Public Document Pack

To: Members of the Communities Scrutiny Committee

Date: 7 September 2015

Direct Dial: 01824 712554

e-mail: dcc_admin@denbighshire.gov.uk

Dear Councillor

You are invited to attend a meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **9.30 am** on **THURSDAY, 10 SEPTEMBER 2015** in **CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN**.

Yours sincerely

G. Williams
Head of Legal, HR and Democratic Services

AGENDA

1 APOLOGIES

2 DECLARATION OF INTERESTS

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

3 URGENT MATTERS AS AGREED BY THE CHAIR

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

4 MINUTES (Pages 5 - 12)

To receive the minutes of the Communities Scrutiny Committee held on 9th July, 2015 (copy enclosed).

5 FINANCIAL PLANNING REPORT (Pages 13 - 18)

To consider a report by the Chief Finance Officer (copy attached) which highlights some of the funding decisions taken by Welsh Government in the last year and outlines the impact on the council's financial planning.

9.35 am – 10.10 am

6 SUPPORTING INDEPENDENT LIVING SERVICES (Pages 19 - 24)

To consider a joint report by the Supporting People Team Manager and the Housing Care and Support Manager (copy attached) on the Supporting Independent Living Service, and an overview of key findings of the recent Supporting People led strategic evaluation of the service.

10.10 am – 10.45 am

Comfort Break

7 COMMUNITY GROUP PROFILING PROGRESS REPORT (Pages 25 - 60)

To consider a report by the Lead Officer: Young People, Safeguarding and Workforce Development (copy attached) on progress regarding the mapping and profiling of community groups, the emerging themes and next steps.

10.55 am – 11.30 am

8 SCRUTINY WORK PROGRAMME (Pages 61 - 78)

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

11.30 am – 11.40 am

9 FEEDBACK FROM COMMITTEE REPRESENTATIVES

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

11.40 am – 11.50 am

MEMBERSHIP

Councillors

Councillor Huw Hilditch-Roberts (Chair)
Councillor Rhys Hughes (Vice-Chair)

Brian Blakeley
Bill Cowie
Peter Evans
Martyn Holland
Win Mullen-James
Bob Murray
Cefyn Williams
Cheryl Williams

Voting Co-opted Members for Education (Agenda Item No. 7 only)

Gill Greenland
Debra Houghton
Dr. D. Marjoram
John Piper
Gareth Williams

COPIES TO:

All Councillors for information
Press and Libraries
Town and Community Councils

This page is intentionally left blank

COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held in Conference Room 1a, County Hall, Ruthin on Thursday, 9 July 2015 at 9.30 am.

PRESENT

Councillors Brian Blakeley, Huw Hilditch-Roberts (Chair), Martyn Holland, Rhys Hughes (Vice-Chair) and Cefyn Williams

Lead Member Councillor D.I. Smith attended at the Committee's request.

ALSO PRESENT

Corporate Director: Economic and Community Ambition (RM), Head of Highways and Environmental Services (SP), Head of Business, Improvement and Modernisation (AS), Head of Planning and Public Protection (GB), Traffic, Parking and Road Safety Manager (MJ), Development Manager: Planning and Public Protection (PM), Democratic Services Manager (SP) Graduate Trainee Officer (IW) and Administrative Officer (CIW).

The Chair welcomed Councillors B. Blakeley and M.L. Holland to their first meeting following their appointment to the Committee.

1 APOLOGIES

Apologies for absence were received from Councillors Bill Cowie, Peter Evans, Win Mullen-James, Bob Murray, Cheryl Williams and the Scrutiny Coordinator.

2 DECLARATION OF INTERESTS

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

3 URGENT MATTERS AS AGREED BY THE CHAIR

In accordance with the requirements of Section 100B(4) of the Local Government Act 1972, the Chair declared that he intended to include for discussion the following matter requiring urgent attention under Part II:-

1. The removal of unauthorised signs from highway land.

Councillor T.R. Hughes made reference to an instance were the Council had requested that a sign be moved a distance of approximately eight inches. The Head of Highways and Environmental Services explained that the relocation of a sign, even over a minimal distance, could be significant to members of the public such as buggy and wheelchair users. He referred to the work of the Events Team and confirmed that officers did work closely with owners of the signs, and in most cases an amicable agreement was achieved.

4 MINUTES

The Minutes of a meeting of the Communities Scrutiny Committee held on Thursday, 25th May, 2015 were submitted.

RESOLVED *– that the Minutes be received and approved as a correct record.*

5 METHODOLOGY FOR SETTING APPROPRIATE CAR PARKING CHARGES IN DENBIGHSHIRE

A report by the Head of Highways and Environment Services (HHES), which detailed the methodology utilised to determine appropriate car parking charges within Denbighshire, and the principles adopted for negotiating subsidy arrangements with Town Councils, and/or any other bodies, had been circulated with the papers for the meeting.

Councillor D.I. Smith introduced the report and explained that the setting of fees and charges had been delegated to Head of Service level, with an expectation that Members would be consulted about any contentious changes.

The Head of Environmental Services (HHES) explained that Denbighshire car parking charges had not been increased for 6 years and Appendix A provided details. The shortfall experienced had been made-up by cross-subsidies from the general highways maintenance budget. The implications of continued cross-subsidisation had been outlined in the report.

The Council's budget setting process for 2016-17 incorporated the Freedoms and Flexibility process, and the current budgetary anomaly could be considered as part of that process. Although Members would decide on general budget levels, it was not fair, or reasonable, to expect them to set charges in individual car parks, for individual durations of stay, hence the delegation of that function to officer level. The charging arrangements would need to be developed in a logical and fair manner, and the mechanisms that had been used to get to a fair and logical charging positon, within the allocated budget, had been included in the report.

An outline of the fundamental principles used to determine charge levels had been provided together with:-

- Provision costs.
- Regulation of parking space availability.
- Pricing schedules.
- Proposed charging rates for Denbighshire.
- Resulting charge levels being very similar to those that applied Conwy.
- Analysis of Prestatyn Town Council's proposal to subsidise Denbighshire car parks.

The following appendices, which had been included with the report, were summarised by the officers:-

A. Detailed methodology
B. Proposed charging rates
C. Comparisons with other service providers and other Councils
D. FAQ sheet prepared to address the topic of Town Council Subsidies
E. Equalities Impact Assessment

The Chair referred to the purpose of the discussion, to examine the delivery of the service within the budget, and not to gain economic benefit through the implementation of an alternative car parking structure. He felt there were two separate areas of discussion, and that they could be associated with regard to achieving the end goal.

The officers raised the following salient points and provided the following responses to issues raised by Members:-

- One of the aims of the review had been to stop people parking all day as this practice limited the number of parking spaces available for potential shoppers.
- Traffic and parking data details had been provided on the spread sheet, and officers outlined how the figures had been compiled.
- Reference was made to the misconception that increased charges discouraged visitors to the area. Confirmation was provided that the retail offer had the greater impact on influencing choices made by service users.
- An outline was provided of the implementation process to address the problems identified.
- The importance of a balanced budget was highlighted, and confirmation provided that Members could amend the budget through the budget setting process if they so wished.
- It was confirmed that Denbighshire could consider offers of subsidy provision from Town Councils. However, each case would be considered on its merits, and particular reference was made to existing arrangements with Prestatyn and Ruthin Town Councils respectively.
- The budget was currently being balanced through the maintenance budget, and the importance of delivering the service within the budget was emphasised.
- In response to reference by Members to car parks within their respective areas, the HES explained that each car park and their respective locations were different and it was intended to retain the basic structure of the policy with regard to long and short stay car parks.
- The financial implications of additional investment in Pay and Display machines was discussed. Reference was also made to the possible benefits to service users by the introduction of contactless payment and payment by smart phone.
- It was emphasised that it would be important to note that the Council should not operate or provide car parking provision on a commercial basis, or seek to generate a profit from income received.

During the ensuing discussion Members expressed their views in respect of the following issues:-

- The general consensus of the Committee was to support an increase in charges from 10p to 20p, and that the charging regime be based on a half-day period of 3 hours rather than 4 hours. It was anticipated that the proposed change would discourage the practice of buying two 4 hour tickets instead of purchasing an all-day ticket.
- Reference was made to the regeneration programme in Rhyl and the possible negative response to an increase in car parking charges.
- It was suggested that consideration be afforded to the possible introduction of a period of grace, possibly of 5 or 10 minutes, for service users who had exceeded the time limit on their parking tickets. Officers felt this would not be practical and that it would be difficult to set agreeable margins and boundaries.
- The need to ensure the availability of short stay car parking provision for local shoppers and visitors to the towns within the County.
- A request was made for clarification of the agreement made with the permit holders regarding the utilisation of long and short stay car parks.
- Clarification was provided that only one car park had achieved an increase in income during the past year. The need for an incentive to increase the usage of car parks, while meeting budget, was intimated.

The Chair referred to the recommendations in the report and the following comments and views expressed were noted. During the ensuing discussion the Committee:-

- emphasised that they were not a decision making body but endorsed the recommendation that budgets had to be balanced, including the car parking budget, subject to the Freedoms and Flexibilities process.

- agreed the methodology set out in the report provided a logical method of setting charges, determining income levels and meeting the main operational need of the service, i.e. to increase the availability of spaces for shoppers and visitors, and

- noted that the final budget could be varied via the Council's budget setting process, including any amendments that might arise from the Freedoms and Flexibilities process, this had the potential to affect the charges that would need to be levied. The Chair explained that in the interest of clarity any charging increases or decreases decision be made following the budget setting process.

Following further discussion it was:-

RESOLVED *– that the Committee:-*

(a) receives and notes the contents of the report, and
(b) supports the recommendations contained in the report, subject to the above comments, and in particular the lower of the two proposed charges and tariff bands shown in Appendix B with a 3 hour half day period.

6 BETTER REGULATION OF CARAVAN SITES PROJECT UPDATE

A report by the Development Manager, Planning and Public Protection (DM) had been circulated with the papers for the meeting.

Councillor D.I. Smith introduced the follow up report to the report presented to the Committee in April, 2015. The report outlined the work carried out to date and planned the next steps by the Business Improvement and Modernisation Service (BIMS), along with providing an update on the Planning and Public Protection element of the project. It provided information on progress on the project since responsibility for data sourcing had been assigned to the BIMS.

The Head of Business, Improvement and Modernisation (HBIM) made reference to the results of the pilot project, and it was confirmed that responsibility for the corporate aspects of the project had been transferred to the BIMS. Planning and Public Protection had been tasked with continuing with the production of a regulatory procedure which would detail the regulatory options for managing the unauthorised residential use of holiday caravans from the planning and licensing perspectives. Although some of the project milestones would be achieved by different services this would be run as a single project.

Details of the progress to date in identifying the magnitude of the problem, as outlined in the report, were summarised for the Committee. An outline of the next steps to target and regulate service users, by utilising the Electoral Register and working with caravan site owners, was provided. A comprehensive list of all holiday caravan site addresses in the County, and individual holiday caravans, had been included in Section 2 of Appendix 1. A further five key milestones had been identified for the project which included:-

- Undertake mapping of holiday caravan site locations and allowances by Planning and Licensing, as identified in Appendix 3.
- Develop a data processing system to enable reporting on service use by holiday caravan 'residents' for data collected to date. This had been included in Appendix 4 which was exempt from public disclosure as per paragraph 13 of Schedule 12A of the Local Government Act, 1972.
- Undertake analysis and mapping of service use results.
- Produce a corporate caravan strategy.
- Development of a regulatory procedure and implementation plan.

The Development Manager (DM), Planning and Public Protection, outlined the objectives of corporately reducing the number of people living in holiday caravans by severing at source access to the provision of Council services. He highlighted the need to regulate provision, which could be achieved by working with the caravan associations and caravan park owners, and detailed work had already been undertaken.

The officers responded to concerns raised by Members in respect of residents on caravan sites being included on Electoral Registers in more than one area, and the possible financial implications related to addressing the problems identified. The HBIM outlined the methods to be utilised through information attained to track services users residing in caravans. In response to a suggestion by the Chair that

such information should be available on all residents in the County, the CD:ECA explained that this was being achieved through the CRM system which matched people against addresses and service use.

The Head of Planning and Public Protection (HPPP) explained that the issue being considered was a corporate matter, and highlighted the advantages of addressing the issues through a corporate project and by agreeing an appropriate enforcement strategy. Reference was made to current legislation and he highlighted the need to identify the quantum of the problem which would assist in determining solutions and implementing a coordinate approach.

In response to concerns raised by Members, the officers provided details of the investigation process and mapping exercise adopted with regard to larger and smaller caravan sites. Details of current costs and future financial implications were provided for the Committee, and the HBIM highlighted the importance and advantages of building an accurate system to mitigate future costs.

The HBIM confirmed that it had been predicted that all project milestones would be achieved and all primary products produced by the end of 2015. He anticipated that a report would be presented to the Committee in late autumn, detailing the future strategy and regulatory procedure. During the ensuing discussion the Committee expressed its full support for the work undertaken, and the planned next steps outline in the report.

RESOLVED *– that the Committee:-*

(a) receives the report.
(b) notes the project progress to date, and
(c) endorses the planned next steps outlined in the report, and agrees to receive a further report on progress in the Autumn of 2015.

7 SCRUTINY WORK PROGRAMME

A copy of a report by the Scrutiny Coordinator, which requested the Committee to review and agree its forward work programme and which provided an update on relevant issues, had been circulated with the papers for the meeting.

A copy of the 'Member's proposal form' had been included as Appendix 2. It was explained that in future no items would be included on a forward work programme without a 'scrutiny proposal form' being completed and accepted for inclusion by the Committee or the SCVCG. A table summarising progress on recent Committee resolutions and advising Members on progress with their implementation had been included in Appendix 4.

A copy of the Cabinet forward work programme had been included as Appendix 3. Reference was made to the business item relating to Car Park Charges listed for the meeting on the 28th July, 2015. The CD:ECA explained that the item had been included to consider any issues or recommendations arising from discussions at the Scrutiny Committee, and she agreed to consult with the Lead Member regarding its deletion from the Cabinet work programme.

The Chair referred to the Review of Social Care which had been undertaken. He felt that due consideration had not been afforded to the effect on the community, and that the timescales had not permitted public input into the process. The CD:ECA provided details of the process adopted and explained that avenues had been made available, through the Task and Finish Group and Performance Scrutiny Committee, which had provided opportunities for issues to be addressed prior to consideration of the matter by Cabinet.

The Committee agreed that the respective Lead Members be invited to present the reports relating to the business items included on the agenda for the meeting of the Committee scheduled for the 10th September, 2015.

Confirmation was provided that the Scrutiny Chairs and Vice-Chairs Group's next meeting was scheduled for the 23rd July, 2015.

The Welsh Local Government Association's (WLGA) Director of Finance, Mr Jon Rae, had accepted the Committee's invitation to attend the meeting of the Committee on the 10th September, 2015 to discuss the Impact of late notification of Central Government funding.

Councillor T.R. Hughes raised the business item, "Review of the Home to School Transport Policy", to be presented to the Committee at its meeting on the 27th October, 2016, to consider the findings of a review of the impact of the implementation of the Policy after the first full year. Members agreed that an update report also be presented to the Committee later this year following a month of operations of the new system which starts in September, 2015 detailing the impact of the initial implementation of the Policy.

In reply to concerns raised by Councillor B. Blakeley regarding the consultation process pertaining to the future arrangements for Hafan Deg and its service users, the CD:ECA provided details of the process and timescales. She explained that the matter would be considered by the Performance Scrutiny Committee on the 16th July, 2015, and the options available would be presented to Cabinet for consideration.

Following further discussion, it was:-

RESOLVED *– that, subject to the above amendments and agreements, the Work Programme as set out in Appendix 1 to the report be approved.*

8 FEEDBACK FROM COMMITTEE REPRESENTATIVES

No reports were submitted.

Meeting ended at 11.50 a.m.

This page is intentionally left blank

Report to:	**Communities Scrutiny Committee**
Date of Meeting:	**10th September 2015**
Lead Member / Officer:	**Lead Member for Finance, Corporate Plan and Performance /Chief Finance Officer (Section 151 Officer)**
Report Author:	**Chief Finance Officer (Section 151 Officer)**
Title:	**Financial Planning**

---

1. What is the report about?

The report highlights some of the funding decisions taken by Welsh Government in the last year and outlines the impact on the council's financial planning.

2. What is the reason for making this report?

To illustrate the difficulties that short term or unexpected funding decisions cause and the impact on the council's ability to deal with the financial challenges facing the public sector.

3. What are the Recommendations?

To consider the report and comment as appropriate.

4. Report details

The council's gross revenue funding in 2015/16 is £282.6m and broken down as follows:

Budget	Detail	Value
Gross Revenue Budget		**£283m**
Funded by:	Fees/Other Income	£48m
	Government Grants	£50m
Net Revenue Budget		**£185m**
Funded by:	Revenue Settlement	£140m
	Council Tax	£45m

Government funding accounts for around 67% of the council's gross budget, with the most significant element being the Revenue Support Grant which provides 40% of the council's total funding.

In 2015/16, the Revenue Support Grant is £112.9m (£115.5m last year) and taken with NNDR funding forms the council's 'Final Settlement' from the Government. The Settlement represents 77% of the council's net revenue

budget of £188m. A percentage change to the Settlement has roughly the same impact as a 3.4% change in Council Tax funding. Given the impact changes to the Settlement have on the council's funding, robust medium term financial planning information is essential. The council maintains a rolling three-year medium term financial plan that relies on informed planning assumptions, including around the most significant element of the annual Local Government Revenue Settlement.

Until May 2013, Settlement values had been broadly consistent with the forward indications published in 2011. These forward indications meant that Welsh councils were planning for an average increase in cash terms of 0.5% and this was the central case in medium term plans. In May 2013, the then Minister warned that the forward indications provided were no longer a basis on which to plan. The eventual published reduction in the Final Settlement for local government in 2014/15 was -3.4%. This Final Settlement included an indicative settlement value for 2015/16 that showed a reduction in funding of -1.55%. In June 2014, the former Minister announced again that indicative figures could not be used for forward planning and that the reduction could be as high as -4.5%. In the absence of anything more specific, many councils changed planning assumptions to include a reduction of- 4.5%.

The financial range of impacts of these scenarios was plotted in the council's Medium Term Financial Plan at the time to inform the budget process. The table below quantifies the financial impact of the range of settlement values quoted above. The Council's Final Settlement for 2015/16 was a cash reduction of 3.6% and along with other assumptions created a budget gap of £8.3m.

Year	Formal Settlement Indications	Impact £'000	Mid-Year Announcements	Impact £'000	Final Settlement	Impact £'000	Range of Impact £'000	
14/15	0.50%	761	-4.00%	(6,088)	-3.40%	(5,175)	760.99	(6,088)
15/16	-1.55%	(2,323)	-4.50%	(6,533)	-3.60%	(5,226)	(2,323)	(6,533)

It is accepted that there is currently a degree of uncertainty at UK and Welsh national levels in respect of public finances, pending the outcome of Spending Reviews at both UK and Welsh Government levels. However, the lack of reliable multi-year local government settlements presents a real risk to financial planning and the council's ability to manage the financial challenges ahead. As competing funding decisions become more and more difficult for elected members, it is likely that the lead-in time to deliver savings will increase and decisions will have to be takenon the best available information at the time, which based on the last two financial years, could differ significantly from the final position.

While changes to the RSG clearly have a significant impact, because it is a single value, at least the impact of a range of scenarios can be modelled in financial plans. This is not the case however in respect of grants and the

decisions (or in some cases, the lateness of decisions) affecting grants funding.

Attached as appendix 1 are some examples of unplanned changes, positive or negative, affecting grant funded activity. Before considering the examples, the wider point about the number of specific grants and the added bureaucracy and cost that accompanies them ought to be made. A review undertaken on 13/14 grants highlighted 86 specific revenue grants. These ranged in value from £900 to £6.5m with no obvious cohesion in the application of grant conditions. For example, some require a full audit of the grant expenditure and others do not, without reference to the value of the grant.

There has been some movement on this recently but last year the council still received approximately £34m of revenue grants from the Welsh Government, albeit some via the regional education consortium. These range from largest (£6m Supporting People Grant) to around ten that were less than £10k in value. Changes for 2015/16 have been confirmed in two areas. Firstly, the Education Improvement Grant (£4.4m) has now incorporated eleven former grants and audit arrangements for this grant have been relaxed significantly, focusing on outputs rather than the details of the spend. So administratively an improvement but the consolidation came with a reduction in funding.

Secondly, the new Environment and Sustainable Development Grant (c£2.3m) has incorporated the Sustainable Waste Management Grant, Tidy Towns and Flood Defences grants – no indications yet whether this will be cut. However, as of the end of August, the final allocation had not been approved and could be amended, after five months of the financial year have elapsed.

In addition, the Outcome Agreement (£1.0m) will also transfer into RSG next year.

So there has been some improvement but room for much more. The changes above mean the total number of grants has reduced and some of the audit approaches have been relaxed but there is still inconsistency in the audit approach between funding streams. Un-hypothecating £34m would most definitely cut bureaucracy and cost. Welsh councils are more highly dependent on grant funding than their English counterparts as a proportion of overall funding and therefore cuts to grant funding have a bigger impact. The English model of de-hypothecation should be followed in Wales to mitigate this risk and allow councils more freedom to deal with diminishing budgets in a planned way

Specific grants are a means to deliver national government departmental priorities through local government infrastructure, outside of the main RSG. Most grants fund specific posts or support a range of posts and uncertainty about future funding or lateness in notification of allocation causes risk to service delivery and financial planning

Unplanned additional in-year funding, while on the one hand can be welcome, can also be problematic. Often, the announcements are made in February or

March with instructions to spend the money before the year-end. For example, the council received notification on 31st March 2014 that funding for 'winter pressures' was being awarded for 2013/14. In that example, at least it was feasible because of the grant conditions, to fund costs already incurred but where the funding arrives late in the year in support of a specific priority, it can be problematic to spend before the end of the year and often it distorts the council's reported revenue position. In the current challenging financial climate, awarding specific grants unexpectedly can lead to funding potentially being channelled to an activity subject to wider financial cuts or is incongruous with other council priorities or decisions.

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

Robust financial planning underpins all council activity.

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

The range of financial impacts is set out in Section 4.

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

Not required for this report. All budget decisions are subject to individual EqIA and wider impact assessments.

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

The WLGA and Society of Welsh Treasurers continue to lobby for multi-year settlements and increased de-hypothecation of grant funding.

9. Chief Finance Officer Statement

The lack of reliable multi-year financial settlements hinders the council's financial and service planning and poses a significant risk. Budget decisions will become more difficult and the lead-in time to make changes will increase. While there have been improvements to the level of bureaucracy around grants, following the English model of de-hypothecating revenue grants would provide councils with more flexibility to deal with the challenges ahead and would reduce costs across all layers of government.

10. What risks are there and is there anything we can do to reduce them?
These are set out in Section 4.

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.
Article 6.3.2(c) outlines scrutiny's powers with respect to examining any matter which affects the area or its inhabitants and Article 6.3.2(d) stipulates its

powers in dealing with matters referred to it by Council or Cabinet. County Council at a meeting in February 2015 asked scrutiny to examine this particular matter.

Contact Officer: Chief Finance Officer (Section 151 Officer) Tel: 01824 706090

Appendix 1

Grant	Value	Issue
Supporting People Grant	£6.1m	Range of cuts advised throughout 14/15: • Indicative cut 5.8% • Advised in May of 15% • Final cut 10.4%`
Education Grants (14-19 Grant, School Effectiveness Grant and Minority Ethnic Achievement Grant)	£3.0m	Cuts applied in-year 2014/15. Initially instructed that cuts would be 5% and could only be applied to the three grants listed but subsequently this was changed to give councils discretion. Eventual cut was an average of 4.3%.
Free Swimming Grant	£112k	Allocation for 2015/16 cut by £20k with five weeks' notice.
Play Opportunities Grant	(£48k)	Announced 12th Feb with instruction to spend the grant by 31st March.
Animal Licensing Movement Recording	£37k	Informed some time ago that animal licence movement recording would be subject to 'self-service' by the farmers, reducing the need for councils to employ staff to do it, therefore budgets were removed. The council planned for this and relevant staff left or will be leaving on 31st March. It has become clear recently though that the 'self-service' regime will not be introduced in time, leading WG to say that councils may need to continue with the function/responsibility until 'self-service' is introduced – but the budget is still being removed. This led to LA's contacting WG, who have now indicated that there will be some additional funding available to cover LAs until 'self-service' is introduced.
Regional Collaboration Fund	£2.3m	The RCF was established in 2013/14 as a £10m fund across Wales to promote collaborative projects. The projects were approved on the basis of a three-year funding guarantee. In 2014/15, half of this fund was rebadged as part of the Intermediate Care Fund, aimed specifically at funding social care projects. However, the ICF was introduced as a one-year funding programme only, meaning the final year of the original RCF funding has been cut by half.
Social Services - Delivering Transformation Grant	£284k	The issue with this grant is often the lateness of notification of the allocation – grant awards received in October and December in the last two financial years.
Waste Management Grant	£2.2m	Lateness of notification of the final grant figure. Usually April but has been August.

Report To:	**Communities Scrutiny Committee**
Date of Meeting:	**10th September 2015**
Lead Officer:	**Head of Community Support Services**
Lead Members:	**Lead Member for Social Care (Adults and Children's Services)**
Report Author:	**Supporting People Team Manager and the Housing Care & Support Manager**
Title:	**Supporting Independent Living Service (SIL)**

1. What is the report about?

This report provides an update on previous reports presented to Scrutiny about the Supporting Independent Living Service (SIL) which was previously known as the Wardens' Service. The report gives an overview of key findings of the recent Supporting People led strategic evaluation of the service. The report also discusses what the future proposals are for this service.

2. What is the reason for making this report?

The report has been requested by the Committee.

3. What are the Recommendations?

That members consider the contents of the report, comment accordingly and support the approach being taken.

4. Report details.

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

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

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

This guidance stated

- Housing related support service provision must be based on identified or assessed needs, it must also be flexible and person centred
- SP services should be enabling and develop a person's independence

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

The last report was presented to Scrutiny in May 2014. Since this time Housing & Community Development Services have undergone significant changes. The SIL service now sits under Community Support Services.

The DCC Wardens' Service (now SIL) has been the first Wardens' service in Denbighshire that has fully transitioned to become tenure neutral. Generally DCC are ahead of other Local Authorities in the region in relation to implementation of the Aylward recommendations.

The current SIL contract is due to end 31.3.2016. Supporting People Programme Guidance (SPPG) states that new services should be subject to normal procurement practice and regulation, but provided that a robust and regular review regime is practised, it would not be anticipated that SP services would be re-tendered on a routine basis and any re-tendering exercises would normally only take place following a service review. This will have established whether a service was not strategically relevant, of low quality or did not reflect acceptable cost guidance and was not able to make the changes to address identified shortcomings. In the first instance, remodelling should be considered as a means of reconfiguring services.

In line with the SPPG, the SIL service has recently undergone a Supporting People led strategic evaluation. The report is still in draft, however key finding are

- There is sufficient evidence to demonstrate that the SIL service is strategically relevant. The SIL service could be developed to become a key partner in contributing to the delivery of the Social Services and Wellbeing Act in Denbighshire.

- There is sufficient evidence that the SIL service is now an eligible tenure neutral Supporting People Service.

- It was reassuring to note that positive progress has been made in developing Support Planning and Risk Management processes. However, there is additional work required to develop policies and processes in order to meet the minimum service quality standards required by SP. The SIL Manager and SP Reviewing Officer will work together in drawing up an action plan over the coming weeks.

- There is insufficient evidence to demonstrate that the service is currently providing value for money. The service is running at significantly lower Service User numbers than it is contracted to deliver, it is also under delivering on the contracted hours. It is recognised that Service User numbers have

been difficult to manage during the transition and that SIL do have plans to generate more referrals in the future. Service User numbers, service delivery hours and contract price will need to be considered before issuing a new contract in 2016. In consideration of these findings and against a backdrop of cuts to the Supporting People Grant, the Contracts and Reviewing Officer will be making recommendations to remodel the service to address these issues. This is likely to result in a reduction of funding and contracted hours.

- The Contracts and Reviewing Officer will **not** be recommending that this service is subject to a competitive tender process. It is felt that the changes brought about by a tender process would prove to be detrimental to the good progress already made in this service. Supporting People will work with SIL in remodelling the service to address the issues highlighted and to agree an acceptable level of savings for the future.

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

This project will contribute to supporting Denbighshire's Corporate Plan 2012-2017 in the following areas:-

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

This project plays a key role in contributing to the prevention of homelessness for vulnerable people.

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

For 2015-16 there is £547,962 of the Supporting People Grant allocated to the SIL project. It is felt that savings can be found without impacting on current Service User numbers or Service Delivery.

This service has the potential to make significant contributions to the Social Services and Wellbeing Act (Wales).

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

Over successive years, the proposals to remodel the Wardens Service to a Tenure Neutral Service were included in the Supporting People Operational Plan and latterly the Supporting People Local Commissioning Plan for which an Equality Impact Assessment was completed.

Following the conclusion of the 2015 review, any remodelling decisions will be subject to an equality impact assessment.

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

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

During the review, the Contracts and Reviewing Officer interviewed Service Users, there was evidence to suggest that Service Users did not fully understand what the changes were or why they were necessary. This was highlighted to the SIL manager during the review who confirmed that the SIL service has carried out extensive consultation with Services Users and stakeholders throughout the transition. The SIL service will continue to address these concerns as they move forwards with promoting the service.

9. Chief Finance Officer Statement

The proposed approach must continue to be carefully managed particularly with regards to the issue of value for money identified in section 4 and the risk of claw back identified in section 10. The programme should be kept under review to ensure expenditure does not exceed the funding allocated.

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

The service is now fully transitioned to a tenure neutral model of support. However, with this transition there have been a number of Service Users who no longer qualify or no longer want the support from SIL. Arrangements are in place so that these Service Users can re-enter the service if their circumstances change.

The service has seen a significant reduction of Service User numbers to less than half the amount of Service Users they were previously working with. New referrals remain low. There is a risk of clawback if SIL is unable to increase Service User numbers. The SIL service intend to promote the service more widely both within Sheltered Housing and the wider community. This will also be addressed when the service is remodelled in 2016.

During the recent SP review, it was evident that Service Users do not fully understand what changes have taken place and why. There is a risk that this could create reputational damage to the council. The SIL service will continue to address these concerns as they move forwards.

11. Power to make the Decision

Article 6.3.3 of the Council's constitution sets out Scrutiny committee powers with respect to policy development and review**,** whilst Article 6.3.4(b) details scrutiny's powers with regards to performance in relation to policy objectives and service delivery.

Contact Officer:
Community Support Services Tel: 01824 706654

Report To:	**Communities Scrutiny Committee**
Date of Meeting:	**10th September 2015**
Lead Member/Officer:	**Lead Member for Community Development**
Report Author:	**Lead Officer: Young People, Safeguarding and Workforce Development**
Title:	**Community Group Profiling Progress Report**

1. What is the report about?

The purpose of the report is to update scrutiny on progress regarding the mapping and profiling of community groups, the emerging themes and next steps.

2. What is the reason for making this report?

To provide information regarding the progress made in the mapping and profiling of community groups and current emerging themes

3. What are the Recommendations?

That the Committee:
3.1 considers the information provided and comments accordingly; and

3.2 supports to continuation of the work to map and profile the community groups across the county.

4. Report details.

Background Information

It is considered to be important to understand the context of community based provision for children and young people across the county, and profiled within localities.

This information will contribute to informing the planning process for responding to the needs of children and young people in out of school activity and provision based within the wider community.

The process can contribute to helping to determine gaps and duplication through the structured approach.

Approach

Youth Workers meet with community group lead workers / volunteers and complete a self-assessment profile. A form is completed that covers 10 indicators (See appendix

1, table 1). In ideal circumstances it is best for the form to be completed jointly in a face to face discussion. It is important to have a joint discussion in order to arrive at a shared understanding of the activity levels.

Progress

There are around 1000 groups contained within the council's societies' data base and sports groups' information. Some groups have been found that were not on this list and some groups that were on the list have ceased operating. However the total of around 1000 groups has remained the notional figure the service is working with.

273 groups have completed the profiling form, 15 groups have declined to participate and 6 groups are currently in the process of completion. Mapping activity has been ongoing over the school holidays and the results will be fed into the monitoring system in late September.

Emerging Themes

Appendix 1 gives an overview of progress and emerging themes in more detail. Emerging themes are to be treated with some caution as the full picture of activity will not be known until a bigger percentage of groups has been profiled.

The groups and societies information have groups that are not applicable for children and young people. In some cases the groups 'could' be attended by children and young people but the group had not considered that previously. As a consequence further scrutiny of the data base will be conducted to 'target' the under 25 years of age group provisions specifically.

There are a range of community based activities across the county. This includes activity and provision in areas such as; sports, performing arts, cultural, environmental, outdoor, church groups and uniformed youth groups. A large proportion of the groups are voluntary and / or run independently from the council (64%)

Across the indicators (see appendix 1 table 2) there are some interesting trends beginning to emerge. Some of these are worth picking up sooner rather than later. These include for example:

There is a balance of participation styles across the county from adults taking the lead in sessions to young people leading sessions. Whilst the style of participation needs to be appropriate to the context of the activity there may be a case for promotion of the young leaders work that Communication Marketing and Leisure (CML) promote/deliver (with partners).

Working with the Corporate Safeguarding Panel and the forthcoming public awareness campaign on what safeguarding is in contrast to 'protection', early discussions are to take place with the Denbighshire Voluntary Services Council

(DVSC) and the Wales Council for Volunteer Action (WCVA) in order to provide further support to volunteer and community groups on safeguarding practice.

The profiling suggests that the council run provisions are more engaged in activity that recognise non formal learning (through internal certificates) and formal learning (an activity that is accredited through an external awarding body e.g. Agored Cymru, Sports Leaders UK). There are examples of volunteer led community provisions doing this too (for example the Scouts), however the general emerging picture is that small voluntary / community based provision tend not to. There may be a case to enhance participants experience and offer access to non-formal and formal programmes / or share how this might be done.

Across all sectors the use of ICT and Digital media seems to have a lower profile than was expected. This stands out in Graph 1. Not all provisions use ICT within sessions however given the transition to a 'digital choice' it would make sense to consider the balance between 'virtual' and 'physical provisions.

Next Steps

The plan is to:

1. Review 'known' groups information list across the county and plan the next phase of mapping and profiling. This will include targeting 11-25 year old membership as a first priority.

2. Create provision categorisation / definitions in order to better classify groups in localities.

3. Contribute to the People To People pilot project in Corwen. (The project is seeking to explore ways that communities can be helped to improve their areas through co-production approaches). This project is led by the Business Modernisation and Improvement service.

4. Work with the WCVA and DVSC in order to help them target voluntary sector safeguarding training and other support that small volunteer groups might need.

5. Explore linking information regarding provisions and societies web site provision for community access (this could be through the new Dewis Wales website, Family Information Service database and / or through the council website).

6. When the groups have been mapped – to review this with stakeholders to ensure provisions have been accounted for, as far as practical.

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

The exercise will contribute to the council's understanding of community and voluntary groups' activity which will support the development and delivery of the Well Being Plan, and community safeguarding of children, young people and adults at risk.

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

All costs accrued will be supported by service budgets. Continued financial constraints require an ongoing review of this work to balance the outcomes with benefits.

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

The purpose of the report is to review and consider progress of mapping and profiling community provision for children and young people. Therefore, the report is not seeking a decision in response to a proposal. There are no adverse effects on any of the protected characteristics as a result of this report. See Appendix 2 attached.

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

Consultation has been carried out with key stakeholders through the Children, Young People & Families Partnership.

9. Chief Finance Officer Statement

Any costs associated with the mapping and profiling exercise should be contained within existing budgets and therefore there are no obvious financial implications contained in the report.

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

There are no particular risks associated with the community group profiling that have been identified to date.

11. Power to make the Decision

Article 6.1 of the Council's Constitution outlines the Committee's responsibility for scrutinising community development matters, whilst Article 6.3.2 details scrutiny's powers with respect to examining matters affecting the area or its inhabitants.

Contact Officer:
Lead Officer: Young People, Safeguarding and Workforce Development
Tel: 01824 712730

APPENDIX 1

Denbighshire Community Group Mapping Review: Update Report

Communication, Marketing and Leisure

Contents

Introduction	3
Methods	4 - 5
Key Findings	6 - 7
Indicator Themes	8 - 14
Emerging Themes	14 - 22
Provision Categories	23 – 26
Next Steps	27

1. Introduction

This report highlights the progress made in a mapping and profiling exercise (MPE) conducted through the Communication Marketing and Leisure Service (CML).

The aim of the MPE is to create a provision map for each of the localities in Denbighshire. This is important because it will give the council and partners an insight into the type of provision for children and young people currently available.

Through building up a unique picture of provision in this way, it's possible that community provisions can be supported to deliver activity in ways that add value to young people's experiences and thus create a better impact. This is not to say that the exercise is about reshaping provisions to meet agendas that are unhelpful to them, but to better engage and support provisions where appropriate to develop their offer, in partnership.

It is also important to identify genuine gaps in provision where needs are not met. This information will help the Children, Young People and Families Partnership to plan their programme and coordinate their responses and resources appropriately.

Equally the exercise will help determine if provision is unnecessarily duplicated. It's accepted that some duplication may be appropriate in order to reinforce particular impact / learning / support but it may be that duplication is not appropriate and Council or partnership resources could be redirected in other ways to better effect. However, provisions will operate according to their geographical location and run for individual communities which may be duplicated in a next door village, perhaps due to a similar environment.

This exercise will help to encourage a broader range of groups becoming available to more young people within Denbighshire and will support Denbighshire's Wellbeing Plan in promoting independence and resilience within residents in Denbighshire; for both the participants and the facilitators of the sessions.

There are around 1000 groups to be mapped. This is based on an annual exercise to establish a groups and societies database and additional information on sports provisions. Some groups known to the youth workers in the localities are not included in the provisions and societies lists and there is some duplication that is being worked on too.

Groups can stop operating and new ones are formed and it can take some time to capture these changes. The challenge is to create a definitive picture of groups that exist and to know what groups offer against the framework.

2. Methods

The data was obtained using quantitative data collection, with the mapping tool matrix (see Table 1).

This is a 'self-profiling' multiple choice tool where the most appropriate quality statement for the provision was chosen by the group leader/instructor, with the support from the youth worker conducting the exercise.

Data was collected from the 6 localities within the County:

- Dee Valley
- Prestatyn
- Ruthin
- Rhyl
- Denbigh
- St Asaph

The community youth workers identified which groups were in their locality, they then approached each group with the mapping matrix and met with the group leader to initiate and conclude their self-assessment. Each group leader chose the category most suited to their group for each of the ten categories (see Table 1). These are:

1. Participation
2. Keeping young people safe
3. Non-formal learning
4. Formal learning
5. Reading, writing and numeracy
6. Welsh language and culture
7. Equality, diversity and inclusion
8. Volunteer and staff support
9. Information and communication technology
10. Review and evaluation

Where it was not possible to meet the group leader, the youth workers filled in the form for the organisation via a telephone conversation, to ensure the group leader was choosing the most appropriate category. However, on occasion, where it was not possible to meet or speak to the provision leader the group leader filled out the form independently. They were given clear instruction prior to this, to ensure the form was completed as accurately as possible to enhance quality assurance. The youth workers recorded which groups had been mapped to avoid duplication; this record was reviewed at team meetings.

A database was kept updated to capture the responses of the provisions, allowing for statistical analysis and an up-to-date list on which provisions have been mapped. From this, trends and emerging themes could be analysed.

Table 1: Mapping Profile Matrix

	A	B	C	D	E
1. Young peoples' participation	Sessions are totally managed by the adults with no involvement of young people in the organisation of the sessions	Sessions are managed by the adults with some limited involvement of young people in expressing their views about the planning of the sessions	Sessions are managed by the adults with regular involvement of young people in expressing their views about the planning of the sessions and session reviews	Young people have an active and ongoing involvement in how their sessions are planned, delivered and reviewed	Young people have an active and ongoing involvement in how their sessions are planned, delivered and reviewed including often leading on sessions.
2. Keeping young people safe *	No knowledge of Safeguarding nor any policies or procedures in place. No CRBs carried out for any adults	Policies and procedures in place but limited knowledge of these within adults and young people. Relevant CRB checks carried out and in place.	Policies and procedures in place and all adults aware of issues and how to report concerns. Relevant CRB checks carried out and in place.	As in C plus young people aware of issues and how to report concerns.	Adults and young people actively involved in promoting safeguarding agenda via a range of initiatives and programmes.
3. Non – Formal Learning- structured learning that does not typically lead to accredited qualifications	No process to record any learning that may take place in any session/activity	Awareness of learning is acknowledged through verbal discussion.	Group/Individual learning outcomes are recorded.	Planned learning outcomes and achievements are recognised by internal processes (certs/awards etc.)	Planned learning outcomes are recorded as part of a learning programme. Achievements are recognised by external bodies
4. Formal learning - structured learning leading to accredited qualifications	No formal learning processes taking place.	Awareness of formal learning process but none in place.	Young people take part in a planned programme of learning	Young people's achievements are recognised through a planned programme of learning with a progression pathway.	Young people's achievements are accredited by a standardised process of external verification by an awarding body.
5. Reading, writing and numeracy	No knowledge or awareness of basic skills levels	Some knowledge of basic skill levels through	Basic skills needs within membership identified through targeted projects	Basic skills levels identified through targeted projects /	Ongoing process of assessment (formal or informal), signposting

	A	B	C	D	E
	within regular members	incidental contact, activities, discussions etc.	/ activities	activities and young people advised re specialist services	and follow through support within activities and other agreed strategies
6. Welsh language and culture (Non Welsh speaking groups)	No recognition of issues related to Welsh language and culture within adults or young people	Some recognition of issues related to Welsh language and culture within adult team	Clear recognition of issues related to Welsh language and culture within adults and some strategies in place in terms of programme	High level of awareness amongst adults and young people and strategies and responses in place.	As D plus encouraged on a daily basis within context of their cultural background, their community and their preferences
7. Equality, diversity and inclusion (EDI)	No knowledge or recognition of issues related to EDI within adults or young people	Recognition of issues related to EDI within some adults	Clear recognition of issues related to EDI within adults and planned strategies in place in response	Clear recognition of issues related to EDI within adults and young people and planned strategies in place	High level of awareness amongst young people and staff and jointly owned/delivered strategies and responses in place.
8. Volunteer and staff support *	No processes of adult support or training in place at a formal or informal level	Informal conversations with adults about their work. Occasional training takes place	Agreed formal process of one to one support but not documented. Formal programme of regular training	Formal documented one to one support and ongoing programme of training	As in D together with formal programme of review to evaluate effectiveness and impact
9. Info and Communication Technology	No ICT resources	ICT resources available but no planned use. No safeguarding policies / procedures in place	Planned use of ICT within sessions to aid learning. Safeguarding policies/programmes in place	Non accredited programmes of learning on use of ICT and other accredited learning through ICT. Policies/programmes in place	Accredited programmes of learning on use of ICT and other accredited learning through ICT. Policies/programmes in place
10. Review and evaluation	No review of activities / sessions in terms of 'quality' and effectiveness	Informal discussions amongst adults about quality and effectiveness	Formal recorded reviews of sessions by adults	As in C but with formal evaluation including feedback from young people	As in D but with other types of external evaluation such as peer observation etc.

3. Key Findings

3.1 Outcomes

The outcomes highlighted in the following pages refer to the outcomes to date (August 2015). The outcomes to date will need to be considered in the context of an ongoing piece of work and they 'suggest' trends or emerging themes. As this is work in progress the information needs to be treated with a 'health warning' and are not a final picture.

The final outcomes from this exercise will continue to inform the Business Plan for Communication, Marketing and Leisure, the Youth Service and the Children, Young People and Family Partnership.

1. To date 273 community provisions have been mapped and profiled. However, not all provisions are happy to contribute (15). Reasons vary from providers seeing the information as 'commercially sensitive' or not wanting to participate due to time commitments / capacity.

2. Overall 64% of the groups mapped and profiled are third sector / community groups and around 18% for LA led groups and 18% for partnerships.

3. The project is developing a good picture of provisions across the county using a structured 'self-profiling' tool. The tool is used to 'inform' the project of the 'context' of the nature of the provision. There is no right or wrong in terms of completing the profile.

4. Community / volunteer led provisions are the larger overall provider.

5. Generally the Council and Partners' profiles are reflective of the requirements for accountability which include local reporting as well as reporting to regulators. Unless community / voluntary led provisions are publicly funded their profile tends to be less demanding (see Graph 1) within the profile matrix.

6. Across the indicators (see Table 2) there are some interesting trends emerging. Some of these are worth picking up sooner rather than later. These include for example:

    6.1 There is a balance of participation styles across the county from adults taking the lead in sessions to young people leading sessions. Whilst the style of participation needs to be appropriate to the context of the activity there may be a case for promotion of the young leaders work that CML promote / deliver (with partners).

6.2 Working with the Corporate Safeguarding panel and the forthcoming public awareness campaign which will define safeguarding in contrast to ‘protection’. Early discussions are to take place with the Denbighshire Council for Voluntary Services and the Wales Council for Volunteer Action in order to provide further support to volunteer and community groups on safeguarding practice.

7. The profiling suggests that the council run provisions are more engaged in activity that recognise non-formal learning (through internal certificates) and formal learning (an activity that is accredited through an external awarding body e.g. Agored Cymru, Sports Leaders UK). There are examples of volunteer led community provisions doing this too (for example the Scouts); however the general emerging picture is that small voluntary / community based provisions tend not to. There may be a case to enhance participants’ experience and offer access to non-formal and formal programmes / or share how this might be done.

8. Across all sectors the use of ICT and Digital media seems to have a lower profile than was expected. This stands out in Graph 1. Not all provisions use ICT within sessions, however, given the transition to a ‘digital choice’ it would make sense to consider the balance between ‘virtual’ and ‘physical’ provisions.

9. The ‘types of provisions’ (charts 1-6) is the first attempt to categorise different types of provision associated with each locality. This in time will lead to development of a ‘google map’ style of provision for professionals and the public to access.

   This will have 2 benefits; firstly, that the council and its partners can shape its service according to need and provision available, for example, addressing gaps and reducing any potential duplication. Secondly, this will enable the community to have up-to-date information of all activity in their local area.

   Further work is currently underway to assess next steps to do this through the council website, Denbighshire’s Wellbeing Plan website, Dewis Wales (a new wellbeing database / website for North Wales), the Family Information Service and a potential re-launch of ‘ theelectricwire’ website for young people.

Table 2

Indicators	Emerging Themes
Young people's participation	In Council provisions, many groups offer participants regular and active involvement in how their sessions are planned, delivered and reviewed. A few groups have participants with active and ongoing involvement in how sessions are planned often including leading on sessions. In Partnership provisions many groups offer participants regular and active involvement in how their sessions are planned, delivered and reviewed. Very few groups have participants with active and ongoing involvement in how sessions are planned often including leading on sessions. In Community provisions, there are more sessions where participants have some involvement in planning, delivery and review and around a third are solely led by adults. Very few groups have participants with active and ongoing involvement in how sessions are planned often including leading on sessions. **Comment**: The overall participation offer is broad and balanced with a range of participation styles in practice. It's not appropriate for all groups to involve participants in leading groups – but this does happen across all sectors to some extent. Council run groups have more participants leading sessions. There could be an opportunity to work with provisions to link into 'young leader' type programmes delivered though the council and partners. (For example the Youth Service and the Urdd partnership).
Keeping young people safe	In Council provisions all groups have policies and procedures in place with DBS checking. Over half are engaged in a range of initiatives that promote wider safety.

Indicators	Emerging Themes
	In Partner provisions all groups have policies and procedures in place with DBS checking. A few are engaged in a range of initiatives that promote wider safety. In Community provisions the majority of groups have policies and procedures in place with DBS checks. A few are engaged in a range of initiatives that promote wider safety. **Comment** There are a few community groups that could widen their offer to younger age groups and would need to undergo appropriate DBS and safeguarding training in order to do this. Not all the groups in this position want to. In order to move this forward meetings have been held with the Wales Council for Voluntary Action Safeguarding Officer to address this. Further discussions are planned with WCVA and DVSC to coordinate development with identified groups.
Non-formal learning	In Council provisions, most groups plan learning outcomes, record outcomes and achievements are recognised through internal processes and by external bodies. In partnership provisions a minority of groups plan learning outcomes, record outcomes and achievements are recognised through internal processes and by external bodies – however the majority of groups recognise learning through verbal discussion with the majority of this being recorded. In Community provisions nearly half of the group's plan learning outcomes, record outcomes and achievements are recognised through internal processes and by external bodies – and there are some groups that have no process to record learning. **Comment** Council led groups tend to have more processes in place to formally recognise non formal learning, although all sectors do this to greater or lesser extents.

Indicators	Emerging Themes
	There are some groups that do not have a process to record non formal learning - and this may be a missed opportunity. Moving forward there may be an opportunity to share good practice of processes regarding non formal learning which wider community groups may like to adopt in order to improve children and young people's experience and generate evidence of impact.
Formal learning	In Council led provisions many groups recognise achievements through a planned programme of activity that leads to an externally verified award or qualification. In Partnership provisions the majority of groups are aware of formal learning processes with a few groups having verified awards as part of their offer to participants. In Community provisions nearly half of groups are aware of formal learning processes with a minority offering externally verified award or qualification. **Comment** Linking experiences to a formal accreditation can be valuable for the individual, groups and the communities they live in. There appears to be an opportunity to extend participants accreditation opportunity within the community provision groups. However this will need to be balanced with community provision capacity and the interests / needs of their participants. However this appears to be an emerging theme worth further exploration.
Reading, writing and numeracy	In Council provisions many groups have projects that indirectly or directly support basic skills needs and participants signposted to other agencies if needed. In Partnership run provisions the majority of groups have some knowledge and engage participants in indirect activity and support.

Indicators	Emerging Themes
	In Community led provisions around half of groups have some knowledge and engage participants in indirect activity and support. **Comment** Teaching reading, numeracy and literacy is conducted through formal education, schools, colleges etc. Within out of school / college community life experience there are many opportunities to either practice those skills or engage in activity that might demand that use. This informal learning can be well supported through real life situations played out through sports groups, community groups, and arts activity youth groups etc. There is a balance of activity in this area whilst Council provisions tend to work more explicitly in this area. There may be a case to look at this data with the latest basic skills information in order to target areas where the need is higher and work with community groups where this is an area of mutual interest.
Welsh language and culture	In Council provision nearly all groups recognise the issues related to Welsh Language and Culture with around half engaging participants in high levels of awareness and related activity. In Partnership provision nearly all groups recognise the issues related to Welsh Language and Culture with many groups engaging participants in high levels of awareness and related activity. In Community provision nearly all groups recognise the issues related to Welsh Language and Culture with some groups engaging participants in high levels of awareness and related activity. **Comment** In spite of nearly all groups recognising the issues related to Welsh language and culture more could be done. There appears to be a good opportunity to build on strengths.

Indicators	Emerging Themes
Equality, diversity and inclusion	In Council run provisions all groups recognise issues related to equality, diversity and inclusion and many groups have high levels of awareness and responses. In Partnership provisions, nearly all groups recognise issues related to equality, diversity and inclusion and nearly half of the groups have high levels of awareness and responses. In Community provisions nearly all groups recognise issues related to equality, diversity and inclusion and just over half of the groups have high levels of awareness and responses. **Comment** Generally this is a positive profile. There may be more that can be done to support further targeting of strategies to ensure access and related participation / inclusion is effective.
Volunteer and staff support	In Council run provisions nearly all groups engage adults supporting group activity in training and discussions about their work. Many groups have processes that formally document one to one support and have programmes of training. In Partnership provisions nearly all groups engage adults supporting group activity in training and discussions about their work. Many groups have processes that formally document one to one support and have programmes of training. In Community provisions nearly all groups engage adults supporting group activity in training and discussions about their work. Around half of groups have processes that formally document one to one support and have programmes of training. **Comment** Volunteers and staff are supported through discussing work programmes and there are training activities available. There are differences of levels between the three sectors with community led provisions, as expected, having less formal processes and less opportunity to engage in training.

Indicators	Emerging Themes
	This could be due to there being little requirement in some community provisions however it might also be that the opportunity has not been offered.
Information and communication technology	In Council provision many groups have planned use of ICT in order to support learning and have safeguarding policies in place. Around half of groups have planned programmes that may lead to non-formal learning that can be accredited. In Partnership provision around half the groups have planned use of ICT in order to support learning and have safeguarding policies in place. Around half of groups have planned programmes that may lead to non-formal learning that can be accredited. In Community provision almost half do not have ICT resources as part of their programme. Around a third of the groups have planned use of ICT in order to support learning and have safeguarding policies in place. Very few groups have planned programmes that may lead to non-formal learning that can be accredited. **Comment** Not all groups have ICT resources and not all groups say they need them to deliver the activity they are offering. This theme is an interesting one considering the use of digital technology and communication. This may be happening more in preparing for activity rather than during activity. Certainly a theme worth exploring further and looking at the balance between 'virtual' provisions and 'physical' provisions.
Review and evaluation	In council provisions all groups conduct informal discussions regarding the quality and effectiveness of sessions with many groups including participants and giving feedback to them. In Partnership provisions nearly all groups conduct informal discussions regarding the quality and effectiveness of sessions with many groups including participants and giving feedback to them. In Partnership provisions nearly all groups conduct informal discussions regarding the quality and effectiveness of sessions

Indicators	Emerging Themes
	with the minority of groups including participants and giving feedback to them. **Comment** Almost half of community provisions review and evaluation is not recorded formally, although this seems to be happening at an informal level. There may not be a requirement for this to happen formerly whilst in partnership and Council activity is at the heart of the accountability processes. This theme is a key one if there is a need to quantify the activity in community groups given that these are run by volunteers and not directly linked to Public funding (which would require more formal recording).

3.2 Emerging Themes: Geographical Provisions

The following table summarises the emerging themes from each of the localities. The table should be considered as an indication of progress to date; as the final analysis will change as more groups are profiled. See the pie charts below to review the types of groups within each locality, giving a broader picture regarding their individual profiles.

Table 3

Locality	Context	Profile
Denbigh	26 community provisions have been profiled 23% are delivered through the council 31% are delivered through partnership	• ***Participation:*** Provisions are mainly led by adults who may mean that more young people led / participatory approaches will be helpful to balance provision. • ***Keeping Safe:*** Groups have the necessary steps in place to ensure young people are kept safe. Groups carry out DBS checks and have policies in place. • ***Non Formal Learning:*** There is a mix of provisions having both verbal discussions and recording their learning through an

Locality	Context	Profile
	activity 46% are delivered through third sector / community groups	external body. • ***Formal Learning:*** Nearly half of provisions participate in formal learning and recognised awards. These groups are in partnership with an external body which verifies the achievements. Interestingly nearly half of these groups are run by the Youth Service. • ***Reading, Writing and Numeracy:*** Groups have a balanced range of reading, writing and numeracy levels, from no awareness of these skills to assessment of these skills. • ***Welsh Language and Culture:*** There is also a balance of Welsh language recognition across provisions ranging from no awareness of Welsh to a high level of awareness, where provisions actively encourage the use of Welsh, including in their community. • ***Equality and Diversity:*** There is clear recognition of equality, diversity and inclusion within provisions, with a minority having a high level of awareness amongst young people, with strategies in place. • ***Volunteer and Staff Support:*** The majority of groups who have volunteers have a fairly informal process of enrolment. However, a minority have a formal programme which evaluates the impact of volunteers. • ***ICT:*** Nearly half of groups do not use any ICT resources, however, all these provisions are sports based. Some groups have an accredited ICT programme; these are all run by the Youth Service. • ***Review and Evaluation:*** The reviewing and evaluation process differs across provisions, most having informal discussions and some having formal feedback processes with the

Locality	Context	Profile
		input of young people. **See chart 1**
Dee Valley	69 community provisions have been assessed 28% are delivered through the council 7% are delivered through partnership activity 65% are delivered through third sector / community groups	• ***Participation:*** Sessions are largely managed by adults, with only some involvement from young people. The groups which do involve young people include them planning, delivering and reviewing sessions. • ***Keeping Safe:*** Groups keep young people safe by having procedures. For these groups all adults have relevant DBS checks in place. • ***Non Formal Learning:*** Verbal discussions are held in Dee Valley groups rather than recorded learning outcomes to assess young people's learning. • ***Formal Learning:*** Not many groups have formal learning taking place within their sessions; however, those who do are accredited through an external body where verification takes place. The majority of these groups are council run, with a few community led groups taking this direction. • ***Reading, Writing and Numeracy:*** Groups do not record reading, writing and numeracy skills, which correlates with the groups having a more informal learning focus. • ***Welsh Language and Culture:*** Groups have clear recognition of the Welsh language, with some groups having strategies in place. • ***Equality and Diversity:*** Groups have knowledge about equality, helping to ensure all young people are included in the activities of the club.

Locality	Context	Profile
		• ***Volunteer and Staff Support:*** Where groups enrol volunteers, most do not have a formal process for training and evaluation. Those groups who do have national status and therefore the resources to deliver a volunteer programme. • ***ICT:*** Groups in the Dee Valley do not use ICT resources. The group which has an ICT accredited programme is based in a college. • ***Review and Evaluation:*** In correlation with the learning process records, most provisions in the Dee Valley do not have external evaluations. Most have informal discussions amongst adults to define the effectiveness of sessions. **See chart 2**
Prestatyn	28 community provisions have been assessed 18% are delivered through the council 25% are delivered through partnership activity 57% are delivered through third sector / community groups	• ***Participation:*** Nearly half of provisions have adults managing the sessions, with young people expressing an interest in the running of sessions. • ***Keeping Safe:*** All provisions in Prestatyn have the relevant DBS checks. • ***Non Formal Learning:*** The majority of provisions have planned learning outcomes, with both internal and external evaluation processes. • ***Formal Learning:*** There is a balance of levels in formal learning ranging from no formal learning to awards being verified by external bodies. • ***Reading, Writing and Numeracy:*** Most provisions have knowledge of basic skills with a small minority of groups having ongoing processes of assessment.

Locality	Context	Profile
		• ***Welsh Language and Culture:*** There is a balance on the scale for Welsh language awareness amongst provisions. Most of these have some or clear recognition of policies. • ***Equality and Diversity:*** This is fairly balanced across provisions, with an equal number of provisions falling into each category. • ***Volunteer and Staff Support:*** Over half of provisions in Prestatyn have formal volunteer and staff support processes to assess impact. • ***ICT:*** Most provisions do not use ICT resources or have policies in place regarding usage. Some provisions however, do use ICT which young people use to achieve accreditations, perhaps allowing them enhanced access to online courses. • ***Review and Evaluation:*** The majority of provisions have a formal evaluation process which includes young people, although, some provisions informally discuss sessions verbally. **See chart 3**
Rhyl	73 community provisions have been assessed 7% are delivered through the council 10% are delivered through	• ***Participation:*** Most provisions in Rhyl have young people expressing an interest in the running of the sessions. • ***Keeping Safe:*** Provisions in Rhyl have the relevant DBS checks, involving young people and promoting safeguarding; those that do not are not children and young people focussed provisions. • ***Non Formal Learning:*** Most groups record learning outcomes and have procedures in

Locality	Context	Profile
	partnership activity 83% are delivered through third sector / community groups	place to aid young people's learning. • ***Formal Learning:*** There is a balance across groups in regard to formal learning, some groups have no formal processes in place, some young people take part in a planned programme and some groups have awards achieved through governing bodies. • ***Reading, Writing and Numeracy:*** The majority of groups either have some knowledge of basic skills or there are assessment processes in place to measure this. • ***Welsh Language and Culture:*** The majority of provisions either have some recognition of Welsh related issues or have a high level of awareness amongst adults and young people with response strategies in place. • ***Equality and Diversity:*** Some groups are not aware of equality, diversity and inclusion issues; however, the majority of groups have clear recognition and a high level of awareness and how to deal with issues. • ***Volunteer and Staff Support:*** Many groups in Rhyl enrol volunteers, the majority of these have formal volunteer programmes in place and effectiveness is evaluated. • ***ICT:*** Generally there are more ICT using groups in Rhyl than any other locality, although there are more groups in Rhyl. Most groups have planned use of ICT within sessions to aid learning, with safeguarding procedures in place, others have accredited programmes using ICT. • ***Review and Evaluation:*** Most provisions have a formal evaluation process, allowing provisions to better themselves and reach

Locality	Context	Profile
		any targets set. **See chart 4**
Ruthin	54 community provisions have been assessed 15% are delivered through the council 22% are delivered through partnership activity 63% are delivered through third sector / community groups	• ***Participation:*** Young people's participation varies in Ruthin from sessions being managed by adults solely to young people having an active role in the running of sessions. • ***Keeping Safe:*** All groups in Ruthin perform the relevant DBS checks needed within their provisions and most actively involve young people in this. • ***Non Formal Learning:*** Most provisions plan outcomes to promote learning. A few provisions have no process to record any learning. • ***Formal Learning:*** More formal learning takes place in Ruthin provisions than informal learning; many provisions promote certification through awarding bodies. • ***Reading, Writing and Numeracy:*** The majority of provisions have some knowledge of basic skills through activities and discussions. • ***Welsh Language and Culture:*** Most provisions either have some recognition of Welsh language and its use or have a high level of awareness and promote usage. • ***Equality and Diversity:*** There is clear recognition of these issues within provisions in Ruthin; the young people are made aware of these. • ***Volunteer and Staff Support:*** The volunteer support varies across provisions in Ruthin with provisions both having no official

Locality	Context	Profile
		volunteer programme to provisions actively training and supporting volunteers. • ***ICT:*** Similar to other localities, Ruthin has many provisions that do not use ICT, however, most are sports provisions. The groups who do use ICT and help young people to achieve accreditations using ICT are all nationally recognised provisions. • ***Review and Evaluation:*** All provisions in Ruthin at least have informal discussions regarding evaluation of their sessions; some have recorded evaluation forms with feedback from young people. **See chart 5**
St Asaph	13 community provisions have been assessed 23% are delivered through the council 23% are delivered through partnership activity 54% are delivered through third sector / community groups	• ***Participation:*** There is a balance of the participation of young people within each category. • ***Keeping Safe:*** All provisions in St Asaph carry out the relevant DBS checks needed to operate the provisions, with procedures in place to ensure safeguarding measures are taken. • ***Non Formal Learning:*** Most provisions record individual or group learning outcomes. • ***Formal Learning:*** Provisions are aware of formal learning processes; however, the provisions do not necessarily record these. • ***Reading, Writing and Numeracy:*** Most groups have no knowledge or awareness of the level of these skills in their provisions; however, these groups are not academically focussed. • ***Welsh Language and Culture:*** There is a

Locality	Context	Profile
		balance of Welsh language knowledge across provisions in St Asaph; ranging from recognition in an adult team, to young people involvement and encouraged use of the language. • ***Equality and Diversity:*** Most provisions in St Asaph recognise issues relating to equality, diversity and inclusion, encouraging more young people to become involved in their provisions. • ***Volunteer and Staff Support:*** The level of volunteer support is equally weighted across the categories, ranging from informal conversations with volunteers regarding evaluation of sessions, to formally recording the effectiveness of volunteers and their sessions. • ***ICT:*** This ranges from no ICT resources used to accredited programmes being accessed through ICT equipment. • ***Review and Evaluation:*** Some provisions have informal discussions to assess and review their club sessions, and some record the reviews formally including feedback from young people. **See chart 6**

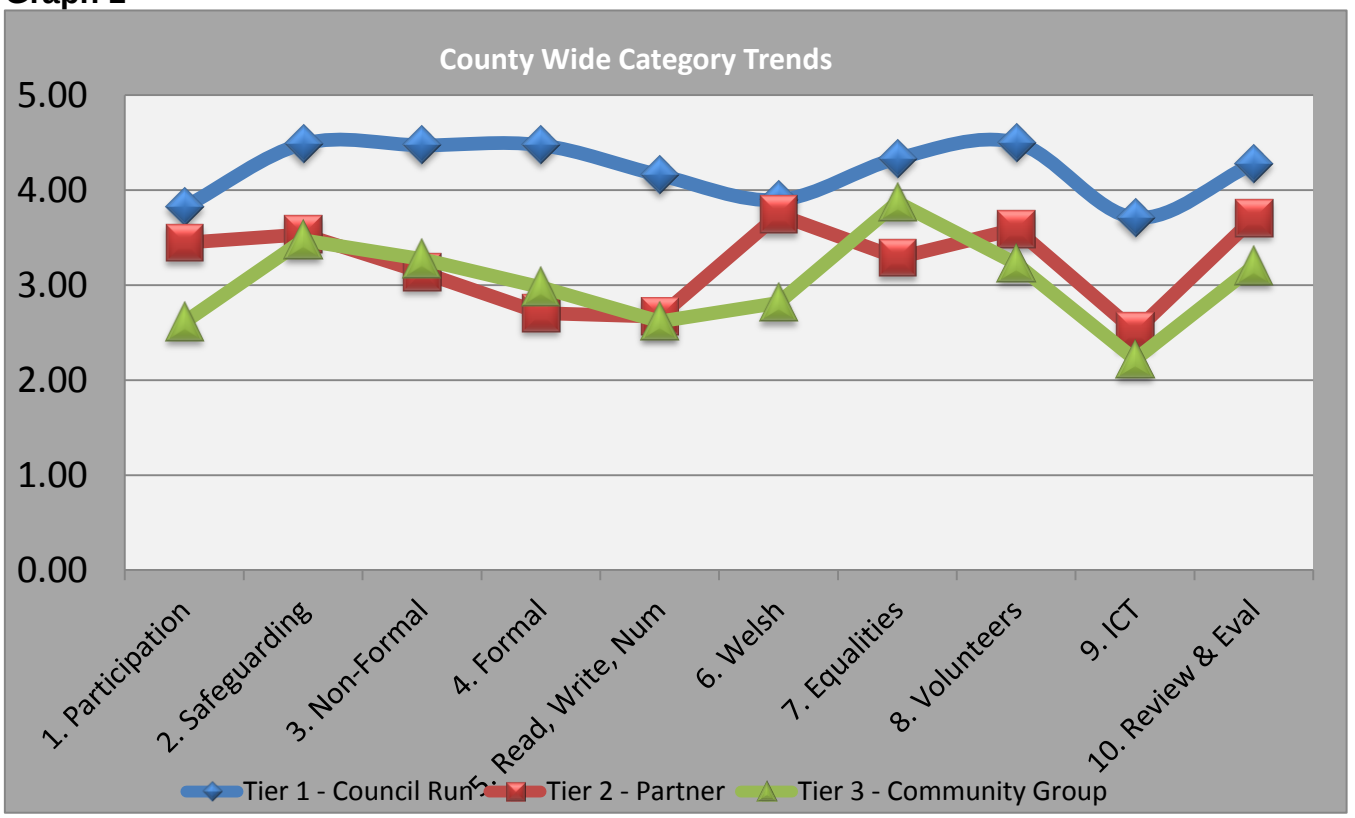
3.3 Type of provision

Generally there are three types of groups which can be categorised in the following way, according to the leader/organisation the club is in partnership with or run independently.

Tier 1 Local Authority led
Tier 2 Key Partners of the Local Authority
Tier 3 Community / voluntary

Graph 1 below highlights the outcomes to date regarding the context of provisions in the three tiers.

Graph 1



3.4 Provision Categories

The 6 pie charts below highlight the categories of different provisions. This is a work in progress and the categorisation may change as the work progresses to the final report. However, this currently gives a visual illustration of the 'type' of provision currently captured in the report to date. Further refinement of the categories will be required to ensure the 'right' provisions are grouped appropriately.

Chart 1

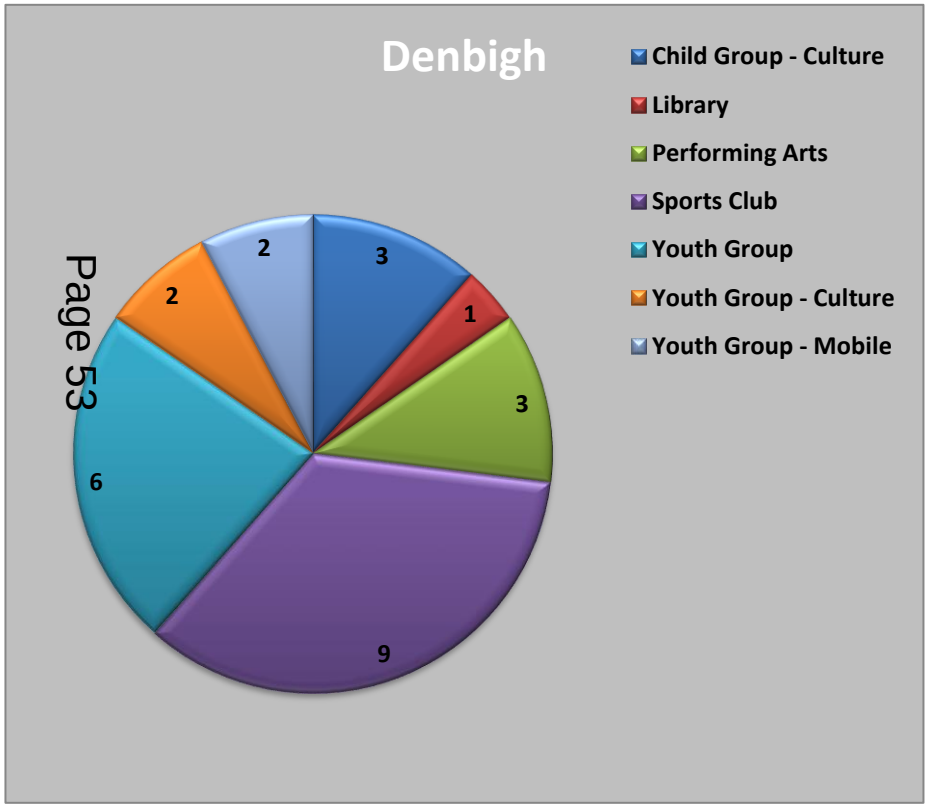


Chart 2

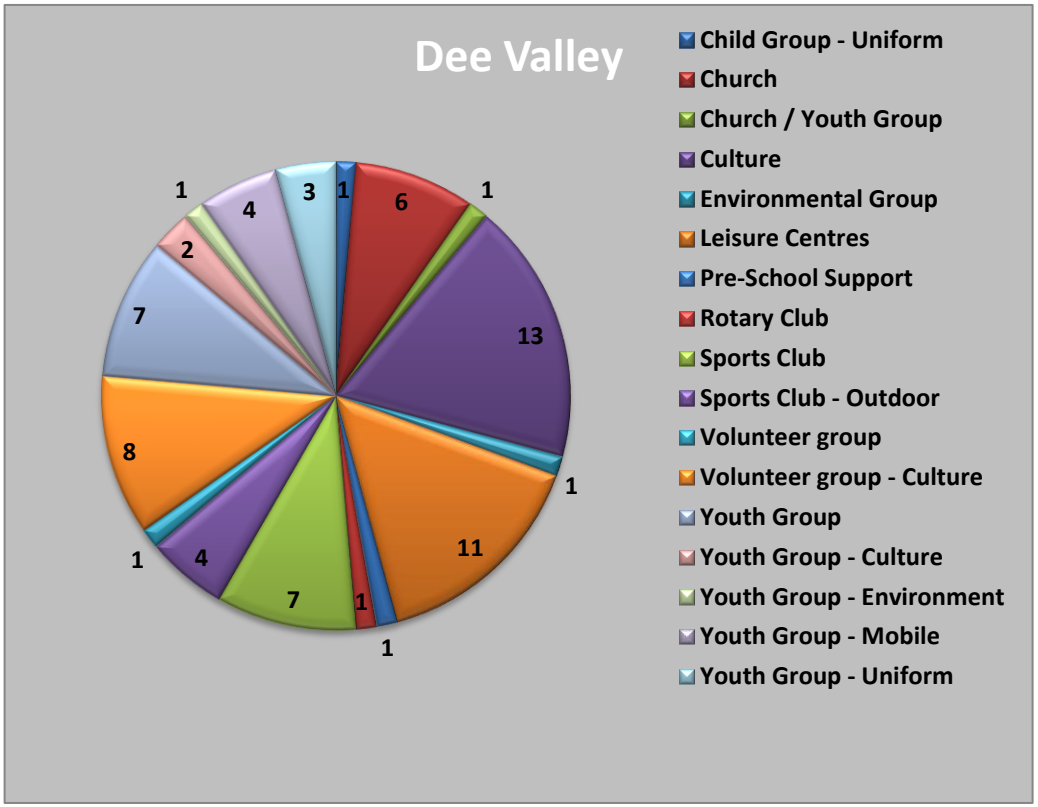


Chart 3

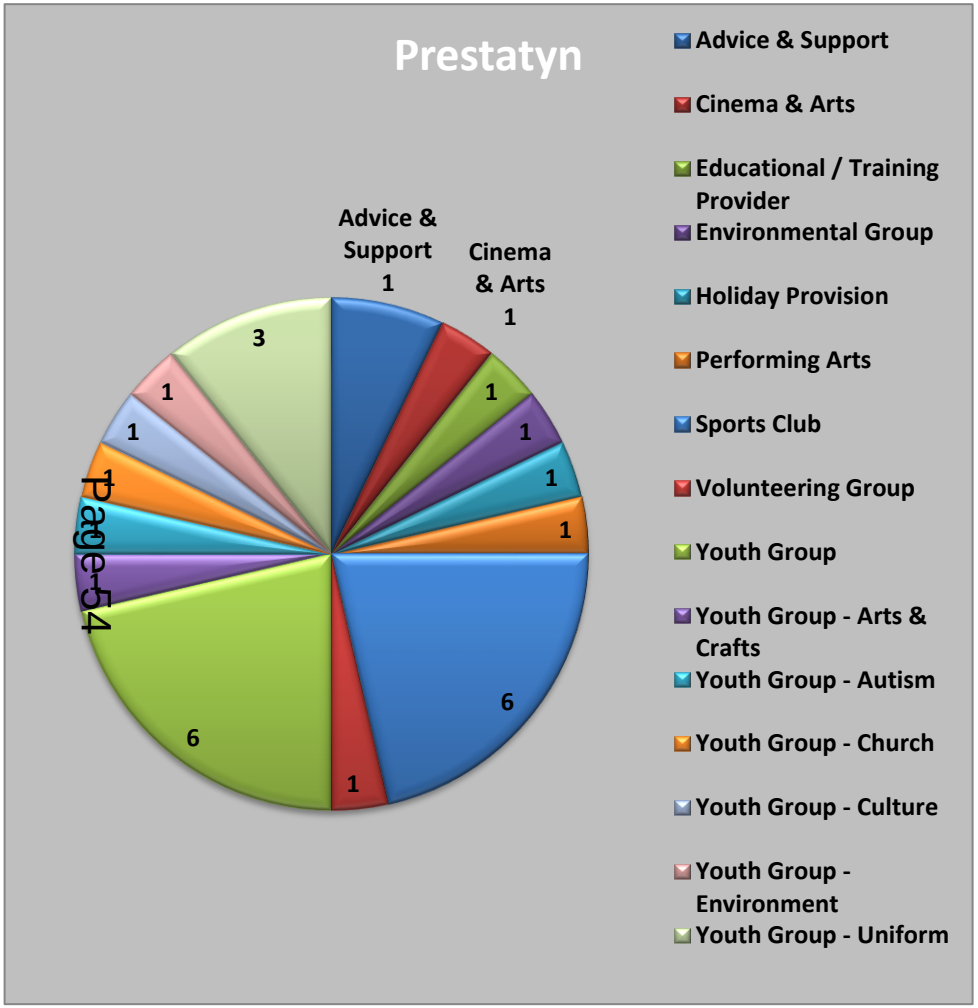


Chart 4

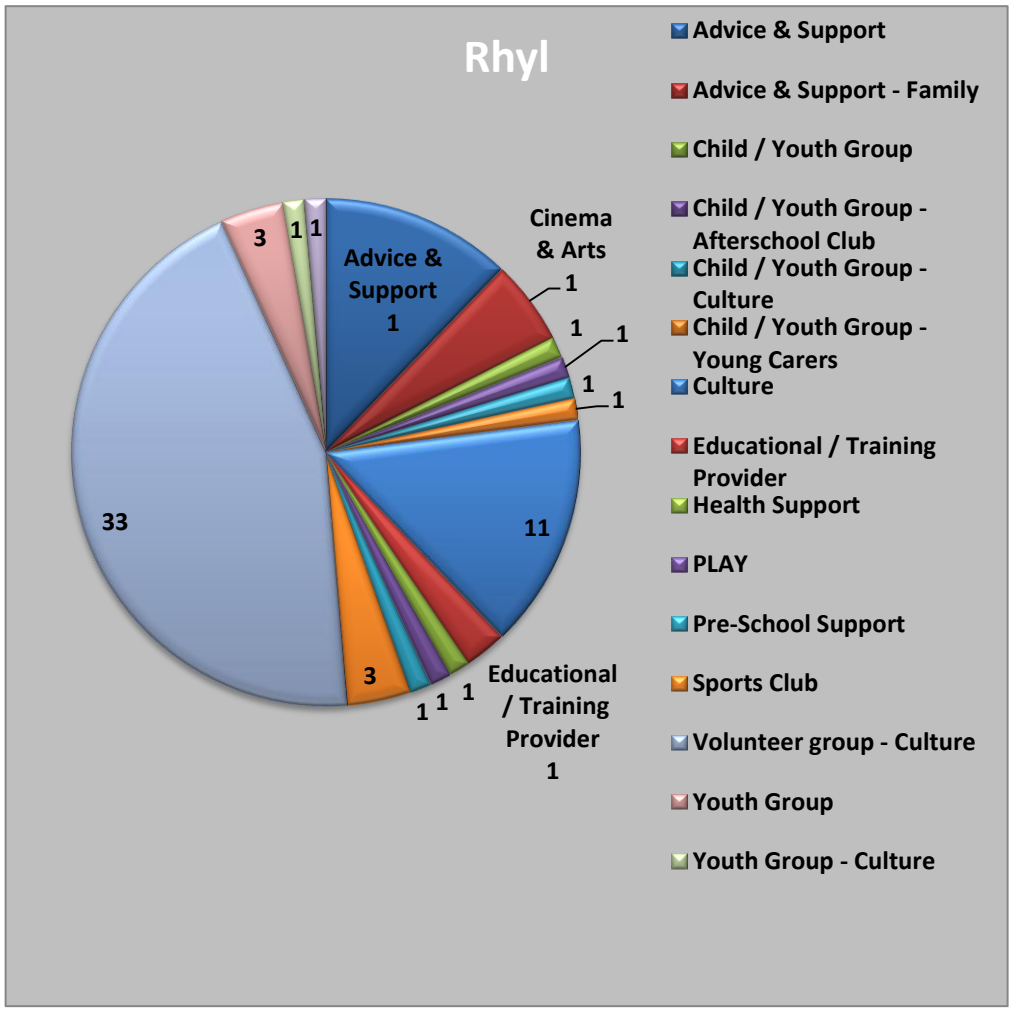


Chart 5

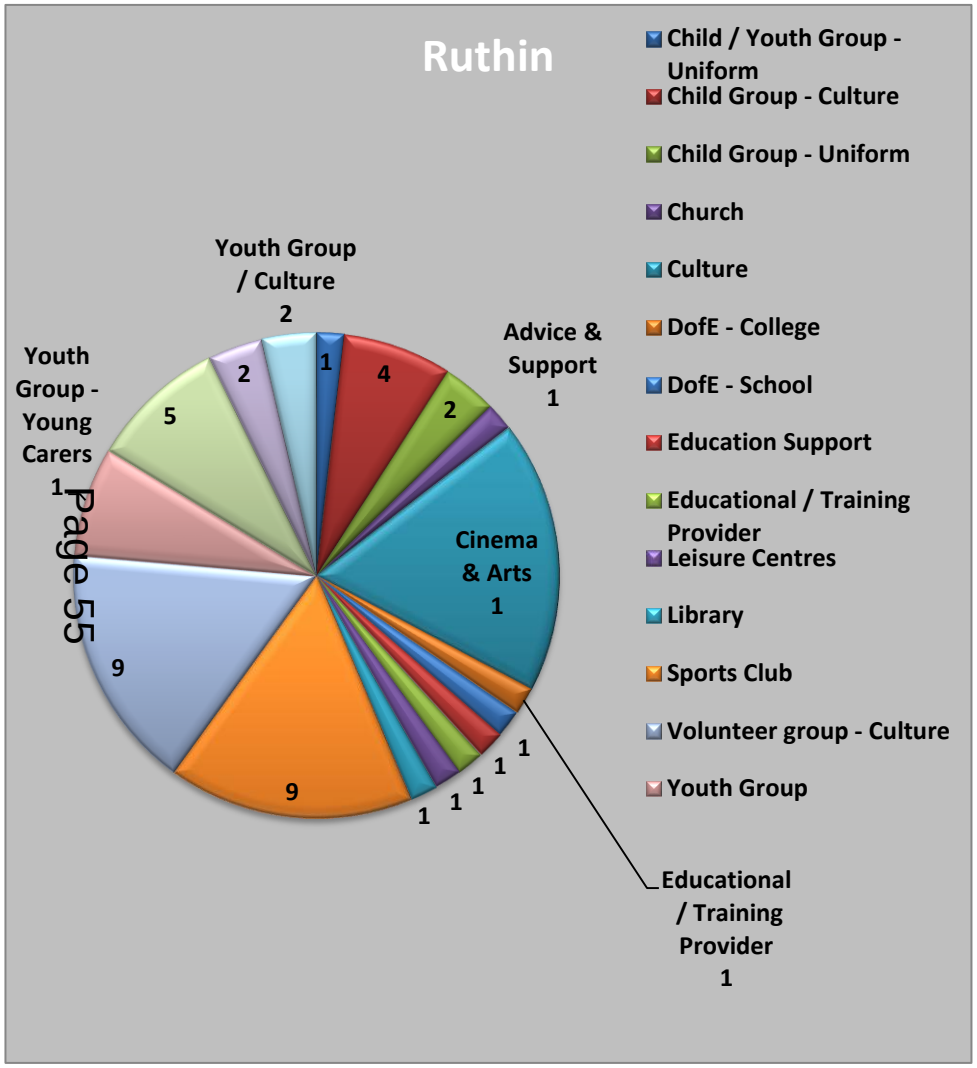
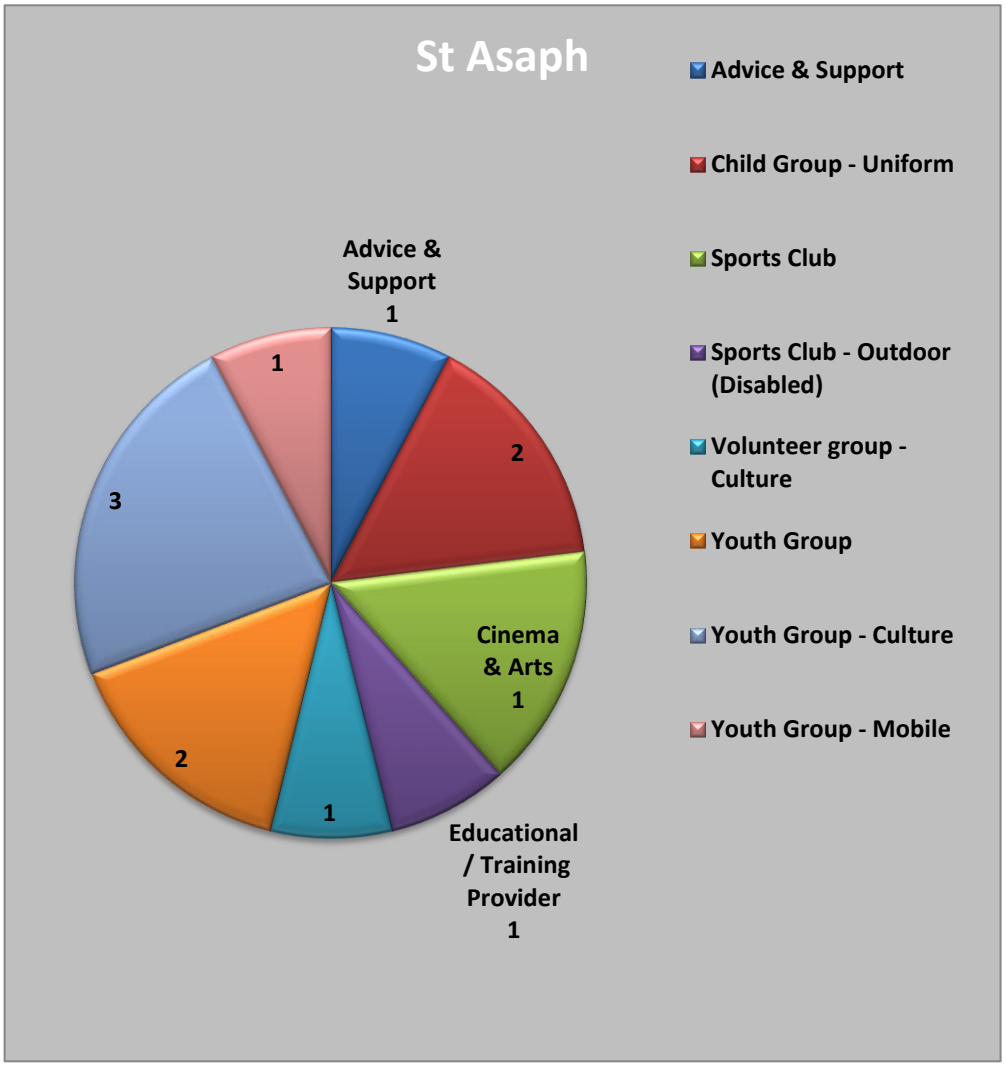


Chart 6



4. Next Steps

1. Review ‘known’ groups information list across the county and plan the next phase of mapping and profiling. This will include targeting 11-25 year old membership as a first priority.

2. Create provision categorisation / definitions in order to group provisions.

3. Contribute to the People To People pilot project in Corwen (the project is seeking to explore ways that communities can be helped to improve their areas through co-production approaches). This project is led by Business Improvement and Modernisation.

4. Work with the WCVA and DVSC in order to help them target voluntary sector safeguarding training and other support needed.

5. Explore linking information regarding provisions and societies web site provision for community access (this could be through the new Dewis Wales website, Family Information Service database and / or through the council website).

6. When the final groups have been mapped – to review this with stakeholders to ensure all groups have been accounted for, as far as practical.

APPENDIX 2

Community Group Profiling
20th August 2015

Equality Impact Assessment

Community Mapping Update Report

Contact: Roger Ellerton: Community Marketing and Leisure: Youth service
Updated: 20th August 2015

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

Other

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

The paper is an update report regarding progress to date of the mapping and profiling of community based children and young people provision. There are no changes to service delivery. The plan is to continue to implement community group mapping and profiling will not mean changes to staffing or the community.

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

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

No	There is no impact on on staff or the community. The community mapping report summarises progress to date of a profiling exercise.

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)

<Type here>

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)

<Please summarise any likely positive impact and identify which protected characteristics will benefit>

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)?

<Please summarise any disproportionate negative impact and identify which protected characteristics will be affected>

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

<Please Select>	<If yes, please provide detail>

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

<Please Select>	<If yes please complete the table below. If no, please explain here>

Action(s)	Owner	By when?
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Unrestrict editing to insert additional rows>	<Enter Name>	<DD.MM.YY>

---

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:	20th august 2015

Name of Lead Officer for Equality Impact Assessment	Date
Roger Ellerton	20th August 2015

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

Report to:	**Communities Scrutiny Committee**
Date of Meeting:	**10 September 2015**
Lead Officer:	**Scrutiny Co-ordinator**
Report Author:	**Scrutiny Co-ordinator**
Title:	**Scrutiny Work Programme**

1. What is the report about?

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

2. What is the reason for making this report?

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

3. What are the Recommendations?

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

4. Report details

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

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

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

4.4 In recent years the Welsh Government (WG) and the Wales Audit Office (WAO) have highlighted the need to strengthen scrutiny's role across local government and public services in Wales, including utilising scrutiny as a means of engaging with residents and service-users. Going forward scrutiny will be expected to engage better and more frequently with the public with a view to securing better decisions which ultimately lead to better outcomes for citizens. In future the WAO will measure scrutiny's effectiveness in fulfilling these expectations.

4.5 Having regard to the national vision for scrutiny whilst at the same time focussing on local priorities, the Scrutiny Chairs and Vice-Chairs Group (SCVCG) has recommended that the Council's scrutiny committees should, when deciding on their work programmes, focus on the following key areas:

- budget savings;
- achievement of the Corporate Plan objectives (with particular emphasis on the their deliverability during a period of financial austerity);
- any other items agreed by the Scrutiny Committee (or the SCVCG) as high priority (based on the PAPER test criteria – see reverse side of the 'Member Proposal Form' at Appendix 2) and;
- Urgent, unforeseen or high priority issues

4.6 Scrutiny Proposal Forms

As mentioned in paragraph 4.2 above the Council's Constitution requires scrutiny committees to prepare and keep under review a programme for their future work. To assist the process of prioritising reports, if officers are of the view that a subject merits time for discussion on the Committee's business agenda they have to formally request the Committee to consider receiving a report on that topic. This is done via the submission of a 'proposal form' which clarifies the purpose, importance and potential outcomes of suggested subjects. No officer proposal forms have been received for consideration at the current meeting.

4.7 With a view to making better use of scrutiny's time by focussing committees' resources on detailed examination of subjects, adding value through the decision-making process and securing better outcomes for residents, the SCVCG has decided that members, as well as officers, should complete 'scrutiny proposal forms' outlining the reasons why they think a particular subject would benefit from scrutiny's input. A copy of the 'member's proposal form' can be seen at Appendix 2. The reverse side of this form contains a flowchart listing questions which members should consider when proposing an item for scrutiny, and which committees should ask when determining a topic's suitability for inclusion on a scrutiny forward work programme. If, having followed this process, a topic is not deemed suitable for formal examination by a scrutiny committee, alternative channels for sharing the information or examining the matter can be considered e.g. the provision of an 'information report', or if the matter is of a very local nature examination by the relevant Member Area Group (MAG). In future no items will be included on a forward work programme without a 'scrutiny proposal form' being completed and accepted for inclusion by the Committee or the SCVCG. Assistance with their completion is available from the Scrutiny Co-ordinator.

Draft Housing Strategy

4.8 In response to a request from the Lead Member the presentation of the draft Housing Strategy has been deferred from the current meeting to November's meeting. The basis of the request was to enable the Lead Member and officers to incorporate into the Strategy the feedback and comments received on the draft Strategy at a housing staff workshop held in late August.

Cabinet Forward Work Programme

4.9 When determining their programme of future work it is useful for scrutiny committees to have regard to Cabinet's scheduled programme of work. For this purpose a copy of the Cabinet's forward work programme is attached at Appendix 3.

Progress on Committee Resolutions

4.10 A table summarising recent Committee resolutions and advising members on progress with their implementation is attached at Appendix 4 to this report.

5. Scrutiny Chairs and Vice-Chairs Group

Under the Council's scrutiny arrangements the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating committee. The Group is scheduled to hold its next meeting on 3 September 2015. Any matters raised at that meeting which affect the Committee will be reported verbally at the meeting on 10 September.

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

Effective scrutiny will assist the Council to deliver its corporate priorities in line with community needs and residents' wishes. Continual development and review of a coordinated work programme will assist the Council to deliver its corporate priorities, improve outcomes for residents whilst also managing austere budget cuts.

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

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

8. 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.

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

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

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

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

No risks have been identified with respect to the consideration of the Committee's forward work programme. However, by regularly reviewing its forward work

programme the Committee can ensure that areas of risk are considered and examined as and when they are identified, and recommendations are made with a view to addressing those risks.

11. Power to make the decision

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

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

Appendix 1

Communities Scrutiny Committee Forward Work Plan

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

Meeting	Lead Member(s)	Item (description / title)		Purpose of report	Expected Outcomes	Author	Date Entered
5 November	**Cllr Eryl Williams**	1	Review of the Home to School Transport Policy **[Education]**	To review the implementation of the new policy.	The policy will have been in operation since September 2015 and the committee will review its operation and impact during the first months following implementation.	Jackie Walley	July 2015
	Cllr David Smith	2	Regulation of Caravan Sites	To report on the progress made since the committee reviewed the project in July 2015	The committee will scrutinise the project's progress and individual milestones.	Alan Smith/Graham Boase/Isobel Bourke-Bennett	July 2015
	Cllrs. Barbara Smith, David Smith & Bobby Feeley	3	Draft Housing Strategy	Pre-decision scrutiny of the draft Housing Strategy and input into the strategy and delivery plan prior to its submission to full Council	Recommendations to Council with respect of the draft Housing Strategy to support the delivery of the Corporate Plan	Graham Boase/Angela Loftus	May 2015 (rescheduled from September 2015)
17 December							
4 February 2016							
24 March							
12 May							

Appendix 1

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)		Purpose of report	Expected Outcomes	Author	Date Entered
30 June							
8 September							
27 Oct 2016	**Cllr. Eryl Williams**	1	Review of the Home to School Transport Policy **[Education]**	To consider the findings of a review of the impact of the implementation of the school transport policy	An assessment of the impact of the policy's implementation will assist the Authority to determine if learners' needs are being appropriately met and identify any anomalies or areas of concern which require addressing	Jackie Walley	Cabinet September 2014
15 December							

Future Issues

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

For future years

Information/Consultation Reports

Information / Consultation	Item (description / title)	Purpose of report	Author	Date Entered
Quarterly	Rhyl Going Forward	To brief the Committee on the progress in	Rebecca Maxwell	May 2014

Communities Scrutiny Committee Forward Work Plan

Information (Sept/Dec/Mar/June)		delivering the Programme and its associated workstreams and projects, and to highlight to members areas of concern or slippages		
Information Report (May 2016)	Food Safety, Standards and Procurement	To detail the progress made with food hygiene and food standards compliance across the County, and with procurement and contract management of County food contracts	Graham Boase/Emlyn Jones/Stuart Andrews	May 2015

Note for officers – Committee Report Deadlines

Meeting	**Deadline**	Meeting	**Deadline**	Meeting	**Deadline**
10 September	**27 August**	10 September	**27 August**	5 November	**22 October**

Communities Scrutiny Work Programme.doc

28/08/15 RhE

This page is intentionally left blank

Appendix 2

Member Proposal Form for Scrutiny Forward Work Programme	
NAME OF SCRUTINY COMMITTEE	
TIMESCALE FOR CONSIDERATION	
TOPIC	
What needs to be scrutinised (and why)?	
Is the matter one of concern to residents/local businesses?	**YES/NO**
Can Scrutiny influence and change things? (if 'yes' please state how you think scrutiny can influence or change things)	**YES/NO**
Does the matter relate to an underperforming service or area?	**YES/NO**
Does the matter affect a large number of residents or a large geographical area of the County (if 'yes' please give an indication of the size of the affected group or area)	**YES/NO**
Is the matter linked to the Council's Corporate priorities (if 'yes' please state which priority/priorities)	**YES/NO**
To your knowledge is anyone else looking at this matter? (If 'yes', please say who is looking at it)	**YES/NO**
If the topic is accepted for scrutiny who would you want to invite to attend e.g. Lead Member, officers, external experts, service-users?	
Name of Councillor/Co-opted Member	
Date	

Consideration of a topic's suitability for scrutiny

Proposal Form/Request received

(careful consideration given to reasons for request)

Does it stand up to the PAPER test?

- **P**ublic interest – is the matter of concern to residents?
- **A**bility to have an impact – can Scrutiny influence and change things?
- **P**erformance – is it an underperforming area or service?
- **E**xtent – does it affect a large number of residents or a large geographic area?
- **R**eplication – is anyone else looking at it?

NO

No further action required by scrutiny committee. Refer elsewhere or request information report?

YES

- Determine the desired outcome(s)
- Decide on the scope and extent of the scrutiny work required and the most appropriate method to undertake it (i.e. committee report, task and finish group inquiry, or link member etc.)
- If task and finish route chosen, determine the timescale for any inquiry, who will be involved, research requirements, expert advice and witnesses required, reporting arrangements etc.

Cabinet Forward Work Plan

Appendix 3

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
29 September	1	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh
	2	Ruthin Primary Proposals – Ysgol Rhewl	To consider the objections received for the closure of Ysgol Rhewl and whether to approve implementation of the proposal	Yes	Councillor Eryl Williams / Jackie Walley
	3	Ysgol Glan Clwyd (Part II report)	To seek authority to award the construction contract for the extension and refurbishment works at Ysgol Glan Clwyd	Yes	Councillor Eryl Williams / Jackie Walley
	4	Corporate Plan Performance Report 2015/16 Q1	To consider progress against the Corporate Plan	Tbc	Cllr Julian Thompson-Hill / Liz Grieve
	5	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
27 October	1	Ruthin Primary Proposals – Ysgol Llanfair DC and Ysgol Pentrecelyn	To consider the objections received for the closure of Ysgol Llanfair DC and Ysgol	Yes	Councillor Eryl Williams / Jackie Walley

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			Pentrecelyn and the opening of a new area school to serve the area of Llanfair DC and Pentrecelyn, and whether to approve implementation of the proposal		
	2	Ruthin Primary Proposals – Ysgol Llanbedr	To consider the formal consultation report following the publication of proposals for the closure of Ysgol Llanbedr and to consider whether to publish the relevant statutory notice	Yes	Councillor Eryl Williams / Jackie Walley
	3	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh
	4	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
24 November	1	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh
	2	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for	Tbc	Scrutiny Coordinator

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			Cabinet's attention		
15 December	1	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh
	2	Corporate Plan Performance Report 2015/16 Q2	To consider progress against the Corporate Plan	Tbc	Cllr Julian Thompson-Hill / Liz Grieve
	3	Supporting People Local Commissioning Plan	To approve the Supporting People Local Commissioning Plan 2016-19 for submission to the North Wales Regional Collaborative Committee	Yes	Cllr Bobby Feeley / Sophie Haworth-Booth
	4	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
12 January	1	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh
	2	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
16 February	1	Finance Report	To update Cabinet on the	Tbc	Councillor Julian

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			current financial position of the Council		Thompson-Hill / Richard Weigh
	2	Future of Adult Provider Services	To consider the future of adult provider services.	Yes	Cllr Bobby Feeley / Phil Gilroy / Holly Evans
	3	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
29 March	1	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh
	2	Corporate Plan Performance Report 2015/16 Q3	To consider progress against the Corporate Plan	Tbc	Cllr Julian Thompson-Hill / Liz Grieve
	3	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
26 April	1	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh
	2	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator

Note for officers – Cabinet Report Deadlines

Meeting	***Deadline***	*Meeting*	***Deadline***	*Meeting*	***Deadline***
September	***15 September***	*October*	***13 October***	*10 November*	***13 November***

Updated 18/08/15 - SP

Cabinet Forward Work Programme.doc

This page is intentionally left blank

Appendix 4

Progress with Committee Resolutions

Date of Meeting	Item number and title	Resolution	Progress
9 July 2015	**5. Methodology for Setting Appropriate Car Parking Charges in Denbighshire**	***RESOLVED –*** *that the Committee:-* *(a) receives and notes the contents of the report, and* *(b) supports the recommendations contained in the report, subject to the above comments, and in particular the lower of the two proposed charges and tariff bands shown in Appendix B with a 3 hour half day period.*	Lead Member and officers advised of the Committee's recommendation
	6. Better Regulation of Caravan Sites Project update	***RESOLVED*** *– that the Committee:-* *(a) receives the report.* *(b) notes the project progress to date, and* *(c) endorses the planned next steps outlined in the report, and agrees to receive a further report on progress in the Autumn of 2015.*	Lead Member and officers advised of the Committee's recommendation. A further report has been programmed into the Committee's forward work programme for its November 2015 meeting

This page is intentionally left blank