

To: Members of the Performance
Scrutiny Committee

Date: 25 September 2020

Direct Dial: 01824 712554

e-mail: democratic@denbighshire.gov.uk

Dear Councillor

You are invited to attend a meeting of the **PERFORMANCE SCRUTINY COMMITTEE** to be held at **10.00 am** on **THURSDAY, 1 OCTOBER 2020** in **VIA WEBEX**.

PLEASE NOTE: DUE TO THE CURRENT RESTRICTIONS ON TRAVEL AND THE REQUIREMENT FOR SOCIAL DISTANCING THIS MEETING WILL NOT BE HELD AT ITS USUAL LOCATION. THIS WILL BE A REMOTE MEETING BY VIDEO CONFERENCE AND NOT OPEN TO THE PUBLIC.

Yours sincerely

G. Williams
Head of Legal, HR and Democratic Services

AGENDA

1 APOLOGIES

2 DECLARATION OF INTERESTS (Pages 3 - 4)

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 OF THE LAST MEETING (Pages 5 - 12)

To receive the minutes of the Performance Scrutiny Committee meeting held on 30 January 2020 (copy attached).

5 POST COVID-19 RECOVERY PLAN FOR THE BUSINESS SUPPORT RECOVERY PRIORITY (Pages 13 - 42)

To consider a report that provides Members with an opportunity to examine the Council's recovery plan in relation to business support (copy attached).

10.05 a.m. – 11.00 a.m.

BREAK

6 EMBEDDING NEW WAYS OF WORKING (Pages 43 - 48)

To consider a report to review the potential for the Council to adopt new ways of working as part of the recovery process (copy attached).

11.15 a.m. – 12.10 p.m.

7 SCRUTINY WORK PROGRAMME (Pages 49 - 76)

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

12.10 p.m. – 12.30 p.m.

MEMBERSHIP

Councillors

Councillor Arwel Roberts (Chair)

Councillor Hugh Irving (Vice-Chair)

Ellie Chard

Paul Penlington

Ann Davies

Pete Prendergast

Martyn Holland

Peter Scott

Geraint Lloyd-Williams

David Williams

Bob Murray

COPIES TO:

All Councillors for information

Press and Libraries

Town and Community Councils

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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PERFORMANCE SCRUTINY COMMITTEE

Minutes of a meeting of the Performance Scrutiny Committee held in Meeting Room 4, County Hall, Ruthin on Thursday, 30 January 2020 at 10.00 am.

PRESENT

Ellie Chard, Ann Davies, Hugh Irving (Vice-Chair), Arwel Roberts and David Williams

Co-opted Members Kathleen Jones and Neil Roberts attended for Agenda Item 6 – Verified External Examination Results

Cabinet Members Councillor Bobby Feeley, Richard Mainon, Huw Hilditch-Roberts and Tony Thomas attended at the committee's invitation for agenda items relating to their portfolios

GwE representatives for business item 6: Jacqueline Chan and Mair Herbert

Observers – Councillors Meirick Lloyd-Davies and Graham Timms

ALSO PRESENT

Chief Executive (JG), Head of Community Support Services (PG), Community Support Services Project Manager (AR), Head of Education and Children's Services (KIE), Senior School Improvement Officer – Secondary (JM), Head of Business Improvement & Modernisation (AS), Performance and Programme Systems Administrator (EJ), Head of Communities and Customers (LG), Principal Librarian (BH), Scrutiny Co-ordinator (RhE) and Democratic Services Officer (KAE).

1 APOLOGIES

Apologies were received from Councillors Huw Jones (Chair), Martyn Holland, Bob Murray, Peter Scott and Geraint Lloyd Williams.

In the absence of the Chair the Committee was presided over by the Vice-chair Councillor Hugh Irving.

The Committee sent their warmest regards and hopes for a speedy recovery to Councillor Huw Jones.

2 DECLARATION OF INTERESTS

Personal declaration of interest were received for Agenda Item 6 – Verified External Examination Results.

- Ellie Chard – Governor at Ysgol Tir Morfa
- Anne Davies – Governor at Ysgol y Castell
- Arwel Roberts – Governor at Ysgol y Castell and Ysgol Dewi Sant
- Hugh Irving – Governor at Prestatyn High School

3 URGENT MATTERS AS AGREED BY THE CHAIR

None

4 MINUTES OF THE LAST MEETING

The minutes of the Performance Scrutiny Committee held on 28 November 2019 were submitted.

Matters Arising –

Hafan Deg, Rhyl – the Scrutiny Coordinator confirmed that the new leaflet promoting the service had been distributed throughout the area.

Cefndy Healthcare members visit – the Scrutiny Coordinator sought verification that it was a single visit for all members rather than individual visits, the Committee agreed.

Resolved that the minutes of the meeting held on 28 November 2019 be received and approved as a correct record.

5 WORK OPPORTUNITY AND DAY ACTIVITY SERVICES REVIEW

In the absence (due to personal reasons) of both the Chair and Vice-Chair of the In-house Adult Social Care Task and Finish Group the Head of Community Support Services introduced the report (previously circulated). The report presented the findings of the review of the Work Opportunity and Day Activity Services for adults with complex disabilities. He advised that the Task and Finish Group had recently considered the review's findings and were in agreement with the conclusions drawn and the recommendations put forward.

During the review it had become apparent that the services provided to people with complex learning disabilities were valued by service-users, their families and carers, and that a number of them wanted to see the services improve and develop. The Review had concluded that:

- Meifod Wood and Garden Control Services would both benefit from being operated as social enterprises as this would enable them to grow and develop into businesses in their own right, which would broaden the experiences on offer to service-users;
- Popty Catering Services should remain as part of Community Support Services but capitalise on an opportunity available to re-locate to space available at Denbighshire Leisure Limited's new headquarters in Denbigh, where a purpose built kitchen could be installed for the Service. That relocation would enable Popty to develop into a work experience placement service and also assist the Service to further explore the viability of retaining the sandwich provision service within Denbighshire Leisure Limited;
- it would be beneficial for Job Finding to transfer into the 'Working Denbighshire' Service. In doing so it would be able to take advantage of the connections and experience of a dedicated employment support service and

- Y Bont and the Golden Group would benefit from amalgamating as one single service, re-locating from Canol y Dre to a purposely refurbished area within County Hall in Ruthin.

Responding to members' questions the Head of Service advised that:

- the Task and Finish Group was supportive of the proposals having received assurances that those individuals working within Popty would continue to be able to meet and socialise with other colleagues currently based with them in Canol y Dre, as a number of them attended other work opportunity services on other days;
- it was estimated that refurbishment work to accommodate the relocation of services to both County Hall and Denbigh would cost in the region of £120K - £150K. It was anticipated that this cost could be funded in part through a successful application to the Intermediate Care Fund (ICF) and to the Council's own Strategic Investment Group (SIG). There should also be sufficient funds available to offset the cost via the capital receipt that would be available upon the sale of the Canol y Dre building;
- there would be no gap in service provision to current service-users during the transition period, there may actually be an overlap as the transition would be gradual with service-users being introduced to their new surroundings using a phased familiarisation approach;
- architects and other specialists would be engaged to design appropriate washroom and rest facilities at County Hall to meet service-users' needs and
- developing Meifod Wood and Garden Control into social enterprises would open up opportunities for both services and help ensure that sufficient staff capacity would be available to cover sickness leave etc.

Committee members were keen to visit the current services delivered from Canol y Dre, Meifod Wood and Garden Control and the Head of Service agreed to facilitate the visits. The Committee:

Resolved: to report to Cabinet, that

- I. it had read, understood and taken account of the Well-being Impact Assessment (Appendix 1) as part of its consideration;***
- II. subject to the above observations, it supported the intention to relocate four services (Popty Catering Services, Y Bont, Jobfinding and The Golden Group) and to combine Y Bont and the Golden Group into one co-located service; and***
- III. it recommended for approval the proposal to explore the setting up of social firms relating to two activities currently being carried out by the Service, namely Meifod Wood and Garden Control***

6 VERIFIED EXTERNAL EXAMINATION RESULTS

The Head of Education introduced the report and appendices (previously circulated) emphasising that one of the challenges facing the Service at present was that they were delivering services during a period of time when they were waiting for the imminent introduction of a new curriculum. That meant they were currently

delivering the service without knowing which indicators they would be assessed against, as these were yet to be agreed. Whilst education practitioners acknowledged that the narrow set of indicators previously used to measure pupils' educational attainment had had a detrimental effect on pupils and schools, the data presented for the last academic year did not present a true and holistic illustration of each individual pupil's achievement.

Responding to members' questions the Lead Member, Head of Service, Principal Education Manager and GwE representatives advised that:

- whilst there was an element of correlation between deprivation, poverty and poor educational performance there were other contributing factors such as mental health and well-being issues. Mental health was the greatest challenge faced by Education and Children's Services at present;
- Denbighshire was fully aware of where its Educated Other Than at School (EOTAS) pupils were being educated and had an education and well-being profile on each one, therefore officers knew exactly what their needs were and their capabilities;
- a lot of work in the county's deprived areas centred around the transition of young children into education;
- County education staff and GwE regularly tracked the progress of individual schools and pupils at all Key Stages (KS) and could therefore tailor their programme of support to each individual school's specific needs;
- due to the experimental work being undertaken at the KS3 phase the 'dip' in performance at this stage should not be a cause of concern, as there was a decrease in attainment on a national basis in 2019;
- it was difficult to compare performance at KS4 in 2019 with previous years due to the significant changes in the education programme in Wales and the fact that the national data capture for individual schools was now based on first entry results. Nevertheless, there had been an improvement in Science results;
- pupils' attainment for Welsh language qualifications were above the national average in three of the four key stages. That was a reflection of the investment made in recent years in Welsh medium education in the County;
- the Education Service's aim was for each pupil and school to achieve the best they could, commensurate with their ability, hence the emphasis in Denbighshire on providing clear, transparent qualitative information on attainment;
- examination results illustrated one specific aspect of education whilst Estyn inspection reports provided a far more holistic picture and analysis of the quality of education, care and leadership provided by the schools and the Education Authority, as they had regard to other aspects of the curriculum and extra-curricular activities and their impact on a pupil's general well-being;
- Denbighshire's Head of Education and Children's Services was the present Chair of the Association of Directors of Education in Wales (ADEW). She was therefore able to share with other Directors of Education Denbighshire's experience of amalgamating both Education and Children's Services under one head of service and the benefits that brought to devising a whole child approach to service delivery;

- Christ the Word School, being an all-through school, was not in a position to benefit from the very effective 'cluster' arrangements available to other schools in the county. However, they were able to work with other local head teachers and schools to share experiences and practices. Representatives from the school had recently attended a meeting of the School Standards Monitoring Group (SSMG) and whilst there were still challenges to overcome they had given the Group a positive presentation and vision for the future and
- school exclusion data which the Committee had requested would be published nationally within the forthcoming few weeks and would be circulated to Committee members when available.

At the conclusion of the discussion the Committee congratulated the Education Service, GwE, teachers and pupils on their performance during the 2018/19 academic year. Having reviewed the performance data available they felt assured that the County's education staff and GwE had an in-depth knowledge and understanding of each pupil's capabilities, aspects which required improvement and where resources required to be focussed in order to improve attainment and support pupils to achieve to the best of their abilities. This was commendable considering the pressures caused by the imminent introduction of a new curriculum and the non-availability of national benchmarking data. It was therefore:

Resolved: - *subject to the above observations:*

- i. to receive the information relating to the verified performance of the county's school pupils at Key Stage 4 and post 16 examinations during the summer of 2019, acknowledging the barriers that existed which fettered the Education Service from undertaking comparison exercises with previous years' results and with the results of other local education authorities; and*
- ii. that they were satisfied that both the Council's Education Service staff and GwE personnel had identified the emerging trends and areas which would require improvement going forward at all Key Stages.*

7 DRAFT STREET NAMING AND NUMBERING POLICY

The Lead Member for Corporate Services and Strategic Direction introduced the report (previously circulated) and the conclusions of the review, which had been instigated at Scrutiny's request following its concerns that the policy did not properly reflect the requirements of the Council's Welsh Language policy.

The Performance and Programme Systems Administrator outlined the steps taken as part of the review, which included seeking guidance and advice from the Welsh Language Commissioner's Office.

Members were advised that:

- having one official name for all new streets would assist the blue light services and others to locate properties quickly in the event of an emergency;

- the Armed Forces agreed that streets should not as a matter of course be named after fallen serving personnel, they felt that this would only possibly merit consideration if they had been awarded gallantry honours of the highest level e.g. the Victoria Cross;
- the new policy would not advocate bilingual street names from now on, but that all new streets should be given Welsh only names;
- English only street names already in existence would remain thus, no bilingual street signs would be erected to replace these signs when they required replacing;
- although some street names were literal translations of the original Welsh or English names, others were not and therefore if both version were displayed they could cause confusion for the emergency services. The County did have a record of all officially recognised street names in both Welsh and English, these were known as 'Type 4' street names.

Members mentioned that upon local government re-organisation in 1996 Denbighshire had adopted a policy of replacing all street name signs with bilingual signs, however this replacement programme had not been fully delivered.

Councillor Arwel Roberts requested that his disagreement with the policy of not replacing English street name signs, as and when they required replacing, with bilingual signs be placed on record.

The Committee:

Resolved: - subject to the above observations and the noted objection, that –

- i. all new streets be named in Welsh only;***
- ii. the option to name streets after individuals be removed from the policy;***
- iii. the Council's policy be amended to reflect this and presented to Cabinet for approval; and***
- iv. it had read, understood and taken account of the Well-being Impact Assessment (Appendix 5) as part of its consideration***

8 LIBRARY SERVICE STANDARDS 2018-19 AND DRAFT LIBRARY SERVICE STRATEGY

The Lead Member for Housing and Communities introduced the report and appendices (previously circulated) emphasising that Denbighshire had during 2018-19 met all 12 core entitlements set by the Welsh Government's (WG) Museums and Libraries Division (MALD). In addition it had achieved in full 8 of 10 constituent targets of the Quality Indicators, partially met one, and failed to achieve the one target which related to acquiring up-to-date reading materials per 1,000 population.

Members were advised by the Head of Communities and Customers and the Principal Librarian that the County's Library Service was extremely popular with residents and well visited by users as the statistics demonstrated. The reason for

this was that the Library Service delivered the services that residents wanted and helped residents to access Council and other services near to home.

The modern library service was much more than a book borrowing service, it helped deliver the County's Volunteering Strategy, supported the delivery of the health and well-being agenda and hosted social gatherings for all age groups ranging from babies to the elderly which mitigated against social isolation.

Members praised the Service and its staff for the wide-range of services they delivered and commended them on the excellent MALD report and the efficient execution of the bus pass renewal service

Responding to members' questions the Lead Member, Head of Service and Principal Librarian:

- confirmed that it was the Service's intention to roll out the 'dementia memory packs', currently available to users of Prestatyn Library, to all libraries in due course via funding secured from Denbighshire Voluntary Services Council 's (DVSC) Dementia Aware Denbighshire plan
- advised that the Service was working closely with town councils in an attempt to increase footfall in the libraries even further, in particular to entice people from nearby towns and villages that did not have a library of their own to attend and use their nearest library
- confirmed that consideration was being given to relocating Rhyl's Library to the former Queen's Market site in the town as part of the area's redevelopment, although no firm decision had yet been taken

The Committee:

Resolved: - subject to the above observations on the performance against the 6th Framework of Welsh Public Library Standards to receive the report, commend the Service and its staff on their excellent service and performance, and request that a progress report be presented to the Committee in January 2021

9 SCRUTINY WORK PROGRAMME

The Scrutiny Co-ordinator introduced the report (previously circulated) seeking Members' review of the Committee's work programme and providing an update on relevant issues. Members were reminded that the proposal form for scrutiny forward work programme (appendix 2) should be completed for the Scrutiny Chairs and Vice-chairs Group (SC&VCG) to review and allocate. There was still time to submit any urgent forms for the SC&VCG meeting that afternoon, the next meeting would then be 19th March.

The Scrutiny Co-ordinator advised the Committee that March's agenda only had two items but two of them were substantial topics and suggested that no further items be added. The committee agreed and requested that the relevant lead members be invited.

Resolved that subject to the above that the Performance Scrutiny Committee Forward Work Plan be noted.

10 FEEDBACK FROM COMMITTEE REPRESENTATIVES

Councillors Ellie Chard and Arwel Roberts were due to attend a Schools Standards Monitoring Group meeting at Denbigh High School that afternoon.

Meeting concluded at 12:35

Report to	Performance Scrutiny Committee
Date of meeting	1st October 2020
Lead Member/Officer	Cllr Hugh Evans & Cllr Mark Young / Emlyn Jones Head of Planning, Public Protection and Countryside Services
Report author	Emlyn Jones Head of Planning, Public Protection and Countryside Services
Title	An examination of the Post Covid 19 recovery plan for the business support recovery priority

1. What is the report about?

1.1. This report relates to the Council's business support recovery plans.

2. What is the reason for making this report?

2.1. The reason for the report is to provide Members with an opportunity to examine the Council's recovery plan in relation to business support and to understand the progress made to date and the interaction with the North Wales Economic Ambition Board (NWEAB) Programme office on economic recovery.

3. What are the Recommendations?

3.1. Support officers in the work undertaken in relation to supporting businesses within the County and also their continued contribution to the regional economic recovery work in partnership with the NWEAB Programme Office and Welsh Government (WG).

3.2. Advise officers of any other areas of scrutiny in relation to this recovery priority.

4. Report details

4.1. Coronavirus is a public health crisis but the impact on the economy and businesses is also crucially important. Town centres were shut down, consumers were told to stay at home and Denbighshire saw the immediate impact as businesses closed down. We could also see our businesses and town centre struggle to recover in the medium and long term. It is possible some businesses may never recover.

4.2. The economy of Denbighshire is diverse. Retail, leisure and tourism remain the largest employers in the North, whilst tourism and agriculture are key sectors in

the South. St Asaph Business Park and a number of smaller industrial estates are also important employment hubs across the County. Denbighshire's landscape and environment is an important economic strength attracting both visitors and investment.

- 4.3. The Tourism industry accounts for £509m of Denbighshire's economy. With the lockdown that contribution has stopped. As of 2018, there were 3,625 VAT registered businesses within the County. Most of these businesses are micro or small in nature, with 88% employing less than 10 people. Those registered as small businesses (Under 250 employees.) total 98.5%.
- 4.4. There are only 10 business employing more than 250 people within the County in 2018, representing 0.275% of all businesses.
- 4.5. Economic recovery will be instigated at a national, regional and local level. This will involve central and local government as well as the private sector.
- 4.6. WG and NWEAB are developing a national and regional economic and business support recovery plan. DCC are inputting into that plan at the design stage as well as having a role in the implementation and governance of the plan. Weekly meetings of the NWEAB, WG and all 6 Local Authorities were established after lockdown to share good practice, secure coordination across the region and provide support and advice. These meetings have continued.
- 4.7. The NWEAB commissioned a survey of businesses across North Wales to better understand the impact of the pandemic on businesses and to better understand what support will be needed to recover. The survey was distributed widely across all our business networks and over 200 businesses completed the survey. Appendix 1 provides a report of the findings of the Denbighshire survey. A regional report has also been produced to inform the regional approach.
- 4.8. The findings of the survey as well as other information and intelligence will also be used to inform a further piece of work commissioned by the NWEAB to better understand the impact of the pandemic on specific sectors and also to start to develop a regional economic recovery plan including short and medium term interventions.

4.9 There are both direct and indirect actions that the Council are taking to encourage and support economic and business recovery.

- The Council has agreed on a number of recovery themes.
- Business support is one of those recovery themes, with an overall aim of supporting our business to recover following the Covid 19 pandemic.
- A recovery plan is produced for each theme. The plan is produced by the lead officer in consultation with key Denbighshire County Council (DCC) services, partners and Lead Member. The plan is then presented to the Council's Senior Leadership Team, Cabinet Briefing and political Group Leaders.

4.10 The Business Support recovery plan is attached as Appendix 2. The Business Support Recovery Theme has 4 subthemes, which are interlinked, namely

- Town Centre – Lead Officer Mike Jones
- Business Contact – Lead Officer Gareth Roberts
- Tourism – Lead Officer Peter Mcdermott
- Procurement – Lead Officer Helen Makin

Each sub theme has a lead officer who will produce a recovery plan for each sub theme.

The plans for each sub theme are at various stages of development, however there is a great deal of 'business as usual' support work that is ongoing.

5. Town Centres

5.1. The Town Centres action plan can be found as Appendix 3 to this report. This is well developed and has been presented to the Senior Leadership Team (SLT), Cabinet Briefing and Group Leaders. A Town Centre Task Group was formed and met for the first time in June 2020 and has met at least fortnightly since then. The Task Group is made up of officers from a number of services across the Council, plus representatives from business groups, the Police, Public Health Wales, Vision Support and the Tourism Destination Management Partnership. Council officers on the group include representatives from Traffic; Public Protection; Economic and Business Development; Passenger Transport; Communications; Tourism; Streetscene; Highway Assets; Denbighshire Leisure; and Contracts and Facilities.

5.2 The overarching objective of the Task Group is to help support and maintain the reopening of our town centres post-Covid.

6. Business Contact

- 6.1 This sub theme relates to how the Council supports businesses through our regulatory support and wider business support activities. Consultation has taken place with Lead Members on this action plan and it will be presented to SLT on the 15th of October.
- 6.2 Much of the early work undertaken as part of business support recovery related to ensuring that businesses could access financial support that they were eligible for. The Economic and Business Development (EBD) team worked with Business Rates to make contact (telephone calls and emails) with many of the businesses who had not applied for the NDR grant. Several hundred businesses were contacted to encourage them to apply for the grant to ensure that we maximised the financial support for businesses in Denbighshire. Millions have been paid out to our businesses. The EBD team have been providing guidance and advise to business and constantly updating the website with the various financial schemes available to businesses as well as providing links to guidance on opening safely.
- 6.3 The EBD team have processed Start Up Grants on behalf of WG. To-date 48 businesses, who started up business after April 2019, and have not been able to access other funding, have been awarded a grant of £2,500 each, totalling £120,000k. EBD is currently processing Childminder Grants on behalf of WG.

Discussions are taking place as to how best to spend the Covid19 town centre funding, with different options being considered.

7. Tourism

- 7.1 This action plan is being presented to SLT on the 24th of September and will then be presented to Cabinet Briefing. A significant amount of work has been undertaken by the Council in partnership with other partners and businesses through both the Destination Management Partnership and Town Centres working group. A summary of the work undertaken to date can be found as Appendix 4.

8. Procurement

- 8.1 This sub theme relates to how the Council could maximise opportunities for local businesses to access contracts with the Council and also review the Council's

procurement rules to support local businesses better. An action plan is being finalised for discussion with Lead Members and SLT.

8.2 Please find attached as Appendix 5 an update on the progress to date against the recovery plan. This details the range of activities that have already been undertaken by the Council.

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

9.1 The business support recovery theme will contribute to the corporate priorities of Connected Communities and Resilient Communities. It will also contribute towards the outcomes of the Council's Economic and Community Ambition Strategy.

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

10.1 All costs are met within existing service budgets. Welsh Government grant funding has been accessed for some capital works within town centres.

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

11.1 This is an update report for the Scrutiny Committee on the business support recovery work. A well-being impact assessment is not required.

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

12.1 Consultation has taken place with various DCC services, partner agencies for example North Wales Police, town business groups, SLT, Lead Members, Cabinet and Group Leaders.

13. Chief Finance Officer Statement

13.1 As stated in the report it is important that the activity is either kept within existing resources or funded from Welsh Government. The Council has administered over £40m of direct support to local businesses through direct grants and rate relief on behalf of Welsh Government. This excludes the targeted payments to help particular sectors such as social care providers. This level of help can only be funded from Welsh Government but does put a resource pressure on the Council to deliver. It is expected that the Council will

continue to help deliver such schemes following recent announcements about the extension of restrictions that will impact on businesses' ability to recover.

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

14.1 There are no significant risks around this report.

15. Power to make the decision

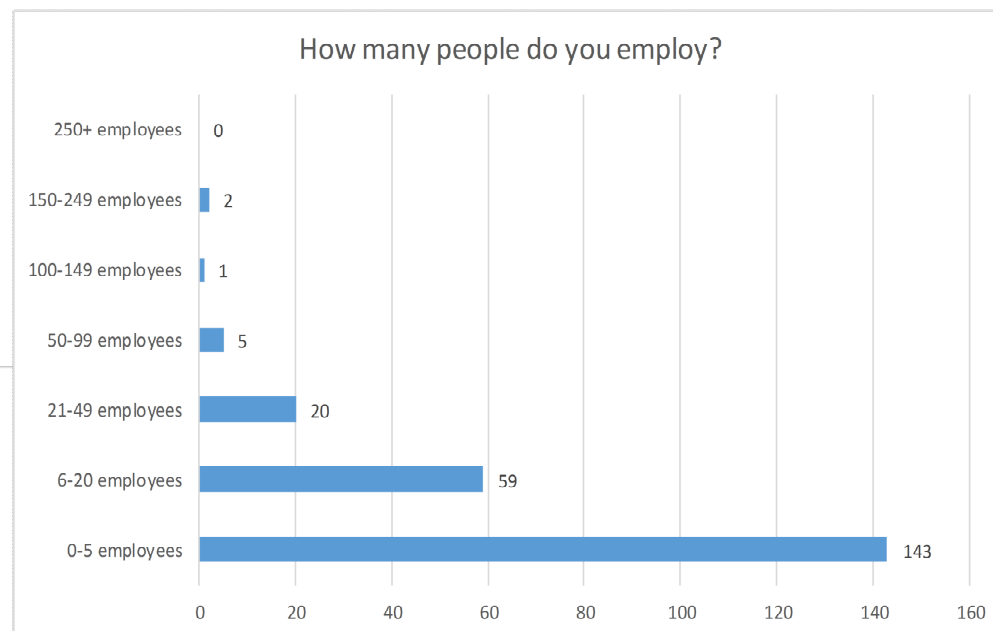
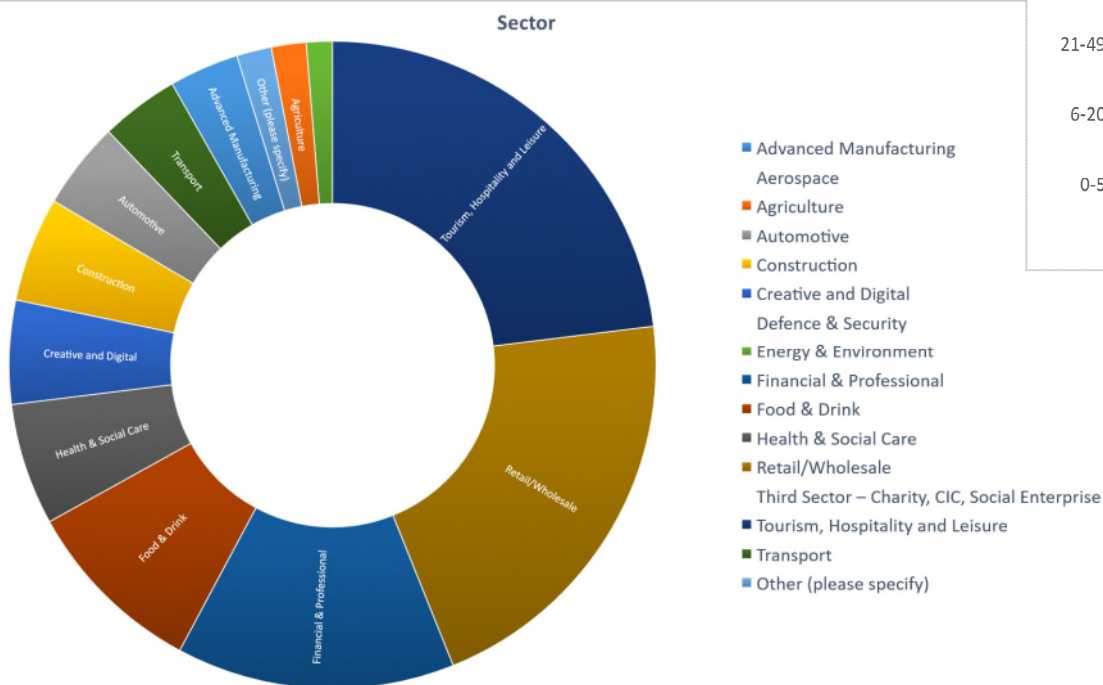
15.1 Scrutiny's powers in relation to matters detailed in this report are as per:

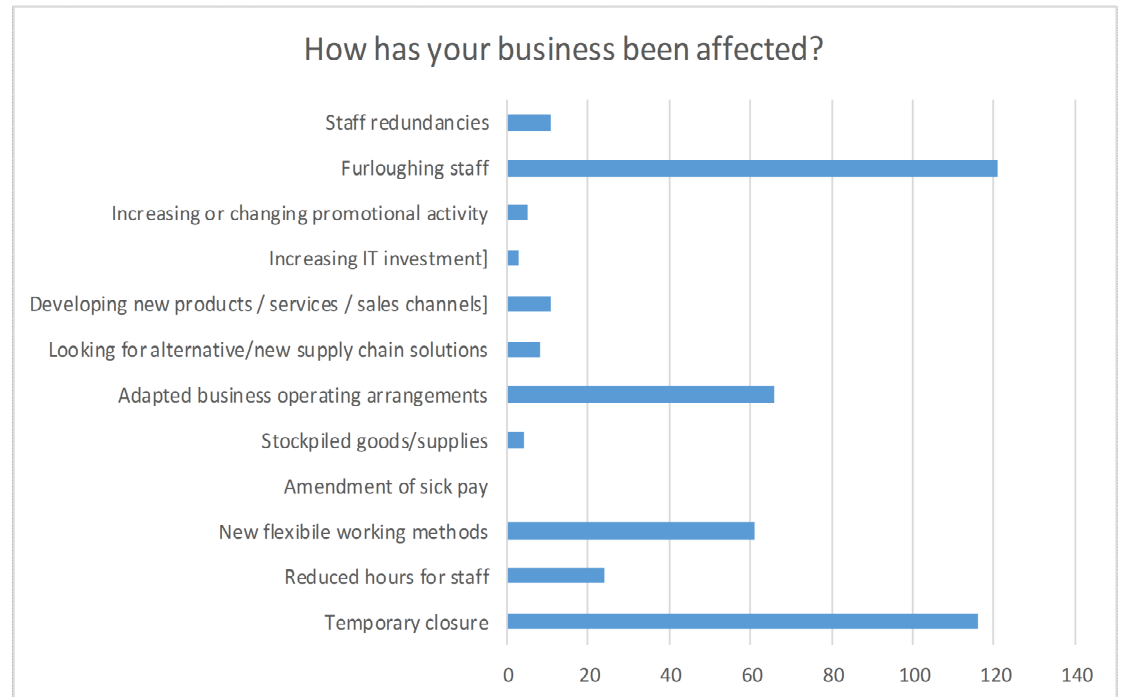
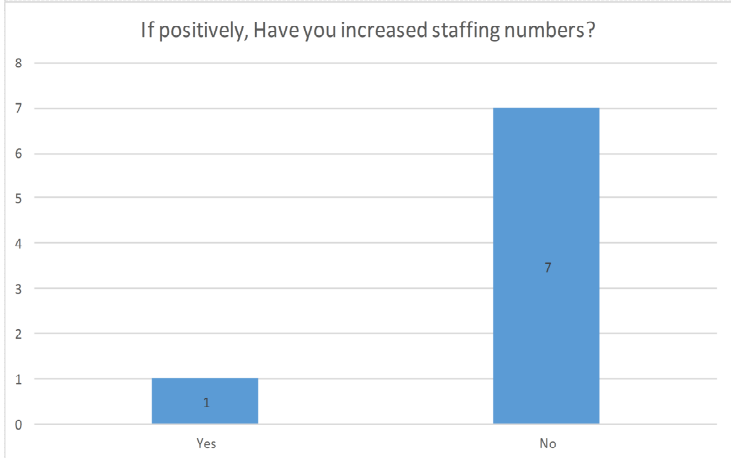
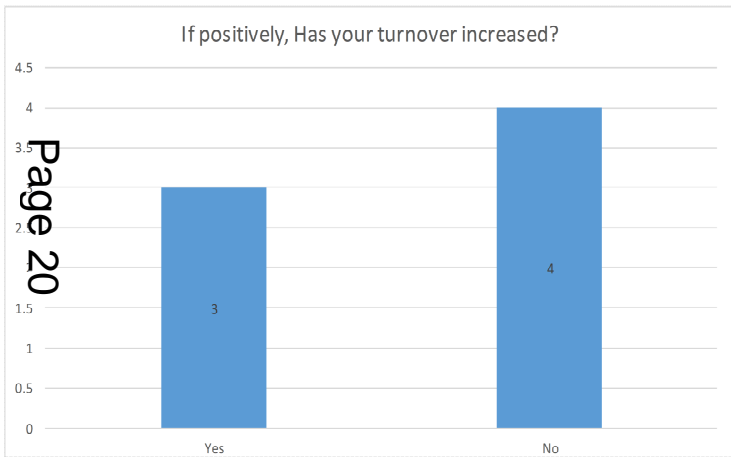
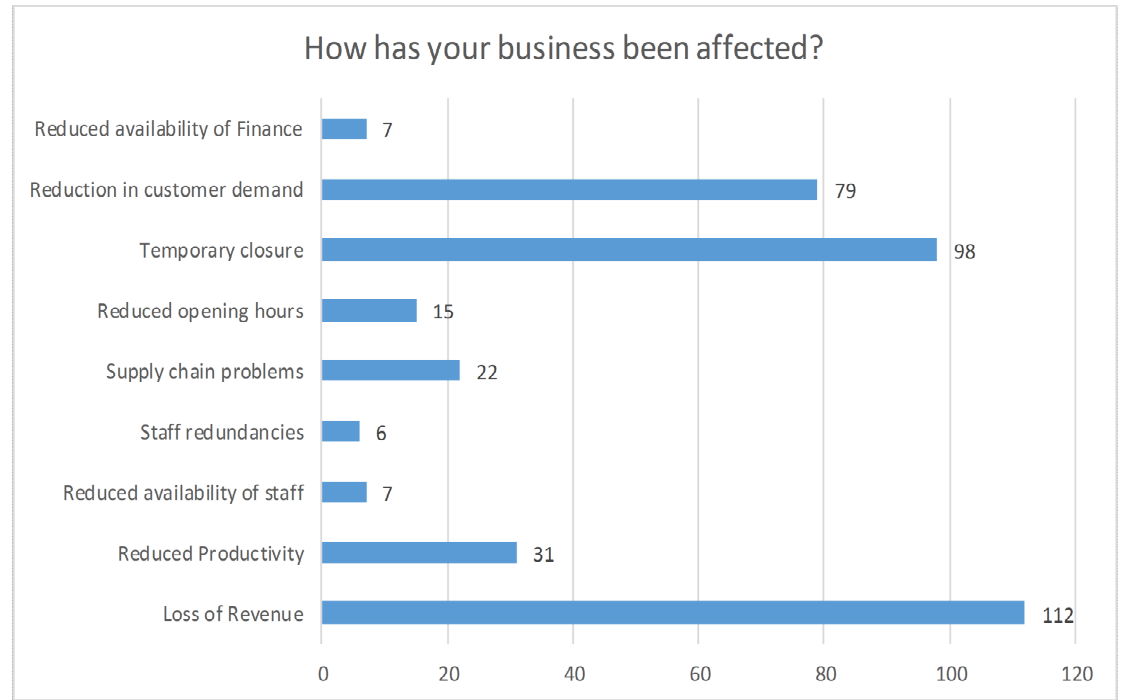
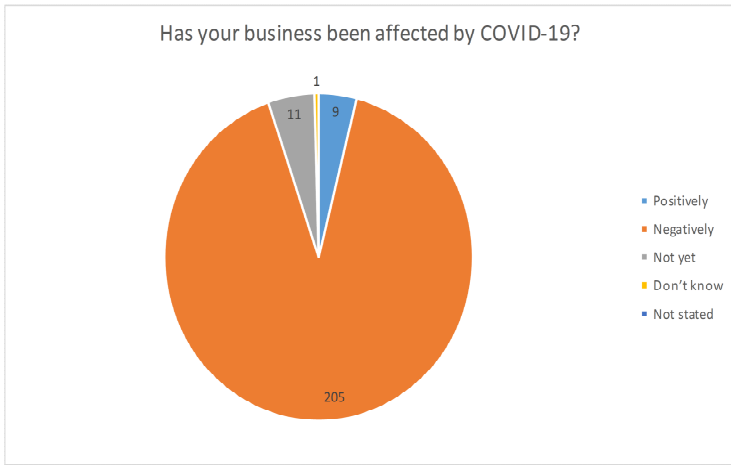
- Section 21 of the Local Government Act 2000;
- Section 7 of the Council's Constitution

Update 10/08/2020

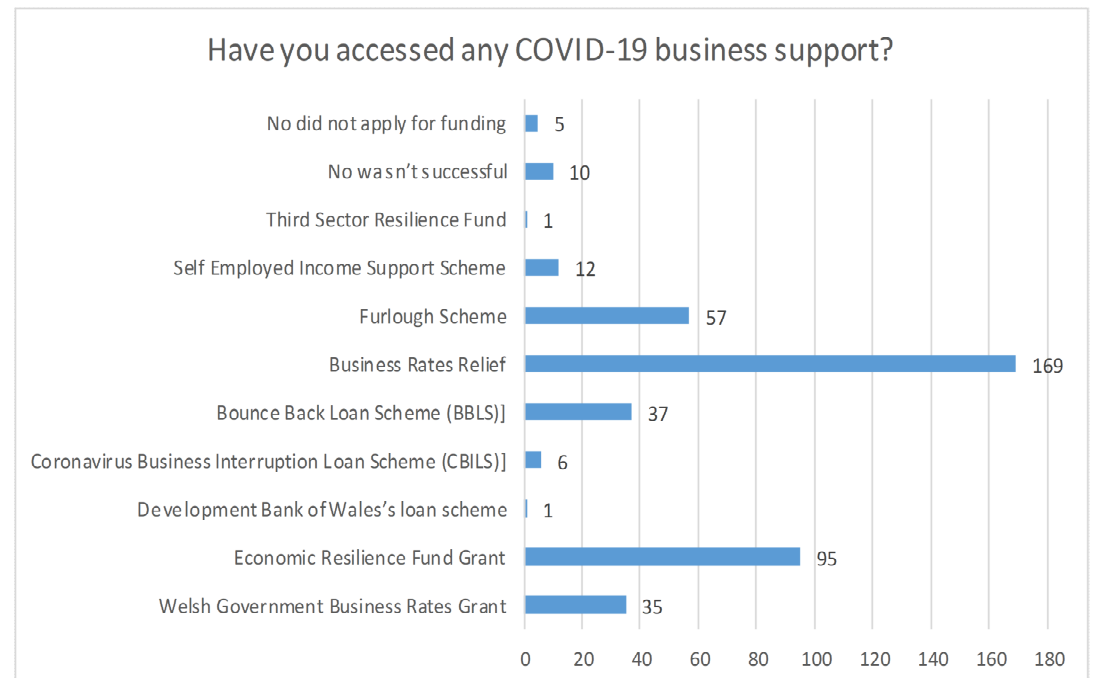
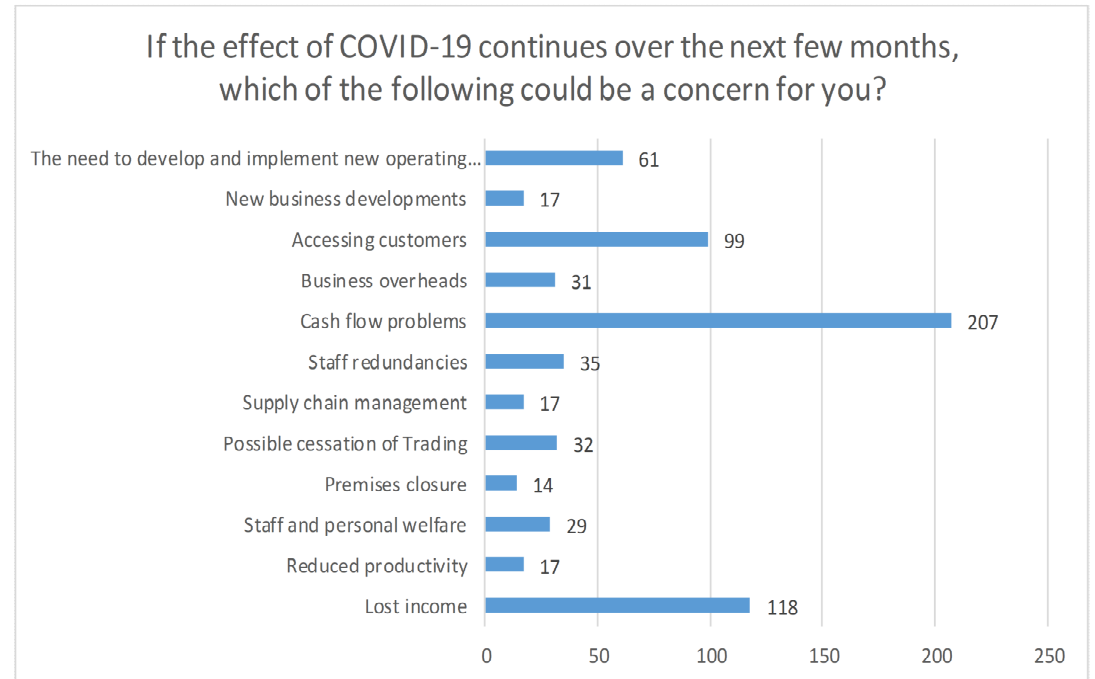
Total Surveys: 230

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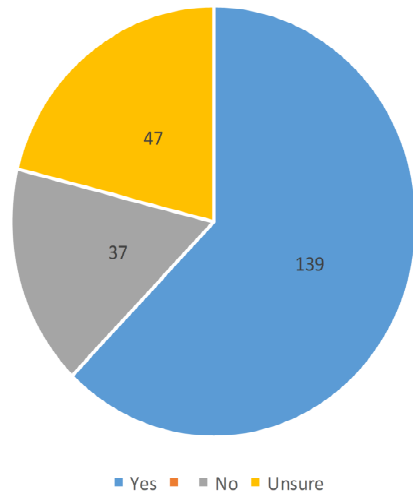




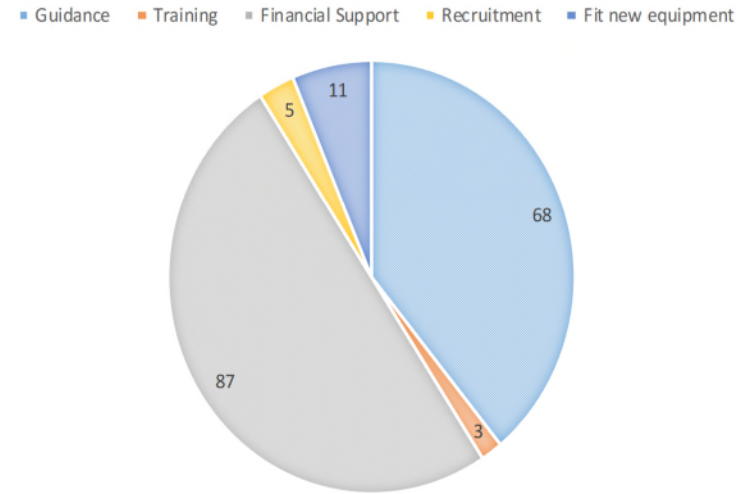
How many staff have you furloughed?	1,406
Will you be able to re-employ the staff after August, when employers will be required to meet part of the employment costs of furloughed workers?	
Yes	98
No	23
Will you be able to re-employ the staff after October, when the furloughing scheme ends?	
Yes	97
No	23
How many staff have you made redundant?	22
How many redundancies do you forecast over the next few months?	190



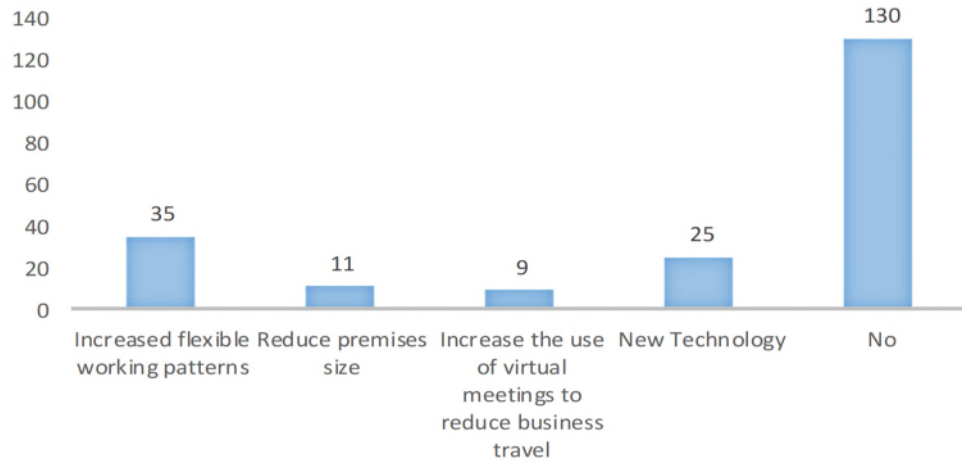
Do you think your business will be back to normal by Easter 2021?



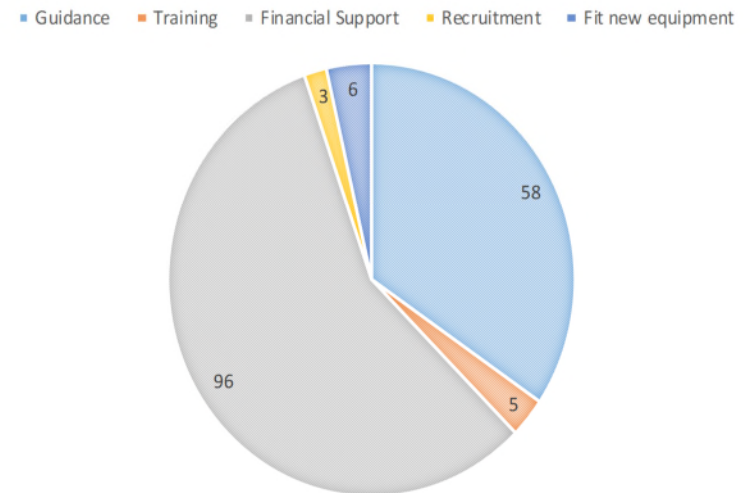
WHAT SUPPORT WILL YOUR BUSINESS REQUIRE IN THE NEXT 3 MONTHS?



ARE YOU PLANNING ANY LONG TERM CHANGES BASED ON YOUR EXPERIENCES FROM THE PANDEMIC?



WHAT SUPPORT WILL YOUR BUSINESS REQUIRE IN THE NEXT 4-12 MONTHS?



Recovery Theme Plan Template

As with the emergency phase, the recovery phase will follow a thematic approach with a lead senior officer responsible for delivery and reporting on progress. Each lead officer will also be responsible for drawing up a plan, with objectives and milestones, for that thematic area in conjunction with the appropriate lead member.

Recovery Theme Title: Business Support
Lead Officer: Emlyn Jones
Lead Member: Cllr Hugh Evans and Cllr Mark Young
<p>Summary of Recovery Theme:</p> <p>Coronavirus is a public health crisis but the impact on the economy and businesses is also crucially important. ‘Our future health and happiness will be linked to our prosperity’.</p> <p>Town centres have shut down, consumers have been told to stay at home and Denbighshire has seen the immediate impact as businesses closed down but also could see its businesses and town centre struggle to recover in the medium and long term. It is possible some businesses may never recover.</p> <p>The economy of Denbighshire is diverse. Retail, leisure and tourism remain the largest employers in the North, whilst tourism and agriculture are key sectors in the South. St Asaph Business Park and a number of smaller industrial estates are also important employment hubs across the County. Denbighshire’s landscape and environment is an important economic strength attracting both visitors and investment.</p> <p>The Tourism industry accounts for £509m of Denbighshire’s economy. With the lockdown that contribution has stopped.</p> <p>As of 2018, there were 3,625 VAT registered businesses within the County. Most of these businesses are micro or small in nature, with 88% employing less than 10 people. Those registered as small businesses (Under 250 employees.) total 98.5%.</p> <p>There are only 10 business employing more than 250 people within the County in 2018, representing 0.275% of all businesses.</p> <p>Economic recovery will be instigated at a national, regional and local level. This will involve central and local government as well as the private sector.</p> <p>WG and NWEAB will be developing a national and regional economic and business support recovery plan. DCC will input into that plan at the design stage as well as having a role in the implementation and governance of the plan.</p> <p>There will be both direct and indirect actions that the Council can take to encourage and support economic and business recovery.</p>

Key Objectives:

These are ideas and proposals. Many of these have already begun and have been in place for a while:

Understand and assess the impact of Covid 19 on businesses (realising it may be different for different sectors), in Denbighshire, including developing improved ways of engaging and communicating with businesses.

Understand and respond to specific challenges facing rural businesses

Support businesses to recover from the impact of Covid 19 and who may wish to diversify and/or grow

Support our town centres to 'get back up and running' for example how do we promote and manage social distancing in our town centres, understanding changes in infrastructure, ensure town centres are welcoming, safe, clean etc

Develop and promote a message of 'stay local/buy local' emphasising how important it is for residents to support local businesses wherever they can.

Ensure businesses continue to be aware of and are accessing available financial support

Ensure businesses are advised and supported to minimise risks to both their businesses and customers for example regulatory support, social distancing support etc

Provide support to businesses who may wish to 'start-up'

Signpost businesses to digital courses and webinars

Ensure the EBD team is seen as a focal point of contact for business news/signposting/interest by improving the reach and engagement of its social media presence both the Team 'brand' and the business focussed #CaruBusnesauLleol #LoveLiveLocal.

Local procurement must be promoted. How can local companies maximise on our local procurement and employment opportunities?

Review planning guidance and controls to contribute towards town centre development and rural economy development.

Use the Tourism Strategy Group to be the key link between DCC and the Tourism Businesses to support the renewal of tourism in the County through the delivery of the action plan for the Tourism Strategy for the County. Review the action plan in light of Covid 19.

Understanding the needs of our housing developers and house builders to better support them in building in Denbighshire.

Ensure WG and other funding is effectively targeted.

Link in to the NWEAB on the regional economic recovery strategy and wider WG plans and strategy

Delivery and Governance

I am suggesting the following:

We are responding quickly and effectively and have been agile and flexible in our approach.

We have demonstrated this already through how we have prioritised the grant support work for businesses and redeployed staff to ensure businesses are aware of the eligible funding etc. We have also already established a working group which has met to agree immediate and short term actions to our town centres to ensure it is a safe and welcoming environment for our residents and visitors. Officers from Planning, Public Protection and Countryside have been tasked with being in all the towns for the first week of reopening the town centres to provide advice and support and to gather intelligence on how the situation is developing.

Many decisions will be already be delegated to officers and Members will be updated.

Due to the fact that this will be a recovery priority theme for a while, we need to give some thought to how we oversee the priority and provide strategic direction.

I am suggesting that we create a 'Denbighshire Business 'Revival & Renewal' Board made up of the 2 Lead Members (Leader and Cllr Mark Young) , Graham Boase Corporate Director and Emlyn Jones Head of Planning, Public Protection and Countryside Services. We would also need to consider how we get private sector business input into the work, this could be through businesses participating in the 4 thematic working groups below and/or set up a business panel that would meet regularly. Other HoS could be needed and the thematic lead officers (below) would also attend.

Four thematic officer groups could then be created to lead on the priorities and report to the Board. These would be:

Business Contact – Lead Officer Gareth Roberts – helping businesses to adapt, reopen safely, regulatory support, Better Business for All approach etc

Procurement and Buy Local – Lead Officer Helen Makin – Review procurement approach to increase the % of local contracts awarded by DCC. How can we influence other public sector organisations? Work with the business community and 3rd sector to promote these buy local principles

Town Centres – Mike Jones – Safe town centres, public realm planning, sustainable transport, facilities, cctv etc

Tourism – Peter McDermott (to be confirmed) – Build confidence in the tourism sector and communities, review tourism strategy action plan etc

Key Milestones (include decision points e.g. Cabinet):

Approval of initial plan by Cllr Hugh Evans and Cllr Mark Young

Discussion with SLT

Discussion and approval by Cabinet

Presentation to Group Leaders meeting.

Detailed discussions with key DCC services and business representatives to agree the delivery and governance mechanism. Develop actions plans under each theme.

Risks & Opportunities:

Risks

Over reliance on a small EBD team, that is not resourced to support the recovery plan.

Not being able to contact 'out of reach' businesses due to non-existence of a corporate 'Business Register' with all relevant contact details

Ineffective digital infrastructure affecting potential for on-line presence for some businesses (especially in rural areas)

DCC Services not working collaboratively to support Denbighshire businesses

Budget and income pressures resulting in DCC services not aligning themselves to the supporting businesses priority

Potential reduction in WG regeneration funding leading to less investment in town centres

Capacity concerns on DCC services, affecting their ability to support businesses 'pre-start up' and in the short to medium term

Opportunities

Coordination of DCC services to support businesses in an effective way

Contact and understand the needs of our businesses in the county

Grow the EBD Teams presence on social media as a 'go to' point of information and news/interest

Working with external agencies / third sector / colleges to support business development

Enable businesses and business networks to become more proactive.

What does Success Look Like?

Reopened, connected and sustainable businesses

Thriving town centres in terms of value i.e. spend as well as in footfall

Accessible services for rural areas

Well managed and cared for environment both built and natural.

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Recovery Theme Plan

As with the emergency phase, the recovery phase will follow a thematic approach with a lead senior officer responsible for delivery and reporting on progress. Each lead officer will also be responsible for drawing up a plan, with objectives and milestones, for that thematic area in conjunction with the appropriate lead member.

Recovery Theme Title: Business Support
Recovery Project Title: Infrastructure to support Town Centre Recovery
Lead Officer: Emlyn Jones
Lead Member: Cllr Hugh Evans, Cllr Mark Young and Cllr Brian Jones
Project Manager: Mike Jones
<p>Reason for bringing item to Cabinet:</p> <p>For Cabinet to consider to the contents of this document, for Cabinet to provide their views, and if appropriate, for Cabinet to give their support for the work being undertaken.</p> <p>It is also requested that Cabinet consider and discuss the related issue of when car park charges should be reintroduced. Please see the section at the end of this paper for further information.</p>
<p>Summary of Recovery Theme and Project:</p> <p>Coronavirus is a public health crisis but the impact on the economy and businesses is also crucially important. 'Our future health and happiness will be linked to our prosperity'.</p> <p>Town centres have shut down, consumers have been told to stay at home and Denbighshire has seen the immediate impact as businesses closed down but also could see its businesses and town centre struggle to recover in the medium and long term. It is possible some businesses may never recover.</p> <p>It is vital that as restrictions are relaxed and town centre businesses start to reopen, we take appropriate steps to enable the public to return to our town centres in a safe manner. If the public feel they can visit our town centres safely, then this will help restore confidence and boost the recovery process for retailers and other businesses.</p> <p>This project is firstly about scoping the locations and types of issues that are likely to occur. For example, social distancing will be difficult to maintain in locations where there is usually heavy pedestrian footfall such as in High Streets, or in locations where space is constrained such as at bus stations/stops, or where footways are narrow or obstructed by certain obstacles.</p>

The project working group has met and agreed on immediate and short term actions. It was agreed that DCC officers would be in each town from the date of easing lockdown and reopening of non-essential retail i.e Monday 22nd of June. This would be to provide advice, guidance and support to businesses and members of the public as well as gather intelligence about any hot spots and pinch points in the towns which may need further controls.

Key Objectives:

Support our town centres to 'get back up and running'

Identify and implement physical infrastructure measures that help social distancing, whilst enabling shoppers and visitors to safely use our town centres, such as removing sections of on-street parking to allow temporary widening of pavements, or removing non-essential physical obstructions such as planters.

Introduce appropriate signage to remind pedestrians to maintain social distance and to maintain good hand hygiene and respiratory hygiene behaviour.

Identify and introduce appropriate signage and markings to help guide pedestrians and work with busier retailers to plan for expected queues outside shops, such as through introducing temporary markings on the pavement

Identify and implement additional measures that support good hygiene, such as increased cleaning regimes, increased provision of bins etc.

Identify potential funding for measures.

(It is suggested that possible interventions are categorised as either "Type A" or "Type B". Type A will be interventions that are "quick wins" i.e. effective measures that can be implemented cheaply, quickly and with minimal engagement required. Examples could include pavement queue markings or increased cleaning frequencies. Type B interventions will be those that will take longer to implement either because of the need to identify funding, or the need for engagement with businesses, for example. Categorising in this way will enable the Type A interventions to be implemented quickly and allow the working group to subsequently focus their time on developing those measures that will take longer to implement.

Project working group – suggested to meet weekly initially

Denbighshire County Council

Emlyn Jones - Head of Planning, Public Protection and Countryside Services

Jamie Groves – Denbighshire Leisure - Managing Director

Mike Jones (Chair) - Traffic Parking & Road Safety Manager

Ben Wilcox-Jones – Senior Engineer Road Safety and Active Travel

Peter Daniels – Passenger Transport Section Manager

Andy Clark – Highways Works Unit and Streetscene Manager

James Evans - Economic and Business Development Lead Officer Inward Investment

Gareth Roberts – Section Manager, Public Protection

Ian Millington – Business Manager – DCC Public Protection

Sion Goldsmith - Lead Officer Assets & Communities - Denbighshire Leisure

Gwyn Hughes – Lead Officer Commercial Leisure – Denbighshire Leisure
Nigel Highfield –Principal Manager - Contracts and Facilities
Peter McDermott – Team Leader – Tourism, Marketing and Events
Sian Owen – Lead Officer – Destination, Marketing and Events Team
Jo Sutton – Public Engagement Officer

Other organisations

Sgt Kevin Smith - North Wales Police
Delyth Jones - Public Health Wales
Nadeem Ahmad – Chair of Rhyl BID
Representative from Prestatyn Business Forum - tbc
Paul Keddie - Llangollen Chamber of Trade
Maurice Woodward – Denbighshire and Conwy Vision Support

Key Stakeholders – not on group but will be kept updated and engaged regularly

Leader and Lead members
Local members
Town Councils
Planning, Public Protection and Countryside Services Leadership Team
Pete Lea & James Parson – Traffic Management and Car Parks team
Other town centre business groups - i.e. Corwen, Ruthin, Denbigh and Rhyl Business Groups
Tourism Forum
Arriva and other bus operators
Sustrans

Key Milestones (include decision points e.g. Cabinet):

Approval of outline project brief by Emlyn Jones and Leader/Lead Members (w/c 8/6/20) - Complete

First meeting of project working group (w/c 15/6/20)

Identify initial list of Type A interventions “quick wins” that can be quickly developed and implemented (w/c 15/6/20)

Inform key stakeholders of proposed Type A interventions (w/c 22/6/20)

Start procurement and implementation of Type A interventions (w/c 22/6/20)

Continue to develop ideas and locations for interventions especially Type B interventions which will take longer to develop and implement (w/c 22/6/20)

Engage with key stakeholders on Type B interventions as appropriate (w/c 29/6/20)

Commence procurement and implementation of Type B interventions (w/c 6/7/20)

Monitor and manage interventions (ongoing post implementation)

Review and phase out interventions as and when necessary

Risks & Opportunities:**Risks**

Traffic Section staff resource stretched as already dealing with other Covid-related projects and other “business as usual”.

If working group is too large it could slow down the decision-making process.

Insufficient budget to implement the interventions that are identified.

Ensure that new measures don't disadvantage those with mobility impairments.

Opportunities

Opportunity to build on existing schemes that have been put forward as expressions of interest for WG Covid-19 Sustainable Transport grant funding

Opportunity to make a real difference for Denbighshire retailers struggling to recover from Covid

Opportunity to change longer term behaviours through increased usage of active modes of travel

Opportunity to implement new technology to reduce need for individuals needing to touch surfaces such as when crossing the road, or purchasing a car park pay and display ticket

Initial ideas for types of measure that could be introduced:

- Reallocation of road width to enable temporary widening of pavements through the use of temporary barriers and other measures, this extra width could be gained by suspending on-street parking or reducing traffic lane width.
- Work with retailers to manage queuing from busier shops onto pavements, through use of temporary markings on the pavement so that queues don't interfere with passing pedestrian flow and keep adequate distance.
- Remove unnecessary obstacles that cause physical constraints in busy areas, such as planters or guardrails for example.
- Provide temporary markings on benches of where to sit to keep sufficient distance
- Increase cleaning regimes
- Increase availability of hand washing facilities
- Effective comms campaign to give message that town centres are back open, informing public of measures put in place, and reminding of them of guidelines for social distancing, good hygiene etc.
- Ensure adequate space for pedestrians waiting to cross at informal and formal crossing points

- Configure traffic signals to automatically change to pedestrian phases – avoiding the need for pedestrians to touch push buttons
- Consider signing “entry” and “exit” points for pedestrians or short one way sections for pedestrians
- Consider reconfiguration or reduction of capacity of some car parks
- If car park charges are re-introduced, fast-track cashless payment technology to reduce need to touch P&D machines buttons

What does Success Look Like?

Reopened, connected and sustainable businesses

Thriving town centres in terms of value i.e. spend as well as in footfall

Long term increases in walking and cycling numbers

Addendum to report – Car parking charges

Parking charges were suspended in Denbighshire County Council car parks at the beginning of April to assist key workers and volunteers.

A decision now needs to be taken in regard to when car park charging should be reintroduced. The subject has recently been discussed at SLT and the view of SLT is that car park charging should be reintroduced as soon as possible because of the significant loss of income that has already occurred as a result of the Covid-19 crisis and the suspension of parking charges.

By the end of Q1 of 2020-21, car park income is expected to be down by £320k compared with Q1 in 2019-20.

July and August are traditionally the two months when car park income is at its highest in Denbighshire. The combined income for both months was £338k in 2019-20 (£149k for July and £189k for August).

Even if charges were reintroduced on the 1st July, it is reasonable to assume that income for July and August may only be at 50% of 2019-20 levels at best. This is because of the continued closure of tourist attractions (although this may of course change); because people will be nervous about returning to shops and town centres; and because of the continuing impact on the food and hospitality sectors.

There is the viewpoint that as income is going to be reduced anyway, it won't present much more of a loss of income if free parking was continued or at least if some form of free parking was offered to help businesses recovery at this incredibly challenging time. The “flip side” of this argument, however, is that there is already a £338k budget pressure which is going to increase, but that we should mitigate against this increase by reintroducing charging.

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Tourism Recovery Update

The Tourism Team has worked with partners across DCC and within the Tourism Sector to deliver the quick-wins that were identified when the Tourism Recovery plan was first drafted.

The information below provides a brief update on activity carried out so far.

The accompanying Excel spreadsheet provides a full list of those activities.

Promotion

Promotion of the area through North East Wales (stories/films/blogs) letting potential visitors know we are ready to welcome their return and what they can expect when they arrive. Creating, or repurposing existing material including film to promote suitable messages to residents/businesses and visitors with a focus on towns, coast and attractions:

Examples include:

- North East Wales website (NEW) blog promoting local shopping and visiting #staylocal #buylocal 18/08/2020
- NEW blog Adventure Smart UK promoting safe walking and responsible behaviour 12/08/20
- NEW Website content refreshed and rewritten all the town pages July 2020
- NEW Website content added new pages for Denbighshire's villages August 2020
- Co-ordination of new films (re-purpose existing footage to include new key messages) Started w/c 03/08/20. Town Centre film launched 2/9/20 with reach of 28,000 so far

Promotion of and engagement with the national Good to Go scheme to provide reassurance to visitors and residents that people are holidaying in a safe way and in a safe environment.

Activity includes:

- Social media platforms 24/08/20
- Social media platforms 30/08/20

Promotion and engagement with Wales' Addo/Promise. Addo is about us all working together, making a collective promise to care for each other and this special place we call home. Asking people to make a promise is an engaging way for citizens and visitors to invest emotionally in Wales and to show that they care too. Visit Wales. Safely.

Activity includes:

- Social media platforms 25/08/20
- Social media platforms 01/09/20
- Social media platforms 09/09/20

Engage with and work with our key partners including AONB/WHS/Heritage/Denbighshire Leisure to ensure that we promote the same messages and offer the same high-quality experiences for residents and visitors. Coordinate marketing activity

- NEW blog Where do you go to escape 22/07/2020
- NEW blog Ruthin Craft centre/ Art Trail into Ruthin 26/08/20
- Ruthin Gaol Working Group. Arranged for Sam Williams to take part in a podcast that North Wales Tourism are producing as part of our Westminster Government Enjoy Summer Safely Campaign with Communicorp UK (Heart Radio) to promote Denbighshire Attractions - Plas Newydd, Nantclwyd y Dre and Ruthin Gaol 02/09/20
- Social media platforms sharing Ruthin Gaol open no booking required 02/09/20
- Social media scheduling fb/inst/twitter Ruthin Gaol 09/09/20
- Social media scheduling Nant Clwyd Y Dre 09/09/20
- Social media scheduling Plas Newydd 09/09/20
- NEW blog RE DCC Heritage Sites 09/09/20
- NEW blog Denbighshire Leisure covers Rhyl Pavilion, Llangollen Pavilion, leisure centres, Craft Centre, Beach Hut Nova and Rhyl Air Show 15/09/20

Engagement

General

- DM Partnership has met every two weeks since the 27/05/20 and has provided the industry with an opportunity to meet with DCC leadership, Visit Wales, Denbighshire Leisure and other sector leaders
- Chairs of the three North East Wales Partnerships now meet every two weeks
- Tourism Strategy Group (Corporate Director, Leader, Heads of Service, Chair of DM Partnership and AONB) met on the 30/7 and 13/8
- Attendance of the DCC Town Centre Working Group
- Engagement with Visit Wales through North Wales Tourism Forum and all-Wales Destination Marketing Group

Weekly engagement with AONB Team to understand issues (overcrowding, parking and congestion, livestock attacks) pertaining to the counties honeypot sites

- NEW blog Adventure smart UK 12/08/2020
- AONB representatives invited to DM Partnership meetings which are held every two weeks

Promote messages and engage with Tourism Ambassadors

- 200 Tourism Ambassadors as of 15/09/20
- Update website / modules
- Tourism Ambassadors Newsletters
- Highlight on our & DCC social media channels
- Highlight to FB groups

Business Support Recovery

Update on activities

September 2020

1.0 Business Support

1.1 Business Support Recovery Theme has 4 subthemes, namely

- Town Centre
- Business Contact
- Tourism
- Procurement/Buy-local

1.2 Project plans have been presented to SLT, Cabinet and Group Leaders in relation to Business Support and Town Centre subtheme.

1.3 Draft plans have been developed for Business Contact and Tourism. These have been presented to Lead Members and will be presented to SLT very soon.

1.4 The Town Centre Recovery Working Group met for the first time on the 19th June 2020, and initially met weekly but have since moved to fortnightly meetings.

1.5 The Working Group comprises of representatives from a number of internal teams across the Council, including Traffic; Passenger Transport; Public Protection; Economic and Business Development; Communications; Streetscene; Tourism; Leisure; and Contracts and Facilities. It is also attended by NW Police, Public Health Wales, Vision Support, the Denbighshire Destination Management Partnership and representatives from Rhyl BID, Prestatyn Business Forum and Llangollen Chamber of Trade.

1.6 The initial brief for the Working Group was to help encourage shoppers and visitors to return to our town centres through leading on a range of measures to help people feel safe and thus confident to return. Examples of such measures includes Comms messages; providing advice and guidance for businesses; physical works to facilitate social distancing; and providing signage and markings.

2.0 Activities undertaken to date

2.1 During June and July, officers from Planning, Public Protection and Countryside have been deployed “on the ground” in our busiest town centres. In the early weeks especially, these officers visited businesses to offer support and advice and sign post them where to find further advice. The officers were also asked to identify any issues on the street such as difficulties for pedestrians maintaining social distance. A lot of very positive feedback received about this work.

2.2 Other activities to date include:

- Public Protection officers have been continuing to provide support and advice to business owners in regard to requirements for social distancing within their premises.

The Public Protection team has also been dealing with numerous calls from members of the public raising concerns that suitable safety arrangements aren't in place in relation to a particular business, for example. In such circumstances where officers observe that businesses are not complying with the Regulations, they will generally first try to work with business owners to remind them of their responsibilities. Enforcement action does remain an option if businesses were found to repeatedly ignore the advice being given.

- The Comms team set up two separate brief online surveys for business and shoppers respectively, to seek their views. The business survey sought to find out whether businesses needed more support and whether they felt the Council was doing enough. The shopper survey asked about the purpose of the visit and how safe they felt. The survey has generally indicated that businesses do feel supported and feel that the Council is doing enough. Early Indications from the shopper survey was that many were still feeling a bit wary about catching the virus, and were only staying for the minimum time necessary. The surveys are due to be relaunched imminently and will give an indication of whether there have been any changes in attitudes since the surveys were originally launched in June.
- The Comms team and EBD team worked together to circulate guidance to businesses and business groups regarding reopening
<https://www.denbighshire.gov.uk/en/business/business-rates/coronavirus-emergency-support-for-business.aspx>
- Numerous press releases and messages/tweets produced on social media about shopping local, staying safe whilst visiting out town centres and recorded videos with Lead Member, a business about how they are reopening safely etc

Council welcomes news that town centre businesses can now re-open:

<https://www.denbighshire.gov.uk/en/resident/news/June-2020/First-Ministers-business-announcement-a-step-in-the-right-direction.aspx>

Opening public toilets for town centre convenience:

<https://www.denbighshire.gov.uk/en/resident/news/June-2020/Opening-public-toilets-for-town-centres'-convenience.aspx>

Council continuing to provide support to businesses:

<https://www.denbighshire.gov.uk/en/resident/news/June-2020/Council-continuing-to-provide-support-to-businesses.aspx>

Council thanks businesses for safe re-opening:

<https://www.denbighshire.gov.uk/en/resident/news/July-2020/council-thanks-denbighshire-businesses-for-safe-re-opening.aspx>

A survey has been launched, asking people what they think of town centres re-opening:

<https://www.denbighshire.gov.uk/en/resident/news/July-2020/Have-your-say-on-town-centre-re-openings.aspx>

Announcement about WG Covid Grant Schemes

<https://www.denbighshire.gov.uk/en/resident/news/August-2020/Decision-on-town-centre-active-travel-plans-announced.aspx>

Message about work we're doing with business groups to support town centres

<https://twitter.com/DenbighshireCC/status/1299301290237988871/photo/1>

Reminder about free parking in selected car parks (this is regularly repeated)

<https://twitter.com/DenbighshireCC/status/1304465254823403522>

Cashless parking payments

<https://twitter.com/DenbighshireCC/status/1302653055012405249/photo/1>

News article about town centre social distancing signs:

<https://www.denbighshire.gov.uk/en/resident/news/September-2020/Social-distancing-reminders-in-Denbighshire-a-sign-of-the-times.aspx>

Reminder about face masks being mandatory on public transport:

<https://twitter.com/DenbighshireCC/status/1301475336731930626>

Social media activity on car parks and reminders they are free during July; social media encouraging people to get involved in the active travel consultation town centre social media

Videos:

- Leader and Mark Young interviewed on the town centre recovery project.
<https://youtu.be/70d-KlnliE>
- Case study with Meirion Davies & Co of Denbigh of a town centre business operating safely.
<https://youtu.be/x3mxSYDQ6ww>
- Interview with Brian Jones about the Active Travel project and improving safety in town centres.

<https://youtu.be/3E3lmlzY4ts>

Interview with Rhys Eden from the Town Centre delivery team who are tasked with implementing physical measures in town centres such as signage and markings:

<https://www.youtube.com/watch?v=xhk9Ao894as&feature=youtu.be>
<https://www.youtube.com/watch?v=PjHs5uMucEw&feature=youtu.be>

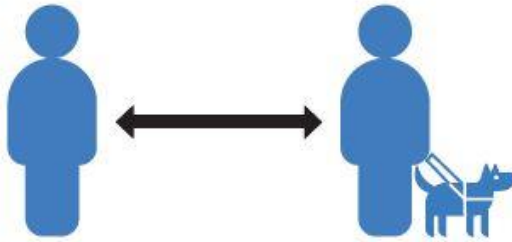


Picture 1 - Social distancing sign



Picture 2 – Hygiene Bin sticker

Ymbellhau cymdeithasol Social distancing



Byddwch yn ystyriol o ddefnyddwyr
cŵn tywys

Please be mindful of guide dog users



Picture 3 - Sign reminder to be mindful of guide dog users when social distancing



Picture 4 - Example of queue marker floor sticker

- Public Protection have developed some simplified guidance for businesses reopening, including advice on the process of applying for placing tables and chairs on the pavement. Colleagues in Highways (Streetworks) and Public Protection have worked together to develop guidance relating to the latter.
- The Tourism team have been meeting bi-weekly with tourism businesses and sharing the work of the Town Centres Working Group with the Destination Management Partnership to keep them updated.
- Implementation of free parking in town centres throughout July, with a further six short stay car parks across the county remaining free until the 31st December.
- Through help from the EBD team the Group has started work on developing options for using the Transforming Towns grant towards the work of the Group.
- The implementation of PayByPhone (payment for parking via an app) was fast-tracked to give car park customers the option of not having to touch pay and display machines.
- Have supplied materials (such as floor tape to businesses to help manage queuing) and provided temporary barriers to businesses to help manage queues such as Llangollen Railway.

3.0 Upcoming activities

- Have developed a branded floor sticker for use as a queue marker which is being rolled out to replace existing floor markings, and is also available for any other businesses that want them.
- Potential implementation of physical measures funded by WG Covid Sustainable Transport Grant in Rhyl, Denbigh, Ruthin and Llangollen. The implementation of each of these scheme is subject to MAG recommendation and Lead Member decision.
- Currently developing a number of locations for parklets (temporary localised widening of pavement) following requests from businesses and business groups, including Prestatyn Business Forum
- Shortly due to carry out a trial of a brand new technology that will avoid the need for pedestrians to touch push buttons at signal controlled pedestrian crossings/traffic lights.
- Implementation of Rhyl Town Centre Public Space Protection Order.
- Identify and implement additional on-street signage to promote free parking.

Report to	Performance Scrutiny Committee
Date of meeting	1st October 2020
Lead Member / Officer	Cllr Richard Mainon Lead Member Corporate Affairs/ Alan Smith, Head of Business Improvement & Modernisation
Report author	Alan Smith
Title	Embedding New Ways of Working

1. What is the report about?

1.1. Reviewing the potential for the Council to adopt new ways of working as part of the recovery process.

2. What is the reason for making this report?

2.1 To consider the new capabilities developed by the organisation during the pandemic and consider how they might improve the working of the Council.

2.2 To make recommendations about the implications and propose ways to adopt new and more efficient ways of working.

3. What are the Recommendations?

That the Committee:

3.1 reviews the report's contents and comments accordingly; and

3.2 if appropriate, identifies any aspects of the recovery work which may benefit from detailed examination in the future

4. Report details

4.1. Please see attached Recovery Theme pro forma.

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

5.1. By ensuring that the Council is as efficient as possible

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

6.1. This report is based on high level principles that would require more detailed costing if the Council were to adopt them

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

7.1. Not applicable at this stage

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

8.1. Consultation has been conducted with the Senior Leadership Team (SLT) at Cabinet Briefing and with Group Leaders

9. Chief Finance Officer Statement

9.1. Not applicable at this stage

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

10.1. See attached report

11. Power to make the decision

11.1. Scrutiny's powers in relation to matters detailed in this report are as per:

- Section 21 of the Local Government Act 2000;
- Section 7 of the Council's Constitution

Recovery Theme Plan: Remote & Flexible Working

Recovery Theme Title: Flexible and Remote working
Lead Officer: Alan Smith – Head of Business Improvement & Modernisation
Lead Member: Richard Mainon – Lead Member for Corporate Affairs
<p>Summary of Recovery Theme:</p> <ul style="list-style-type: none"> • Many of the Council’s functions have been delivered successfully through virtual working during the pandemic. Use of the CAG system, where users access the Council’s systems virtually, has risen during this period from around 200 per day up to nearly 1600. Nearly all meetings – operational and democratic - are currently ‘virtual’. • Working in this way has brought real benefits: staff home to work and business mileage has significantly reduced, as has travel to meetings by Members, both reducing the Council’s carbon impact. Local traffic congestion and consequent pollution have reduced, and working from home has improved the work life balance for many people, staff and Members alike. • For these reasons, this model should be maintained when social distancing is no longer required. All, or most, routine meetings should be ‘virtual’ and working from home should be the norm, with our HR, contractual and Democratic arrangements recognising this. This should include Cabinet, Scrutiny etc., with the possible exception of full Council meetings, where virtual presence could be optional. • Visits to the office or Committee rooms should be the exception for most staff and Members. Where face to face meetings do take place, they should be for the purpose of networking, mentoring or for the sort of work that is harder to deliver virtually (team building or creative sessions for example). • Such meetings need not be through formal channels either; if the purpose of a meeting is to retain coherence in a team or group, or to combat isolation, it doesn’t need to be ‘in the office’ at all, it could take place in less formal settings or in less formal ways, with appropriate safeguards. • This principle doesn’t just apply to ‘office’ work: new ways of operating ‘virtually’ may be possible for some operational functions as well. For example, greater use of video evidence instead of site visits etc. • There would be democratic benefits from such a change: virtual working, by definition, reduces the need to travel and therefore the time commitment involved in attending the various Council meetings. This would make it much easier for Members with work or caring responsibilities to participate in the democratic process, so attracting a wider range of people to stand, a long term aspiration of the Council. This could be a realistic target for the election of the next administration in 2022.

- An additional benefit of this form of working, particularly if other Councils follow suit, would be the wider distribution of the economic impact of staff's presence, with those that live in rural areas spending much more time there, helping to sustain and revive those communities.
- Adopting this model would eventually bring a further benefit, because it would reduce our requirement to maintain dedicated office space for staff to work in. In the long term, our main office buildings may no longer be required; instead, when they need the facilities of an office, staff could travel to their nearest facility to hot-desk. This could be a DCC building (local office or Library for example), or buildings operated by our partners under reciprocal arrangements, so that travel is minimised.
- The question about how much office space we might need is for another time though, as we don't yet know the answer to that. The important thing now is to use the new capabilities we have acquired during the lockdown and make a step change in the way we work in the Council, enhancing our democracy, reducing our carbon imprint and boosting our communities.

Key Objectives

- To make the council more efficient by changing working practices to reduce costs, particularly in relation to home to work and to business travel.
- To reduce the Council's carbon footprint
- To increase democratic participation in the working of the Council
- To improve the work/life balance of DCC office based staff
- To increase the sustainability of rural communities
- To ensure that the Council's buildings are optimally configured to reflect the level of need.

Key Milestones.

- Making the decision that the Council will continue to work virtually wherever possible, as a 'new normal'.
- Restating the Council's HR policies so that working from home, or potentially from a local 'shared space' is the norm, and contracts are no longer defined by a single nominated work place.

- Reviewing democratic arrangements so that they can be operated effectively and legally through virtual means, including attendance by the public where required, so encouraging greater participation.
- Ensuring that the Council has the ICT tools for sustained virtual working and that Officers and Members have the right equipment to work from home.
- That office space is equipped to facilitate the 'softer' aspects of organisational working, where face to face contact is strongly preferred.
- Longer term, reviewing the Council's requirement for formal office space, with a view to balancing the overall footprint to match any reduced level of demand.

Risks & Opportunities:

1. Opportunity to take advantage of the step up in capability to work effectively virtually, achieved by officers and Members during the lock down period
2. Opportunity to build a lower carbon and a more efficient organisation
3. Opportunity to engage a wider section of the community in the democratic process.
4. Risk that the impetus to reinstate business as usual will forestall more fundamental change.
5. Risk that unfamiliarity with ICT and virtual working will limit people's confidence to expand its use.

What does Success Look Like?

- The Council is more efficient
- The Council thinks 'greener' and has a smaller carbon footprint
- Democratic participation is enhanced
- Local communities are more sustainable
- Road capacity is freed up, benefitting commercial traffic and potentially providing opportunities around education logistics.

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Report to	Performance Scrutiny Committee
Date of meeting	1 October 2020
Lead Officer	Rhian Evans, Scrutiny Co-ordinator
Report author	Rhian Evans, Scrutiny Co-ordinator
Title	Scrutiny Work Programme

1. What is the report about?

The report seeks the Performance Scrutiny Committee to review its draft forward work programme to reflect the implications of the focus on business critical operations during the emergency phase of the COVID -19 pandemic and the programmes of work underway or being planned under the recovery phase.

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

- 3.1 having considered the information provided during the meeting, including any issues identified during consideration of the recovery priority delivery plans and those topics listed on the 'holding list' (Appendix 1b) determines the contents of its forward work programme;
- 3.2 appoints a representative to serve on the Council's Strategic Investment Group (SIG); and

3.3 identifies key messages and themes from the current meeting which it wishes to publicise via the press and/or social media.

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 Audit Wales (AW) 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. AW 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);
- Urgent, unforeseen or high priority issues; and
- Supporting the Council’s recovery work in relation to the effects of the COVID-19 crisis on Council services, the local economy and the county’s communities

4.6 Scrutiny Proposal Forms

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

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

Cabinet Forward Work Programme

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

Progress on Committee Resolutions

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

5. Scrutiny Chairs and Vice-Chairs Group

- 5.1 During the lockdown period Cabinet and Lead Members only took business critical decisions. The Council is now resuming many other day to day services as well as undertaking work to support Council services, local businesses and communities to recover from responding to the crisis and to emerge from it.
- 5.2 Under the Council's scrutiny arrangements the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating committee. The Group met by video conference in June and July 2020 to consider how best to restart the scrutiny committees' work following the emergency period of the COVID-19 crisis.
- 5.3 The three committees' forward work programmes were already well populated prior to the coronavirus outbreak. The Group needed to consider a Scrutiny-wide approach to the scrutiny of the important recovery plans and how the committees could manage the incorporation into the new forward work programmes of those items which Scrutiny deemed to be important before the pandemic.
- 5.4 To facilitate this the Group agreed that all committees work programmes should be cleared of all outstanding items, with these topics being placed on a 'holding list' whilst enquiries were made in relation to whether the issues were still current, related to the Council's recovery work and when officers realistically expected to be in a position to report on them to the committees. Adopting this approach would free-up the committees at their first meetings since the lockdown to focus on the draft delivery plans for the Council's COVID-19 Recovery Priorities. Scrutiny will, for the

remainder of this Council's term of office, have a crucial role to play in supporting the Council's recovery from responding to the pandemic and identifying the lessons learnt from it to help shape future service delivery models and plans to respond to any similar incidents that may lie ahead. Hence the reason why the Committee is today focussing its work on the draft delivery plans shown on the agenda.

- 5.5 Items held over from the Committee's original forward work programme and placed on the 'holding list' can be seen at Appendix 1(b) and the Committee is asked to consider which of these items merit being included on the revised forward work programme and the timing of their rescheduling.
- 5.6 The next meeting of the Scrutiny Chair and Vice- Chairs Group is scheduled for the 12 October 2020.
- 5.7 With a view to raising Scrutiny's profile and encouraging public engagement the Group recently decided that all three scrutiny committees should, for a trial period, identify key themes or messages arising from their meetings for publication via the Authority's social media pages and the local press. The Committee is therefore asked to identify which themes or messages it wishes to highlight from the current meeting.

6. Strategic Investment Group (SIG)

- 6.1 The Council's Strategic Investment Group (SIG) is an elected member and officer group which considers and evaluates applications for capital expenditure. It also has delegated authority to approve capital investment bids up to the value of £1m. its memberships comprises of three cabinet members, including the Leader and the Lead Member with responsibility for Finance, as well as a representative from each of the scrutiny committees. This Group also acts as the gate-keeper to ensure that no unauthorised or unfinanced capital expenditure occurs. A copy of the Group's terms of reference is attached at Appendix 5 for information.
- 6.2 This Committee's Chair, the late Councillor Huw LI Jones, was the Committee's representative on this Group. Following his untimely passing the Committee is asked to appoint a new representative to serve on the Strategic Investment Group (SIG).

7. 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.

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

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

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

A Well-being Impact Assessment has not been undertaken in relation to the purpose or contents of this report. However, Scrutiny's through it 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.

10. 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.

11. 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.

12. 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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Note: Any items entered in italics have not been approved for inclusion at the meeting shown 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
1 October	Cllrs. Hugh Evans & Mark Young	1. Business Support	To examine the post COVID-19 Recovery Plan for the Business Support Recovery Priority	(i) Assurances that the Recovery Priority deals with all critical aspects of the Council's support to businesses in the county with a view to aid their recovery from the effects of the pandemic, and the Council's interface with the work of the NWEAB; (ii) Identification of any future areas for scrutiny relating to this Recovery Priority	Emlyn Jones	By SCVCG July 2020
	Cllr. Richard Mainon	2. Embedding New Ways of Working	To examine the post COVID-19 Recovery Plan for the Embedding New Ways of Working Recovery Priority	(i) Assurances that the Recovery Priority deals with all critical aspects of the lessons learnt from having to adapt Council services to work differently as a result of the pandemic and how new working practices can be embedded into future service delivery work; (ii) Identification of any future areas for scrutiny relating to this Recovery Priority	Alan Smith	By SCVCG July 2020
				(i)		

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
26 November	Cllr. Hugh Evans	1. Review of Corporate Priorities	To examine the post COVID-19 Recovery Plan for the Review of Corporate Priorities Recovery Priority	(ii) Assurances that the Recovery Priority deals with all critical financial and resource aspects of the recovery of Council to deliver its major programmes, projects, corporate priorities and Corporate Plan; (iii) Identification of any future areas for scrutiny relating to this Recovery Priority	Graham Boase	By SCVCG July 2020 (rescheduled Sept 2020)
January 2021 (date tbc)						
March 2021 (date tbc)						

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
April/ May/June 2021						

Future Issues

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

Information/Consultation Reports

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

Note for officers – Committee Report Deadlines

Meeting	Deadline	Meeting	Deadline	Meeting	Deadline
26 November	12 November	January 2021 (tbc)			

Performance Scrutiny Work Programme.doc
Updated 17/09/2020 RhE

ITEMS LISTED ON SCRUTINY COMMITTEE FORWARD WORK PROGRAMMES PRE COVID-19

Head of Service/Report Author(s)	Committee	Date currently scheduled	Report Title	Relates to Recovery Theme (Y/N if Y which theme)	Realistic date when report will be available for presentation
Emlyn Jones/Mike Jones	Performance	Was 16 July (cancelled)	Draft Sustainable Travel Plan	No	I would suggest that this gets pushed back into 2021
Geraint Davies/GwE	Performance	1 October	Provisional External Examinations and Teacher Assessments		Results but no exams – no performance data*
Phil Gilroy/Ann Lloyd/Katie Newe/Dawn Wynne	Performance	1 October	Hafan Deg. Rhyl (effectiveness of the transfer of the facility and services)	No	Delay to January
Phil Gilroy/Ann Lloyd/Simon Rowlands/Nick Bowles	Performance	1 October	Cefndy Healthcare Annual Report 2019/20 and Annual Plan 2020/21 & Options Appraisal for	No	Delay to January

			future business delivery		
Alan Smith/lolo McGregor/Heidi Barton-Price	Performance	1 October	Annual Performance Review 2019/20	Not related to recovery, but likely to mention it. Report has to be taken to full Council anyway, so Scrutiny could happen there instead	Report will be ready
Alan Smith/lolo McGregor/Emma Horan	Performance	26 November	Corporate Risk Register	Not directly related to recovery. Could go as information only or be deferred. It's presented to Scrutiny twice a year	Will be ready
Alan Smith/lolo McGregor/Heidi Barton-Price	Performance	26 November	Corporate Plan Q2 2020/21	Not really related to recovery. Could be information only	Will be ready
Liz Grieve/Ffion Angharad	Performance	26 November	CRM System	No	We could develop a report within this timescale, although this was a 'come back' type of report requested at Scrutiny when we went to present last year. We will now be responding to service demand in terms of supporting recovery by moving service requests

					onto C360 but this is likely to be a longer term project. 26 November 2020
Tony Ward/Tara Dumas/Alan Roberts	Performance	26 November	Commercial Waste Service Evaluation Plan	No	
Geraint Davies/GwE	Performance	January 2021	Verified External Examination Results		No exams held – we might not get National targets, results either*
Liz Grieve/Bethan Hughes	Performance	January 2021	Library Service Standards 2019/20	Possibly Community Resilience? tbc	Not sure of WGs timescales for reporting of Library Standards, so I suspect that this will need to be delayed or cancelled if the exercise does not take place this year
Nicola Stubbins	Performance	April/May/June 2021	Draft Director of Social Services Annual Report 2020/21	No	Requirement to produce this for 2019/20 was removed due to COVID-19. Next due June 2021
Phil Gilroy	Performance	Future item – no date as yet	Dolwen Residential Care Home	No	TBC
Geraint Davies	Performance	Future item – no date as yet	School Improvement Plans	no	Post Covid – Plans have changed considerable – we could update on how schools have adapted to a new way of working*
Geraint Davies	Performance	Future item – no date as yet	Implementation of the Donaldson Report 'Successful		June 2021

			Futures' in Denbighshire		
Alan Smith/Iolo McGregor/Heidi Barton-Price	Performance	Regular information report in Sept & March every year	Corporate Plan Performance Q1 & Q3	Not really related to recovery. Could be information only	
Phil Gilroy/Ann Lloyd/Kevin Roberts	Performance	Quarterly information report	Your Voice complaints	No	Briefing report for info quarterly
Liz Grieve/Geoff Davies	Performance	Information Report	Housing Services – Review of the effectiveness and impact of the new Housing Officer model in delivering advice and support to tenants	Yes – Housing	I think this will have been arranged in response to a report to Scrutiny some time ago. (Possibly removal of Wardens?) We are now looking at developing new ways of working with residents - making use of what we've learned through Covid - so things are moving forward again.
Rhyl College (and invite Geraint Davies & John Evans – post 16 officer from DCC)	Yet to be allocated – probably Performance	No date yet set	Post 16 provision at Rhyl College (suggested for scrutiny during service challenge)		Invite to be sent to Rhyl College

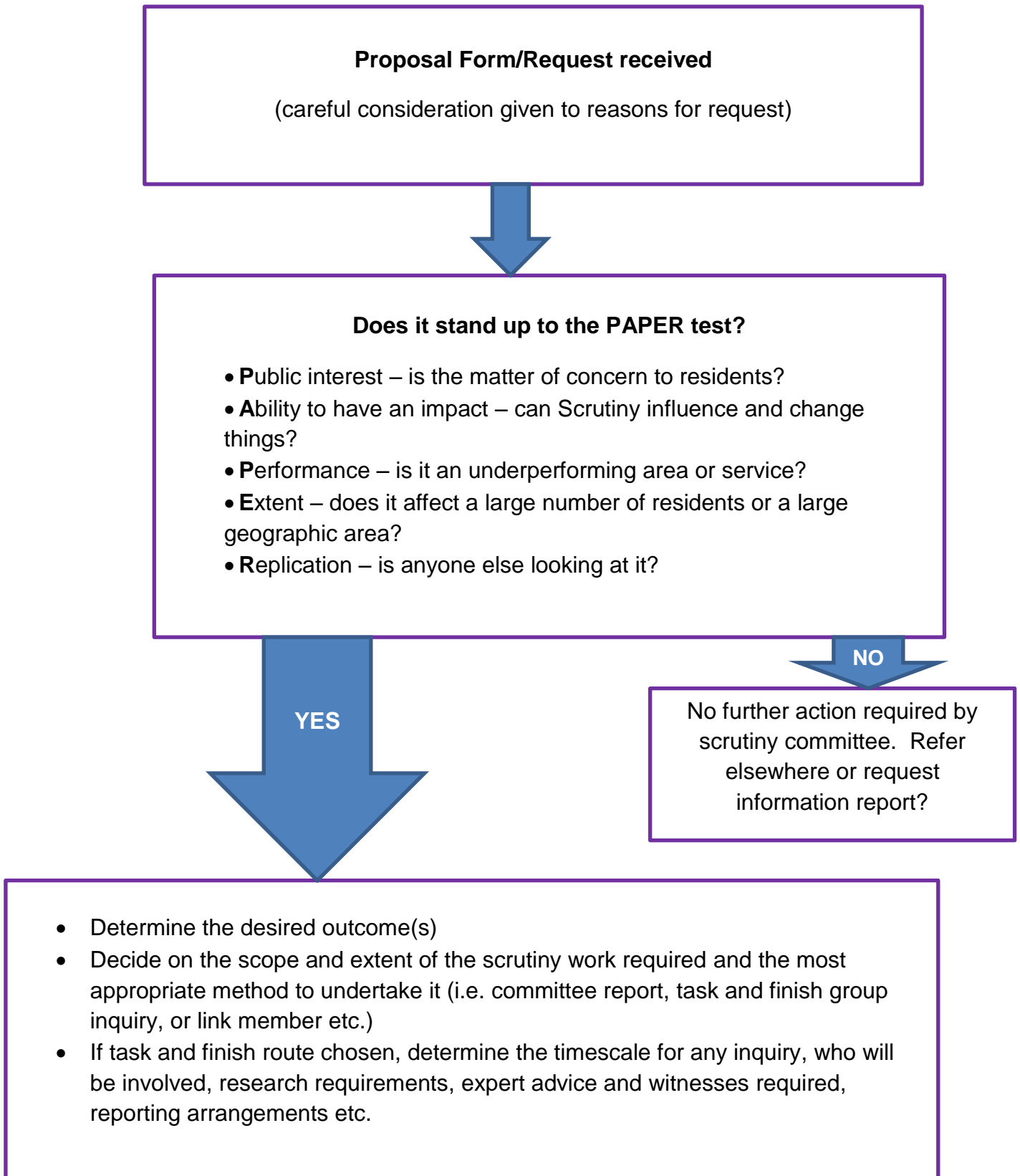
Note

- the 3 education items denoted by an * may be able to be combined into 1 item (results x 2 and School Improvement Plans as all will have been impacted and changed due to COVID-19)

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

Consideration of a topic's suitability for scrutiny



Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
20 Oct	1	Procurement of the provision of care and support for a Supported Living Scheme in Llangollen	To seek Cabinet approval to begin a tender process for the provision of care and support for individuals with learning disabilities who will be moving into a Supported Living Scheme in Llangollen	Yes	Councillor Bobby Feeley / Phil Gilroy / Alison Heaton
	2	Proposed approach to Tendering for Phase 1 / Enabling Works Contract for Colomendy Industrial Estate Expansion including new DCC Waste Transfer Station (WTS)	To obtain approval for the proposed tendering exercise to support wider planned change to household waste collection model	Yes	Councillor Brian Jones / Tony Ward / Peter Clayton
	3	Asbestos Removal Contract	To obtain permission to tender for the works contract	Yes	Councillor Julian Thompson-Hill / Tom Booty / Sarah Wainwright
	4	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Steve Gadd
	5	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
24 Nov	1	Corporate Plan Quarter 2 Performance Report	To monitor the Council's progress in delivering the Corporate Plan 2017-22	Tbc	Councillor Julian Thompson-Hill / Iolo McGregor
	2	Denbighshire and Flintshire Joint Archive Project	To approve the proposals and deliver a new building and commit to allocate match funding for the project	Yes	Councillor Tony Thomas / Alan Smith / Helen Vaughan-Evans
	3	North Wales Economic Ambition Board Growth Deal: Governance Agreement for relevant partners	To seek agreement to recommend the Governance Agreement 2 to full Council	Tbc	Councillor Hugh Evans / Graham Boase
	4	Draft revised Housing & Homelessness Strategy	To seek Cabinet's support and recommendation that Council approve the document	Yes	Councillor Tony Thomas / Angela Loftus
	5	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Steve Gadd
	6	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
15 Dec	1	Contract Procedure Rules	To consider the reviewed contract procedures rules which will require adoption	Tbc	Councillor Julian Thompson-Hill / Lisa Jones / Helen Makin

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			and form part of the council constitution		
	2	Asbestos Removal Contract	To obtain permission to award the contract to the successful tenderer	Yes	Councillor Julian Thompson-Hill / Tom Booty / Sarah Wainwright
	3	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Steve Gadd
	4	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator

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>October</i>	6 October	<i>November</i>	10 November	<i>December</i>	1 December

Updated 22/09/2020 - KEJ

Cabinet Forward Work Programme.doc

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Progress with Committee Resolutions

Date of Meeting	Item number and title	Resolution	Progress
30 January 2020	5. WORK OPPORTUNITY AND DAY ACTIVITY SERVICES REVIEW	<p>Resolved: to report to Cabinet, that</p> <ul style="list-style-type: none"> i. it had read, understood and taken account of the Well-being Impact Assessment (Appendix 1) as part of its consideration; ii. subject to the above observations, it supported the intention to relocate four services (Popty Catering Services, Y Bont, Jobfinding and The Golden Group) and to combine Y Bont and the Golden Group into one co-located service; and iii. it recommended for approval the proposal to explore the setting up of social firms relating to two activities currently being carried out by the Service, namely Meifod Wood and Garden Control 	Lead Member and officers advised of the Committee's recommendations in relation to the Services in readiness for them to report to Cabinet
	6. VERIFIED EXTERNAL EXAMINATION RESULTS	<p>Resolved: - subject to the above observations:</p> <ul style="list-style-type: none"> i. to receive the information relating to the verified performance of the county's school pupils at Key Stage 4 and post 16 examinations during the summer of 2019, acknowledging the barriers that existed which fettered the Education Service from undertaking comparison exercises with previous years' results and with the results of other local education authorities; and ii. that they were satisfied that both the Council's Education Service staff and GwE personnel had 	Lead Member, Council and GwE officers advised of the Committee's resolution

		<i>identified the emerging trends and areas which would require improvement going forward at all Key Stages.</i>	
	7. DRAFT STREET NAMING AND NUMBERING POLICY	<p>Resolved: - subject to the above observations and the noted objection, that –</p> <ul style="list-style-type: none"> <i>i. all new streets be named in Welsh only;</i> <i>ii. the option to name streets after individuals be removed from the policy;</i> <i>iii. the Council's policy be amended to reflect this and presented to Cabinet for approval; and</i> <i>iv. it had read, understood and taken account of the Well-being Impact Assessment (Appendix 5) as part of its consideration</i> 	Lead Member and officers advised of the Committee's recommendations
	8. LIBRARY SERVICE STANDARDS 2018-19 AND DRAFT LIBRARY SERVICE STRATEGY	<p>Resolved: - subject to the above observations on the performance against the 6th Framework of Welsh Public Library Standards to receive the report, commend the Service and its staff on their excellent service and performance, and request that a progress report be presented to the Committee in January 2021</p>	Lead Member and officers informed of the Committee's resolution and a progress report has been scheduled into the Committee's forward work programme for January 2021 – see Appendix 1

STRATEGIC INVESTMENT GROUP**JULY 2017****TERMS OF REFERENCE.**

The Strategic Investment Group (SIG) will provide an independent review of all business case proposals for capital investment and will have delegated authority to approve to the value of £1 million. It will appraise all capital bids regardless of value, review and approve, or make appropriate recommendation to either Cabinet or the full Council if the value of the application is above £1m or if for other reasons, it is more appropriate for Cabinet or the full Council to approve. The council's constitution allows Cabinet to approve individual capital schemes, with the annual Capital Plan requiring approval by the full Council. The Strategic Investment Group may determine that certain capital schemes (because, for example, of financial scale or risk), should be approved by the full Council. The lead cabinet member responsible for Finance will make the final recommendation in this regard.

Quorum membership of SIG is achieved when two cabinet members are in attendance, one of whom is the lead member responsible for Finance and two CET members, one of whom is the S.151 Officer (or is represented by the Deputy S.151 Officer).

Cabinet has previously approved a delegation to CET to approve capital schemes up to the value of £1m. This delegation may be applied provided that at least two members of CET, one of whom is the S.151 Officer (or Deputy S.151 Officer) are present to grant the approval.

SIG membership includes:

- Lead cabinet member responsible for Finance (Chair)
- Leader of the Council
- Cabinet Member
- Representative from each scrutiny committee
- Corporate Director
- Head of Finance (S.151 Officer)
- Head of Facilities, Assets & Housing (County Landlord)
- Business information Team Manager

Core Functions:

1. To review and (if satisfied), approve, or to recommend approval to Cabinet or Council (as defined in the delegations above) the capital cost and funding requirements of all capital schemes;

2. Ensure all bids for capital schemes:

- Comply with all statutory requirements
- Have a full Business Case (in the prescribed format)
- Clearly identify the total funding requirement and potential sources of funding
- Clearly identify current and future revenue implications
- Make clear the impact on the council's corporate assets
- Support the council's agreed priorities,
- Include an assessment under the Wellbeing of Future Generations Act

3. Recommend a medium to long term strategy for:

- Prioritising schemes for support
- Identifying options for increasing funding available

4. Review all successful capital bids within two years of approval.

5. The Terms of Reference apply to schemes accounted for within the council's General Fund and the Housing Revenue Account (HRA). However, annual capital expenditure in support of the maintenance of the council's housing stock and the ad-hoc acquisition of former housing stock disposed of under the Right to Buy scheme, will be approved annually by Cabinet as part of the HRA revenue and capital budget process and will not routinely require further approval by SIG.

6. SIG will normally be scheduled to meet on a monthly basis but recognises that the nature of some bids or proposals may require additional meetings or, subject to the agreement of the lead member responsible for Finance and the Head of Finance, consideration and approval of proposals via e-mail.