

To: Members of the Communities
Scrutiny Committee

Date: 30 August 2018

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Dear Councillor

You are invited to attend a meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **9.30 am** on **THURSDAY, 6 SEPTEMBER 2018** in **COUNCIL CHAMBER, COUNTY HALL, RUTHIN LL15 1YN**.

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

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

3 URGENT MATTERS AS AGREED BY THE CHAIR

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

4 MINUTES (Pages 5 - 16)

To receive the minutes of the Communities Scrutiny Committee held on 12 July 2018 (copy attached).

5 IMPLEMENTATION OF THE WELSH GOVERNMENT'S FREE CHILDCARE OFFER IN DENBIGHSHIRE (Pages 17 - 78)

To consider a report by the Principal Manager: Intervention, Prevention, Health and Wellbeing (copy attached) to seek Scrutiny's views on the proposed implementation of the Welsh Government's free childcare offer in Denbighshire from April 2019.

6 SCRUTINY WORK PROGRAMME (Pages 79 - 96)

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

7 FEEDBACK FROM COMMITTEE REPRESENTATIVES

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

MEMBERSHIP

Councillors

Councillor Huw Williams (Chair)

Councillor Graham Timms (Vice-Chair)

Brian Blakeley
Meirick Davies
Rachel Flynn
Tina Jones
Merfyn Parry

Anton Sampson
Glenn Swingler
Andrew Thomas
Cheryl Williams

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LOCAL GOVERNMENT ACT 2000

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'.

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COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held in Conference Room 1a, County Hall, Ruthin on Thursday, 12 July 2018 at 10.00 am.

PRESENT

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

Councillor Tony Thomas, Lead Member for Housing, Regulation and the Environment was in attendance for agenda item 6 at the Committee's request.

Observers: Councillors Bobby Feeley and Arwel Roberts.

ALSO PRESENT

Corporate Director: Economic and Community Ambition (GB), Head of Community Support Services (PG), Head of Highways and Environmental Services (TW), Works Unit Manager (AC), Scrutiny Coordinator (RE), Democratic Services Officer (KAE).

Attendees from Welsh Ambulance Service Trust:

Andrew Long – Regional Manager North Wales WAST

Duncan Robertson – Regional Clinical Lead (Consultant Paramedic) North Wales

Claire Bevan – Executive Director of Quality Safety & Patient Experience (Nursing) WAST

Pam Hall – Non Executive Director WAST

Deborah Carter – Representing Gill Harries BCU Executive Nurse Director

1 APOLOGIES

Apologies were received from Councillor Merfyn Parry.

2 DECLARATION OF INTERESTS

Councillor Brian Blakeley declared a personal interest in agenda item 5 as his wife worked for the NHS.

3 URGENT MATTERS AS AGREED BY THE CHAIR

There were no urgent matters.

4 MINUTES

The minutes of the meeting of the Communities Scrutiny Committee held on 17 May were submitted.

There were no matters arising.

RESOLVED that the minutes of the meeting held on 17 May 2018, be received and approved as a correct record.

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

The Chair welcomed representatives from the Welsh Ambulance Service Trust (WAST) and Betsi Cadwaladr University Health Board's (BCUHB) GP Out of Hours (OOH) Service to the meeting to give a presentation on how both services were working together to improve outcomes for patients through the delivery of a clinically appropriate response rather than focussing on meaningless time targets.

Through the medium of a PowerPoint presentation WAST representatives explained the transformation programme which had taken place in the ambulance services in Wales in recent years. They highlighted a number of the positive developments that had taken place as part of this transformation programme and shared their experience of implementing the Clinical Response Model (which determined the most appropriate response to deploy to an emergency callout). They recounted the lessons learnt as part of the implementation process and their future aspirations for improving the care pathway for patients.

Members were also given an overview of the position of the Clinical Response Model in context of the wider organisational and system change within the health service in Wales.

WAST was commissioned by all health boards in Wales to provide an ambulance service to transport patients to their establishments and to deliver appropriate health intervention services en-route to those establishments. Across Wales the Service dealt within the region of 1,300 emergency calls a day. The Service - which was Government funded - was free at the point of need.

Similar to other health and social care services and partly due to demographic changes, it was under constant pressure as the demand for its services was continually increasing. That increase in demand had highlighted for the Ambulance Service the need to change the operating environment within which they worked. The focus was diverted away from meeting non-meaningful time targets, to improving the experience for the patient when they arrived, to treat them with a view to improving the outcomes for them in the long-run.

The new Clinical Response Model was at the heart of the transformation programme. WAST was the first Ambulance Service to adopt this model, however services in both England and Scotland were now following WAST's lead. During the presentation WAST representatives:

- described the 'designing ambulance into unscheduled care' process and the agreed Red, Amber, Green (RAG) prioritisation procedure - which was designed to be clinically focused, prudent and safe for all patients;
- advised that whilst as a Service they had various targets set for specific tasks or areas of work, the only target they were measured against on a

national basis by the Government was the 8 minutes target set for responding to a call allocated 'Red' status – the highest level emergency;

- advised that reducing demand for the Service was extremely difficult. Data evidenced an increase in demand year on year, with future projections also estimating a year on year increase in demand on the Service for the foreseeable future. Consequently a plan was needed to try and better manage the demand;
- explained that the Clinical Response Model trialled and adopted in Wales included working with partners - i.e. Health Boards, GPs, Social Services, Police, Fire and Rescue Service etc. - to effectively and appropriately support people who called the Ambulance Service on a regular basis (Frequent Callers).

For example clinicians were now located in Police and Fire & Rescue Services' Control Centres to help manage calls received at those centres with a view to appropriately prioritising the Ambulance Service's response to those calls. The 'Hear and Treat' approach, during which appropriately qualified paramedic and nurse clinicians would undertake telephone assessments and determine the most appropriate method of treatment for the patient was proving to be successful.

The statistics on the number of calls received by the Service during the period between January and March in 2017 and 2018 and the number of conveyances by ambulance to hospital illustrated the success of the new Clinical Response Model. Despite the number of calls received by the Service increasing the number of conveyances to hospital by ambulance had reduced, thus releasing emergency ambulances to be available to respond to critical emergencies;

- informed members that WAST had a target of 65% set for the number of RED category response calls to be reached within 8 minutes in Denbighshire. The 65% target took into account the rural nature of the county. Between January and May 2018 the Service had exceeded this target and was responding to calls in this category within the 8 minute timeframe in 80% of the cases, with performance varying between 72.7% and 85.4%; and
- gave statistics on the number of 'ambulance hours lost' due to the time taken outside Accident and Emergency Departments to 'handover' patients to the care of the Health Board. The number of 'hours lost' in the BCUHB area was consistently the highest in Wales. However, a lot of work had been undertaken at Ysbyty Glan Clwyd with a view to improving performance in this area. This approach had proved successful and was now being rolled-out to the other Accident and Emergency Departments across North Wales;

WAST's Regional Clinical Lead (Consultant Paramedic) for North Wales gave an overview of a pilot project undertaken, the aim of which was to test whether a rotational model of working enabling the effective deployment of Advanced Paramedic Practitioners (APPs) could effectively reduce unnecessary hospital admissions.

The pilot, which took place between October 2017 and March 2018 involved 10 APPs, one of whom was located in the Clinical Call Centre (CCC). As part of the

trial the APPs were utilising the 'hear and treat' approach to determine the best care pathway for the patient.

During the 4 month trial period, without any adverse impact occurring:

- 1045 'top 3 code' incidents were dealt with.
- 30% of the cases were resolved and closed by the APP.
- Only 30% of the calls required an emergency ambulance to transport them to hospital,
- 70% of the calls did not require to be admitted to a hospital Emergency Department.

Consequently 307 ambulance conveyance journeys had been avoided, equating to 732 ambulance hours (or 61 12-hour shifts) saved back into the system. 95% of contacts had been resolved with a single episode of care, with patient satisfaction levels being recorded as 98%.

As the majority of APPs were currently based at either Ysbyty Gwynedd, Bangor or Ysbyty Maelor, Wrexham a business case was currently being prepared to extend the service across North Wales. Work was also underway with a view to training APPs to an even higher level - that would permit them to prescribe medications above what Patient Group Directions (PGDs) guidelines currently permitted them to prescribe.

The potential of locating APPs in primary care situations on a rotational basis was being explored aimed at providing support to primary care services. Unlike other medical and nursing professions paramedics were currently employed on a single-grade basis. Exploration of the potential to develop career progression pathways, with the possibility of introducing pay grades which would reflect experience, specialist skills etc. were underway.

Recently the pilot project had been awarded the Healthcare People Management Association Academi Wales Excellence in HR award and it had been shortlisted for the Improving Patient Safety Category award at the NHS Wales Awards.

WAST's Executive Director of Quality Safety and Patient Experience (Nursing) and BCUHB's Executive Nurse Director, and Senior Nurse for the GP Out of Hours Service (OOH) for Conwy and Denbighshire outlined the Alternative Care Pathways pilot, launched in October 2017, and the work of the GP OOH Service in alleviating pressures on Emergency Departments and hospital in-patient services.

Health and Social Care Services throughout the UK experienced the highest demand ever on their services during the winter of 2017/18. The Alternative Care Pathway process alleviated pressures on Emergency Departments by directing or conveying patients where appropriate to Minor Injuries Units (MIUs), which were generally closer to the patient's home.

At the MIU's they could be administered the appropriate treatment by a nurse practitioner or a senior nurse practitioner, and/or assessed for referral to more specialist services - i.e. Cardiac care, Diabetes Management, Alcohol & Drug Services, Social Care Services etc. MIUs had a far better environment for the

patient than a busy Emergency Department, particularly if they had complex needs.

The Health Board worked closely with GPs and the GP OOH's Service with regards to referring patients to GPs for continuing healthcare management. Whilst the GP OOH Service worked closely with the Health Board to deal with patients who presented themselves at the Emergency Department when GP surgeries were closed etc.

The GP OOH Service, a dedicated professional line available to WAST, other healthcare professionals - NHS Direct, Districts Nurses, Marie Curie Services etc. - and the public for GP advice was available between 6.30pm each evening and overnight until 8am from Monday until Friday, and between 6.30pm on a Friday and 8am on a Monday for weekend cover.

All telephone calls received by the Service, including those from paramedics of which there were in the region of 80 to 100 per week, were reviewed using the information/history given by the caller before the most appropriate clinical pathway was determined. Consideration was currently being given to developing the Service further by having a GP OOH's presence within Denbighshire's Single Point of Access (SPoA) Service. That would benefit both the GP OOH Service - by being co-located with other health and social care service services and agencies - plus it would assist the Council to meet the requirement of having a minimum of two people available in the Service during weekends etc.

With the changes in the demography of the population and an increasing number of older people living in the community, frailty was becoming more prevalent. This in turn increased the demand on services, therefore in order to manage that demand it was crucial that all health, social care services and the voluntary sector worked closely together to meet and manage the growing demand by devising alternative care pathways to support individuals.

Responding to members' questions WAST and BCUHB representatives along with Denbighshire's Lead Member for Independence and Well-being and Head of Community Support Services:

- advised that the direction of travel outlined by WAST and BCUHB in their presentations fitted in well with what the Council wanted to achieve, particularly with managing the SPoA Service;
- advised that the main issue for social care services was waiting times for ambulance to convey individuals assessed as requiring detention under the Mental Health Act;
- advised that the WAST was currently looking at its Public Health Plan to make sure it underpinned all of its operational plans and its Well-being Plan;
- agreed that there was a need and a duty to educate and communicate with residents on when to contact the Ambulance Service and which other health or social care services should be considered before calling 999;
- confirmed that all MIUs in Denbighshire, and across North Wales, had been involved with the Alternative Care Pathways pilot;

- confirmed that WAST was working closely with the Fire and Rescue Service on a number of initiatives. There was still an ambition to introduce co-responding across North Wales, where both Fire and Rescue Service staff and Ambulance Services personnel would respond together to an incident with a view to commencing appropriate treatment to the patient immediately the first emergency vehicle arrived at the scene of an incident. Both services also had data-sharing arrangements. Fire and Rescue Service staff undertaking Home Fire Safety Checks (HFSCs) also identified potential trip or slip hazards noticed within a person's home, any signs of ill-health, abuse or neglect, egress issues and prepared evacuation plans in the event of an emergency all of which may be valuable information for other services, such as the Ambulance Service if they were deployed to that particular address at a later date. WAST also worked with the Police and Fire and Rescue Services in relation to safeguarding concerns and/or signs of dementia. The more information agencies could share about individuals with whom they engaged with, the better the level of care other services could provide for those individuals when the need arose;
- acknowledged that APPs were not GP trained, they were not expected to have the knowledge and skills set of GPs. Their skills were more extensive than those of a paramedic and therefore they were a complementary resource that could deliver early intervention and care to a patient and potentially prevent the need for further more complex medical intervention later. They also had the knowledge and experience to determine the most appropriate next stage care pathway for the patient, if one was required;
- concurred with Committee members that the volunteer First Responders were key in rural areas as they had the skills to identify cardiac arrests, access to defibrillators and the skills to use them, as well as the knowledge to deal with trips and falls;
- advised that the number of beds available at each Accident and Emergency Department was a decision for the Health Board. However, the demand for beds in these departments varied on a daily basis and were extremely difficult to predict i.e. the Accident and Emergency Department at Ysbyty Glan Clwyd had anticipated 60 ambulances to convey patients to the Department the previous day, the actual total at the end of the day was 68 ambulances conveying patients to the Department. Despite receiving more ambulances than expected the Department had been able to deal safely with the patients;
- informed members that the delay encountered in handing patients over to district general hospitals stemmed from the Health Board being unable to discharge patients to other places of safety i.e. their home address, community hospital etc. Generally, with respect of discharging people to their home address the problem was delays encountered in arranging care packages for the individuals concerned;
- confirmed that with a view to assisting residents to access the right services with their first phone call WAST was exploring the feasibility of establishing a 'Clinical Hub' in North Wales. The intention was that people who dialled 999 or 111 would be directed to the correct service. A similar service already operated in the Abertawe Bro Morgannwg Health Board area. It was hoped that the first phase of this service would be available in the BCUHB area in

time for the forthcoming winter, with a view to building upon the services accessible via the Hub in future;

- advised that Ambulances on standby to respond to emergency calls were located at both Ambulance Stations and in roadside laybys. Decisions in relation to their location was taken based on achieving the optimal emergency vehicle coverage for the area at that particular time;
- explained that the Symptom Checker facility on the NHS Direct website was a particularly useful feature for the public's use. In future, with technological involvement other useful services may become available for mobile devices;
- confirmed that WAST and the Health Board were working closely with all 6 SPoA services in North Wales and referring cases to them. It was expected that once it was up and running the new Clinical Hub service would also refer people to the SPoA for their area. However, it would be useful for WAST, BCUHB and other regional and sub-regional services to have a single dedicated telephone number that would connect them to SPoA rather than as at present having six different telephone numbers for them. Nevertheless, they were of the view that closer working between all agencies was crucial if demographic pressures were to be effectively managed;
- advised that WAST representatives met on a regular basis with the Welsh Government (SG) and the Chief Executives of the seven Health Boards in Wales; and
- confirmed that the proposal to rollout the APP Service across North Wales now formed part of WAST's business plan for the forthcoming year. The Service and Health Board were also exploring the viability of extending the opening hours of MIUs and health service operated pharmacies.

The Corporate Director: Economic and Community Ambition undertook to make enquiries regarding any data which the Council could share with WAST -as he was aware that the Planning and Public Protection Service for example held information following Environmental Health visits or enforcement visits to Houses of Multiple Occupation (HMO).

WAST and BCUHB representatives indicated that if Committee members wished to visit the Accident and Emergency Department at Ysbyty Glan Clwyd, they would gladly facilitate a visit.

At the conclusion of the discussion the Chair thanked WAST and BCUHB individuals for attending, giving their presentation and answering members' questions. He also congratulated them on the improvements made to the Ambulance and Out of Hours Services and encouraged them to continually aim to improve services for the county's residents, as health services touched the lives of all residents. It was:

Resolved: - subject to the above observations to receive the presentations by the Welsh Ambulance Service Trust the GP Out of Hours Service.

6 DENBIGHSHIRE COUNTY COUNCIL CEMETERIES

The Lead Member for Housing, Regulation and Environment introduced the joint report (previously circulated) by the Works Unit and Streetscene Manager and the Streetscene Manager (North) which updated members on management matters relating to County Council owned cemeteries, including residual cemetery capacity across the county and potential risk areas with regards to future burial capacity. He explained further that the report and associated appendices sought the Committee's views on a proposed increase in burial fees at county-owned cemeteries, whether a task and finish group should be established to consider future capacity in the cemeteries, and also outlined the current maintenance regime and management policies for the cemeteries. The Lead Member advised that currently Denbighshire charged the lowest burial fees in North Wales, hence the reason for proposing a 5% increase in the fees. Even if the 5% increase was approved Denbighshire would still be one of the authorities which charged the lowest burial fees in the region.

The Head of Highways and Environmental Services drew members' attention to Appendix 5 of the report which contained the results of a feasibility study undertaken in 2004 by a Scrutiny Task and Finish Group on a proposal to develop a new cemetery for Rhyl. The feasibility study had been undertaken at that time due to the limited number of new plots available at the town's cemetery. However, due to the costs associated with developing a new cemetery the recommendation had been not to proceed with the proposal. Since then the town's cemetery had been closed to new burials. The remainder of the Council-owned cemeteries across the county had capacity at present to accommodate new burials. Burial capacity ranged between in excess of 1,000 plots at Coed Bell, Prestatyn to 55 at Llanrhydd, Ruthin.

Responding to members questions the Lead Member, Head of Service and officers:

- advised that the burial fees outlined in Appendix 2 to the report were the fees charged on Denbighshire residents. Burial of non-Denbighshire residents were permitted in the county's cemeteries, however the fees charged were doubled for non-residents. Nevertheless, individuals and families were willing to pay the additional cost;
- confirmed that the Council did not have sufficient capacity to undertake the ground maintenance work at the county's lawn cemeteries, hence the reason it was contracted out to an external contractor. There was currently a short-term contract with an external contractor for grounds maintenance for the cemeteries in place for the current year. Officers were presently exploring the possibility of incorporating the cemeteries ground maintenance contract with that for the highways verge grass cutting contract from March 2019;
- acknowledged some members' desire to have the grounds maintenance work undertaken in-house. However the Council did not at present have the capacity to undertake this work, and in the current public services financial climate it was unlikely to be in a position to undertake this work in-house for the foreseeable future, unless revenue funding was diverted to the Service from 'frontline' services;

- confirmed that the current ground maintenance contract specification did stipulate the standard of cutting required, the need to clear excess cuttings, liabilities for damage to headstones etc. All aspects contained in the contract specification were regularly monitored as part of the Council's contract monitoring process;
- advised that the Council's Cemetery Regulations contained details of the regulations and specifications in relation to memorials permitted at Council-owned cemeteries. This stipulated that no tributes or adornments were permitted lower down on the grave than the base of the headstone and that solar lights were not permitted in cemeteries. Families were made aware of these rules when purchasing a burial plot and informed that if adornments etc. were placed on a grave that the Council would remove them and keep them for families to arrange to collect them. Nevertheless, an appropriate period of 'time for grieving' was permitted following internment prior to the removal of any tributes and adornments. Officers were instructed to consistently enforce the policy across the county as applying discretion had the potential to undermine the policy;
- confirmed that memorial plaques on benches etc. within the County's cemeteries now had to conform to a standard specification;
- reaffirmed that due to health and safety responsibilities the Council could not permit external contractors or undertakers to open new graves or re-open existing ones. The Council did permit Saturday burials in its cemeteries if staff were available and willing to work overtime to accommodate them. The additional staffing costs were then reflected in the fees charged for the burial. However, the request for Saturday burials was low, fewer than 10 per year, therefore it was not viable to change the terms and conditions of employment of staff to include working on Saturdays in order to meet the demand;
- confirmed that, due to the costs involved with any such scheme, no further work had been undertaken following the 2004 feasibility study on developing new cemeteries in the county;
- advised that recent UK wide surveys indicated that approximately 58% of people expressed a preference for cremation rather than burial;
- confirmed that whilst a 5% increase in burial fees did seem high Denbighshire would still have one of the lowest charges for burials in North Wales. If this increase was supported it would then be advisable to increase the fees by a far lower percentage rate on an annual basis in order to keep a pace with other authorities; and
- confirmed that no exclusive rights of burial deeds for plots within the Council's cemeteries could now be purchased in advance, and that once an exclusive rights of burial deed had been purchased no further maintenance charges etc. were levied for that plot

Reference was made by a member to the City of London's policy of permitting the re-lease of graves, where the current lease has extinguished, for the purpose of new burials on condition that any memorials on the grave were completely renovated with the original headstone turned around to leave the original inscription on the reverse and the new inscription being engraved on the front. Members enquired on whether this would be a long-term solution to the lack of capacity in some of Denbighshire's cemeteries. Officers undertook to make enquiries

regarding this suggestion, and on the length of time exclusive rights of burial were granted on Denbighshire graves. They also undertook to confirm whether a sign at one of the county's cemeteries stating that 'no solar lights permitted' was insensitive and to provide information on whether the cost of exclusive burials right and other burial fees covered the running and maintenance costs of the county's cemeteries in the long-term.

The Committee was firmly of the view that, based on the capacity available in council-run cemeteries which were within reasonable travelling distance for relatives, and the costs involved with establishing new cemeteries, there was not a need to establish a Scrutiny Task and Finish Group to consider the issue of future cemetery capacity in the county. The Head of Highways and Environmental Services agreed that officers would attend the Elwy Member Area Group and the Rhyl Member Area Group to discuss the challenges and potential solutions.

At the conclusion of the discussion the Committee:

Resolved: - subject to the above observations

- (i) that there was not a need to establish a Scrutiny Task and Finish Group to consider the issue of future capacity in Council cemeteries;***
- (ii) to support the existing policies relating to the management of the council's cemeteries; and***
- (iii) to support the proposals to increase burial fees to bring Denbighshire fees in line with neighbouring authorities***

Councillor Glenn Swingler requested that it be recorded that he voted against the above recommendation.

7 SCRUTINY WORK PROGRAMME

A copy of a report by the Scrutiny Co-ordinator, which requested the Committee to review and agree its Forward Work Programme and which provided an update on relevant issues, had been circulated with the papers for the meeting.

A copy of the Members Proposal Form had been included in Appendix 2. The Cabinet Forward Work Programme had been included as Appendix 3, and a table summarising recent Committee resolutions and advising on progress with their implementation, had been attached at Appendix 4.

Members were reminded that the August recess was approaching but any scrutiny proposals forms received up to mid August would be considered at the Scrutiny Chairs and Vice-chairs Group on 6th September.

The Communities Scrutiny Committee in September had two weighty items scheduled – the proposed new Waste & Recycling Model and the implementation of Welsh Government's free childcare offer in Denbighshire. Given the potential public interest in both items the meeting would be webcast.

It was agreed that the report on Tourism, Events and Destination Management be deferred to the Committee's October meeting.

RESOLVED – subject to the above to approve the appointments and the Committee's forward work programme.

8 FEEDBACK FROM COMMITTEE REPRESENTATIVES

None.

Meeting concluded at 12:15pm.

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Report to:	Communities Scrutiny Committee
Date of Meeting:	6th September 2018
Lead Member:	Lead Member for Education, Children and Young People
Report Author:	Principal Manager: Intervention, Prevention, Health and Wellbeing
Title:	Implementation of the Welsh Government's Free Childcare Offer in Denbighshire

1. What is the report about?

In 2017 the Welsh Government (WG) pledged to offer 30 hours a week of government-funded early education and childcare to eligible working parents of three and four year olds, for 48 weeks of the year by September 2020.

The aim of the Childcare Offer is to allow eligible parents to have more employment choices, increase their disposable income to help counteract poverty for those in low-paid jobs and ensure that quality early education and childcare is provided to promote child development and school readiness.

The Welsh Government have confirmed that Denbighshire County Council can begin to deliver the Childcare Offer to families from April 2019 and have agreed to work with the Council with the aim of making the offer available across the county at the same time, rather than on a phased ward by ward approach.

2. What is the reason for making this report?

To seek Scrutiny's views on the proposed implementation of the Welsh Government's Free Childcare Offer in Denbighshire from April 2019.

3. What are the Recommendations?

- 3.1 Members scrutinise and endorse the plans in place for full roll out of the Childcare Offer in Denbighshire on the basis of the current agreement with the Welsh Government.
- 3.2 Members endorse the proposed cross-county delivery plan with Flintshire County Council.
- 3.3 Members agree to further scrutinise a contingency plan for a priority wards roll out if, for any reason, funding for a full authority is not confirmed by the Welsh Government.

4. Report details

Background

The Childcare Offer for Wales provides government-funded childcare that includes Early Entitlement and Foundation Phase Nursery Provision for up to 48 weeks of the year. Children will be eligible to access the offer from the beginning of the term following their third birthday until the September following their fourth birthday.

Eligible children will be entitled to up to 20 free hours of childcare during term time in addition to the 10 hours already provided by the Foundation Phase. During the school holidays, when there is no early education, the offer will provide 30 hours a week of childcare for up to nine weeks.

Parents are able to choose any registered childcare setting that suits their personal and family circumstance, whether inside or outside of county, in agreement with the provider and the local authority. The childcare does not have to be delivered by the same provider as the Foundation Phase nursery education, so children can attend up to 2 registered childcare settings in addition to their nursery education setting in any given day.

The Childcare Offer is not means tested and will be available to all working parents who reside permanently in Wales and earn the equivalent of at least 16 hours at national living wage or national minimum wage. If part of a couple, both parents must be working and meet this requirement. An upper income cap for working parents is set at £100,000, each.

More information is available on the Denbighshire County Council website¹.

Delivery of the Childcare Offer in Denbighshire

The Welsh Government model for delivering the Childcare Offer in Wales builds on the experience and expertise of the 7 Early Implementer Local Authorities (EILAs) who have already developed operational systems to administer the Childcare Offer. The Welsh Government refers to these as 'Delivery Authorities' with responsibility for processing applications from parents, determining eligibility and informing them of the outcome. They will also process and make payments to childcare providers for delivering the offer.

Denbighshire County Council will work in partnership with Flintshire County Council who will act as our Delivery Authority. Flintshire's Joint Education & Youth and Social & Health Scrutiny Committee endorsed the proposal to act as the Delivery Authority for both Denbighshire and Wrexham on the 24th May 2018².

Denbighshire will have the role of 'Engagement Authority' with responsibility for promoting the offer to parents and childcare providers within the County, training staff to deal with enquiries on the Offer and providing Flintshire with information they require to process applications and administer the offer. Denbighshire will receive specific grant funding to deliver this function.

¹ <https://www.denbighshire.gov.uk/en/resident/community-and-living/childcare-and-parenting/30-hours-childcare-offer-for-3-and-4-year-olds/30-hours-childcare-for-3-and-4-year-olds.aspx>

² <http://committeemeetings.flintshire.gov.uk/ieListDocuments.aspx?CId=474&MId=4224&Ver=4&LLL=0>

The Welsh Government have agreed to work with Denbighshire to prepare to implement the Childcare Offer to all eligible parents across the county from April 2019. However this is subject to confirmation of funding, assurance we have communicated the offer across the authority and confirmation from Flintshire County Council that they are able to deliver their role as 'delivery authority' to this timescale.

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

The Offer will support our corporate priority to work with people and communities to build independence and resilience. The Childcare Offer is an incentive for families to work resulting in families having more disposable income and helping counteract poverty for those in low-paid jobs. There is evidence from early evaluations of the Offer in other authority's that parents have returned to work or increased working hours as a result of the Offer. Financially the Offer can make a real difference to a family, with estimated value of more than £5,000 a year per child.

The Offer also supports the Council's priority to support young people, specifically by delivering support for parents to give their children the best start and helping young people to develop practical 'life skills' and behaviours that contribute to good health and well-being. A key aim of Childcare Offer to supporting families with quality, flexible childcare that supports the wellbeing of their children by promoting child development and school readiness.

This is also an opportunity to contribute to our aim to make sure that we give young people the best start in life, by working with our partners, schools and businesses to make this happen. The Childcare Offer will also support economic regeneration by helping to sustain and remodel the childcare sector in Denbighshire creating opportunity for job creation, improvement in quality and choice for parents.

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

The Welsh Government have confirmed that the costs of implementing and delivery of the Childcare Offer in Denbighshire will be fully funded from a specific revenue grant. Denbighshire will operate in partnership with Flintshire who will act as our delivery authority, as such Flintshire will be responsible for assessing the eligibility of parents and payment of childcare settings from the Welsh Government grant.

In addition to the cost of paying service providers, revenue costs will be incurred in relation to the administrative duties that Denbighshire's officers will need to fulfil to implement the Childcare Offer in Denbighshire. The Welsh Government have confirmed that these costs will also be fully funded via a specific grant. The Childcare Offer initiative will not result in the need for the Council to fund costs for which it does not have budget provision.

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

A local impact assessment is not required as this is a national programme being implemented by the Welsh Government.

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

This is a Welsh Government initiative and have been consulted on nationally through their '#Talk Childcare' campaign³. This consultation highlighted that the significant issues for families were; the cost of childcare being a barrier to returning to work, concerns regarding children attending a number of different settings in one day and the flexibility and accessibility of settings in terms of location, opening times, Welsh language and provision for children with Additional Learning Needs.

We have also consulted locally with the following groups on our approach to implementing the Offer in Denbighshire; the Children, Young People and Families Partnership, the Childcare Forum, the Chairs of Clusters for School and the childcare providers and partner organisation's annual Childcare Conference. These consultations have mainly resulted in questions regarding the implications and practical delivery of the Childcare Offer which have informed our planning and reinforced our view that a full authority roll out across Denbighshire is the fairest and most equitable approach for our communities.

9. Chief Finance Officer Statement

The report is clear that the costs of implementing and delivering the Childcare Offer in Denbighshire will be fully funded from a specific Welsh Government revenue grant and that administrative and training costs will be also be funded by Welsh Government. On that basis the approach recommended within this report is fully supported.

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

Please see attached risk register for a summary (Appendix 4).

11. Power to make the Decision

Section 7.2.3 of the Council's Constitution states that Scrutiny can "consider any matter which affects the Council's area or its inhabitants".

Contact Officer:

Principal Manager: Intervention, Prevention, Health and Wellbeing
Tel: 01824 712978

³ <https://gov.wales/topics/people-and-communities/people/children-and-young-people/childcare/talk-childcare/talkchildcare-campaign/?lang=en>



To: Judith Greenhalgh,
Chief Executive,
Denbighshire County Council,

Cc: Karen Evans,
James Wood,
Dawn Anderson

20 March 2018

Dear Judith,

As you know the Welsh Government has been working with seven local authorities across Wales to deliver the childcare offer since September 2017. The Welsh Government remains committed to delivering the childcare offer across the whole of Wales by September 2020. Ahead of that we would like to expand the programme of early implementation, enabling us to test the offer in as many authorities as possible before full roll out. To achieve this we have agreed a rolling programme of early implementation, setting out when each local authority will become an early implementer.

Determinations around the rolling programme are based on the information supplied by the 15 local authorities not currently delivering the childcare offer in January, and discussions held with relevant Directors and senior officials regarding the strategic vision for the childcare offer and proposals for further roll out.

Having fully considered the information in the round I would like to invite Denbighshire County Borough Council to begin to deliver the childcare offer within some agreed wards from April 2019.

With regards to the strategic roll-out of the childcare offer across the whole of Wales we wish to make the process as uniform as possible, and to achieve maximum value for money for the administration of the process. Consequently we want the further roll-out of the childcare offer to be driven by the following principles:

- the process for applying for the offer should be as uniform as possible for parents;
- the process for payments to childcare providers to be as straightforward as possible particularly so if they are delivering childcare for parents from more than one local authority;
- reducing the duplication of effort in developing systems and processes;

- build on existing best practice and reducing the differences in approach across Wales; and
- achieving economies of scale.

Further to this, you will be aware that we are in discussions with HMRC about a longer-term on-line application process for parents to apply for the childcare offer and for childcare providers to receive payment. Consequently we wish to minimise the cost to Wales of developing multiple processes that will become redundant in 2020.

Given the existing Early Implementer Local Authorities (EILAs) have already developed operational systems to deliver the offer we are proposing a new delivery model for further roll out of the offer. The model will operate on a regional education improvement consortia basis and will see new early implementer local authorities (NEILAs) working in partnership with existing EILAs.

There will be two categories of local authority within an Education Improvement Consortia region; a delivery authority and an engagement authority:

- **Delivery Authorities** will be responsible for processing applications from parents, determining eligibility and informing them of the outcome. They will also process and make payments to childcare providers for delivering the offer.
- **Engagement Authorities** will be responsible for promoting the offer to parents and childcare providers within their areas, training their Family Information Service (FIS) to deal with enquiries on the offer and provide delivery authorities with any information they require to process applications and administer the offer.

During the discussion with James Wood we explored the possibility of you working in partnership with Flintshire County Council, who are already delivering the childcare offer. This model would see Flintshire County Council acting as the Delivery Authority on your behalf.

The Minister for Children and Social Care has recently agreed this approach and, consequently, I would now like to invite you to begin the formal arrangements to enable this to happen, in line with your internal processes. You are best placed to decide what wider governance arrangements need to be agreed with Flintshire, but I will be writing to them in similar terms.

We do, however, respect that there will be additional costs incurred by Denbighshire in taking forward the delivery of the childcare offer. You will be issued with a grant to cover these costs and further details on the specific amounts will be discussed with your officials in the coming weeks.

Subject to agreement to the proposals from both yourselves and Flintshire, further advice will need to be presented to the Minister for Children and Social Care ahead of a written statement being issued to Assembly Members. I would be grateful if we could align our communications and ensure that any public statements regarding delivery of the childcare offer in Denbighshire are made in parallel with that written statement. Colleagues from the Welsh Government's Press Office will want to work with you to coordinate any press and publicity.

I do not underestimate the challenges that joint working such as this may provide. The Welsh Government remains committed to regional working in the delivery of public services.

Therefore you can be assured of our continued and focused support throughout the delivery of this programme.

I am writing to all local authorities in Wales to inform them of the further expansion of the childcare offer across the remainder of Wales. My officials will continue to liaise with yours to co-ordinate this

Yours sincerely

A handwritten signature in black ink, appearing to read 'Owain Lloyd'.

Owain Lloyd
Dirprwy Gyfarwyddwr Is-adran Gofal Plant, Chwarae a Blynyddoedd Cynnar
Deputy Director Childcare, Play and Early Years Division

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Llywodraeth Cymru
Welsh Government

Ms Judith Greenhalgh
Chief Executive
Denbighshire County Council
County Hall
Wynnstay Road
Ruthin
Denbighshire
LL15 1YN

10 July 2018

Dear Ms Greenhalgh

**Award of Funding in relation to the Childcare Offer Administration Grant
2018-19. Reference: COEI-DEN-18-19**

1. Award of Funding

- (a) We are pleased to inform you that your Application has been successful and funding of up to £30,000 (*thirty thousand pounds*) ("the Funding") is awarded to you for the Purposes (as defined in Condition 4(a)).
- (b) The Funding relates to the period 1 April 2018 to 31 March 2019 and must be claimed in full by 26 April 2019 otherwise any unclaimed part of the Funding will cease to be available to you.
- (c) If you have any queries in relation to this award of Funding or the Conditions please contact the Welsh Government Official who will be happy to assist you.

2. Statutory authority and State Aid

- (a) This award of Funding is made on and subject to the Conditions and under the authority of the Minister for Children, Older People and Social Care, one of the Welsh Ministers, acting pursuant to sections 70 and 71(1) of the Government of Wales Act 2006 and section 14 of the Education Act 2002.
- (b) You must comply with the European Commission's State Aid Rules.

3. Interpreting these Conditions

Any reference in these Conditions to:

'you', 'your' is to

Denbighshire County Council
County Hall
Wynnstay Road
Ruthin
Denbighshire
LL15 1YN

'we', 'us', 'our' is to the Welsh Ministers;

'Welsh Government Official' is to

Claire McDonald
Welsh Government
Childcare, Play and Early Years Division
Cathays Park 2, (North N05)
Cardiff
CF10 3NQ

Tel: 03000 255761
Email: TalkChildcare@Gov.Wales

or such other Welsh Government official as we may notify you.

'Project Manager' is to

James Wood
Denbighshire County Council
County Hall
Wynnstay Road
Ruthin
Denbighshire
LL15 1YN

Tel: 01824 712978
Email: james.wood@denbighshire.gov.uk

'Application' is to your Information Request Pro-forma 2018;

'Conditions' is to the terms and conditions set out in this letter;

'Costs Incurred' is to the cost of goods and services you have received regardless of whether you have paid for them by the date of your claim;

'Notification Event' is to any of the events listed in Schedule 2;

'Payment Profile' is to the payment profile set out in Schedule 3;

'Personnel' is to your management/employees and suppliers or any other person appointed or engaged by you in relation to the Purposes;

'Schedule' is to the schedules attached to this letter;

'State Aid Rules' is to the rules set out in Articles 107 to 109 of the Treaty on the Functioning of the European Union (or in those Articles that may succeed Articles 107 to 109), secondary legislation such as frameworks, guidelines and block exemptions produced by the European Commission derived from Articles 107 to 109, case law of the European Courts and decisions of the European Commission regarding the application of Articles 107 to 109; and

any reference to any legislation whether domestic, EU or international law will include all amendments to and substitutions and re-enactments of that legislation in force from time to time.

4. What you must use the Funding for

- (a) You must use the Funding solely for the purposes set out in Schedule 1 (the "**Purposes**").
- (b) Any change to the Purposes will require our written consent which must be obtained from us in advance of implementing any change. Please note that we are not obliged to give our consent but we will consider all reasonable written requests.
- (c) You must not use any part of the Funding for: (1) party political purposes; (2) the promotion of particular secular, religious or political views; (3) gambling; (4) pornography; (5) offering sexual services; (6) purchasing capital equipment (other than as specified in the Purposes); (7) your legal fees in relation to this letter; (8) Costs Incurred or costs incurred and defrayed by you in the delivery of the Purposes prior to the period referred to in Condition 1 (b); (9) any kind of illegal activities; or (10) any kind of activity which in our opinion could bring us into disrepute.

5. Funding pre-conditions

- (a) We will not pay any of the Funding to you until you have provided us with the following information and documentation:

3

- (i) this letter signed by you;
 - (ii) documentary evidence that the signatories who have signed this letter on your behalf are duly authorised to do so;
 - (iii) documentary evidence that you have appropriate systems in place to undertake due diligence before utilising any part of the Funding to provide a grant to or procure any goods or services from third parties;
- (b) Prior to delivery of the offer in Denbighshire, we require evidence that there is an agreement in place between Denbighshire County Council (Denbighshire) and Flintshire County Council (Flintshire) in respect of the administration and delivery of the childcare offer by Flintshire on behalf of Denbighshire.
- (c) Where you are required to provide information and documentation to us as evidence that you have satisfied a particular pre-condition, Condition or in support of a claim, the information and documentation must be in all respects acceptable to us. We reserve the right to reject any information and documentation which is for any reason not acceptable to us.

6. How to claim the Funding

- (a) The Funding will be paid to you every six months, in arrears based on Costs Incurred by you in the delivery of the Purposes
- (b) You must claim the Funding promptly. We reserve the right to withdraw any part of the Funding that you do not claim promptly.
- (c) You must submit your claims for payment of Funding to the Welsh Government Official.
- (d) You must use our current claim form (which is available from the Welsh Government Official) and attach confirmation that you have appropriate systems in place to undertake due diligence before utilising any part of the Funding to provide a grant to or procure any goods or services from third parties.
- (e) We will aim to pay all valid claims as soon as possible and typically within 28 days.

7. Your general obligations to us

You must:

- (a) safeguard the Funding against fraud generally and, in particular, fraud on the part of your Personnel and notify us immediately if you have reason to suspect that any fraud within your organisation

whether or not it relates to the Funding has occurred or is occurring or is likely to occur. You must also participate in such fraud prevention initiatives as we may require from time to time.

- (b) comply with all applicable domestic, EU or international laws or regulations or official directives;
- (c) maintain adequate insurances to cover against the risks which may arise in connection with any property or any activity undertaken in delivery of the Purposes. We reserve the right to require you to provide proof of your insurance;
- (d) put in place and maintain appropriate systems to undertake due diligence before utilising any part of the Funding to provide a grant to or procure any goods or services from third parties;
- (e) co-operate fully with the Welsh Government Official and with any other employee of the Welsh Government or consultant appointed by us to monitor your use of the Funding and your compliance with these Conditions;
- (f) inform us immediately if any of the declarations made in Condition 8 is incorrect in any respect or, if repeated at any time with reference to the facts and circumstances then existing, would be incorrect.

8. Declarations

You declare that:

- (a) you have the power to enter into and to perform the obligations set out in these Conditions and you have taken all necessary action to authorise the entry into and performance of the obligations under these Conditions;
- (b) no litigation or arbitration is current or pending or, so far as you are aware, threatened, which have or could have an adverse effect on your ability to perform and comply with any of these Conditions;
- (c) the information contained in your Application is complete, true and accurate;
- (d) you have disclosed to us all material facts or circumstances which need to be disclosed to enable us to obtain a true and correct view of your business and affairs (both current and prospective) or which ought to be provided to any person who is considering providing funding to you;

9. Notification Events and their consequences

- (a) You must notify us immediately if a Notification Event has occurred or is likely to occur but we also reserve the right to notify you where we believe a Notification Event has occurred or is likely to occur.
- (b) We will either (i) notify you that we consider that the Notification Event is not capable of remedy or (ii) if we consider that the Notification Event is capable of being remedied seek to discuss the Notification Event with you with a view to agreeing a course of action to be taken to address the Notification Event.
- (c) We will be entitled to take any of the actions listed in Condition 9(d) if:
 - (i) despite our reasonable efforts we have been unable to discuss the Notification Event with you; or
 - (ii) we notify you that the Notification Event is not capable of remedy; or
 - (iii) a course of action to address the Notification Event is not agreed with you; or
 - (iv) a course of action to address the Notification Event is agreed with you but you fail to follow it, or any conditions attached to it are not met (including without limitation the timescale for such course of action); or
 - (v) the course of action fails to remedy the Notification Event to our satisfaction.
- (d) If any of the circumstances set out in Condition 9(c) occurs we may by notice to you:
 - (i) withdraw the award of Funding; and/or
 - (ii) require you to repay all or part of the Funding immediately; and/or
 - (iii) suspend or cease all further payment of Funding; and/or
 - (iv) make all further payments of Funding subject to such conditions as we may specify; and/or
 - (v) deduct all amounts owed to us under these Conditions from any other funding that we have awarded or may award to you; and/or
 - (vi) exercise any other rights against you which we may have in respect of the Funding.
- (e) All repayments of Funding must be made to us within 28 days of the date of our demand. If applicable, you must pay interest on any overdue repayments (on a compound basis) in accordance with the State Aid Rules.

10. Monitoring requirements

You must:

- (a) provide us with such documents, information and reports which we may reasonably require from time to time in order for us to monitor your compliance with the Conditions:
 - i)
- (b) meet with the Welsh Government Official and such other of our representatives as we may from time to time reasonably require;
- (c) ensure that the Project Manager (or such other person as we may agree) together with any other person we may require attends all meetings with the Welsh Government Official.

11. Audit Requirements

- (a) You must:
 - (i) maintain clear accounting records identifying all income and expenditure in relation to the Purposes;
 - (ii) without charge, permit any officer or officers of the Welsh Government, Wales Audit Office or European Commission at any reasonable time and on reasonable notice being given to you to visit your premises and/or to inspect any of your activities and/or to examine and take copies of your books of account and such other documents or records howsoever stored as in such officer's reasonable view may relate in any way to your use of the Funding. This undertaking is without prejudice and subject to any other statutory rights and powers exercisable by the Welsh Government, Wales Audit Office or the European Commission or any officer, servant or agent of any of the above;
 - (iii) retain this letter and all original documents relating to the Funding for a period of 10 years;
 - (iv) provide us with an Annual Statement of Grant Expenditure in accordance with the requirements set out in Schedule 3.
- (b) Under paragraph 17 of Schedule 8 to the Government of Wales Act 2006 the Auditor General for Wales has extensive rights of access to documents and information relating to monies provided by the Welsh Government. He and his officials have the power to require relevant persons who control or hold documents to give any assistance, information and explanation that they may require; and to require those persons to attend before them for such a purpose. The Auditor General and his staff may exercise this right at all reasonable times.

12. Third party obligations

- (a) Nothing in the Conditions imposes any liability on us in respect of any liability incurred by you to any third party (including, without limit, employees and contractors).
- (b) You must indemnify us against any liabilities, claims, proceedings, demands, losses, costs and expenses suffered or incurred by us directly or indirectly arising as a result of or in connection with any failure by you to perform fully or in part any obligation you may have to a third party.

13. Intellectual property rights and publicity

- (a) Nothing in these Conditions transfers to us any rights in any intellectual property created by you as a result of the Purposes.
- (b) You must acknowledge our support in relation to the Purposes. Such acknowledgement(s) must be in a form approved by us and must comply with the Welsh Government's branding guidelines.
- (c) You must provide the Welsh Government Official with details of all the acknowledgement(s) referred to in Condition 13(b) for our approval before any such acknowledgements are used and you may not use such acknowledgments without our prior written approval. We will endeavour to respond to all written requests for approval within 10 working days.
- (d) You agree that from the date of this letter until 5 years from the date of the final payment of Funding we may include details about your organisation and business, the Funding and the Purposes in Welsh Government promotional materials and you further agree to cooperate with our reasonable requests to achieve the production of such materials.

14. Information

- (a) You acknowledge that we are subject to the requirements of the Freedom of Information Act 2000 (the "FOIA"), the Environmental Information Regulations 2004 (the "EIR") and the Data Protection Act 1998 (the "DPA").
- (b) You acknowledge that we are responsible for determining in our absolute discretion whether:
 - (i) to disclose any information which we have obtained under or in connection with the Funding to the extent that we are required to disclose such information to a person making a disclosure request under the FOIA or the EIR; and/or

- (ii) any information is exempt from disclosure under the FOIA or the EIR.
- (c) You acknowledge that we may share any data you provide to us with fraud prevention agencies and third parties for the purposes of preventing and detecting fraud.

15. Buying goods and services

If you decide to buy any goods and/or services to deliver the Purposes, they must be purchased in a competitive and sustainable way so as to demonstrate that you have achieved best value in the use of public funds.

16. Giving notice

- (a) Where notice is required to be given under these Conditions it must be in writing (this does not include email but may include a letter attached to an email) and must prominently display the following heading:

“Notice in relation to the Childcare Offer Administration Grant 2018-19 Reference: COEI-DEN-18-19”.

- (b) The address and contact details for the purposes of serving notice under these Conditions are as follows

You: the Project Manager at the address stated in Condition 3.

Us: the Welsh Government Official at the address stated in Condition 3.

- (c) A notice will be deemed to have been properly given as follows:-

Prepaid first class post:	on the second working day after the date of posting.
By hand:	upon delivery to the address or the next working day if after 4pm or on a weekend or public holiday.
By email attachment:	upon transmission or the next working day if after 4pm or on a weekend or public holiday.

17. Equal opportunities

You must apply a policy of equal opportunities as employers, as users of volunteers, and as providers of services, regardless of race, gender/gender identification, sexual orientation, religion and belief, age or any disability.

18. Welsh language

Where the Purposes include or relate to the provision of services in Wales they must be provided in such a way as to not treat the Welsh language less favourably than English, in accordance with the Welsh Language (Wales) Measure 2011.

19. Sustainability

Your use of the Funding must (where reasonably practicable) meet the Welsh Government's current agenda for sustainable development and the environment.

20. Welsh Ministers' functions

You acknowledge that the Welsh Ministers have a range of functions which will continue to accrue and be amended and that decisions in relation to each such function are obliged to be taken in the light of all relevant and to the exclusion of all irrelevant considerations. You agree that nothing contained or implied in, or arising under or in connection with, these Conditions will in any way prejudice, fetter or affect the functions of the Welsh Ministers or any of them nor oblige the Welsh Ministers or any of them to exercise, or refrain from exercising, any of their functions in any particular way.

21. General

- (a) If at any time any of these Conditions is deemed to be or becomes invalid, illegal or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired.
- (b) No failure or delay on our part to exercise any power, right or remedy under these Conditions will operate as a waiver of any such power, right or remedy or preclude its further exercise or the exercise of any other power, right or remedy. The powers, rights or remedies hereby provided are cumulative and not exclusive of any powers, rights or remedies provided by law.
- (c) Any amendment or variation to these Conditions must be in writing and signed by us and you in the same manner as this letter.

- (d) You may not assign or otherwise dispose of in any way your rights, benefits, obligations or duties under these Conditions.
- (e) Conditions 7, 9, 11, 13, 14, and 21(e) and such other Conditions which by implication need to continue in force beyond the final payment of Funding will so continue in full force and effect.
- (f) The award of the Funding is to you alone and no one else is entitled to make any claim in respect of the Funding or seek to rely on or enforce any of these Conditions.
- (g) These Conditions are to be governed by and construed in accordance with the laws of Wales and England as applied in Wales and the parties hereto submit to the exclusive jurisdiction of the courts of Wales and England.

22. How to accept this offer of Funding

- (a) To accept this award of Funding you must sign and return a copy of this letter to the Welsh Government as a PDF via email to TalkChildcare@gov.wales. None of the Funding will be paid to you until we have received your signed letter.
- (b) We must receive your signed letter within 28 days of the date of this letter, or this award of Funding will automatically be withdrawn.

Yours faithfully



Signed by Owain Lloyd

under authority of the Minister for Children, Older People and Social Care,
one of the Welsh Ministers

SCHEDULE 1 The Purposes

The Welsh Government has committed to offering working parents and registered guardians of three and four year olds in Wales 30 hours of government-funded childcare and early education for 48 weeks of the year.

The purpose of the funding is to enable your local authority to engage with parents and childcare providers within your local authority on the childcare offer (the offer) in preparation for, and during, the delivery of the offer within your local authority.

Specifically, the grant is to fund:

- Research and evidence gathering on eligible populations, capacity of childcare providers, fit with Foundation Phase Nursery Education within your local authority;
- Participation of local authority staff in attending meetings with the Welsh Government to understand the scope of the offer and to inform policy development;
- The employment of officer time for engagement events with potentially eligible parents;
- The employment of officer time for engagement events with childcare providers to inform them of the scope of the offer;
- Production of engagement and marketing material to publicise the childcare offer with potentially eligible parents;
- Production of engagement and marketing materials to publicise the offer with registered childcare providers;
- Provide resources to your Family Information Service to enable them to answer enquiries from parents and childcare providers on the offer;
- To fully co-operate with Flintshire in the delivery of the offer;
- To provide Flintshire with any information of the delivery of Foundation Phase Nursery within your local authority that they require to deliver the offer within Denbighshire;
- To make any necessary assessments of children of eligible parents with Special Educational Needs (SEN) so they may access the offer. These assessments may be the same as those carried out for children receiving Foundation Phase Nursery or Flying Start provision.

Value	£30,000
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SCHEDULE 2 Notification Events

The Notification Events referred to in Condition 9 are listed below:

1. repayment of any part of the Funding is required under European Law (whether under State Aid Rules or otherwise);
2. you fail to comply with any of the Conditions;
3. the Funding, in full or in part, is not being used for the Purposes;
4. you fail to provide information about the Purposes requested by us, the European Commission or the European Court of Auditors, or any of their auditors, agents or representatives;
5. we have reason to believe that you and/or any of your Personnel are involved in fraudulent activity or have been involved in fraudulent activity [whilst the Purposes are/were being carried out];
6. we have made an overpayment of Funding to you;
7. any declaration made in Condition 8 is incorrect in any respect or, if repeated at any time with reference to the facts and circumstances then existing, would be incorrect;
8. any petition is presented or resolution passed or other action taken for your bankruptcy or winding-up or a petition is presented for an administration order against you;
9. a receiver or an administrative receiver is appointed in respect of you or in respect of all or any part of your assets;
10. a moratorium in respect of all or any of your debts or a composition or an agreement with your creditors is agreed, applied for, ordered or declared;
11. you are unable, or admit in writing your inability, to pay your debts as they fall due;
12. any distress, execution, attachment or other process affects any of your assets;
13. a statutory demand is issued against you;
14. you cease, or threaten to cease, to carry on all or a substantial part of your business;

15. there is a change in your constitution, status, control or ownership and/or your external auditors resign;
16. there is a change in your shareholders, directors, trustees or partners;
17. any event occurs or circumstances arise which in our opinion gives reasonable grounds for believing that you may not, or may be unable, to perform or comply with any of your obligations under these Conditions.

SCHEDULE 3

Audit Certificate

1. The grantee shall complete, annually, an outturn statement, certified by the Chief Financial Officer, issued by Welsh Government.
 2. For all grant awards above the de-minimis level of £100,000, external audit certification is required; and a copy of the outturn statement should be sent to the grantor by **30 September 2018** with the original being passed to your external auditor, appointed by the Auditor General for Wales, with a request for certification.
 3. The auditor will assess the control environment for the preparation of the outturn statement and then, on the basis of that assessment, perform sufficient testing to reach a conclusion of whether the statement is fairly stated and in accordance with these terms and conditions.
 4. The external auditor is to submit their certificate direct to the grantor where it is to be received **no later than 31 December 2018**.
 5. If the auditor realises that any amendment(s) should be made to the outturn statement the amendment(s) should be made by the grantee in agreement with the auditor, who should certify the amended figures.
3. Where, in the auditor's professional judgement, nothing has come to their attention to indicate that the claim or return:
- a) is not fairly stated; and
 - b) is not in accordance with the relevant terms and conditions.

the auditor will issue a certificate.

A qualification letter will be issued if the audit needs to draw attention to matters which prevent the auditor certificate being given without qualification.

TWO SIGNATORIES ARE REQUIRED

We hereby accept the award of Funding Award of Funding in relation to the
Childcare offer Administration Grant 2018-19

Reference: COEI-DEN-18-19 and the Conditions relating to the Funding

James Wood Signature
An authorised signatory of *Denbighshire County Council*

JAMES WOOD Name

Principal Manager Job Title

17/7/18 Date

Dawn Anderson Signature
An authorised signatory of *Denbighshire County Council*

DAWN ANDERSON Name

CHILDCARE DEVELOPMENT Job Title
MANAGER

17/7/18 Date

This document must be sent to the Welsh Government Official in PDF format
by the Project Manager, when complete.



Childcare Offer

Guidance for Early Implementer Local Authorities

September 2018

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Section 1 - About this Guidance

About this guidance

1. This is non-statutory guidance from the Welsh Government for the local authorities in Wales who will be early implementers of the Welsh Government's childcare offer (the offer) during the period from September 2017 to September 2020. The information contained within this guidance only refers to the duration of the early implementation programme and is for the purposes of testing the offer to inform longer term delivery. The parameters set within this guidance may not be the ones set for the full roll-out of the offer, anticipated from September 2020.

Review Date

2. This guidance will be kept under review and updated as necessary, and will be reissued before full roll-out of the offer across Wales.

Who is this guidance for?

3. This guidance is for the local authorities implementing the childcare offer during the early implementation programme ahead of full roll-out in September 2020.
4. The offer will be delivered in certain areas within early implementer local authorities (EILAs). Full details of which local authorities are taking part and the specific areas where the offer is available can be found [here](#).

Section 2 - Early Implementers

5. We began testing the offer in selected areas of Wales from September 2017. This testing is important to make sure the offer works for parents, children and childcare providers, and that the childcare element of the offer can be accessed in a way which compliments the education element, delivered through the existing Foundation Phase Nursery provision (FPN). From September 2018 the early implementation programme expanded into additional local authorities, and further expansion is planned in 2019
6. Each EILA will deliver the offer within the parameters set within this guidance but in a way that reflects local circumstances.
7. EILAs will be expected to work with the Welsh Government to deliver the maximum learning from the early implementation stage, and will be asked to test different approaches in different regions to assess and evaluate different elements of the offer.
8. The EILAs who began delivery in 2017 put in place certain processes, procedures and systems to deliver the offer within the agreed parameters, and have collected certain data to assist with the monitoring and evaluation of the delivery of the pilots. They put in place an end-to-end process allowing parents to apply for, and access, the offer, through to payment of provider and subsequent draw down of funds from the Welsh Government. The end-to-end process took account of a number of factors as set out in Section 9 of this guidance.
9. From 2018 onwards, our programme of early implementation will be operating through a model where EILAs work in partnership to deliver the offer. Some EILAs will act as a 'Delivery Authority', taking the lead on the processing of applications and payments for the childcare element of the offer. Those EILAs who are not acting as Delivery Authorities will be referred to as Engagement Authorities, and will take forward promotion of the offer locally. Section 9 provides more detail on the roles of Delivery and Engagement Authorities.
10. We anticipate having around 10 Delivery Authorities, with the EILAs who began early implementation in 2017 taking on this role in most cases. However, some of the EILAs who began delivery in 2018 will also be Delivery Authorities and they will have to establish an end to end process for accessing the offer, as existing EILAs have done.
11. The Welsh Government will work with EILAs, parents and providers to develop, deliver, and test certain approaches, policy thinking and assumptions in order to learn and inform and shape the final offer which will be rolled-out across Wales from September 2020.

Section 3 - What is the childcare offer?

12. The Welsh Government has committed to providing 30 hours of government-funded early education and childcare for 3 and 4 year old children of eligible working parents for up to 48 weeks of the year by the end of this Assembly term. The primary policy aims of the offer are:

- To enable more parents particularly mothers to return to work;
- To increase the disposable income of those in work and help counteract poverty for those in low-paid jobs; and
- To encourage child development and school readiness.

What do we mean by 'early education'?

13. All children are entitled to access early education through the Foundation Phase curriculum ahead of mandatory schooling, from the term after their third birthday. For the purposes of this guidance, we will be referring to this as Foundation Phase Nursery (FPN) provision, although it might be referred to differently from one local authority to another.

14. All local authorities in Wales are required to provide a minimum of 10 funded hours of FPN per week for all 3 to 4 year olds; this can be in a maintained primary (nursery) school or a funded non-maintained setting.

15. Information on the delivery of the Foundation Phase Nursery is available [here](#)

What do we mean by 'childcare'?

16. For the purposes of the offer, we mean regulated childcare, which encompasses a wide range of different types of provision, which are subject to a set of national minimum standards (NMS) and are regulated and inspected by the Care Inspectorate Wales (CIW), or Ofsted if they are located in England. The NMS are intended to allow a flexible approach, allowing providers to develop quality provision tailored to the needs of children, parents and local communities. They are intended to reflect the needs of children from birth to 12 years, and to be proportional in the way in which they are applied.

What do we mean by '30 hours'?

17. During school term time (39 weeks a year), the existing early education entitlement under FPN will form part of the 30 hours of the offer. The exact hourly split between FPN and childcare will depend on the current provision of FPN offered by the EILA, or, where relevant, the individual school, but will comprise of at least 10 hours of FPN and cannot be more than a total of 30 hours of combined early education and childcare. Where a maintained setting chooses to offer additional FPN hours than the number offered and funded by the EILA, the EILA will need to ensure that a child's total number of hours does not exceed 30 hours for any one child.

18. Outside term-time, the FPN will not be available and there will be 9 weeks where working parents will be entitled to 30 hours of childcare. This will be delivered in

non-maintained childcare settings only, such as private day nurseries, childminders, out of school childcare and sessional care. This will inevitably put additional pressures on these services, especially during the summer holidays.

19. Parents are not able to 'bank' childcare hours i.e. carry over any unused hours from one week to another. Consequently the number of government-funded hours available under the offer will not exceed 30 in any week. Parents can, however, choose to pay for additional hours of childcare, over and above the 30 hours, at their own expense.

Cross Border FPN Provision

20. In some cases a child may be accessing their FPN entitlement in a different local authority area to the one they live in. Their childcare entitlement should be calculated based on the number of hours they are actually accessing and not the number of hours FPN offered. For instance, if the local authority the child lived in offered 30 hours of FPN provision but the child was only accessing 15 hours in a setting in a different local authority, the child would then be eligible for 15 hours of childcare.
21. However, it should be noted that this **only** applies in cases of cross border provision and a child accessing FPN in their own local authority area would be expected to use their full entitlement and would not be eligible for additional childcare provision.

Parents not accessing Foundation Phase Nursery provision

22. Working parents do not need to access FPN as a pre-requisite to accessing the childcare element of the offer. If a parent does not access FPN provision then they will still be entitled to the childcare element of the offer during school term time (39 weeks of the year) and to 30 hours of government-funded childcare for the remaining 9 weeks. However, the number of hours of childcare a parent can access during term time will depend on the number of hours of FPN the EILA offers them. Working parents will be entitled to 30 hours of provision minus the FPN entitlement provided by the EILA. Under no circumstances can hours of FPN be swapped for hours of childcare. EILAs are responsible for ensuring that no child receives more than a combined total of 30 hours early education and childcare per week.
23. At the point a parent is offered a full time education place for their child they will no longer be eligible to take up the offer. For the majority of EILAs children will be offered a full time education place from the September after they turn 4. From this point parents will no longer be able to access the offer, including the holiday provision. In EILAs where children are offered a full time education place earlier than the September after which they turn 4 (for example the day or term after a child turns 4), these children will still be able to access the holiday provision element of the offer until the September after they have turned 4. This is to ensure some consistency in the offer and to prevent parents being penalised for taking up a full time education place for their child. Parents will not be able to turn down a full time early education place at the point it is offered across their EILA in favour of continuing to access the

offer during term time.

Section 4 - Eligibility for the Childcare Offer

24. A parent is eligible to receive the offer if:

- They have an eligible child within the age range;
- They meet the definition of a working parent; and
- They live within one of the seven EILAs who have been testing the offer from September 2017 or in one of the EILAs who began testing the offer from September 2018.

Definition of an eligible child

25. The FPN, as set out previously, forms a significant part of this offer. However, whilst the FPN is available to all children, the childcare element of the offer is only available to families who meet all the parental eligibility criteria as set out below.

26. If eligible, children will receive the childcare element of the offer from the term after their third birthday, until they are offered a full time education place - usually the September after their fourth birthday. The exact date from which they can access the offer will depend on the start date of that term, set by the EILA. All local authorities publish their term dates.

27. To support children with special educational needs (SEN) to access the offer, the Welsh Government will provide additional support to EILAs which can fund training, equipment, toys, resources or additional staff time.

Definition of an eligible working parent

28. The term working parent refers to parents and guardians, step-parents and long-term live in partners within a household. Both parents in a two parent family, and the sole parent in a lone parent family, will need to be working in order to qualify for the offer. The offer will be available to parents who are employed, self-employed or on a zero hours contract and earn on average, a weekly minimum equivalent of 16 hours at national minimum wage (NMW) or national living wage (NLW);

29. All parents, step-parents and long-term live in partners within the household must be able to evidence, through their wages, that they earn the equivalent of at least 16 hours at NLW or NMW per week.

30. From September 2018, any parent who applies for the offer who earns £100,000 or more per year (gross income) will be ineligible to receive the offer. Parents who began accessing the offer before September 2018 and earn £100,000 or over (gross) per year can continue to access the offer in respect of that child.

31. The offer is available to self-employed parents and parents on zero hours contracts, providing they can meet the minimum earnings criteria over a 3 month period. Where one or both parents are newly self-employed and have not yet met the minimum hours eligibility criteria, an initial start up period will be allowed of up to 12

months before the parent needs to evidence that they are earning the equivalent of 16 hours at NMW per week. Parents will need to provide evidence that they are self employed in order to qualify.

32. Kinship carers should be able to access the offer providing they meet the earnings criteria, live in a pilot area and are caring for a child who is the correct age to receive the offer. Kinship carers are family and friends who have taken responsibility for a child or step child who is not their own because:

- the child has no parents or has parents who are unable to care for the child;
- it is likely that the child would otherwise be looked after by a local authority because of concerns in relation to the child's welfare.

33. Foster carers are able use their foster caring allowance as proof of earnings to meet the minimum income criteria for the offer. If a foster parent meets the wider eligibility criteria, they can access the childcare offer for their own child and for their foster child, providing it is line with their foster child's care plan.

34. If a parent is on adoption leave they can continue to receive the offer. However, if they are on adoption leave for a 3-4 year old they will not be eligible to claim the offer for that child.

35. The only exceptions to both parents (in a two parent family) having to meet the earnings criteria is where:

- one parent is employed (and earning the equivalent of at least 16 hours at NLW or NMW per week) and one parent has substantial caring responsibilities based on specific benefits received for caring; or
- both parents are employed (and earning the equivalent of at least 16 hours at NLW or NMW per week) but one or both parents are temporarily away from the workplace on parental, maternity, paternity or adoption leave; or
- both parents are employed (and earning the equivalent of at least 16 hours at NLW or NMW per week) but one or both parents are temporarily away from the workplace on statutory sick pay;
- one parent is employed (and earning the equivalent of at least 16 hours at NLW or NMW per week) and one parent is disabled or incapacitated based on receipt of specific benefits;
- a parent is newly self-employed, and within the initial start up period. Parents will need to register their business with HMRC and provide evidence that they are self employed in order to qualify.

Statutory Unpaid Parental Leave

36. Under section 76 of the 1996 Employment Rights Act, a person can take up to 18 weeks of unpaid parental leave for each child up until the child reaches 18 years of age. This would normally be restricted to a maximum of 4 weeks per year for each child. However, in the case of employees reaching the end of their maternity leave it

is possible to take the full entitlement to unpaid parental leave immediately following the end of their maternity leave. In either case the parent would continue to be eligible for the offer providing they have a letter from their employer stating that they are employed, ordinarily meet the eligibility criteria and are taking qualifying parental leave

Complex family circumstances

37. In cases where parents have separated but do not share equal custody of the child, we advise the parent with primary custody be the one considered as eligible to take up the offer.
38. In cases where parents have equal custody of a child, we advise one of the parents will need to be nominated to act as the lead parent and will need to meet the eligibility criteria for the offer. Where this cannot be agreed by the parents, the matter should be referred to the EILA for determination.
39. Husbands, wives or live-in partners of parents with primary custody, or of nominated lead parents in cases of joint custody, will also need to meet the eligibility criteria for the family to receive the offer.
40. Other adults (such as lodgers, extended family members or siblings) residing in the house will not need to meet the criteria, unless they are also the child's primary guardian. For example, in a case where the parents of a child have separated and the mother has primary custody, if there is a step-father living in the same household he would also need to meet the eligibility criteria for the child to receive the offer. However, if the mother had primary custody but lived with her parents, or had another child over the age of 18, only the mother's circumstances would be considered.

Temporary Exemption Periods (TEPs)

41. The offer is intended to support working parents and to encourage parents to return to work or to increase their hours. Families may at times fall out of eligibility for the offer. One of the most common reasons for this is likely to be where one or both parents lose their job or their hours are reduced below the minimum requirement. In order to provide stability for both children and childcare providers, and to give parents the opportunity to become eligible again, families who fall out of eligibility will still be able to access the offer for a limited amount of time.
42. When a person becomes ineligible for the childcare offer they will enter an 8 week temporary exemption period (TEP). Hours of childcare should not be booked by a parent who is in a TEP if they do not intend on their child attending them. Under no circumstances should a TEP (or the offer as a whole) be used to book hours of childcare that a parent does not intend on taking up, in order to cover a retainer fee charged by a provider. Parents being found to book hours of childcare that are not needed because their child is at home with them will be considered to be claiming fraudulently and may be reported to their local authority. The only exception to this is

where the child is at home for an unexpected or unavoidable reason such as sickness.

43. It is the parent's responsibility to inform both their EILA and their provider that their circumstances have changed. Should a parent's circumstances change and they do not immediately inform their EILA, their TEP will still run from the point at which they stopped being eligible for the offer. For example, if a parent falls out of eligibility but fails to inform their EILA until 4 weeks later, only 4 weeks of their TEP will remain.
44. At the point a parent's TEP ends they will no longer be able to access the offer, and they will become responsible for paying all costs associated with using that childcare provider.

Section 5 - When parents can access the offer

45. Parents can access the offer from the term after their child turns 3, up until the point at which they are offered a full time education place, usually the September after their child turns 4. The first day of term is set by the authority and therefore the exact date a child can access the offer from, may vary between EILAs.
46. Where a local authority sets a different date by which a child must turn 3 to access their FPN entitlement (e.g. by 31 August to access their entitlement in Autumn term), the same rule can be applied to children accessing the childcare element of the offer so that children become eligible to access both the early education and childcare elements of the offer at the same time.
47. EILAs should ensure that eligible children who move into the areas where the offer is being implemented are able to take up the offer, once they have completed the application process. If a parent becomes eligible by, for example, moving into a selected area, by becoming employed or by increasing their working hours, they can apply to take up the offer from the point at which they become eligible, providing their child was eligible from the beginning of that term.
48. If a parent moves out of a pilot area, but they continue to meet the employment criteria and their child continues to access the offer in the same childcare setting, they can continue to access the offer in that setting. This is to ensure that these children are included in the evaluation of the pilots.
49. Parents who become eligible because they either gain employment or increase their hours, but who have not yet received their first pay slip, will be able to prove that they are eligible to receive the offer if they provide a letter from their employer, confirming their salary and start date, and their employers contact details.

Holiday Provision

50. The early education provided through the FPN is only delivered during term time. The exact number of weeks of 'term time' per year may vary between EILAs. However for the purpose of this policy, term time will be treated as 39 weeks, meaning the other 9 weeks of the 48 week offer will be treated as non-term time or 'holiday provision'.
51. During these 9 weeks holiday provision, eligible children will receive 30 hours of childcare only. The Welsh Government will not be specifying which of the 14 weeks non-term time are designated as the 9 weeks of holiday provision in order to allow flexibility for parents who are in different occupations, such as those who have to work over the summer or Christmas holidays.
52. In order to make the administration of this possible, parents will be allowed to use up to 30 hours of childcare per week however they choose (for example for 10 hours a day over a period of 3 days). However parents would not be able to 'stretch' their

entitlement across weeks or transfer unused hours across weeks.

53. Holiday provision will be allocated at the beginning of each term the child is eligible for the offer. Children will be allocated 3 weeks of holiday provision per term. Any unused allocation can be carried over and used in the next term, provided they are still eligible to receive the offer. Children who are eligible for the offer for one or two terms only will receive 3 weeks holiday provision at the beginning of each term, just as any other child would.
54. This allows parents to decide which weeks they access their 9 weeks of non-term time childcare but they are responsible for finding a childcare provider who can offer this provision. However, local authorities will be required to keep a record of the holiday provision actually accessed by parents taking account of any unused provision carried forward.
55. Where a child is offered a full time education place before the September after their fourth birthday (e.g. the day after or term after their fourth birthday), that child is still eligible to receive 30 hours per week of holiday provision up until the September after their fourth birthday. This is to ensure all eligible parents receive the same offer and to avoid penalising parents who take up a full time education place for their child before the September after they turn 4 years of age.

Section 6 - Who can deliver the offer

56. The childcare element of the offer may be delivered by any childcare setting anywhere in Wales or bordering areas, so long as they are registered with the Care Inspectorate Wales (CIW) or Ofsted in England. To this end, they will be compliant with the National Minimum Standards for childcare, be familiar with CIW's Quality Framework and inspected accordingly. Providers in England will be inspected by Ofsted and will be compliant with their standards.
57. From September 2018, registered childminders are able to deliver the Childcare Offer for a child who is also a relative, providing that care is delivered outside of the child's home.
58. Although there is a Voluntary Approval Scheme in place for Nannies, they are not regulated to the same extent as registered childcare providers and therefore cannot be funded to deliver the offer.
59. Childcare providers wishing to be involved in the offer will be expected:
- to form an agreement with the relevant EILA to deliver the offer based on the parameters stated, which includes details of the fixed funding rate;
 - not to charge parents any hourly top-up fees for the 3 and 4 year olds who are attending under the terms of the offer;
 - to ensure, as far as possible, childcare is provided flexibly in order to help meet the needs of working parents; and
 - to inform the EILA should a change of circumstances occur, such as if a parent fails to take up the hours funded through the offer.
60. Childcare providers will also be encouraged to:
- provide bilingual or Welsh medium provision and resources, where possible; and
 - provide support for children with special educational needs, where possible.

EILAs should support them in this endeavour.

Section 7 - Special Educational Needs (SEN)

61. A child has SEN if they have learning difficulties or disabilities that make it harder for them to learn than most other children of about the same age.
62. In respect of the offer, SEN could mean that a child has permanent or temporary:
- Cognition and Learning, including specific, moderate, severe or profound learning difficulties;
 - Behavioural, emotional and social development difficulties
 - Communication and interaction, including autism; speech, language and communication difficulty
 - Sensory and/or physical, including hearing and/or visual impairment or physical difficulties
 - Medical conditions
63. The offer is available to all eligible parents and has been designed in such a way to take account of the barriers that may face eligible parents who have children with SEN. To ensure the offer is inclusive to eligible children with SEN for the early implementation period additional support will be available.
64. Claims for children with SEN can be made on the childcare grant claim form. Where a Delivery Authority is administering the offer on behalf of an Engagement Authority, they will need to work with the partner authority/ies to establish a process for managing decisions and payments in respect of the SEN grant. Separate Guidance is available on the Childcare Offer for Wales SEN Grant Funding.

Section 8 - Payment Rate

65. For the first year of early implementation a national basic pay rate of £4.50 per hour will be paid to childcare providers delivering childcare under the offer.
66. The national basic pay rate covers childcare only and excludes charges for food, transport and other activities such as off-site activities which incur a cost i.e. day trips. If a childcare provider would usually charge more than £4.50 per hour for childcare, they cannot charge parents an additional hourly amount to top-up the rate under the offer.
67. Childcare providers will be able to charge parents for additional elements such as food, drink, transport and off-site activities which incur a cost. However, childcare providers must take account of the Welsh Government's guidelines in respect of setting additional fees, when charging parents for additional elements of care.
68. Parents accessing the childcare offer should not, as a condition of their child's attendance be required to take and pay for the provider's food and may opt to provide packed meals, if the setting would normally allow this. Parents should also be able to opt their child out of paid for off-site activities and participation in such activities should not be a condition of using the childcare setting. Such activities should be occasional and exceptional, rather than a routine part of the setting's week.
69. Providers should not charge parents who access the offer more for any additional elements than they charge parents who are not accessing the offer. For example, providers who normally charge £5 a day for meals should not increase this charge to £7.50 for parents accessing the offer. Similarly, if a provider usually charges £5 for transport they should not increase these charges for parents accessing the offer.
70. EILAs will need to ensure that the pay rate details outlined in the [Provider Contract](#) take account of and re-enforce the Welsh Government guidelines in respect of childcare providers setting additional fees under the childcare offer. EILAs will have a responsibility in monitoring the additional fees being charged to parents and evaluating whether these are deemed reasonable and in line with the Welsh Government guidelines.
71. If a childcare provider is not following the guidelines and is deemed to be charging excessive or unreasonable additional fees, then the EILAs should consider whether or not this constitutes a breach of the provider contract they have with the provider and inform the Welsh Government.

Guidelines in Respect of Setting Additional Fees

72. The Welsh Government guidelines in respect of setting additional fees under the offer for a full day care session (approximately 10 hours) are that parents should not be charged more than £7.50 per day. This figure is derived from using a value of

£2.00 per meal. A charge of £7.50 for a full day care session would include three meals at £2.00 per meal and 2 snacks at a charge of 75p per snack.

73. Guidelines in respect of setting additional fees under the offer for a half day session (approximately 5.5 hours) are that parents should not be charged more than £4.75. This figure would allow for a child to be charged for two meals at £2.00 per meal plus a snack at a charge of 75p per snack.

74. For sessional care where a meal is not provided but children receive a snack, guidelines are that parents should not be charged more than 75p per day for snack provision.

Section 9 - Delivering the Offer

75. From September 2019 a new delivery model will be used for early implementation. The model will operate on a regional education improvement consortia basis and will see two categories of Early Implementer Local Authority (EILA):

Delivery Authorities - will be responsible for processing applications from parents, determining eligibility and informing them of the outcome. They will also process and make payments to childcare providers for the delivery of the offer;

Engagement Authorities - will be responsible for promoting the offer to parents and childcare providers within their areas, training their Family Information Services (FIS) to deal with enquiries on the offer and providing their delivery authority with any information they require to process applications and administer the offer on their behalf.

76. The model is based upon maximising partnership working wherever possible to increase shared learning, and deliver economies of scale and minimise the number of temporary delivery systems operational during the early implementation period.

77. Details of the further roll-out of the childcare offer, including which local authority areas and the partnership arrangements will be published on the Welsh Government website.

Roles and Responsibilities

78. The operation of the delivery and engagement authority relationship will need to be worked up in detail between the partner local authorities. However, as a minimum, the Welsh government expects the following of each category of authority:

Delivery Authorities will be responsible for

- Developing a system to enable parents of their own and their engagement partner authority/ies to know about, understand, and apply for the offer;
- Developing a system/s for checking the eligibility of parents applying for the offer in their own and their engagement partner authority/ies;
- Developing a system/s for handling any enquiries relating to an application from a parent in their own or engagement partner authority/ies;
- Developing a system/s for making payments to childcare providers in their own and their partner engagement authority/ies
- Work with their engagement partner authority/ies to establish a process for handling applications for SEN grant funding. Decisions in respect of the grant

will be made by the engagement authority, however delivery authorities will hold responsibility for managing the payments of the SEN grant for their own and their engagement partner authority/ies;

- Establishing processes to collect and report certain data to the Welsh government and other contracted parties as specified under section 11 of this guidance;

79. It is expected that a delivery authority will be responsible for handling all queries relating to standard applications, whether the application is live, or has been declined. The delivery authority is expected to be the main point of contact for parents or guardians who have applied for the offer either within their own or their engagement partner authority, however a delivery authority may wish to liaise with the engagement authority to resolve certain issues.

80. In developing systems and processes for delivery of the offer, a delivery authority will need to take account of the remainder of section 9 of this guidance.

Engagement Authorities will be responsible for

- publicising and marketing the offer to parents and providers within their authority;
- providing advice and support to parents and providers within their authority on the childcare offer through their Family Information Service;
- making determinations in respect of SEN grant funding for their authority and working with their delivery authority to develop a process for communicating determinations to enable grant payments to be made. Engagement authorities will need to take account of the separate guidance on the SEN grant funding when making determinations.
- providing evidence for the evaluation of the childcare offer to third party independent evaluators;
- providing information to enable delivery authorities to assess and process applications from parents and guardians from within the engagement authority. This would include, but is not limited to, providing information to enable a parent's eligibility to be checked, such as information on schools admissions or council tax; providing detailed information on the delivery of Foundation Phase Nursery (FPN) within the engagement authority, and information on the engagement authorities assessment of a child's Special Educational Needs (SEN) for the purposes of the childcare offer.

81. Each local authority in Wales will be responsible for publicising and marketing the childcare offer within their own authority.

82. The Welsh Government wants to give local authorities the flexibility to develop partnership arrangements that work best for those concerned. It will be for delivery and engagement authorities to determine and put in place the most appropriate operational model to facilitate delivery of functions under the partnership agreement.
83. Section 10 of this guidance outlines details of the funding available to local authorities to support early implementation. It will be for individual delivery and engagement partnerships to determine how best to use the money available to them to deliver the offer in partnership. For example, authorities may wish to jointly fund a childcare offer post that will work across delivery and engagement authorities to support delivery of the offer within the partnership arrangement.

Local Authority Official Agreement to becoming an Early Implementer

84. The Minister for Children, Older People and Social Care has agreed a rolling programme of implementation, with an indicative schedule of when each local authority will come on board as an early implementer and whether roll out will be on a phased or full authority basis. This includes the requirement for local authorities to work in partnership and the delivery and engagement authority model.
85. Each local authority will need to obtain official agreement to such proposals. For those local authorities delivering the offer on a phased approach, official agreement will be needed to the prioritisation and order in which wards are brought on board to deliver the offer. Obtaining agreement upfront to the prioritisation of wards will enable us to manage any potential future expansion in a flexible and responsive way without unnecessary delay.

Agreement of Partnership Arrangements

86. Once official approval to the proposed partnership arrangements has been obtained by all parties concerned, an agreement will need to be drawn up outlining the roles and responsibilities of each party and the partnership working arrangements. It will be for local authorities to determine the nature of this agreement, but each delivery and engagement authority concerned will need to be content with the agreement.
87. Having an agreement outlining the partnership arrangements between a delivery and engagement authority will be a condition of the grant available to support the administration of the offer.

Communications

88. All EILAs will need to promote the offer amongst childcare providers and potential eligible parents. This could include provider events, promotional materials and current information being available on websites (such as the individual EILA websites). We expect both delivery and engagement EILAs to actively promote the offer and encourage take-up by disadvantaged parents and children. Full use should be made of links with partners who are in contact with relevant parents, such as schools, Families First, Flying Start, Family Information Services, Jobcentre Plus, in addition to opportunities through local newspapers and other publications.

89. Where a Delivery Authority is processing and handling applications on behalf of an Engagement Authority, it must be made clear to parents and guardians who will be holding the information and how the information will be handled.
90. Local authorities are already required by the Childcare Act 2006¹ to provide information, advice and assistance to parents and prospective parents on the provision of childcare in their area. Consequently EILAs should ensure that parents are aware of the offer, respond to any questions about the offer and assist eligible parents, through their Family Information Service (FIS), to apply for the offer and find suitable childcare.

Pre-Application Eligibility Check

91. Delivery EILAs may want to set up an online pre-application screening, which would undertake an initial basic check of eligibility of a parent and child ahead of submission of a full application. Pre-application screening would need to consider the postcode of the parent/s applying, check that parents, step-parents and long-term live in partners within the household can prove they work a minimum of 16 hours per week based on the equivalent earnings at NMW or NLW, do not earn £100,000 or over (gross) per annum and that the child is of eligible age. Such a screening approach would build efficiencies in the application system, reducing the number of applications received from ineligible families.
92. Alternatively, EILAs could publish the eligibility criteria for parents/carers to fast check their own eligibility before full application.
93. Eligibility of parents to receive the offer would be through self-declaration on either a hard-copy application form issued by the Delivery Authority or via an on-line application system.
94. Parents who apply for the offer, or are in receipt of the offer, will be informed that they will need to produce documentary evidence they meet any, or all, of the eligibility criteria on the application form.

Application Process

95. Delivery Authorities will need to establish an application process, whether it be electronically on-line; by paper copy, or a combination of both. The Welsh Government will inform Delivery Authorities about some information we require to be included in the application form, unamended, to allow for monitoring and evaluation which will inform the longer term offer.

Self Declaration

96. It is a requirement that parents provide informed consent to the use of their data and that this is evidenced. Application forms will need to be accompanied with a notice setting out what data is being collected and why, who that data will be shared with,

¹ See section 27 of the Childcare Act 2006 (c. 21) (duty to provide information, advice and assistance).

how it will be used and how long it will be retained for. The Welsh Government has prepared a privacy notice which sets this out, and is compliant with the terms of the General Data Protection Regulation (GDPR) requirements due to come into force in May 2018. In relation to the Offer, and under the terms of GDPR, Welsh Government is the Data Controller and EILAs are Data Processors; EILAs collect relevant data on behalf of the Welsh Government and pass that data to the Welsh Government for monitoring and evaluation purposes.

97. We recognise that some EILAs may look to combine the data collection for the childcare element of the Offer for the Welsh Government with the collection of data that they require for the purposes of delivering early education. If this is the approach taken EILAs will need to be satisfied that they have the necessary legal powers to combine these data sets and to develop their own privacy statement covering their data collection, which is compliant with GDPR, and which clearly differentiates between the data collected on behalf of the Welsh Government and data collected on behalf of the local authority. It is advised that these statements are checked with relevant personnel within the EILAs to ensure that they are legally compliant.

Eligibility Checking

98. Delivery Authorities will need to check the eligibility of all applications. Whilst applicants will be signing a disclaimer to confirm that they meet the minimum criteria for eligibility, it is expected that each application is also supported by documentary evidence of eligibility. This could include:

- proof of residency within an eligible area i.e. postcode to be checked against council tax data;
- proof of earnings, to show that a minimum income equivalent of 16 hours is worked by each parent each week i.e. 3 months worth of pay slips;
- proof of employment contract, to ensure longevity of eligibility, or agreement from applicant to the Delivery Authority contacting the employer directly to check employment contract details;
- proof of child's age and date of birth i.e. copy of birth certificate or birth certificate reference number for checking against internal registration details.

99. Consideration will also need to be given to how newly re-located applicants provide proof of address i.e. if not yet registered with council tax.

100. Newly self-employed parents will be exempt from meeting the minimum earnings criteria for the offer for the first 12 months that they are self-employed. These parents will need to evidence that their business is registered by providing their Unique Tax Reference (UTR).

101. Self-employed parents will need to provide EILAs with their UTR in order for an application to proceed. EILAs should check the income of the self-employed parent by looking at their most recent Self-Assessment (SA) return (SA103) for details of

their Total Taxable Profits.

102. If the parent's most recent SA return does not show earnings that equate to 16 hours at NMW/NLW per week on average that parent needs to provide a forward projection of how they will meet the income threshold over the coming year. The eligibility is based on the parents projection of what they will earn over the next year rather than what they have actually earned over the last year.

103. Delivery Authorities will need to develop guidance to sit along side the application form outlining the details of the offer. It is advised that such guidance should cover the following as a minimum:

- Details of the offer, including clarifying that the offer is a mix of FPN provision and childcare, the differences between the two and what hours will be offered as FPN and what hours will be offered as childcare;
- Full details of eligibility criteria, including details on exemptions, exceptions etc.;
- The application process for both FPN and childcare elements of the offer, what happens at each stage, what they will need to do in respect of providers etc;
- Clarification that the days and hours detailed in the application form may not be met by their preferred provider and that their preferred provider may not agree to take part in the offer at all and what should happen in such circumstances;
- Clarification where liabilities lie in respect of a contract between a parent and provider i.e. when signing a contract with a provider the parent is entering into a legal contract, independent of the authority;
- Clarification that any hours the child is cared for by a childcare provider, outside the parameters of the offer and above the 30 hours collectively, the parent is liable to pay for.

Managing the information

104. Delivery Authorities will need to consider how information obtained through the application process is handled, how it is received, how it is stored and how long information is retained. No information should be stored for any longer than is necessary to enable a person to continue to access the offer for the duration of their entitlement or to enable the evaluation of their participation. This should be clearly stated at the time parent consent to the use of their data, along with details of how they can withdraw that consent.

105. The management of information must comply with data protection laws. It is advised that counsel is sought from relevant internal colleagues i.e. Data Information Officers or Data Protection Officers to ensure compliance with the General Data Protection Regulation (GDPR) requirements due to come into force in

May 2018.

Database

106. Delivery Authorities will need to develop a database to store and process application information. This database will need to generate a unique identification number which will be assigned to each eligible child under the offer. This unique identification number will help map a child through the system.

107. The database will also need to hold certain information which will be required by the Welsh Government in respect of monitoring and evaluating the early implementation of the offer. This information will need to be stored in such a way that various monthly and quarterly reports can be produced. Further details on Evaluation and Monitoring are at Section 11.

108. Delivery Authorities may explore adapting existing computer systems or, simply use a generic database, such as excel, to capture the information. However, it is considered that any system put in place for the early implementation period will be temporary, with a national system available on full roll out of the offer. Careful consideration therefore must be given to the financial investment in any such system and a cost benefit analysis undertaken to ensure the correct level of investment of time, effort and money.

Notifying Parent

109. A system will need to be put in place to notify parents of the outcome of their application and whether eligibility has been established or not. Delivery Authorities will need to consider the timeliness of this communication and how it will be undertaken, electronically via email or in hard copy via letter.

110. In addition to a decision, parents will also need information on:

- the process for securing a provider, including the process should a provider they approach not already be registered for the offer i.e. advice on where a provider can get information on registering;
- the process should a provider not want to take part in the offer;
- what happens once a provider has agreed to offer a childcare place under the offer;
- details on what cost elements are included in the rate i.e. the rate does not include travel costs, administration and retainer fees etc.;
- details on the differences between a standard contract with the provider and a contract covering the offer. It should be clear that in agreeing to take a childcare place the parent is entering into a private contract with the provider for which they are liable.

111. It should be clear to parents that responsibility for securing childcare, which meets individual parents' needs, lies with the parent and that this should be sought from existing provision. However, the Delivery Authorities should make parents aware

of their local FIS which can provide information on what provision is available.

Provider Process

112. Providers will need to register to deliver the offer and, in so doing, agree to the terms and conditions of the offer.

113. Delivery Authorities will need to establish a process for registering providers and will need to publicise this through their FIS web-sites and those of the Engagement Authorities they are working with.

114. Delivery Authorities will also need to establish a process for confirming with the provider the number of government funded hours for each individual child. It is suggested that as part of this process, a provider is required to complete a form confirming a child's application for childcare and including details on the child's unique identification number, the number of hours a child is claiming for, the pattern and days over which these hours will be claimed and the total number of hours the child is with the provider. The Delivery Authority will then need to undertake a reconciliation exercise to ensure that the number of government funded hours the parent is claiming for mirrors those on their application and can be met from within their entitlement.

Provider Contract

115. Before being able to deliver childcare under the offer a provider will first need to have registered with the Delivery Authority for payments and will need to have agreed the terms and conditions of the offer, as set out in an EILA provider contract.

116. This contract will define and govern the relationship between the EILA and the provider and will provide the legal underpinning of the relationship. The contract will outline responsibilities and liabilities in respect of payments, and re-claims. It is therefore recommended that relevant internal colleagues are engaged in drawing up the contract including, but not limited to legal and audit colleagues, to ensure legal requirements, general data requirements and due diligence for the individual EILA are met.

117. As a minimum it is advised that the following is taken account of when drawing together the provider contract:

- Details in respect of payments, the process and regularity etc.;
- Monitoring and Evaluation requirements - details of reporting requirements; level and timing, and requirements in respect of the independent contractor procured to evaluate the offer. It should be explicit that provision of the data is a pre-requisite of participating in the offer and failure to deliver the required information could be actioned in line with any other violation of the terms and conditions of the offer.
- Details of liabilities in respect of the child's care and any requirements such as health and safety assessments or toolkits required to be undertaken by a

- provider;
- Details of the responsibilities in respect of notifying the other party should one become aware of a change of circumstances of a parent which effects eligibility;
- Details in respect of payments should a parent exceed their eight week temporary exemption period and continue to use the childcare;
- Process should fraudulent behaviour on behalf of the provider be identified.

118. An EILA may also want to consider asking for the following in respect of assurances:

- Sufficient evidence of financial viability of the provider i.e. proof of financials; and
- A copy of the contract between the parent and provider;

Code of Practice on Ethical Employment in the Supply Chains

119. The new [Code of Practice on Ethical Employment in the Supply Chain](#) was published in March 2017. This code commits public, private and third sector organisations to a set of actions that tackle illegal and unfair employment practices.

120. All public sector organisations, businesses and third sector organisations in receipt of public sector funding, directly or indirectly through grants or contracts, are expected to sign up to the Code. Other organisations in Wales are encouraged to sign up.

121. In respect of the offer it is considered that the EILAs will be expected to sign up to the code, however there is no requirement for childcare providers to do the same. Childcare providers as businesses would be encouraged to sign up to the code as good practice but it is not a requirement of the offer. It is not considered that a childcare contract under the offer is part of the public sector supply chain. The childcare contract is negotiated and agreed between the parent and provider.

Process for Paying Providers

122. Delivery Authorities will need to establish a system and process for paying providers. Providers will need to register as a supplier with a Delivery Authority EILA in order to be able to claim for childcare delivered under the offer.

123. Delivery Authorities will need to develop a system that will allow them to pay providers monthly in advance (where possible) and will also need to seek monitoring and evaluation information monthly in arrears.

124. We advise that wherever possible, providers are paid in advance for the hours of childcare delivered through the offer. Should a local authority's internal audit systems not allow payments in advance to be made, payments in arrears should be made as soon as possible after that childcare setting has delivered those hours through the offer.

Re-Checking Eligibility

125. Delivery Authorities will need to develop a system to confirm the continued eligibility of parents accessing the offer. What system is put in place will be for the individual EILA to decide, however, they will need to be satisfied that any system and process meets EILA due diligence.
126. The re-checks to ensure eligibility for the following term will need to be undertaken termly on all existing applicants, in a timely manner, giving parents sufficient time to re-confirm eligibility ahead of term starting. Consideration will need to be given to the timing of the process to ensure re-confirmation occurs within the 8 week temporary exemption period which would apply should a parent fall out of employment.
127. It is not expected that applicants will need to re-submit full applications as part of this process, nor will all applicants be expected to provide documentary evidence in support of their continued eligibility. However it is expected that random spot checks will be undertaken on a minimum of twenty percent of those parents who re-confirm their eligibility, where further evidence will be sought in respect of their continued eligibility.
128. The process and timing of these re-checks will need to be determined by the EILA.

Re-Claim Process

129. The Welsh Government will provide Delivery Authorities with a Childcare Grant to fund the childcare places for the offer. Delivery Authorities are the accountable body in respect of the Childcare Grant and payments to providers (third party providers). Delivery Authorities are therefore responsible for ensuring that this grant is used for approved purposes and should take appropriate action to safeguard the funding provided through the grant.
130. If it is discovered that the childcare grant funding has not been used for approved purposes, where a parent who is not eligible/no longer eligible claims government funding under the offer or where a provider claims government funding under the offer incorrectly or inappropriately, it is the responsibility of the Delivery Authority to retrieve this funding.
131. Delivery Authorities will therefore need to establish a process for re-claiming any funds wrongly administered/fraudulently claimed under the offer.

Appeals

132. Delivery Authorities will need to agree a process for handling any appeals against an application decision. Any process and subsequent decision will need to be made at an officer level and should not involve the cabinet or any other democratically elected official.
133. Delivery Authorities should refer to this guidance to inform decisions on appeals.

However, should an appeal or challenge be forthcoming, the policy decision of which is not covered within the guidance, Delivery Authorities should refer the appeal to the Welsh Government for advice on the policy.

134. Delivery Authorities are expected to notify the Welsh Government and other EILAs on any appeals made. Only the basis of the appeal, the process and the outcome will be shared. No personal information will be shared.

Audit Requirements

135. The Welsh Government expects Delivery Authorities to establish systems and procedures for the administration of the offer which meet with individual EILA audit requirements.

Due Diligence

136. Delivery Authorities, as the accountable body for delivering the offer through the childcare grant, are expected to put in place internal systems and procedures and take appropriate action to safeguard the funding provided through the Childcare Grant, which satisfy themselves and the Welsh Government in respect of due diligence.

Section 10 - Funding

137. During the Early Implementation of the offer the Welsh Government will provide the EILAs with three separate grant funding streams:

The Childcare Administration Grant

138. EILAs receive financial assistance, by way of an administrative grant, to assist with the costs of delivering the offer ahead of national systems and processes being put in place. For Delivery Authorities the purpose of the grant is to enable each Delivery EILA to prepare for, and deliver the early implementation of the offer within specified and agreed areas, and for a specified and agreed number of children, within their own and agreed partner authorities. For Engagement Authorities the purpose of the grant is to enable each Engagement EILA to engage with parents and providers to raise awareness of, and promote the offer, and to provide relevant support to the delivery authority in processing applications.

139. This funding is not to cover the cost of the childcare itself.

The Childcare Grant

140. Funding for the childcare under the offer will be paid to EILAs by way of the Childcare Grant. Payment of the grant will be made, monthly in arrears, to EILAs following completion and submission of a relevant claim. It will be for the individual EILAs to develop a process for paying providers.

The Special Educational Needs Grant

141. The offer should be available to any eligible parent to access. The Welsh Government will provide each EILA with additional funding to remove barriers for providers and eligible parents who have children with SEN to access the offer. This may include, but not be limited to, offering the providers training, equipment, specialised toys or enabling them to hire more staff. Specific guidance on the use of funding for children with SEN will be issued.

Section 11 - Monitoring and Evaluation

Monitoring

142. The work of the EILAs is to test different elements of the delivery of the offer to inform the final offer to be rolled out across Wales. As such, Delivery Authorities will be required to collect and report certain data to the Welsh Government and other contracted parties on a periodic basis. Engagement Authorities will be required to provide evidence for the evaluation of the childcare offer to third party independent evaluators.

143. Delivery Authorities will be expected to use the Monitoring Information Workbook provided by the Welsh Government. Comprehensive desk notes will be provided to assist Delivery Authorities.

Monthly

144. The monthly returns from the Delivery Authorities will consist of two sets of information. Firstly, information will be provided on:

- The number of applications received in the last month
- Number of applications deemed ineligible in the last month
- Total number of hours applied for in the last month
- The number of days over which the childcare has been applied for
- The number of providers (where known) to date
- Number of applications using their first choice provider in the last month

145. The second set of information will consist of:

- Number of children taking part in the offer (different from applications as some successful applications may have not been taken up)
- Number of hours of booked childcare
- Number of hours children have attended childcare
- Number of children receiving childcare either through the medium of Welsh or bilingually
- Number of children whose parents expressed an interest in accessing Welsh Language provision.
- Number of children whose parents expressed an intention to use or currently use a foundation phase nursery place
- Number of SEN referrals
- Number of SEN grants allocated

146. This information will be sent to Welsh Government officials the last working Monday of the month. Dates for the submissions are given below.

		Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March
Aggregate level submission from Local Authority	Period reporting on	05/02/18	05/03/18	02/04/18	7/05/18	04/06/18	02/07/18	06/08/18	03/09/18	01/10/18	05/11/18	03/12/18	31/12/18	04/02/19	04/03/19
		-	-	-	-	-	-	-	-	-	-	-	-	-	-
	04/03/18	01/04/18	06/05/18	3/06/18	01/07/18	05/08/18	02/09/18	30/09/18	04/11/18	02/12/18	30/12/18	03/02/19	03/03/19	31/03/19	
	Due by		30/04/18	28/05/18	25/06/18	30/07/18	27/08/18	24/09/18	29/10/18	26/11/18	31/12/18	28/01/19	25/02/19	25/03/19	29/04/19
Aggregate level submission from Local Authority and Providers	Due by		30/04/18	28/05/18	25/06/18	30/07/18	27/08/18	24/09/18	29/10/18	26/11/18	31/12/18	28/01/19	25/02/19	25/03/19	29/04/19

Quarterly

147. At the end of each school term Delivery Authorities will need to submit a dataset which contains information about each child using the offer. The information will include:

- Unique child ID number
- Provider CIW Registration Number delivering the offer to the child
- Number of childcare providers used per child taking up the offer
- Parental Ethnicity of all parents listed on the application form
- SEN status of the child
- Whether the child is in receipt of SEN funding provided through the childcare offer
- Number of booked hours of childcare for the term, split by month
- Number of used hours of childcare for the term, split by month
- Number of hours of foundation phase childcare being used for the term, split by month
- Total number of days across which the childcare has been booked
- Whether the child accessed Flying Start
- From the application form;
 - How much parents reported currently spending each month on childcare prior to taking up the offer
 - How easy or difficult parents reported to afford childcare
 - How many hours on average parent reported using formal childcare per week
 - How many hours on average parent reported using informal childcare per week
- Salary of all parents
- How many hours a week parents on application form work including paid and unpaid overtime

148. This information will be sent once at the end of September 2017 for base-lining purposes and then at the end of each term containing information for that term.

149. The dates for the quarterly submissions are as follows:

Period reporting on	January '18 - March '18	April '18 - September '18	September '18 to December '18	January '19 to March '19
Anonymised dataset	30/04/2018	28/09/2018	31/01/2019	29/04/2019

Evaluation

150. The Welsh Government has commissioned a third party contractor to undertake an evaluation of the early implementation of the childcare offer. The final report of the evaluation of the first year of the childcare offer will be available late 2018.

151. The evaluation of the first year of the offer has the following aims:

- Evaluate how effectively the offer is being delivered to children and parents in the early implementer areas and provide lessons to inform future delivery;
- Evaluate the impact that the childcare offer for Wales is having on parental employability, wellbeing and disposable income (linked to poverty) - the specification also recognises that evidence of this is likely to be limited in the first year;
- Evaluate the impact of the childcare offer for Wales on the childcare sector, looking at the affect it has on different types of childcare providers, changes to business practices and the affect it has on intervention into the childcare market.

152. As stated previously, the parameters set out throughout this guidance only refer to the duration of the early implementation and are for the purposes of testing the offer to inform the longer term. The findings from the monitoring and the evaluation will be invaluable in shaping what will in due course become the offer available across Wales from 2020.

Risks

Risks

00001 Capacity within childcare settings

Description	As the childcare offer is taken up by more people in Denbighshire, there will be a requirement for more childcare settings and more settings offering Welsh provision, in specific areas of the Authority.
Date Last Reviewed	22/08/2018
Mitigating Action	A capital grant application has been submitted to WG, which if successful, will enable the capacity issues to be addressed in sufficient time to meet the anticipated need.
Risk	Technical/Operational/Infrastructure
Active	Yes
Key Risk?	Yes
Corporate Risk	Yes
Mitigation Strategy	Avoidance
Trend	Same
Likelihood & Impact	D3
Risk Closure Date	
Owners	James Wood

00002 Delivery Partner capacity

Description	Flintshire County Council is the delivery partner for DCC in respect of this project, and need to have the technical solution and the staffing in place in sufficient time, to undertake the delivery partner role on DCC's behalf.
Date Last Reviewed	22/08/2018
Mitigating Action	As part of the project planning, a task and finish group will be established for the Flintshire CC element, and milestones will be agreed in respect of the resources that they need to have in place for the implementation of the childcare initiative. Monthly project meetings will enable the progress against milestones to be reviewed
Risk	Technical/Operational/Infrastructure
Active	Yes
Key Risk?	Yes
Corporate Risk	Yes
Mitigation Strategy	Avoidance
Trend	Same
Likelihood & Impact	E2
Risk Closure Date	
Owners	James Wood

00003 WG revenue funding

Description	WG has provided £30k of revenue funding to DCC for the 2018/19 financial year to assist with the introduction of this initiative. Ideally WG need to provide a revenue stream for 2019/20 to ensure continued support for the childcare settings and service users as this initiative is planned to go live in April 2019. This would also assist with the planned capital works to improve the capacity within the childcare settings.
Date Last Reviewed	22/08/2018
Mitigating Action	There needs to be further discussion with WG in the next 3 months as we gear up for the roll out of the initiative. As the project progresses and the engagement work commences, we will have a greater knowledge of the ongoing requirement. The timescale also fits with the capital grant award decision, when we will know what future works are approved.
Risk	Organisational/Management/Human Factors
Active	Yes
Key Risk?	Yes
Corporate Risk	No
Mitigation Strategy	Reduction

Trend	Same
Likelihood & Impact	D3
Risk Closure Date	
Owners	James Wood

00005 Recruitment and associated engagement capacity

Description	<p>DCC is currently recruiting for a Families & Information Communications Outreach Development Worker on a fixed term contract until 31st March 2019, to undertake a significant proportion of the engagement with DCC's childcare settings and prospective service users, in preparation for the roll out of the initiative in April 2019.</p> <p>Given the limited term of the contract we may have no suitable applicants. If WG commit to additional revenue funding this will extend the duration of the post and make it more attractive, but we are not in a position to extend the post until there is a decision on revenue funding for 2019/20.</p>
Date Last Reviewed	22/08/2018
Mitigating Action	Utilise a portion of existing staffing hours to cover this role with staff who have the necessary expertise, and backfill some of their jobs with other staff to create some capacity.
Risk	Organisational/Management/Human Factors
Active	Yes
Key Risk?	Yes
Corporate Risk	Yes
Mitigation Strategy	Reduction
Trend	Same
Likelihood & Impact	C2
Risk Closure Date	
Owners	James Wood

00006 Partial roll out of childcare offer

Description	<p>WG has given a strong indication that they support a full roll out of the childcare initiative in DCC from April 2019, and our preparations are based on this position. There is a possibility that if WG have budget constraints, (i.e greater take up elsewhere than anticipated), that their fall back position will be a partial roll out in DCC in April 2019 and then extended County wide in September 2019.</p> <p>It is anticipated that the WG will confirm their intention in respect of the DCC roll out, this Autumn.</p> <p>Should DCC be required to go with a partial roll out in April, there will be significant PR work required to manage the partial implementation.</p>
Date Last Reviewed	22/08/2018
Mitigating Action	Press the WG for an early decision in this respect to enable the PR to be planned accordingly, and managed.
Risk	Political
Active	Yes
Key Risk?	Yes
Corporate Risk	Yes
Mitigation Strategy	Avoidance
Trend	Same
Likelihood & Impact	D2
Risk Closure Date	
Owners	James Wood

Report to:	Communities Scrutiny Committee
Date of Meeting:	6 September 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.

Proposed New Waste & Recycling Model

- 4.8 A report on the above was scheduled for presentation to the Committee for examination at the current meeting. In response to a request from the Head of Service the Chair has granted the presentation of the report to be deferred until the Committee's next meeting on 25 October 2018. The grounds for the request to defer was that the Council is awaiting confirmation from Welsh Government (WG) on funding for the project and that more work is required to assess the changes required at Council waste facilities to deal with the proposed changes. Consequently, presentation of the proposals to Cabinet has been deferred until December 2018.

- 4.9 As a result of the inclusion of the above item on the Committee's business agenda for its October meeting members may wish to consider whether to defer items already listed for presentation to that meeting until a later date.

Cabinet Forward Work Programme

- 4.10 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

- 4.11 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. Their next meeting is scheduled for the afternoon of 6 September 2018.

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:

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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
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>(i) the closure of Ysgol Rhewl and the transfer of pupils to the new area school in Ruthin; and</i> <i>(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</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>
	Cllr. Tony Thomas	2. Planning Enforcement	To detail the effectiveness of the planning enforcement regime and detail the criteria used to determine and	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	Emlyn Jones/Paul Mead	By SCVCG March 2018

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
			prioritise enforcement action	corporate priorities and the Corporate Plan		
	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 ambition in relation to economic development	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)
	Cllr. Brian Jones	4. 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 (rescheduled August 2018)
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 all regulatory stipulations are adhered to and that holiday caravan sites contribute towards the economic prosperity of	Emlyn Jones/Paul Mead	By SCVCG January 2018

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)		Purpose of report	Expected Outcomes	Author	Date Entered
				ensuring that caravan and holiday park planning and licensing conditions are complied with	the area and local residents are supported to live in homes that meet their needs		
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
	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	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

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)		Purpose of report	Expected Outcomes	Author	Date Entered
				sewers, and to outline each organisation's responsibilities in relation to flood management and flood mitigation			
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 partners with a view to mitigating the effects of its introduction on residents and Council services, including the lessons learnt; and	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 proposed ways to mitigate against the effects of UC adversely affecting the Council's aim of building resilient communities	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
				(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			
	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
4 July							
5 Sept							
24 Oct	Cllr. Huw Hilditch Roberts	1.	<i>Impact of the Ruthin Primary Education Area Review</i>	<i>To consider the findings of the of the impact assessment (based on the</i>	<i>Identification of any negative or unintended/unexpected outcomes from the school reorganisation decisions that will assist planning for</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
		[Education]	WBFG Act principles and goals) undertaken following the conclusion, implementation of the decisions relating to the review	similar projects in future to ensure the well-being of all stakeholders		
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

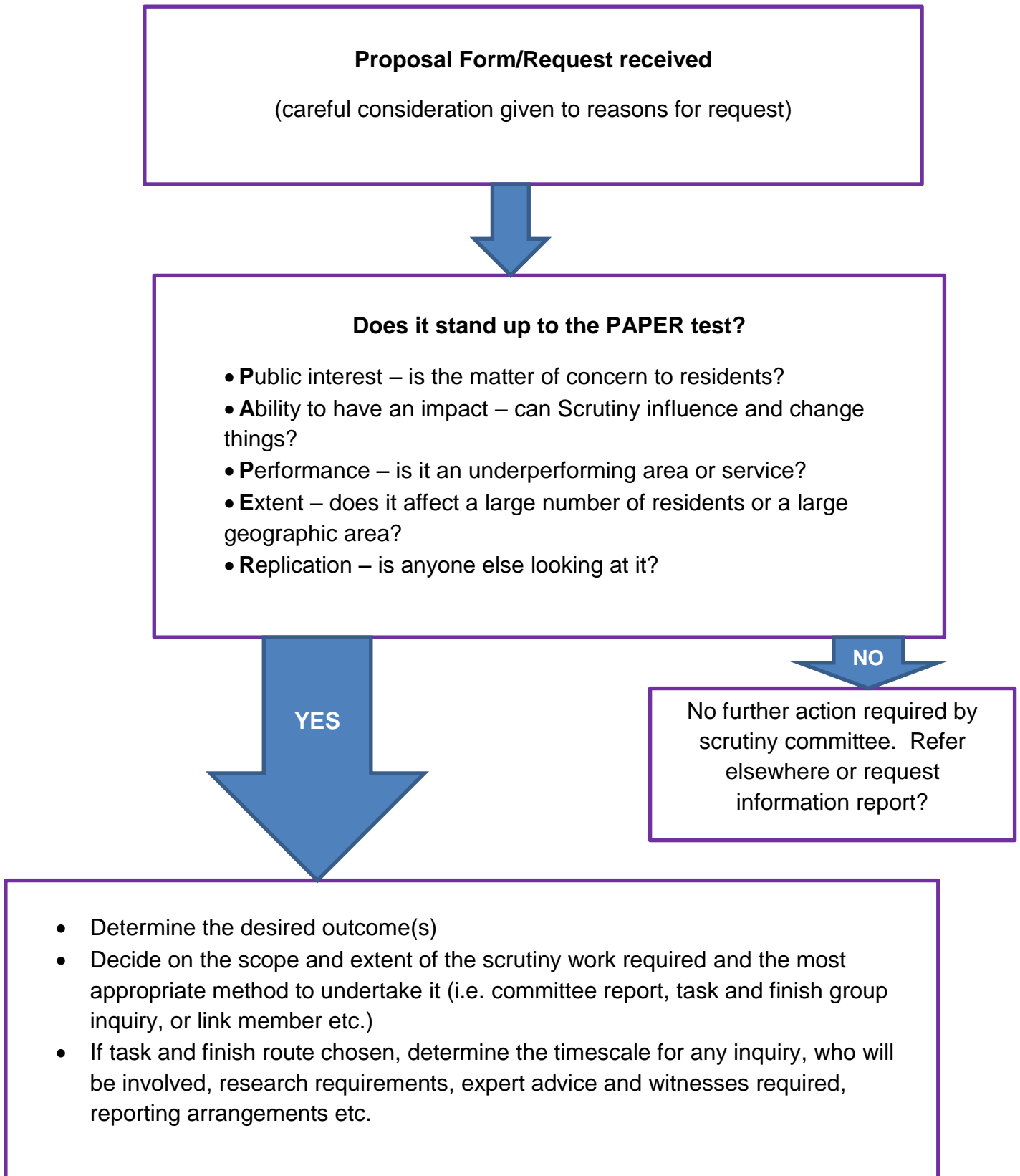
Note for officers – Committee Report Deadlines

Meeting	Deadline	Meeting	Deadline	Meeting	Deadline
25 October	11 October	13 December	29 November	24 January 2019	10 January 2019

Communities Scrutiny Work Programme.doc
23/08/2018 RHE

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
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 enforcement within the county	Yes	Councillor Tony Thomas / Emlyn Jones
	3	Bodelwyddan Castle Hotel	To obtain Cabinet approval for terms negotiated for the disposal of Bodelwyddan Castle Hotel to the Tenant	Yes	Councillor Julian Thompson-Hill / Gerald Thomas / Rebecca Williams
	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	Contract Variation for DCC Household Waste Recycling Centres	To request Cabinet approval for a contract variation for	Yes	Councillor Brian Jones / Tony Ward / Tara Dumas

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			DCC Household Waste Recycling Centres		
	6	Employment Policies	To consider a number of employment policies for approval	Yes	Councillor Mark Young / Catrin Roberts, Andrea Malam
	7	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh
	8	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	North Wales Growth Bid Priority Projects	To support the regional priorities for the Growth Bid discussions with Government	Yes	Councillor Hugh Evans / Graham Boase
	4	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	Rhyl Regeneration Programme re-launch	To support the future arrangements regarding the regeneration of Rhyl	Yes	Councillor Hugh Evans / Graham Boase
	4	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	Denbighshire County Council Waste & Recycling Model	To seek approval to develop/implement a new model for waste and recycling service, subject to confirmation of funding from Welsh Government	Yes	Councillor Brian Jones / Tony Ward / Tara Dumas
	3	North Wales Construction Framework 2	To appoint contractors for the project	Yes	Tania Silva

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
	4	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
28 May 2019	1	North Wales Growth Bid Governance Agreement 2	To approve the governance arrangements in relation to the implementation of the growth deal.	Yes	Councillor Hugh Evans / Graham Boase / Gary Williams

Note for officers – Cabinet Report Deadlines

<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>
<i>September</i>	11 September	<i>October</i>	16 October	<i>November</i>	6 November

Updated 16/08/18 - KEJ

Cabinet Forward Work Programme.doc

Progress with Committee Resolutions

Date of Meeting	Item number and title	Resolution	Progress
12 July 2018	5. Welsh Ambulance Service Trust and the GP Out of Hours Service	<i>Resolved:</i> - <i>subject to the above observations to receive the presentations by the Welsh Ambulance Service Trust the GP Out of Hours Service</i>	No further action required
	6. Denbighshire County Council Cemeteries	<i>Resolved:</i> - <i>subject to the above observations</i> <i>(i) that there was not a need to establish a Scrutiny Task and Finish Group to consider the issue of future capacity in Council cemeteries;</i> <i>(ii) to support the existing policies relating to the management of the council's cemeteries; and</i> <i>(iii) to support the proposals to increase burial fees to bring Denbighshire fees in line with neighbouring authorities</i>	Lead Member and officers advised of the Committee's recommendations

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