service balances carried forward is included as **Appendix 2**.

Schools - Expenditure on schools was £1.023m below the delegated budget. School balances now stand at £3.892m which equates to an average of £256 per pupil and 5.66% of the net schools budget. £306k of the movement relates to two schools that had significant negative balances and illustrates good progress towards returning to a positive balance, while a further £271k relates to Special Schools. School balances are detailed in **Appendix 3**.

The position on the yield from **Council Tax** is impacted upon by the number of dwellings in the county, together with a relatively high level of tax collection (97.7%). Assumptions when the budgets were set had taken account of a likely drop in collection rates as a result of the continuing difficult economic picture generally but the Council still successfully maintained a high collection rate, which is a considerable achievement.

As reported throughout the year, the final level of Council Tax yield was thought likely to exceed the original estimates used when setting the budget. The final yield was £321k (0.8%) higher than the original estimate and the Council therefore had a one-off benefit. The assumption throughout the year was that this is benefit be used to contribute to the funding of the Corporate Plan.

The Council made a budgeted contribution to general balances of £300k which brings general balances to £8.6m. The Council also budgeted to make contributions to the funding of the Corporate Plan. The Plan requires around £25m of cash and £52m of borrowing to deliver the Council's ambitions. Part of this strategy has been and will continue to be identifying revenue budget resources to generate cash to fund capital expenditure. The 2013/14 budget assumed contributions to the funding of the Corporate Plan would be made through priority funding, budgeted provisions within corporate budgets and other in-year cash transfers. The total funding allocated to the Corporate Plan reserve within the year was £4.3m, with a further £855k as part of the final position. With expenditure of £797k against the reserve during the year, the final position at year-end was £14.7m.

A further £250k has been set aside as a capital spend to save reserve to explore the possibility of investing in foster care accommodation to potentially reduce the number and cost of external foster placements. A full business case will be developed but based on a one-off investment of £50k over five properties, the annual revenue saving could be £40k per placement

Given the position overall within services, it was agreed that services carry

forward the net under spends listed as Committed Service Balances in Appendix 1 to help deliver the 2014/15 budget strategy and meet existing commitments. Services will be required to outline in more detail how the balances brought forward have been used in 2014/15 in the Finance Report to Cabinet in October. Unused balances may be reallocated as a result of this review.

A number of contributions to and from Reserves have been allowed for within the accounts. These are detailed in **Appendix 4**. New reserves established during the year include:

- An out of county special education recoupment reserve has been established to mitigate demand and allow a budget reduction in 2014/15
- A modernising social care reserve has been established using one-off revenue to help deliver future efficiencies
- A Children with Disabilities reserve has been established to help develop leisure and other service provision
- A Channel shift reserve has been established to develop projects that will deliver efficiency savings in Customer Services

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?

The council's net revenue budget for 2013/14 was £192m. The final position excluding schools was a net under spend of £1.8m (1.4%). Where services have highlighted legitimate expenditure commitments against 2013/14 balances, it is proposed that those services carry the net balance forward to 2014/15. The position within each service and intended use of service balances will be reviewed in 2014/15.

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

A summary EqIA was submitted to Council in February 2013.

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

It is important that services continue to manage budgets prudently and that in-year surpluses are considered in the context of the medium-term financial position, particularly given the scale of budget reductions required over the coming two years.

In the last three years, the council has delivered revenue budgets savings of almost £13m which is a considerable achievement. Services continue to be both prudent and effective in identifying savings going forward, some of which began to have an impact in 2013/14.

The final position meant that the contributions required from 2013/14 to fund the Corporate Plan were made. The Plan cannot be delivered unless the required cash resources are earmarked for investment in schools, social care and other priorities.

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.

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.

APPENDIX 1

	Budget	Outturn	Variance	Schools Position	Committed Service Balances	Invest to Save Balances	Corporate Plan Balances
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Services							
Business Planning & Performance	1,777	1,682	-95		-95		
Legal & Democratic Services	1,524	1,356	-168		-168		
Finance & Assets	5,886	5,871	-15		-15 #		
Highways & Environmental Services	19,960	19,960	-0		0		
Planning & Regulatory Services	2,533	2,498	-34		-34		
Adult & Business Services	33,527	33,367	-160		-160		
Children & Family Services	8,772	8,247	-525		-96	-250	-179
Housing & Community Development	1,880	1,512	-368		-62		-306
Communication, Marketing & Leisure	6,260	6,213	-47		-47		
Strategic HR	914	892	-22		-22		
ICT/Business Transformation	1,954	1,772	-182		-182		
Customers & Education Support	2,003	2,003	-0		0		
School Improvement & Inclusion	4,874	4,775	-99		-99		
Total Services	91,862	90,148	-1,714		-979	-250	-485
Schools							
	64,139	63,116	-1,023	-1,023			
Corporate Budgets							
Corporate	17,748	17,649	-99				
Total Corporate Budgets			-99				-99
Capital Financing/Investment Interest	13,230	13,230	0				
Levies	4,594	4,594	0				
Total Services & Corporate Budgets	191,573	188,737	-2,836				
FUNDING							
Welsh Government Funding:							
RSG	120,943	120,943	0				
NNDR	29,051	29,051	0				
Council Tax Reduction Grant	827	827	0				
	150,821	150,821	0				
Use of Reserves	50	0	50				
Council Tax	40,702	41,023	-321				
Total Funding	191,573	191,844	-271				-271
In-year Position	0	-3,107	-3,107	-1,023	-979	-250	-855

RESULTING POSITION AT 31/03/2014

	£'000
School Balances Brought Forward	2,870
In Year contribution	1,023
School Balances Carried Forward	3,892
Earmarked Balances	
Services	
Business Planning & Performance	95
Legal & Democratic Services	168
Finance & Assets	15
Planning & Regulatory Services	34
Adult & Business Services	160
Children & Family Services	96
Housing & Community Development	62
Communication, Marketing & Leisure	47
Strategic HR	22
ICT/Business Transformation	182
School Improvement & Inclusion	99
Total	979
Spend to Save Reserve	250
Corporate Plan Reserve	
Balanace Brought Forward	10,298
In-year Contribution	4,302
In-year Expenditure	-797
Year-end Contribution	855
Balance Carried Forward	14,657
General Balances	
Balanace Brought Forward	8,369
In-year contribution	300
Balance Carried Forward	8,669

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Appendix 2 – Service Outturn Details

Business Improvement and Modernisation – The underspend of £95k is due to the planned delay to filling vacant posts and a delay in spend relating projects such as the Single Integrated Plan and the on-going digitisation project. Previous reports to Cabinet have recommended that the under spend is used to help fund:

- the delayed costs of the Single Integrated Plan (£20k)
- an FOI Officer for 14/15 in order to help maintain statutory levels of service (£32k)
- a project to devolve services to Town and Community Plans (c.£20k)
- a Specialist Business Partner post for ICT in order to help drive through the modernisation of the Council's ICT infrastructure (£15k)
- the ongoing digitisation project (£8k)

Legal & Democratic Services - Income increased late in the year due to receipt of fees for the West Rhyl Project, which were charged against external grant funding. In addition, expenditure on canvassers' fees and civics was £40k lower than the budget. The expenditure budgets for the latter two areas have been reduced as part of the budget savings agreed for 2014/15. It is proposed to use the under spend in 20-14/15 to jointly fund a Procurement Solicitor and to purchase new case management software solutions for Legal Services.

Finance & Assets – the majority of the under spend results from reduced staffing costs in Property. The balance will be used to fund one-off restructure costs in 2014/15.

Highways & Environment Services – has achieved a break-even position. Pressures in School Transport, Parking, Winter Maintenance and Coastal Facilities have been contained but to achieve this outturn position, as well as using cash relating to the early achievement of 2014/15 efficiency savings, the service has used specific reserves (such as the Winter Maintenance Reserve) and cash balances brought forward from 2012/13.

Planning & Public Protection – the under spend is largely due to additional planning application fees for Rhyl High School and the HM Stanley site being received toward the end of the year. Some costs in respect of the fees received in 2013/14 will be incurred in 2014/15.

Adults & Business Services – the main reasons for the service under spend are the impact of savings made against the 2014/15 budget being realised early and Charging Policy income exceeding the budgeted amount. Part of the under spend (£31k) is required in 2014/15 to fund termination costs related to grant funded posts. The service proposal is for the remainder to be used to fund two spend to save projects – one aimed at developing a team of vocationally trained workers to reduce

the workload of professionally trained staff and a second to develop a team to help reassess care packages.

Children & Family Services - the majority of the under spend has arisen due staffing budgets (staff not being on the top of the grade) and specialist placement costs being lower than anticipated. Approximately £96k of the under spend is needed to fund ICT modernisation equipment (hand held devices, etc) that has been ordered but will not be received until the summer. The service is also considering invest to save proposals that could facilitate improvements to some foster carers' accommodation that would potentially reduce the numbers of foster placements purchased from independent providers. The proposal is still being developed but a £250k investment could create five additional places. The average saving per place could be approximately £37k per place, per year.

It is proposed that the remainder of the under spend contributes to the funding of the Corporate Plan which will support the wider social care agenda.

Housing & Community Development

Non HRA Housing

An under spend of £12k in Homelessness arose due to the receipt of a grant to cover an existing post. Welfare Services & Housing Strategy under spent by £37k largely due to reduced staff costs and vacant posts which have now been filled. The under spend will be used to continue to absorb the pressure of welfare reform (particularly Housing Benefit and forthcoming Universal Credit) on the homelessness budget and enable the service to continue to contribute to Shelter which provides an invaluable "gate keeping" service to Homelessness.

Economic & Business Development

An under spend of £306k has been reported throughout the year due to commitments against projects in the Town & Community Plans budget and the Investment in Priority budget being less than planned. It is proposed that this slippage is transferred to the Corporate Plan Reserve.

Communications, Marketing & Leisure – the final under spend was £47k (the same as reported last month). The main reason for the overall under spend was due to the commercial leisure portfolio continuing to increase its membership base over and above expectation during recent months. The latter has seen the new Ruthin Leisure Development continue to exceed targets and in addition the Leisure Centres in the north of the county have gained a significant number of new members late in the financial year.

It is proposed that the 2013/14 under spend is carried forward to fund the following three financial commitments:-

- (i) To fund works that have now commenced on improving the foyer area at Rhyl Pavilion Theatre (£15k).
- (ii) A proposal that the service purchases a marquee to bring longer term cost savings as it will no longer need to continually hire equipment for events attended each year. This would also enable a greater, more obvious presence at events. The anticipated cost of purchase is circa £20k including lighting, flooring and other essentials.
- (iii) Improvements to the changing facilities at Ruthin Leisure Centre (£11k).

Strategic HR – the under spend is primarily due to savings in Occupational Health by not filling a vacancy and also the council has reduced the use of doctor services throughout the year. The balance will be used to reduce capital financing costs charged to HR to facilitate a budget saving in 2014/15.

ICT and Business Transformation – the department under spent by £182k in 2013/14, largely due to the delay in the delivery of projects relating to the Phase 2 ICT Strategy. It has previously been recommended to utilise the under spend in 2014/15 to:

- Deliver the delayed projects relating to the Phase 2 ICT Strategy (£99k)
- Comply with the grant conditions relating to the carry forward of LiDW Grant funding (£49k)
- Fund the delayed procurement of the Server Room Power Distribution Unit and a Load Balancer for the Education SLA (£12k and £14k respectively).

Customer & Education Support – Although the service is showing a nil variance at year end, this is after the transfer of £118k to a reserve to help pump prime the Chanel Shift and Customer Access project which forms part of the Modernisation agenda which is vital in delivering the efficiencies required in future years as recommended in the January report. This was possible due to underspends relating to delays in the full implementation of the Customer Services restructure, the early achievement of planned efficiencies for 2014/15 and maximisation of grant income. The under spend carried forward from 2012/13 of £134k was also transferred to this reserve as recommended in January.

School Improvement & Inclusion – The majority of the £99k under spend relates to the demand-led Early Years provision. The service has previously requested the following carry forwards:

- £45k to help fund costs relating to the service restructures that have facilitated a number of efficiencies in 2014/15
- £14k to help manage the reduction of grant funding in 2014/15 with a planned reduction in service

It is recommended that the remaining £40k be carried forward to help facilitate further efficiencies for 2015/16 that are currently being developed.

During the year, £331k has been transferred to an Out of County Reserve. This reserve facilitated the release of £200k base budget efficiencies in 2014/15 and helps mitigate the risk of sudden increases in demand.

Appendix 3

Primary School Balances As at 31.03.2014

0.5 = Nursery

Cost Centre	School	Balance as at 31.03.2013	Balance as at 31.03.2014	Movement in Year	Total Pupil Nos Sept 2013	Balance per Pupil	School Budget 2013/14	Balance as %age of Budget
		£	£	£		£	£	
114	YSGOL BETWS GWERFIL GOCH	20,180	9,448	(10,732)	33.00	286	219,748	4.30%
116	YSGOL Y FAENOL	23,402	39,510	16,107	129.50	305	486,176	8.13%
117	YSGOL BODFARI	24,092	25,337	1,245	37.00	685	198,897	12.74%
136	YSGOL CARROG	29,402	38,159	8,756	33.00	1,156	203,098	18.79%
140	YSGOL CEFN MEIRIADOG	46,664	15,878	(30,786)	71.50	222	280,447	5.66%
146	YSGOL CLOCAENOG	4,670	3,005	(1,665)	41.00	73	200,328	1.50%
162	YSGOL CAER DREWYN	53,145	61,207	8,063	79.50	770	371,709	16.47%
163	YSGOL CYFFYLLIOG	12,229	17,662	5,433	24.50	721	188,574	9.37%
165	YSGOL BRO DYFRDWY	66,796	36,011	(30,785)	95.50	377	501,764	7.18%
168	YSGOL Y PARC INFANTS	74,765	62,590	(12,175)	165.50	378	635,394	9.85%
169	YSGOL FRONGOCH JUNIORS	45,345	38,030	(7,315)	199.00	191	581,206	6.54%
172	YSGOL TWM O'R NANT	34,182	23,361	(10,820)	262.50	89	1,006,078	2.32%
173	YSGOL PENDREF	(40,294)	(75,786)	(35,491)	170.00	(446)	732,510	-10.35%
176	YSGOL HIRADDUG	60,521	96,221	35,700	213.50	451	779,912	12.34%
196	YSGOL GELLIFOR	3,561	22,244	18,683	93.50	238	362,994	6.13%
210	YSGOL BRO ELWERN	15,416	12,304	(3,112)	34.50	357	202,712	6.07%
219	YSGOL HENLLAN	22,794	7,039	(15,755)	64.50	109	338,303	2.08%
247	YSGOL BRO FAMAU	(10,714)	15,777	26,491	81.00	195	453,049	3.48%
249	LLANBEDR CONTROLLED	43,450	26,098	(17,352)	24.50	1,065	195,456	13.35%
251	YSGOL DYFFRYN IAL	31,875	39,551	7,676	47.00	842	235,594	16.79%
255	YSGOL BRYN CLWYD	(1,545)	13,500	15,046	23.00	587	206,263	6.55%
258	YSGOL LLANFAIR D.C.	47,792	81,521	33,729	90.00	906	421,503	19.34%
266	YSGOL BRYN COLLEN	(19,565)	23,727	43,292	130.00	183	545,734	4.35%
268	YSGOL BRO CINMEIRCH	7,848	11,558	3,710	64.00	181	348,901	3.31%
284	YSGOL MELYD	62,924	71,643	8,718	137.50	521	733,181	9.77%
325	YSGOL PENTRECELYN	21,026	13,254	(7,772)	40.50	327	207,138	6.40%
332	YSGOL BODNANT COMMUNITY SCHOOL	59,389	109,162	49,773	454.00	240	1,550,911	7.04%
333	CLAWDD OFFA	45,437	20,634	(24,803)	288.50	72	898,537	2.30%
336	YSGOL PENMORFA	121,979	95,214	(26,765)	413.00	231	1,411,391	6.75%
337	YSGOL Y LLYS	41,616	81,881	40,265	290.00	282	1,005,340	8.14%
338	YSGOL PANTPASTYNOG	27,316	30,530	3,214	67.00	456	320,670	9.52%
351	YSGOL RHEWL	(607)	19,603	20,210	52.00	377	287,270	6.82%

Appendix 3

361	YSGOL Y CASTELL	24,301	49,039	24,738	197.50	248	724,901	6.76%
364	YSGOL BRYN HEDYDD	50,013	72,513	22,499	442.00	164	1,412,076	5.14%
365	CHRIST CHURCH C.P.	50,114	112,139	62,026	393.00	285	1,585,836	7.07%
366	YSGOL DEWI SANT	111,645	89,597	(22,048)	487.00	184	1,656,647	5.41%
367	YSGOL EMMANUEL	166,549	140,612	(25,937)	421.00	334	1,643,746	8.55%
368	YSGOL LLYWELYN	37,824	29,755	(8,068)	535.50	56	1,718,414	1.73%
369	YSGOL MAIR R.C.	(1,074)	54,679	55,753	288.00	190	1,030,940	5.30%
373	YSGOL BORTHYN CONTROLLED	43,495	25,211	(18,285)	125.00	202	549,954	4.58%
374	RHOS ST. C.P.	110,490	80,643	(29,847)	165.00	489	646,059	12.48%
375	YSGOL PENBARRAS	74,201	76,808	2,607	230.50	333	824,850	9.31%
390	ST. ASAPH INFANTS V.P.	(7,588)	2,800	10,388	96.50	29	462,264	0.61%
392	YSGOL ESGOB MORGAN	(5,061)	16,228	21,289	109.00	149	357,138	4.54%
405	YSGOL TREFNANT CONTROLLED	35,564	33,531	(2,033)	70.00	479	313,505	10.70%
408	YSGOL TREMEIRCHION	(1,216)	21,058	22,274	58.00	363	287,197	7.33%
467	YSGOL GYMRAEG Y GWERNANT	107	(6)	(113)	128.00	(0)	579,558	0.00%
490	ST BRIGID'S	(14,161)	8,294	22,456	135.00	61	507,765	1.63%

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TOTAL		1,650,291	1,898,776	248,485	7,831		30,411,638	6.24%
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Average 242

Secondary School Balances As at 31.03.2014

Cost Centre	School	Balance as at 31.03.2013	Balance as at 31.03.2014	Movement in Year	Total Pupil Nos Sept 2013	Balance per Pupil	School Budget 2013/14	Balance as %age of Budget
		£	£	£		£	£	
513	DENBIGH HIGH SCHOOL	52,387	216,769	164,382	707	307	3,429,357	6.32%
527	YSGOL DINAS BRAN	106,242	108,949	2,707	973	112	4,787,204	2.28%
537	PRESTATYN HIGH SCHOOL	416,518	439,459	22,942	1,760	250	7,290,771	6.03%
541	RHYL HIGH SCHOOL	(205,472)	(98,505)	106,967	778	(127)	3,911,536	-2.52%
543	BLESSED EDWARD JONES HIGH SCHOOL	(412,753)	(213,245)	199,508	483	(442)	2,371,847	-8.99%
549	YSGOL BRYNHYFRYD	87,849	64,928	(22,921)	1,189	55	5,459,840	1.19%
553	YSGOL GLAN CLWYD	225,133	246,315	21,181	971	254	4,475,189	5.50%
590	ST BRIGID'S	121,461	129,923	8,462	364	357	1,704,569	7.62%
TOTAL		391,365	894,592	503,227	7,225		33,430,313	2.68%

Average 124

Special School Balances **As at 31.03.2014**

Cost Centre	School	Balance as at 31.03.2013	Balance as at 31.03.2014	Movement in Year	Total Pupil Nos Sept 2013	Balance per Pupil	School Budget 2013/14	Balance as %age of Budget
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		£	£	£		£	£	
839	YSGOL PLAS BRONDYFFRYN	482,300	629,932	147,632	86.00	7,325	2,718,033	23.18%
855	YSGOL TIR MORFA	345,818	469,059	123,241	77.00	6,092	2,207,412	21.25%

TOTAL		828,118	1,098,991	270,873	163		4,925,445	22.31%
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Average 6,742

TOTAL ALL SCHOOLS		2,869,774	3,892,359	1,022,585	15,219		68,767,396	5.66%
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Average balance per pupil - all schools 256

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Appendix 4

Transfers to/from Earmarked Reserves

	Opening Position at 31/03/2013	Transfers Out 2013/14	Transfers In 2013/14	Closing Position at 31/03/2014
	£000	£000	£000	£000
Schools				
School Balances	(2,870)	401	(1,423)	(3,892)
Early Retirement Fund - Schools	(716)	558	0	(158)
Schools Transitional Protection	(562)	775	(213)	0
Out of County/Recoupment	0	10	(341)	(331)
Grant & Capital Related				
Capital Schemes	(296)	713	(1,321)	(904)
Capital Financing (VAT refund interest)	(360)	0	0	(360)
PFI Grant	(3,901)	0	(573)	(4,474)
Planning Delivery for Wales	(204)	40	(84)	(248)
Sustainable Waste Management	(3,305)	1,795	(2,385)	(3,895)
Revenue Grants Unapplied	(780)	706	(480)	(554)
Energy Efficiency Loan Scheme	(32)	30	(16)	(18)
Supporting People Reserve	(2,992)	0	0	(2,992)
External Funding Administration	(110)	124	(164)	(150)
Legal Obligations/Commitments				
Town & County Planning Act (s.106) Requirements	(1,640)	103	(6)	(1,543)
Single Status	(1,003)	221	0	(782)
S.117 Mental Health Act	(52)	0	0	(52)
CESI Pooled Budget	(17)	5	0	(12)
Coroner	0	0	(30)	(30)
Social Care				
Specialist PSS Placements	(890)	0	0	(890)
Care Home Fees	(358)	0	0	(358)
Social Care Amenity Fund	(25)	11	0	(14)
Local Safeguarding Children's Board	0	0	(64)	(64)
Modernising Social Care	0	0	(300)	(300)
Children with Disabilities	0	0	(250)	(250)
Health & Social Care Support Workers	0	0	(24)	(24)
Service & Corporate				
Environmental Services	(108)	0	0	(108)
Modernising Education	0	0	(99)	(99)
Communication. Marketing & Leisure Reserves	(250)	141	(141)	(250)
Insurance Fund	(567)	0	(183)	(750)
Major Events Reserve	(209)	113	(21)	(117)
Elections	(22)	0	(31)	(53)
Risk Management Fund	(142)	0	(25)	(167)
IT Networks Development	(162)	0	0	(162)
IT Systems Development (EDRMS)	(40)		(40)	(80)
Delivering Change	(675)	485	(319)	(509)
Regeneration Project (VAT Refund)	(72)	0	0	(72)
Winter Maintenance	(226)	150	0	(76)

Major Highways Projects	(79)	0	0	(79)
Environment Reserves	(146)	10	(1)	(137)
LDP Future Costs	(61)	15	(25)	(71)
Design & Development	(120)	0	0	(120)
Area Member Reserve	(47)	3	0	(44)
Superannuation Recovery	(302)	0	(493)	(795)
N. Wales Regional Transformation Fund	0	0	(17)	(17)
Training Collaboration	(38)	8	0	(30)
Finance & Legal Reserves	(123)	40		(83)
Yellow Bus Reserve	(101)	110	(9)	0
Signing Schemes	(96)	11		(85)
Corporate Plan	(10,298)	1,798	(6,157)	(14,657)
Resident Survey	(12)	0	0	(12)
Town Plans/Economic Development	(515)	0	0	(515)
Channel Shift	0	0	(252)	(252)
Total	(34,524)	8,376	(15,487)	(41,635)

Report To: County Council

Date of Meeting: 9 September 2014

Lead Member / Officer: Cllr. Barbara Smith

Report Author: Eleri Woolford

Title: Member Training

1. What is the report about?

The report gives an update position on Member Training matters including Mandatory Sessions and Personal Development Plans and Reviews

2. What is the reason for making this report?

A decision is required as to which sessions are to be classed as Mandatory for all Members and which sessions are to be classed as Mandatory for specific roles

To update Members regarding the Personal Development Plan/Review Process

3. What are the Recommendations?

That Council endorse the recommendations in relation to Generic Mandatory Training and Role Specific Mandatory Training, together with sanctions for non-attendance at 'Mandatory' training.

That Council endorse the recommendations relating to Personal Development Plans/Reviews

4. Report details

4.1 In 2008, new Councillors felt that the training programme was inadequate. An improved Training Programme for the new 2012 Council was devised after extensive consultation with Chief Executive, Leader, Lead Members, CET and SLT, and the new Programme was implemented in May 2012. This prioritised training in first few months so that crucial/mandatory training would be well attended, thus ensuring that Members received the necessary information for appropriate Committees etc.

4.2 Attendance at Training Events has generally been very poor, but feedback on sessions provided has been extremely positive. Several sessions have had to be cancelled due to them being undersubscribed – this has been particularly embarrassing and potentially damaging to the Council's reputation, in particular the cancellation of five of the WLGA's sessions - 2 Chairing Skills, 1 Group Leader Session, 1 Scrutiny Chairs and 1 Scrutiny Questioning skills. Three WLGA Equalities/EQIA sessions have been held this year, with only 13 Members having

now attended. Officer time preparing Training Sessions which are then cancelled due to poor take-up, together with the cancelling of external training, is a poor use of resources.

4.3 A Member Training Workshop was held in April 2013 in order to ascertain:

- * What the barriers were in relation to Members attending Sessions
- * What Sessions Members deemed Mandatory and Sanctions for non-attendance
- * Personal Development Plans/Reviews
- * 2012/13 and 2013/14 Training Plans

4.4 A further session was arranged in May 2013 but was cancelled due to low attendance figures. A Questionnaire was sent to those Members who did not attend the Workshop in order to capture their views on the issues discussed.

Members attending Workshop	-	16	(34%)
Members completing Questionnaires	-	22	(47%)
Non-responders	-	9	(19%)

4.5 The Local Government (Wales) Measure 2011 at section 7 requires each local authority to secure the provision of reasonable training and development opportunities for its members. Guidance provided by Welsh Government suggests that the following topics should be included. The list is not exhaustive.

- Induction.
- Role and functions of the executive, the council and its officers.
- Overview and scrutiny.
- Information technology.
- Code of conduct.
- The role of a councillor as a local member.
- Public engagement.
- Equality and diversity training.

4.6 Appendix A attached, shows the numbers/% attendance at each of the above Sessions (if held). Appendix B attached, shows numbers/% attendance at all sessions held to date

The Training Sessions which have, since 2012, been deemed as 'Mandatory' are Code of Conduct (93.6% att. in 2012), Finance (44.6% att. in 2012), Constitution (48% att in 2012), Safeguarding/Corp Parenting (51% att in 2012), Licensing (for committee members (90% att in 2012), Planning (for committee members (93.1% att in 2012),

4.7 Following the Member Training Workshop and subsequent Questionnaire, Members' views on Mandatory Training are detailed below:

Mandatory Sessions highlighted/suggested by Members during the Workshop in April

Chairman skills
Scrutinising (including Corporate Governance)
Code of Conduct (in constitution)
Corporate Parenting
Child Protection
Safeguarding
Planning and Planning Appeals
Equality Impact Assessment
Equalities
Budget Planning / Finance
Committee Specific Training
Media Training
Group Leader Training
Specific training for Cabinet members
Licensing
Confidentiality around child protection
All iPad training

In addition to the above, completed Questionnaires highlight/suggest that the below sessions should also be Mandatory

Relevant IT Training
Corporate Plan
Council Structure
Role of a County Councillor
The importance of confidentiality
New Planning Regulations
Welsh language and culture
Introduction as Councillor – What we can do and limitations

4.8 It is proposed that there will be **‘Generic’ Mandatory Training** which must be attended by all Members.

Proposed Sessions:

Code of Conduct
 Safeguarding/Corporate Parenting/Child Protection
 Finance
 Equalities
 Induction (Structure of Council, Constitution, Data Protection)

4.9 It is also proposed that there will be **Role Specific Mandatory Training, over and above Generic Mandatory Training** which must be attended by various committee members, with all Members welcome to attend if of interest.

Proposed sessions:

Chairing Skills (for Chairs/Vice Chairs of all committees)
Scrutiny (Chairing)
Group Leaders
Cabinet (to include Public Speaking, talking to Media)
Planning Committee
Licensing Committee

(Chairs Training to take place in February each year so that prospective new Chairs will be eligible for nomination for future Chairs' role. Further Scrutiny Chairs training will also be held in May)

4.10 The question of Sanctions/Penalties for non-attendance at Mandatory Training was discussed at the Workshop and Members' views ascertained via the Questionnaires. The suggestions received are set out below:

* Training attendance statistics to be supplied to Group Leaders on a regular basis – Group Leader to follow up with Members - for regular discussion/review at Council Briefing

* Non-attendance to be referred to Standards Committee/Corporate Governance Committee

4.11 Clearly, if a training session is to be mandatory it must be provided on more than one occasion and at different times or locations to ensure so far as possible that every member has a reasonable opportunity to attend taking into account their work or caring responsibilities. This is true of all training opportunities but is particularly important where training is classed as mandatory. Training will where possible be made available electronically either as an e-learning package or by the filming of training events to be accessed through the intranet.

4.12 Section 7 of the Measure also requires each authority **to make available** to each member, an annual review of the member's training and development needs. The review must include an opportunity for an interview with a person qualified to provide advice about the training needs of a member of a Local Authority. Guidance suggests the creation of Personal Development Plans and Reviews.

Following the Workshop and Questionnaires, 31 Members (66%) are in favour of having a PDR.

Members' preference for persons undertaking reviews are as follows:

4	-	Officers to undertake review
16	-	Officers to undertake review (with option of having Group Leader present)
2	-	Officers with Group Leaders
6	-	Group Leaders
1	-	Group Leader or Leader
2	-	No preference

A Member/Officer PDP/PDR Training Session was held on the 3rd June, run by Sarah Titcombe of the WLGA. The Session was attended by the relevant Member Support and Development Officers and each of the Group Leaders and one Deputy Group Leader. Appendix D attached provides further guidance in relation to the PDR/PDP Process. Appendix E attached is a copy of the proposed Personal Development Plan Form to be completed by those Members who wish to have PDR. Appendix F details the timetable/process for completion of forms and the holding of reviews, together with a flowchart of the process.

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

Members are at the heart of the decision making process and it is therefore vital that they are fully briefed and trained in the important role they carry out on behalf of their communities. Ensuring that Members receive the correct training for their specific roles is of paramount importance, thus enabling them to make informed choices and decisions which relate to each of the Corporate Priorities.

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

The cost will be contained within existing budget provision. There will be no direct impact on other services.

7. What consultations have been carried out and has an Equality Impact Assessment Screening been undertaken?

Members have been consulted by means of the Workshop and Questionnaire referred to above. This Member Training Report was also discussed at Cabinet Briefing on the 6th January 2014 and at Council Briefing on the 23rd June 2014.

8. Chief Finance Officer Statement

It is important that members are able to make informed decisions. All costs must be contained within available resources.

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

Potentially, there are many risks for Members and the Council if they are not in possession of the relevant and up to date information which informs their decision making. This could result in matters being reported to the Ombudsman. This highlights the importance of Members attending training sessions, especially those deemed as Mandatory.

10. Power to make the Decision

Local Government (Wales) Measure 2011

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Training Date	Name of Session	Number confirming attendance		Number of apologies		Number of non-responders		Number of actual attenders		Course still held	Listed as Compulsory on Training Schedule
May-12											
08/05/12	Induction Day							91.48%	43	Yes	Yes
09/05/12	Code of Conduct							93.62%	44	Yes	Yes
14/05/12	ICT Introduction							36.17%	17	Yes	No
28/05/12	ICT Information Security							34.04%	16	Yes	No
29/05/12	Scrutiny Overview							17.02%	8	Yes	No
Jun-12											
15/06/12	North Wales Joint Training Event	36.17%	17	29.79%	14	34.04%	16	29.79%	14	Yes	No
Jul-12											
30/07/12	Scrutiny Questioning Skills	21.28%	10	42.55%	20	36.17%	17	27.66%	13	Yes	No
Sep-12											
07/09/12	North Wales Joint Event	23.40%	11	42.55%	20	34.04%	16	23.40%	11	Yes	No
Oct-12											
22/10/12	Code of Conduct Refresher	29.79%	14	38.30%	18	31.91%	15	31.91%	12	Yes	No
Nov-12											
02/11/12	North Wales Joint Event	12.77%	6	27.66%	13	59.58%	28	17.02%	8	Yes	No

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Training Date	Name of Session	Number confirming attendance		Number of apologies		Number of non-responders		Number of actual attenders		Course still held	Listed as Compulsory on Training Schedule
May-12											
08/05/12	Induction Day							91.48%	43	Yes	Yes
09/05/12	Code of Conduct							93.62%	44	Yes	Yes
11/05/12	Coach Tour of County							0	0	Cancelled	No
14/05/12	ICT Introduction							36.17%	17	Yes	No
18/05/12	Planning							93.10%	27	Yes	Yes
21/05/12	Constitution							48.94%	23	Yes	No
25/05/12	Local Government Finance							44.68%	21	Yes	Yes
25/05/12	Introduction to Health and Safety							12.77%	6	Yes	No
28/05/12	ICT Information Security							34.04%	16	Yes	No
29/05/12	Scrutiny Overview							17.02%	8	Yes	No
Jun-12											
07/06/12	Licensing - Legalities							90.91%	10	Yes	No
08/06/12	Group Leaders							100%	5	Yes	No
11/06/12	Outside Bodies							0	0	Postponed	No
11/06/12	Safeguarding - Children and Adult Protection							51.06%	24	Yes	Yes
15/06/12	North Wales Joint Training Event	36.17%	17	29.79%	14	34.04%	16	29.79%	14	Yes	No
18/06/12	Communication and Marketing							0	0	Postponed	No
21/06/12	Licensing	17.02%	8	38.30%	18	44.68%	21	54.55%	6	Yes	No
22/06/12	Allocations Policy and Statutory Duties re Homeless People	19.15%	9	42.55%	20	38.30%	18	25.53%	12	Yes	No
25/06/12	Council Briefing to include Corporate Parenting	19.15%	9	17.02%	8	62.83%	30	0	0	Postponed	Yes
26/06/12	Customer Care							21.28%	10	Yes	No
Jul-12											
06/07/12	Corporate Governance / Wales Audit Office	34.04%	16	29.79%	14	36.17%	17	40.41%	19	Yes	Yes
13/07/12	Partnerships - The Big Plan	6.38%	3	27.66%	13	65.96	31	10.64%	5	Yes	No
20/07/12	Chairing Skills (a.m.)	4.26%	2	10.64%	5	85.11%	40	0	0	Cancelled	No
20/07/12	Chairing Skills (p.m.)	4.26%	2	10.64%	5	85.11%	40	0	0	Cancelled	No
23/07/12	Performance Management Framework	14.89%	7	17.02%	8	68.09%	32	14.89%	7	Yes	No
24/07/12	Group Leader Sessions							0	0	Cancelled	No
27/07/12	Health and Safety	8.51%	4	4.26%	2	65.96%	31	6.38%	3	Yes	No
30/07/12	Scrutiny Questioning Skills	21.28%	10	42.55%	20	36.17%	17	27.66%	13	Yes	No
Sep-12											
03/09/12	PRINCE2	10.64%	5	4.26%	2	?		10.64%	5	Yes	No
07/09/12	North Wales Joint Event	23.40%	11	42.55%	20	34.04%	16	23.40%	11	Yes	No
10/09/12	Ffynnon Training - a.m.							0	0	Cancelled	No
10/09/12	Ffynnon Training - p.m.							0	0	Cancelled	No
12/09/12	Planning - Windfarms							27.59%	8	Yes	No
13/09/12	Scrutiny Chairs Training	4.26%	2	38.30%	18	57.45%	27	0	0	Cancelled	No
21/09/12	Overview of Leisure Services							0	0	Postponed	No
24/09/12	Ffynnon Training - a.m.							0	0	Cancelled	No
24/09/12	Ffynnon Training - p.m.							0	0	Cancelled	No
28/09/12	Health and Safety Responsibilities	4.26%	2	44.68%	21	51.06%	24	0	0	Cancelled	No
Oct-12											
01/10/12	Scrutiny Questioning Skills	14.90%	7	29.79%	14	55.31%	26	0	0	Cancelled	No

05/10/12	Modernisation of Adult and Social Care Services	4.26%	2	27.66%	13	68.09%	32	0	0	postponed	No
12/10/12	Modernisation of Children's Services	23.40%	11	38.30%	18	38.30%	18	14.89%	7	Yes	No
15/10/12	Biodiversity in Denbighshire	25.53%	12	31.91%	15	42.55%	20	21.28%	10	Yes	No
15/10/12	Corporate Parenting - held during full Council briefing		0		0		0	14.89%	7	Yes	No
22/10/12	Code of Conduct Refresher	29.79%	14	38.30%	18	31.91%	15	31.91%	12	Yes	No
26/10/12	Housing Management Strategy/Repairs/Maintenance	25.53%	12	29.79%	14	48.94%	23	25.53%	12	Yes	No
29/10/12	Highway Maintenance and Street Lighting	0.00%	0	0.00%	0	0.00%	0	0	0	postponed	No
Nov-12											
02/11/12	North Wales Joint Event	12.77%	6	27.66%	13	59.58%	28	17.02%	8	Yes	No
05/11/12	Project Management	42.55%	20	21.28%	10	36.17%	17	27.66%	13	Yes	No
07/11/12	Dog Fouling Workshop	53.19%	25	34.04%	16	12.77%	6	36.17%	17	Yes	No
08/11/12	Facilitated Day - Private Rented Sector, Core Event, Denbighshire - Additional Support from WLGA									Cancelled	No
09/11/12	Parking Services/Traffic/Passenger Transport	36.17%	17	42.55%	20	21.28%	10	14.89%	7	Yes	No
12/11/12	Built Environment, Regeneration and Rhyl Going Forward		0		0		0		0	Postponed	No
19/11/12	Highway Maintenance and Street Lighting	27.66%	13	42.55%	20	29.79%	14	19.15%	9	Yes	No
23/11/12	Fleet Management and Vehicle Operators Licence	25.53%	12	31.91%	13	42.55%	20	21.28%	10	Yes	No
26/11/12	Public Protection	38.30%	18	31.91%	15	29.79%	14	29.79%	14	Yes	No
Dec-12											
03/12/12	Health and Safety - Risk Assessment	36.17%	17	14.90%	7	48.94%	23	25.53%	12	Yes	No
07/12/12	Chairing Skills	14.90%	7	2.13%	1	59.57%	28	12.77%	6	Yes	No
10/12/12	Environmental Services **re-arrange for new year**	31.91%	15	19.15%	9	48.94%	23	0	0	Postponed	No
11/12/12	Planning - Workshop Session	42.55%	20	40.43%	19	25.53%	12	51.72%	15	Yes	No
Jan-13											
07/01/13	Chief Executive Appraisal Process		0		0		0		0	Postpone to February	
14/01/13	Health & Safety Tours and Inspections	27.66%	13	36.17%	17	36.17%	17	19.15%	9	Yes	No
18/01/13	Outside Bodies		0		0		0		0	Postponed to 22/03/13	
29/01/13	Welsh Language Awareness - 4 sessions over 2 days	29.78%	14	23.4	11	46.81	22	25.53%	12		
Feb-13											
04/02/13	Overview of Leisure Services - to be confirmed		0		0		0		0	Cancelled	No
08/02/13	Modernisation of Adult and Social Care Services		0		0		0		0	Cancelled	No
11/02/13	Health and Safety Responsibilities	29.78%	14	36.17%	17	34.04%	16	10.64%	5	Yes	No
18/02/13	Modernising Social Services and Enhancing Wellbeing	40.43%	19	6.28%	3	53.19%	25	42.55%	20	Yes	No
18/02/13	Regeneration and Rhyl Going Forward		0		0		0		0	Cancelled	No
Mar-13											
05/03/13	Our View to Providing Excellent Customer Services	44.68%	21	12.77%	6	42.55%	20	51.06%	24	Yes	No
08/03/13	Environmental Services	36.17%	17	36.17%	17	27.66%	13	25.53%	12	Yes	No
12/03/13	Planning Training	51.06%	24	17.02%	8	31.91%	15	62.07%	18	Yes	No
21/03/13	iPad (Rhyl, Prestatyn, Rhuddlan & Bodelwyddan - 25)	40.00%	10	12.00%	3	48.00%	12	4.00%	1	Yes	No
22/03/13	Outside Bodies	31.91%	15	40.43%	19	27.66%	13	0.00%	0	Postponed due to snow	
Apr-13											
05/04/13	Members Briefing - Welfare Reform Update	34.04%	16	12.77%	6	53.19%	25	36.17%	17	Yes	No
22/04/13	Member Training Workshop	57.45%	27	29.79%	14	12.77%	6	34.04%	16	Yes	No
24/04/13	Members Open Day - Heritage		0		0		0		0	Postponed	No

Training Date	Name of Session	Number of attendees
May-13		
09/05/13	Managing Successful Programmes - Training for Cabinet (8 invited)	-
10/05/13	Planning - TAN 6 - Rural Enterprise Worker Dwellings	40.43%
21/05/13	Education Workshop	34.04%
21/05/13	Social Media Training	29.79%
28/05/13	Verto (iPads) - Cabinet and Scrutiny Members (30 invited)	36.67%
Jun-13		
05/06/13	Licensing Training	23.40%
07/06/13	Project Management Methodology	
13/06/13	Highways and Public Realm	
18/06/13	Code of Conduct Training	
21/06/13	Outside Bodies	19.15%
26/06/13	Equality and the Law: Public Sector Duties	29.79%
27/06/13	Members Heritage Day	
Jul-13		
02/07/13	Welsh Language Awareness	19.15%
05/07/13	ICT Information Security	23.40%
15/07/13	Budget Workshop (to be held during Council briefing)	61.70%
16/07/13	The Big Plan	31.91%
Sep-13		
05/09/13	Customer Services	
17/09/13	Project Management Methodology	
20/09/13	Planning Training	44.68%
Oct-13		
04/10/13	Customer Services	42.55%
10/10/13	Portfolio Member Workshop - Highways and Public Realm	53.19%
14/10/13	Health and Safety Summary Session	44.68%
21/10/13	Budget Workshop (to be held during Council Briefing)	65.96%
23/10/13	Code of Conduct Refresher	
30/10/13	Equality Impact Assessment - 2-4pm and 5-7pm	34.04%
Nov-13		
19/11/13	An Introduction to the Children and Family Services	27.66%
20/11/13	Portfolio Member Workshop - Economic Ambition Strategy	
Dec-13		
09/12/13	European Funding Programme Briefing	51.06%
09/12/13	Budget Workshop (to be held during Council Briefing)	61.70%
10/12/13	Archaeology and Ecology in Planning	27.66%
13/12/13	Members Workshop on Modernising Education	46.81%
Jan-14		
13/01/14	ICT Information Security Refresher	
21/01/14	Outside Bodies	38.30%
27/01/14	Code of Conduct Refresher	46.81%
27/01/14	Social Media Training (to be delivered during Council briefing)	
28/01/14	Corporate Governance (all Members)	38.30%
28/01/14	Corporate Governance (Committee Members)	57.14%
Feb-14		
04/02/14	Social Media Training (to be delivered during Council briefing)	65.96%
21/02/14	Information Management Training / Access to Information - Corporate Governance Committee Membership (7)	42.86%
Mar-14		
04/03/14	Planning Training - AONB	72.41%
11/03/14	Corporate Parenting Forum	19.15%

Apr-14		
09/04/14	Member Workshop - Denbighshire's Single Integrated Plan (The BIG Plan) and Devolved Services to City, Town & Community Councils	46.81%
23/04/14	Planning Training for City, Town and Community Councils - County Council Members invited to attend - The Planning Bill	not ki
28/04/14	Natural Resources Wales Presentation held during Council Briefing	57.45%

Confirming Attendance	Number of apologies		Number of non- responders		Number of actual attenders		Course still held	Listed as Compuls ory on Training Schedule
-	-	-	-	-	25.00%	2	Yes	No
19	21.28%	10	38.30%	18	34.48%	10	Yes	No
16	44.68%	21	21.28%	10	23.40%	11	Yes	No
14	53.19%	25	17.02%	8	14.89%	7	Yes	No
11	23.33%	7	40.00%	12	10.00%	3	Yes	No
11	44.68%	21	34.04%	16	81.82%	9	Yes	Yes
Session cancelled								
Session postponed								
Session cancelled								
9	55.32%	26	25.53%	12	16.67%	5	Yes	No
14	40.43%	19	29.79%	14	23.33%	7	Yes	No
Session postponed								
9	36.17%	17	44.68%	21	21.28%	10	Yes	No
11	34.04%	16	42.55%	20	2.13%	1	Yes	No
29	10.64%	5	27.66%	13	38.30%	18	Yes	No
15	31.91%	15	36.17%	17	21.28%	10	Yes	No
Session postponed								
Session cancelled								
21	23.40%	11	31.91%	15	37.93%	11	Yes	Yes
20	21.28%	10	36.17%	17	29.79%	14	Yes	No
25	25.53%	12	21.28%	10	25.53%	12	Yes	No
21	10.64%	5	44.68%	21	29.79%	14	Yes	No
31	6.38%	3	27.66%	13	65.96%	31	Yes	No
Session postponed								
16	46.81%	22	19.15%	9	25.53%	12	Yes	No
13	38.30%	18	34.04%	16	12.77%	6	Yes	No
Session postponed								
24	21.28%	10	27.66%	13	31.91%	15	Yes	No
29	14.89%	7	23.40%	11	59.57%	28	Yes	No
13	42.55%	20	29.79%	14	31.03%	9	Yes	No
22	23.40%	11	29.79%	14	19.15%	9	Yes	No
Session cancelled								
18	29.79%	14	31.91%	15	21.28%	10	Yes	No
22	23.40%	11	29.79%	14	31.91%	15	Yes	No
Session postponed								
18	34.04%	16	27.66%	13	25.53%	12	Yes	No
4	28.57%	2	14.29%	1	42.86%	3	Yes	No
31	6.38%	3	27.66%	13	63.83%	30	Yes	No
3	14.29%	1	42.86%	3	28.57%	2	Yes	No
21	65.52%	19	24.14%	7	62.07%	18	Yes	Yes
9	6.38%	3	74.47%	35	8.51%	4	Yes	No

22	25.53%	12	27.66%	13	25.53%	12	Yes	No
nown	2.13%	1	not known		14.89%	7	Yes	No
27	none noted		42.55%	20	59.57%	28	Yes	No

Training Date	Name of Session	Number confirming attendance		Number of tentative acceptances		Number of applications
May-14						
28/05/14	Planning -Highway Considerations	56.67%	17	16.67%	5	53.33%
Jun-14						
03/06/14	Development Review training for Group Leaders and officers	100.00%	9	0.00%	0	0.00%
11/06/14	Licensing (held at end of Committee meeting)	100.00%	11	0.00%	0	0.00%
19/06/14	Financial Inclusion	23.40%	11	6.38%	3	40.43%
23/06/14	iPad – How to use 'Docs to Go'	0.00%		0.00%		0.00%
23/06/14	Council Briefing item – NE-Wales Marketing Area for Tourism in Wales	0.00%		0.00%		0.00%
23/06/14	Council Briefing item - Welfare Reform	55.32%	26	10.64%	5	4.26%
Jul-14						
17/07/14	City, Town and Community Council Planning Training - Highway Considerations	12.77%	6	12.77%	6	29.79%

Number of Courses	Number of non- responders		Number of actual attenders		Course still held	Listed as Compulsory on Training Schedule
16	43.33%	13	50.00%	15	Yes	Yes (for Planning Members)
0	0.00%	0	100.00%	9	Yes	
0	0.00%	0	100.00%	11	Yes	Yes (for Licensing Members)
19	29.79%	14	19.15%	9	Yes	No
	0.00%		0.00%		Postponed	No
	0.00%		0.00%		Postponed	No
2	29.79%	14	48.94%	23	Yes	No
14	44.68%	21	8.51%	4	Yes	No

MEMBERS' PERSONAL DEVELOPMENT PLAN

Please complete this pro forma and bring it to the meeting. This form is confidential to you and the person who is conducting your Review, except for the final sheet which will be used by Member Support and Development Officers.

Name:

Name of Reviewer:

1. What are my current roles and responsibilities? (e.g. cabinet, overview and scrutiny member, chair, member of a statutory committee such as planning, licensing etc. In the community, ward member community leader)

1	
2	
3	
4	
5	

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2. What specific tasks do I need to achieve this year?

	What do I plan to do?	By when?
1		
2		
3		

4		
5		

3. What do I need to know about and be able to do to undertake my roles effectively? (Your role description and person specification may help you here)

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4. What aspects of my role am I confident in?

5. Where am I less confident?

6. What might prevent me from undertaking my role effectively? (consider any personal, organisational or political issues which might be a barrier to success)

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Areas that I would like to develop are:	Preferred method of development (e.g. visits to other authorities, peer networking, practical workshops, e learning etc.)
Skills (e.g. meeting management, questioning techniques, media interviews, public speaking, chairing)	
Knowledge (e.g. the code of conduct, equalities, the planning process, local policy etc.)	

Learning and Development Plan for this year. (This will be used to create development plans and training programmes)

Area for Development	How	Priority
<i>example How to Chair scrutiny meetings effectively</i>	<i>Observation of external meetings Workshop on Chairing Skills Authority guidance for Scrutiny chairs</i>	1
<i>example Understanding of the planning system to answer constituents enquiries</i>	<i>Introduction to planning workshop Meeting with planning officers on specific issues</i>	3
<i>example Local Government Finance, how do I contribute to the budget setting process?</i>	<i>Induction workshop in finance Discussions with Finance officers Mentoring from Cabinet member for Finance and Resources</i>	2

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Members signature: _____

Date: _____

Reviewers signature: _____

Date: _____

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Mandatory Sessions 2013/14

The sessions for Mandatory training held during 2013/14 are as follows

Code of Conduct - 1 refresher session specifically for County Councillors- 31.91%

Finance/Budget - 3 sessions held = 51.06%

Constitution - 0 sessions specifically for County Councillors held

Safeguarding/Corporate Parenting - 0 sessions specifically for County Councillors held

Licensing - 1 session held specifically for Licensing Committee Members = 81.82%

Planning - 4 sessions held specifically for County Councillors = 41.38%

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Information on Personal Development Reviews and Personal Development Plans

Under the new Local Government (Wales) Measure 2011:

- * A local authority must secure the provision of reasonable training and development opportunities for its members.
- * A local authority must make available to each member of the authority an annual review of the member's training and development needs.
- * The review must include an opportunity for an interview with a person who is, in the opinion of the authority, suitably qualified to provide advice about the training and development needs of a member of a local authority.

A Personal Development Review (PDR) is a way for a member and his/her Authority to mutually assess a member's personal development needs. The review should be set within the context of the role of the member, his/her aspirations for what s/he hopes to achieve, the purpose and aspirations of the Authority and the needs of the community. The interview could include a review of the training and development received by the member over the last year (or appropriate period if the local authority member has only been recently elected). A PDR is **NOT** a Performance Appraisal but a means of supporting and developing members

PDR schemes enable members to build confidence, develop skills and knowledge and improve their own performance and contribution to the council and the community. They can provide:

- Clarity for members about the expectations and accountabilities placed upon them.
- Understanding of and support for the individual and collective development needs of members
- Support for members in preparing for new roles (succession planning)
- An understanding and ownership of organisational goals
- Support for improved member performance
- An agreed plan which sets out training and development needs, if any, identified for the year ahead
- A written record, signed by both member and reviewer.
- A private document which is not expected to be published by the authority or member, although a member is free to publicise in his or her annual report any training and development undertaken if he or she so wishes.

Guidance for Members being interviewed

Before undertaking your review you may find it useful to consider the following guidance:

Purpose of the Review

The purpose of your meeting will be to provide you with an opportunity to review your role generally, consider any specific tasks for the year ahead, consider the areas where you feel confident and identify areas that you might find challenging and may need support and development. You will have an opportunity to identify learning and development needs which you will then be able to feed back to member support officers to organise development programmes.

Preparation

Before your meeting you will need to complete the Personal Development Plan. This will help you to think about your role, specific tasks for this year and any support that you might need. You'll also find it useful to review your role description, person specification and the member development framework/questionnaire.

Make contact with your interviewer and plan a time and place convenient to you both where you can have a confidential undisturbed conversation.

Undertaking the Review

Please remember that the conversation you have with your interviewer needs to be kept confidential to yourselves.

Use the PDP Form as a basis for your discussions

Your interviewer will help you consider your role/contribution, strengths/weaknesses and training needs. They will act as an objective sounding board in this conversation.

Their role is not to give their own feedback on your performance.

Please note that it is your responsibility to undertake any actions resulting from the conversation, keep any documentation and discuss any emerging development needs with member support officers.

Any additional support required from the authority may also be identified and fed into the organisation as appropriate.

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Timetable and Process for completion of Personal Development Plans and holding of Personal Development Reviews

The initial part of the process will begin with all Members being sent a PDP Form together with relevant guidance. A reminder email will be sent one week later with a second and final reminder in a further weeks' time.

The below details the process for those Members who would like a Personal Development Review

- * Members will make the decision as to who will conduct their PDR. The persons who have received the relevant training to conduct this process are:

Group Leaders:

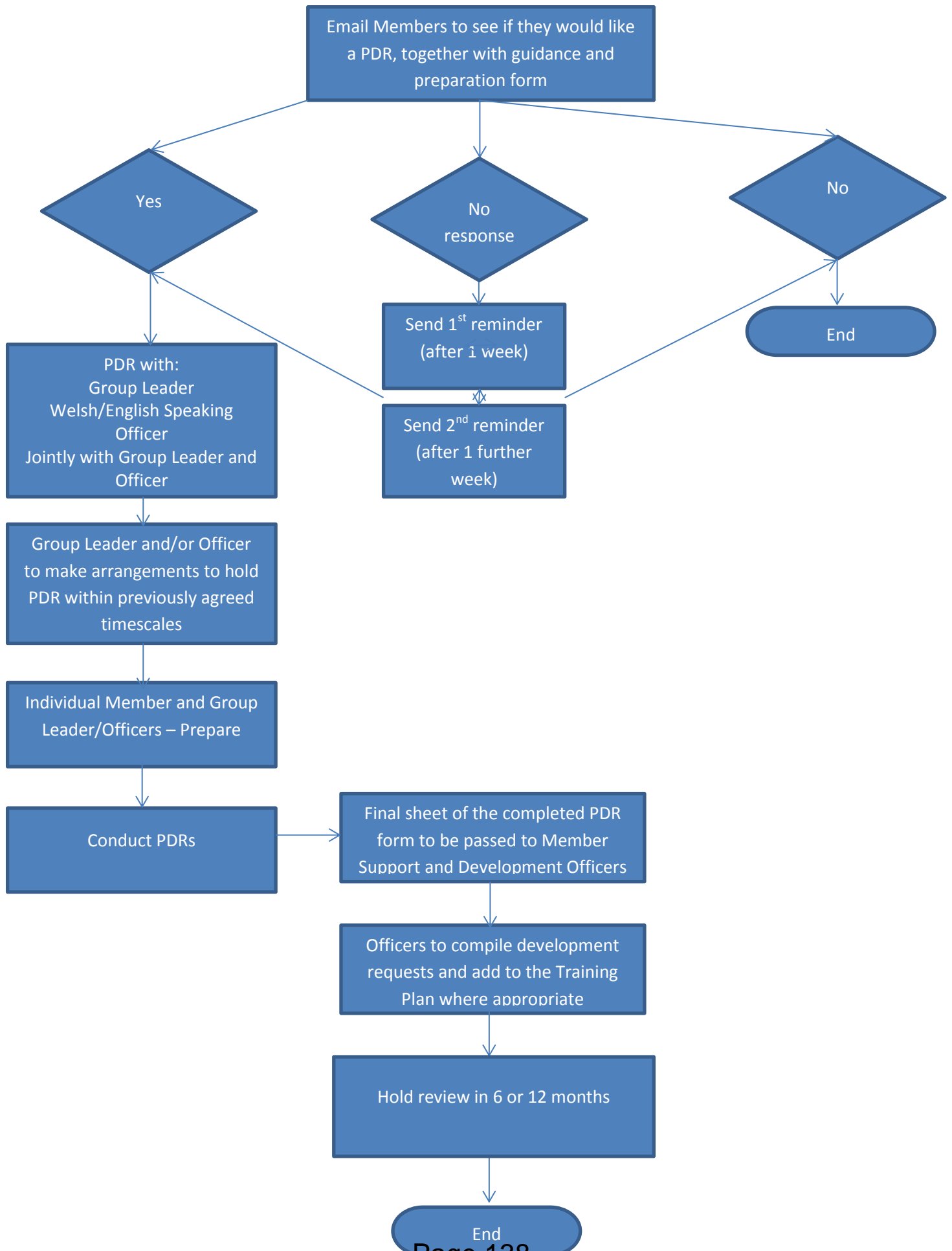
Cllr Joan Butterfield and
Cllr Jason McLellan (Deputy
Group Leader)
Cllr Martyn Holland
Cllr Huw Jones
Cllr Joe Welch

Member Support & Development Officers:

Sharon Evans
Sue License
Eleri Woolford

Members may also wish to consider having their PDR with both their Group Leader and an Officer

- * Between the beginning of May (following Annual Council) and the middle of July, Members should contact their preferred interviewer to arrange a time and date to discuss the PDP, which will have been completed by each Member prior to the meeting.
- * Once all PDRs have taken place, during July and August, Officers will use each of the 'Areas for Development' forms recorded, to create Development Strategies together with Action/Training Plans for the year ahead. Members will be notified of the proposed sessions on their return following Annual recess.
- * Reviews will be held every twelve months or after 6 months if requested.
- * Support for Members in relation to any additional individual training and development needs will not be limited to between May-July each year and Officers and Group Leaders may be contacted for this purpose at any time.



County Council Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer
Council Briefing 22 September 2014	1	Flooding and Flood Risk.	Requested by Members at LDP Members Steering Group. <i>Rebecca Maxwell and Graham Boase requested wider flooding strategy to be covered by this item.</i>	N/A	Claire MacFarlane
	2	'Food dudes' project	A presentation by students from Ysgol Tir Morfa & Ysgol Plas Brondyffryn on a pilot healthy eating project	N/A	Paula Roberts / Karen Evans / Sarah Dixon
	3	Members' budget workshop (tbc)	This item may be held to supplement the programme of budget workshops	N/A	Cllr Julian Thompson-Hill / Paul McGrady / Richard Weigh
7 October 2014	1	Good Scrutiny and the Delivery of the Corporate Plan	To consider how Scrutiny can help deliver the Corporate Plan and Budget Savings and to review the national WAO report & action plan.	No	Rhian Evans / Steve Price
	2	Nova Centre Redevelopment <i>(Provisional)</i>	To approve the Business Case for the redevelopment of the Prestatyn Nova Centre	Yes	Cllr Huw Jones / Jamie Groves

County Council Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer
Council Briefing 13 October 2014		BUDGET WORKSHOP			
Council Briefing 20 October 2014		BUDGET WORKSHOP			
4 November 2014		Denbighshire's Well-being Plan 2014-2017 (Single Integrated Plan)	To endorse the Denbighshire's Well-being Plan (Denbighshire's second Single Integrated Plan (SIP) ready for its publication in December 2014	Yes	Lead Member – Cllr Hugh Evans Liz Grieve, Partnerships & Communities Team Manager
Council Briefing 17 November 2014	1	Modernising Social Services & Enhancing Wellbeing Programme for Vulnerable People & Groups	To consider a briefing	N/A	Cllr Bobby Feeley / Steph O'Donnell

County Council Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer
	2.	Volunteering Policy (written report will be prepared)	To present to Members the Council's volunteering policy, and the benefits of the policy to the individuals who volunteer and to the Council	No	Cllr. Hugh Irving/Liz Grieve/David Davies
	3	Looked after Children	An overview of looked after children in the county and associated outcomes.	N/A	Cllr Bobby Feeley / Liz Griffin / Rhian Morrle
9 December 2014	1	Approval of Contract Procedure Rules	To present the revised Contract Procedure Rules for approval	Yes	Cllr Julian Thompson-Hill / Paul McGrady / Gary Williams
Council Briefing 12 December 2014		BUDGET WORKSHOP			
Council Briefing 19 January 2015	1	Affordable Housing Task & Finish Group Recommendations	To consider the recommendations of the task and finish group	Tbc	Cllrs David Smith & Hugh Irving / Peter McHugh & Graham Boase

County Council Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer
3 February 2015	1	Treasury Management Strategy Statement 2015/2016	To approve the TM Strategy Statement 2015/2016	Yes	Cllr Julian Thompson-Hill/ Paul McGrady / Richard Weigh .
	2	Council Tax Setting	To set the Council Tax level for 2015/16	Yes	Cllr. Julian Thompson-Hill/Paul McGrady/Richard Weigh
	3	Budget 2015/16	To set the Revenue Budget for 2015/16	Yes	Cllr. Julian Thompson-Hill/Paul McGrady/Richard Weigh
	4	Local Housing Strategy	To agree the Local Housing Strategy	Yes	Cllr Hugh Irving / Peter McHugh / Sue Lewis
	5	Housing Revenue Account Self Financing	To consider a report on the HRA	Tbc	Cllr Hugh Irving / Peter McHugh
24 February 2014	1.	Capital Plan 2015/16	To approve the Council's Capital Plan for 2015/16	Yes	Cllr. Julian Thompson-Hill/Paul McGrady/Richard Weigh

County Council Forward Work Plan

Meeting	Item (description / title)	Purpose of report	Council Decision required (yes/no)	Author – Lead member and contact officer
Council Briefing 16 March 2015				
14 April 2015				
12 May 2015 Annual Meeting	1. Annual Report of the Council's Scrutiny Committee's	To consider the annual report on the scrutiny committee's activities	No	Scrutiny Chairs and Vice-Group/Steve Price/Rhian Evans

Note for officers – Full Council Report Deadlines

<i>Meeting</i>	Deadline	<i>Meeting</i>	Deadline	<i>Meeting</i>	Deadline
<i>September</i>	26 August	<i>October</i>	23 September	<i>November</i>	21 October

Updated 27/08/2014 – SLW

Council Work Programme.doc

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