

To: Members of the Communities
Scrutiny Committee

Date: 6 July 2018

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Dear Councillor

You are invited to attend a meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **10.00 am** on **THURSDAY, 12 JULY 2018** in **CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN.**

PLEASE NOTE THAT THERE IS A BRIEFING FOR ALL ELECTED MEMBERS AT 9.15 A.M. IMMEDIATELY PRIOR TO THE MEETING.

Yours sincerely

G. Williams
Head of Legal, HR and Democratic Services

AGENDA

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

1 APOLOGIES

2 DECLARATION OF INTERESTS (Pages 5 - 6)

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

3 URGENT MATTERS AS AGREED BY THE CHAIR

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

4 MINUTES (Pages 7 - 16)

To receive the minutes of the Communities Scrutiny Committee held on 17 May 2018 (copy enclosed).

10.05am – 10.10am

5 WELSH AMBULANCE SERVICE TRUST AND THE GP OUT OF HOURS SERVICE

To receive a joint presentation from representatives of the Welsh Ambulance Service Trust (WAST) and Betsi Cadwaladr University Health Board's (BCUHB) GP Out of Hours Service on their performance and the work currently being undertaken jointly to improve the care pathway for patients

10.10am – 11.10am

BREAK 11.10am - 11.20am

6 DENBIGHSHIRE COUNTY COUNCIL CEMETERIES (Pages 17 - 58)

To consider a joint report by the Works Unit and Streetscene Manager and Streetscene Manager (North) (copy attached) which informs members on the residual capacity within the council's cemeteries, and it outlines the risk areas with regards to future burial capacity. The report also seeks members' views on proposed cemeteries fee increase, and outlines the current maintenance regime (and management policies) for all council controlled cemeteries.

11.20am – 12pm

7 SCRUTINY WORK PROGRAMME (Pages 59 - 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.

12pm – 12.15pm

8 FEEDBACK FROM COMMITTEE REPRESENTATIVES

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

12.15pm – 12.30pm

MEMBERSHIP

Councillors

Councillor Huw Williams (Chair)

Brian Blakeley
Meirick Davies
Rachel Flynn
Tina Jones
Merfyn Parry

Councillor Graham Timms (Vice-Chair)

Anton Sampson
Glenn Swingler
Andrew Thomas
Cheryl Williams

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DEDDF LLYWODRAETH LEOL 2000

Cod Ymddygiad Aelodau

DATGELU A CHOFRESTRU BUDDIANNAU

Rwyf i,
(enw)

*Aelod /Aelod cyfetholedig o
(*dileuer un)

Cyngor Sir Ddinbych

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

Dyddiad Datgelu:

Pwyllgor (nodwch):

Agenda eitem

Pwnc:

Natur y Buddiant:

(Gweler y nodyn isod)*

Llofnod

Dyddiad

Noder: Rhowch ddigon o fanylion os gwelwch yn dda, e.e. 'Fi yw perchennog y tir sy'n gyfagos i'r cais ar gyfer caniatâd cynllunio a wnaed gan Mr Jones', neu 'Mae fy ngŵr / ngwraig yn un o weithwyr y cwmni sydd wedi gwneud cais am gymorth ariannol'.

Code of Conduct for Members

DISCLOSURE AND REGISTRATION OF INTERESTS

I, *(name)*

a *member/co-opted member of
*(*please delete as appropriate)*

Denbighshire County Council

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

*(*please delete as appropriate)*

Date of Disclosure:

Committee *(please specify)*:

Agenda Item No.

Subject Matter:

Nature of Interest:

*(See the note below)**

Signed

Date

*Note: Please provide sufficient detail e.g. 'I am the owner of land adjacent to the application for planning permission made by Mr Jones', or 'My husband / wife is an employee of the company which has made an application for financial assistance'.

COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held in Conference Room 1a, County Hall, Ruthin on Thursday, 17 May 2018 at 10.00 am.

PRESENT

Councillors Brian Blakeley, Meirick Davies, Rachel Flynn, Tina Jones, Merfyn Parry, Anton Sampson, Glenn Swingler, Andrew Thomas, Graham Timms (Vice-Chair), Cheryl Williams and Huw Williams (Chair)

Councillor Julian Thompson-Hill, Deputy Leader and Lead Member for Finance, Performance and Strategic Assets was in attendance at the Committee's request.

Observers - Councillor Tony Thomas and Councillor Emrys Wynne

ALSO PRESENT

Corporate Director Communities (NS), Chief Accountant (SG), Contracts and Performance Manager (PB), Contracts and Performance Project Manager (RT), Citizens Advice Denbighshire CEO (LP), DWP Partnership Manager (KG), Traffic, Parking and Road Safety Manager (MJ), Team Leader - Tourism, Marketing & Events (PM), Principal Engineer - Traffic Management (PL), Scrutiny Coordinator (RE) and Committee Administrator (SJ)

WELCOME

The Chair welcomed everyone to the meeting and conveyed a special welcome to Lesley Powell, CEO Citizens Advice Denbighshire and Katie Goodwin, DWP Partnership Manager who were in attendance for agenda item 6 – Universal Credit.

1 APOLOGIES

The Leader, Councillor Hugh Evans gave his apologies as Lead member for agenda item 7- Tourism Signage Strategy for Denbighshire.

2 DECLARATION OF INTERESTS

Councillor Merfyn Parry declared a personal interest in agenda item 6 - Universal Credit.

3 APPOINTMENT OF VICE-CHAIR

Councillor Graham Timms was nominated and seconded for the role of Vice-Chair of the Communities Scrutiny Committee. No other nominations were received and it was:

***RESOLVED** that Councillor Graham Timms be appointed Vice-Chair of Communities Scrutiny Committee for the 2018/2019 municipal year.*

4 URGENT MATTERS AS AGREED BY THE CHAIR

No urgent matters were raised.

5 MINUTES

The minutes of the meeting of the Communities Scrutiny Committee held on 22 March were submitted.

Matters arising –

Page 12- Agenda item 6 – Seagull Management Update Report – The Scrutiny Coordinator confirmed that correspondence with Betsi Cadwaladr University health Board (BCUHB) requesting information regarding numbers of individuals who had attended Local Hospitals had not included the number of individuals who attended General Practitioner’s (GP) surgeries. The task to collate figures of all GP surgeries would be great.

***RESOLVED** that the minutes of the meeting held on 22 March 2018, be received and approved as a correct record.*

6 UNIVERSAL CREDIT

The Lead Member for Finance, Performance and Strategic Assets introduced a report by Contracts and Performance Project Manager: Finance (previously circulated) which outlined the likely effects of the recent introduction of Universal Credit Full Service (UCFS) on Council services and the county’s residents, and the planning and preparation work undertaken to date by the Council and its partners for the potential impact of its introduction. Prior to detailing the report’s contents the Lead Member introduced the Council officers in attendance along with the representatives from the key partner organisations, Department for Work and Pensions (DWP) and Citizens Advice Denbighshire (CAD), with whom the authority had been working closely with a view to managing the impact of the UCFS introduction in the county. During his introduction the Lead Member advised that whilst the majority of Denbighshire had formed part of the UCFS roll-out which commenced in April 2018, as it was served by the Rhyl Job Centre, residents in the southern part of the county had been subject to UCFS from October 2017 as their local Job Centre was at Wrexham, whilst some residing on the county’s western fringes were going a few weeks later as they are impacted by Llandudno Job Centre.

Members were advised that the introduction of Universal Credit formed part of the UK Government’s programme of welfare reform. It was a means-tested benefit, administered by the DWP, which was available to people of working age on low incomes, either in work or out of work. The new benefit replaced the six main benefits or tax credits which were available to people of working age and combined them into one single household payment on a monthly basis. Conscious of the potential implications of UCFS’s introduction on residents and Council services alike the

Council established a Universal Credit Board in July 2017. The purpose of the Board, which comprised of officers from a wide range of Council services and key partner stakeholders i.e. DWP, CAD and Registered Social Landlords (RSLs) was to develop a corporate approach towards providing support and advice to residents affected by the changes to ensure that they were not missing out on their benefit entitlement or any associated entitlements i.e. Free School Meals FSMs etc. As part of the planning for UCFS's introduction in the county officers had liaised closely with other authorities, such as Flintshire, where UCFS had been rolled-out earlier with a view to learning from their experiences and capturing best practice.

Council officers in attendance explained to the Committee the measures implemented to date in a bid to mitigate the effects of the benefit's introduction on residents and on Council services, illustrating the linkages between the work of various groups and stakeholders. They outlined the risks identified in relation to its introduction and the mitigating actions instigated to manage those risks (as detailed in Appendix 3) and the various communications which had been issued to residents and stakeholders during the time leading up to, and following the benefit's introduction (Appendix 5). With a view to providing a seamless service and a multi-agency approach CAD and the Council have staff located in Rhyl Job Centre to provide a range of support and advice to those claiming UC including budgetary advice (CAD) and housing advice, homeless prevention and access to other entitlements available from the Council. The Council had also improved its referral process to CAD, it now referred potential clients digitally. In addition two videos had been produced and were available on the UC webpage of Council's website, the purpose of which were to signpost residents to where advice and help was available for them i.e. digital support from the Libraries and budgeting advice and support from CAD. Officers advised that frontline staff within all services had engaged well with the training and awareness sessions given on UC and had devised some useful solutions in order to strengthen and improve services for UC claimants. Members were assured that UC individuals in Denbighshire would have access to local support provided by the Council, CAD and DWP and at their DWP Service Centre at Bangor where there was a dedicated team for Denbighshire residents.

Contained in Appendix 4 to the report was a summary of the measures taken to date by a number of key Council services and partners to prepare for the impact on their services of the launch of UCFS along with an overview of the impact on those services to date following its introduction. The DWP's Partnership Manager for the county area served by Rhyl Job Centre detailed the safeguards put in place in a bid to support people claiming UC from falling behind with certain payments or not claiming all their entitlements. With the introduction of UC, housing costs would be paid to the claimant and not direct to the landlord as was possible in some cases previously, however managed payments to the landlord could be arranged if the individual's circumstances warranted this. The Job Centre had recently appointed a Customer Services Manager who would be visible in the Job Centre at all times and make for a welcoming and supportive atmosphere. Work was also underway with community partners with a view to improving staff's understanding of the barriers faced by some people when seeking employment e.g. health problems such as musculoskeletal constraints, mental health issues, autism etc. A Freephone service had recently been established to enable people to contact DWP without incurring a

charge and payment advances could be arranged for those experiencing financial hardship at the start of their UC benefit entitlement period.

The Chief Executive of CAD detailed the types of services they offered to residents in relation to UC. In the anticipation of the roll-out of UCFS to southern areas of the county during the autumn of 2017 CAD had established a rural support service. This included an extended service at the library at Llangollen, which included Skype facilities. CAD also provided services from Canolfan Ni in Corwen to the town and the 8 surrounding villages in the Edeyrnion area. Whilst the type of support and services may well differ in the more urban areas in the north of the county to those of the rural south CAD was still providing UC support and advice from satellite locations in St. Asaph and Rhuddlan libraries following the roll-out of UCFS in April in addition to providing it from its own offices in the area. It was anticipated that an additional satellite service would be provided from Bodelwyddan Community Centre from July 2018. CAD provided personal budgeting support to claimants to try and help them maximise financial benefit for the individual, be it from state benefits or entitlements or private insurances or finances which they themselves may hold but may not consider accessing. All new claimants would automatically be referred from the Job Centre to CAD for an initial period with a view to ensuring that they did not get into unmanageable debt. It was confirmed that since UCFS had been rolled-out to the majority of Denbighshire in April 2018 eight clients had been referred from CAD to its Debt Team for additional budgetary support. CAD were currently piloting a scheme with Rhyl Job Centre helping UC claimants to manage the initial period of their claim and managing payment advances.

In response to members' questions the Lead Member, Council officers, DWP and CAD representatives advised that:

- the Personal Independence Payment (PIP) benefit did not form part of the Universal Credit;
- the aim of Universal Credit was to support people to be personally responsible for managing their own finances and prepared for the world of work;
- both DWP and CAD did have officers who could visit people in their own homes if circumstances necessitated a home visit;
- either the claimant or the landlord could request a 'managed payment' for the housing element of UC. A request could be made if the payment of rent had been missed on two consecutive occasions;
- both 'managed payments' of housing costs and the amount of any advanced payments of UC, along with the associated repayment rates formed part of the personal budgeting advice service which CAD provided for UC claimants. To ensure that the repayment of any advanced payments was manageable, claimants could have up to twelve months to repay the advance received;
- to date approximately 400 people had claimed UC from Rhyl Job Centre to date, these were either new claimants or existing claimants who had experienced a significant 'change in circumstances' since UC had been rolled out in the county. People already in receipt of certain means-tested benefits who had not experienced a significant 'change in circumstances' continued to be in receipt of those benefits, until such time as their circumstances changed or on commencement of the managed migration process over to UC. A firm date for the migration of existing claimants over to UC was still awaited. It was anticipated that the migration of existing claimants to UC in the UK was

expected to start during July 2019 and be completed by 2022. By the end of the migration process a rough estimate of circa 14,000 people in Denbighshire could be claiming UC although figures were very difficult to predict;

- the 'Work Coach' officer based at the Job Centre would as a matter of routine highlight to the claimant any potential entitlement to other benefits or assistance available i.e. free school meals (FSMs) and council tax reduction (CTR). The Council's Housing Department staff and RSL staff had also been alerted to the need to ask tenants who were claiming or in receipt of UC whether they had claimed CTR and FSM;
- council officers had briefed staff at school cluster meetings on the introduction of UC and its potential impact on pupils and school budgets with a view to raising awareness and seeking their assistance in referring parents to CAD for personal budgeting advice;
- with respect to the costs to the Council associated with the introduction of UC more provision had been made in the Housing Revenue Account (HRA) budget for the impact of its introduction. However, the HB administration grant paid by central government to the Council had reduced and was now paid directly to the DWP, but the workload for the Revenues and Benefits Service operated by Civica had not decreased, therefore for the foreseeable future staffing levels in the Revenues and Benefits Services should remain at current levels. Staff across Council services and in partner organisations had undertaken the work associated with the introduction of UC willingly to ensure residents were supported wherever possible. In anticipation of potential budgetary pressures caused by the roll-out of UC the Council had set-aside £350K specifically for this purpose and it also held £450K in a Welfare Rights Reserve. All services had been asked to assess any pressures they could foresee impacting on their work from UC's introduction and officers were confident that these could be managed with the reserves and balances held corporately;
- a drive to ensure that all families who qualified for FSMs claimed their entitlements would also benefit the Council, as FSM entitlement fed into the Pupil Development Grant entitlement for individual schools which was then reflected in the Council's Revenue Support Grant (RSG) settlement. Claims for FSMs were submitted and processed by the Council;
- all partners were monitoring information on how and when existing means-tested benefits claimants would be migrated over to UC with a view to preparing for the migration and its impact on services and any support individuals may need. The DWP representative noted that the Child Poverty Action Group has published statistics that approximately 7,200 people in the county were currently in receipt of Working Families Tax Credit (WFTC) and therefore in work, consequently the migration of those cases over to UC may not entail any intense support;
- the risk of housing costs money not being passed on to private landlords by tenants had been included on the 'risk register'. To mitigate against this risk the UK Government had, as part of its budget statement last autumn, made changes to the consent process for managed payments, whilst locally DWP and the Council had been highlighting the changes in the welfare benefits system to private landlords, private landlord forums, via social media and 'Rent Smart Wales';

- whilst elected members could not routinely observe a claimant making a claim for UC, they could sit in during a UC interview with the claimant's permission;
- there no longer was a need to travel excessive distances in order to maintain a UC claim. Whilst the initial interview was undertaken at the Job Centre, subsequent contact with the 'Work Coach' etc. could be made via telephone, Skype etc. Digital support was available at the Libraries and CAD had digital suites which were available for claimants to use. CAD would be willing to explore the potential use of the Facebook Messenger service in addition to Skype. The claimant's relationship with his/her Work Coach would be key in order for them to access all services and support they required to claim their entitlements and to secure work;
- DWP nationally was responsible for ensuring data security relating to personal information held on people who claimed benefits. Locally, advice on digital security would be provided to individuals as part of the support package offered by DWP and partners to claimants;
- as 98% of employers in the UK utilised the Her Majesty's Revenue and Customs (HMRC) Pay As You Earn (PAYE) system fluctuations in earnings would automatically feed through to DWP, however those working for the 2% of small employers would automatically receive prompts reminding them to report changes in earnings to the DWP. The 16 hour working rule no longer existed with the introduction of UC, eligibility was now based upon earnings;
- the Chief Executive of CAD noted that the approach taken in Denbighshire by the Council and its partners to plan for the introduction of UCFS and mitigate the impact of its introduction on services and residents could be argued as being unique and seemed to have worked well. Other areas awaiting roll-out had taken a keen interest in the approach taken in Denbighshire. Nationally the Citizens Advice Bureau were well aware of the work done in Denbighshire and CAD's involvement with the work, the proactive approach taken as well as best practice that had come to light had been shared with them.

Prior to concluding the discussion Committee members asked that their congratulations and gratitude be conveyed to all partners involved with the proactive approach taken to manage the impact of UCFS's introduction in Denbighshire, and for the support and advice provided to date. Having considered the contents of the report it was:

Resolved: - subject to the above observations

- (i) ***to continue to support the on-going work of the Universal Credit Board to understand and manage the impacts for both Council Services and Denbighshire residents of the introduction of Universal Credit; and***
- (ii) ***unless concerns merit earlier consideration, to request that a further report be presented to the Committee in twelve months' time on the impact of the introduction of Universal Credit Full Service on residents and Council services, and that the report include details of any lessons learnt from the initial roll-out and an overview of the work underway to mitigate the impact on the Council and residents of the migration of current benefit recipients to Universal Credit in due course***

At this juncture (11:20 a.m.) the meeting adjourned for a refreshment break.

The meeting reconvened at 11:35 a.m.

7 TOURISM SIGNAGE STRATEGY FOR DENBIGHSHIRE

In the absence of the Leader the Deputy Leader (Lead Member for Finance, Performance and Strategic Assets) introduced a joint report by the Council's Traffic, Parking and Road Safety Manager and the Team Leader: Tourism, Marketing and Events (previously circulated) which updated members on the initial development of a tourism signage strategy for Denbighshire. He briefed members on the background to the project and explained that once the 'brown' tourist signs were erected on the side of the A55 to direct visitors to Rhuddlan, St. Asaph and Denbigh, there would need to be other signs to signpost them to other attractions across the county. Lead Members and officers were of the view that erection of the A55 signs and the introduction of the Welsh Government's (WG) tourism initiative 'The Wales Way' (attached at appendix C to the report) which focussed on promoting three core tourism routes in the country, provided an ideal opportunity for the Council itself to develop a tourism signage strategy for Denbighshire which complemented both the A55 signs and the WG's vision, whilst developing the county's urban and rural economies. In addition to working with town and community councils, tourism and other businesses to develop and provide 'traditional' signage it would also be advisable to maximise digital information portals and business opportunities, such as 'i-beacons'.

Officers advised that North Wales local authorities had recently submitted a successful joint bid under 'The Wales Way' project to develop winter tourism in the region. Work was currently underway with local businesses across the region with a view to engaging them with a project that would see tourist related businesses open all year round and thriving, whatever the season. Whilst technology was developing on a daily basis, roadside signs were still an important way of drawing attractions to the attention of tourists, digital information was supplemental to signs.

Responding to members questions the Lead Member and officers advised that:

- tourist operator usually paid for 'brown' signs, but that the Council usually paid any maintenance costs relating to them despite not having a specific budget for maintenance costs of the signs;
- the proposed elected member and officer working group could work out the details of preferred and alternative tourist routes throughout the county, as part of its work in developing 'tourist trails'. The Group could also discuss with city, town and community councils the benefits of developing and purchasing signs which had a consistent branding. This working group would solely look at a signage strategy, including the inclusion of easily identifiable symbols etc., for the county's highways network, it would not examine trunk road signage as they were the responsibility of WG. Once established it was envisaged that there would be an opportunity for the Working Group to work with other neighbouring authorities with a view to ensuring that each authority's 'tourism

- trails' would complement each other's trails and those identified as part of the pan-North Wales Way bid;
- whilst the Council no longer had its own 'Sign Shop' it could still procure road signs at a competitive rate, albeit that there would be some time delay for delivery;
 - the Working Group charged with progressing the A55 tourist signs for the Vale of Clwyd attractions had re-convened following the Committee's November meeting with a view to progressing the project. There was a slight shortfall in the funding available for the signs which the Assembly Member (AM) was attempting to solve via WG;
 - whilst tourist were increasingly relying on digital information about where to visit etc. there would still be a need for paper documentation such as maps and guides; and
 - political balance was not a requirement for a working group, although given the remit of the proposed group it would be beneficial if it was made up of members from across the county.

The Committee agreed that it was extremely important for tourists to be directed to all areas of the county to ensure that county's entire economy had an opportunity to benefit from their spending power. Members were of the view that a representative from WG should be invited to join the Denbighshire Tourism Signage Strategy Working Group to ensure that the Group's proposals supplemented the WG's own strategy.

Responding to members concerns about small local businesses and local authorities' ability to purchase 'digital' advertising space on line and on social media to promote their businesses in comparison to large national and multi-national companies officers advised that businesses could list themselves on Google and Google Maps free of charge. It would be a matter of educating businesses on how to list their business and what they had to offer. Another effective and low cost method of promoting a business etc. would be via a 'blog', as 'bloggers' attracted a wide international audience. Technology was evolving on a daily basis and provided excellent opportunities to draw services and businesses to the attention of tourists

Officers agreed to enquire whether the Local Government Act prescribed who should fund or contribute towards the cost of road signs.

Following a detailed discussion the Committee:

Resolved: - subject to the above observations

- (i) to support the continuation of the work to develop a tourism signage strategy for Denbighshire;***
- (ii) to confirm that, as part of its consideration it had read, understood and taken account of the Well-being Impact Assessment in Appendix A;***
- (iii) to recommend that the proposed officer and elected member working group to be established to develop a tourism signage strategy for Denbighshire comprise of 12 elected members, two representing***

- each Member Area Group (MAG), and a representative from Welsh Government (WG), along with relevant officers; and*
- (iv) that a report on the Working Group's progress in developing a tourism signage strategy, including information on potential funding sources and anticipated timescale for the project's delivery, be presented to the Committee in 12 months' time**

8 SCRUTINY WORK PROGRAMME

The Scrutiny Coordinator submitted a report (previously circulated) seeking members' review of the Committee's work programme and provided an update on relevant issues.

Discussion focused on the following -

- the two items on the work programme for the Committee's next meeting were re-affirmed and it was agreed to invite the relevant Lead Cabinet Members to that meeting;
- it was agreed to include an update report on Universal Credit and Tourism Signage Strategy for Denbighshire on the Committee's Forward Work programme in 12 month's time;
- reference was made to the Committee's information brief which included an update on actions from the last meeting together with further information as requested

It was:

Resolved: - subject to the above to confirm the Committee's forward work programme

9 FEEDBACK FROM COMMITTEE REPRESENTATIVES

Committee representatives reported upon their attendance at meetings as follows –

Councillor Huw Williams had attended the Service Performance Challenge for Finance and noted that an update report had been included in the information update brief.

The meeting concluded at 12:25 p.m.

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Report to: Communities Scrutiny Committee

Date of Meeting: 12 July 2018

Lead Member / Officer: Lead Member for Housing, Regulation and the Environment
Head of Highways and Environment

Report Author(s): Works Unit and Streetscene Manager
Streetscene Manager (North)

Title: Update regarding management of Denbighshire County Council's Cemeteries

1. What is the report about?

- 1.1. This report provides an update for Members on the residual capacity within the council's cemeteries, and it outlines the risk areas with regards to future burial capacity. The report also covers a proposed cemeteries fee increase, and outlines the current maintenance regime (and management policies) for all council controlled cemeteries.

2. What is the reason for making this report?

- 2.1. To provide Members with information on the remaining burial capacity within the council's cemeteries, and to outline the current maintenance standards and management policies that are in place for our cemeteries. An analysis of approximate years remaining for new burials at each cemetery is attached at **Appendix 1**. A proposal to increase burial fees to bring Denbighshire's fees in line with neighbouring authorities is attached at **Appendix 2**. The maintenance specification for our cemeteries is attached at **Appendix 3**. Our current policies in relation to management of cemeteries is attached at **Appendix 4**. A previous feasibility study undertaken in 2004, designed to explore the future cemetery provision, is attached at **Appendix 5**.

3. What are the Recommendations?

That the Committee:

- 3.1. considers whether a Scrutiny Task & Finish Group should be established to consider the issue of future capacity in council cemeteries;
- 3.2. confirms its support for the existing policies relating to the management of the council's cemeteries; and
- 3.3. supports the proposals to increase burial fees to bring Denbighshire's fees in line with neighbouring authorities.

4. Report details

- 4.1. The cemeteries currently owned by the council were inherited during local government reorganisation in 1996. The council does not have a statutory duty to provide its own cemeteries but has powers to do so, if it so chooses under current legislation. In 2004, an Environment Scrutiny Committee working group considered the possibility of new cemetery provision. The scrutiny working group had identified two potential new cemetery sites, and the total work costs at both of these sites was more than £950,000 each at 2004 price levels. The estimates did not allow for land acquisition costs. The option of developing new cemeteries was not pursued at that time, mainly on the grounds of cost.
- 4.2. The residual capacity within the council's cemeteries (as at May 2018) is summarised in **Appendix 1**, together with an estimate of future burial rates. The long term trend towards cremation has been taken into account. At the moment there is no problem with overall capacity (i.e. across the county as a whole), however in the medium term (5 to 10 years) a number of cemeteries will reach capacity for new burials.
- 4.3. One of the council's largest cemeteries (in Rhyl) is now closed to new burials and it is likely to represent a significant cost for the authority to provide new cemeteries for individual towns as and when the existing cemeteries become full, with suitable land not always being available in the areas required.
- 4.4. An analysis of the detailed figures indicates that Rhuddlan cemetery will be the next cemetery to reach capacity in approximately 8 years, probably followed by Ruthin. When these cemeteries are full, additional demand will be placed on the council's remaining cemeteries.
- 4.5. In Prestatyn and Llangollen, much of the spare capacity is on land that is currently used for grazing, and/or consists of undeveloped fields. New infrastructure works would therefore be required if these areas were to be developed to provide additional cemetery capacity (e.g. drainage works and the construction of new paths). However, the scale of these works will be far smaller than the development of completely new sites. Further works will be necessary in order to determine the cost of developing the two existing areas to the necessary standard. A previous feasibility study undertaken in 2004, designed to explore the future cemetery provision, is attached at **Appendix 5**.
- 4.6. The council's burial fees need to be reviewed to bring them in line with neighbouring authorities. It is important to maintain Denbighshire's burial rates at a comparable price to those of neighbouring authorities, both to maintain income at a reasonable level and to discourage burial in Denbighshire becoming the cheaper option and the associated additional demand this would place on our burial capacity. Proposals for new fees are outlined in **Appendix 2**.
- 4.7. Maintenance of the grass in Denbighshire cemeteries is currently completed by contractors. The specification for all seven cemeteries is for the grass to be cut a height of between 20mm to 40mm on the basis of ten occasions a year at a

frequency of once every 3 weeks as outlined in the maintenance specification in **Appendix 3**.

4.8. Our existing policies in relation to management of our cemeteries are included in the Cemeteries regulations, as outlined within **Appendix 4**.

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

5.1. No decision is sought, and the management of cemeteries does not explicitly contribute to the delivery of the Corporate Plan.

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

6.1. The report contain no proposals that would place an additional cost burden on the service budget. However, there is a potential to generate additional income through the suggested increase in burial fees. Any works to develop new additional sites will come at an additional cost, (value not known at this stage). There will be no impact on other services. An indicative cost, based on a previous assessment carried out in 2004, can be viewed within **Appendix 5**.

7. What are the main conclusions of the Well-being Impact Assessment?

7.1. No decision is being sought via this report, so no WIA has been undertaken at this stage.

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

8.1. The purpose of this report is largely to consult with Scrutiny.

9. Chief Finance Officer Statement

9.1 It is important that services regularly review fees and charges and where possible and appropriate, recover the full cost of service provision, in line with the council's corporate policy.

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

10.1. The main risk is for the authority to be unable to provide burial provision for its residents in the medium to long term. The authority needs to decide whether to continue to provide this as a service to residents as there is no statutory obligation to do so.

11. Power to make the Decision

Section 7.2.3 of the Council's Constitution specifies that Scrutiny may consider any matter that affects the Council's area or its inhabitants, whilst Section 7.4.1 states its powers with respect to policy development and review.

Contact Officer:

Works Unit and Streetscene Manager:
Highways and Environmental Services
Tel: 01824 712140

Appendix 1: Cemeteries Capacity 2018

APPENDIX A. Denbighshire Cemeteries Approximate remaining Capacity as at May 2018

	Rhyl	Coed Bell	Rhuddlan	St Asaph	Denbigh	Llanrhydd	Llangollen
The number of plots remaining for full burials	0	1000+	Approx 185	200+	200+	55	100+
The most up to date estimated time in years to reach capacity	no new full burial spaces available	min 40 years	8-9 year est	min 25years	min 25 years	min 12years	min 40years
The number of full burials conducted in the 2014/2015 financial year	13 new 34 reopen	24 new, 7 woodland, 17 reopen	21 new 9 reopen	12 new, 6 woodland, 15 reopen	11 new 12 reopen	2 new 1 reopen	no new, 1 reopen
The number of full burials conducted in the 2015/2016 financial year	13 new 29 reopen	21 new, 1 woodland 25 reopen	18 new 10 reopen	3 new, 5 woodland, 2 reopen	11 new 5 reopen	6 new 5 reopen	1 new 1 reopen
The number of full burials conducted in the 2016/2017 financial year	9new 19 reopen	16 new, 8 woodland, 24 reopen	21 new 12 reopen	7 new, 2 woodland, 7 reopen	8 new 8 reopen	7 new 2 reopen	No burials
The number of full burials conducted in the 2017/2018 financial year	1new (reserved space) 32reopen	27 new, 5 woodland 26 reopen	15 new 5 reopen	3 new, 8 woodland, 7 reopen	7 new 11 reopen	5 new 4 reopen	1 new 1 reopen

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Cemetery price list 2017-2018	Denbighshire proposed 5% increase		FLINTSHIRE from 1st Jan 2018		Gwynedd 2017/2018
	DENBIGHSHIRE Current	Denbighshire proposed 5% increase	Conwy to March 2019	FLINTSHIRE from 1st Jan 2018	
New grave for 1	£960.00	£1,010.00	£1,050.00	£1,071.00	£1,207.00
New grave for 2	£1,060.00	£1,115.00	£1,275.00	£1,150.00	£1,257.00
New grave for 3	£1,120.00	£1,175.00	£1,500.00	£1,211.00	£1,257.00
Re-open to 2 depth	£660.00	£695.00	£715.00	£643.00	£607.00
Re-open to 1 depth	£560.00	£585.00	£645.00	£559.00	£607.00
New bricked grave for 1	£1,100.00	£1,155.00	£1,230.00	£1,199.00	£1,473.00
New bricked grave for 2	£1,200.00	£1,260.00	£1,520.00	£1,282.00	£1,523.00
New bricked grave for 3	£1,300.00	£1,365.00	£1,690.00	£1,349.00	£1,523.00
Re-open bricked grave 2 depth	£800.00	£840.00	£950.00	£783.00	£607.00
Re-open bricked grave 1 depth	£700.00	£735.00	£835.00	£629.00	£607.00
New ashes grave	£360.00	£375.00	£650.00	£340.00	£355.00
Ashes re-open	£180.00	£195.00	£190.00	£141.00	£185.00
Woodland burial	£960.00	£1,010.00	£1,030.00	N/A	N/A
Stillborn interments	No Charge	No Charge	free***	free ***	free ***
Child interments up to and including the age of 17	No Charge	No Charge	Up to 16 years Free***	free ***	upto 24 weeks £54.
Memorial permit for headstone	£110.00	£110.00	£110.00	£143.00	£96.50
Temp wooden cross permit	£40.00	£40.00	?		
Additional inscription	£40.00	£40.00	£40.00	£35.00	£96.50

*** if in a grave for 1 only, no reopeners applies to babies and children up to the age of 16

Does not include brickwork

includes brickwork

Includes tree

Assuming all counties will be following the Welsh Gove MOU regarding Child interments.

No Change

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SPECIFICATION

1. SCOPE

Denbighshire County Council is responsible for the grounds maintenance and upkeep of seven public cemeteries within the county of Denbighshire. The Council wishes to appoint a suitably qualified contractor for the purposes of undertaking grass cutting, strimming and sweeping in all seven cemeteries.

2. Location of works

The cemeteries are located in the following areas:

Coed Bell Cemetery, Prestatyn

Maes Hyfryd Cemetery, Rhyl

Rhuddlan Town Cemetery, Rhuddlan

St Asaph Cemetery, St Asaph

Denbigh Town Cemetery, Denbigh

Llanrhydd Cemetery, Ruthin

Fron Bache Cemetery, Llangollen

Locations plans of all 7 cemeteries are included within Appendix A.

3. STANDARD OF CUTTING

The grass shall be cut in its entirety including grass verges to the cemetery frontages, all open areas, kerb lines and obstructions to a height of 20 to 30mm.

Accumulations of cut grass shall be dispersed or removed.

Roads and paths shall be swept clean of all grass clippings.

Headstones shall be brushed clean of all grass clippings.

Extreme caution shall be exercised to avoid damage to headstones, trees and grassed areas. Use of bladed equipment is prohibited and only soft line cord strimming shall be permitted.

Any damage sustained to headstones, trees and grassed areas as a consequence of the contractor's works shall be brought to the council's attention and rectified at the contractor's expense. Any damage to grassed areas as a consequence of fuel spills shall be reinstated at the contractor's expense.

4. **GRASS CUTTING IN AREAS OF RECENT INTERMENT.**

The grass cutting of freshly interred graves shall be assessed on an individual basis and cut sympathetically should any areas have been recently seeded or turfed and in this case the use of cutting equipment shall not be used. Such areas shall be inspected for any loose stones or projectiles prior to any maintenance work being undertaken.

The grass within the burial section must be cut with hand held equipment to avoid scalping of any uneven ground.

Where the families have adorned the memorial and its surroundings with flowers and other items of sentimental value, extreme discretion shall be used to avoid damage to such adornments and this may require leaving a small border uncut surrounding these items until such time when the items can be removed without causing distress to the deceased family. **IF IN DOUBT PLEASE CONTACT THE DCC SUPERVISOR FOR ADVICE AND GUIDANCE.**

Extreme caution shall be exercised to avoid damage to headstones, trees and grassed areas. Use of bladed equipment is prohibited and only soft line cord strimming shall be permitted.

Any damage sustained to headstones, trees and grassed areas as a consequence of the contractor's works shall be brought to the council's attention and rectified at the contractor's expense. Any damage to grassed areas as a consequence of fuel spills shall be reinstated at the contractor's expense.

5. **FREQUENCY OF CUTTING**

Cemetery maintenance shall be undertaken 10 times a year every 3 weeks. The date of the first cut will be dependent on the rate of grass growth but usually prior to Mother's day in March

6. **PROGRAMMING OF WORKS**

- (i) The Contractor shall submit a works programme by the end of February. The programme shall be in the form of a bar chart for the approval of the Engineer. The programme shall clearly indicate the date that works shall commence in each cemetery, their duration for the completion of all requirements relating to this Contract. No cutting shall commence until approval has been given in writing, and each programmed cutting cycle shall be completed to the full satisfaction of the Engineer. The programme shall give details on resources to be used and sequence of cutting.
- ii) No deviation from the approved programme shall be permitted without the consent of the Engineer or except where access to the cutting areas is denied by work being carried out by Public Utility companies or other contractors. In such circumstances the programme shall be completed as soon as practical and no additional payment will be made for such a variation in the programme. The responsibility for ensuring that parked vehicles do not interrupt the programme of works lies with the Contractor.
- iii) The Works programme shall have full regard for all requirements and restrictions within this Specification.
- iv) The Engineer may from time to time instruct the Contractor to vary his programme to undertake additional cuttings. Upon receipt of such instructions, the Contractor shall interrupt any programmed cutting to carry out the additional work within the specified time limit. The length of any interruption of the programmed cycle by such additional work shall be added to the appropriate programmed cutting cycle.
- v) Once cutting has commenced, it shall proceed without unauthorised interruption as far as possible.
- vi) In the event of a breakdown of plant exceeding 24 hours, the Contractor shall provide a suitable replacement plant at no additional cost to the Client.

7. **WORKING HOURS**

- i) In rural areas cutting shall be restricted to daylight hours.
- ii) In populated areas cutting shall be restricted to between 0800 and 1900 hours.
RESPECT FOR THE DECEASED AND ALL VISITORS TO THE CEMETERY MUST BE OBSERVED WHILST UNDERTAKING GRASS CUTTING OPERATIONS. OPERATIVES MUST BE AWARE OF THE NEED FOR SENSITIVITY REGARDING THE FEELINGS OF THE BEREAVED, OCCASIONALLY THIS WILL REQUIRE THE CEASING OF SOME WORKS DURING PERIODS OF INTERNMENT. WORK SHALL BE PLANNED IN CONSULTATION WITH DENBIGHSHIRE COUNCIL BURIAL STAFF BUT MAYBE CONTINUED ELSEWHERE IN THE CEMETARY AND CONSIST OF CLEANING OF HEASTONES, SWEEPING OF PATHS ETC.
- iii) No work shall be carried out on Saturday, Sunday and Bank Holidays without the prior written approval of the Engineer, and such approval shall be sought at least 2 full days in advance.
- vi) The Contractor may only vary his hours of working by prior agreement with the Engineer and such agreed varied hours shall not entitle the Contractor for increased costs.
- vii) The Engineer may require urgent work to be undertaken outside the restricted working times stipulated in this Specification.

8. **PPE REQUIREMENTS**

All Contractors employees must wear approved high visibility garments complying with BS EN 471.

PPE requirements shall be determined via suitable and robust Risk Assessments but the following garments listed below must be worn at all times as a minimum requirement:

- Class 3 High visibility jersey or jacket with full length sleeves in accordance with the Safety at Streetworks and Roadworks: A code of Practice (Wales) November 2014. This requirement

maybe varied to three quarter length sleeves where a risk assessment shows full length sleeves would present increased risk due to the activity being undertaken.

- High Visibility trousers with two or more bands of reflective material complying with Class 3 of BS EN 471
- Protective footwear containing steel toe cap and mid sole safety boots.
- Suitable hand protection
- Suitable eye, ear and face protection must be worn when using brush cutters. Equipment must conform to current legislation.

All clothing shall comply with BS EN 471 Table 1 Class 3.

The colour of the clothing shall be fluorescent yellow or fluorescent orange-red complying with Table 2 of the standard.

The retroreflective material shall be to Class 2 as defined in Table 5 of the standard.

19. **ADVERSE WEATHER CONDITIONS**

Work shall be suspended for safety reasons during times when visibility is severely restricted particularly during fog, mist, or heavy rainfall.

10. **PLANT AND EQUIPMENT.**

All plant and equipment used by the Contractor shall be fit for the purpose intended and always be in a clean, tidy and functional condition. The Engineer is entitled to carry out any such inspection of any item of plant or equipment he feels necessary. Any item of plant or equipment considered unsuitable shall not be used. The Contractor shall provide the Engineer with a list of all plant and equipment to be used for the work before each season begins and ensure that each item of plant has received a service in accordance with the relevant manufacturers prescribed timescales.

The Contractor shall undertake and record a daily check/inspection of all plant to ensure that the equipment is in good condition. Evidence that a daily check/inspection has been undertaken shall be provided on request.

11. **COMMUNICATION WITH THE ENGINEER**

- i) The Contractor shall provide daily confirmation via email or telephone of the progress being made with respect to the programme.
- ii) The contractor shall immediately contact the council of any incident, accident or damage to third party property or persons.
- iii) The Contractor shall provide the Engineer with a telephone number which will enable the Engineer to contact the person responsible for the Works at all times during working hours.

12. **PROGRESS REPORTS**

The Contractor shall provide the Engineer with weekly reports in such format to be agreed with the Engineer, detailing progress of work.

13. **HEALTH AND SAFETY**

- i) The Contractor shall notify the Engineer prior to start of the Contract the name, position, telephone number, and address of person responsible for all Health and Safety matters.
- ii) The Contractor shall carry out Risk Assessments on the whole grass cutting operation and provide such Risk Assessments to the Engineer in accordance with the Management of Health and Safety at Work Regulations 1992.
- iii) The Contractor shall comply with the Health and Safety at Work Act 1974 at all times.

The Contractor shall at all times maintain safe and healthy working conditions at the site, comply with the requirements of Codes of Practice which are applicable to the work being undertaken and ensure that all employees and sub-contractors comply with this clause. Compliance with this Clause shall not relieve the Contractor of any of his obligations and liabilities under the Contract. The Contractor's ability to fully comply with these Regulations is an essential prerequisite to the safe and successful completion of the Works.

The following publications shall be adhered to at all times:

- Personal Protective Equipment at Work Regulations 1992
- The Control of Noise Regulations 2005
- Control of Substances Hazardous to Health 2002
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety & Welfare) Regulations 1992
- HSG 151 Protection of Public
- The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995
- The Construction (Health, Safety & Welfare) Regulations 1996
- Provision and Use of Work Equipment Regulations 2001
- Lifting Operations and Lifting Equipment Regulations 2011
- Management of Health and Safety at Work Regulations 1999

PLEASE NOTE THAT THE LIST IS NOT EXHAUSTIVE

14. **EMERGENCIES**

The Contractor shall be required to provide a 24 hour a day contact point and name for each and every day of the Contract Period.

15. **COMPLAINTS PROCEDURE**

- i) Any complaints received by the Engineer in connection with the grass cutting operation will be referred to the Contractor who shall respond with due diligence in the manner stipulated by the Engineer.
- ii) The Contractor shall notify the Engineer of any complaints received and agree with the Engineer the appropriate response to be taken.
- iii) All written complaints shall receive a response within 7 calendar days of the date that the complaint has been received.
- iv) Responses to telephone requests from Denbighshire staff shall be returned within 2 hours of receiving the initial call.

- v) Responses to telephone requests from Third party's relating to the cemetery works shall be within 24 hours of receiving the initial telephone call.

16. **THIRD PARTY CLAIMS**

- i) Any third party claims for damage or injury resulting as a direct consequence of the Contractors operations under this Contract shall be referred to the Contractor for processing. The Contractor shall keep the Engineer fully updated on each claim.

17. **DEFAULT PROCEDURE**

The Conditions of Contract details the default procedure which the Engineer will implement if the Contractor fails to provide the service in a proper and skilful manner in full accordance with the Specification.

18. **ANNUAL REVIEW OF PERFORMANCE**

At the end of each year the Contractor's performance in relation to compliance with the Specification is reviewed. Persistent failure to comply fully with Specification requirements shall entitle the Employer to terminate the Contract in accordance with the Conditions of Contract.

CYNGOR SIR DDINBYCH

RHEOLAU MYNWENTYDD

**GWEITHREDOL YN YR ÔLL O FYNWENTYDD
Y CYNGOR SIR O 5 GORFFENNAF 1999**

DENBIGHSHIRE COUNTY COUNCIL

CEMETERY REGULATIONS

**IMPLEMENTED AT ALL COUNTY COUNCIL
OWNED CEMETERIES FROM 5 JULY 1999**

Regulations

Regulations made by the Denbighshire County Council for the management of all Public Cemetery provided for permanent residents of Denbighshire.

“The Council” means Denbighshire County Council.

“The Cemetery” means the Cemetery and Burial Ground provided by the Council within the County of Denbighshire.

“The Registrar” means the Head of Legal and Administration for the time being.

“The Corporate Director Environment” means the person for the time being in charge of the Cemetery.

“The Cemeteries Officer” means the person in charge of all the day to day cemetery administration.

“Grave” means a burial formed in the ground by excavation, with or without, any internal wall of brickwork or stonework or any other artificial lining.

1. Plan of the Cemetery

A plan of the Cemetery is kept at the office of the Cemeteries Officer and may be seen without charge during office hours.

2. Selection of Grave Spaces

Applicants must purchase the grave space next in line so that the cemetery may develop in an orderly manner. No grave space can be reserved or purchased in advance.

3. Notice of Interment

All notices of interment and all the applicants for grave spaces and for construction of vaults and brick graves and the erection and placing of monuments, gravestones, tablets and inscriptions shall be made in writing on the appropriate form, and forwarded to the Cemeteries Officer.

4. Telephone Messages

Any orders or instructions given by telephone will be received at the sole risk of the person giving such orders or instructions. The Council shall not be responsible for any misunderstanding which may arise with regard to orders or instructions sent by telephone unless confirmation is received in writing (not later than 48 hours prior to the interment) in a manner provided by these regulations.

5. **Grave Deed to be Produced**

If any second or third interment is to take place in a private grave or vault, the Deed of grant determining ownership or other proof of relationship that satisfies the registrar must be produced at the time of giving notice.

6. **Length of Notice**

The length of notice required for booking an interment shall be as follows, such length of notice *not to* include Saturdays, Sundays, Good Fridays, Christmas Days, Bank Holidays. That is to say

(a) Notice of an interment in a grave or an already constructed vault shall be given not later than forty eight hours prior to the interment.

(b) Notice of an interment in a vault not already constructed but to be constructed shall be given not later than four days prior to the interment.

7. **Short Notice**

If the required notice is not given prior to the interment, an extra charge will be made for working such overtime as may be necessary.

8. **Form of Notice of Interment**

All notices of interment must be completed on the appropriate form and must include the grave number in which it is intended that the interment shall take place, the name age and last place of abode of the deceased, the type of grave required, the day and hour of the funeral and name and address of the undertaker or funeral arranger. When it is desired to purchase the exclusive right of burial in a grave or vault, the full name and address of the person to be registered as deed owner thereof shall be supplied.

9. **Certificate of Death**

The Registration of death certificate, Crematorium certificate or in cases where an inquest has been held, the Certificate of the Coroner, must be handed to the attending officer prior to the interment and then immediately forwarded to the Cemeteries Officer.

10. **Interment of Stillborn Children**

Notices of interment of stillborn children shall be accompanied by a certificate from the relevant hospital bereavements officer.

11. **Grave Deed**

On the purchase of a grave or vault, a deed of grant shall be issued to the person entitled to hold the exclusive right of burial, and such person shall be recorded in the cemetery registers as the owner of the same.

12. **Change of Title**

In the event of the death of the owner of the exclusive right of burial in a grave or vault, the person claiming to be entitled to the said exclusive right of burial must, within six months of such death, produce the Deed of grant at the Registrar's office, or furnish proof, to the Registrar, of relationship which gives him or her title to the exclusive right of burial.

13. **Transfer of Exclusive Right of Burial**

A transfer of the exclusive right of burial in a grave or vault will not be deemed valid unless such transfer has been previously registered at the Registrar's office.

14. **Opening of Private Grave**

No grave or vault in which the exclusive right of burial has been purchased shall be opened without the production of a Deed of grant and the written consent of the owner, or his or her legal representative. Provided always that in case where the Deed of grant, had been lost or mislaid or where the consent of the owner cannot be conveniently obtained, the grave will be opened on the application of any person whom the Registrar shall consider thereto.

15. **Common Graves**

The charge for interment in a common grave does not give the exclusive right of burial and the grave shall be selected by the Council.

16. **Removal of Remains**

No human remains may be removed after burial except with the consent of the Home Secretary or under Faculty of the Bishop of the Diocese in the case of a removal from a consecrated place or burial.

17. **Punctuality to be Observed**

The time allocated for a funeral to be at the Cemetery must be punctually observed to prevent inconvenience of one funeral interfering with another.

18. **Coffins**

Correct coffin dimensions (measurements taken at the widest points over the handles) should be included as point 17 on the notice of interment and forwarded to the Cemeteries Officer not later than 48 hours prior to the interment. The Council shall not be responsible for any misunderstanding which may arise with regard to the coffin dimensions sent by telephone unless immediately confirmed in writing. If the coffin is to be placed in a vault, an accurate template of the Coffin is to be submitted to the Cemeteries Officer not later than 4 days prior to the interment. No responsibility can be assumed for any inaccuracy of the template.

19. **Funerals under Control of the Corporate Director Environment**

All funerals at the cemetery are under the control and direction of the The Corporate Director Environment or other officer authorised by him to discharge such duty.

20. **Payment of Fees**

All fees and charges must be made payable to Denbighshire County Council and forwarded to the Cemeteries Officer.

Anyone, without exception, wishing to purchase an exclusive right of burial or any other cemetery service must send the appropriate fee at the same time as the relevant application form.

Memorial application should be submitted to the Cemetery Officer, on the appropriate form, accompanied by the relevant fee, before a permit to erect memorial/additional inscription/temporary cross/vase will be issued.

A double fee will be charged by the Council for an interment should the deceased not be a permanent resident of Denbighshire.

21. **Opening Hours**

The Cemetery shall be open for pedestrian access 24 hours a day.

22. **Visitors**

Children should be accompanied by a responsible adult.

The riding of motorbikes, bicycles or similar and the use of skate boards is strictly prohibited within the cemetery.

Any person who is in a state of intoxication shall be removed from within the Cemetery.

No firearms shall be carried or discharged within the Cemetery without the written permission of the Corporate Director Environment.

No person shall climb upon or over any grave stone, memorial, tombstone, monument, palisading, gate, wall, fence or building belonging to the Cemetery.

No camping is permitted in the Cemetery.

Any person contravening the foregoing provision of this Regulation shall leave the Cemetery immediately upon request by The Corporate Director Environment or other officer authorised by him.

23. Dogs

No animals are allowed in the Cemetery.

24. Gratuities

The Council forbid any gratuity being received by any of their employees.

25. Hours of Interments

The normal hours of interments are from 10.00 am to 3.30 pm from Monday to Friday in the winter and from 10.00 am to 4.30 pm from Monday to Friday in the Summer.

Interments will only be permitted on Saturdays:

(1) under exceptional circumstances and at an additional cost to that of a weekday burial.

(2) In cases of emergency and in such cases where a medical certificate requires that immediate burial is necessary on the grounds of public health.

(3) Religious beliefs.

Interments are not allowed on Sundays, Good Fridays, Christmas Day or Bank Holidays, or at any hours other than those specified in this Regulation except:

(1) In cases of emergency and in such cases where a medical certificate requires that immediate burial is necessary on the ground of public health.

(2) Religious beliefs

26. Temporary Removal of Memorials

The Council reserve the right to remove any memorial stone, from any adjoining grave when such removal is deemed necessary for carrying out the work of interment in any grave, the Council replacing any memorial stone so removed and making good any damage which may be done in such removal.

27. **Lawn Cemetery**

The cemetery is to be kept as a lawn cemetery accordingly:-

- (a) The Council will level the surface of any grave to the level of adjoining ground within 18 months of burial.
- (b) an unturfed space shall be left at the head of each grave for the erection thereon of a memorial, and such memorial shall have a base suitable for the placing thereon of a vase of flowers. The turf on the remaining part of a grave shall not be cut for the purpose of forming a flower bed or border or for any other similar purpose, nor shall a memorial, vase or any other thing whatsoever be placed in or upon such turf.
- (c) the Officer authorised by the Council may remove any memorial, vase or other thing placed in or upon the turfed portion of any grave in contravention of this regulation.
- (d) Kerb Sets and edgings of any description are not permitted to be placed around any grave spaces. Solar lights are not permitted in the cemeteries. Any such items left in contravention of these regulations may be removed by the council without notice.

28. **Regulations as to Memorials**

Denbighshire County Council policy states that only BRAMM (British register of Accredited Memorial Masons) registered monumental masons with a full fixers licence are permitted to work in Denbighshire County Council's cemeteries.

Memorials of the headstone type only are allowed to be erected on graves or vaults, and only where exclusive right of burial has been purchased. Should a memorial of the headstone type not be required, than a small vase with an inscription thereon, sited at the head of the grave only, will be allowed, with special permission from the council.

An application on the appropriate form accompanied by the required fee must be forwarded to the Cemeteries Officer before any memorial /stone /additional /inscription /temporary cross/vase may be erected. The application must be accompanied by a figured drawing of the proposed memorial or erection, a copy of the proposed inscription, and an authority from the owner of the grave or vault to the mason to erect the memorial or carry out an inscription. The mason cannot be admitted into the Cemetery without such approval.

29. **Specification as to memorials**

All Memorial stones shall have the number of the grave inscribed on the back in letters not less than one inch (2.54cm) in length. The Council will reject any memorial which will not bear continuous exposure to the weather, and memorial made of the following materials, namely, artificial stone, terracotta, china, porcelain or any other material which in the opinion of the Council is

unsuitable or incongruous with its surroundings. It is understood that generally all wooden crosses are erected on a temporary basis to be replaced by a suitable memorial, it shall be constructed of a suitable hardwood. All wooden crosses must comply with the specification set out by the Council.

30. Maintenance of memorials

All private graves and vaults with the memorials or gravestones are to be kept in repair by the deed owner. Notice will be sent to the deed owner or their representatives in the case of such repair being required. And if not executed within three months, the Council may cause the grave or vault to be repaired and the memorial to be removed at the cost of the deed owner.

31. Except as is provided in Regulation 26, the Council will not be responsible for any injury or damage done to, or by, any memorial through any cause whatsoever.

32. Removal of memorials

Where the removal of any memorial is necessary for carrying out the work of an interment in any grave, the deed owner shall carry out the work of removing and replacing it by his own contractor forthwith to the supervision and to the satisfaction of The Corporate Director Environment or other Officer authorised by him.

Any memorial that is removed from a grave shall be taken off site by the deed of grant holders contractors or deposited in a designated area demarked within the cemetery.

33. Work on memorials

No dressing of memorials, with the exception of additional inscription to be undertaken to memorials already erected, will be permitted within the Cemetery walls or the approaches thereto. All work shall be carried out in such a manner as to avoid the cutting-up of the roads or walks, and all rubbish, refuse and stones remaining after any erection of remedial work must be removed forthwith off the premises by the party engaged on the same.

34. Cemetery access for contractors

Except with the specific permission of The Corporate Director Environment or other officer authorised by him, no workmen or materials will be admitted into the cemetery before 8.00 am and workmen must leave by 3.30 pm in the Winter and 4.30 pm in the Summer. No workmen or materials will be admitted within the Cemetery on Saturdays, Sundays, Christmas Days, Good Fridays, Bank Holidays apart from emergency work or under exceptional circumstances.

35. Working practise

Mats, planks, boards or canvas are to be used as may be directed and such other precautions as the Council may direct are to be taken by persons erecting memorials to preserve the grass from damage, and any injury thereto

must forthwith be made good by the persons causing the same. Masons must furnish themselves with tools, planks, blocks and all other materials and tackle required for fixing stones.

36. Work of every description must be carried on continuously and completed with due dispatch, and without causing any disturbance or annoyance to any other person in the Cemetery. While a funeral is in attendance at the cemetery, due respect and discretion are required, and work shall be discontinued until the funeral cortege has left the cemetery.
37. Concrete or other stone foundations shall be laid for all memorials, and the necessary excavation and provision of the foundation shall be at the expense of the owner. No memorial shall be erected until such time as the disturbed ground has sufficiently settled.
38. All memorials plus their installation and/or erection, within the cemetery, must be done to the satisfaction of The Corporate Director Environment or other officer authorised by him.
39. All memorials and crosses must be doveled and bolted to the satisfaction of The Corporate Director Environment or other officer authorised by him.
40. All work in the cemetery shall be carried out to the satisfaction of The Corporate Director Environment or any officer authorised by him.

41. **Council Rights**

The Council reserve to themselves the right from time to time to make any alterations in the foregoing Regulations, and also to reserve any portions of the grounds.

42. All the foregoing Regulations shall be conditions attached to the lease, by the Council, of the exclusive right of burial in any part of the Cemetery.
43. The position for all memorials to be subjected to the Orders and Regulations of the Council.
44. All grave spaces are allocated under the sole control of the council in rotation or as conditions allow.

45. **Memorial Height**

The overall height of memorials inclusive of base, for purchased graves, shall not exceed three feet six inches (1.07M).

46. The overall height for memorials inclusive of base, for Ashes plots, shall not exceed two feet three inches (0.69m).
Flat tablet memorials only are permitted in the ashes section at Denbigh Cemetery.

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Environment Scrutiny Committee

31 March 2004

Report by: Steve Parker - Head of Environmental Services

NEW RHYL CEMETERY PROPOSAL

1. Purpose of Report

The purpose of the report is to seek a resolution from the Scrutiny Committee on the possible development of a new cemetery for Rhyl.

2. Reason for Submission of Report

To advise Members to the costs involved for the proposal to develop a new cemetery for Rhyl and to seek the Scrutiny Committee's views.

3. Detail

3.1 Members should be aware that according to the Local Government Act 1972, and the Local Authorities' Cemeteries Order 1977 as amended by the Local Authorities Cemeteries (Amendment) Order 1986 (under which current burial provision is made) that a Burial Authority has to provide and regulate cemeteries. The Local Government Act 1972, and the Local Authorities' Cemeteries Order 1977 Section 214 (2) states that "*Burial authorities may provide and maintain cemeteries whether in or outside their area*"

3.2 The Council is only obliged to provide and maintain one cemetery to meet its obligations under the above legislation. There is no requirement under the legislation to provide specific cemeteries to serve each individual community; there is ample space in Coed Bell Cemetery, Prestatyn and Rhuddlan Cemetery to serve the needs of the community for foreseeable future even if they also had to cope with the demand from people living within the Rhyl Town Council area. The proposed new sites are both within the boundaries of Rhuddlan Town Council's area and are within 1.5Km of our Rhuddlan Cemetery site.

- 3.3 Following several meetings of the Cemeteries Working Party it was agreed to identify the costs for a new site on 2 locations, both of which are outside the Rhyl town boundary.

The 2 sites are located off Bryn Cwnin Road and both landowners have expressed a will to sell the land for cemetery development (see Appendix 1).

- 3.4 The current cemetery on Dyserth Road has 69 new burial plots available for the interment of 3 people, and this may allow sufficient space in the cemetery for new burial plots for a further 2 years based on the current death rate and trend towards cremation rather than traditional burials. There is other space available for graves for 1 or 2 interments, with further provision possibly being made available from paths, which could be dug up (see Appendix 2).
- 3.5 There are approximately 500 plots within the cemetery for the interment of cremated remains only. This should allow sufficient space for the burial of ashes in Rhyl Cemetery for 25 years.
- 3.6 Investigation trial digs have been undertaken on Site 1, which has been identified as being suitable as a burial site. Trial digs have yet to be undertaken on Site 2 land to identify whether it is suitable.
- 3.7 Following the last meeting of the Cemeteries Working Party on 1 March it was agreed to further these proposals and obtain cost estimates for purchasing and laying out each of the 2 parcels of land as a new cemetery.
- 3.8 Both sites required similar treatments in order to prepare them for use and to make them aesthetically pleasing to bereaved families and visitors, this includes:
- Creating new entrances
 - Building storage areas/toilets etc
 - Provision for car parking
 - Development of new access road and pathways across the site

In addition there will be the cost of purchasing the land, which has been estimated by Denbighshire CC Valuation & Estates Section to be in the region of £20,000.00 to £30,000.00 per acre. Both

sites are approximately 6.5 hectares (16.25 acres), this would put the estimated cost for purchase at £325,000.00 to £487,500. Valuation & Estates Section are currently in the process of contacting the landowners to identify actual cost estimates for the purchase of either of these 2 sites.

These prices exclude the cost for laying out the Memorial Gardens/ Garden of Rest and setting out concrete rafts for memorials in the "lawned cemetery" or above areas.

- 3.9 The cost of laying out the sites has been split into 3 phases; however the initial outlay for Phase 1 on each site is the most expensive phase in both instances. The first phase would include the entrance, car parking, main access road, exit features including toilets, storage and servicing facilities for ground staff. For the Site 1 this has been estimated to be £555,800 with £581,800 estimated for Site 2. The total cost estimates for all works on both sites are £956,900 and £955,600 respectively (see Appendices 3 & 4).

4. Financial Controller statement

There is currently no provision within the Council's agreed 3 year Capital Plan for expenditure on the provision of new Cemeteries. The plan includes a large number of highly desirable schemes for which no funding is available at present and can only be financed from the delivery of capital receipts from the sale of surplus assets.

5. Consultation Carried Out

- 5.1 This report to the Scrutiny Committee is part of the consultation process.
- 5.2 Officers have received written confirmation that agents for both landowners are prepared to negotiate with Denbighshire CC for the sale of their land for a possible cemetery site.
- 5.3 Any site chosen will require formal Planning Permission for change of use from agricultural to cemetery use, which will involve further consultation with the general public and local residents.

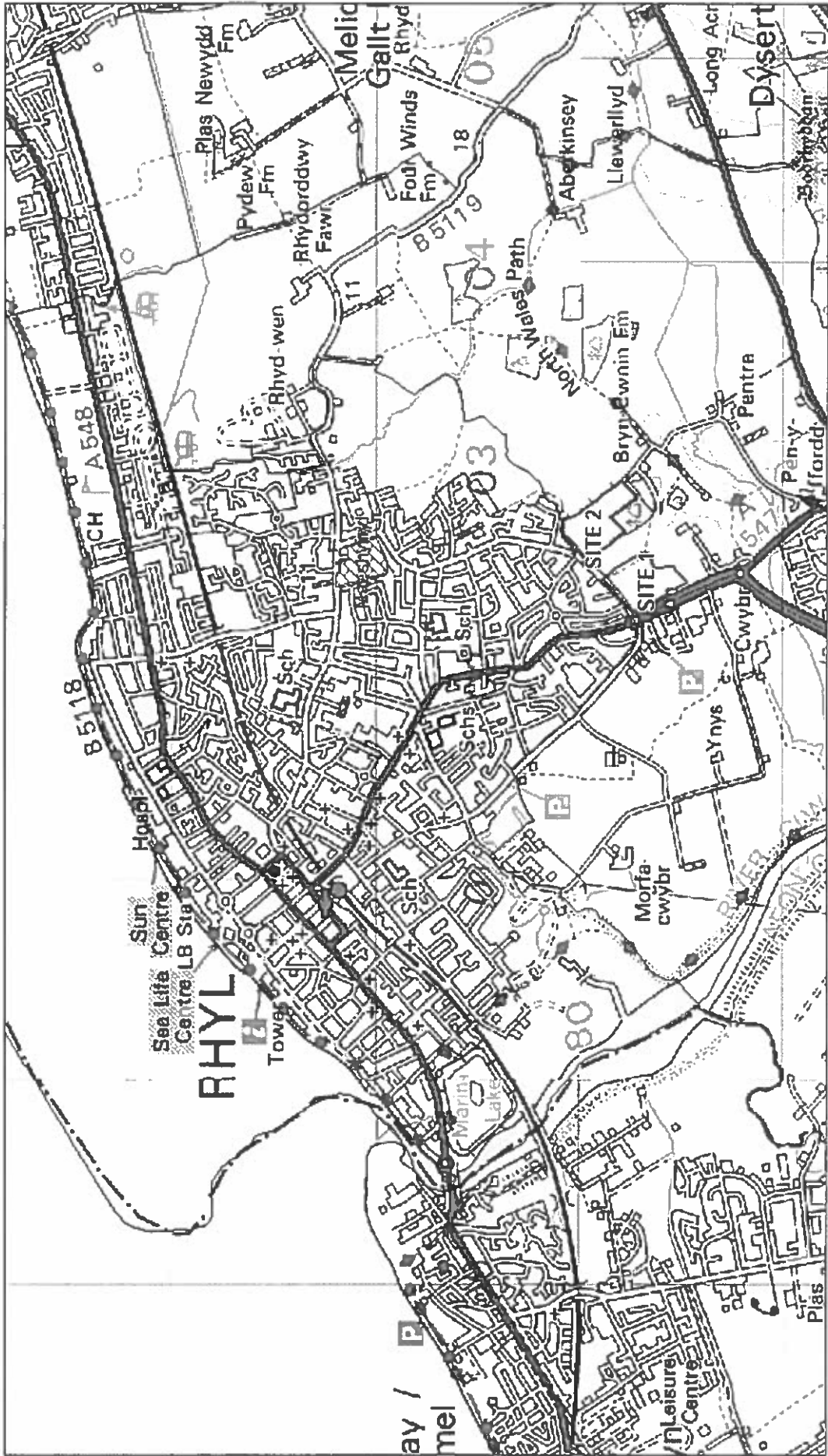
6. Implications on Other Policy Areas

The provision of a new cemetery for Rhyl may set a precedent for the provision of cemeteries elsewhere in Denbighshire with Ruthin especially requiring a replacement site within 5 years.

7. Recommendation

That Members consider and comment on the proposal for a new Rhyl cemetery and advise whether Denbighshire should pursue the purchase and development of either of these locations for this purpose.

(Contact Officer: Steve Parker 01824 712123)



APPENDIX 2

Rhyl Cemetery
Space left
As at 2/3/2004

<u>Population of Rhyl</u>	<u>24,889</u>					
<u>Section</u>	<u>Graves Spaces for 3</u>	<u>Graves Spaces for 2</u>	<u>Graves Spaces for 1</u>	<u>Number of new grave</u>		
18	60			2003- 2/3/2004	42	
8		17		2002/2003	38	
15			19	2001/2002	39	
Between 15/16		10		2000/2001	39	
16			14	1999/2000	45	
Between 16/17		5		1998/1999	47	
17	9			1997/1998	65	
9			54	1996/1997	60	
					375	
Total	69	32	87	Average	47	

<u>Tarmac Paths</u>			
Sections 3/4	1085 - 1541	58	(Grave 1101 occupied) Grave 1445 occupied)
Section 5/6	2230 - 2686	58	
Centre of Section 7	2955 -3409	30	

<u>Summary for Site 1</u>	
PHASE 1	Cost Estimates
<u>Entrance</u>	
Access road, entrance gates, boundary wall with railings, boundary railings.	£60,400
<u>Car parking</u>	
Spaces for 20 cars (block paved), access road, low level lighting	£73,200
<u>Main access road</u>	
Access road, block paved laybys, block paved footway, low level lighting	£236,500
<u>Memorial Gardens & Garden of Rest</u>	
Block paved footway	£27,600
<u>Exit</u>	
Access road, block paved footway, gates, low level lighting	£46,600
Toilet Block	£59,500
Mess/Storage	£52,000
TOTAL PHASE 1	£555,800
<u>PHASE 2</u>	
<u>Footways</u>	
Tarmac footways	£48,700
Landscaping, trees	£15,000
TOTAL PHASE 2	£53,700
<u>PHASE 3</u>	
<u>Main Access Road</u>	
Access road, block paved laybys, block paved footway, low level lighting	£236,200
Tarmac footways	£48,700
Landscaping, trees	£12,000
<u>Culvert</u>	
Culverting of ditch	£1,500
<u>Boundary Fencing</u>	
Railings	£39,000
TOTAL PHASE 3	£337,400
GRAND TOTAL	£956,900

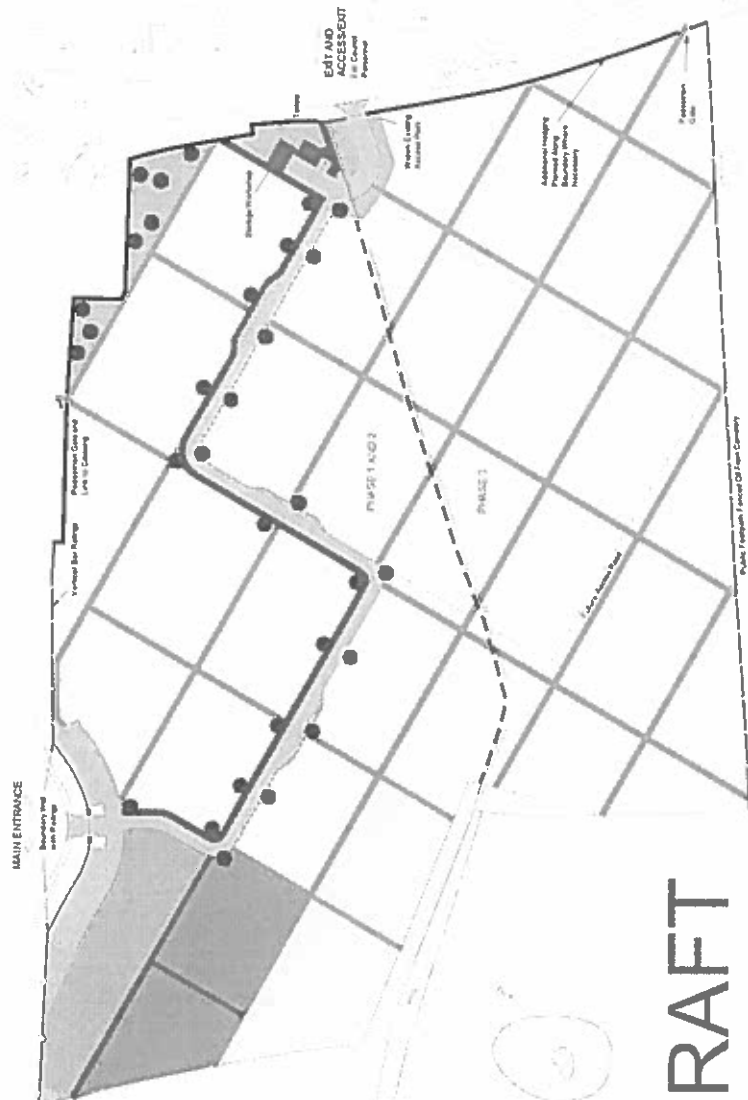
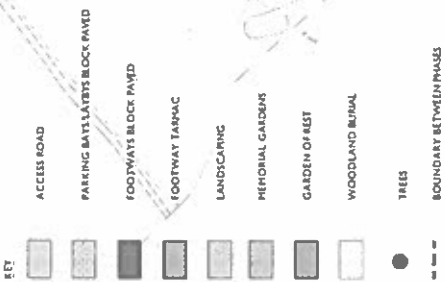
NB

**PLEASE NOTE THAT THESE ESTIMATES ARE BASIC CONSTRUCTION COSTS
AND DO NOT INCLUDE FOR ANY DESIGN FEES OR LAND COSTS.**

**ESTIMATED COSTS ARE FOR CONSTRUCTION AT CURRENT PRICES. THESE
WILL INCREASE OVER TIME.**

**Estimates have been evaluated without detailed information (ie ground
investigation and provisional sums for certain items)**

- PHASE 1**
- ENTRANCE**
 - Access Road, Entrance Gates, Boundary Wall and Railings, Railings Along Through
- CAR PARKING**
 - Seaters For a Minimum of 20 Cars (Block Paved)
- ONE WAY ACCESS ROADS**
 - 5m Wide Adjacent to Parking Bays
 - 2.5m Wide Parking Lanes on Through Route (Block Paved)
 - 2m Wide Footway Adjacent to Through Route (Block Paved)
- MEMORIAL GARDENS**
- GARDEN OF REST**
- EXIT**
 - 2m Wide Tarmac Footway
 - 2m Wide Tarmac Footway
 - Provision of Toilet Block and Connection to Services
 - Provision of Storage/Workshop Building for Council
 - Footway, including Connection of Services to Building
 - Gate
 - 2 Way Access Road, 7m Wide, (Possible Up Grade of Stream Crossing)
 - Widening of Existing Field Access
- PHASE 2**
- FOOTWAYS**
 - 2m Wide Footways to Form Remaining Grid Pattern (Up to Boundary Between Fields)
- LANDSCAPING**
 - Trees on Main Through Route
 - General Landscaping
- PHASE 3**
- ACCESS ROAD**
 - 4.5m Wide Access Road to East Field
 - 2m Wide Footways to East Field
 - 2m Wide Footways to East Field
 - Culverting of Ditch Between Fields



DRAFT

<u>Summary for Site 2</u>	
PHASE 1	Cost Estimates
Entrance	
Access road, entrance gates, boundary wall with railings, low level lighting.	£47,400
Toilet Block	£60,500
Mess/Storage	£54,000
Car parking	
Spaces for 20 cars (block paved), access road, low level lighting	£45,900
Main access road	
Access road, block paved lay-bys, block paved footway, low level lighting	£292,500
Memorial Gardens & Garden of Rest	
Block paved footway	£35,600
Exit	
Access road, block paved footway, gates, low level lighting	£45,900
TOTAL PHASE 1	£581,800
PHASE 2	
Footways	
Tarmac footways	£59,500
Fencing off pond	£1,500
Landscaping, trees	£15,000
TOTAL PHASE 2	£66,000
PHASE 3	
Main Access Road	
Access road, block paved laybys, block paved footway, low level lighting	£241,400
Tarmac footways	£44,400
Landscaping, trees	£12,000
TOTAL PHASE 3	£297,800
GRAND TOTAL	£955,600

NB PLEASE NOTE THAT THESE ESTIMATES ARE BASIC CONSTRUCTION COSTS AND DO NOT INCLUDE FOR ANY DESIGN FEES OR LAND COSTS.

COSTS ARE FOR CONSTRUCTION AT CURRENT PRICES. THESE WILL INCREASE OVER TIME

Estimates have been evaluated without detailed information (ie ground investigation and provisional sums for certain items)

OPTION 1

Purchase of additional land from west field in order to change access from Bryn Cwnin Road into Main Entrance and Exit. Main Entrance shown via Gypsy Lane would then become entrance / exit for use by Council personnel and their vehicles only.

Additional Cost to Phase 1 and overall costs	£10,000
<u>GRAND TOTAL</u>	£945,600

OPTION 2

Purchase of additional land from properties adjacent of Gypsy Lane in order to make Gypsy Lane into Main Entrance and Exit. Exit shown into Bryn Cwnin Road would then become entrance / exit for use by Council personnel and their vehicles only.

Additional Cost to Phase 1 and overall costs	£12,700
<u>GRAND TOTAL</u>	£948,300

OPTION 3

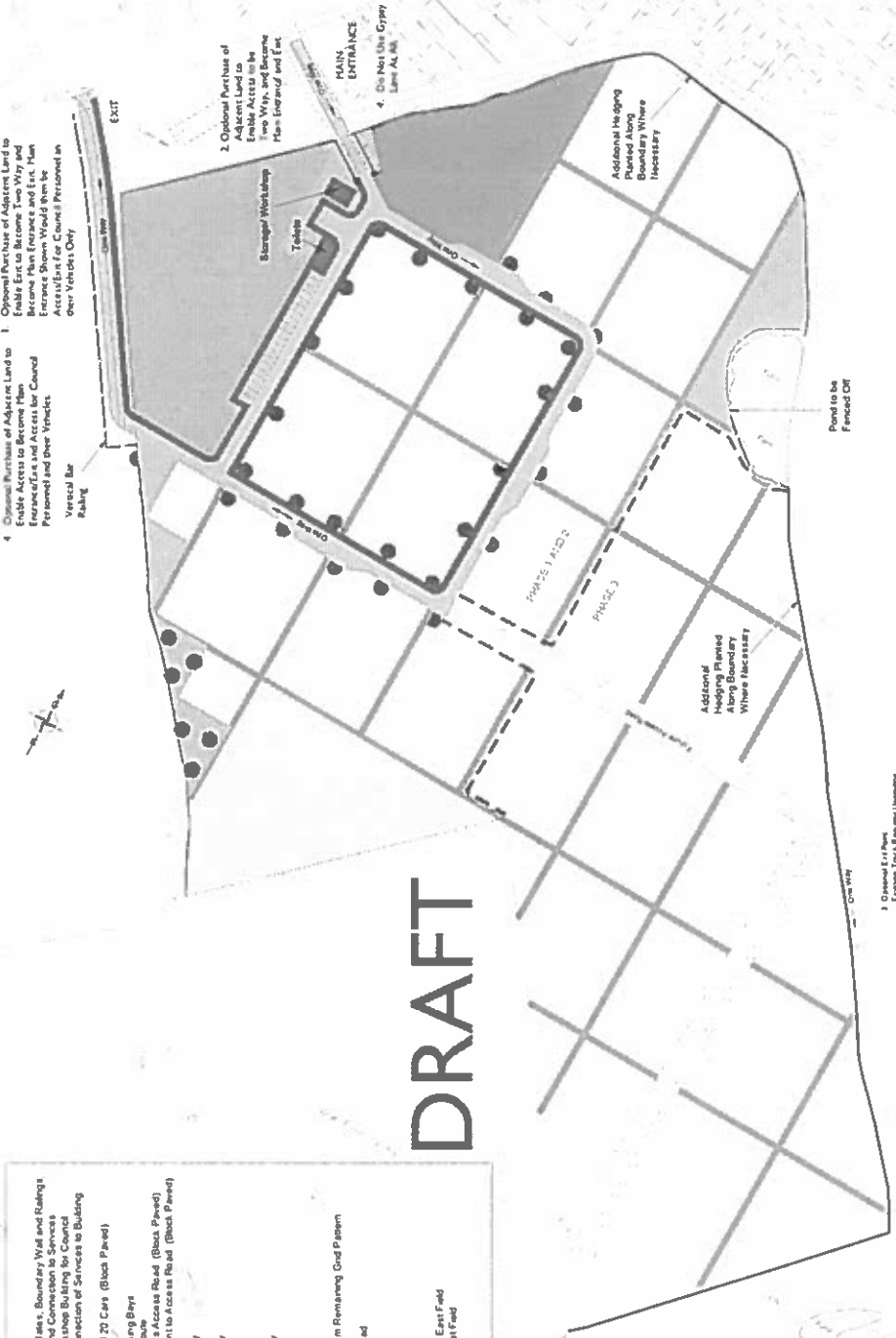
If DCC Development Control do not permit the use of Gypsy Lane as an entrance or exit, optional exit via Gypsy Lane and Pentre Lane to Rhuddlan. Access road extended to Gypsy Lane and existing track upgraded from new exit to Bryn Cwnin Farm. (Exit route will be along narrow single track road with no passing places for approximately 1 mile.

Additional cost to Phase 1	£138,500
Reduction in costs to Phase 3	-£98,300
Nett Change to overall costs	£40,200
<u>GRAND TOTAL</u>	£975,800

OPTION 4

If DCC Development Control totally refuse the use of Gypsy Lane as either an access or exit, purchase of additional land from west field in order to make access from Bryn Cwnin Road into Main Entrance and Exit and for use by Council personnel and their vehicles.

Reduction in costs to Phase 1 and overall costs	-£37,400
<u>GRAND TOTAL</u>	£898,200



- PHASE 1**
- ENTRANCE**
- Access Road, Entrance Gates, Boundary Wall and Railing
 - Provision of Staff and Contractor Access
 - Provision of Staff and Contractor Access to Building Operators, Including Connection of Services to Building
 - Spaces for a Minimum of 20 Cars (Block Paved)
- CAR PARKING**
- 6m Wide Access to Parking Bays
 - 2m Wide Access to Parking Bays
 - 2.5m Wide Parking Laybys Access Road (Block Paved)
 - 2m Wide Footway Adjacent to Access Road (Block Paved)
- MEMORIAL GARDENS**
- 2m Wide Tarmac Footway
- GARDEN OF REST**
- 2m Wide Tarmac Footway
- EXIT**
- Gates
 - 4.5m Wide Access Road
 - 2m Wide Tarmac Footway
- PHASE 2**
- FOOTWAYS**
- 2m Wide Footways to Form Remaining Grid Pattern
- LANDSCAPING**
- Trees on Main Access Road
 - General Landscaping
- PHASE 3**
- ACCESS ROAD**
- 6m Wide Access Road to East Field
 - 2m Wide Footways to East Field

KEY

- ACCESS ROAD
- PARKING BAYS/LAIBS BLOCK PAVED
- FOOTWAYS BLOCK PAVED
- FOOTWAY TARMAC
- LANDSCAPING
- MEMORIAL GARDENS
- GARDEN OF REST
- WOODLAND BURIAL
- TREES
- BOUNDARY BETWEEN PHASES

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4. Optional Purchase of Adjacent Land to Enable Access to Become Fully Covered and these Vehicles Parked and their Vehicles. Veranda Bar Railing

2. Optional Purchase of Adjacent Land to Enable Access to Become Fully Covered and these Vehicles Parked and their Vehicles. Veranda Bar Railing

4. Do Not Use Cyprip Line ALM

Additional Hedging Planted Along Boundary Where Necessary

Pond to be Fenced Off

3. Detailed ERF Plan. Existing Trees to be Retained Where Possible. ERF Block to be 452m x 1.5m and 50m. Trees to be 10m or 12m for Pumping Station

Report to:	Communities Scrutiny Committee
Date of Meeting:	12 July 2018
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 Section 7 of Denbighshire County Council's Constitution sets out each Scrutiny Committee's terms of reference, functions and membership, as well as the rules of procedure and debate.
- 4.2 The Constitution stipulates that the Council's scrutiny committees must set, and regularly 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. From now on 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. 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) 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 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). No items should 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.

Cabinet Forward Work Programme

- 4.8 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

- 4.9 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 met on 28 June 2018. They asked this Committee to consider the following items:

- Proposed New Waste and Recycling Model
- Implementation of the Welsh Government's Free Childcare Offer in Denbighshire

Both items have been scheduled for presentation to the Committee at its next meeting on 6 September (see Appendix 1). It is proposed that this meeting will be webcast. Due to the comprehensive nature of both topics the scheduled progress report on Tourism, Events and Destination Management, originally scheduled for presentation in September, has been rescheduled for presentation to the Committee's October meeting.

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 Well-being Impact Assessment? The completed Well-being Impact Assessment report can be downloaded from the [website](#) and should be attached as an appendix to the report

A Well-being Impact Assessment has not been undertaken in relation to the purpose or contents of this report. However, Scrutiny through its work in examining service delivery, policies, procedures and proposals will consider their impact or potential impact on the sustainable development principle and the well-being goals stipulated in the Well-being of Future Generations (Wales) Act 2015.

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

Section 7.11 of the Council's Constitution stipulates that scrutiny committees and/or the Scrutiny Chairs and Vice-Chairs Group will be responsible for setting their own work programmes, taking into account the wishes of Members of the Committee who are not members of the largest political group on the Council.

Contact Officer:

Scrutiny Coordinator

Tel No: (01824) 712554

e-mail: rhian.evans@denbighshire.gov.uk

Communities Scrutiny Committee Forward Work Plan

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

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
6 September	Cllr. Brian Jones	1. Proposed New Waste & Recycling Model	To consider the full business case and costs for the provision of the new waste & recycling service along with an analysis of the responses received to the public consultation on the proposed new model	Detailed evaluation of the business case and benefits of the proposed new model and the formulation of recommendations for presentation to Cabinet in October 2018 in relation to the proposed new model	Tony Ward	By SCVCG June 2018
	Cllr. Huw Hilditch-Roberts	2. Implementation of WG's free childcare offer in Denbighshire	To examine the implementation plan for the pilot scheme which will be rolled out to areas of Denbighshire in April 2019, prior to being rolled-out to the entire county in 2020	An understanding of the practical considerations and risks associated with the phased implementation of the offer within Denbighshire and an opportunity to make observations and recommendations to Cabinet prior to its consideration of the plan	Karen Evans/James Wood	By SCVCG June 2018
25 October	Cllr. Huw Hilditch Roberts	1. <i>Ysgol Rhewl and Ysgol Llanbedr Dyffryn Clwyd</i> [Education]	<i>An evaluation of the support provided to both schools and stakeholders during the period leading up to</i>	<i>To ensure that pupils and stakeholders are adequately supported by the education authority to ensure that the pupils are not disadvantaged, attain the desired outcomes and realise their potential</i>	<i>Karen Evans/Geraint Davies/James Curran</i>	<i>October 2017</i>

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered	
			<p>(i) the closure of Ysgol Rhewl and the transfer of pupils to the new area school in Ruthin; and</p> <p>(ii) the WG's Cabinet Secretary's announcement in relation to Ysgol Llanbedr D C's appeal and subsequent future arrangements for the education of its pupils</p>				
	Cllr. Tony Thomas	2.	Planning Enforcement	To detail the effectiveness of the planning enforcement regime and detail the criteria used to determine and prioritise enforcement action	To evaluate the effectiveness of enforcement action undertaken against contravention of planning conditions to determine whether it is an effective use of resources which supports residents and will realise the Council's efforts to deliver its corporate priorities and the Corporate Plan	Emlyn Jones/Paul Mead	By SCVCG March 2018
	Leader	3.	Tourism, Events & Destination Management (tbc)	To detail the progress achieved to date with various tourism initiatives and their contribution towards delivering the Council's overall	Effective and appropriate support to the county's businesses and communities in relation to developing a sustainable tourism economy that aligns and contributes towards the delivery of the Council's overall ambition in respect of economic development	Peter McDermott	September 2017(rescheduled by SCVCG June 2018)

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
				ambition in relation to economic development		
13 December						
24 Jan 2019	Cllr. Tony Thomas	1. Caravan and Holiday Park Regulation Procedure	To assess the effectiveness of the county's regulation procedure in ensuring that caravan and holiday park planning and licensing conditions are complied with	Ensuring that all regulatory stipulations are adhered to and that holiday caravan sites contribute towards the economic prosperity of the area and local residents are supported to live in homes that meet their needs	Emlyn Jones/Paul Mead	By SCVCG January 2018
14 March	Cllr. Tony Thomas	1. Seagull Management Update	To report on the progress made in developing and delivering the Seagull Management Action Plan and the associated Public Awareness Campaign	An assessment of whether appropriate and proportionate actions are being taken to protect residents, businesses and visitors from the nuisance caused by gulls and whether the measures taken are effective and support the delivery of the Council's Corporate Plan	Emlyn Jones/Gareth Watson	March 2018
	Cllr. Brian Jones	2. Car Park Asset Management Plan	To detail the progress made to date with the delivery of the asset management plan and associated initiatives	To realise the delivery of the plan, the investment programme in the county's car parks and the associated initiatives with a view to delivering the connected communities and environment priorities within the Council's corporate plan	Emlyn Jones/Mike Jones	March 2018

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
	Cllr. Brian Jones Reps from Dŵr Cymru Welsh Water & NRW to be invited	3. Flood Management Responsibilities in Denbighshire	To present the conclusions of the joint study into whether improvements could be made to the management of the Rhyl Cut and Prestatyn Gutter, adjacent drains and sewers, and to outline each organisation's responsibilities in relation to flood management and flood mitigation	An assessment of whether the Council effectively fulfils its responsibilities in relation to flood management and mitigation and works effectively with partner organisations to reduce the risk of flooding and deliver the Environment and Resilient Communities priorities of the Corporate Plan	Tony Ward/Wayne Hope	March 2018
9 May	Cllr. Julian Thompson-Hill	1. Universal Credit (unless concerns merit it to be brought to Scrutiny earlier)	To detail: (i) the impact of the introduction of Universal Credit (full service) on Council services and residents 12 months following roll-out to the majority of the county area; (ii) the effectiveness of the measures taken by the Council and its	An understanding of the impact of UC on Council services and on residents during the early roll-out stages of the new benefits system in the county; an assessment of the effectiveness of measures taken to date in supporting services and residents to deal with the changes and proposed plans for dealing with the remainder of the rollout and the eventual migration of current benefit recipients onto the new UC in due course. Scrutiny's consideration of the above matters will assist it to identify	Paul Barnes/Rachel Thomas	May 2018

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered	
			<p>partners with a view to mitigating the effects of its introduction on residents and Council services, including the lessons learnt; and</p> <p>(iii) the work underway to mitigate the impact on services and residents in readiness for the migration current benefit recipients on to UC in due course</p>	proposed ways to mitigate against the effects of UC adversely affecting the Council's aim of building resilient communities			
	Leader	2.	Tourism Signage Strategy for Denbighshire	To outline the progress made by the Working Group in developing a tourism signage strategy for the county, consideration of potential funding sources, and the anticipated timescale for the project's delivery	The development of a tourism signage strategy that complements trunk road signage and technological innovations in the field of tourism, takes into account the aims of 'The Wales Way' project, attracts visitors and increases the value of tourism spend in the county in line with the corporate priority relating to the Environment, and in-keeping with the outcomes of Denbighshire's Tourism Strategy	Mike Jones/Peter McDermott	May 2018

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
4 July						
5 Sept						
24 Oct	Cllr. Huw Hilditch Roberts	1. <i>Impact of the Ruthin Primary Education Area Review</i> [Education]	<i>To consider the findings of the of the impact assessment (based on the WBFG Act principles and goals) undertaken following the conclusion, implementation of the decisions relating to the review</i>	<i>Identification of any negative or unintended/unexpected outcomes from the school reorganisation decisions that will assist planning for similar projects in future to ensure the well-being of all stakeholders</i>	<i>Karen Evans/Geraint Davies/James Curran</i>	<i>October 2017</i>
12 Dec						

Future Issues

Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered

For future years

Information/Consultation Reports

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

Communities Scrutiny Committee Forward Work Plan

Note for officers – Committee Report Deadlines

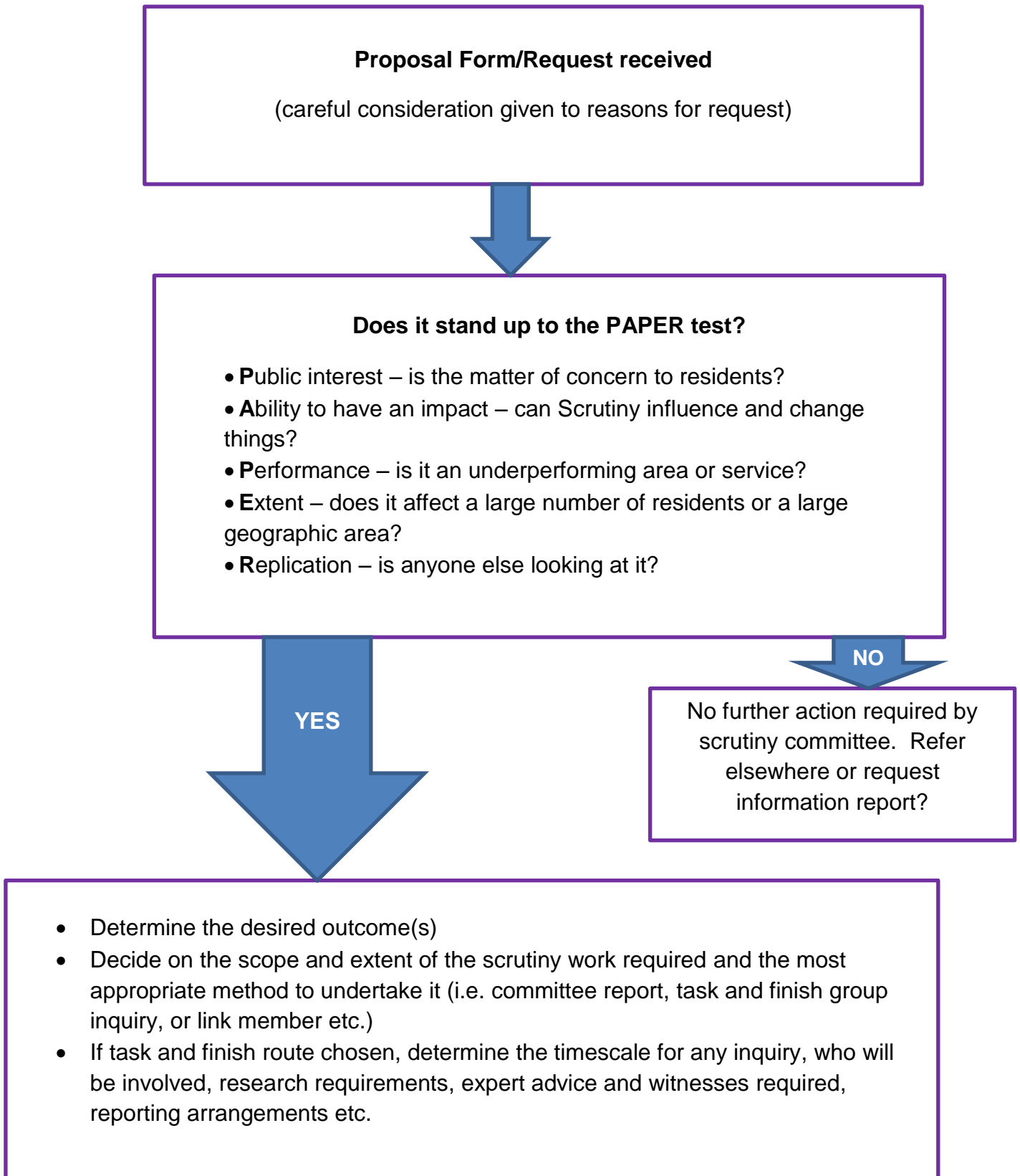
Meeting	Deadline	Meeting	Deadline	Meeting	Deadline
6 September	23 August	25 October	11 October	13 December	29 November

Communities Scrutiny Work Programme.doc
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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



Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
31 July	1	Contract Variation for DCC Household Waste Recycling Centres	To request Cabinet approval for a contract variation for DCC Household Waste Recycling Centres	Yes	Councillor Brian Jones / Tony Ward / Tara Dumas
	2	Employment Policies	To consider a number of employment policies for approval	Yes	Councillor Mark Young / Catrin Roberts, Andrea Malam
	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
25 Sept	1	Implementation of Welsh Government free childcare offer in Denbighshire	To consider the proposed implementation of the Welsh Government free childcare offer in Denbighshire	Tbc	Cllr Huw Hilditch-Roberts / James Wood / Karen Evans
	2	Future provision of environmental crime enforcement functions	To consider an options appraisal with recommendations for the future provision of environmental crime	Yes	Councillor Tony Thomas / Emlyn Jones

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			enforcement within the county		
	3	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh
	4	Business Improvement Districts	To inform members of progress made on developing Business Improvement Districts and to make a recommendation in respect of the Business Plan	Tbc	Councillor Hugh Evans / Mike Horrocks
	5	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
30 Oct	1	Collaborative Procurement Unit	To consider an extension of the collaborative arrangements with Flintshire County Council	Yes	Councillor Julian Thompson-Hill / Lisa Jones / Helen Makin
	2	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh
	3	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
20 Nov	1	Corporate Plan 2017-2022 (Q2)	To review progress against the performance management framework	Tbc	Councillor Julian Thompson-Hill / Nicola Kneale
	2	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh
	3	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
18 Dec	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
<i>July</i>	17 July	<i>September</i>	11 September	<i>October</i>	16 October

Cabinet Forward Work Plan

Updated 28/06/18 - SP

Cabinet Forward Work Programme.doc

Progress with Committee Resolutions

Date of Meeting	Item number and title	Resolution	Progress
17 May 2018	6. Universal Credit	<p><u>Resolved:</u> - <i>subject to the above observations</i></p> <p>(i) <i>to continue to support the on-going work of the Universal Credit Board to understand and manage the impacts for both Council Services and Denbighshire residents of the introduction of Universal Credit; and</i></p> <p>(ii) <i>unless concerns merit earlier consideration, to request that a further report be presented to the Committee in twelve months' time on the impact of the introduction of Universal Credit Full Service on residents and Council services, and that the report include details of any lessons learnt from the initial roll-out and an overview of the work underway to mitigate the impact on the Council and residents of the migration of current benefit recipients to Universal Credit in due course</i></p>	<p>The Lead Member, relevant officers and partner organisations have been advised of the Committee's recommendations and the presentation of a progress report has been scheduled into the Committee's forward work programme for its meeting in May 2019 (unless concerns or developments necessitate the presentation of a report to Scrutiny at an earlier date)</p>
	7. Tourism Signage Strategy for Denbighshire	<p><u>Resolved:</u> - <i>subject to the above observations</i></p> <p>(i) <i>to support the continuation of the work to develop a tourism signage strategy for Denbighshire;</i></p>	<p>The Leader, Deputy Leader and relevant officers have been informed of the</p>

		<p>(ii) <i>to confirm that, as part of its consideration it had read, understood and taken account of the Well-being Impact Assessment in Appendix A;</i></p> <p>(iii) <i>to recommend that the proposed officer and elected member working group to be established to develop a tourism signage strategy for Denbighshire comprise of 12 elected members, two representing each Member Area Group (MAG), and a representative from Welsh Government (WG), along with relevant officers; and</i></p> <p>(iv) <i>that a report on the Working Group's progress in developing a tourism signage strategy, including information on potential funding sources and anticipated timescale for the project's delivery, be presented to the Committee in 12 months' time</i></p>	<p>Committee's recommendations and a report on the Working Group's progress has been scheduled into the Committee's forward work programme for its meeting in May 2019</p>
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