

To: Members of the Cabinet

Date: 17 March 2021

Direct Dial: 01824712568

e-mail: [democratic@denbighshire.gov.uk](mailto:democratic@denbighshire.gov.uk)

Dear Councillor

You are invited to attend a meeting of the **CABINET** to be held at **10.00 am** on **TUESDAY, 23 MARCH 2021 BY VIDEO CONFERENCE.**

Yours sincerely

G. Williams  
Head of Legal, HR and Democratic Services

## **AGENDA**

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

#### **1 APOLOGIES**

#### **2 DECLARATION OF INTERESTS**

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

#### **3 URGENT MATTERS**

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

#### **4 MINUTES (Pages 7 - 16)**

To receive the minutes of the Cabinet meeting held on 16 February 2021 (copy enclosed).

**5 VOLUNTEERING POLICY (Pages 17 - 80)**

To consider a report by Councillor Richard Mainon, Lead Member for Corporate Services and Strategic Direction (copy enclosed) seeking Cabinet's ratification of the new Volunteering Policy, updated processes and associated documentation.

**6 SUB REGIONAL CHILDREN'S RESIDENTIAL ASSESSMENT CENTRE - PROJECT UPDATE (Pages 81 - 132)**

To consider a report by Councillor Huw Hilditch-Roberts, Lead Member for Education, Children's Services and Public Engagement (copy enclosed) seeking Cabinet approval to sign off the Partnership Financial Deed to allow the contract for the construction of the Children's Residential Assessment Unit to be awarded.

**7 CORPORATE PLAN UPDATE, QUARTER 3, 2020 TO 2021 (Pages 133 - 184)**

To consider a report by Councillor Julian Thompson-Hill, Lead Member for Finance, Performance and Strategic Assets (copy enclosed) presenting an update on the delivery of the Corporate Plan in 2020 to 2021 as at the end of quarter 3 (October to December 2020).

**8 FINANCE REPORT (Pages 185 - 202)**

To consider a report by Councillor Julian Thompson-Hill, Lead Member for Finance, Performance and Strategic Assets (copy enclosed) detailing the latest financial position and progress against the agreed budget strategy.

**9 CABINET FORWARD WORK PROGRAMME (Pages 203 - 206)**

To receive the Cabinet Forward Work Programme and note the contents.

**PART 2 - CONFIDENTIAL ITEMS**

**EXCLUSION OF PRESS AND PUBLIC**

It is recommended in accordance with Section 100A (4) of the Local Government Act 1972, that the Press and Public be excluded from the meeting during consideration of the following items of business because it is likely that exempt information as defined in paragraph 14 of Part 4 of Schedule 12A of the Act would be disclosed.

**10 GRAPHIC DESIGN AND PRINT FRAMEWORK (Pages 207 - 222)**

To consider a confidential report by Councillor Huw Hilditch-Roberts, Lead Member for Education, Children's Services and Public Engagement (copy enclosed) seeking Cabinet's approval of the new Dynamic Purchasing System Framework.

**11 PROCUREMENT OF CARE AND SUPPORT IN DENBIGH EXTRA CARE HOUSING SCHEME FOR OLDER PEOPLE AND COMPLEX DISABILITY**  
(Pages 223 - 252)

To consider a confidential report by Councillor Bobby Feeley, Lead Member for Well-being and Independence (copy enclosed) seeking Cabinet's approval to appoint two care agencies to provide care and support in Awel y Dyffryn as detailed within the report.

**MEMBERSHIP**

Councillor Hugh Evans  
Councillor Bobby Feeley  
Councillor Huw Hilditch-Roberts  
Councillor Richard Mainon

Councillor Tony Thomas  
Councillor Julian Thompson-Hill  
Councillor Brian Jones  
Councillor Mark Young

**COPIES TO:**

All Councillors for information  
Press and Libraries  
Town and Community Councils

This page is intentionally left blank

## 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'.

This page is intentionally left blank

## **CABINET**

Minutes of a meeting of the Cabinet held by video conference on Tuesday, 16 February 2021 at 10.00 am.

## **PRESENT**

Councillors Hugh Evans, Leader and Lead Member for the Economy and Corporate Governance; Bobby Feeley, Lead Member for Well-being and Independence; Huw Hilditch-Roberts, Lead Member for Education, Children's Services and Public Engagement; Brian Jones, Lead Member for Waste, Transport and the Environment; Richard Mainon, Lead Member for Corporate Services and Strategic Direction; Tony Thomas, Lead Member for Housing and Communities; Julian Thompson-Hill, Lead Member for Finance, Performance and Strategic Assets, and Mark Young, Lead Member for Planning, Public Protection and Safer Communities

**Observers:** Councillors Joan Butterfield, Jeanette Chamberlain-Jones, Meirick Davies, Hugh Irving, Alan James, Tina Jones, Barry Mellor, Arwel Roberts, Peter Scott, Glenn Swingler, Rhys Thomas and Graham Timms

## **ALSO PRESENT**

Corporate Directors: Communities (NS) and Economy and Public Realm (GB); Heads of Service: Legal, HR and Democratic Services (GW), Finance and Property (SG), and Business Improvement and Modernisation (AS); Climate Change Programme Manager (HVE); Public Protection, Regeneration & Economic Development Manager (GR); Lead Officer: Inward Investment and High Growth (JE); Performance and Systems Administrator (EJ); Democratic Services Manager (SP); Scrutiny Coordinator (RE), and Committee Administrators (KEJ & RTJ)

### **1 APOLOGIES**

There were no apologies.

### **2 DECLARATION OF INTERESTS**

No declarations of interest had been raised.

### **3 URGENT MATTERS**

No urgent matters had been raised.

### **4 MINUTES**

The minutes of the Cabinet meeting held on 19 January 2021 were submitted.

***RESOLVED*** that the minutes of the meeting held on 19 January 2021 be received and confirmed as a correct record.

## **5 DENBIGHSHIRE COUNTY COUNCIL'S CLIMATE AND ECOLOGICAL CHANGE STRATEGY (2021 - 2029)**

Councillors Brian Jones, Lead Member for Waste, Transport and the Environment and Tony Thomas, Lead Member for Housing and Communities presented the final DCC Climate and Ecological Change Strategy to Cabinet for consideration and recommendation to Council for adoption.

Councillor Brian Jones referred to the significant amount of work carried out since the Council's Climate Change and Ecological Emergency Declaration in 2019 which had culminated in the Strategy document detailing how the Council's aims of becoming net carbon zero and ecologically positive would be achieved. If the Strategy was approved the Council would need to commit in the region of £9m over the next three years, with more needed in future years, and he had absolute confidence that it was the right thing to do and would stand the authority in good stead going forward. As Lead Member for Biodiversity Councillor Tony Thomas reported on the tree planting programme and tree nursery project together and work undertaken in supporting many eco systems.

The Climate Change Programme Manager (CCPM) referred to the Welsh Government's target for Wales to be carbon zero by 2050 and the Climate Change Committee's advice on carbon reduction and absorption to cap global warming temperatures and limit the impact on climate change and biodiversity. The Strategy represented the Council's contribution in tackling the climate and nature crisis and help Wales meet its carbon zero ambitions and deliver on biodiversity duties. It had been produced collaboratively across the Council and with members of the public, and provided the Council's vision for 2030 together with a route map of how it would be achieved, banking benefit of reduced carbon, increased carbon absorption and improved species together with co-benefits in economy, health and wellbeing.

Cabinet welcomed the Strategy and acknowledged the significant amount of work in its development which had been carried out at pace since the Council's Climate Change and Ecological Emergency Declaration. In fully endorsing the Strategy Cabinet paid tribute to all those involved across the Council and political parties together with members of the public for their contribution, recognising the enthusiasm and widespread support. Whilst acknowledging the substantial funding required to deliver the Strategy and likely difficult financial climate going forward Cabinet highlighted the importance of the Strategy and its delivery for future generations and were unanimous in their view that it was the right course of action.

During debate Councillor Mark Young raised a number of questions regarding the Strategy and as Lead Member for the Local Development Plan (LDP) he was also keen for the LDP to be as green as possible. In response the CCPM advised that –

- affordability had been recognised as a key risk for the Council being able to deliver the Strategy but many of the measures to be implemented would save money in both the short and long term and also generate income; grant funding opportunities from both UK and Welsh Governments would also be maximised
- work was ongoing with the Planning Policy Department and learning from Conwy County Borough Council in terms of their developing LDP to take into

account the green agenda and the continued support of Councillor Young in that regard was much appreciated; there was already developer engagement through the pre-application planning process and further planned actions through planning policy in terms of development sites within the LDP and through development control

- council buildings accounted for the largest amount of carbon emissions and the target was to halve those emissions over the next nine years from energy and water; the Strategy would be reviewed every three years to align with current circumstances and technologies. Councillors Mark Young and Bobby Feeley both referred to the future potential to rationalise council buildings given the changing working patterns and shift to remote working which could have a major impact on maximising ambitions to further reduce the council's carbon footprint
- regional working was a developing feature and discussions were ongoing with counterparts in other local authorities; the intention was to engender a regional approach through the North Wales Economic Ambition Board (NWEAB) and the Smart Local Energy project and national links to the Local Government Decarbonisation Strategy Panel. It was recognised within the Strategy that collaboration would deliver better benefits and greater success in securing grant funding. The Leader advised that he had written to the NWEAB asking for greater consideration for the climate change agenda in the future economic growth of the region and highlighted the importance of a regional approach.

Councillor Julian Thompson-Hill reiterated the financial considerations given the significant funding required over the period of the Strategy. As part of the budget setting process members agreed to allocate £389k of revenue funding to support prudential borrowing which would enable the Council to help fund the programme of works required for 2021/22. However significant additional funding would also be required over the length of the programme. Councillor Bobby Feeley queried the amount of external funding sources available and Councillor Brian Jones confirmed that the wider climate change agenda was moving at pace and generating more opportunities both in terms of available technologies and funding streams, and both officers and members needed to be alert in order to maximise opportunities as they became available with greater regional collaboration going forward.

The Leader thanked all those involved in progressing the Strategy and considered the collaborative approach and commitment shown would ensure the Council was in a strong position to deliver it. At the Leader's invitation, Councillor Graham Timms, Chair of the Climate Change and Ecological Emergency Working Group reported on the excellent work in developing the Strategy with widespread support across the county. He felt key officers such as the Biodiversity Officer and recently appointed Tree Officer and Moorland Officer stood the Council in good stead, and took the opportunity to pay tribute to the work of the Climate Change Programme Manager and Climate Change Project Officer in coordinating the project.

In response to questions raised from non-Cabinet members –

- Councillor Tony Thomas confirmed that increasing tree planting on all scales would be required to meet carbon absorption targets including tree planting in urban settings where appropriate. Planting schemes would be developed and delivered over the years of the Strategy and grant funding sought where

possible and Countryside Services had a proven track record of securing available funding. A full time Tree Officer was employed with two Tree Officers appointed on a temporary basis which may develop into permanent positions

- the CCPM confirmed that the UK Government had recently announced £60m for tree planting but it was unclear at this stage as to how Wales would benefit and she agreed to investigate the matter further with a view to reporting back to the next full Council meeting thereon. Welsh Government had already pledged funding for tree planting which was administered by the National Lottery Heritage Fund and assurances were provided that any available funding for planting schemes would be actively sought to maximise funding opportunities
- the CCPM also agreed to provide Councillor Glenn Swingler with an update on the tree planting schemes in West Rhyl and Upper Denbigh.

**RESOLVED** that Cabinet –

- (a) *recommends to Council adoption of the Denbighshire County Council's Climate and Ecological Change Strategy (2021/22 – 2029/30), and*
- (b) *confirms that it has read, understood and taken account of the Well-being Impact Assessment (Appendix A to the report) as part of its consideration.*

## **6 STREET NAMING AND NUMBERING POLICY REVIEW**

Councillor Richard Mainon, Lead Member for Corporate Services presented the report seeking Cabinet approval of proposed changes to the Council's Street Naming and Numbering Policy together with the reasoning behind those changes.

A review of the policy had been carried out at the request of Performance Scrutiny Committee, with particular emphasis on ensuring it properly reflected the Council's Welsh Language Policy and the Welsh Language Steering Committee had agreed to that approach. Following consultation with the Council's Welsh Language Officer and Welsh Language Commissioners Office it was recommended that all new streets be named in Welsh only. Performance Scrutiny Committee had also raised the issue of the ability to name streets after people in light of recent examples of street names having to be changed. In Denbighshire's case there was more of an issue naming streets after individuals which had an emotive element and having also taken into account the views of the Armed Forces Covenant it was also recommended that the option to name streets after individuals be removed.

The following issues were raised during the ensuing discussion –

- there was some debate about completely removing the option to name streets after individuals and whilst accepting the reasoning behind that recommendation Councillor Julian Thompson-Hill was reluctant to preclude the honouring of an exceptional individual citing Captain Sir Tom Moore as an example if he had been local to the area. The current difficulties faced by officers in dealing with requests for naming streets after individuals and wider discussions on an individual's relative worth was highlighted which was a highly emotive and sensitive issue. The overall view was that the normalising of naming streets after individuals should be removed and a presumption in the policy not to

include that option. However it was accepted that the Council had the option to vary the policy for exceptional cases to allow the honouring of an extraordinary individual which was considered the best way forward

- in response to a question from Councillor Tony Thomas regarding the traditional approach of naming streets after particular organisations or sponsors, Councillor Mainon stated his personal preference that streets be named with a view to describing the locality and reflecting its cultural and historical significance in line with the general principles of the policy
- Councillor Graham Timms highlighted initial problems caused in translation of the English policy into Welsh and in response to questions the Performance and Systems Administrator: (1) confirmed that a suggested list of street names had been included in the policy but the list was not definitive and 'Heol' would definitely be considered, (2) agreed to ask the Welsh Language Officer to revisit Section 1.12 on development block names to ensure the most appropriate prefixes were used in the Welsh language translations, and (3) advised that use of the word "flat" and "apartment" had been based on an historic definition
- Councillor Arwel Roberts had initially requested the policy be considered by scrutiny and he congratulated the Lead Member and officers on the work undertaken. He reiterated the importance of Welsh place names which were part of the heritage and culture of the area and needed to be kept in perpetuity
- the Leader highlighted the importance of ensuring that developers were made aware of the new policy at an early stage in the planning process in order to provide a clear understanding of the policy requirements at the outset.

**RESOLVED** that Cabinet approve the following changes to the Street Naming and Numbering Policy –

- (i) all new streets are named in Welsh only, and
- (ii) the option to name streets after individuals be removed from the policy.

## **7 WELSH GOVERNMENT TRANSFORMING TOWNS PROGRAMME**

Councillor Hugh Evans, Leader and Lead Member for the Economy and Corporate Governance presented the report seeking Cabinet approval to progress the Welsh Government Transforming Towns Programme, previously known as the Targeted Regeneration Investment Programme, and delegate authority for the purposes of securing regeneration investment.

Cabinet had supported the progression of the Targeted Regeneration Investment Programme in 2018. The regional programme had a budget of around £16m and Denbighshire had successfully benefitted from over £4m investment in its towns. The report detailed the continuation of the programme over the next two years with some changes, including up to half of the funding being allocated for the new 'Transforming Towns Placemaking Thematic' scheme, but it was currently unclear as to the criteria and how much, and when, funding would be available. The Leader advised that, given the broader approach to the funding, it was hoped there would be greater flexibility for projects in the scheme and he provided assurances that all members would be consulted on the next phase once the criteria was better understood. In welcoming the support package from Welsh Government the

Leader also highlighted the need for a greater focus on towns going forward, recognising the immense challenges faced, and to create a conversation within the authority to understand the support and investment required to move forward.

Cabinet discussed the report in more detail as follows –

- in response to questions from Councillor Mark Young the Leader highlighted the importance of first creating those conversations to ascertain the investment required in towns and then tailoring projects to meet the criteria for funding support, which might mean working in partnership with others going forward
- in terms of how to mitigate the risk posed by insufficient staff time and expertise, officers advised there would be opportunity to charge revenue to projects which would enable buy-in of a specialist resource or help to offset some staffing costs which would ensure staff capacity and capability to deliver those projects. The programme covered a two year period and Welsh Government had indicated it would likely be further extended so given the finite staff resource there would need to be a prioritisation of projects together with a delivery strategy over the next few years; however the first stage was to understand the funding criteria
- Councillor Richard Mainon highlighted his frustration regarding the short term nature of the programme which did not provide sufficient opportunity to undertake a more strategic approach to investment within towns which would have a bigger impact and better shaping of innovative future changes required to deliver for both business and residents. The Leader agreed with the benefits of having a longer term strategic approach to investment and he reiterated the work of the Welsh Local Government Association in lobbying for a three year budget allocation from the Welsh Government. That said the Leader highlighted the significant investment which Denbighshire had benefitted from over the lifetime of the programme which had made an impact despite not being part of a longer term strategic approach and the Council had to work within the current financial environment and was well placed for future investment going forward.

**RESOLVED** that (following original Cabinet approval on 22 May 2018) Cabinet approve continued delegated authority for the Corporate Director: Economy and Public Realm in consultation with the Lead Member for the Economy and Corporate Governance, Head of Legal, HR and Democratic Services and Head of Finance (Section 151 Officer), for the funding years 2021 – 22 (Year 4) and 2022 – 23 (Year 5) to –

- (i) make any project funding applications necessary to secure resources from the Transforming Towns programme for the period of its operation;
- (ii) accept and undertake expenditure on projects accessing Transforming Towns programme support, including award of grants to third parties;
- (iii) renegotiate and enter into any new agreements with other North Wales councils as necessary to bid for or receive Transforming Towns programme funds, and
- (iv) agree any changes/updates made to the North Wales Regional Regeneration Plan (RRP).

## 8 RECOMMENDATIONS OF THE STRATEGIC INVESTMENT GROUP

Councillor Julian Thompson-Hill presented the report seeking Cabinet's support of projects identified for inclusion in the 2021/22 Capital Plan as recommended by the Strategic Investment Group (SIG) and detailed in Appendix 1 to the report.

Councillor Thompson-Hill guided members through the report and explained the funding available for block allocations for on-going programmes of work. Reference was made to the work of the SIG in reviewing the bids for allocations and a summary of their recommendations had been provided and elaborated upon further at the meeting, which included the recommended funding source for each project together with the reasoning for supporting those specific projects and allocations.

Cabinet considered the recommendations detailed within the report. Councillor Tony Thomas drew attention to the need to take into account the Dark Sky Project (AONB – Area of Outstanding Natural Beauty) as part of the Sustainable LED Lighting (Salix) works to replace existing street lighting. It was understood that the current street lighting model complied with those requirements and the Highways Department were aware of the technicalities in that regard. Councillor Mark Young sought clarity on the facilities provided for Private Sector Housing Assistance and it was confirmed the funding would mainly be used to provide larger scale adaptations to private accommodation to ensure its suitability for those with disabilities.

**RESOLVED** that the projects detailed in Appendix 1 to the report for inclusion in the 2021/22 Capital Plan be supported and recommended to full Council.

## 9 FINANCE REPORT

Councillor Julian Thompson-Hill presented the report detailing the latest financial position and progress against the agreed budget strategy as outlined below –

- the net revenue budget for 2020/21 was £208.302m (£198.538m in 2019/20)
- an overspend of £1.759m was forecast for service and corporate budgets
- highlighted current risks and assumptions relating to individual service areas
- outlined the financial impact of coronavirus and position on claims to the Welsh Government to date in terms of expenditure and income loss
- detailed required savings and efficiencies of £4.448m agreed including corporate savings relating to triennial actuarial review of Clwyd Pension Fund (£2m); 1% schools savings (£0.692m); service savings (£1.756m)
- provided a general update on the Capital Plan, Housing Revenue Account and Housing Capital Plan.

Cabinet was also asked to approve setting up a reserve to allow Working Denbighshire to manage their finances more effectively.

Councillor Thompson-Hill guided Cabinet through the various elements of the report and movements since the previous month. He also took the opportunity to update members on the Welsh Government grant scheme for local businesses administered by the council and paid tribute to the tireless work of those staff

involved in the swift processing of over 1300 claims amounting to approximately £4.5m in the latest funding tranche. Cabinet acknowledged the hard work of those staff in administering the schemes who had worked above and beyond to ensure swift payments to eligible claimants and conveyed their appreciation in that regard.

The Head of Finance advised that confirmation had now been received that the Quarter 3 income loss claim had been approved by Welsh Government (WG) and he was also pleased to report on other WG funding streams being made available late in the financial year which would impact positively on the Council's finances and be included in future monitoring reports to Cabinet. Finally, mention was made to the improved position in schools which was largely due to the ongoing impact of Covid-19 and confirmation of approved funding for particular items of expenditure.

Councillor Thompson-Hill and the Head of Finance responded to questions raised by Councillor Mark Young as follows –

- the disallowed payments for loss of income mainly related to Quarter 1 claims in respect of the Housing Revenue Account. Given that only half of local authorities managed their own housing stock with others operated by Registered Social Landlords, the WG had disallowed councils' claims in that regard to ensure parity
- most of the holding items on the expenditure claims related to technical queries around free school meals and on the income claims largely related to deferred income such as planning fees and council tax; it was now expected that WG would fund local authorities for that loss of income in year
- in terms of the wider issue of national funding and recent announcement that WG would receive an extra £650m from the UK Treasury for additional Covid-19 spending, it was noted that any of the extra funding not spent by April could be carried over to the next financial year, and there was an expectation that additional monies would be allocated to local authorities with the implications of the announcement being discussed in the coming days. Councillor Mark Young highlighted that WG also had a substantial amount of money which must be spent before April and he was keen for that funding to be committed as soon as possible given that councils and businesses were struggling financially.

Councillor Hugh Irving also paid tribute to the work of staff in administering the grant funding schemes and queried the processes in place to safeguard against payment of fraudulent claims. The Head of Finance confirmed that there had been investigations nationally and given the guiding principle had been to release funding as quickly as possible there was likely to be an element of fraud. However due to the procedures in place for processing claims in Denbighshire, and the necessary eligibility checks having been carried out individually prior to payment, he felt the scope for payments made for fraudulent claims would be limited if at all. Councillor Huw Hilditch-Roberts added that he was aware that some attempts for claims in Denbighshire had been disallowed thereby demonstrating assurance in the process. He welcomed the support and grant funding available for businesses but expressed concern that more recent start-up businesses had not been eligible for financial support and he was aware that WG were looking into that and hoped funding would be made available for those new businesses going forward.

**RESOLVED** that Cabinet –

- (a) *note the budgets set for 2020/21 and progress against the agreed budget strategy, and*
- (b) *approve the setting up of a reserve to allow Working Denbighshire to manage their finances more effectively.*

**10 CABINET FORWARD WORK PROGRAMME**

The Cabinet forward work programme was presented for consideration.

**RESOLVED** that Cabinet's forward work programme be noted.

The meeting concluded at 11.35 hrs.

This page is intentionally left blank

<b>Report to</b>	Cabinet
<b>Date of meeting</b>	23 <sup>rd</sup> March 2021
<b>Lead Member / Officer</b>	Cllr Richard Mainon / Nicola Kneale, Strategic Planning Team Manager
<b>Report author</b>	Felicity Chandler, Organisation Development Specialist
<b>Title</b>	Volunteering Policy

## 1. What is the report about?

1.1 The new policy and updated processes and associated documents to enable a consistent yet flexible approach to volunteering across the whole council, including a new approach to promote volunteering opportunities within DCC, and clear guidance on how to manage, recruit and support of volunteers. In addition to clarify the position of management and employees wishing to participate in volunteering activities.

## 2. What is the reason for making this report?

2.1 For formal ratification of the new policies, processes and documents.

## 3. What are the Recommendations?

3.1. That Cabinet discusses the new policy and process for managing volunteering activity within the council, and ratifies this suite of documents.

3.2. In addition, that Cabinet comments on the proposed amendment to the Time Off Work policy for employees wishing to participate in volunteering activities. See Appendix 7.

3.3. That the Committee confirms that it has read, understood and taken account of the Well-being Impact Assessment (Appendix 1) as part of its consideration.

## 4. Report details

4.1. Strategic responsibility for volunteering currently sits within the Strategic Planning Team, as part of the Community Development Officer's role.

4.2. There are several Services within the council currently utilising volunteers, and each has a different need and approach. A new Policy has therefore been drafted to provide a consistent approach that still supports Service's differing needs, as well as providing best practice approaches for managers and volunteers.

4.3. The goal is to offer a "one stop shop" for all DCC volunteer opportunities online, using the short URL [www.denbighshire.gov.uk/volunteering](http://www.denbighshire.gov.uk/volunteering). This will enable easy promotion of volunteering opportunities and support.

4.4. Following discussion at the organisational (DCC) volunteer network, it was agreed that the previously used Kinetic system would cease, and instead an in-house solution would be explored. All DCC volunteering opportunities should be advertised through the central volunteer section of the DCC website. This will be convenient for users (who will have a central point to know where and how to look for opportunities).

4.5. In October 2020, a DCC volunteering page went live to advertise the Covid-19 volunteering opportunities within Community Support Services. This gives a flavour of what the standard page for volunteering will/can look like, and can be built upon to include all volunteering opportunities in the future. Please see Appendix 2. The landing page will also include all relevant documents including the policy, data protection information, the volunteers handbook, and the managers guide.

4.6. To promote opportunities, a simple request form will need to be submitted to the Webteam 10 working days before the opportunity needs to go live. Translation will be the responsibility of the provider service.

4.7. HR and the Strategic Planning Team have co-drafted a suite of documents namely: Volunteer Policy, Handbook for Volunteers, Guide for Managers of Volunteers, standard Volunteering Information form (which can be an online form attached to a volunteering opportunity where the Service prefers). See Appendix 3, 4, 5 & 6. These require ratification via the HR policy development process. Once agreed they will be made available through both the internet (via the external Volunteering landing page) and LINC.

4.8. The Strategic Planning Team and HR will organise quarterly meetings of a cross-organisational (DCC) volunteering network, for embedding the strategy, sharing of good practise, trouble-shooting, etc.

4.9. Promotion of DCC volunteer opportunities will be carried out through DCC Social Media, LINC, service social media (Housing) and through external organisations such as DVSC.

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

5.1. This work supports the resilience of our communities due to the well-being benefits that volunteering brings, as well as the opportunities for volunteering activities to be developed in areas that support our Priorities, service delivery and local environment and heritage.

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

6.1. The work will be managed through existing resources. For information, volunteering DBS checks are free of charge.

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

7.1. The full Well-being Impact Assessment can be found in Appendix 1.

7.2. Overall, the policy supports local communities and individual's mental and physical wellbeing, as well as building community resilience.

7.3. The policy enables volunteers to develop life and work skills and behaviours, leading to mental and physical wellbeing outcomes, as well as opportunities for work and income.

7.4. Volunteering provides motivation and a sense of fulfilment. Engaging in volunteering can support a sense of control, reduces isolation and enables people to participate in community and economic life, and positively impacts on emotional wellbeing and resilience.

7.5. Those most disadvantaged are likely to gain the most from volunteering. The policy and supporting documents outlines this clearly, and supports managers in ensuring these groups are fully able to participate in volunteering.

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

8.1. This process has been discussed between Strategic Planning, HR and the organisational (DCC) volunteer network, with particular input from Working Denbighshire, Denbighshire Leisure Limited, Community Support Services, and Countryside Services, and Library Services. Each of these teams uses volunteers frequently but in varied ways, so we hope the policies will be suitable for all.

8.2. The Lead Members (Cllr Tony Thomas and Cllr Richard Mainon) have also been informed, and the report has now also been through Cabinet Briefing. The Joint Consultative Committee Health and Safety and Employee Relations (not a quorate meeting) has considered the policy and has recommended it for approval. The ratification process and timetable for the policy documents is as follows:

Trade Unions feedback	27 <sup>th</sup> January 2021
JCC	5 <sup>th</sup> February 2021
Cabinet Briefing	1 <sup>st</sup> March 2021
Cabinet – final approval	23 <sup>rd</sup> March 2021

## **9. Chief Finance Officer Statement**

9.1. As set out in Section 6 there are no direct financial implications of the processes and policies described in this report.

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

10.1. The policy and supporting documents provide ample advice and guidance on the best practice approaches for recruiting, engaging and supporting volunteers, and there are therefore no risks identified with following this new approach.

## **11. Power to make the decision**

11.1. s111 Local Government Act 1972

s2 Local Government Act 2000

This page is intentionally left blank

# Volunteering Policy

## Well-being Impact Assessment Report

This report summarises the likely impact of the proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

Assessment Number:	887
Brief description:	A new volunteering policy that ensures a consistent approach to volunteering across the council, whilst allowing for flexibility within each Service to meet their needs. Included with this are supporting guides and documents to support both managers and volunteers.
Date Completed:	20/01/2021 11:18:07 Version: 1
Completed by:	Felicity Chandler
Responsible Service:	Legal, HR & Democratic Services
Localities affected by the proposal:	Whole County,
Who will be affected by the proposal?	Managers of volunteers, residents seeking volunteering opportunities within the council, and existing volunteers.
Was this impact assessment completed as a group?	No

# IMPACT ASSESSMENT SUMMARY AND CONCLUSION

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

## Score for the sustainability of the approach

★ ★ ★ ★ ( 3 out of 4 stars ) Actual score : 21 / 30.

## Implications of the score

Some areas within this are not relevant to the policy. However, this policy will be supported by Volunteer Champions who can feed back good practice, lessons learnt and feedback from volunteers and managers. The policy provides a sustainable approach for volunteering across all Services in the council, and will be regularly reviewed as part of HR's policies.

## Summary of impact

Well-being Goals

A prosperous Denbighshire

A resilient Denbighshire

A healthier Denbighshire

A more equal Denbighshire

A Denbighshire of cohesive communities

A Denbighshire of vibrant culture and thriving Welsh language

A globally responsible Denbighshire

Positive

Positive

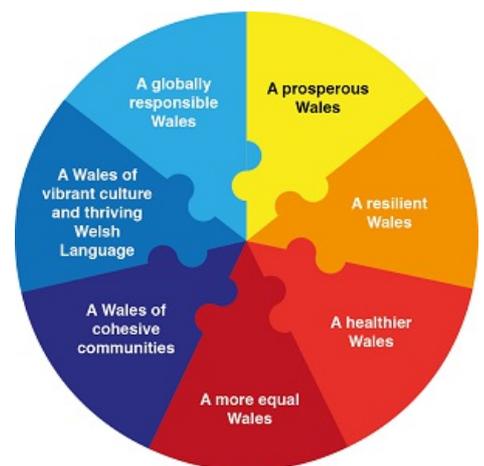
Positive

Positive

Positive

Neutral

Positive



## Main conclusions

The volunteering policy will overall positively impact on local residents, local communities and council service delivery. The policy ensures all managers and volunteers are fully supported in achieving meaningful placements that will promote positive mental and physical wellbeing, as well as supporting our local area and heritage through appropriate volunteering activities.

## Evidence to support the Well-being Impact Assessment

- We have consulted published research or guides that inform us about the likely impact of the proposal
- We have involved an expert / consulted a group who represent those who may be affected by the proposal
- We have engaged with people who will be affected by the proposal

# THE LIKELY IMPACT ON DENBIGHSHIRE, WALES AND THE WORLD

## A prosperous Denbighshire

<b>Overall Impact</b>	Positive
<b>Justification for impact</b>	The policy allows for individuals to develop behaviours and skills which will positively impact on their mental and physical wellbeing, as well as supporting their ability to access long term employment.
<b>Further actions required</b>	In promoting the use of volunteers within the council, more managers will feel supported to provide opportunities in more areas, which will in turn support local communities. Managers need to be supported to consider their target audience and advertise through multiple channels to reach all, including those disadvantaged. The use of the supporting guidance documents will enable managers to create meaningful opportunities that fully engage and support all volunteers.

### Positive impacts identified:

<b>A low carbon society</b>	This policy does not cover this element - neutral impact
<b>Quality communications, infrastructure and transport</b>	This policy does not cover this element - neutral impact
<b>Economic development</b>	Policy enables volunteers to support local communities. Policy supports those at disadvantage to gain meaningful volunteering opportunities.
<b>Quality skills for the long term</b>	Enables volunteers to develop skills and experience in new areas/career aspiration areas. Opportunities to develop life and work skills and behaviours, leading to mental and physical wellbeing outcomes, as well as opportunities for work and income.
<b>Quality jobs for the long term</b>	Policy will enable individuals to develop skills for long term employment. Policy supports the reduction of inequalities for those in low paid, low skilled jobs.
<b>Childcare</b>	This policy does not cover this element - neutral impact

### Negative impacts identified:

<b>A low carbon society</b>	This policy does not cover this element - neutral impact
<b>Quality communications, infrastructure and transport</b>	This policy does not cover this element - neutral impact
<b>Economic development</b>	Contribution to communities relies on volunteering opportunities being created in this area. Opportunities advertised primarily online only.
<b>Quality skills for the long term</b>	
<b>Quality jobs for the long term</b>	
<b>Childcare</b>	This policy does not cover this element - neutral impact

## A resilient Denbighshire

<b>Overall Impact</b>	Positive
<b>Justification for impact</b>	The policy supports the development of volunteering opportunities within areas that support the environment and biodiversity, but this is dependant on these opportunities being developed.
<b>Further actions required</b>	Sharing of good practice amongst the Champions group, to encourage more use of volunteers within key areas.

### Positive impacts identified:

<b>Biodiversity and the natural environment</b>	Volunteering opportunities that support the preservation and enhancement of landscape character across the county, particularly the AONB, can be supported through this policy.
<b>Biodiversity in the built environment</b>	Policy does not cover this element - neutral impact
<b>Reducing waste, reusing and recycling</b>	Policy does not cover this element - neutral impact
<b>Reduced energy/fuel consumption</b>	Policy does not cover this element - neutral impact
<b>People's awareness of the environment and biodiversity</b>	Policy supports the use of volunteering within all areas of the council, and certain opportunities will therefore raise people's awareness of the environment and biodiversity.
<b>Flood risk management</b>	Policy supports the development and use of emergency situation volunteers, to help support the impact of crisis such as flooding

### Negative impacts identified:

<b>Biodiversity and the natural environment</b>	
<b>Biodiversity in the built environment</b>	Policy does not cover this element - neutral impact
<b>Reducing waste, reusing and recycling</b>	Policy does not cover this element - neutral impact
<b>Reduced energy/fuel consumption</b>	Policy does not cover this element - neutral impact
<b>People's awareness of the environment and biodiversity</b>	Reliant on volunteering opportunities to be developed within this area
<b>Flood risk management</b>	Reliant on volunteering opportunities to be developed within this area

## A healthier Denbighshire

<b>Overall Impact</b>	Positive
<b>Justification for impact</b>	Volunteering supports individuals mental and physical wellbeing.

<b>Further actions required</b>	Ensure managers guidance is clear and up to date, to enable all managers to effectively support volunteers to ensure their mental and physical wellbeing and health is supported fully.
---------------------------------	---

### Positive impacts identified:

<b>A social and physical environment that encourage and support health and well-being</b>	Policy supports volunteering opportunities to be developed that promote a safe environment. Volunteering itself can support individuals to feel more fulfilled and less likely to engage in risky behaviours.
<b>Access to good quality, healthy food</b>	Policy does not cover this element - neutral impact
<b>People's emotional and mental well-being</b>	Volunteering provides motivation and a sense of fulfilment. Engaging in volunteering can support a sense of control, reduces isolation and enables people to participate in community and economic life, and positively impacts on emotional wellbeing and resilience. The policy supports good management of volunteers to fully realise all the above.
<b>Access to healthcare</b>	Policy does not cover this element - neutral impact
<b>Participation in leisure opportunities</b>	Volunteering opportunities in physically active areas is supported.

### Negative impacts identified:

<b>A social and physical environment that encourage and support health and well-being</b>	
<b>Access to good quality, healthy food</b>	Policy does not cover this element - neutral impact
<b>People's emotional and mental well-being</b>	
<b>Access to healthcare</b>	Policy does not cover this element - neutral impact
<b>Participation in leisure opportunities</b>	

## A more equal Denbighshire

<b>Overall Impact</b>	Positive
<b>Justification for impact</b>	Those most disadvantaged are likely to gain the most from volunteering. The policy and supporting documents outlines this clearly, and supports managers in ensuring these groups are fully able to participate in volunteering.
<b>Further actions required</b>	Ensure managers are supported in considering those living in poverty or unable to access online resources, and to develop ways to target these groups. Volunteering Champions group will support this and will be used to share good practice.

<p><b>Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation</b></p>	<p>Policy specifically encourages and supports managers to consider those more disadvantaged and to enable them to take part in volunteering.</p>
<p><b>People who suffer discrimination or disadvantage</b></p>	<p>Policy specifically encourages and supports managers to consider those more disadvantaged and to enable them to take part in volunteering.</p>
<p><b>Areas with poor economic, health or educational outcomes</b></p>	<p>Policy specifically encourages and supports managers to consider those more disadvantaged and to enable them to take part in volunteering.</p>
<p><b>People in poverty</b></p>	<p>Policy specifically encourages and supports managers to consider those more disadvantaged and to enable them to take part in volunteering.</p>

**Negative impacts identified:**

<p><b>Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation</b></p>	
<p><b>People who suffer discrimination or disadvantage</b></p>	
<p><b>Areas with poor economic, health or educational outcomes</b></p>	
<p><b>People in poverty</b></p>	<p>Most volunteering opportunities advertised online, which those living in poverty may not be able to access as easily.</p>

<b>Overall Impact</b>	Positive
<b>Justification for impact</b>	Volunteering can bring communities together and supports individuals to participate in their local area.
<b>Further actions required</b>	Volunteering Champions group will support managers to develop more volunteering opportunities that supports the community and local area.

**Positive impacts identified:**

<b>Safe communities and individuals</b>	Volunteering opportunities can support individuals to engage with more people, to allow them opportunities to disclose safeguarding or domestic abuse concerns.
<b>Community participation and resilience</b>	Volunteering allows individuals to contribute and participate in community activities, and to strengthen community resilience, and provides the opportunity for them to voice their opinions to internal officers.
<b>The attractiveness of the area</b>	Volunteering opportunities within this area are supported through this policy, enabling individuals to contribute to making the area attractive and protected.
<b>Connected communities</b>	Policy supports large volunteering opportunities that allow individuals to connect
<b>Rural resilience</b>	Policy supports volunteering opportunities that support the quality and character of the natural and built rural landscape, and supports people wishing to reach and use the countryside as a place for recreation and enjoyment. Policy also allows for those on low wages or in part-time or seasonal employment to develop skills for career progression.

**Negative impacts identified:**

<b>Safe communities and individuals</b>	
<b>Community participation and resilience</b>	
<b>The attractiveness of the area</b>	Reliant on volunteering opportunities to be developed in this area.
<b>Connected communities</b>	
<b>Rural resilience</b>	

**A Denbighshire of vibrant culture and thriving Welsh language**

<b>Overall Impact</b>	Neutral
<b>Justification for impact</b>	The policy supports the use of Welsh language but does not specifically seek to raise this.
<b>Further actions required</b>	Volunteer Champions group will support managers in creating opportunities that support local culture and heritage.

**Positive impacts identified:**

<b>People using Welsh</b>	Policy supports individuals to use Welsh but this is not an area of focus in this policy - neutral impact.
<b>Promoting the Welsh language</b>	Policy supports individuals to use Welsh but this is not an area of focus in this policy. Some opportunities may require Welsh language as essential, assessed when creating opportunity - neutral impact.
<b>Culture and heritage</b>	Policy supports the development of volunteering opportunities which support the local culture and heritage

**Negative impacts identified:**

<b>People using Welsh</b>	
<b>Promoting the Welsh language</b>	
<b>Culture and heritage</b>	Reliant on opportunities being developed in this area.

**A globally responsible Denbighshire**

<b>Overall Impact</b>	Positive
<b>Justification for impact</b>	Policy supports the rights of volunteers, and provides best practice approaches that are over and above the legal minimums to ensure a fulfilling opportunity for individuals.
<b>Further actions required</b>	Volunteer Champions will encourage the use of more volunteers which support Service delivery and will share good practice.

**Positive impacts identified:**

<b>Local, national, international supply chains</b>	Policy does not address this area - neutral impact
<b>Human rights</b>	Policy supports best practice in all aspects of the recruitment and retention of volunteers, supporting volunteers rights and wellbeing.
<b>Broader service provision in the local area or the region</b>	Policy enables more volunteering opportunities to be created which can support other Services in their delivery

**Negative impacts identified:**

<b>Local, national, international supply chains</b>	Policy does not address this area - neutral impact
<b>Human rights</b>	
<b>Broader service provision in the local area or the region</b>	

[Home](#) > [Jobs and employees](#) > [Volunteering](#)

# Volunteering

Volunteering opportunities and how to apply.

## Covid-19 response volunteers

We currently have the following volunteering opportunities available:

- [Volunteers for Care Homes](#)
- [Volunteers for Support within Localities](#)
- [Volunteers for Telephone Befriending](#)



## [Covid-19 response volunteering opportunities](#)

We are looking for volunteers to help with providing support services in response to Covid-19.

## [Volunteer recruitment](#)

Volunteers make an important contribution by complementing and assisting the work of paid staff.

## [Covid-19 response: Apply online](#)

Apply online for a Covid-19 response volunteer opportunity.

## Current Covid-19 volunteering webpage

Landing page to include headings for:

- What is volunteering
- List of Volunteering Opportunities
- Policy
- Handbook for Volunteers
- Data Protection information
- Guidance for Managers
- A link to Denbighshire Voluntary Services Council

## Example of details included within the volunteering opportunity:

[Home](#) > [Jobs and employees](#) > [Volunteering](#) > [Opportunities](#) > [Volunteers for Care Homes](#)

# Volunteers for Care Homes

## Role description

Denbighshire County Council are looking for volunteers who are willing to provide support to our Care teams and residents within our Care Homes. You would of course be provided with appropriate Personal Protective Equipment (PPE) for the situation.

We take your safety and wellbeing extremely seriously and so we will ask you to disclose whether you were previously considered 'vulnerable' or 'extremely vulnerable' by Welsh Government. This will not prevent you from volunteering with us, it will simply allow us to act swiftly to protect you should a positive COVID-19 case be identified within the Home.

Please note that our volunteering opportunities depend on the needs of residents and staff. Therefore we cannot guarantee that we will have hours for you straight away. However, please do register with us if you are interested, and as soon as hours become available that are suitable for you, we will allocate you to this role. In order to prevent delays, we will be asking volunteers to complete a DBS Certificate and some basic induction training before allocating hours, so that you are ready to start as soon as hours become available.

[Apply online](#)

## Key tasks

We have a range of tasks that our residents may need assistance with. We want to ensure that volunteers are doing tasks they are comfortable with, and we will provide full training and support for carrying out these tasks. The type of tasks this opportunity might include are:

## Key tasks

We have a range of tasks that our residents may need assistance with. We want to ensure that volunteers are doing tasks they are comfortable with, and we will provide full training and support for carrying out these tasks. The type of tasks this opportunity might include are:

- Assisting staff and residents with meals and daily activities
- Assisting residents with mobility
- General help and assistance a resident may require
- Providing some friendly company
- Encouraging gentle exercise and helping facilitate hobbies and interests

## Locations

Volunteers will be needed throughout the county. Depending on our residents' needs, and where you are able to travel to, you may be allocated to any of the following:

- Corwent Cysgod Y Gaer, Residential Care Home
- Ruthint Llys Awelon, Extra Care Housing Scheme (apartment complex)
- Denbigh Dolwen, Residential Care Home
- Rhyt Gorwel Newydd, Extra Care Housing Scheme (apartment complex)
- Prestatyn Nant Y Mor, Extra Care Housing Scheme (apartment complex)

We will match volunteers to areas close to their homes. We also support all the Social Care Providers within the County including privately owned, and so you may be asked to help an Independent Care Provider in their building.

We will of course take your location and preferences into consideration before allocating you anywhere.

## Requirements

We are looking for volunteers who possess a positive attitude, compassion, resilience and excellent communication skills. The ability to put people at ease and gain their trust will be highly valued by those who may feel socially isolated at this difficult time. If you have particular skills such as experience of supporting individuals within a Care Home, or working with those with Dementia or Complex disabilities, we will try and match you with your area of interest and skill set.

## Requirements

We are looking for volunteers who possess a positive attitude, compassion, resilience and excellent communication skills. The ability to put people at ease and gain their trust will be highly valued by those who may feel socially isolated at this difficult time. If you have particular skills such as experience of supporting individuals within a Care Home, or working with those with Dementia or Complex disabilities, we will try and match you with your area of interest and skill set.

## Hours

We will look to fit in with volunteers as much as possible so would be keen to understand how many hours a week and what days would work best for each individuals.

## What happens next

If you are interested in this opportunity, please email [felicity.chandler@denbighshire.gov.uk](mailto:felicity.chandler@denbighshire.gov.uk). You will then be contacted and asked to complete a short form so we can understand your preferences and determine where best to allocate you.

As these roles are based within the social care sector supporting vulnerable adults, we will need to carry out an enhanced DBS check, and obtain one reference. You will also be provided with relevant training and support.

## Mock-up of Volunteering Opportunities page (pre accessibility work):

Interested volunteers click a heading to expand the opportunity details, which will include information such as the above page, to include a link to the online registration of interest/volunteer information form, or the managers contact details, whichever method is preferred by the Service.

The screenshot shows a web browser window with the URL 'Volunteering opportunities ...'. The page header includes the Denbighshire County Council logo and navigation menus for 'Resident', 'Business', 'Visitor', 'Your Council', and 'Employee'. A search bar and social media icons are also present. The breadcrumb trail reads 'Home > Jobs > Volunteers > Volunteering opportunities'. The main heading is 'Volunteering opportunities'. On the left, a sidebar menu lists 'Home', 'Jobs', and 'Volunteers'. The main content area displays a list of opportunities: Digital Volunteer – Rhyl Library, Digital Volunteer – Prestatyn Library, Digital Volunteer – Rhuddlan Library, Digital Volunteer – St. Asaph Library, Rhyme Time Volunteer - Rhyl Library, Rhyme Time Volunteer - Denbigh Library, Events and Activities Volunteer – Denbigh Library, and Events and Activities Volunteer – Rhyl Library. The 'Events and Activities Volunteer – Rhyl Library' is selected and expanded. The expanded view includes a title, 'About the role' section with a bulleted list of responsibilities, a paragraph about the role, a paragraph about the library location, opening dates (Monday 26th August 2019 to Monday 31st August 2020), and a list of details including hours per week, location (Denbighshire County Council, Rhyl Library Museum & Arts Centre, LL18 3AA), accessibility, age restriction (over 18), DBS requirements, and contact details (library@denbighshire.gov.uk / Rhyl Library – 01745 353814). A 'LiveCareer' advertisement on the right side offers 'Free CV Template', 'Free CV Samples', 'Free CV Formatting', and 'Free CV Builder'.

This page is intentionally left blank

# Denbighshire County Council Volunteer Policy



## Volunteer policy

# Denbighshire County Council Volunteer Policy

## Contents

Contents .....	2
Introduction .....	3
Aim .....	3
Statement of Values and Principles .....	4
Recruitment and Selection of Volunteers .....	4
Staff Volunteers.....	5
Denbighshire Voluntary Services Council (DVSC) .....	5
Managing a Volunteer .....	6
Health and Safety.....	6
Training .....	6
Confidentiality and Data Protection .....	6
Safeguarding.....	6
Expenses .....	7
Volunteers in Receipt of Benefits .....	7
Insurance .....	7
Complaints .....	7
Equality and Diversity.....	8
Appendix 1 – Flowchart.....	9

# Denbighshire County Council Volunteer Policy

## Introduction

Denbighshire County Council regards volunteering as an unpaid activity where someone freely gives their time to help an organisation or an individual who they are not related to. In other words, volunteers are not paid staff and do not have a legally binding contractual relationship with the Council.

This policy sets out the broad principles for voluntary involvement in Denbighshire County Council. People volunteer for a number of reasons, for example:

- To socialise
- To put something back into society
- To regain or learn new employment skills
- To occupy their time

Denbighshire County Council acknowledges that volunteers contribute in many ways and that their contribution is unique and that volunteering can benefit users of services, staff, local communities and the volunteers themselves. Denbighshire County Council values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and in ways which are encouraging, supportive and which develop volunteering.

Managers are advised to read the Handbook for Managers of Volunteers prior to recruiting volunteers.

Please note that Volunteering and Work Experience have differences, and there is therefore a separate Work Experience Guidance document available.

## Aim

The overall aims of the volunteering policy, in conjunction with the Handbook for Managers of Volunteers, is to develop and promote best practice in the involvement and support of volunteers in the work of Denbighshire County Council. This policy aims to:

- Encourage the development of volunteering in all areas of the Council.
- Recognise and promote the importance of volunteering to the work of the Council.

# Denbighshire County Council Volunteer Policy

- Ensure support, training and supervision for Council volunteers.
- Identify the standards to which Council employees and volunteers are expected to adhere.
- Provide guidance and best practice to Council staff in working with volunteers and ensure the application of the Council's Equal Opportunities Policy to volunteering.
- Ensure that volunteering with the council is an enjoyable and rewarding experience.

The Council aims to work with local communities and partners to develop a diverse range of suitable volunteering activities that are relevant for the people of Denbighshire.

## Statement of Values and Principles

Volunteering is a legitimate and crucial activity that is supported and encouraged by Denbighshire County Council and is not intended to be a substitute for paid employment. The role of volunteers complements but does not replace the role of paid staff.

Appropriate steps will be taken to ensure that paid staff are clear about the role of volunteers, and to foster good working relationships between paid staff and volunteers.

The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their voluntary activity. Likewise, Denbighshire County Council cannot be compelled to provide either regular tasks, payment or other benefit for any activity undertaken by the volunteer.

## Recruitment and Selection of Volunteers

The Council is committed to equal opportunities and believes that volunteering should be open to all. The acceptance of a volunteer to a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out the agreed tasks. Any person must be aged 16 or over to volunteer with the Council.

Volunteers who are considered unsuitable for a particular task will either be offered alternative voluntary involvement within the Council or referred to the Denbighshire

# Denbighshire County Council Volunteer Policy

Voluntary Services Council (DVSC), which coordinates volunteering opportunities across Denbighshire.

The council will carry out safer recruitment checks on all volunteers, which may include evidence of Right to Work in the UK, references, and DBS and basic health checks where the role requires these.

Recruitment of volunteers within Social Care is governed by regulations set out by the Care and Social Services Inspectorate for Wales (CSSIW) and Social Care Wales.

Please see the flowchart in Appendix 1 for an overview of the process to recruit volunteers. Further guidance is contained within the Handbook for Managers of Volunteers.

## Staff Volunteers

Staff members volunteering for a different team/Service within the Council will be treated in the same manner as an external volunteer and according to this Volunteering Policy. Where an employee of Denbighshire County Council wishes to volunteer either internally or externally, this will be supported in accordance with the Time Off Work Policy.

## Denbighshire Voluntary Services Council (DVSC)

DVSC is the leadership body in Denbighshire for celebrating, promoting and supporting [#DenbighshireVolunteers](#). Their role is to provide support to volunteers, volunteer involving organisations and the third sector and to be an influential voice in Denbighshire. DVSC's digital platform allows members of the public to register their interest in volunteering, find opportunities for themselves and to record their volunteer hours.

Registered Office: Naylor Leyland Centre, Well Street, Ruthin. LL15 1AF

Email: [engagement@dvsc.co.uk](mailto:engagement@dvsc.co.uk)

Website: [www.dvsc.co.uk](http://www.dvsc.co.uk)

# **Denbighshire County Council Volunteer Policy**

## **Managing a Volunteer**

Managers are advised to read the Handbook for Managers of Volunteers to ensure they are confident in best practice of managing volunteers. This includes how recruit volunteers, as well as ensuring appropriate inductions and Health and Safety checks are carried out. Managers are also required to ensure they provide ongoing supervision support, as they would for employees.

## **Health and Safety**

The Council has a duty of care to avoid exposing our volunteers to health and safety risks. All volunteers will be made aware of the Council's Health and Safety Policies and Procedures and any practical safety concerns as part of their induction. Volunteers are expected to comply with the Council's Health and Safety Procedures. All volunteer roles will be risk assessed, covering both the tasks involved and the environment in which they will be conducted. In addition, where a volunteer makes us aware of a pre-existing medical condition or disability, an individual risk assessment may also be necessary. If the role requires PPE, the council will provide this as they would an employee.

## **Training**

The council supports volunteer's personal and professional development, and as such, all volunteers will be able to access Denbighshire County Council's online e-Learning modules, if they wish to complete them during their volunteering placement. Volunteers should contact HR for login details.

## **Confidentiality and Data Protection**

All supervisors must ensure that during induction volunteers are aware of the Councils confidentiality and Data Protection Policies. If their role requires, volunteers must receive appropriate training.

## **Safeguarding**

All supervisors must ensure that volunteers are aware of, and have received the appropriate training in the Councils Safeguarding Policy on Children and Adults.

# Denbighshire County Council Volunteer Policy

Denbighshire County Council follows the procedures outlined by the Disclosure and Barring Service to ensure the safety of children and vulnerable adults. A volunteer wishing to participate in an activity that is outlined in the DBS Criteria cannot participate in the Volunteering Activity until the Council has received a cleared DBS.

## Expenses

The Council is committed to paying reasonable 'out of pocket' expenses ensuring that potential volunteers are not excluded due to financial reasons. These need to be agreed with the relevant manager before the volunteer commences their activity. Where expenses are not agreed, volunteers must be made aware of this at their first opportunity in the recruitment process.

## Volunteers in Receipt of Benefits

It is the responsibility of the volunteer to establish whether volunteering is going to affect their entitlement to any social security benefits. Further advice should be obtained from the Department of Work and Pensions (DWP), Job Centre Plus, or Citizens Advice Bureau.

## Insurance

Denbighshire County Council's liability insurance policies include the activities of volunteers and liability towards them. The Council does not insure the volunteer's personal possessions against loss or damage. Where volunteers drive as part of their voluntary activity, and use their own vehicle, they must ensure they possess the relevant class of insurance. Further guidance should be sought from the volunteer's own insurance company.

## Complaints

As volunteers are not employees, they are unable to use the Council's Grievance Policy and Procedure. However, they are entitled to use the Council's Complaints procedure. Complaints by volunteers should be raised in the first instance with their Volunteer Supervisor, and dealt with informally where possible. Where appropriate, the complaint will be investigated fully by the Supervisor, or if the complaint is against their own Supervisor, by another Volunteer Supervisor or line manager.

# Denbighshire County Council Volunteer Policy

If a complaint is made against a volunteer, this will be investigated by the relevant supervisor. Every attempt will be made to resolve the matter as quickly and informally as possible. If the issue cannot be satisfactorily resolved, then the volunteer may be told their services are no longer required with immediate effect.

## Equality and Diversity

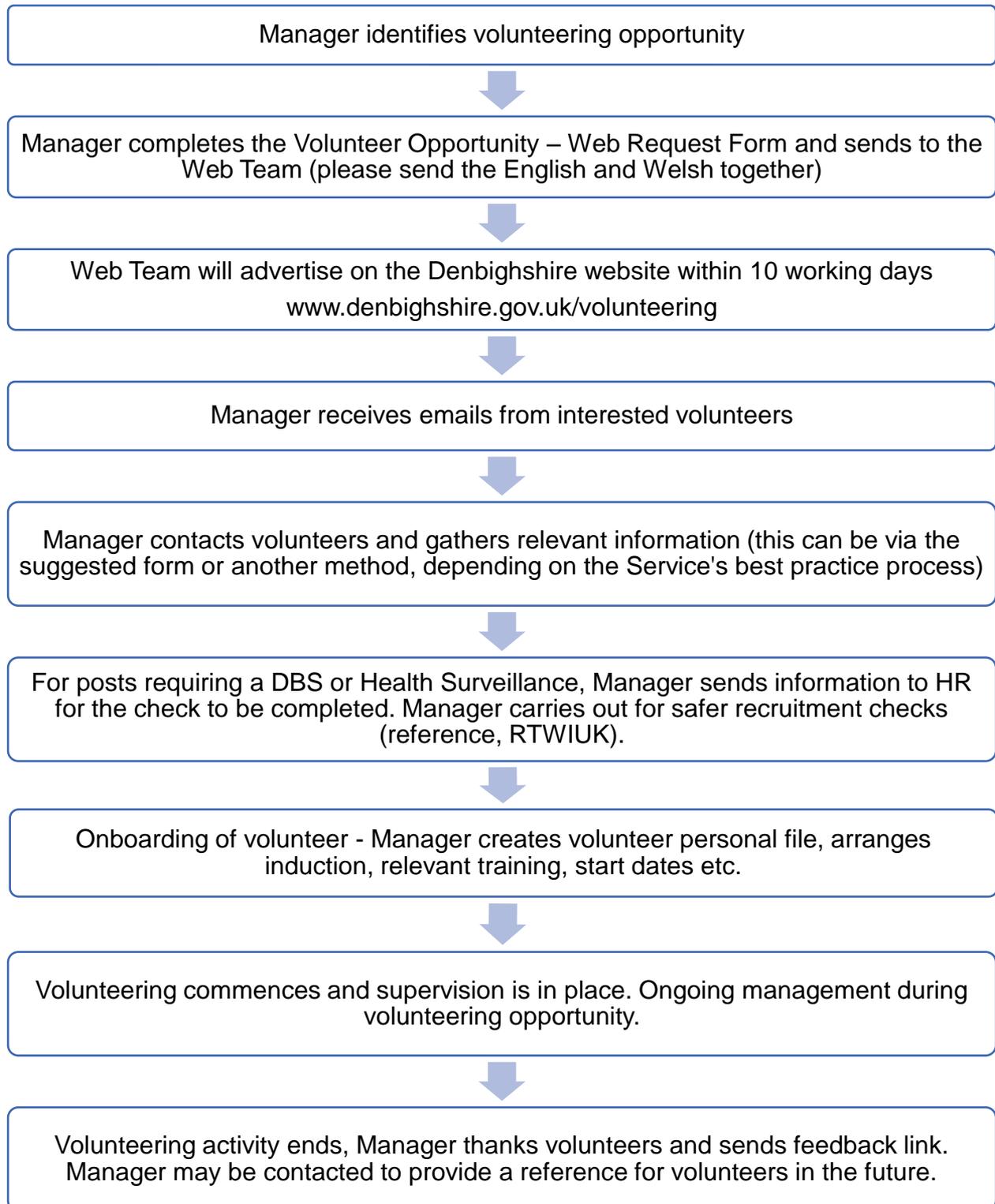
Denbighshire County Council is a Disability Confident Employer, and are committed to equal opportunities and fair treatment for all. Whilst volunteers are not employees and are therefore not protected as employees under the Equality Act, it is not acceptable to discriminate against them. We will ensure that volunteering opportunities are inclusive and available to all. Volunteers still have a right not to be discriminated against, in the same way as a customer or service user has this right.

Any decisions made about a volunteer's suitability for tasks, or regarding their ongoing volunteering within the Council, will be made fairly and in line with equality legislation.

There is an expectation that all our volunteers will adhere to the Council's equality policies, ensuring that their own conduct when carrying out volunteering tasks does not discriminate against others or breach equality legislation. Volunteers are advised to read the Handbook and Code of Conduct for Volunteers.

# Denbighshire County Council Volunteer Policy

## Appendix 1 – Flowchart



This page is intentionally left blank

# **Handbook for Managers of Volunteers**

# Handbook for Managers of Volunteers

## Contents

Contents .....	2
Introduction .....	4
Managing Staff Who Volunteer .....	4
Volunteers approaching you .....	6
Developing Ideas for Volunteering.....	6
Advertising .....	6
Volunteer Selection.....	7
Safer recruitment checks .....	8
DBS checks .....	9
Prior to the Volunteer starting .....	10
Induction .....	10
Volunteer Personal Folder .....	11
Day to Day Supervision of Volunteers .....	11
Duty of Care.....	12
Dealing with Complaints and Volunteer Problems .....	13
Complaints about Volunteers .....	13
Complaints by Volunteers .....	14
Equality and diversity .....	14
Insurance .....	15
Expenses .....	15

# Handbook for Managers of Volunteers

Volunteers claiming benefits .....	16
Working Denbighshire.....	16
Information Governance .....	17
Moving On .....	17

# Handbook for Managers of Volunteers

## Introduction

Volunteers have played an important part in the delivery of the Council's services for many years and are greatly valued. Today volunteers fill a variety of roles across Denbighshire including for example those within our library or heritage sites, Denbighshire Archives and in the Countryside. This handbook explains how you can engage volunteers to support our services, what you should do to manage volunteers effectively, and where you can go for support.

Often, those who would benefit most for volunteering face the biggest barriers. Evidence suggests that the following individuals are more likely to gain positive outcomes from volunteering:

- those who are in later years of life
- from lower socio-economic groups
- unemployed
- living with chronic physical health conditions
- those with lower levels of wellbeing
- those experiencing big life transitions such as retirement or bereavement

We must be sure to make any volunteering opportunities accessible for all, and to seek to encourage those particularly from the above groups to participate. Volunteering can bring a new sense of purpose, identity and sense of belonging.

Please note that Volunteering and Work Experience have differences, predominantly the reason behind seeking either volunteering or work experience, and so Managers supporting work experience or work placement requests are advised to read the Work Experience Guidance.

## Managing Staff Who Volunteer

Our own employees may wish to volunteer, either with another section of the Council, or with an external charity or body, and should gain management approval before committing. Please ensure you discuss this with your staff member, to be satisfied that the

# Handbook for Managers of Volunteers

volunteering work does not create a conflict of interest, and to be aware of the time commitments this entails. Staff are able to be granted 5 days paid Volunteering Leave per year, but should also endeavour to carry out volunteering activities within their own time where possible. Please see the Time Off Work Policy for more details on Volunteer Leave.

Volunteering leave is granted in line with business needs, and there are certain areas you should discuss with your staff member before they carry out and commit to undertaking volunteering:

- What will they be doing? Some volunteering may be unrelated to the employees paid work, but some might be specifically in order to utilise their professional skills. Both are supported, providing they do not cause a conflict of interest to their jobs with the Council.
- What is the time commitment? Will the employee be undertaking this in the evenings, weekends, their lunch breaks etc. or will they require time off work? Are there training sessions they will need to complete? Agree how much will be in the employees own time, and how much flexibility you are able to grant them in line with business needs and policies.
- Discuss business needs i.e. if the employee is due to volunteer tomorrow but another member of staff becomes ill and needs covering, will they be able to still volunteer? What is the expectation from the charity/body they are volunteering with? Where possible, volunteering should be supported, but a discussion to explore all options in the event of urgent business needs should be held.
- What will they gain from volunteering? Is there a way you can also support their experience or development as well?

We aim to support staff volunteering however there may be times where we are unable to approve an employee undertaking a volunteering activity due to a conflict of interest, or due to business needs such as the required time away from work. Where this is the case, please discuss this with your employee, explaining the reasons clearly. Employees who are unhappy with this decision may refer the matter to their manager's manager for reconsideration, and their decision will be final.

# Handbook for Managers of Volunteers

## Volunteers approaching you

You may be approached by a volunteer enquiring about volunteering opportunities or to express an interest, without you having advertised an opportunity. Should this happen, you should consider whether you have a volunteering opportunity you could offer the individual.

If you do not have an opportunity, and are unable to accommodate this, then please let them know by thanking them for their interest, explaining you do not have an opportunity for volunteering at present, and directing them to DVSC who coordinate all volunteering activities within Denbighshire and who may therefore be able to support them in finding suitable volunteering opportunities.

If you are able to accommodate a volunteering request or opportunity, then please read through this guidance, from **Volunteer Selection** onwards. You will need to gather sufficient information from the volunteer to be able to support them in their tasks, and we recommend that you do this by asking them to complete a Volunteer Information Form. It is for you as the manager to arrange for the volunteer to start, and only need to contact HR during this process should you need a DBS check carried out, or for advice.

## Developing Ideas for Volunteering

To develop your ideas for volunteering, you first need to draw up a Volunteer Role Description. You should liaise with an appropriate manager at this stage to ensure they are happy with your site/team/project taking on new volunteers, particularly as there may be some expenses payable. Ultimately the decision to engage with any new volunteers should be taken by the relevant manager.

## Advertising

The opportunity should be advertised on the Volunteering pages of the Denbighshire County Council website. Each service will be required to submit a web request form to the

# Handbook for Managers of Volunteers

Webteam, allowing for 10 working days for upload of the opportunity. Translations of the advert will be the responsibility of the provider service. Managers may also wish to advertise their opportunity via the DVSC, and should contact DVSC via [engagement@dvsc.co.uk](mailto:engagement@dvsc.co.uk) to discuss.

## Volunteer Selection

It is encouraged that prospective volunteer's complete the Volunteer Information Form, however, where you feel you have gathered enough information from another source (i.e. a face to face discussion or through a volunteer open day) you may not need to ask the volunteer to complete this.

However, please feel free to use the form if you feel this is the most appropriate way for your Service to gather the required information.

Where you have received multiple expressions of interest for a volunteering role, or the role involves working with children or vulnerable adults, you should speak to each volunteer to find out more information. This will be an informal discussion where you can determine their reasons for seeking this volunteering opportunity and will help you to make an informed decision about suitability. This would include asking their reasons and motivation for wanting to volunteer.

As part of this discussion, you should make it clear to the potential volunteer the tasks that you wish them to carry out, as well as agree with them their availability. You need to consider before this discussion, whether or not you have a minimum time requirement for the proposed activity.

Where you consider volunteers to be unsuitable for your volunteering activity, it is best practice to inform them of this, and to signpost them back to DVSC and other relevant voluntary organisations as appropriate.

# Handbook for Managers of Volunteers

## Safer recruitment checks

All volunteers will be asked to provide evidence of Right to Work in the UK, and managers will be responsible for checking this document, and storing a copy on their personal folder. A copy of what evidence is suitable is attached to this Handbook.

Some volunteering opportunities will require the volunteer to have an enhanced DBS check i.e. where the role involves working with children or vulnerable adults. In these instances, the manager is responsible for obtaining two references. References should be from a current/last employer or, for those volunteers who are retired, self-employed, unemployed or a student, character references. Please send the volunteers contact details to HR for an enhanced DBS check to be undertaken.

For some roles, references will not be required, however it is the manager's decision whether this is needed. Many volunteers choose to take part in an activity they have no prior experience of e.g. a retired Accountant working in Digital Archives. Managers should consider the nature of the tasks being done, who they may be in contact with either face to face or remotely, and what information a reference will provide, when deciding if the role requires a reference. Please see the below examples as a guide:

- A volunteer will be undertaking dry-stone walling, and will be working within a group under supervision. There is no contact with children or vulnerable adults. The manager decides no references are needed.
- A volunteer will be helping to organise our digital Archives and may have access to some confidential information. The role does not require a DBS, but due to the potential for confidentiality, the manager decides to obtain one reference from their last employer.
- A volunteer will be visiting a school twice a week to help children with their reading. The role therefore requires an enhanced DBS check, and the manager will obtain two references.

Please note it is the manager's responsibility to obtain a reference, and a template is attached to this Handbook.

# Handbook for Managers of Volunteers

Where the role involves manual work a health check may be required. Please ask HR to send out a Health Surveillance, as you would for an employee undertaking this activity.

## DBS checks

It is important to assess whether or not a volunteer requires a Disclosure and Barring Service (DBS) check. Please read the Council's DBS Policy and Safeguarding Policy for further guidance.

The requirement for a DBS check should be included in the Volunteer Role Description. The requirement is dependent on the actual activity being carried out, and you should reassure volunteers that undertaking a check does not imply any criminality on their part.

In general any volunteer who provides care, instruction or teaching for the same child/group of children 4 times a month or is working in a regulated setting would need a DBS check. Volunteers who provide any kind of personal care (including dealing with financial affairs) for an adult only once (regardless of their 'vulnerability') would also require a DBS check.

All volunteers should have a Volunteer Role Description attached to their activity. The Volunteer Supervisor is responsible for drawing up the Role Description and assessing whether or not a volunteer role requires a DBS check. Volunteers should not commence their activity until a DBS check has been received.

Volunteer Supervisors should ensure they regularly review the Council's Safeguarding policies and procedures. This will ensure that current safeguarding best practice is adhered to.

# Handbook for Managers of Volunteers

## Prior to the Volunteer starting

Prior to the volunteer's first day, the Volunteer Supervisor should ensure that all employee's and other volunteers are aware of the fact that a new volunteer is joining the team, and clearly explain what activities they are expected to carry out.

Managers should review their current Risk Assessments and Work Procedures and see if these are still applicable and to determine if any additional measures are required. Where there are any additional measures identified, managers are advised to record those additional measures on their current risk assessment.

In addition to the above, you should consider the following before volunteers commence their tasks.

- Resources and equipment e.g. PPE, specific clothing required for the function, computer etc.
- Who will be their colleagues, arrangements for the first day – meeting with the volunteer, set aside time to give directions to the individual.
- What useful information and documents need to be given to the volunteer e.g. any processes, Health and Safety Policy etc.
- Ensure that they are aware of the responsibility that they have in safeguarding children and adults, and that they are aware of who the Designated Safeguarding Officers.
- Health and Safety – what information / guidelines are relevant to the volunteer?
- Will the employee be expected to undertake any Lone Working, and if so, what Risk Assessment an ongoing support is in place for this?
- Who will be responsible for providing ongoing support during the whole volunteering activity and for allocating tasks?

## Induction

The first day for a new volunteer may be as daunting as it is for a new employee, therefore you should make the volunteer feel welcome and comfortable. You should make sure a full

# Handbook for Managers of Volunteers

site/team induction is carried out. Please ensure you introduce the volunteer to employees/other volunteers and make them feel part of the team. Please also ensure that you inform the volunteer that they can refuse demands made of them if they consider them unrealistic, beyond the scope of their role or if they feel they do not have the appropriate skills to carry them out.

You may decide to provide an ID badge for the volunteer, especially if they will have contact with external people. If you would like an ID badge creating and do not have resources to do this within your own Service/building, please send the details to HR for an ID badge to be printed.

Volunteers will be given access to Denbighshire County Council's online e-Learning modules. These are not mandatory, although there may be some you would like them to undertake depending on the role e.g. the Safeguarding module for roles involving the public. Please ask the volunteer to let Human Resources know (01824 706200 or [hrdirect@denbighshire.gov.uk](mailto:hrdirect@denbighshire.gov.uk)) if they'd like access to these modules, and the HR team will provide login details.

## Volunteer Personal Folder

You should also maintain a personal folder for each volunteer. The induction is an ideal time to begin work on this folder. The folder should contain their contact details, plus details of an emergency contact. The folder should also contain a copy of the Volunteer Role Description, correspondence from referees as well as notes from any supervision sessions you undertake.

## Day to Day Supervision of Volunteers

All volunteers will receive appropriate support and supervision in their activity. The level of supervision will match the nature of the role and the experience of the volunteer. All volunteers will have a nominated Volunteer Supervisor, someone they can have regular access to if problems arise or when help or support is needed.

# Handbook for Managers of Volunteers

Once an induction has taken place, and the volunteer has commenced their activity, be sure to:

- Conduct regular, informal, 'supervision' sessions with your volunteers
- Offer relevant training
- Deal with any issues/complaints promptly

It is also best practice to agree in advance with the volunteer, any times when they will not be available, so that you can consider any continuity of service requirements. Remember, volunteers do not need to adhere to the Council's Annual Leave policy. However, volunteers should inform you if they are going to be unavailable for their task for any length of time. If you become overly concerned about the irregular attendance of a volunteer, then please arrange to discuss this with them, and try and agree a solution. If the volunteer is unable to guarantee their regular attendance, then you may wish to consider terminating their involvement with the service.

The contribution of volunteers is invaluable to the provision of our services, and therefore it is imperative that we show our thanks on a regular basis. Remember, they provide their time and efforts free of charge, and it can often be easy to overlook their role. Simply saying 'Thank You' can make a big difference to a volunteer and can help with volunteer retention.

## Duty of Care

The Council carries a duty of care to all DCC volunteers and staff, as well as any service users/citizens in receipt of our services. Therefore, where a Council Service engages with an external body and asks them to provide volunteering support on the Council's behalf, the Manager has a responsibility to ensure that the tasks will still be carried out in a safe manner. This includes ensuring the appropriate safeguarding checks are in place (reference, DBS), risk assessments are carried out accordingly, PPE provided where appropriate, and any relevant training or induction is supplied. It is best practice to also ensure there is ongoing support available to the volunteer throughout their activities. This is for the safety of both the volunteer and any service users/citizens, as well as creating a

# **Handbook for Managers of Volunteers**

positive volunteering experience. It may be determined that the Council is best placed to provide these checks, in which case the external body may 'pass over' the details of the volunteer for the Council to manage.

## **Dealing with Complaints and Volunteer Problems**

Although the majority of volunteers find their experience rewarding, there may be occasions when problems occur. Most issues can be resolved quickly through an informal discussion with the volunteer. However, sometimes a more formal approach is needed. If you find yourself in this position, you should consider carefully how the situation can be resolved. For example, you may find it necessary to consider ending the activity. If in doubt, seek advice from your line manager.

### **Complaints about Volunteers**

The complaint may arise for a number of reasons, and could be made by a service user, another volunteer or an employee. If a complaint is made against a volunteer you should endeavour to investigate the causes of the complaint as promptly as possible. It may be possible to resolve the issue informally through discussion with the volunteer. Try to agree what changes need to be made, and a timescale for when you would expect the changes to be in place.

If it is not possible to resolve the issue via an informal discussion, you should invite the volunteer to a formal meeting to discuss the issues with you and your line manager. This meeting should attempt to resolve any concerns. If this still fails to resolve the issue, then you may need to consider bringing the activity to an end.

Please also remember that volunteers are not paid employees, therefore the Council's code of conduct does not apply and you should not attempt to follow the Council's disciplinary or grievance procedures.

# **Handbook for Managers of Volunteers**

## **Complaints by Volunteers**

Volunteers may themselves have a complaint, for example about other volunteers, employee, service users/customers, or general complaints about the task they are carrying out. Volunteers should feel able to make a complaint, and you should reassure them that everything they say will be treated in confidence, and will have no impact on the continuation of their activity.

It is in everyone's interest to resolve issues as soon as possible. An informal discussion or meeting may well resolve any concerns that exist. You should always try to resolve complaints at as low a level as possible. Volunteers may feel the need to take notes during any meetings, and this is perfectly normal so you should feel free to take notes yourself.

Whatever the complaint, it should be dealt with in accordance with the Council's Complaints procedure and not the Council's Grievance Procedure for employees.

## **Equality and diversity**

The Council has a responsibility to look after volunteers' wellbeing, and it is important for volunteer morale, that volunteers feel that they are treated fairly; therefore, exercising good practice is a clear way to ensure that we are fulfilling our duties as an organisation.

When producing a role description, or recruiting to a volunteer role, it is important that you make it clear that you do not intend to create a contractual relationship with a volunteer. However, as a matter of respect and dignity, volunteers deserve to be treated fairly and inclusively wherever reasonable.

Volunteers should be provided with a copy of the Council's Handbook and Code of Conduct for Volunteers during their induction. This handbook outlines the standards expected in terms of conduct and behaviour.

Please be aware that whilst volunteers are not employees, they will be engaged in delivering a service on the Council's behalf. Therefore, their actions will impact on the Council and we will be held legally responsible if a volunteer behaves unlawfully or

# Handbook for Managers of Volunteers

inappropriately whilst carrying out volunteering activities. This is true, even if you are not aware of the conduct and you did not approve it. Volunteers are expected to act in accordance with equality legislation and to ensure they do not discriminate against service users, employees or other volunteers.

## Insurance

Volunteers are covered under the Council's insurance policies as the volunteer is carrying out work for and under the guidance of the Council.

You must complete all relevant health and safety checks prior to allowing volunteers to undertake their tasks. This may include carrying out risk assessments and providing training; such as manual handling to mitigate any risk.

If driving is a part of the volunteer role or if motoring expenses are to be claimed you should ensure that you have checked the driving documents of the volunteer prior to the task commencing. Check for:

- Valid MOT certificate
- Current insurance. Volunteers should inform their insurance company that they will be driving in a voluntary role. Some insurers may see this as 'Business' and require a change in premium
- Evidence of current Road Tax

## Expenses

Volunteers are not employee's and therefore receive NO remuneration for the activity they carry out. However, volunteers should not be 'out of pocket' for carrying out activities for the Council. The Council will pay reasonable out of pocket expenses for anybody who chooses to volunteer with us, such as mileage if required to drive. Any pre agreed expenses can be paid via the "Non Denbighshire Staff Claim Form", which you can get from Customer Services or Payroll. This form needs to be completed, authorised and

## **Handbook for Managers of Volunteers**

emailed over to APEnquiries@denbighshire.gov.uk. Volunteers should provide bank details at the time of making the claim so that we are able to make BACS payments. If a volunteers also requires a remittance advice then they would also need to provide an email address so that an email of the copy of the remittance advice can be sent to them.

You should discuss any necessity to claim expenses during the initial discussion with the volunteer.

### **Volunteers claiming benefits**

Unemployed volunteers are entitled to volunteer for the Council whilst claiming benefits. Unemployed volunteers claiming Job Seekers Allowance or Universal Credit have the following obligations:

- Continue to actively seek employment
- Attend interviews with 48 hours' notice
- Start work within one week

Unemployed volunteers claiming benefits are able to seek support and information from DWP about volunteering whilst claiming. If a volunteer is claiming incapacity benefit, it is their responsibility to ensure they are not breaking any rules by volunteering.

### **Working Denbighshire**

Some volunteers may seek the opportunity to volunteer in order to develop employability skills, to start their career journey. Volunteers who live in the Denbighshire County and are either unemployed, or employed on a low income, should be signposted to Working Denbighshire, who may be able to provide support with training and gaining long term employment.

# Handbook for Managers of Volunteers

## Information Governance

Volunteers are obliged to comply with the Data Protection and Freedom of Information Acts. Volunteer Supervisors should alert volunteers to their responsibilities during induction ensuring that volunteers fully understand this and/or undertake appropriate training where required.

## Moving On

As with employees there are numerous reasons why a volunteer may cease their involvement with the Council. They may choose to leave or indeed you may choose to end their activity.

If a volunteer chooses to leave they are not obliged to provide you with any period of notice. You should ask volunteers to let you know as soon as they are able to of their decision to leave; and maintaining a good relationship with your volunteers will help with this. Before the volunteer leaves, it is good practice to hold a meeting with them to discuss how their activity progressed, and whether they have any suggestions to help us improve our engagement with volunteers in the future.

Alternatively, you may decide to end your involvement with the volunteer. There are two main reasons why you may want to do this:

- The activity has a specific end date.
- The volunteer is no longer suitable for the role.

If the activity has a specific end date or is drawing to an end you should let the volunteer know as soon as possible, and assist them in trying to find a new activity. If you are unable to identify any other suitable activities, please signpost the volunteer to DVSC (Denbighshire Voluntary Services Council). Please be sure to thank the volunteer for the contribution they have made to the service.

If you consider that the volunteer is no longer suitable for the activity, there is no obligation to provide any notice to the volunteer, particularly if there is a code of conduct issue.

## Handbook for Managers of Volunteers

However, it is best practice to give the volunteer at least 5 days' notice of the termination of their activity. Again, you should ensure that the relationship ends on a positive note, by thanking the volunteer for the contribution they have made.

It is the manager's responsibility to ensure that any resources provided to the volunteer during their time with us, are recovered at the end of the volunteering relationship. This could include ID badges, mobile telephones, PPE etc. It is good practice to convene an exit meeting, to thank the volunteer for their time, ask for feedback on their volunteering experience, and to recover any outstanding items.

Volunteers who are leaving the organisation who have made a regular commitment to it should be offered a reference and/or statement of their achievements. Also, ensure that their services are properly appreciated.

We encourage managers to seek feedback from volunteers, to ensure we are providing a meaningful experience, and identify any areas we could improve in. A short Survey Monkey questionnaire has been developed to gather feedback easily and quickly. A copy of the link is here, please simply copy and paste into any messages you send regarding this: [\[insert link text\]](#)

Services will have their own arrangements with their volunteers, and managers may choose to send this link via email, text, WhatsApp etc. HR will collate the feedback received and can provide this data on a monthly basis.

# **Volunteer Handbook and Code of Conduct**

# Volunteer Handbook and Code of Conduct

## Contents

Welcome.....	3
Induction.....	3
Training.....	4
Insurance.....	4
Expenses.....	5
Supervision.....	5
Attendance.....	6
Ending your activity.....	6
Working Denbighshire.....	6
Guidance on conduct.....	7
Gifts and Boundaries.....	7
Political issues and awareness for volunteers.....	8
Health and safety.....	8
Equality and diversity.....	8
Use of information technology.....	9
Alcohol & drugs.....	9
Confidentiality & media.....	9
Smoking.....	10
Safeguarding.....	10
Complaints.....	10
Conclusion.....	11

# **Volunteer Handbook and Code of Conduct**

## **Welcome**

Welcome to Denbighshire County Council, we greatly appreciate your assistance in volunteering with us.

Please note that this guidance should not be seen as legally binding, nor is it intended to create a contractual relationship with our volunteers.

When you start with Denbighshire County Council, you'll be given a named point of contact (your Volunteer Supervisor), so if you need to know anything that isn't covered in this guide, please do not hesitate to ask them.

## **Induction**

There are a few things that need to be carried out before you can start your activity with us.

If your activity requires a Disclosure and Barring Service (DBS) check you will need to complete the relevant paperwork and receive clearance before you can commence your activity. Your Volunteer Supervisor will make it clear if you require DBS clearance for your activity. This clearance is usually only required in certain circumstances and with particular groups (such as frequent contact with children or vulnerable adults).

We will need to confirm your identity and your Right to Work in the UK; this is regardless of whether or not you are undergoing a DBS check. You should show your Volunteer Supervisor an original document, such as a passport.

For some roles, we may need to request a reference. Your Volunteer Supervisor will let you know if this is needed. You may be asked to provide details of one referee or two referees. Where a DBS check is needed, we will ask for two referees. This is usually a previous employer or voluntary body, but it can be anybody in a position of trust such as a school teacher or professional.

# Volunteer Handbook and Code of Conduct

Your Volunteer Supervisor will then carry out an induction with you. This will ensure you're aware of site specific issues such as health and safety, where the toilets are, and where you can get a cup of tea! You will also be supported to complete any required training.

## Training

Where there is a need for training to enable you to carry out your activity, we will endeavour to provide this. We are only able to offer training directly relevant to your volunteering role and not as a reward or reimbursement for your activity. All our training is given freely and there is no requirement for you to stay with us for a specific length of time after receiving this training, although we hope you will stay with us for as long as you are able. If you believe you have specific training need, please speak to your Volunteer Supervisor.

All volunteers are able to access the online e-learning modules we have available for staff. These are not mandatory for your role, but if you would like to access these, please contact Human Resources on 01824 706200 or [hrdirect@denbighshire.gov.uk](mailto:hrdirect@denbighshire.gov.uk) for a login account to be created for you.

## Insurance

You will be covered under the Council's insurance policies as you are carrying out work for and under the guidance of the Council.

If driving is a part of the role or if motoring expenses are to be claimed, your Volunteer Supervisor will ask to check your driving documents prior to the task commencing. This could include:

- Valid MOT certificate
- Current insurance. Volunteers should inform their insurance company that they will be driving in a voluntary role. Some insurers may see this as 'Business' and require a change in premium

# Volunteer Handbook and Code of Conduct

- Evidence of current Road Tax

## Expenses

As a volunteer, you will not receive any remuneration for the activity you carry out. However, you should not be 'out of pocket' for carrying out activities for the Council. The Council will pay reasonable out of pocket expenses for anybody who chooses to volunteer with us. Your Volunteer Supervisor will provide you with details on what you are eligible to claim for, and will provide a claim form in this instance, which you should complete and send back to your Volunteer Supervisor along with your bank details so that the Council can make BACS payments. If you also require a remittance advice then please also provide an email address so that an email with a copy of the remittance advice can be sent.

## Supervision

You will always have a named 'Volunteer Supervisor' who will be your first point of contact whilst carrying out your activity. Your Supervisor will oversee any activity you carry out, as well as being on hand to deal with any queries or issues you may encounter during your time with us.

Your Volunteer Supervisor will arrange regular 'one-to-one' sessions with you. This is an informal opportunity to discuss your activity, pick up any latest news and make any suggestions and provide feedback.

You can refuse demands made of you if you consider them unrealistic, beyond the scope of your role or if you feel you do not have the appropriate skills to carry them out.

# **Volunteer Handbook and Code of Conduct**

## **Attendance**

As a volunteer, there is no obligation to attend your activity. However, your activity is very important to us and to our residents/citizens and we will discuss with you at Induction the amount of time you are able to provide us with on a regular basis. If you are unable to attend for any reason, please try to let your Volunteer Supervisor know as soon as possible.

## **Ending your activity**

If you wish to end your volunteering activity with us, you can do so at any time. However, we would ask that you let us know as soon as possible of your intention to leave. This will make it easier for us to recruit a new volunteer if required.

Your volunteering activity may be considered as a time-limited project. In other words, it will be made clear if we expect your activity to finish by a particular date. If this is the case, you will be alerted to this by your Volunteer Supervisor during your Induction.

When you finish your activity with us, you will be asked to return any items or equipment we have given you to carry out the activity, and we request that you do this as soon as possible.

Volunteers who are leaving Denbighshire County Council will be sent a link for feedback on the volunteering experience. This will be a short, confidential online survey that can be done on a smart phone. We will also be able to provide a reference if requested by a new employer or voluntary body.

## **Working Denbighshire**

Some of our volunteers seek this activity in order to develop their employability skills or knowledge in an area they are looking to work in. If you live in the Denbighshire County and are either unemployed, or employed on a low income, you may be able to receive

# **Volunteer Handbook and Code of Conduct**

support from Working Denbighshire, who may be able to provide training and support with gaining long term employment.

## **Guidance on conduct**

When carrying out your activity with us, we would ask you to behave appropriately. The Council has specific policies and procedures relating to paid employees that sets out their expected standard of behaviour and conduct. Although these policies and procedures may not always apply to you, it is important that you are aware of them and in principle act in a similar fashion. Your Volunteer Supervisor will be able to provide more information. The following points highlight some of the key issues relevant to you.

## **Gifts and Boundaries**

It is important to maintain boundaries when your volunteering activity brings you into contact with members of the public, residents, customers etc. As you get to know someone, you may start to develop a personal relationship or friendship that continues outside the remit of your volunteering activity. This could potentially place you in a vulnerable position, and so in order to protect yourself, we advise all volunteers to speak to your Volunteer Supervisor about any relationships that are forming where you feel this is outside your remit as a volunteer. We do not wish to prevent a friendship forming, however we do want to ensure you are not placed in a vulnerable situation and so discussing this with your Supervisor will help to ensure you are safe.

As part of maintaining boundaries, we advise that volunteers do not accept any gifts from others, in order to maintain a clear distinction between your volunteering activity, and a friendship.

If you feel uncomfortable at any time in what a customer/resident/member of the public is asking of you, or if you have received an unexpected gift and are unsure of what to do, please discuss this with your Volunteer Supervisor straight away.

# **Volunteer Handbook and Code of Conduct**

## **Political issues and awareness for volunteers**

The Council is a political body. We are led by the decisions of our elected councillors, who represent the electoral divisions in which we all live. As a consequence, we must all be seen to be as neutral and non-partisan as we can be during our activities with the Council.

Therefore, you must not use your volunteering activity to further any political aims; to try to influence the Council's decision-making process, particularly in relation to your own activity or role (other than in an official consultation process); or use your position to influence elected members.

The reputation of the Council is also important to maintain. We must be as transparent as we can be, therefore please do not accept gifts from members of the public for your activities.

## **Health and safety**

Please remember that your safety is our number one priority, and our employees take their duty of care towards you seriously and act to ensure you are not in a position of danger. Your Supervisor will provide you with a Health and Safety briefing as well as any required PPE prior to undertaking any activities.

Please be sure to dress appropriately for your activity, this includes the use of any protective equipment (PPE) you may have been issued with.

## **Equality and diversity**

Denbighshire County Council welcomes people from all sections of the community regardless of race, gender, disability, age, nationality, sexual orientation or religious belief. Please be respectful to all our service users, employees, and other volunteers. There is an expectation that all our volunteers will adhere to the Council's equality practices, ensuring

# **Volunteer Handbook and Code of Conduct**

that their own conduct when carrying out volunteering tasks does not discriminate against others or breach equality legislation.

## **Use of information technology**

The majority of volunteers will not require access to any of the Council's computer systems. However, if IT access is required as a part of your role, this will be made clear during your induction. You are more than welcome to make use of the public IT facilities in our libraries and other areas.

## **Alcohol & drugs**

Denbighshire County Council has a zero tolerance approach to drugs and alcohol. Our Alcohol and Substance Misuse policy is applicable to you as a volunteer. As an overview, this prohibits consuming alcohol during volunteering activities, as well as directly before you are due to start. You must not be under the influence of alcohol whilst undertaking activities. All our HR and staffing policies can be found on the website.

## **Confidentiality & media**

During the course of your activity you may become aware of confidential matters relating to employees, other volunteers or members of the public. We ask that you respect the confidentiality of all information and do not disclose this information to third parties. This also includes sharing confidential information on personal social media accounts, please be mindful to protect the information of others, and do not disclose any confidential information relating to either the council, other staff/volunteers, or members of the public.

# **Volunteer Handbook and Code of Conduct**

## **Smoking**

Smoking is prohibited in all our buildings and vehicles, as well as during the undertaking of duties/activities. Please do not smoke (including the use of e-cigarettes and 'vaping') whilst you are undertaking your volunteering activity, and whilst on Denbighshire premises.

## **Safeguarding**

We have a duty to protect the most vulnerable in our community and to ensure the safety and wellbeing of all who use our services. If, in the course of your activity, you become concerned about the wellbeing of any service user, you should alert your Volunteer Supervisor or another employee immediately.

All employees within the Council are trained to deal with these situations and will be able to help. Please do not try and resolve any situation yourself as, even with the best of intentions, you may make yourself vulnerable to allegations of impropriety.

Some of our volunteers who come into regular contact with vulnerable service users (such as children and vulnerable adults) will be asked to undertake a DBS check. If your activity requires a DBS check, you will be informed by your Volunteer Supervisor at the earliest opportunity.

For roles requiring a DBS check, we will not be able to start your volunteering activity until this certificate is received.

## **Complaints**

Complaints by and regarding volunteers are very rare. However, from time to time problems can occur and it is only wise that we have a system on how to deal with them. It is in all of our interests to resolve complaints as quickly and fairly as possible.

## **Volunteer Handbook and Code of Conduct**

If you have an informal complaint, please speak with your Volunteer Supervisor in the first instance. Both of you should try and agree a plan and timescale for resolving the complaint. If you are uncomfortable in speaking with your Volunteer Supervisor, then you should request to speak to their line manager.

If you wish to raise a formal complaint, you can do so via the Councils complaints procedure, details of which are on the website at [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk)

If a complaint is made about you, your Volunteer Supervisor may call you into an informal meeting and your Volunteers Supervisors Line Manager may also be present.

During this meeting you will likely discuss any resolution that may be possible and a timescale for implementing any changes. The issue will usually be resolved at this point and no further action will need to be taken. However, occasionally, additional action may need to be taken that could include training or moving to a different activity. In some circumstances it may be necessary to ask you to stop your activity, e.g. if frequent 'no shows' mean we cannot rely on you.

In the extremely unlikely event of a serious incident such as physical violence or discriminatory behaviour you will be asked to stop your activity immediately. Your Volunteer Supervisor will explain why this has happened and point out why your behaviour was unreasonable. In this instance you may be asked to leave with immediate effect.

### **Conclusion**

We all hope that your time spent volunteering with us will be enjoyable. Our volunteers tell us that they take many positives from their activities and we hope you will as well. Your time is very much valued by all of us at the Council and we thank you for being a part of our services. Please enjoy your experience and do not hesitate to contact your Volunteer Supervisor for support.

This page is intentionally left blank

<b>Personal Details</b>			
<b>Title:</b>		<b>Full Name:</b>	
<b>Age:</b>	<input type="checkbox"/> Below 16 <input type="checkbox"/> 18+	<input type="checkbox"/> 16-17	<b>Phone Number:</b>
<b>Full address:</b>			
<b>Email Address:</b>			
<b>Are you able to drive?</b>	If yes – licence: <input type="checkbox"/> Cat B (car) <input type="checkbox"/> Automatic (car) <input type="checkbox"/> Other:		
<b>Access to own vehicle?</b>		<b>Does your Insurance cover business use?</b> (if you were placed in a driving role this would be essential and any cost would be reimbursed)	
<b>Are you currently:</b>	<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student		
<b>Emergency contact:</b>	Name:	Relationship to you:	
	Phone Number:		

<b>Safer Recruitment Details</b>	
Please provide details of one referee – this will be your current/last employer, or a suitable character referee if you are self-employed, unemployed, retired or a student	
<b>Referee 1 details:</b>	Name: _____ Company: _____ Phone Number: _____ Email address: _____
<b>Referee 2 details:</b>	<b>Please only complete this box if you wish to volunteer with either children or vulnerable adults.</b> Name: _____ Company: _____ Phone Number: _____ Email address: _____
<b>Do you have a current DBS (last 3 years):</b>	If yes: <input type="checkbox"/> Children workforce <input type="checkbox"/> Adult workforce Have you subscribed to the DBS Update Service? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Volunteering details</b>							
<b>What geographical area are you looking to volunteer in?</b>							
<b>What days / times are you available for volunteering?</b>				Please put an <b>X</b> in the boxes below or outline any other availability here:			
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>AM</b>							
<b>PM</b>							
<b>Evenings</b>							
<b>Are you able to speak Welsh or other language?</b>							
<b>Please outline the types of volunteering activities / the area of volunteering you are interested in:</b>							
<b>Is there any assistance or reasonable adjustments you would need from us to facilitate your volunteering?</b>							
<b>Please outline any training, qualifications, skills or experience, you have, which you feel are relevant to the volunteering you are seeking:</b>							
<i>E.g.: a degree in Sports Science, work experience of gardening, previously volunteered with Childline, qualified to use Ride On Mowers etc.</i>							
<b>Please outline your reasons for seeking volunteering:</b>							

## Privacy Notice

Your data will be processed by Denbighshire County Council only for the specific purposes of assessing your expression of interest, to appropriately match you to suitable volunteering opportunities, and to ensure your safety whilst volunteering with the Council. The processing of your personal data is necessary in order to take steps at your request prior to entering into a contract/agreement. Denbighshire County Council will not share your data with any other organisation.

Denbighshire County Council will retain your data for the duration of the award sponsorship package (5 years). If you feel that Denbighshire County Council have mishandled your personal data at any time you can make a complaint to the Information Commissioners Office by visiting their website or by calling their helpline on 0303 123 1113. Should you feel that your information is being handled incorrectly, please see our complaints section on our website - <https://www.denbighshire.gov.uk/en/your-council/complaints-compliments-and-feedback/complaints-compliments-and-feedback.aspx>

For further information about how Denbighshire County Council processes personal data and your rights please see our privacy notice on our website - <https://www.denbighshire.gov.uk/en/resident/legal/privacy.aspx>

## Declaration

By submitting this form, I agree that any information I provide may be used and shared within Denbighshire County Council for the above purposes.

By submitting this form, I consent to Denbighshire County Council undertaking checks as appropriate to the role applied for.

I certify that the information given within this application form is correct and that I have not omitted or misrepresented any details.

**Signed:**

**Date:**

Thank you for expressing an interest in volunteering with Denbighshire County Council. Someone from the relevant Service will soon be in touch to discuss moving forwards.

This page is intentionally left blank

## **Current TOW policy:**

### **Volunteering – Current**

The council recognises that some employees wish for an opportunity to develop professional and personal skills whilst helping local people, the community or improving the environment. By encouraging voluntary activities, Denbighshire County Council demonstrates that they value their employees, local groups and community of Denbighshire.

It is expected that employee volunteering will normally take place in non-work time, which includes unpaid lunch breaks. However, there is management discretion should any time spent volunteering need to take place during the working day. Up to the equivalent of 5 days paid time off per calendar year can be allowed for training or attending meetings with the volunteering organisation. This is pro rata for part time employees.

For employees who are new to volunteering and for certain types of on-going projects, there may be a requirement for some initial training, 2 paid working days can be taken as time off for this one off volunteering activity in addition to the 5 days as set out above.

Where volunteers may need short periods of time off, leave can be taken in hours.

### **Amend to:**

#### **Volunteering**

The council recognises that some employees wish for an opportunity to develop professional and personal skills whilst helping local people, the community or improving the environment. By encouraging voluntary activities, Denbighshire County Council demonstrates that they value their employees, local groups and community of Denbighshire.

Employee volunteering activity will meet the following principles:

- The volunteering activity will:
  - Support the learning and development needs of the employee;
  - Support the sharing of skills, talents and creativity; and/or
  - Support the Council's corporate objectives.
- The volunteering activity will add value/benefit to the local community.
- The volunteering activity will be with a registered charity, recognised community/voluntary organisation, or will be in response to a local crisis or need for local emergency aid.

Employees are encouraged to use the Denbighshire Voluntary Services Council website which promotes volunteer opportunities within in communities across Denbighshire. For more information, visit: <https://denbighshire.volunteering-wales.net/vk/volunteers/index.htm>

It is expected that employee volunteering will normally take place in non-work time, which includes unpaid lunch breaks. However, there is management discretion should any time spent volunteering need to take place during the working day. Up to the equivalent of 5 days paid time off per calendar year can be allowed for training or attending meetings with the volunteering organisation. This is pro rata for part time employees.

For employees who are new to volunteering and for certain types of on-going projects, there may be a requirement for some initial training, 2 paid working days can be taken as time off

for this one off volunteering activity in addition to the 5 days as set out above. Where volunteers may need short periods of time off, leave can be taken in hours.

Requests for Volunteer Leave will be sent to the employee's manager prior to the Leave being taken. Managers should support this where possible and in line with business needs. Employees using Visiontime should submit their leave requests via this system.

Employees should inform their manager and HR if they are volunteering and with which organisation, in case there is a conflict of interest. This information will be stored on your HR file.

<b>Report to</b>	Cabinet
<b>Date of meeting</b>	23 <sup>rd</sup> March 2021
<b>Lead Member / Officer</b>	Huw Hilditch-Roberts/ Rhian Morrllle
<b>Report author</b>	Joe Griffiths, Modernising Education Officer
<b>Title</b>	Sub Regional Children's Residential Assessment Centre – Project Update

## **1. What is the report about?**

The report provides an update on the progress of the Sub Regional Children's Residential Assessment Unit (CRAU).

## **2. What is the reason for making this report?**

- 2.1. To provide an update on the progress of the Sub Regional Children's Residential Assessment Unit (CRAU).
- 2.2. A decision is required on the sign off of the Partnership Financial Deed to allow the contract for the construction of the CRAU development to be awarded.

## **3. What are the Recommendations?**

- 3.1. That the Cabinet approve the sign off of the Partnership Financial Deed to allow the contract for the construction of the CRAU development to be awarded.
- 3.2. That the Committee confirms that it has read, understood and taken account of the Well-being Impact Assessment (Appendix 1) as part of its consideration.

## 4. Report details

### Background

- 4.1. Denbighshire County Council (DCC), Conwy County Borough Council (CCBC) and Betsi Cadwaladr University Health Board BCU are working in partnership on a scheme to develop a Regional Children's Residential Assessment Unit (CRAU) which will be located in Conwy, with CCBC as the Lead Partner.
- 4.2. The project will provide 3 purpose built buildings including an assessment unit along with a pre-planned and unplanned residential accommodation block for up to 6 children and young people for a maximum length of 12 weeks.
- 4.3. The project board have proposed that the name of the new CRAU building should be Bwthyn y Ddôl which is the Welsh translation of current site name Meadow Lodge. The name will now be consideration taken to CCBC Cabinet for approval as lead partner.
- 4.4. Planning for the build was secured by CCBC in November 2020
- 4.5. The build is to be fully funded with WG (Welsh Government) ICF (Integrated Care Fund). The cost of the build is £2,687,524 and ICF grant is available for Financial Years 2020/21 and 2021/22.
- 4.6. The tender to procure a construction contractor has been undertaken by CCBC via the North Wales Construction Partnership (NWCP) Framework. The tender evaluation has been conducted, and the contract will be awarded subject to sign off of the Funding Deed by CCBC and DCC (Appendix 2).
- 4.7. It is envisaged that construction on site will commence in spring 2021, with the construction expected to be completed in spring 2022.
- 4.8. The proposal is to agree the sign off of the Funding Deed to allow CCBC to appoint the construction contract to the winning contractor to allow them to commence works on the build of the CARU.

## **5 How does the decision contribute to the Corporate Priorities?**

5.1 The proposal meets corporate plan priorities to support children, young people and their families.

## **6 What will it cost and how will it affect other services?**

6.1 The Capital costs for the project are currently estimated at £2.687m. A business case was approved by Denbighshire's Strategic Investment Group 16<sup>th</sup> February 2021 (Appendix 3).

6.2 Confirmation of the revenue costs will be formalised as part of a separate Collaboration and Partnership Agreement. Children's Services are experiencing year on year financial pressures due to the numbers and complexity of placements, it is unlikely that the service will be able to fund the additional revenue costs from within existing budgets. In effect the project, if successful, is likely to reduce ongoing pressures in this area.

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

7.1 A well-being Impact Assessment has been undertaken (Appendix 1). The Assessment was undertaken with input from officers in Education, and Children's Services, CCBC and BCUHB and scored 3 out of 4 stars. Overall, the project will have a positive impact. The document has assessed the project and some of the elements, as the project is based in Conwy, will not impact directly on Denbighshire. However its impact on the region / area has been considered in drawing up the assessment.

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

8.1.1 CCBC as the lead partner have undertaken engagement with support from DCC to engage with partners/stakeholders a list of these partners can be found in Appendix 4.

- 8.1.2 The Project reports to a Project Board consisting of the CCBC Cabinet Member for Children and Family Social Care and DCC Lead Member for Education, Children Services and Public Engagement and scrutiny representation.
- 8.1.3 Overall feedback for the development has been positive, and the feedback has influenced the design and layout of the build.

## **9 Chief Finance Officer Statement**

- 9.1 The decision to proceed with the Sub Regional Children's Residential Assessment Unit capital project led by Conwy has been discussed and approved by the Strategic Investment Group. The capital element represents minimal risk and is grant funded and led by Conwy County Council. It is noted that the agreement states that "Following completion of the Works Contract, the Parties acknowledge that the operation of the Centre shall be subject to separate funding and governance arrangements ... which the Parties agree to put in place as soon as reasonably practicable". This is welcomed however it is important that DCC Finance are included in those discussions at the earliest opportunity in order to ensure that any ongoing revenue financial impact can be assessed.

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

- 10.1 Consultants costs already incurred on the development bringing the development to the Royal Institute of British Architects (RIBA) Stage 3 would be lost if the development is not able to go ahead. WG may question the Council's approach.
- 10.2 Currently there is no such facility in North Wales and Social Care are forced to make emergency placements wherever there is a vacancy, which is expensive and often out of county.
- 10.3 Children's Services will need to secure revenue funding for ongoing staffing, maintenance and dilapidation costs and fund officer time to managing the

building, grounds and internal services. Confirmation of these costs will be formalised as part of a separate Collaboration and Partnership Agreement.

10.4 There is the risk that NRW will only permit heavy machinery, piling or digging on the site during Badger non-breeding season of July to November which could put the WG ICF grant in jeopardy. An application to acquire a badger license from NRW is currently being drafted to be submitted to NRW once a contractor has been appointed and there is a construction method statement provided.

## **11 Power to make the decision**

11.1 Cabinet is required to authorise the commencement of this procurement procedure pursuant to section 2.7.2 iii of the Council's Contract Procedure Rules.

11.2 Local Government Act 2000 S.2 the power to enter into arrangements that facilitate and are conducive to environmental, economic and social well-being.

11.3 The Local Government Wales Measure 2009 S12 (2) in respect of collaboration duties.

11.4 The proposal is consistent with the premise of the Social Services and Well-Being Act 2014 in its focus on ensuring early intervention and prevention to avoid high levels of dependency and costs.

11.5 The Council also has power to enter into contracts pursuant to section 111 Local Government Act 1972 (power to undertake any act to facilitate, or which is conducive or incidental to, the discharge of any of their functions); section 135 Local Government Act 1972 (power to make standing orders to govern entering into contracts), section 112 Local Government Act 1972 (appoint such officers as they think necessary for the proper discharge by the authority of the authority's functions); section 3(1) Local Government Act 1999 (general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised).

This page is intentionally left blank

# The development of a Sub Regional Children's Residential Assessment Unit

## Well-being Impact Assessment Report

This report summarises the likely impact of the proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

Assessment Number:	899
--------------------	-----

Brief description:	<p>A collaboration project between Denbighshire County Council (DCC), Conwy County Borough Council (CCBC) and Betsi Cadwallader University Health Board has been initiated to develop a Sub Regional Residential Children's Assessment Centre to serve both Conwy and Denbighshire. Currently DCC or CCBC do not have a model for delivering a co-ordinated solution for assessing the needs of children coming in to care necessary to evaluate needs and pathway options. There is a significant shortage of specialist placements for young people with significant emotional and behavioural challenges in North Wales resulting in these young people often being placed out of county, sometimes significant distances from their home or remaining in hospital settings. In addition North Wales has a high number of children from outside the region who are looked after locally and this number has been increasing. This places additional demand on local services such as health, education, police and support services. The Sub Regional Residential Children's Assessment Centre will be a place where the children can be safely cared for and nurtured by a residential team. The role and function of the Unit is to enable a formulation of need with psychological input, to ensure that the future care and support plan offered to both 'sides' maximises the potential for those children to return home / to family and avoid becoming LAC. Assessment of the child and the family's ability to parent the child would be undertaken through the provision of a wide range of therapeutic services appropriate for the child. The assessment centre which will be located in Colwyn Bay will be comprised of 3 buildings including an assessment unit along with a pre-planned and unplanned residential accommodation block for up to 6 children and young people for a maximum length of 12 weeks. This provision will accommodate children and young people from the two local authorities working in partnership, with admissions based on demand.</p>
Date Completed:	Version: 0
Completed by:	
Responsible Service:	Education & Children Services
Localities affected by the proposal:	Whole County,
Who will be affected by the proposal?	<p>Children, families / alternative carers Residential providers and foster carers Residents of Conwy and Denbighshire Social Work Teams for Conwy County Borough Council and Denbighshire County Council BCUHB Family Centres (Conwy), Early Intervention Team (DCC) Education Services (CCBC &amp; DCC)</p>
Was this impact assessment completed as a group?	Yes

# IMPACT ASSESSMENT SUMMARY AND CONCLUSION

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

## Score for the sustainability of the approach


 ( 3 out of 4 stars ) Actual score : 28 / 36.

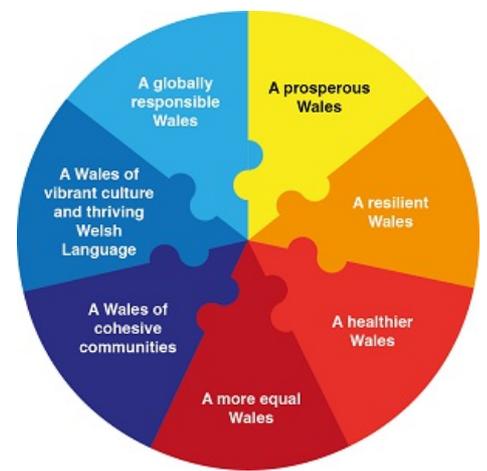
## Summary for each Sustainable Development principle

<b>Long term</b>	The role and function of the Unit is to provide support to ensure that the future care and support plan offered to child and carer maximises the potential for those children to return home / to family and avoid becoming LAC. This will support long term needs and will provide significant long term benefits for both the child and carer in the future. The project has considered and developed into the design infrastructure resilience to limit impact and tackles climate change.
<b>Prevention</b>	The unit will identify support needs meaning that there is a greater chance of avoiding future placement breakdown, be that in foster care or a longer term residential unit. Resulting in a reliance on public services and preventing issues escalating. The design will be developed on a semi brownfield site and has considered the use of energy efficient including air source heating, LED lighting and planting. BREEAM will be followed as good practice, although the certificate is not required by WG.
<b>Integration</b>	The proposal is consistent with the premise of the Social Services and Well-Being Act in its focus on ensuring early intervention and prevention to avoid high levels of dependency and costs. The project also meets corporate plan priorities to support children and young people and their families. As a result the Central Area Integrated Service Board has prioritised the development of a sub-regional Children's Assessment Centre from regional ICF capital funding allocation.
<b>Collaboration</b>	This is a tripartite provision between DCC, CCBC and BCUHB. The partnership will have significant benefits for Health, Education, Police as a result due to the new provision providing early intervention, easing capacity on these services.
<b>Involvement</b>	Consultation with stakeholders, such as staff all 3 partners, service users and local residents will be conducted throughout the project to ensure that any issues and concerns will be considered, to improve the development and reduce the impact on the local community.

## Summary of impact

### Well-being Goals

A prosperous Denbighshire	Positive
A resilient Denbighshire	Neutral
A healthier Denbighshire	Positive
A more equal Denbighshire	Positive
A Denbighshire of cohesive communities	Positive
A Denbighshire of vibrant culture and thriving Welsh language	Positive



## Main conclusions

The assessment overall will have a positive impact. The document has assessed the project and some of the elements, as the project is based in Conwy, will not impact directly on Denbighshire. However its impact on the region / area has been considered in drawing up the assessment.

### A prosperous Denbighshire:

The Sub Regional Residential Children's Assessment Centre will be a place where the children can be safely cared for and nurtured by a residential team.

The role and function of the Unit will enable a formulation of need with psychological input, to ensure that the future care and support plan offered to both 'sides' maximises the potential for those children to return home / to family and avoid becoming LAC as well as reducing costs of out of county placements long term.

This proposal will provide the local community with opportunities to enhance skills through training, work experience and apprenticeships in addition to providing potential job opportunities within the construction industry.

The proposal will also use local sub - contractors as part of the procurement process resulting investment within the local economy.

As CCBC are the lead partner and the asset will be in Conwy, CCBC will be responsible for resolving negative impacts and monitoring performance.

Training will be provided to staff on how to use the BMS system and the site will be monitored to ensure that the site is running efficiently.

### A resilient Denbighshire:

Although there is potential of some impact on the environment as a result of this proposal, measures have and will be put in place following the recommendation from the surveys (land, ecology and NRW), to minimise any risk and potential impact on the environment. The procurement process has ensured that contractors will implement these measures and all attempts will be made to reduce waste, fuel consumption and impact on the environment.

As CCBC are the lead partner and the asset will be in Conwy, CCBC will be responsible for resolving negative impacts and monitoring performance.

Ensuring that measure are put in place following the recommendations set out in the surveys that will be undertaken. e.g suitable alternatives for the local wildlife to inhabit. A detailed ecology and arboriculture survey have been undertaken on the proposed site to ensure that any impact on existing biodiversity is minimised where possible.

### A healthier Denbighshire:

The new provision for the region, will bring many health and well - being benefits to it service users and allow capacity with local services such as health, education, police and support services to be eased.

As CCBC are the lead partner and the asset will be in Conwy, CCBC will be responsible for resolving negative impacts and monitoring performance.

Local residents have had an opportunity to provide feedback at planning and as part of the land appropriation process.

Once the project is at the construction phase, residents will be informed and kept up to date with the build progress and any potential disruptions.

#### A more equal Denbighshire:

The building has been designed to ensure it is compliant with the Equalities Act to ensure full accessibility across the site. The facilities have been designed in consultation with the MDT team, to consider the needs of service users and at key stages service users will be consulted on the design to ensure that the site meets their needs.

This service will focus attention on the needs of the child therefore consideration has been given to the ability of the staff team to meet the needs of disabled parents in order to provide the service for their children.

The construction of the new site will provide potential for engagement with NEETs to gain work experience or paid work as part of the community benefits associated with the scheme.

#### A Denbighshire of cohesive communities:

The building has been designed to ensure staff and service user safety. The design will consider security, access, and anti-ligature needs.

The project provides a safe environment to support to children and their families or carers to enable a formulation of need with psychological input, to ensure that the future care and support plan offered to both 'sides' maximises the potential for those children to return home / to family and avoid becoming LAC. Having this locally will improve the chances of reducing LAC and improve the quality of service which can be provided.

Community involvement via planning consultation and will provide ownership within the proposal, providing opportunity for feedback will ensure that any issues can be addressed by the construction contractor to reduce dissatisfaction from residents.

Communication: Keeping the MDT team, local members and the community up to date with the progress of the project through newsletters, the blogs and project meetings. A centralised communication strategy has been developed within the partnership to ensure that information is concise.

Planning: Ensuring disruptions to local residents are kept to a minimum through effective planning.

Dealing with complaints effectively: Dealing with any issues raised efficiently and within good time providing feedback, to ensure that the matter has been resolved. The project is being led by CCBC and therefore this will be managed by Conwy.

#### A Denbighshire of vibrant culture and thriving Welsh language:

Promotion of Welsh language during construction phase, encouragement for the use of Welsh medium staff - assisted with communications. Community benefits will also embrace Welsh culture and heritage through hosting activities and events during the construction phase.

CCBC as the project will support the contractor to address any communication to Welsh speaking residents/ stakeholders to ensure that their views are considered in their preferred language.

#### A globally responsible Denbighshire:

Looking to work with a responsible contractor.

The project will provide the first of its kind assessment centre for the region, which will transform provision reduce out of county placements and will contribute to the reduction of LAC long term.

Carbon efficient methods to build, power and heat the new facility have been included within the design and will be firmed up during the detailed stage.

## **Evidence to support the Well-being Impact Assessment**

- We have consulted published research or guides that inform us about the likely impact of the proposal
- We have involved an expert / consulted a group who represent those who may be affected by the proposal
- We have engaged with people who will be affected by the proposal

# THE LIKELY IMPACT ON DENBIGHSHIRE, WALES AND THE WORLD

## A prosperous Denbighshire

<b>Overall Impact</b>	Positive
<b>Justification for impact</b>	<p>The Sub Regional Residential Children’s Assessment Centre will be a place where the children can be safely cared for and nurtured by a residential team.</p> <p>The role and function of the Unit will enable a formulation of need with psychological input, to ensure that the future care and support plan offered to both ‘sides’ maximises the potential for those children to return home / to family and avoid becoming LAC as well as reducing costs of out of county placements long term.</p> <p>This proposal will provide the local community with opportunities to enhance skills through training, work experience and apprenticeships in addition to providing potential job opportunities within the construction industry.</p> <p>The proposal will also use local sub - contractors as part of the procurement process resulting investment within the local economy.</p>
<b>Further actions required</b>	As CCBC are the lead partner and the asset will be in Conwy, CCBC will be responsible for resolving negative impacts and monitoring performance. Training will be provided to staff on how to use the BMS system and the site will be monitored to ensure that the site is running efficiently.

### Positive impacts identified:

<b>A low carbon society</b>	The design has considered climate change and included the use of energy efficient items such as air source heating, LED lighting and vegetation. BREEAM will be followed as good practice, although the certificate is not required by WG.
<b>Quality communications, infrastructure and transport</b>	<p>The new build will provide a future proof ICT infrastructure which will enhance the provision.</p> <p>The new build will be fully accessible.</p> <p>The location of the Centre will mean that children and Young people can receive this care closer to home. This significantly increases the possibility of these children (and their families / carers) receiving seamless CAMHS support and increasing the possibility of recovery and reunification. The site is also served by the main coastal bus route in Conwy.</p>
<b>Economic development</b>	<p>Strong emphasis on community benefits - targets met for local spend.</p> <p>Build will be tendered via the North Wales Construction Framework.</p> <p>DCC have been included within the tender process, will seek to maximise how the works are purchased to ensure local sub-contractors are used, boosting the local economy and sustaining local Jobs.</p> <p>Benefits for local suppliers - used by main contractors, benefits to convenience sector - accommodation, meals etc</p>

<b>Quality skills for the long term</b>	<p>The project will provide opportunities such as work experience, training, apprenticeships and job opportunities within the construction industry.</p> <p>Community Benefits will also be a key element of the project. The partnership is committed to delivering outcomes that help build stronger communities, reduce social exclusion and poverty and encourage the development of the economy. Community benefits will include creating training and employment opportunities, community engagement and contributing to the local economy.</p>
<b>Quality jobs for the long term</b>	<p>Brand new facility, and staffing team employed to facilitate the provision.</p> <p>The project will also provide opportunities for members of the community. Providing work experience, training, apprenticeships and job opportunities.</p>
<b>Childcare</b>	None

### Negative impacts identified:

<b>A low carbon society</b>	Staff unable to operate new systems for building due to lack of training, personal preference for temperature, leaving lights on external doors open etc.
<b>Quality communications, infrastructure and transport</b>	None
<b>Economic development</b>	None
<b>Quality skills for the long term</b>	None
<b>Quality jobs for the long term</b>	Construction Aspect: Nature of projects means that work on site is limited to 10-12 months may restrict long term planning for jobs.
<b>Childcare</b>	None

## A resilient Denbighshire

<b>Overall Impact</b>	Neutral
<b>Justification for impact</b>	Although there is potential of some impact on the environment as a result of this proposal, measures have and will be put in place following the recommendation from the surveys (land, ecology and NRW), to minimise any risk and potential impact on the environment. The procurement process has ensured that contractors will implement these measures and all attempts will be made to reduce waste, fuel consumption and impact on the environment.
<b>Further actions required</b>	As CCBC are the lead partner and the asset will be in Conwy, CCBC will be responsible for resolving negative impacts and monitoring performance. Ensuring that measure are put in place following the recommendations set out in the surveys that will be undertaken. e.g suitable alternatives for the local wildlife to inhabit. A detailed ecology and arboriculture survey have been undertaken on the proposed site to ensure that any impact on existing biodiversity is minimised where possible.

### Positive impacts identified:

<b>Biodiversity and the natural environment</b>	Reduction of the carbon footprint will have a positive impact on the environment. Travel to out of county placements for meetings etc.
---	--

<b>Biodiversity in the built environment</b>	New landscaping for the site will be sympathetic to the surroundings.
<b>Reducing waste, reusing and recycling</b>	<p>Reducing waste, recycling, the controlling of hazardous substances and Health &amp; Safety will form a key part of the procurement process, to ensure that impact on the environment is minimised.</p> <p>Contractor will have a waste management plan, ensure that this is a key element of the procurement process.</p>
<b>Reduced energy/fuel consumption</b>	<p>The new facility will reduce the need for out of county placements, this will also see a reduction in travel out of county for appointments, to provide support to service users mitigating additional travel.</p> <p>The building will be designed to minimise energy costs.</p> <p>Consideration will be made on how the transportation of materials and goods will be delivered to the site. The procurement process will ensure that measures are in place to reduce fuel consumption.</p>
<b>People's awareness of the environment and biodiversity</b>	Scope during the construction phase to involve the local community and schools and service users. This will be part of the community benefits and tender process.
<b>Flood risk management</b>	The proposal has been developed with guidance from consultants ensuring that proposal does not impact on flood risk management. Statutory consultees have also had an opportunity to review plans and comment on any potential flood risk issues during the planning stage.

#### Negative impacts identified:

<b>Biodiversity and the natural environment</b>	<p>Potential loss of trees and hedgerows may impact on the wildlife population. This will be mitigated with the landscaping on the new site.</p> <p>Badger sett in close proximity to the development may be impacted due to the construction works if not phased correctly.</p>
<b>Biodiversity in the built environment</b>	Potential disturbance of eco system on site as part of the demolition of the old buildings and the construction phase. Measures will be put in place to minimise the impact as advised by the site surveys.
<b>Reducing waste, reusing and recycling</b>	None
<b>Reduced energy/fuel consumption</b>	Building users not being able to operate the new systems correctly may result in an increase in energy consumption.
<b>People's awareness of the environment and biodiversity</b>	None
<b>Flood risk management</b>	None

#### A healthier Denbighshire

<b>Overall Impact</b>	Positive
<b>Justification for impact</b>	The new provision for the region, will bring many health and well - being benefits to it service users and allow capacity with local services such as health, education, police and support services to be eased.

<b>Further actions required</b>	As CCBC are the lead partner and the asset will be in Conwy, CCBC will be responsible for resolving negative impacts and monitoring performance. Local residents have had an opportunity to provide feedback at planning and as part of the land appropriation process. Once the project is at the construction phase, residents will be informed and kept up to date with the build progress and any potential disruptions.
---------------------------------	--

**Positive impacts identified:**

<b>A social and physical environment that encourage and support health and well-being</b>	The location of the Centre will mean that children and Young people can receive this care closer to home. This significantly increases the possibility of these children (and their families / carers) receiving seamless CAMHS support and increasing the possibility of recovery and reunification. This will have a positive impact on mental health and well-being.
<b>Access to good quality, healthy food</b>	The Unit will support children and their families with independent living skills and identify and financial issues which can be signposted to other organisations to support any health needs or poverty which could impact of being able to afford suitable and healthy food.
<b>People's emotional and mental well-being</b>	This will be a brand new facility for the region providing a new service. Supporting early intervention to avoid crisis situations and/or to prevent further escalation. The project will allow existing services to be maintained whilst enabling integrated approaches to be strengthened and enhanced. This will support the emotional and mental well-being of all users and will reduce impact on local services such as health, education, police and support services to ease capacity to support the wider community.
<b>Access to healthcare</b>	This will be a brand new facility for the region providing a new service. Supporting early intervention to avoid crisis situations and/or to prevent further escalation. The project will allow existing services to be maintained whilst enabling integrated approaches to be strengthened and enhanced. This will reduce impact on local services such as health, education, police and support services to ease capacity to support the wider community.
<b>Participation in leisure opportunities</b>	The Unit will provide recreational areas for service users to engage in leisure activities. There will also be an outside space on site as well as access to Eirias Park.

**Negative impacts identified:**

<b>A social and physical environment that encourage and support health and well-being</b>	None
<b>Access to good quality, healthy food</b>	None
<b>People's emotional and mental well-being</b>	None
<b>Access to healthcare</b>	None
<b>Participation in leisure opportunities</b>	A land appropriation of a small strip of land within Eirias Park, may result in local users and residents being dissatisfied.

**A more equal Denbighshire**

<b>Overall Impact</b>	Positive
-----------------------	----------

<b>Justification for impact</b>	<p>The building has been designed to ensure it is compliant with the Equalities Act to ensure full accessibility across the site. The facilities have been designed in consultation with the MDT team, to consider the needs of service users and at key stages service users will be consulted on the design to ensure that the site meets their needs.</p> <p>This service will focus attention on the needs of the child therefore consideration has be given to the ability of the staff team to meet the needs of disabled parents in order to provide the service for their children.</p> <p>The construction of the new site will provide potential for engagement with NEETs to gain work experience or paid work as part of the community benefits associated with the scheme.</p>
<b>Further actions required</b>	None

**Positive impacts identified:**

<b>Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation</b>	<p>The building has been designed to ensure it is compliant with the Equalities Act to ensure full accessibility across the site. The facilities have been designed in consultation with the MDT team, to consider the needs of service users and at key stages service users will be consulted on the design to ensure that the site meets their needs.</p> <p>This service will focus attention on the needs of the child therefore consideration has be given to the ability of the staff team to meet the needs of disabled parents in order to provide the service for their children.</p>
<b>People who suffer discrimination or disadvantage</b>	N/A
<b>People affected by socio-economic disadvantage and unequal outcomes</b>	<p>The project will focus on the care of the service user and intervention to prevent the child from Becoming LAC which will contribute towards reducing these outcomes. However there will be opportunities to signpost service users to external organisations for additional support to challenge socio-economic disadvantage and unequal outcomes.</p> <p>Construction phase will target economically inactive - engagement with NEET's as part of the community benefits for the project.</p>
<b>Areas affected by socio-economic disadvantage</b>	A new purpose built facility will provide a better service to users, a reduction in out of county placements and an improved provision to enable work to be undertaken with parents and carers.

**Negative impacts identified:**

<b>Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation</b>	None
<b>People who suffer discrimination or disadvantage</b>	N/A
<b>People affected by socio-economic disadvantage and unequal outcomes</b>	None
<b>Areas affected by socio-economic disadvantage</b>	None

## A Denbighshire of cohesive communities

<b>Overall Impact</b>	Positive
<b>Justification for impact</b>	<p>The building has been designed to ensure staff and service user safety. The design will consider security, access, and anti-ligature needs.</p> <p>The project provides a safe environment to support to children and their families or carers to enable a formulation of need with psychological input, to ensure that the future care and support plan offered to both 'sides' maximises the potential for those children to return home / to family and avoid becoming LAC. Having this locally will improve the chances of reducing LAC and improve the quality of service which can be provided.</p> <p>Community involvement via planning consultation and will provide ownership within the proposal, providing opportunity for feedback will ensure that any issues can be addressed by the construction contractor to reduce dissatisfaction from residents.</p>
<b>Further actions required</b>	<p>Communication: Keeping the MDT team, local members and the community up to date with the progress of the project through newsletters, the blogs and project meetings. A centralised communication strategy has been developed within the partnership to ensure that information is concise. Planning: Ensuring disruptions to local residents are kept to a minimum through effective planning. Dealing with complaints effectively: Dealing with any issues raised efficiently and within good time providing feedback, to ensure that the matter has been resolved. The project is being led by CCBC and therefore this will be managed by Conwy.</p>

**Positive impacts identified:**

<b>Safe communities and individuals</b>	<p>The building has been designed to ensure staff and service user safety. The design will consider security, access, and anti-ligature needs.</p> <p>The project provides a safe environment to support to children and their families or carers to enable a formulation of need with psychological input, to ensure that the future care and support plan offered to both 'sides' maximises the potential for those children to return home / to family and avoid becoming LAC.</p>
<b>Community participation and resilience</b>	<p>Engagement from staff, service users and the local community will inform proposals for the design and layout for the new build. This has been undertaken through a number of different forms such as, meetings, consultations and all information regarding the potential development has been made available in the press and on CCBC's website.</p> <p>Planning consultation period provided residents, and interested parties with an opportunity to express their views and any concerns which were considered as part of the planning decision.</p>
<b>The attractiveness of the area</b>	<p>The proposal will provide a brand new regional facility within close distance to the service users local area. Avoiding the need to move school or be placed in an out of county placement, restricting the service which can be provided.</p>
<b>Connected communities</b>	<p>Access to the provision will be increased due to the location and close proximity to bus service routes.</p>
<b>Rural resilience</b>	<p>Having a provision within the region instead of sending service users to out of county placements means that there will be greater opportunities for families who live in rural areas to engage in the services resulting in better opportunities for reunification.</p>

### Negative impacts identified:

<b>Safe communities and individuals</b>	None
<b>Community participation and resilience</b>	None
<b>The attractiveness of the area</b>	<p>Due to the nature of the provision, local residents may be resistant to the idea of having this facility in the community which could cause additional complaints.</p> <p>Construction is likely to take approx. 10-12 months during this time there may be disruptions within the surrounding area, including increased noise, increased pollution and increased traffic. Measures will be put in place to reduced disruptions.</p>
<b>Connected communities</b>	None
<b>Rural resilience</b>	None

### A Denbighshire of vibrant culture and thriving Welsh language

<b>Overall Impact</b>	Positive
<b>Justification for impact</b>	<p>Promotion of Welsh language during construction phase, encouragement for the use of Welsh medium staff - assisted with communications. Community benefits will also embrace Welsh culture and heritage through hosting activities and events during the construction phase.</p>

<b>Further actions required</b>	CCBC as the project will support the contractor to address any communication to welsh speaking residents/ stakeholders to ensure that their views are considered in their preferred language.
---------------------------------	---

**Positive impacts identified:**

<b>People using Welsh</b>	All correspondence will be bilingual. This will also be a requirement of the tender for the construction contractor and all communication will be approved prior to circulation.  Community benefits opportunities such as school visits and work placements will be delivered bilingually to encourage the use of Welsh language.
<b>Promoting the Welsh language</b>	All correspondence and signage will be bilingual and the use of Welsh language will be encouraged.
<b>Culture and heritage</b>	Staff within the MDT and residential team will promote Welsh culture and heritage where applicable.  Community benefits will also embrace Welsh culture and heritage through hosting activities and events during the construction phase.

**Negative impacts identified:**

<b>People using Welsh</b>	None
<b>Promoting the Welsh language</b>	Depending on the appointment of the construction contractor, it may not be possible to have a Fluent welsh speaking site manager which could cause issues with residents who want to provide feedback in Welsh.
<b>Culture and heritage</b>	None

**A globally responsible Denbighshire**

<b>Overall Impact</b>	Positive
<b>Justification for impact</b>	Looking to work with a responsible contractor. The project will provide the first of its kind assessment centre for the region, which will transform provision reduce out of county placements and will contribute to the reduction of LAC long term. Carbon efficient methods to build, power and heat the new facility have been included within the design and will be firmed up during the detailed stage.
<b>Further actions required</b>	None

**Positive impacts identified:**

<b>Local, national, international supply chains</b>	The procurement option for the project will allow access to local contractors.
<b>Human rights</b>	Ensure the contractor is a considerate contractor. appointing via the North Wales Construction Framework will support this.
<b>Broader service provision in the local area or the region</b>	The project will provide the first of its kind assessment centre for the region, which will transform provision reduce out of county placements and will contribute to the reduction of LAC long term.
<b>Reducing climate change</b>	Carbon efficient methods to build, power and heat the new facility have been included within the design and will be firmed up during the detailed stage.

**Negative impacts identified:**

<b>Local, national, international supply chains</b>	None
<b>Human rights</b>	None
<b>Broader service provision in the local area or the region</b>	None
<b>Reducing climate change</b>	None



2021

**(1) CONWY COUNTY BOROUGH COUNCIL**

**and**

**(2) DENBIGHSHIRE COUNTY COUNCIL**

**FUNDING AGREEMENT**

relating to the capital expenditure costs of development of the  
Meadow Lodge Children's Assessment Centre

**DWF Law LLP  
1 Scott Place  
2 Hardman Street  
Manchester  
M3 3AA**

## CONTENTS

1.	Definitions and interpretation	1
2.	Preliminary Steps	3
3.	Funding Commitment	4
4.	Centre Funding and Governance	4
5.	Confidentiality	5
6.	Termination	5
7.	General Provisions	5

**BETWEEN**

- (1) **CONWY COUNTY BOROUGH COUNCIL** of Bodlondeb, Bangor Road, Conwy, LL32 8DU ("**Conwy**"); and
- (2) **DENBIGHSHIRE COUNTY COUNCIL** of Wynnstay Road, Ruthin, LL15 1YN ("**Denbigh**").

**BACKGROUND**

- (A) Conwy has agreed to procure the Works for a building that is intended to become the Centre, and which is subsequently to be operated, managed and ongoing costs funded on terms to be agreed between the Parties and also Betsi Cadwaladr University Health Board (the "**Board**").
- (B) The Parties acknowledge that prior to this Works procurement by Conwy the Parties must agree the basis on which the costs of the Works are to allocated between the Parties.
- (C) The terms on which that allocation of costs has been agreed are set out below. The operational and ongoing funding arrangements of the Centre following completion of the Works shall be the subject of a separate agreement.

**TERMS AGREED:**

**1. Definitions and interpretation**

1.1 The following definitions and rules of interpretation apply in this Agreement (including the Background):

<b>"Applicable Law"</b>	any and all applicable laws, regulations or guidance and any applicable and binding judgment of a relevant court of law;
<b>"Business Day"</b>	a day other than a Saturday, Sunday or public holiday in England and Wales when banks in London are open for business;
<b>"CAPEX Items"</b>	those items of capital expenditure which relate to the design and build of the Centre and which are identified in the Schedule;
<b>"Centre"</b>	the building that is intended to be constructed at the Property pursuant to the Works Contract, and then operated as a children's assessment centre;
<b>"Commencement Date"</b>	the date of this Agreement;
<b>"Contractor"</b>	the contractor appointed under the Works Contract by Conwy following the Tender Process;
<b>"Fund"</b>	the Integrated Care Fund;

<b>"Maximum CAPEX Value"</b>	£2,687,524 (two million six hundred and eighty-seven thousand five hundred and twenty-four pounds), inclusive of VAT;
<b>"Party"</b>	a party to this agreement (and <b>"Parties"</b> will be construed accordingly);
<b>"Property"</b>	the land known as Meadow Lodge Cottage and Meadow Lodge, 247 Abergele Road, Old Colwyn, Colwyn Bay LL29 9YF;
<b>"Tender Cost"</b>	the cost (including any provisional/contingency sums) agreed by Conwy with the contractor(s) to be appointed to undertake the Works pursuant to the Tender Process;
<b>"Tender Cost Condition"</b>	the condition by which the Tender Cost is confirmed or approved in accordance with clause 2;
<b>"Tender Process"</b>	the formal legal process for the procurement of the Works such procurement to be on the basis of the Works Contract;
<b>"VAT"</b>	value added tax chargeable under the Value Added Tax Act 1994;
<b>"Works"</b>	the design and construction of the Centre; and
<b>"Works Contract"</b>	a fixed price contract for the Works.

- 1.2 References to **"clauses"** are to the clauses of this Agreement. Clause headings shall not affect the interpretation of this Agreement.
- 1.3 A reference to **"this Agreement"** or to any other agreement or document referred to in this Agreement is a reference to this agreement (executed as a deed) or such other agreement or document as varied or novated (in each case, other than in breach of the provisions of this Agreement) from time to time.
- 1.4 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.5 A reference to a statute or statutory provision or to Applicable Law:
- 1.5.1 shall include all subordinate legislation made from time to time under the same; and
- 1.5.2 is a reference to the same as amended, extended, superseded or consolidated from time to time.
- 1.6 A reference to **"writing"** or **"written"** includes email (including all attachments) but not communication by SMS or similar text messaging facilities.

- 1.7 An obligation on a Party not to do and/or omit to do something includes an obligation not to allow that thing to be done and/or omitted to be done.
- 1.8 Any words following the terms "**including**", "**include**", "**in particular**", "**for example**" or any similar expression shall be construed as illustrative and shall not limit the generality of the related general words.

## 2. **Preliminary Steps**

- 2.1 Promptly following the Commencement Date Conwy shall initiate the Tender Process and as soon as practicable (within the lawful parameters of the Tender Process) Conwy will obtain the Tender Cost. Conwy shall promptly notify the other Parties in writing with the details of the Tender Cost.
- 2.2 The Tender Cost Condition shall be satisfied in the following circumstances:
  - 2.2.1 the Tender Cost does not make the overall cost of the design and build of the Centre exceed the Maximum CAPEX Value; or
  - 2.2.2 the Tender Cost does make the overall cost of the design and build of the Centre exceed the Maximum CAPEX Value, but the Parties agree either:
    - 2.2.2.1 a basis on which one or more of the Parties will be responsible for, and to fund, the excess out of its or their own resources; or
    - 2.2.2.2 revision(s) to the specification for the Centre which reduce the Tender Costs such that the Maximum CAPEX Value is not exceeded; or
    - 2.2.2.3 a combination of clauses 2.2.2.1 and 2.2.2.2,following the process in clause 2.3.
- 2.3 If the Tender Cost does not make the overall cost of the design and build of the Centre exceed the Maximum CAPEX Value, then:
  - 2.3.1 Conwy shall, within 5 Working Days of the initial notification of the same, notify the other Parties;
  - 2.3.2 the Parties shall as soon as practicable discuss and seek to resolve where possible a basis for funding the excess and/or working with the tenderer(s) in agreeing adjustment to the specification of the Centre to reduce or remove the excess within 20 Working Days following such notification by Conwy;
  - 2.3.3 if within the time period in clause 2.3.2 either:
    - 2.3.3.1 the Parties agree a basis for funding the excess; or
    - 2.3.3.2 the Parties agree a revised specification (with the tenderer(s)) that removes the excess; or
    - 2.3.3.3 a combination of the above,

then the Tender Cost Condition shall be satisfied;

2.3.4 if the Parties do not agree a basis for funding the excess and/or revision to the specification of the Centre sufficient to reduce the excess, within the time period set out in clause 2.3.2 (or such longer period, if any, as may be agreed in writing between the Parties), then the Tender Cost Condition shall not be satisfied and this Agreement shall automatically terminate.

2.4 Following:

2.4.1 satisfaction of the Tender Cost Condition; and

2.4.2 approval from the Welsh Government as to the provision and availability of grant funding through the Fund for the design and build of the Centre at least up to the Maximum CAPEX Value,

Conwy shall enter into the Works Contract.

### 3. **Funding Commitment**

Each Party agrees to take all reasonable steps to ensure that any allocations that it may receive or be allocated under the Fund are directed towards Conwy to support the design and build of the Centre, including the payment obligations of Conwy under the Works Contract and recompense for or otherwise fund any other CAPEX Items.

### 4. **Centre Funding and Governance**

4.1 Following completion of the Works Contract, the Parties acknowledge that the operation of the Centre shall be subject to separate funding and governance arrangements (together in part with the Board) which the Parties agree to put in place as soon as reasonably practicable, and in any event in advance of completion of the Works (subject only where relevant to any arrangements to be agreed with the Board).

4.2 The separate funding and governance arrangements between the Parties shall include (among other things):

4.2.1 as between Conwy and Denbigh the ongoing funding of the administrative operation and maintenance of the Centre (to be agreed between them);

4.2.2 governance arrangements relating to:

4.2.2.1 the methodology by which children from the Conwy and Denbigh regions are granted pathway access to the medical services to be provided at the Centre;

4.2.2.2 the staffing both of medical and other personnel and the management of those staff (and in respect of which the Parties acknowledge that it is the intention that the Board shall be responsible for (and for the costs of) medical staff to be provided to undertake work at or in connection with the Centre).

## 5. Confidentiality

- 5.1 Each Party undertakes that it shall not disclose to any person any confidential information concerning the business or affairs of the other Party, except as permitted by clause 5.3.
- 5.2 Each party may disclose the other party's confidential information:
- 5.2.1 to those of its employees, officers, representatives or advisers who need to know such information for the purposes of exercising the Party's rights or carrying out its obligations under or in connection with this Agreement. Each Party shall ensure that its employees, officers, representatives or advisers to whom it discloses the other Party's confidential information comply with this clause 6;
- 5.2.2 as may be required by law (including the Freedom of Information Act 2004 and the Environmental Information Regulations 2004), a court of competent jurisdiction or any governmental or regulatory authority.
- 5.3 No Party shall use another Party's confidential information for any purpose other than to exercise its rights and perform its obligations under or in connection with this Agreement.

## 6. Termination

- 6.1 This Agreement shall terminate either:
- 6.1.1 pursuant to clause 2.3.4; or
- 6.1.2 upon fulfillment by the Parties of all of their respective obligations under this Agreement.
- 6.2 Any provision of this Agreement that expressly or by implication is intended continue in force on or after termination of this Agreement shall remain in full force and effect.
- 6.3 Termination of this Agreement shall not affect any rights, remedies, obligations or liabilities of the Parties that have accrued up to the date of termination, including the right to claim damages or under an indemnity in respect of any breach of this Agreement which existed at or before the date of termination.

## 7. General Provisions

- 7.1 *Entire agreement*
- 7.1.1 This Agreement constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.
- 7.1.2 Each Party agrees that in entering into this Agreement it does not rely on any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this Agreement.

7.1.3 Nothing in this clause shall limit or exclude any liability for fraud.

7.2 No variation of this Agreement shall be effective unless it is in writing, refers to this Agreement and is signed by each Party (or its authorised representative).

7.3 A waiver of any right or remedy under this Agreement or at law or in equity is only effective if given in writing and signed by the Party waiving such right or remedy and shall not be deemed a waiver of any subsequent breach or default. No failure or delay by a Party to exercise any right or remedy provided under this Agreement or by law shall constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall prevent or restrict the further exercise of that or any other right or remedy.

7.4 Nothing in this Agreement is intended to, or shall be deemed to, establish any partnership or joint venture between the Parties, constitute any Party the agent of any other Party, or authorise any Party to make or enter into any commitments for or on behalf of the other Party (save for the commitment by Conwy to enter into the Works Contract on the terms specified by this Agreement).

7.5 Each party shall execute and deliver such documents and perform such acts as may reasonably be required for the purpose of giving full effect to this Agreement and shall use all reasonable endeavours to procure that any necessary third party shall do the same.

7.6 *Notices*

7.6.1 A notice given to a Party under or in connection with this Agreement shall be in writing and sent to the party at the address or to the fax number or email address notified in writing to the other Parties.

7.6.2 The following table sets out methods by which a notice may be sent and, if sent by that method, the corresponding deemed delivery date and time:

<b>Delivery method</b>	<b>Deemed delivery date and time</b>
Delivery by hand	On signature of a delivery receipt or, if not signed for, at the time the notice is left at the address
Pre-paid first class post	09:00 on the second Working Day after posting
Signed-for next working day delivery service	At the time recorded by the delivery service
Fax	At the time of transmission
Email providing the sender does not receive an error message or out of office message in response to such email	(1) If the email is sent with "delivery receipt" functionality enabled, at the time specified in any relevant delivery receipt

	<p>(2) If (1) does not apply but the recipient acknowledges receipt within three hours after the email was sent, at the time of such acknowledgment</p> <p>If neither (1) nor (2) applies, three hours after the time of sending (as evidenced by the sender's email application)</p>
--	---

7.6.3 For the purpose of clause 7.6.2 and calculating deemed receipt, if deemed receipt would occur outside Business Hours, receipt is deemed to take place at 09:00 on the next Business Day.

7.6.4 This clause 8.6 does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

7.7 This Agreement may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all the counterparts shall together constitute a single agreement.

7.8 Transmission of:

7.8.1 an executed counterpart of this Agreement (but for the avoidance of doubt not just a signature page) by fax; or

7.8.2 the executed signature page of a counterpart of this Agreement (in PDF, JPEG or other agreed format) together with a full copy of the final agreed version of this Agreement by email,

shall take effect as delivery of an executed counterpart of this Agreement. If either method of delivery is adopted, without prejudice to the validity of the agreement thus made, each party shall provide the others with the original of such counterpart as soon as reasonably possible.

7.9 No one other than a Party to this Agreement shall have any right to enforce any of its terms.

7.10 This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

**In witness whereof** this Agreement has been executed as a Deed on the date first stated above.

SCHEDULE

CAPEX Items

<b>Capital Expenditure</b>		
Design Fees, Demolition and Survey Costs to date	£269,866	
Project Management/Supervision, QS and M & E Design Review Fees to completion	£132,537	
Construction Cost	£2,115,853	
Contingency (8%)	£169,268	
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>£2,687,524</b>
Deduct ICF Grant 2019/20	£198,593	
Deduct ICF (Paradise)	£655,000	
Deduct ICF 2021/2022	£1,833,931	
<b>TOTAL AVAILABLE FUNDING</b>		<b>£2,687,524</b>
<b>FUNDING SURPLUS/DEFICIT</b>		<b>-£0</b>

**EXECUTED** as a **DEED** (but not delivered until the date first stated above) by **CONWY COUNTY BOROUGH COUNCIL** by the affixing of its common seal

**AUTHORISED  
SIGNATORY**

Signature: .....

**EXECUTED** as a **DEED** (but not delivered until the date first stated above) by **DENBIGHSHIRE COUNTY COUNCIL** by the affixing of its common seal

**AUTHORISED  
SIGNATORY**

Signature: .....

This page is intentionally left blank

## STRATEGIC INVESTMENT GROUP

# BUSINESS CASE – CAPITAL INVESTMENT

*This Business Case provides justification for undertaking a project. The completed form will be reviewed by the Strategic Investment Group who will make a recommendation to Council whether the bid should be approved and included within the Capital Plan. All sections should be completed and evidence of costs will need to be supplied.*

*For details of Strategic Investment Group meetings and deadlines for the submission of this form, please contact Richard Humphreys, Capital & Technical Finance Team on ext 6144.*

<b>Project Name:</b>	<b>Sub - Regional Children's Residential Assessment Centre. (Meadow Lodge)</b>
<b>Project Reference:</b>	
<b>Project Manager:</b>	<b>Joe Griffiths</b>
<b>Workstream:</b>	

<b>Head of Service/Project Sponsor</b>	Rhian Morrle	<b>Lead member:</b>	Councillor Huw Hilditch Roberts
<b>Service:</b>	Education and Children's Services	<b>LM Portfolio:</b>	Education, Children, Young People and Welsh Language
<b>Form completed by:</b>	Joe Griffiths	<b>Date:</b>	11/01/2020
<b>Service Accountant:</b>	Richard Humphreys	<b>Date:</b>	

### PROJECT TYPE

Please categorise your project type. Mark **one** box only.

<b>SMALL</b>	<input type="checkbox"/>	<b>MEDIUM</b>	<input checked="" type="checkbox"/>	<b>LARGE</b>	<input type="checkbox"/>
--------------	--------------------------	---------------	-------------------------------------	--------------	--------------------------

<b>DECISION SOUGHT FROM SIG:</b>	<p>To acknowledge Denbighshire's contribution from the regional ICF capital funding allocation to proceed with the development of a sub – regional Children's Assessment Centre.</p>
----------------------------------	--

## EXECUTIVE SUMMARY

Highlights the key points in the Business Case to include:-

- what the project will achieve / important benefits
- estimated costs
- how the project will be funded

### **What the project will achieve / important benefits:**

Denbighshire County Council (DCC), Conwy County Borough Council (CCBC) and Betsi Cadwaladr University Health Board BCU are working in partnership on a scheme to develop a regional Children's Residential Assessment Unit (CRAU) which will be located in Conwy, with CCBC as the Lead Partner.

The project will provide 3 purpose built buildings including an assessment unit along with a pre-planned and unplanned residential accommodation block for up to 6 children and young people for a maximum length of 12 weeks. The facility will provide support to children and their families or carers to enable a formulation of need with psychological input, to ensure that the future care and support plan offered to both 'sides' maximises the potential for those children to return home / to family and avoid becoming LAC.

The unit will include therapeutic spaces to enable young people and their family or carers to meet with professionals. This would be for the purpose of assessment, therapeutic intervention, mediation, systemic interventions, or day to day, 1:1 support with assessment centre staff team.

At present there are no safe community placements for a child who is a risk of self-harm or suicide. These children are frequently on children's hospital wards for many weeks pending a safe discharge plan. If parents /foster carers do not feel they can manage the risks for the child, children are placed out of area in massively expensive residential placements. In the most challenging cases children have even been 'placed in secure accommodation which has no therapeutic support and although this protects the child, it does not respond to the needs of the child to provide the care and support required.

The Meadow Lodge development will incorporate a separately accessed part of the building that could respond to the needs of these children, so that they can receive the levels of supervision required and the intensive therapeutic interventions from BCUHB.

The location of the Centre will mean that children and Young people can receive this care closer to home. This significantly increases the possibility of these children (and their families / carers) receiving seamless CAMHS support and increasing the possibility of recovery and reunification.

### **Placement Facts:**

Overall number of total LAC in Denbighshire during year for the last 5 years:

Year	Denbighshire
2015/16	251
2016/17	234
2017/18	215
2018/19	215
2019/20	216

Current numbers of LAC by placement type:

Placement Description	Denbighshire
Fp -Outside Area/Rel Or Friend	10
Fp With Relative Or Friend	30
Fp With Debigshire Foster Carer	67
Fp-Agency Carer Outside County	11
Fp With Agency Fc In County	8
Placed With Parents/Other PR	31
Placed for adoption	3
Residential out of county	14
Residential in county	1
Independent Living	5
Young Offenders Inst/Prison	0
Grand Total	180

Current numbers placed within county/out of county:

Placement Description	Denbighshire
In County	157
Out Of County	23

Overall LAC placement costs:

Overall LAC Placement costs	Denbighshire
£	5,670,612

The proposal is consistent with the premise of the Social Services and Well-Being Act in its focus on ensuring early intervention and prevention to avoid high levels of dependency and costs. The model developed through this project will support early intervention to avoid crisis situations and/or to prevent further escalation. The project will allow existing services to be maintained whilst enabling integrated approaches to be strengthened and enhanced. The integrated approach will support cost avoidance, as diverting a relatively small number of new placements from high cost residential care and/or hospital based provision, will enable funding to be invested in the integrated service model. Current residential placement provisions range from £3,500 per week to £10,000 per week. Appropriately supporting more placements in family or foster care, through this service model will enable a sustainable approach.

**Cost and funding:**

Capital Costs for the project are currently estimated at £2.687m.

Capital Expenditure	
Design Fees, Demolition and Survey Costs to date	£269,866
Project Management/Supervision and Design Fees to completion	£132,537
Construction Cost	£2,115,853

Contingency (8%)	£169,268
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>£2,687,524</b>

The Central Area Integrated Service Board has prioritised the development of a sub-regional Children’s Assessment Centre from regional ICF capital funding allocation.

Historically ICF Capital funding has been allocated to Health Authorities. The funding was agreed by the Regional Partnership Board and is population based. Each area Integrated Service Board then discusses and agrees its priority schemes and submits an ISB ICF Capital programme to the Regional Team.

The Regional Team collate this information from the 3 ISBs into a North Wales Regional ICF Capital Programme which then goes to the Leadership Group for approval and the RPB for endorsement. Once this is achieved the individual scheme funding applications are sent to WG for approval.

Children’s Residential Assessment Unit (CRAU) was submitted by CCBC from their Capital 2019/20 allocation. It was approved in 2019/20 via the process described above. The project didn’t spend significant resources during 2019/20 as the focus of the project was on ensuring that any project was developed and met the needs of all partners. Therefore the funding was programme managed into 2020/21.

A refreshed bid for the required 2021/22 funding is being completed by CCBC and is ready for submission to WG. It will require just over £2m of the £3.2m allocated to the Central ISB in 2021/22.

This was discussed with the 3 Directors from CCBC, DCC and BCU who agreed to prioritise Children’s Residential Assessment Unit (CRAU) from the Central Area ISB ICF Capital funding in 2021/22.

In addition separate Collaboration and Partnership Agreements are also being developed for the capital build and management, operation and revenue costs of the Children’s Assessment Centre following practical completion and sign off of the new build.

To protect all parties in relation to cost of the build, the agreement states that following the tender process, the price (Tender cost) given by the contractor is only satisfied if:-

The price given is less than or equal to the CAPEX value (being £2,687,524)

If it exceeds the CAPEX value Conwy will notify all parties within 5 working days and all parties will have 20 working day to agree either:-

- i) One or more of the parties will be fund the excess out of its or their resources or
- ii) Revision to the specification to reduce the tender costs so that the CAPEX value is not exceeded.

If there is no agreement to fund the excess and/or revision to the specification sufficient enough to reduce the excess then the Tender Cost Condition shall not be satisfied and the Agreement shall automatically terminate.

## BUSINESS OPTIONS

Analysis and reasoned recommendation for the base business options of: do nothing / do the minimal or do something

<b>Option title:</b>		<b>Do nothing – maintain the existing situation / Do minimum</b>			
<b>Please provide brief details:</b>					
Provision would continue in its current form, with children being placed in placement in and out of county, hospital wards and secure accommodation in more challenging cases.					
<b>Please mark with an X how this option compares with the preferred option in terms of Cost, Time, Quality and Benefits:</b>					
<b>Costs</b>	Costs more	<b>X</b>	<b>Time</b>	Takes longer to deliver	
	Costs the same			Takes the same to deliver	<b>X</b>
	Costs less			Is quicker to deliver	<b>X</b>
<b>Quality</b>	Improves the quality		<b>Benefits</b>	Improves benefits	
	Is the same quality			No impact on benefits	<b>X</b>
	Is a lower quality	<b>X</b>		Worsens benefits	<b>X</b>
<b>What is the main reason this option has not been selected?</b>					
Continuing with the current placements will limit the early intervention and quality of care/ treatment which can be provided. Out of county placements would continue to be in an independent foster care placement via an independent agency. Costs for this type of provision are significantly higher than foster placements managed by the local authority in addition Out of County placements have hidden costs associated with staff time, travel and capacity in completing statutory visits, reviews etc.					
<b>Option title:</b>		<b>To purchase an existing building and adapted to offer the type of accommodation and facilities to deliver the provision.</b>			
<b>Please provide brief details:</b>					
To purchase an existing building that could be adapted to offer the type of accommodation and facilities required to deliver the level of services and support to the children, families and carers.					
<b>Please mark with an X how this option compares with the preferred option in terms of Cost, Time, Quality and Benefits:</b>					
<b>Costs</b>	Costs more	<b>X</b>	<b>Time</b>	Takes longer to deliver	
	Costs the same			Takes the same to deliver	<b>X</b>
	Costs less			Is quicker to deliver	
<b>Quality</b>	Improves the quality		<b>Benefits</b>	Improves benefits	
	Is the same quality			No impact on benefits	<b>X</b>
	Is a lower quality	<b>X</b>		Worsens benefits	
<b>What is the main reason this option has not been selected?</b>					
This is not the preferred option as (a) there is no suitable building available on the market and (b) currently no capital funding is available to acquire such a building. The building would not be 'purpose built' and would need to be reconfigured in order to deliver the service model requiring additional capital expenditure. There would also be challenges to ensure an older building was energy efficient and met the needs of its users.					

## EXPECTED BENEFITS

The benefits that the project will deliver expressed in measurable terms against the situation as it exists prior to the project

1. Reduction of emergency placements outside of the Region by enabling time for good matching and placement planning in crisis situations.
2. Reduction of children going in to care proceedings.
3. The centre will assist in the reduction of children becoming LAC, and entering the system long term.
4. Long term, it is envisaged that CRAU will be a 'spend to save' project and it is estimated that the source of revenue funding could be realised through providing children in need with the professional care and support they need within county transforming provision and reducing out of out of county placements.
5. In house placements for fostering would reduce placement cost by approximately 50% compared with out of county placements.

## EXPECTED DIS-BENEFITS

Outcomes perceived as negative by one or more stakeholders

*The expected dis-benefits will be managed by CCBC due to the site location and being the lead partner.*

Local residents are dissatisfied with the location of the site.

The appropriation of land from Eirias park to allow the site to be developed may pose some objection from local residents and park users.

## TIMESCALE

Over which the project will run (summary of the Project Plan) and the period over which the benefits will be realised

Date	Milestone
Dec 2020	Contract out to tender
Feb 2021	Tender awarded/ contractor appointed
March 2021	Technical design stage
April 2021	Start of Construction Stage
April 2022	Works complete

## CAPITAL COSTS – CONSTRUCTION PROJECTS

**COMPLETE ALL THREE TABLES BELOW FOR CONSTRUCTION PROJECTS  
LEAVE BLANK/DELETE SECTION FOR BUSINESS DEVELOPMENT PROJECTS**

*The capital cost of a project is an important consideration in terms of whether or not it should proceed.*

- Any costs relating to ICT infrastructure and equipment should have been provided by ICT department.
- Any costs that relate to construction should have been provided by Design & Development or Building Services.

Please provide details of any capital funding that has already been spent on the project:	
Enter details of cost element below:	Total
Design Fees, Demolition and Survey Costs	£269,866
<b>TOTAL</b>	<b>£269,866</b>

Please provide details of the capital funding requirement (not including amount already spent):				
Enter details of cost element below:	2021/22	2022/23	Future Years	All Years Total
Feasibility (surveys, market research, etc)				
Client side project management	£132,537			
Land/property acquisition				
Land preparation/remediation				
Demolition and/or site security				
Construction, refurbishment or maintenance	£2,115,853			
BREEAM rating of "Excellent"				
Security measures (CCTV, door entry, etc)				
Fire prevention measures (sprinklers, etc)				
External landscaping and other works				
Land/property acquisition				
Highways work				
ICT infrastructure and hardware				
Fixtures & fittings				
Furniture				
Planning/Building Regulation Costs				
Design Team Fees (architects, QS, etc)				
Legal Costs and Fees				
Marketing/Consultation				
External Project Support (eg gateway review)				
Project Contingency (8%)	£169,268			
OTHER (please enter)				
OTHER (please enter)				
OTHER (please enter)				
<b>TOTAL</b>	<b>£2,687,524</b>			

Please provide details of proposed capital funding sources					
Enter details of funding source	Status:	2019/20	2021/22	Future Years	TOTAL
ICF Funding		£853,593	£1,833,931		£2,687,584
<b>TOTAL</b>					<b>£2,687,524</b>

## REVENUE COST IMPACT

### TO BE COMPLETED FOR ALL PROJECTS

*In considering whether a project should be developed due regard should be made to the potential impact on revenue budgets.*

If the activity will result in a requirement for additional revenue funding, please provide details below:			
What is the impact of this project in terms of the <u>annual</u> revenue requirement for:	Existing Revenue Budget	Post-project Revenue Budget	Increase/Decrease
Staff costs (salaries and associated) – Multi Disciplinary Team		£359,627	£359,627
Staff costs (salaries and associated) – Residential Team		£506,264	£506,264
energy costs (heating, lighting, ICT, etc)		£19,000	£19,000
property maintenance and servicing costs		£86,000	£86,000
other property related costs (rental, insurance, etc)		£80,000	£80,000
ongoing ICT costs (licences, etc)		£20,000	£20,000
mileage of Denbighshire fleet vehicles			
mileage for business travel by Denbighshire employees using their personal vehicles			
OTHER (please enter)			
OTHER (please enter)			
<b>OVERALL REVENUE REQUIREMENT</b>		<b>£1,070,891</b>	<b>£1,070,891</b>

*Please provide brief details of the revenue impact of this project:*

- Where revenue savings are forecast, you should detail what is proposed for the saving (e.g. reduction of an existing revenue budget, re-allocation of revenue to alternative services area, etc)
- Where revenue increases are forecast, you should provide details of how the revenue shortfall will be addressed. In this instance you should also append a three year surplus/deficit forecast.
- Details of any one-off revenue cost requirements that may be required post-project implementation (e.g. recruitment, redundancies, etc). DO NOT include any costs detailed in the capital section of this Business Case

- Costs provided above are indicative, and will be confirmed as part of the separate funding and governance arrangements which will be developed in the coming months for the site.
- Costs are a combined total which will be split between DCC and CCBC.
- For year 2021/22 there is an allocated budget of £112,349 to cover all running and overhead costs.
- Indicative none staffing costs are (£200,000) cover all running and overhead costs based on a similar project which has been developed by CCBC. The costs will be firmed up as part of the Collaboration and Partnership Agreements in due course.
- The transformation funding will end in March 2022 which currently cover the above staff costs.
- The residential team staff costs are to cover a maximum 2 child residential unit - cost will need to be increased proportionally to cover additional children.
- The current average cost of care placement per week is £4,500 per child – the team will be looking to work with 4 children/ young people at a time. As a minimum this could delay children/ young people being sent into care at a cost of £936,000 (relating to CCBC and DCC children)

## PROJECT MANAGEMENT

*Please provide details of proposed project management – Establishment of Project Board etc*

Denbighshire County Council (DCC), Conwy County Borough Council (CCBC) and Betsi Cadwaladr University Health Board BCU are working in partnership on this scheme which is located in Conwy, with CCBC the Lead Partner.

The project board has been established, a project governance has been agreed between the 3 partners and key stakeholders from all 3 partners have defined roles within the project board. Project sponsor for the project is CCBC'S Strategic Director of Social Care and Education Services.

Project management will be led by CCBC with project management support from DCC by the Modernising Education Team.

## STATUTORY REQUIREMENTS / HEALTH & SAFETY

*This section should identify how the activity will help Denbighshire meet any of its statutory requirements. Please include any Health & Safety Issues that the activity will address in this section. Please leave blank if not applicable.*

--

## CARBON MANAGEMENT IMPACT

Please consult with Council's Principal Energy Manager ([rob.jones@denbighshire.gov.uk](mailto:rob.jones@denbighshire.gov.uk)) and the Council's Climate and Ecological Change Programme Manager ([climatechange@denbighshire.gov.uk](mailto:climatechange@denbighshire.gov.uk)) before completing this section.

Denbighshire has committed to reducing its carbon emissions from buildings and fleet by at least 15% by 2022, for the Council to be net carbon zero by 2030 (buildings, fleet, waste, business travel, staff commuting, street lighting) and for the Council to reduce its supply chain emissions by 35% by 2030.

The Business Case requires you to make a forecast for the anticipated carbon emissions impact of the project.

Annual Forecasts:	Annual (current)	Carbon (kgCO2e)	Annual (Post Project)	Carbon (kgCO2e)	Carbon Variance	Comments
Money spent on external goods and services (UNIT= £)						
Energy consumption in buildings: (UNIT = kWh)						
Mileage of Denbighshire Fleet vehicles: (UNIT = miles travelled)						
Tonnes of waste produced going to landfill: (UNIT = tonnes)						
Tonnes of waste produced being recycled: (UNIT = tonnes)						
Mileage of Business Travel (personal vehicles): (UNIT = miles travelled)						
Mileage of Staff Commute: (UNIT = miles travelled)						
Energy consumption in Street Lighting: (UNIT = kWh)						
One off Forecasts:						
Money spent on external goods and services (UNIT= £)						

Annual Forecasts:	Annual (current)	Carbon (kgCO2e)	Annual (Post Project)	Carbon (kgCO2e)	Carbon Variance	Comments
<b>TOTAL CARBON EMISSIONS</b>						

Forecasts:	Current	Carbon Absorption (kgCO2e)	Post Project	Carbon Absorption (kgCO2e)	Carbon Absorption Variance	Comments
Hectare of Grassland						
Hectares of Forestland						
<b>TOTAL CARBON ABSORPTION</b>						

*Please highlight the appropriate cell depending on whether on balance this project helps, hinders or is neutral to the Council's goal to become net carbon zero by 2030.*

<b>Net Carbon Zero Summary</b>	HELPS	HINDERS	NEUTRAL
--------------------------------	-------	---------	---------

*Please provide brief details of the carbon impact of this project, and detail specific actions that will be taken to reduce carbon emissions. If carbon emissions are expected to increase as a result of this project, please provide details of proposed actions to compensate for this increase in other areas of the Service's activity and/or via tree planting/land management for the benefit of carbon sequestration.*

The project is being led by CCBC and therefore the Carbon Management Impact is being managed by Conwy.

**Climate Change Lead Officer statement:**

Please provide a statement from the Climate Change Lead Officer. Contact Helen Vaughan-Evans on [climatechange@denbighshire.gov.uk](mailto:climatechange@denbighshire.gov.uk).

<b>Supplied by:</b>	<b>Date:</b>
---------------------	--------------

**BIODIVERSITY IMPACT**

Please consult with Denbighshire’s Biodiversity Lead Officer before completing this section. Contact Joel Walley on [joel.walley@denbighshire.gov.uk](mailto:joel.walley@denbighshire.gov.uk).

The Council has a statutory duty to ensure compliance and enforcement of the Habitats Regulations (as amended in 2017). Furthermore, the Environment (Wales) Act, 2016 requires the Council to maintain and enhance biodiversity, and promote the resilience of ecosystems. At this pre-feasibility stage, please determine the anticipated impact of the project on biodiversity, and proposed measures to ensure the project results in an overall biodiversity enhancement.

Please mark a cross in the appropriate box.

<b>Will this project impact on a habitat that supports living organisms (plant or animal), or involve physical works to property or Land?</b>	<b>Yes</b>	x	<b>No</b>	
---	------------	---	-----------	--

If you have answered yes to the above question, please complete all the following biodiversity sections. If answered no, please leave blank

<b>IMPACTS ON BIODIVERSITY</b>	<b>Yes</b>	x	<b>No</b>	
Has an ecological appraisal or survey of the site or proposals taken place?				
<b>Link:</b>				
<b>Please provide brief summary of survey findings, or provide a copy of the ecological report for review:</b>				

The project is being led by CCBC and therefore the Biodiversity Impact is being managed by Conwy and its consultants.

Please provide brief details of how the project will avoid harm to biodiversity.

Please provide brief details of how the project will mitigate and compensate for any harm to biodiversity.

Please provide brief details of how the project will enhance biodiversity and restore ecosystem resilience.

**Ecology Officer summary:**

Please provide a statement from the Biodiversity Lead Officer. Contact Joel Walley on [joel.walley@denbighshire.gov.uk](mailto:joel.walley@denbighshire.gov.uk).

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MAJOR RISKS TO THE PROJECT**

A summary of the key risks associated with the project together with the likely impact and plans should they occur is provided below:

Title	Inherent Risk	Mitigating Action	Residual Risk
DCC's contribution from the regional ICF capital funding allocation to proceed with the development of a sub – regional Children's Assessment Centre is not approved	The project will not have the necessary funding to progress.	<p>The Central Area Integrated Service Board has prioritised the development of a sub-regional Children's Assessment Centre from regional ICF capital funding allocation.</p> <p>There is no capital cost to the authority envisaged for the project.</p> <p>In addition the Funding Agreement protects all partners with respect to the cost being less than or equal to The CAPEX value (£2,687,524).</p>	
Increased costs for the project during construction.	Will mean an increase in the project cost or a reduction in elements of the project.	Review costs at key milestones in the project	Cost of any potential unforeseen costs which may arise e.g. due to site conditions.

Likelihood	A - Almost Certain					
	B - Highly Likely					
	C - Probable					
	D - Possible					
	E - Rare					
		5 - Very Low	4 - Low	3 - Medium	2 - High	1 - Very High
		Impact				

## SUPPORTING INFORMATION

*Please list any supporting documents that accompany this Business Case*

## ANNUAL CAPITAL BIDS – BLOCK ALLOCATIONS

*Please provide details of expenditure and commitments for allocations received in the current financial year.*

### COUNTY LANDLORD STATEMENT

Please provide a statement from the County Landlord and where applicable the recommendation of the Asset Management Group

**Supplied by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### CHIEF FINANCE OFFICER STATEMENT

This project aims to improve the provided to vulnerable children while also reducing the ongoing pressure in Out of County Placements. The capital element of the project is grant funded. There is still work ongoing to clarify the revenue budget impact, however as this service area is experiencing year on year financial pressures due to the numbers and complexity of placements, it is unlikely that the service will be able to fund the additional revenue costs from within existing budgets. In effect the project, if successful, is likely to reduce ongoing pressures in this area. The revenue impact will need to be discussed as part of the budget process for 2022/23.

**Supplied by:** **Steve Gadd** **Date:** **12 February 2021**

### VERIFICATION:

<b>Project Manager:</b>	Joseph Griffiths		
<b>Project Sponsor:</b>	Rhiain Morrle		
<b>Name:</b>	Rhiain Morrle	<b>Position:</b>	Interim Head of Children's service
<b>Signature:</b>	<i>Insert electronic signature</i>	<b>Date:</b>	09/02/2021

For use by Finance:

<b>Result of S.I.G. Review</b>	
<b>Date of Meeting</b>	
<b>Approval</b>	
<b>Code</b>	

#### **Appendix 4:**

#### **List of partners and stakeholder involved in consultation of the development of the CRAU development.**

- CCBC Environment, Roads & Facilities
- DCC & CCBC Estates & Asset Management
- CCBC Community Development Service
- CCBC Local Planning Authority
- CCBC Procurement
- Local Residents
- Statutory Stakeholders
- DCC Legal
- DWF Legal (External Legal Team working on the Project)
- IT Services
- Business Services
- Strategic Sites Development Team
- DCC & CCBC Children, Families & Safeguarding Teams
- DCC & CCBC Health & Safety
- DCC & CCBC Cabinet Members for Education & Children's Services and Social Care.

This page is intentionally left blank

<b>Report to</b>	Cabinet
<b>Date of meeting</b>	March 23, 2021
<b>Lead Member / Officer</b>	Cllr Julian Thompson-Hill, Deputy Leader and Lead Member for Finance, Performance and Strategic Assets  Alan Smith, Head of Business Improvement & Modernisation
<b>Report author</b>	Iolo McGregor, Strategic Planning & Performance Team Leader
<b>Title</b>	<b>Corporate Plan Update, Quarter 3, 2020 to 2021</b>

## 1. What is the report about?

- 1.1 This report presents an update on the delivery of the Corporate Plan in 2020 to 2021 as at the end of quarter 3 (October to December 2020).

## 2. What is the reason for making this report?

- 2.1 To provide information regarding the council's progress as at the end of quarter 3, 2020 to 21, in delivering the Corporate Plan outcomes.
- 2.2 Regular reporting is an essential monitoring requirement of the Corporate Plan to ensure that the council exercises its duty to improve. Quarterly performance reports are routinely shared with SLT, Cabinet and Performance Scrutiny.

## 3. What are the Recommendations?

- 3.1 It is recommended that Cabinet considers the report, and agrees any further actions required to respond to any performance related issues highlighted within the report.
- 3.2 Subject to any agreed changes, Cabinet confirm the content of the draft report.

## **4. Report details**

- 4.1 The council's Corporate Plan 2017 to 2022 sets the strategic direction for the council and its priorities for the five-year period. The detail about what the council intends to do each year to help deliver these priorities is set out in annual service plans. The projects originate from Service and Programme Plans. Progress is reported to SLT, Cabinet and Performance Scrutiny through our quarterly reports.
- 4.2 Within this report, a summary of data and project updates is provided, together with data tables outlining our current position in full. Recent case studies are also presented that demonstrate our support of the Well-being of Future Generations Act, the Equality Act, and the Socio-Economic Duty.

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

- 5.1 This report is about our progress in delivering the Corporate Plan. Any decisions made should contribute to the successful delivery of our Corporate Priorities.

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

- 6.1 There is no cost associated with this report.

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

- 7.1 A Well-being Impact Assessment (WIA) is not required for this report. This report provides a retrospective evaluation of the council's performance and has no potential impact on people sharing protected characteristics. A WIA was undertaken on the Corporate Plan itself, and was presented to County Council when the plan was approved in October 2017.

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

- 8.1 The report has been compiled by the Strategic Planning Team, in consultation with other council services. The performance information contained within the document has been provided by services, and has been drawn from the Verto performance management system. The report was considered by SLT on March 4, and Performance Scrutiny on March 18, prior to coming for Cabinet approval.

## **9. Chief Finance Officer Statement**

- 9.1 There are no significant financial implications arising from the report.

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

- 10.1 There are no specific risks attached to this report. It is the role of our Corporate and Service Risk Registers to identify (and manage) the potential risk events that could lead to the council being unable to deliver its Corporate Plan.

## **11. Power to make the decision**

- 11.1. Performance management and monitoring is a key element of the Wales Programme for Improvement, which is underpinned by the statutory requirements of the Local Government Act 1999 and the Local Government (Wales) Measure 2009.

This page is intentionally left blank

# Corporate Plan Performance October to December 2020

This document presents the council's performance against its priorities during October to December 2020, including our application of the Sustainable Development principle, the Public Sector Equality Duty, and Socio-Economic Duty.

## Contents

Continuing our Response to Covid-19 .....	4
Summary position for our Corporate Plan October to December 2020.....	6
A Note on Measuring Performance .....	7
Housing: Everyone is supported to live in homes that meet their needs.....	8
Connected Communities: Communities are connected and have access to goods and services locally, online and through good transport links .....	15
Resilient Communities: The council works with people and communities to build independence and resilience .....	22
Environment: Attractive and protected, supporting well-being and economic prosperity ...	32
Young People: A place where younger people will want to live and work and have the skills to do so .....	39

**For more information, or to let us know what you think about anything in this report, contact us:**

**By EMAIL:** [strategicplanningteam@denbighshire.gov.uk](mailto:strategicplanningteam@denbighshire.gov.uk)

**By TELEPHONE:** 01824 706291

Rydym yn croesawu galwadau ffôn yn Gymraeg / We welcome telephone calls in Welsh.

**By POST:**

Strategic Planning and Performance Team,

Denbighshire County Council,

PO Box 62,

Ruthin,

LL15 9AZ

We welcome correspondence in Welsh. There will be no delay in responding to correspondence received in Welsh.

**To keep up-to-date:**

Like us on [Facebook](#)

Follow us on [Twitter](#)

Visit [www.denbighshire.gov.uk/corporateplan](http://www.denbighshire.gov.uk/corporateplan)

Visit the [County Conversation Portal](#) and sign up for *Y Panel!*

Subscribe to the [County Voice newsletter](#), or our [Chief Executive's blog](#)

## Continuing our Response to Covid-19

Delivery of our services has been affected by both the all Wales 'firebreak' lockdown of 17 days from October 23 to November 9, and the more recent move into level 4 from December 20. Once again this has seen some of our public buildings and sites close their doors. However, the council has continued to deliver essential services to its residents, and during this time we revisited our innovative work from the first lockdown to place calls to the most vulnerable in our communities to ensure that their needs are being met. We are grateful for the continuing understanding and patience of residents and staff during these difficult times, and thank residents for everything that they have done this year to keep people safe.

Great efforts are continuing to try to reduce the number of coronavirus cases in the County. There are teams working on the Test, Trace and Protect service right across Denbighshire, tracing the contacts of positive cases and providing advice for people to self-isolate. It's an extremely demanding job but completely essential in our efforts to try and reduce the spread of coronavirus in our communities. In November two testing centres were opened to the public in the County. One opened at County Hall car park in Ruthin on November 18, and remained open for two weeks providing a no appointment necessary for a walk-on and drive-in service. A further walk-in testing centre also opened (by appointment only) in Rhyl, the testing centre being located on Quay Street car park, near the blue bridge. The council administers self-isolation / discretionary £500 payments to individuals that have lost income as a result of being told to isolate. Details are available on [our website](#), in addition to a great deal of helpful information to support residents through the pandemic.

Staff have continued to work hard to ensure the continued safety of our care home residents, and once again volunteers from our wider staff and the community stepped up to support provision during the difficult Christmas and winter period. We have also been delighted with the news that all residents in both Cysgod Y Gaer and Dolwen were vaccinated in January. It is a positive and very much welcome step forward.

The Autumn Term was not an easy one for our schools, which fought hard to keep provision open and safe for pupils. However, despite best efforts, a number of cohorts did have to isolate, and some schools did close temporarily. The pressure that the virus has

placed and continues to place on our teachers, support staff, pupils and parents is considerable, and the council is doing all it can to support their well-being. Unfortunately, face-to-face learning was once more suspended in December, apart for the children of critical workers and vulnerable learners, for which provision has been made available. Remote learning has been put in place for all pupils to access.

The council has continued efforts to support businesses during this difficult time. In December the Restrictions Discretionary Grant for businesses was made available for hospitality businesses and supply chain businesses linked to the sector. The scheme, which the council administers on behalf of the Welsh Government, has now been extended to any business that meets the eligibility criteria set out in the latest guidance. Details of available support grants can be found on [our website](#).

Following nearly a year of dealing with the coronavirus pandemic, which has put an additional strain on resources, the council welcomed the draft budget settlement announced on December 22 by the Welsh Government, which builds on a similar settlement last year. The announcement suggests Denbighshire's budget will increase by £5.5 million in cash terms on a like for like basis, an increase of 3.6% for the 2021 to 2022 financial year. However, as we have pressures that amount to £10.6 million, we must still find savings in order to achieve a balanced budget. These pressures include, for example, continued pressure on social services, schools, children's services and waste services. The Council is currently reviewing its budget for the next financial year and proposals to identify efficiencies across the authority are currently being considered. Although this year's settlement is welcome, there has been no indicative settlements for future years announced, and with the current economic uncertainty the medium-term outlook remains a concern for local government finances.

## **Summary position for our Corporate Plan October to December 2020.**

The measures evaluation for each priority has been determined through the performance management framework that we have in place. The projects evaluation has been determined by the status of our projects.

**Housing:** Everyone is supported to live in homes that meet their needs

Measures: Good

Projects: Good

**Connected Communities:** Communities are connected and have access to goods and services locally, online and through good transport links

Measures: Priority for improvement

Projects: Good

**Resilient Communities:** The council works with people and communities to build independence and resilience

Measures: Acceptable

Projects: Good

**Environment:** Attractive and protected, supporting well-being and economic prosperity

Measures: Good

Projects: Excellent

**Young People:** A place where younger people will want to live and work and have the skills to do so

Measures: Priority for improvement

Projects: Good

## **A Note on Measuring Performance**

In Denbighshire, our default approach to setting performance thresholds is to take the upper-quartile (best performing) from nationally comparable information as the point where performance is considered 'Excellent'. The 'Priority for Improvement' threshold is usually the median. Midway between these two values determines the threshold between 'Acceptable' and 'Good' performance.

If no data is available that we can compare ourselves with (either nationally or by comparable grouping), then we will take a local view on what we feel reasonably determines 'Excellent' and 'Priority for Improvement'. This should represent our ambition.

For more information on how we manage performance, view the [Performance Management Guide on our website](#).

## **Housing: Everyone is supported to live in homes that meet their needs**

Measures: Good

Projects: Good

### **Corporate Plan Performance Framework: Measures Update**

As at the end of December 2020 there were 1,937 people registered on the SARTH waiting list, continuing a steadily increasing trend that we have seen since the same period last year. The reasons for an increase is currently being reviewed and more clarity can be provided in the next period. It can be assumed at this point that Covid-19 will have had an impact due to issues such as poor property conditions, and an increase in domestic violence.

The full survey of current housing register applicants was planned for early 2020, but due to Covid-19 this was postponed until late 2020. A total of 3,277 surveys were then sent out and we have received 381 responses. These are currently being analysed and the results will be shared in our next report.

All other measures in this priority are collected annually and have been reported previously, so there are no further updates for the meantime.

### **Corporate Plan Performance Framework: Project Update**

#### **Extra Care Housing**

Development of Ruthin's extra care housing has been delayed substantially, however, things are starting to move forward once again. A short term lease has been drawn up and we are presently agreeing this with Grwp Cynefin in order for responsibilities for the Awelon building to be passed through to them for pre-demolition works to start.

Meanwhile, building works on the Denbigh extra care housing project remain on track to be completed by April 2021, and following a 3-month handover period is scheduled to open late July 2021.

## **Additional Council Homes**

It is anticipated that work will commence in January 2021 on four energy efficient apartments in Prestatyn with an expected completion by the end of September 2021. Denbighshire Housing will be starting construction on four, one-bedroom apartments on the site of the former Bodnant School canteen on Caradoc Road. The low carbon apartments, which will be built and certified to the energy-efficient Passivhaus standard, are part of the Council's target to provide 170 more council homes by 2022, and their construction is being part funded by the Welsh Government through its Innovative Housing Programme.

## **Housing and Homelessness Strategy**

The Housing Strategy has been reviewed and revised to form a new Housing and Homelessness Strategy for the County. This was formally adopted by Council on 8<sup>th</sup> December 2020 and will provide the framework for all relevant council functions to successfully address this priority. The Strategy provides a clear statement of the Council's vision and aims for housing in the county for the next 5 years.

## **Affordable Housing**

We are continuing to work with RSLs and private developers to ensure there is suitable affordable housing in the county, as well as progressing with our own programme of building council homes. Cartrefi Conwy have purchased 4 new build homes at Parc Aberkinsey, Rhyl, and 6 houses under empty homes criteria, all to be provided as affordable homes. 2 Home-buys have been facilitated by Grwp Cynefin, 2 Planning Obligation S106 properties have been sold and Clwyd Alyn have developed a small site in Rhyl providing a small new build bungalow. This puts the affordable housing outturn to 15 units for 2020-21, with Rent to Own Schemes and the remaining 13 units on the Llanbedr DC site due to be brought forward by the end of January 2021. The development in Trefnant by Adra was completed on 6th December 2020, but Welsh Water and SPP Networks are only dealing with emergencies and urgent work at the moment, so are unable to connect the properties until February 2021. When these final steps are taken, the development will provide another 13 units towards the affordable housing target. As a result, the Corporate Plan target of 260 additional properties is expected to be achieved by March 2021.

The impact of Brexit and Covid-19 is still affecting the mortgage market, with one S106 Shared Equity sale failing in November 2020, due to the smaller than usual pool of S106 lenders who are currently more risk averse. The Rent to Own scheme may assist this type of potential home owner as the actual purchase of the property is deferred and the short-term issues in the mortgage market should be resolved before sales on these properties are progressed.

### Empty Homes Back into Use

The Empty Homes matching service has now gone live and a new webpage has been created. The project group is currently working closely with the homelessness team to explore how they can work together to make the most of the new Welsh Government Rapid Rehousing Grant Scheme. The project remains on target to bring 500 empty homes back into use by the end of the Corporate Plan.

### Annual or Biennial Measures

Measure	2018 to 2019	2019 to 2020	Status
The percentage of residents reporting they felt satisfied with the availability of housing in their area – <b>Benchmarked Locally</b>	42	Does not apply No Survey	Priority for improvement
The percentage of residents reporting they are satisfied with the standard of housing in their area – <b>Benchmarked Locally</b>	52	Does not apply No Survey	Acceptable
The number of people who were on the Complex Disabilities Specialist Housing Needs Register for whom supported housing has been secured – <b>Benchmarked Locally</b>	10	9	Good
The additional supply of council houses provided – <b>Benchmarked Locally</b>	4	10	Does not apply Count only
Number of additional homes provided in Denbighshire – <b>Benchmarked Locally</b>	124	242	Excellent

<b>Measure</b>	<b>2018 to 2019</b>	<b>2019 to 2020</b>	<b>Status</b>
Number of empty properties brought back into use (old definition) – <b>Benchmarked Locally</b>	181	179	Excellent
The number of private sector homes improved in standard and quality due to intervention from the council – <b>Benchmarked Locally</b>	819	810	Good
The additional supply of affordable housing, including social housing, provided during the year – <b>Benchmarked Locally</b>	23	139	Excellent
Percentage of households successfully prevented from homelessness (Section 66 duty) – <b>Benchmarked Nationally</b>	58	57	Priority for Improvement
Percentage of households successfully relieved from homelessness (Section 73 duty) – <b>Benchmarked Nationally</b>	38	30	Priority for Improvement

Our measure concerning additional Extra Care Homes supported by the council will not be reported until those schemes are completed.

### Quarterly or Biannual Measures

<b>Measure</b>	<b>Quarter 3 2019 to 2020</b>	<b>Quarter 4 2019 to 2020</b>	<b>Quarter 1 2020 to 2021</b>	<b>Quarter 2 2020 to 2021</b>	<b>Quarter 3 2020 to 2021</b>	<b>Status</b>
Number of people on SARTH waiting list – <b>Benchmarked Locally</b>	1,000	1,152	1,508	1,791	1,937	Priority for improvement

### Project Progress

The following projects are on target:

- Additional affordable homes
- 500 empty properties back into use

- Denbigh extra care housing
- Ruthin extra care housing

The following projects are experiencing obstacles:

- Additional council housing

## Well-being and Equality

### Housing and Homelessness Strategy

An immediate priority for the council has been to develop a corporate approach to tackling homelessness as the Covid-19 pandemic has caused far greater pressures on the service, recognising a lack of suitable emergency and temporary accommodation, plus an over reliance on Bed & Breakfast / Hotel accommodation, and extended stays in emergency accommodation. The approach is refocusing on providing more accommodation solutions to assist homeless people. The Strategy will be the vehicle for agreeing homelessness priorities and monitoring progress against them.

The needs of those with protected characteristics, such as **age**, **disability** and those who are **socio-economically disadvantaged** are addressed in the Housing and Homelessness Strategy and action plan. People with protected characteristics are more likely to suffer homelessness and be denied access to private housing. Our strategy seeks to prioritise these groups and ensure that they have access to secure, quality housing at an affordable price. This will enable improved **integration** and corporate ownership of work on homelessness. Denbighshire's Housing and Homelessness Strategies have been developed around the **long-term** visions of everyone being supported with pride to live in homes that meet their needs, within vibrant and sustainable communities. The council aspires to end homelessness in Denbighshire. To deliver these ambitious visions the overarching strategy has been devised into six themes which are all linked, including: **preventing** and ending homelessness in Denbighshire, and creating a supply of affordable homes. To achieve these themes, we will **collaborate** with a range of development partners, both social landlords and the private sector to create a supply of affordable homes.

## Rent to Own

The council administers the Rent to Own grant for Welsh Government, a scheme that supports applicants who do not have the minimum five per cent deposit to buy a home, but are otherwise able to access a mortgage. The scheme in Denbighshire, which is operated through Registered Social Landlords (RSLs), was initially allocated £1.8m over a three-year period between 2018 to 2021; however, due to the success of the scheme in the County, in December 2020 an additional £5.8m was secured from Welsh Government. The funding is used by Registered Social Landlords (RSLs) to build new homes specifically for the Rent to Own Scheme and currently includes new build sites in Rhyl, Rhuddlan, Meliden, St Asaph, Denbigh and Llanfair DC. Applicants rent one of the new build properties and after a period of up to five years they buy the property, with 25 per cent of the rent paid being returned to the applicant as a deposit for the home.

This great initiative will potentially help those who are struggling to get onto the property ladder or at a **socio-economic disadvantage**. It is a good example of the council working **collaboratively** with housing providers and **integrating** with the Welsh Government's goal to support individuals into modern, **long-term**, sustainable housing, **preventing** homelessness, unaffordable debt, and poor, detrimental living conditions.

## Efficient Housing

Creating the lowest possible energy profile to deal with climate change is at the heart of the sustainability approach. The Ruthin extra care housing project is taking a 'fabric first' approach with high levels of insulation and natural ventilation, and will be aspiring for a BREEAM 'Excellent' rating. To achieve a BREEAM rating the building owner will have to prove to the Assessor (Building Research Establishment) that they have taken a sustainable approach to procurement, will be monitoring the energy and water consumption pre and post construction, have resourced the materials responsibly, and mitigated any ecological development by advocating a robust approach. Materials, wherever possible, will be chosen carefully for their green sustainability credentials, long-life and positive appearance.

Our commitment to this sustainable approach of delivering a modern standard of home will help to tackle inequality issues by supporting those at a **socio-economic disadvantage**, and those with certain protected characteristics such as **age** and **disability**. This approach

contributes to three of the sustainable development principles by taking a **long-term** approach in **preventing** the negative effects of climate change and poor quality housing, being delivered in **collaboration** with housing associations.

### **Private tenant's survey**

Councils in North Wales have set out to find out how the Coronavirus pandemic might be affecting people who rent their homes from private landlords, by asking tenants to complete a short questionnaire to share their experience. The survey, which launched in December, will allow Denbighshire to better shape our services to meet the needs of those residents who rent privately. With partners, we offer a range of services for private tenant such as advice and assistance to private tenants to prevent the loss of tenancies; help with budgeting and maximising income; signposting for support for domestic abuse; tenancy rights and, if it is not possible to save a tenancy, help to find alternative accommodation.

**Involving** private tenants to have their say will ensure that diversity is reflected when shaping services, and possible outcomes of the survey will focus on **long-term** aspects of change, as well as the **prevention** of any further problems occurring, or perhaps getting worse. All views will be heard by Local Authorities, the Welsh Government and Landlord Organisations when the results are published, and we will seek **collaborative** solutions where possible.

## **Connected Communities: Communities are connected and have access to goods and services locally, online and through good transport links**

Measures: Priority for improvement

Projects: Good

### **Corporate Plan Performance Framework: Measures Update**

As at December 2020, the coverage of superfast broadband (>30mbps) in Denbighshire was at 91.87%; a small increase of 0.4% since the previous period. It remains a priority for improvement.

As at December 2020, 4.71% of premises had broadband of 10mbps or below. This is a 0.5% improvement on the previous period; however, we have not seen significant improvements in performance in this area since January 2020 and it remains a priority for improvement for us. The Wales figure is at 3%.

Performance is also a priority for improvement for 4G signal from all operators being available (49.8%) on Denbighshire's A and B roads. Our ambition at this stage was to have 60% availability as a minimum.

New data on the use of the internet by adults in Denbighshire and Conwy was anticipated in May 2020, but has still not been published. For the time being the only available data remains that which was published in May 2019. It will be particularly interesting in the months ahead as data becomes available to review internet use for the months of March to December 2020, and hopefully identify those at risk of becoming digitally excluded in our communities.

50% of transactions were undertaken via the web during October to December 2020, compared to the total number of transactions undertaken using all access channels. This is a 3% increase from the same period in 2019 (up from 47%).

Due to Covid-19 we are unable to provide any new data for category 1 defects or the 6 monthly road condition score.

## **Corporate Plan Programme Board: Project Update**

### **Superfast Broadband and Mobile Networks**

Work on our community pilot is continuing, which is one of the worst areas for digital exclusion in the County – Nantglyn and the surrounding villages. A quote has been requested from Openreach based on 400+ properties and the team continue to push for the final quote to be received to progress the project and make use of the Gigabit Vouchers.

The Digital Officer has to date seen and advised 91 individuals (33 of which described themselves as a business), 32 of which have now found permanent solutions to their needs, either through the advice received or by purchasing new equipment / services. The Digital Officer is also assisting 15 active groups through Openreach's Community Fibre Partnership Scheme.

### **Digital Exclusion**

Despite Covid-19 some positive outcomes were achieved during 2020 including: training 32 staff in digital skills to aid residents with simple digital problems (more training will take place in 2021); some digital volunteers were used at libraries; IT kit and resources were acquired or reviewed by libraries, housing and residential care; and we began scoping projects to help the economically vulnerable.

### **Infrastructure for Events**

The project recommenced towards the end of last year following a period of uncertainty during the Covid-19 pandemic. Workstreams 2 (targeted support packages) and 4 (promoter engagement) have been put on hold with a decision being made at the January Board on how best to progress them. Workstream 1 (mobile equipment inventory) has restarted with approval being given last month to the purchase of the mobile equipment.

### **Travel to Work, Education and Services**

Our approach in regard to this project has been agreed to shift its focus fully towards green modes of transport. Whilst there will continue to be a role for initiatives like community car schemes and demand responsive transport in rural areas, it is recommended that the focus of this project should align with the corporate work being

undertaken on carbon reduction. The project will therefore aim to produce a Sustainable Transport Plan for Denbighshire.

### **Access to Information and Services**

The council's new website went live on September 16, 2020. A closure report for this project has been approved by the Corporate Plan Programme Board. What went well included engagement with internal and external digital and digital accessibility experts, to ensure the new platform would be fully accessible; a 'multi-disciplinary team' approach to procurement was particularly effective; teams supporting people with learning difficulties and also the visual impairment teams were involved in the procurement process for the screen reader software. Lessons learned included commencing procurement of a replacement website well before the expiry of the current contract; the value of adequate project management being in place as early as possible; the importance of clarity around project roles and expectations, and working with those affected by the changes early on in the process. The project report concluded by saying it is important when making operational decisions about a project to consider the long-term resource implications attached to those actions beyond the lifetime of the project. This project clearly demonstrates the sustainable development principles at work.

### **Roads and Bridges**

During 2020 to 2021 the council continued to deliver the fourth year of a 10-year maintenance programme for bridges and other highway structures. The aim of this programme is to minimise the need to implement weight restrictions on our bridges. The floods of February 2020 and the following Covid-19 pandemic have continued to dominate the year so far and as a result many projects were deferred or interim developments arranged for many delayed projects. This is primarily because the delivery window for most bridge related projects is narrow (due to the risk of high river levels), and hence most work is usually done in the summer months to reduce the access risk.

January 2021 brought with it further considerable damage, not least the destruction of the Llanerch Bridge. The full extent of the damage to our road and bridge network will need to be assessed when it is safe to do so.

## Annual or Biennial Measures

Measure	2018 to 2019	2019 to 2020	Status
The percentage of principle A roads that are in overall poor condition – <b>Benchmarked Nationally</b>	3.4	3.6	Acceptable
The percentage of non-principal/classified B roads that are in overall poor condition – <b>Benchmarked Nationally</b>	4.7	5.3	Priority for improvement
The percentage of non-principal/classified C roads that are in overall poor condition – <b>Benchmarked Nationally</b>	8.2	8.2	Good
The percentage of adults (aged 16 or over) who have used the internet within the last 3 months (Conwy and Denbighshire) – <b>Benchmarked Locally</b>	87.7	Data pending	Acceptable

Measure	2014	2019	Status
Percentage of Lower Super Output Areas (LSOAs) in Denbighshire in the 10% most deprived in Wales in terms of Access to Services (Wales Index of Multiple Deprivation - WIMD)	14	14	Does not apply Count only

## Quarterly or Biannual Measures

Measure	Quarter 3 2019 to 2020	Quarter 4 2019 to 2020	Quarter 1 2020 to 2021	Quarter 2 2020 to 2021	Quarter 3 2020 to 2021	Status
The percentage of Superfast Coverage in Denbighshire (>30 Mbps) – <b>Benchmarked Locally</b>	91.3	91.29	92	91.83	91.87	Priority for improvement
The percentage of premises with Broadband of 10	6.54	4.93	4.63	4.76	4.71	Priority for improvement

<b>Measure</b>	<b>Quarter 3 2019 to 2020</b>	<b>Quarter 4 2019 to 2020</b>	<b>Quarter 1 2020 to 2021</b>	<b>Quarter 2 2020 to 2021</b>	<b>Quarter 3 2020 to 2021</b>	<b>Status</b>
Mbps or below – <b>Benchmarked Locally</b>						
The percentage of transactions undertaken via the web, compared to the total number of transactions undertaken using all access channels	47	46	52	48	50	Does not apply Count only
The percentage of mobile 4G road signal (all operators) – <b>Benchmarked Locally</b>	45.68	45.31	45.48	Data pending	49.8	Priority for improvement
Percentage of damaged roads and pavements made safe within target time (CAT1 - Category 1 defects dealt within timescale) – <b>Benchmarked Locally</b>	92.8	89.7	No data due to Covid-19	No data due to Covid-19	No data due to Covid-19	Priority for improvement
6 monthly Road Condition Score for around 75% of the remaining network (some C roads and almost all unclassified roads)	No data	Does not apply 6 monthly	No data due to Covid-19	Does not apply 6 monthly	No data due to Covid-19	Does not apply Baseline year

## **Project Progress**

The following projects are on target:

- Superfast broadband and mobile network
- Digital exclusion
- Infrastructure for events

The following project is at the business case stage (revised):

- Travel to work, education and services

The following project is closed:

- Access to information and services

## Well-being and Equality

### Digital exclusion

Good digital connectivity has been always been important, but never more so since the start of the Covid-19 pandemic. For many residents (those with the skills, equipment and infrastructure like decent broadband for instance), good digital connectivity has made working from home, home schooling, and keeping in touch with friends, family and services possible. Life for those without digital access can be incredibly difficult and isolating. Our project, to ‘target those most likely to be digitally excluded so they have the skills and means to use digital services’, was always an important part of our approach to ensuring Denbighshire’s communities are connected; but it has become increasingly important as a consequence of the ‘stay at home’ order and the introduction of social distancing measures.

The pivot from face-to-face services to digital services was rapid. Common to all partners is the desire to ensure people can continue to access the services and information they need online (**integration**). The gaps between digitally excluded and digitally included people may have grown. We want to **prevent** problems of digital exclusion from worsening. Our project team has been working **collaboratively** with partners to ensure that those likely to be experiencing digital exclusion could be supported to get online. For example, through the provision of iPads to older people (**age**) or people needing specialist

care in care homes; or through the availability of digital volunteers in libraries. We have been training front line staff in digital skills to help residents with simple digital problems, and we will be looking into the different ways we can support people who are **socio-economically disadvantaged**.

The pandemic has also tested those that previously had no internet access issues. With an increasing number of devices being in use at the same time, sometimes even decent broadband has struggled to cope with the demands placed upon it. Our Digital Connectivity Officer has been providing advice to residents and businesses, and is working with community groups (**collaboration**) to apply for Fibre to the Premise (FTTP) through the Openreach Community Fibre Partnership Scheme. The groups range from small clusters of houses (4 to 10 premises) to very large clusters of more than 400.

### **Active travel**

In November 2020, work started on an 18-month trial of town centre improvements after a successful bid for Welsh Government funding. The funding, part of the Local Sustainable Transport Covid-19 Response Fund 2020 to 2021, will be used to introduce improvements that facilitate social distancing and make it easier for people to travel actively within town centres. For example, more than 400,000 trips are already made on foot and by bike along Rhyl promenade every year. This trial will encourage more people to travel actively and to cross from the promenade into the town centre, providing opportunities for journeys using different modes of transport.

Encouraging active travel helps reduce car journeys, improves air quality and offers safe, accessible (**disability**) routes for pedestrians and cyclists, as well as providing important health and well-being benefits. Active travel is good for our climate and our health. It also complements the Rhyl Vision (**integration**); with the aim of regenerating the town centre and promenade areas. The aim is to make **long-term** improvements to the town centre's economy and vibrancy, to people's health and well-being, and to our air quality. The project will be under constant review and members of the public will be able to give feedback throughout the trial period using our online public engagement portal (**involvement**), while officers will continue to engage with businesses and Rhyl Town Council.

## **Resilient Communities: The council works with people and communities to build independence and resilience**

Measures: Acceptable

Projects: Good

### **Corporate Plan Performance Framework: Measures Update**

Disruption to reporting caused by Covid-19 means that there is no new data for a number of this priority's measures. These have been highlighted in the tables below with our last known position.

Domestic Crime in Denbighshire has increased at the end of the reporting period; in terms of the overall trends, the levels in the county fluctuates on a weekly basis. As a whole, North Wales saw an 8.1% increase in domestic crime from October to December. Covid-19 restrictions are likely to have had an effect on domestic crime, with intra-familial tensions being raised due to lockdowns and travel restrictions.

Despite the increases in the overall level of domestic crime in Denbighshire, there has been a decrease in the *cumulative* number of repeat victims of domestic violence being identified for this period; repeat victims are people who have been a victim of crime three or more occasions in 12 months; therefore, the value for each month is a snapshot of the previous 12 months. Figures have decreased from a cumulative 380 in the same period 2019 to 2020, to 371 (a decrease of -2.4%) during this reporting period. As a whole, North Wales saw a -4.7% decrease in repeat victims of domestic violence at the end of December 2020.

Repeat offenders are people who have committed a domestic abuse offence on three or more occasions in 12 months; therefore, the value for each month is a snapshot of the previous 12 months. The cumulative number of repeat offenders of domestic abuse has decreased in Denbighshire up to the end of December 2020, from 72 in the same period last year. This equates to a decrease of -2.8% (now 70 offenders). The overall picture for North Wales at the end of the October to December period shows repeat offenders of domestic abuse has decreased by -12.7%.

Within the Dewis Cymru Platform for Denbighshire we can see that the number of resources has increased in this period from 543 to 562. The Council encourages all services and service users to look to this platform for community information. As at end of December 2020 there were 2,610 resources for North Wales (increased from 2,517 during the last quarter) and 10,181 in total for Wales (increased from 9,934 last quarter).

The number of carer assessments for the report period is 537. Figures recorded for July to September were 320 cumulatively, which offers an increase of 217 assessments (67.81%) on the previous period. However, for the same reporting period last year, the number of assessments was higher at 876. We are not absolutely clear yet about the impact of Covid-19 on carers, and although figures appear less we are not exactly sure of the reasons for this when more people are known to have taken on caring responsibilities during the pandemic. Support for carers has continued and community support has been available regardless of whether carers have received an assessment. Third Sector / Community Support during the crisis has been reaching carers and helping them to continue their caring responsibilities, and it is possible that this has made a difference. Working patterns have also changed and more people are working from home or furloughed, and some people have declined or cancelled formal support because they didn't want home visits to protect the vulnerable people that they care caring for. Carers themselves continue to show amazing resilience and maybe have been managing through their own creativity instead of seeking formal assistance. Carer Assessors have continued to find remote telephone and online support, and last summer were able to offer garden visits. However, activities may have moved online but digital exclusion is an issue that has become more pronounced.

Data for the average length of time adults (aged 65 or over) are supported in residential care homes has increased to 1,046 for the reporting period. This is an increase of 1.75% on the previous figure of 1,028, and also higher than the same time last year (where 977 adults were recorded). It is likely that the increased figure is due to the Covid-19 pandemic guidelines around isolating and shielding of vulnerable residents. Although we remain high in relation to the Wales average (800), it is understood that Denbighshire has a high average age population. We are still on target to remain below 1,200.

## **Corporate Plan Programme Board: Project Update**

### **Involvement in shaping and improving services**

Little work was possible during November, however, Engagement Champions met in December to discuss year 1 findings by ONEDAY Ltd, a research consortium commissioned to carry out our street survey work. The sustainability of new ways of working as a result of Covid-19 were also discussed and are anticipated to have a longer-term impact on the draft engagement policy and supporting framework for the Council. Throughout December meetings were held to begin planning for year two research work, which will take place in February and March 2021, devising a draft plan offering various options moving forward, dependent upon Covid-19 restrictions.

### **Supporting Carers**

The last Supporting Carers Project Team meeting was held on 26 November, 2020. The meeting offered discussion and updates on Covid-19 impact on support for carers, including an overview of what has been happening and priorities for individual services. This information is used to inform Adult and Young Carers action plans and update the risk register. Face-to-face and group activities are still curtailed due to the Pandemic but online activities are continuing to be successful; for example, STAND North Wales Parenting Forum and Denbighshire Connects Family Members Forum for parent / carers of children with disabilities.

There are ongoing concerns about the impact of Covid-19 and winter pressures on carers. Support with contingency planning is available and discussed with carers as part of the What Matters / Assessment process. Third sector partners are coordinating the Carers Support Grant, recently launched by Welsh Government to support carers who are experiencing hardship this winter. Application forms are available from Carers Trust Crossroads and NEWCIS for additional financial support and / or equipment to help carers in their caring role.

### **Community Resource Teams (CRT)**

In December 2020 the Regional Transformation Board closed the CRT project and moved it to 'business as usual' under the Community Support Services monthly Integrated Health

and Social Care Localities Meeting. The closure report for the project will, however, be shared with the Corporate Plan Programme Board.

### **Community Planning, Windfarms**

All milestones are now on track and the project is delivering the benefits anticipated. The reach of the project continues to broaden as more groups engage for support with community project development and funding advice. For example, the community development team supported the launch of the first Clocaenog Windfarm Funding Round. Eight applications were received in total, two of which were cross county applications and four were Denbighshire based projects. Three of the Denbighshire projects were awarded funding and one has been deferred with intention to fund.

### **Reduce Domestic Abuse**

We continue to develop a county-wide approach to reducing domestic abuse against women and men as part of this Corporate Plan, as well as supporting the North Wales strategy to tackle all aspects of violence against women, domestic abuse and sexual violence. A project expected to span the next two years aims to contribute to the reduction of domestic abuse across the county by raising awareness of domestic abuse with staff and service users; providing training and development for staff to recognise the signs of domestic abuse, and support for children affected by domestic abuse. As part of this work we supported White Ribbon Day on 25 November 2020 by lighting up two of our landmarks, the Rhyl Pavilion and Rhyl Sky Tower in white. White Ribbon Day works to raise awareness of violence against women, encourage men to support women's groups and raise awareness in schools and workplaces, of violence against women.

Project summaries include the following:

- Early intervention for children: DART and STAR programmes will run in collaboration with the Domestic Abuse Safety Unit. Delivery after training is due in April 2021.
- Spectrum training in schools: Hafan Cymru will work with the Council on a two-year training programme delivering healthy relationships in schools. Schools that have not engaged previously will be targeted initially. Start date is April 2021.

- Ask and Act training: Dates for level 2 and 3 training have been supplied by Welsh Women's Aid for March and April 2021. A plan for which staff are trained first requires development.
- Make a stand housing: A domestic abuse policy for housing residents is being written and a draft plan should be ready by the end of January 2021.
- Council Safeguarding process: Further meetings are required to determine any changes required to the Council adult safeguarding process to incorporate domestic abuse concerns and incidents.
- Council domestic abuse policy: A draft policy was presented at the December domestic abuse board meeting, and small changes are still required.
- Domestic Abuse Safety Unit (DASU) staff now have support from the council, with access to the Employee Assistance Programme.

### **Dementia Friendly Council**

The project team has recently developed a page on the council's intranet to share with staff useful information relating to dementia, including what is available to assist people, and their families, living with dementia. Staff were asked to share the information among colleagues and to contribute anything that they were aware of locally that could help improve its usefulness, such as dementia friendly locations and groups.

Dementia awareness / Friends training has been provided for staff and councillors and the Team is currently seeking ways to continue this through on-line sessions. Currently Dementia Champion training from the Alzheimer's Society is unavailable but the project team will seek to offer this in the future.

### **Rhyl Community Development**

The Council has been successful in gaining 10 West Rhyl residents to become involved with the Safer Streets Project as 'Community Champions'. The residents have met with officers of the Council, North Wales Police and Clwyd Alyn Housing to discuss potential

projects they would like to create and deliver in their communities. A number of the project ideas have been chosen to utilise the Safer Streets Project fund and be implemented and complete by the end of March 2021. Project ideas being explored include the creation of a community food garden at the Marine Lake; living rooves on the concrete promenade shelters; and addressing parking issues around the Gerddi Heulwen Park. Meetings are underway and quotations for works are being sought so that final decisions can be made and funding allocated appropriately.

### County wide Community Development

Guidance was provided to 60 different groups / projects during quarter three, and two webinar sessions were delivered; one themed around developing community play areas, and the other about Open Space Commuted Sums funding. Work was also undertaken to organise and promote the annual round of Open Space Commuted Sums funding and a number of groups from across the county have been supported to develop project ideas and applications.

The Community Development team and Rhyl Lead have supported work to strengthen the Council's working relationship with foodbanks (and similar provision) across the county, better enabling us understand and help address any challenges faced.

### Annual or Biennial Measures

Measure	2018 to 2019	2019 to 2020	Status
The percentage of people reporting they have received the right information or advice when they needed it – <b>Benchmarked Locally</b>	88	No data due to Covid-19	Acceptable
The percentage of carers reporting they feel supported to continue in their caring role – <b>Benchmarked Locally</b>	55	No data due to Covid-19	Priority for improvement
The percentage of people reporting that they know who to contact about their care and support – <b>Benchmarked Locally</b>	84	No data due to Covid-19	Acceptable

Measure	2018 to 2019	2019 to 2020	Status
The percentage of people who agree "my local area is a place where people will pull together to improve the local area" – <b>Benchmarked Locally</b>	59	Does not apply No Survey	Acceptable
The percentage of people who feel able to influence decisions affecting their local area – <b>Benchmarked Locally</b>	27	Does not apply No Survey	Priority for improvement

### Quarterly or Biannual Measures

Measure	Quarter 3 2019 to 2020	Quarter 4 2019 to 2020	Quarter 1 2020 to 2021	Quarter 2 2020 to 2021	Quarter 3 2020 to 2021	Status
The cumulative (year to date) number of repeat victims of Domestic Abuse including non-crime occurrences (3 or more in 12 months, measured as year to date)	380	475	126	247	371	Does not apply Count only
The cumulative (year to date) number of repeat offenders of Domestic Abuse (3 or more in 12 months)	72	98	23	43	70	Does not apply Count only
The number of live resources on the Dewis Cymru Platform – <b>Benchmarked Locally</b>	531	536	470	543	562	Excellent

The number of assessments of need for support for carers undertaken during the year	876	1224	111	320	537	Does not apply Count only
The average length of time adults (aged 65 or over) are supported in residential care homes – <b>Benchmarked Nationally</b>	977	970	984	1,028	1,046	Priority for improvement

## Project Progress

The following projects are all on target for completion:

- Community planning, windfarms
- Dementia Friendly Council
- Act to reduce domestic abuse

The following projects are experiencing obstacles:

- People are involved in shaping and improving services
- Supporting carers

The following project is now closed:

- Community Resource Teams

## Well-being and Equality

### Supporting Carers

Across Wales 370,000 people are carers, supporting a loved one who is older, disabled or seriously ill, with 11,600 of those in Denbighshire. The theme for Carers Rights Day 2020 was 'Know Your Rights'. Each year, Carers Rights Day helps us: ensure carers are aware of their rights; let carers know where to get help and support; raise awareness of the needs of carers. For National We Care Week (16 to 22 November) shared articles and messages in a bid to support the sector. One of the main aims of the week, along with promoting the campaign, aims to raise awareness and understanding of social care, early years and childcare, and to attract more people with the right skills and values to work in caring roles with children and adults.

On 26 November 2020, Carers Rights Day, we launched our Carers' Charter. The charter, produced in consultation with local adult and young carers and Denbighshire Carer's Strategy Group, sets out our commitment to carers. This charter is our public statement of commitment to carers and we hope local businesses, third sector and community organisations will sign up and make copies available in their workspaces and offices to ensure the role of informal unpaid, carers are recognised and respected. The Charter, and the campaign, enabled us to show the importance of involving people who offer care to loved ones and meeting long term needs for the future. It sets out the Council's pledge for carers to have the right to be treated with courtesy, respect and dignity, as well as the right to an individual assessment separate from the person for whom they are caring so that their voice is also heard.

Our work on the Charter and support for National Carers Week is a great example of our commitment to tackle key equality concerns, in this case particularly relating to **age**, **disability**, and **gender**. Those in care are also often suffering the greatest **socio-economic disadvantage** too, and it is important that they are supported to have equal opportunity and access to services and information. As a council we strive to work **collaboratively** with community groups and organisations that can help, and at all times **involve** and support people through the caring decisions that will impact them.

## **Community Champions**

Within Rhyl, residents have been invited to join a police community scheme that aims to prevent crime. These Community Champions form part of the West Rhyl Safer Streets project, led by North Wales Police and the Council, and volunteer to assist officers to set up crime watch groups, offer practical advice to other residents, carry out crime prevention surveys, and distribute crime prevention packs.

This work contributes well to at least four of the ways of working within the Sustainable Development principle – **collaboration, integration, involvement** and **prevention** - and also helps to protect some of our most vulnerable community members in an area of **socio-economic disadvantage**.

## **Safeguarding and Domestic Abuse**

During November the council supported two important national campaigns around Safeguarding, and Domestic Abuse. In collaboration with local Safeguarding Boards, the Welsh Government, and the National Independent Safeguarding Board, National Safeguarding Week sought to promote key messages and a single set of guidelines to help protect children and adults at risk, also launching the Wales Safeguarding procedures mobile app. Similarly, the 'White Ribbon' campaign sought to raise awareness of domestic abuse and to signpost where help is available.

Supporting such campaigns is a small contribution to make to such big problems, but we are committed to defending the rights of vulnerable residents, no matter their **age, gender, disability** or background. We gladly **collaborate** and **integrate** our common goal with partners to **prevent** any harm coming to anyone.

## **Environment: Attractive and protected, supporting well-being and economic prosperity**

Measures: Good

Projects: Excellent

### **Corporate Plan Performance Framework: Measures Update**

Our measures framework for this priority is at the moment entirely concerned with annual data. Three measures are derived from our Residents' Survey, which was not planned to take place this year; and two further measures, highlighted in the table below, are not yet ready to report on.

The Strategic Planning and Performance Team has been working with the Climate and Ecological Change Programme to understand what key measures exist around that area of work. Pending the approval of the strategy in February, our existing Carbon Emissions measure within this priority will be replaced from the next report by four measures important to the success of the programme. Service Plans are also prepared to receive three key measures to capture the contribution needed by individual services for the council to achieve Net Carbon Zero by 2030.

### **Corporate Plan Programme Board: Project Update**

#### **Tree Planting**

The tree planting areas in Rhyl were prepared and fenced off ahead of the planting that commenced in late November 2020. To date 2,000 trees and 500 hedging species have been planted and the remainder will be completed by end of February 2021.

Additional funding has also been secured via the Denbighshire and Conwy PSB that will see the boundaries to Glan Morfa being secured against illegal off-road motorbikes, which has been an ongoing risk to the project. This funding will also improve the access points to the site and encourage increased usage by residents who live in Rhyl West.

A community orchard has been planted in Upper Denbigh, where the Vale of Clwyd and Denbigh Plum feature strongly. The intention is to extend the size of the orchard going forward.

## **East Rhyl Coastal Defence**

The East Rhyl flood defence construction remains on target with a third of the rock armour now in place, improving the standard of flood protection to residencies at this point.

Besides continued rock placement on the shore, other work to create beach access steps is also continuing. The financial spend remains on target with 47% of the project budget now spent.

## **Improving Biodiversity and Nature Corridor**

By helping community councils, schools and local groups plant up wildflower habitats, we are working towards protecting key pollinator species such as bees and increasing biodiversity. As part of our Bee Friendly project, 1,500 wildflowers were delivered to the Llanbedr Dyffryn Clwyd, Llanferres and Maeshafn community councils to develop their own wildflower habitats. The wildflowers were grown at Bodfari Woodland Skills Centre and were sourced from seed gathered from our network of roadside nature reserves. Each of the new sites will become a seed bank of local provenance seeds to be gathered, grown or sown on new sites across the county as the project grows.

We also continued our work with partners in Flintshire and Conwy to deliver year 2 of our nature corridor delivery plan, nurturing healthy and resilient ecosystems along a large habitat corridor that links some of the most deprived populations in Wales to the wider countryside.

## **Carbon and Ecological Change Programme**

Work has been carried out to draw together actions and performance measures that the council can take forward in the next ten years and a Climate and Ecological Change Strategy has been drafted. The strategy went out to public consultation between 13th November and 7th December 2020. The final strategy will now be presented to Cabinet and Full Council in February 2021 for approval.

## **Reducing Plastics**

Phase 1 of the project to avoid and reduce the use of single use plastics in our civic offices has been completed. Phase 2 around School Catering and wider procurement has been

on hold during the pandemic, but County Council is due to consider recommendations from Performance Scrutiny on a way forward for this work in February's meeting.

### **Moorland Management**

Restrictions allowing, North Wales Fire & Rescue Service are due to hold Wildfire Training sessions with Denbighshire Countryside Service's staff and Natural Resources Wales staff in February / March 2021. The restoration works are scheduled to take place on Llantysilio Mountain in March 2021 with aerial seeding and transportation of heather brash.

### **Living Assets**

The two Tree Inspectors continue to survey and inspect trees on a daily basis, with over 600 being recorded in parks, suburban streets and highway corridors. Their current activity is concentrated on the gritting routes in the North of the county. Areas of Denbighshire land is being explored for potential tree planting or natural regeneration of woodland habitat. This work strongly links with our ambition of Denbighshire becoming carbon neutral and ecologically positive.

### **Energy Efficient Council Homes**

In October 2020 work started on 22 new council homes which will be built to the energy efficient Passivhaus standard using a modular construction method, and they will incorporate additional features to minimize carbon emission such as ground source heat pumps and photovoltaic arrays. In January 2021 work is planned to start on the construction of four apartments in Prestatyn, which will also be built to the Passivhaus standard, but using a more traditional masonry method. All 26 new homes are expected to be ready for occupation in the autumn, 2021.

### **Annual or Biennial Measures**

<b>Measure</b>	<b>2018 to 2019</b>	<b>2019 to 2020</b>	<b>Status</b>
Percentage reduction - from a 31/03/17 baseline – in carbon emissions (tonnes) from council assets – <b>Benchmarked Locally</b>	13.69	15.69	Excellent

<b>Measure</b>	<b>2018 to 2019</b>	<b>2019 to 2020</b>	<b>Status</b>
STEAM - Total Economic Impact of Tourism (£ million) – <b>Benchmarked Locally</b>	509.01	Data pending	Excellent
The percentage of existing and acquired council housing stock (1st April 2017 baseline) achieving an EPC (Energy) rating of C or above – <b>Benchmarked Locally</b>	33	Data pending	Priority for improvement
The annual cumulative number of trees planted to increase canopy cover in Rhyl and Denbigh – <b>Benchmarked Locally</b>	5800	4300	Excellent
How satisfied are people with their local open spaces? – Countryside – <b>Benchmarked Locally</b>	87	Does not apply No Survey	Excellent
How satisfied are people with their local open spaces? – Beaches – <b>Benchmarked Locally</b>	70	Does not apply No Survey	Good
How satisfied are people with their local open spaces? – Parks – <b>Benchmarked Locally</b>	64	Does not apply No Survey	Good

Our measure around the number of properties with a reduced risk of flooding (1,000s) will not be reported until the completion of identified flood schemes, starting in 2020.

### **Quarterly or Biannual Measures**

Our measure on the percentage of all new build council housing achieving an EPC (Energy) rating of A will not be reported until the completion of new builds in 2021.

### **Progress on projects**

The following projects are on target:

- Climate and ecological change programme
- East Rhyl coastal defence
- Urban tree planting
- Protect and enhance Denbighshire's 'living assets'
- Moorland management and wildfire prevention

The following projects are experiencing obstacles:

- ENRaW Nature Corridor
- Improving biodiversity
- Reduce the council's use of plastics (phase 2)

The following project is at risk:

- Improving energy efficiency in council houses

## **Well-being and Equality**

### **Protecting the Environment**

Supporting our commitment to protecting the environment, an accessible viewing platform was installed in December 2020 as part of our wetland restoration project in Prestatyn. The 35-acre wetland site was purchased after securing Welsh Government funding. As well as the wooden viewing platform to allow enhanced access to the site, further work is planned, including the excavation of ponds that will attract a host of wading birds and insects, while grazing will be extended to other parts of the site to bring down the vegetation levels as part of the Welsh Government's Sustainable Solutions project. This work will help the site mature and return to its natural state as a wetland, which will further

enhance this fantastic resource for Prestatyn and Denbighshire as a whole. The protection and enhancement of the wetland is also essential in mitigating against climate change.

Our commitment to protect, preserve and enhance the environment supports well-being and economic prosperity for those in **socio-economic disadvantage**, whilst also targeting the protected characteristic of **age** by providing more volunteer work opportunities for young and old alike. Building accessible platforms also increases access to our natural assets for those with **disabilities** or infirmities. We carry out all our work in **collaboration** with regional partners, **integrating** with their ambitions for the area, and securing our ability to meet our needs in the **long-term** and for future generations.

### **Reducing Supply Chain Emissions**

Ensuring pupils at Denbighshire schools get healthy, varied and nutritious meals to improve learning and development is a priority for the council. Pupils in Denbighshire eat 7,500 meals a day and each week the head cooks in each of the 55 schools (7 secondary and 48 primary) in Denbighshire place their orders for some 35,000 meals. November 2020 saw our school meals contract being awarded to a North Wales firm promising more Welsh produce, including beef sourced from farms in North and Mid Wales. The company, Harlech Foods, believe it is important that they supply schools in North Wales with food from North Wales to support the local community and regional economy. They also offer a bilingual service which is important so that orders can be taken in Welsh.

By purchasing local sustainable food in this manner, as well as supporting the **protection** of our environment for the **long-term**, we are also hopefully helping to stimulate and strengthen the regional economy, which in turn will support those in **socio-economic disadvantage**.

### **Well-being Impact Assessment**

We will be launching an updated version of the Well-being Impact Assessment In January 2021. The changes are slight but they will ensure we pay due regard to some really important issues following the Council's declaration of a climate and ecological emergency; and the introduction of the new Socio-Economic Duty, which comes into effect from 31 March 2021 to reduce inequalities derived from socio-economic disadvantage. Sessions on the new Duty will be held throughout February for staff and Members.

It is important that the council assesses all of its decisions in the context of protected characteristics, the socio-economic duty, and the sustainable development principles. This ensures that we maximise our resources as a council by at all times seeking **collaborative** opportunities that allow us to **integrate** goals with our partners. It also ensures that **everyone** is treated fairly, is **involved** in the decisions that affect them, and that we work together to **prevent** harm coming to what is important to us in the **long-term**.

## **Young People: A place where younger people will want to live and work and have the skills to do so**

Measures: Priority for improvement

Projects: Good

### **Corporate Plan Performance Framework: Measures Update**

The pandemic's impact on the delivery of services naturally has implications on a wide variety of measures that we collect. This is especially true within education where there have of course been significant ongoing challenges during this period. Attendance has been adversely affected as class cohorts self-isolate or schools were made to close; and attainment data of course is no longer comparable, being based on teacher assessment and not examination results. There will be a temporary suspension therefore of our measures for attendance and attainment, but we will seek to report any relevant data that may be published in the meantime, and resume all measures when it is appropriate to do so. Naturally this poses a real challenge to the council in understanding how our schools are performing, but we will continue to work with our School Improvement partners in GwE to ensure that the very best outcomes are being achieved by our pupils.

There are two measures with new data in this update. Firstly, 2020 to 2021 data for the number of schools providing education through suitability and condition categories C and D shows a decrease from 30 to 27. Band B of the 21st Century Schools Programme of course will reduce this figure further.

Secondly, the 18 to 24 work related claimant count remains a significant area of concern for us. As at December 2020, Denbighshire's claimant count increased slightly from 13.2% to 13.4%. We remain well behind the Wales average, which is now at 8.7%. Prior to the pandemic, Denbighshire was 2% behind the Wales average. However, for the first time, the UK claimant count average has risen beyond Wales, now at 8.9%. It is a situation that we will continue to monitor, but it underlines the importance of all our recovery efforts and support for businesses.

## **Corporate Plan Programme Board: Project Update**

### **Modernising Education**

Following Cabinet approval in September 2020 for the revisions to Band B of our Modernising Education Programme, confirmation of approval was received from Welsh Government in November. This will allow feasibility and design works to be commenced during 2021 to 2022. This is excellent news for our continued work delivering modern education facilities for our Young People. In the meantime, work continues to deliver improved facilities for both childcare and Welsh Language provision in the County.

### **Childcare Settings**

Following Planning's approval of the extension of the Oak Tree Centre in July, approval and confirmation was received from the Welsh Government in November for the application to vary its funding. Subsequently the Strategic Investment Group (SIG) has scrutinised and approved the proposal, which will now allow us to proceed to tender.

Similarly, Ysgol Twm o'r Nant's childcare facility may now proceed to planning by the end of January, following the relevant approvals received from Welsh Government and SIG in November.

### **Welsh Language Centre**

The construction phase of the project was completed in September. However, the project continues to be impacted by Covid-19 restrictions, the building only being sparsely used during the autumn term. Until restrictions are eased the full benefits of the project will not be realised.

### **School Nutrition Project**

5 new schools have been recruited to the project in year 2 of its delivery, with some further expressions of interest. Year 1 schools also continue to be engaged and deliver what is appropriate and safe to do so during Covid-19 restrictions. This is excellent given the circumstances. Our partners in the Health Board have been working to re-develop the training for the Level 2 Community Food and Nutrition Skills qualification so that it can now be safely delivered online, and dates for these sessions have now been confirmed. It is anticipated that the move to online learning and meetings will improve our ways of staying

in touch with schools and will save travel time and costs. We have also developed a new online platform for sharing resources with schools.

### **Support for Parents**

Online and telephone support continues to help parents during the pandemic, seeing a strong take up of our offer. In partnership with Betsi Cadwaladr University Health Board (BCUHB) the Solihull course has been made available online for parents until November 2022.

### **Entrepreneur Space**

Work on transforming the former Costigan's pub into a co-working hub for entrepreneurs has been completed. Denbighshire County Council used £312,000 of funding through the European Regional Development Fund and the Welsh Government to create the office accommodation at the semi-derelict Costigan's building on Bodfor Street, Rhyl. Start-up and co-working experts, TownSq has been chosen by Denbighshire County Council to take on the building, which is expected to be used to support businesses, create jobs and grow the local economy. Accommodation for around 20 business start-ups in flexible accommodation has been created with space to host events and a coffee shop on site.

### **TechZone**

This project has been on hold for a significant period of time, waiting for external funding to be identified. It is now proposed, given the financial situation, to move this project towards closure. However, the project may be restarted should funding be identified in future or if the need for the project changes.

### **Young Person Employment Bursary**

The pandemic continues to affect take-up of the bursary project. Few applications have been submitted this financial year, receiving only 8 compared to 53 the previous year. Further restrictions have also made things difficult again, as potential applicants are unable to leave their home to undertake training / assessments, etc. It has also been a year of readjustment for training providers of course, having to re-develop their content to deliver courses through different mediums e.g. online as opposed to face-to-face. Finally, it was found that the Bursary's online presence had not been uploaded to the council's new

website in September; this was corrected in December but will have impacted applications. Two applications have been received subsequently, which is encouraging, and the project will now work with the Communications team to promote the bursary's availability again.

### **Pupil Attitude to Self and School (PASS)**

We felt that it was important during these difficult times to continue to offer our schools the opportunity to access the Pupil Attitude to Self and School (PASS) Survey so that the well-being of pupils could be monitored and appropriate interventions identified as necessary. Because of the circumstances, schools were given more time during the autumn term to complete the survey, running up until the Christmas period. Results will therefore be slightly delayed this year, but are anticipated by mid-February.

### **Working Start**

There have been a couple of obstacles recently to the delivery of Working Start, one being the secondment of a Placement Officer to the Tract, Trace, Protect Team; and another being a decrease in the number of candidate applications to the scheme. Nonetheless, the new model of delivery for the project is fully operational and providing placements. Two paid placements have been successfully recruited to since its relaunch, and a further 9 paid and 2 unpaid placements have been secured with managers / employers and sent out for advertisement. The Work Start Scheme is able to support council departments during the current Covid-19 pandemic by offering additional capacity within teams. The Scheme is currently recruiting a Admin Assistant placement to support the Council's Community Equipment Service, organising and delivering PPE equipment to our Social Care teams.

Placements have been extended to micro and small businesses in Denbighshire as part of our remodel, and they are all advertised through our denjobs.org platform, as well as shared with the Working Denbighshire service and our wider partnership networks, including both the Denbighshire Employment Network (DEN) and the Denbighshire Employment Engagement Partnership (The DEEP). Next steps will involve further developments to the communications and marketing plan for the scheme to maximise the pool of applicants, and increase the chances of recruitment to the placements identified.

## Working Denbighshire Ready for Work

The project is experiencing obstacles because of ongoing restrictions posed during the pandemic and the lack of ICT availability for students. Schools are hugely supportive of the project and want it to continue; however, they are not at this stage able to engage in any planning for events due to pressures. Nonetheless, the project is working to develop feasible timeframes and delivery models, working, for example, with Jobcentre Plus and Careers Wales to utilise the resources they are developing for their January Jobs Fair, which includes videos of employers etc. These can be used as part of the Careers Fairs in schools going forward. The Ready for Work Project will submit its remodelled plans for delivery to the Corporate Plan Programme Board in April.

## Community Benefits Hub

The Hub has undertaken an outreach drive to increase awareness of its aims with staff. Training sessions have also been provided for teams on community benefits awareness and the application of benefits to projects. As a result, a number of significant projects have engaged support from the Hub at an early stage. The development of the on-line portal is still in lag due to furlough implications with the supplier. New processes have also been put in place around S106 agreements and Certificates of Completion.

## Volunteering

Work has continued on the development of a new volunteering policy, revised documents being shared with Trade Unions and the Senior Leadership Team for input. These will be presented for Cabinet approval in March. The website has also been reviewed and revamped to coincide with the relaunch of the updated policies and handbooks.

## Annual or Biennial Measures

Measure	2018 to 2019	2019 to 2020	Status
Percentage of pupil attendance in primary schools – <b>Benchmarked Nationally</b>	94.5	94.9	Acceptable
Percentage of pupil attendance in secondary schools – <b>Benchmarked Nationally</b>	93.5	93.4	Priority for improvement

<b>Measure</b>	<b>2018 to 2019</b>	<b>2019 to 2020</b>	<b>Status</b>
The percentage of children aged 4-5 years who are a healthy weight or underweight (reported one year in arrears) – <b>Benchmarked Nationally</b>	67.7	Data pending	Priority for improvement
Local Authority Points Score Average - KS4 Welsh Baccalaureate Skills Challenge Certificate Indicator – <b>Benchmarked Nationally</b>	32.4	33.8	Priority for improvement
The percentage of children achieving 5 GSCEs A*-C (Level 2, Key Stage 4), including English or Welsh (1st language), Maths and English Literature, by the end of secondary school, against the percentage that achieved the expected standard at the end of primary school (Level 4, Key Stage 2) – <b>Benchmarked Nationally</b>	48.7	50.9	Priority for improvement
The percentage of residents that are satisfied that there are job opportunities for young people at the start of their career – <b>Benchmarked Locally</b>	19	Does not apply No survey	Priority for improvement
The percentage of residents that are satisfied that there are opportunities for young people to develop their skills – <b>Benchmarked Locally</b>	28	Does not apply No survey	Priority for improvement
The percentage of residents that are satisfied that there are leisure opportunities that appeal to young people – <b>Benchmarked Locally</b>	50	Does not apply No survey	Acceptable

<b>Measure</b>	<b>2019 to 2020</b>	<b>2020 to 2021</b>	<b>Status</b>
The number of schools providing education through suitability and condition categories C and D – <b>Benchmarked Locally</b>	30	27	Priority for improvement

## Quarterly or Biannual Measures

Measure	Quarter 3 2019 to 2020	Quarter 4 2019 to 2020	Quarter 1 2020 to 2021	Quarter 2 2020 to 2021	Quarter 3 2020 to 2021	Status
Percentage of the population aged 18 to 24 claiming Job Seekers Allowance – <b>Benchmarked Nationally</b>	6.7	6.9	13.6	13.2	13.4	Priority for improvement
The percentage of pupils (using Pupil Attitudes to Self and School - PASS) who respond positively against pupils' feelings about school – <b>Benchmarked Locally</b>	86.1	Does not apply Bi-annual	No data due to Covid-19	Does not apply Bi-annual	Data pending (expected in February)	Good

## Project Progress

The following projects are on target:

- Entrepreneur space, Rhyl
- Pupil Attitude to Self and School Survey
- School Nutrition Project
- Community Benefits Hub

The following projects are experiencing obstacles:

- Working Denbighshire Ready for Work
- Modernising Education Programme

- TechZone
- Supporting Parents
- The Denbighshire Working Start Scheme

The following project is at risk:

- Young Person Employment Bursary

## Well-being and Equality

### North Wales Growth Deal

In December, a significant milestone was achieved with Denbighshire signing up to the North Wales Growth Deal, which aims to create up to 4,200 new jobs by 2036, and support an uplift of £2bn-2.4bn for the economy over that same period. UK and Welsh governments have pledged £240m to the Deal with the ambition that this will secure over £1bn in investment through match funding from private investors. The first tranche of money will be released in the spring with hopes that it will help sell the region to investors. The first funds will be released by the end of the financial year with three initial projects from a list of 14 the frontrunners to kick-start the investment in the region.

Strengthening the economy will support those in **socio-economic disadvantage**, also targeting the protected characteristic of **age** by providing more work opportunities for young and old alike. We are doing so through **collaboration** with regional partners, **integrating** with their ambitions for the area, and securing our ability to meet our needs in the **long-term**. This investment may also **prevent** any rise in deprivation in the region.

### Remote Learning

Denbighshire schools, supported by Denbighshire's Education Services, have worked tirelessly and with great collaborative effort to ensure that no pupil is adversely disadvantaged by the impact of Covid-19 on their learning. Our partners in GwE have praised Denbighshire schools for the way that they support and work together in their

clusters, sharing good practice and advice during what has been a terrifically stressful time with tumultuous uncertainty from one day to the next. October to December was a time when schools did all they could to remain open safely, and often times it seemed against all odds. Now in December, once again, in addition to providing face-to-face learning for the children of key workers, all pupils have been supported with the offer of remote learning from home, teachers and parents having to adapt to the most difficult of expectations. Schools and education colleagues have also worked hard to ensure that pupils continue to engage with the learning offer and are being kept safe. We know that there will be educational inequalities, however. This is a sad reality of a pandemic that hits those with the greatest need hardest. As a council we are working hard to do all that we can to help.

Our work in this area of course again supports the protected characteristic of **age**, but it is not limited to that, issues of **socio-economic disadvantage, gender, sexuality or disability** also being also adversely impacted by the pandemic. As an authority we need to make sure that teachers and education staff feel supported to help everyone struggling with their well-being during this period of significant stress. It is especially important that we maintain the strong **collaboration** that exists between schools as a mechanism to support that goal, which ultimately will ensure the short and **long-term** needs of our young people are not neglected. Young people need to be kept **involved** in the evolving delivery of their education throughout; and where issues can be identified early, appropriate interventions put in place to **prevent** their worsening. This **integrates** well with the agendas of both the Police and the local Health Board too as our partners, seeking to address negative or harmful behaviours early.

## **Community Benefits**

Our new Hub has worked with a number of significant projects in recent months to encourage greater benefits for the community. Working together with Working Denbighshire and the developer, trainees have been supported to work on the new Tan y Sgubor Housing Development in Denbigh. The developer has also participated in on-line mentoring sessions and will be producing construction career information, in the form of videos, in both Welsh and English. The Hub is also liaising with Denbigh Town Council and Denbigh in Bloom to secure place based benefits that will add value to the local community in Denbigh. Similarly, the Hub has been supporting the Rhyl East Sea

Defences project to bring about some retrospective benefits such as access to training placements, engagement with schools, support for local food bank, and help with a Countryside Services project by moving and re-siting dredged materials. Support for schools will include outreach on STEM subjects including access to the Balfour Beatty Academy, which contains a range of teaching resources supported by a STEM Ambassador.

Still in its early days of being operational, the Hub has already demonstrated its ability to deliver important, lasting outputs, such as an invaluable step-up to young people seeking to start their training and careers (**age**), as well as helping those with **socio-economic disadvantage** of course. The hub's **collaborative** approach has a focus on community well-being that seeks to preserve and build on what is good for **long-term** benefit and **prevent** what is bad. It **involves** and is sympathetic to the needs of residents, and **integrates** the ambition of partnership groups to achieve the best outcome. The regular Community Benefit themed meetings are creating a best practice model for future Denbighshire projects.

<b>Report to</b>	Cabinet
<b>Date of meeting</b>	23 <sup>rd</sup> March 2021
<b>Lead Member / Officer</b>	Julian Thompson Hill
<b>Report author</b>	Steve Gadd, Head of Finance and Property
<b>Title</b>	Finance Report (February 2020/21)

## **1. What is the report about?**

The report gives details of the council's revenue budget and savings as agreed for 2020/21. The report also provides a summary update of the Capital Plan as well as the Housing Revenue Account and Housing Capital Plan.

## **2. What is the reason for making this report?**

The purpose of the report is to provide an update on the council's current financial position and confirm the agreed service budgets for 2020/21.

## **3. What are the Recommendations?**

3.1 Members note the budgets set for 2020/21 and progress against the agreed strategy.

## **4. Report details**

The report provides a summary of the council's revenue budget for 2020/21 detailed in Appendix 1. The council's net revenue budget is £208.302m (£198.538m in 19/20). The position on service and corporate budgets is a forecast underspend of £0.718m (overspend of £1.759m last month). The movement from last month largely reflects the application of Q3 loss of income grant and additional Covid related grant funding received from Welsh Government. Narrative around the current risks and assumptions underlying this assessment are outlined in Section 6 and Appendix 2.

The 2020/21 budget required service savings and efficiencies of £4.448m to be identified and agreed as detailed below:

- Corporate savings identified relating to the triennial actuarial review of the Clwyd Pension Fund (£2m)
- Schools savings of 1% (£0.692m)
- Service efficiencies and savings (£1.756m)

The corporate savings have already been achieved and the schools' savings are delegated to the governing bodies to monitor and deliver. On top of this £1.086m of the service savings had originally been designated as savings that have already been implemented.

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

Effective management of the council's revenue and capital budgets and delivery of the agreed budget strategy underpins activity in all areas, including corporate priorities.

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

Significant service narratives explaining variances and risks are detailed in Appendix 2, however the following should also be noted:

**Impact of Corona Virus** - The strategy of working in partnership with Welsh Government has helped secure significant funding that has been detailed in previous reports. A system of monthly expenditure claims and quarterly income loss claims has been established. Further recent funding announcements should ensure that Covid pressures in 2020/21 are covered, while also indicating that funding will continue to be available, if required, at least for the first 6 months of next year.

The table below summarises the position of the expenditure claims for DCC. The 'Holding' column indicates items that WG are requesting further information on:

Month	Original total claim	Disallowed	FSM adjustment	Holding	Pending	Net Claim paid to date
March 2020	£61,701	£0	£0			£61,701
April 2020	£666,927	(£8,865)	£0			£658,062
May 2020	£1,200,170	(£21,076)	(£190,316)			£988,778
June 2020	£1,027,489	(£29,226)	(£158,614)			£839,649
July 2020	£608,569	0	(£248,013)			£360,556
August 2020	£449,370		£433,376			£882,746
September 2020	£753,407	(£33,248)				£720,159
October 2020	£616,750	(£51,638)				£565,112
November 2020	£820,502	(£6,300)		(£51,911)		£762,291
December 2020	£522,421			(£154,495)		£367,926
<b>Submitted to date</b>	<b>£6,727,306</b>	<b>(£150,353)</b>	<b>(£163,567)</b>	<b>(£206,406)</b>	<b>£0</b>	<b>£6,206,980</b>
January 2021	£1,093,644				(£1,093,644)	
<b>Grand Total</b>	<b>£7,820,950</b>	<b>(£150,353)</b>	<b>(£163,567)</b>	<b>(£206,406)</b>	<b>(£1,093,644)</b>	<b>£6,206,980</b>

The table below summarises the position relating to the quarterly income loss claims:

Quarter	Agreed adjusted total claim	Disallowed (Cefndy)	Holding	Disallowed (HRA)	Adjusted Net Claim	Paid by WG
Loss of income Qtr 1	£3,560,772	(£74,999)	(£36,190)	(£131,960)	£3,317,623	£3,317,623
Loss of income Qtr 2	£2,930,645	(£74,999)	(£151,344)		£2,704,302	£2,704,302
Loss of income Qtr 3	£2,114,938				£2,114,938	£2,114,938
Loss of income Qtr 4						
<b>Grand Total</b>	<b>£8,606,355</b>	<b>(£149,998)</b>	<b>(£187,534)</b>	<b>(£131,960)</b>	<b>£8,136,863</b>	<b>£8,136,863</b>

The tables above illustrate that so far Welsh Government have paid a total of £14.344m. If the January's claim is paid in full this would rise to £15.438m.

**Corporate Budgets** – This is now showing an underspend of £1.867m. As reported last month recent WG announcements indicate that funding will be forthcoming to offset the full year impact of Covid on the Council Tax Yield and the Council Tax Reduction Scheme which we hoped would allow for the release of the remaining contingency to help offset service overspends. This is now reflected in the monitoring which accounts for £204k. However, the majority of the movement relates to a new allocation of funding (£1.663m) received from Welsh Government which recognises the pressures of reacting to Covid on the Council as a whole. The funding has been allocated on the same formula as used to allocate the Revenue Support Grant, and similar to that grant, the funding is 'unhypothicated'. This means that the Council can make local decisions about the use of the funding. It is hoped that the funding can be applied in year to help cover any overspends not directly covered by other WG Covid Grants. It is recommended that any

overall underspend by the Council, taking into account service requests to carry forward specific service underspends, is placed in the Budget Mitigation Reserve to help the continued response to Covid and the budget process for 2022/23.

**Schools** - The budget agreed by Council for 2020/21 included a total net additional investment (excluding increases in Welsh Government grants) in schools delegated budgets of just over £2.9m. The latest projection for school balances to be carried forward into 2021/22 is a net credit balance of £0.578m, which represents a movement of £1.966m on the deficit balances brought forward into 2020/21 of £1.388m. The improvement from the projected position last month largely relates to the ongoing impact of Covid along with the receipt of additional Covid grants. The recent announcement around catch-up funding (£1.1m) is not reflected in these figures which are therefore likely to improve further by year-end. There is a small overspend of £28k on non-delegated budgets.

**The Housing Revenue Account (HRA).** The latest revenue position assumes a decrease in balances at year end of £931k which is £718k more than the budgeted decrease of £213k due to the revised plan to increase the revenue contribution to capital. HRA balances are therefore forecast to be £1.736m at the end of the year. The Capital budget of £19.2m is largely allocated between planned improvements to existing housings stock (£5.3m) and new build developments and acquisitions (£13.8m). The pandemic has had an impact on delivering a number of these schemes and it is expected that £6.1m will be carried forward into next financial year in order to complete the programme of work next financial year.

**Treasury Management** – At the end of February, the council's borrowing totalled £239.2m at an average rate of 3.89%. Investment balances were £5.6m at an average rate of 0.01%.

A summary of the council's **Capital Plan** is enclosed as Appendix 3. The approved capital plan is £42.35m with expenditure to date of £29.54m. Appendix 4 provides an update on the major projects included in the overall Capital Plan.

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

A Well-being Impact Assessments for the Council Tax rise was presented to Council on 21 January.

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

In addition to regular reports to the Corporate Governance Committee, the budget process has been considered by CET, SLT, Cabinet Briefing and Council Briefing meetings. The School Budget Forum have been included in the proposals through-out the year. Trade Unions have been consulted through Local Joint Consultative Committee. This year also saw an engagement exercise with the public using social media, the experience of which will be built on in future years.

## **9. Chief Finance Officer Statement**

Obviously the core focus at the moment is the financial response and recovery in recovery in relation to the Covid 19 pandemic. The regular Finance Cabinet Report will continue to keep members up to date and regular updates will continue to be provided to informal Cabinet.

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

This is obviously the most challenging financial period DCC has faced. The Financial Strategy agreed by Cabinet in May aims to mitigate the following key risks:

- Failure to have a robust funding strategy could impact on the financial stability and sustainability of the Council.
- Impact on ability for the Council to deliver core services.
- Impact on capacity of the Council to achieve its priorities.

## **11. Power to make the decision**

Local authorities are required under Section 151 of the Local Government Act 1972 to make arrangements for the proper administration of their financial affairs.

This page is intentionally left blank

## Appendix 1

## DENBIGHSHIRE COUNTY COUNCIL REVENUE BUDGET 2020/21

Feb-21	Net Budget	Budget 2020/21			Projected Outturn							Variance
	2019/20	Expenditure	Income	Net	Expenditure	Income	Net	Expenditure	Income	Net	Net	Previous Report
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
Communities and Customers	3,339	3,945	-620	3,325	4,087	-873	3,214	142	-253	-111	-3.34%	-63
Education and Children's Service	16,027	18,286	-1,141	17,145	20,243	-2,373	17,870	1,957	-1,232	725	4.23%	692
Business Improvement and Modernisation	4,501	5,188	-879	4,309	5,387	-1,112	4,275	199	-233	-34	-0.79%	-33
Legal, HR and Democratic Services	2,597	3,038	-654	2,384	2,976	-692	2,284	-62	-38	-100	-4.19%	-91
Finance and Property	4,836	6,069	-1,405	4,664	6,214	-1,550	4,664	145	-145	0	0.00%	0
Highways, Facilities and Environmental Services	15,768	25,041	-7,967	17,074	24,880	-7,438	17,442	-161	529	368	2.16%	587
Planning and Public Protection	9,246	10,246	-498	9,748	10,179	-568	9,611	-67	-70	-137	-1.41%	70
Community Support Services	35,775	38,188	-70	38,118	38,723	-388	38,335	535	-318	217	0.57%	376
Leisure - ADM	2,109	3,346	0	3,346	3,567	0	3,567	221	0	221	6.60%	221
<b>Total Services</b>	<b>94,198</b>	<b>113,347</b>	<b>-13,234</b>	<b>100,113</b>	<b>116,256</b>	<b>-14,994</b>	<b>101,262</b>	<b>2,909</b>	<b>-1,760</b>	<b>1,149</b>	<b>1.15%</b>	<b>1,759</b>
Corporate	16,888	45,544	-29,313	16,231	45,544	-31,180	14,364	0	-1,867	-1,867	-11.50%	0
Precepts & Levies	4,806	4,899	0	4,899	4,899	0	4,899	0	0	0	0.00%	0
Capital Financing	13,652	13,724	0	13,724	13,724	0	13,724	0	0	0	0.00%	0
<b>Total Corporate</b>	<b>35,346</b>	<b>64,167</b>	<b>-29,313</b>	<b>34,854</b>	<b>64,167</b>	<b>-31,180</b>	<b>32,987</b>	<b>0</b>	<b>-1,867</b>	<b>-1,867</b>	<b>-5.36%</b>	<b>0</b>
<b>Council Services &amp; Corporate Budget</b>	<b>129,544</b>	<b>177,514</b>	<b>-42,547</b>	<b>134,967</b>	<b>180,423</b>	<b>-46,174</b>	<b>134,249</b>	<b>2,909</b>	<b>-3,627</b>	<b>-718</b>	<b>-0.53%</b>	<b>1,759</b>
<b>Schools &amp; Non-delegated School Budgets</b>	<b>68,994</b>	<b>76,578</b>	<b>-3,243</b>	<b>73,335</b>	<b>74,783</b>	<b>-3,386</b>	<b>71,397</b>	<b>-1,795</b>	<b>-143</b>	<b>-1,938</b>	<b>-2.64%</b>	<b>-523</b>
<b>Total Council Budget</b>	<b>198,538</b>	<b>254,092</b>	<b>-45,790</b>	<b>208,302</b>	<b>255,206</b>	<b>-49,560</b>	<b>205,646</b>	<b>1,114</b>	<b>-3,770</b>	<b>-2,656</b>	<b>-1.28%</b>	<b>1,236</b>
<b>Housing Revenue Account</b>	<b>157</b>	<b>16,833</b>	<b>-16,620</b>	<b>213</b>	<b>17,300</b>	<b>-16,369</b>	<b>931</b>	<b>467</b>	<b>251</b>	<b>718</b>		<b>795</b>

This page is intentionally left blank

## Appendix 2 - Service Variance Narrative

Service	Variance Last Month £000	Variance This Month £000	Change £000	Description
Communities and Customers	-63	-111	-48	The increase in the underspend relates to a confirmed secondment role and adelay to planned works in libraries. The movement from last months is largely due to the confirmation of funding from the Q3 loss of income grant for cultural services.
Education and Children's Service	692	725	33	This is despite new monies of £1.5M being allocated to Children's Services this financial year. The majority of the increase from last month is the financial impact of a further new high cost residential placement. No costs have been included for any new placements commencing throughout the year that we don't currently know about. The current levels of overspend are reflected in the current Medium Term Financial Plan going forward.
Business Improvement and Modernisation	-33	-34	-1	Underspend due to a vacancy saving and one-off external income for a specific project. The underspend will be placed in the new reserve set up to help fund future improvements to Ruthin Gaol.
Legal, HR and Democratic Services	-91	-100	-9	Underspends due to vacancy savings following delay due to Covid 19 - minor changes across a range of areas accounts for the movement from last month. Small variations in a number of projections following conversation with managers has increased the underspend slightly this month. Income losses due to Covid have been funded by Welsh Government from the Covid Income Grant.
Finance and Property	0	0	0	The overspend previously reported earlier in the year related to a shortfall in income due to the decision to forego rents for industrial units for April to July in response to the Covid pandemic alongside a reduction in income generally on the coastal portfolio. Most of this loss of income has now been approved and paid as part of Q1 to Q3. The remaining costs are offset by vacancy savings (Chief Accountant post) due to the lockdown and an overall cost reduction exercise. The service has reduced the annual Repairs and Maintenance work due to Covid and if there is any service underspend at year end the service would like to carry that forward in order to 'catch up' with this work in 2021/22.
Highways, Facilities and Environmental Services	587	368	-219	The reduction in the overspend this month relates to the application of additional grant funding from Welsh Government. Projections have now also been reduced for a number of vacant posts which are unlikely to be filled tis financial year.
Planning and Public Protection	70	-137	-207	The movement from last month relates to the impact of the ongoing decrease in transport costs due to the extension of lockdown after Christmas (still paying a number of contracts that are not being delivered due tio Covid at 75%) and the receipt og the Q3 income loss grant.
Community Support Services	376	217	-159	The projection is due to additional costs over and above the £2.6m estimated and included in the budget for 2020/21. The main areas of concern are Homlessness and Community Care packages. The projection have been very difficult this year to the changing WG grants available and obviously the rapidly changing situation in Care Homes.
Leisure - ADM	221	221	0	This budget line holds the residual budgets associated with Leisure including the management fee that pays for the services that would be provided in a normal year. Denbighshire Leisure Limited (DLL) is reporting monthly to the Contract Management Board on the rapidly changing financial position in this area. The Council is claiming loss of income funding from Welsh Government on behalf of DLL. It is assumed losses for Q4 will be refunded from WG as they have accepted the claims for Q1, Q2 and Q3.
Corporate & Miscellaneous	0	-1,867	-1,867	See body of report for details
Precepts & Levies	0	0	0	There are no risks in this area
Capital Financing	0	0	0	The position on capital financing is very much related to progress on capital projects and variances do not crystallise until later in the financial year.
<b>Council Services &amp; Corporate Budget</b>	<b>1,759</b>	<b>-718</b>	<b>-2,477</b>	

This page is intentionally left blank

**Denbighshire County Council - Capital Plan 2020/21 - 2023/24**  
**Position to end February 2021**

**APPENDIX 3**

**Capital Expenditure**

Total Estimated Payments - Other

Total Estimated Payments - Major Projects:

Housing Improvement Grants

Rhyl, New 3-16 Catholic School

Ysgol Llanfair, New School

Ysgol Carreg Emlyn, New School

Highways Maintenance

East Rhyl Coastal Defence Scheme

Rhyl Waterfront and Waterpark

Rhyl Queens Market Redevelopment

Waste Service Remodelling

Contingency

**Total**

**Capital Financing**

**External Funding**

**Receipts and Reserves**

**Prudential Borrowing**

**Unallocated Funding**

**Total Capital Financing**

	2020/21 ORIGINAL ESTIMATE £000s	2020/21 LATEST ESTIMATE £000s	2021/22 LATEST ESTIMATE £000s	2022/23 LATEST ESTIMATE £000s	2023/24 LATEST ESTIMATE £000s
Total Estimated Payments - Other	13,293	20,018	24,583	3,339	350
Total Estimated Payments - Major Projects:					
Housing Improvement Grants	1,200	1,200	1,200		
Rhyl, New 3-16 Catholic School	1,010	939	366		
Ysgol Llanfair, New School	399	58	90		
Ysgol Carreg Emlyn, New School	822	119			
Highways Maintenance	3,253	4,292	2,960		
East Rhyl Coastal Defence Scheme	11,660	13,803	8,150	5,575	
Rhyl Waterfront and Waterpark	36	73			
Rhyl Queens Market Redevelopment		1,152	3,128	2,630	121
Waste Service Remodelling	9,475	700	13,472		
Contingency	500	0	500	500	500
<b>Total</b>	<b>41,648</b>	<b>42,354</b>	<b>54,449</b>	<b>12,044</b>	<b>971</b>
External Funding	18,163	19,404	28,232	7,776	6,036
Receipts and Reserves	3,874	7,151	6,594	3,879	121
Prudential Borrowing	19,611	15,799	19,623	5,925	350
Unallocated Funding	0	0	0	(5,536)	(5,536)
<b>Total Capital Financing</b>	<b>41,648</b>	<b>42,354</b>	<b>54,449</b>	<b>12,044</b>	<b>971</b>

Note: 2020-21 Original Estimate is the position as approved by Council on 25th February 2020

This page is intentionally left blank

## Appendix 4 - Major Capital Projects Update – February 2021

<b>21<sup>st</sup> Century Schools Programme – Ysgol Llanfair</b>	
Total Budget	£4.964m
Expenditure to date	£4.873m
Estimated remaining spend in 20/21	£0.000m
Future Years estimated spend	£0.091m
Funding	WG £0.180m; DCC £4.784m
<b>Narrative:</b>	
<p>This scheme is within the Band A proposals for 21st Century Schools Programme. The project has provided a new school building on a new site in Llanfair DC.</p> <p>The defect period for the site has now finished, the construction contractor has been very responsive to address any defects and continue to provide the school with support as and when needed. There are some works still outstanding which the contractor is expected to complete in the coming weeks around the operation of the school.</p> <p>The swap in land whereby the Church in Wales St. Asaph Diocese will receive the footprint of the land at the new school site and the Council will receive ownership of the land in Diocese ownership at the former school site is currently progressing. Agreement of the exchange have now been agreed, it is hoped that a completion and exchange of sites can be reached shortly following the valuation of both sites. Once the former site is in the Council's possession, it will be declared surplus by Education and discussions on the future use for the former school site will commence.</p>	
Forecast In Year Expenditure 20/21	£0.058m

## 21<sup>st</sup> Century Schools Programme – Glasdir

Total Budget	£11.714m
Expenditure to date	£11.582m
Estimated remaining spend in 20/21	£0.000m
Future Years estimated spend	£0.132m
Funding	DCC £3.066m; WG £8.648m
<p><b>Narrative</b></p> <p>This project has delivered a new shared school building site for Rhos Street School and Ysgol Penbarras at Glasdir, Ruthin which has been used by the schools since April 2018.</p> <p>The final account has now been settled.</p> <p>Following the completion of the procurement process for the additional school yard at Rhos Street School and the appointment of a contractor, work has taken place to prepare for starting work on site. The contractor has placed orders for components that must be pre ordered and provided the necessary documentation to enable the temporary licence agreement with the 3rd party landowner for use of their land to be progressed. Once the licence agreement is signed, work on site can start.</p> <p>The costs of the works, will be less than the pre tender estimate of £200k, and will be absorbed from the overall allocation to the Ruthin projects in 2016 as part of Denbighshire's contribution to the 21st Century Schools Programme.</p>	
Forecast In Year Expenditure 20/21	£0.068m

<b>21<sup>st</sup> Century Schools Programme – Rhyl, Christ the Word School</b>	
Total Budget	£23.440m
Expenditure to date	£22.948m
Estimated remaining spend in 20/21	£ 0.127m
Future Years estimated spend	£ 0.365m
Funding	WG £5.541m; DCC £17.899m
<b>Narrative:</b>	
<p>This scheme is within the Band A proposals for 21st Century Schools Programme.</p> <p>The bleacher seating was installed over the February half term. Snagging works continue to be completed both internally and externally and these works are being closely monitored. Further works will be completed over the Easter holidays.</p> <p>The budget continues to be closely monitored as the project comes to an end.</p>	
Forecast In Year Expenditure 20/21	£0.939m

<b>Rhyl Queens Market Redevelopment</b>	
Total Budget	£10.922m
Expenditure to date	£4.734m
Estimated remaining spend in 20/21	£0.309m
Future Years estimated spend	£5.879m
Funding	WG £7.270m DCC Asbestos £0.252m. DCC £3.400m
<b>Narrative:</b>	
<p>The remaining funding required to deliver Phase 1 were secured from the Council at the September 2020 Cabinet meeting and from the January 2021 Welsh Government Capital Panel. The demolition contractor started on site Monday 25<sup>th</sup> January and is due to finish late August.</p> <p>The Planning Application has been submitted and validated, and we now await the determination which is expected towards the summer.</p>	
Forecast In Year Expenditure 20/21	£1.152m

<b>Waste Service Remodelling</b>	
Total Budget	£16.430m
Expenditure to date	£2.930m
Estimated remaining spend in 20/21	£0.028m
Future Years estimated spend	£13.472m
Funding	WG £9.345m , DCC £7.085m
<b>Narrative:</b>	
<p>Work is ongoing in preparation for a change to the household waste collection model. The new service model will see a move to weekly collection of kerbside sorted recyclable material with a 4 weekly collection of residual/non-recyclable waste. Weekly food waste collection will continue as at present and additional services around collection of absorbent hygiene products (AHP), textiles, small electricals and batteries will also be available and will be introduced in the run up to or during the main roll out of the new kerbside sort service.</p> <p>A number of work streams are being taken forward to include:</p> <ul style="list-style-type: none"> <li>• Development of a new single central waste transfer station depot on land adjacent to the Colomendy Industrial Estate in Denbigh. Work is ongoing and a Tender for the initial Phase 1 / Enabling Works was issued in February 2021 with the aim to make a site start in late spring 2021.</li> <li>• Specification of the new fleet required to support the new model is now completed following a number of trials/tests with the aim to undertake a procurement exercise for the new waste collection vehicles at the appropriate time in late 2021 / early 2022 with delivery of the new fleet anticipated in the three months leading up to the planned new service roll out.</li> </ul> <p>An Options Appraisal exercise on the detail of the new recycling container design has been undertaken, the outcome of which will be taken forward for formal approval of a preferred option, followed by a subsequent tender and delivery schedule in time for roll out associated with proposed service change. A number of mobilisation and communication activities are ongoing to prepare for the service change and include developing the new collection routes; planning for any staffing changes/requirements and ongoing engagement and communication with stakeholders and residents.</p>	
Forecast In Year Expenditure 20/21	£0.700m

<b>East Rhyl Coastal Defence Scheme</b>	
Total Budget	£27.528m
Expenditure to date	£12.934m
Estimated remaining spend in 20/21	£0.869m
Future Years estimated spend	£13.725m
Funding	WG £23.400m; DCC £4.128m
<b>Narrative:</b>	
<p>The ongoing coastal defence scheme at East Rhyl will provide an improved standard of flood protection for around 1650 properties.</p> <p>Work on site continues to progress well and is on time and within budget. Rock armour continues to be delivered to site and more than half of the rock revetment work is complete. Two of 3 the new beach accesses are now complete, with the third almost complete. Work to demolish the existing sea wall will commence towards the end of March (the existing sea wall will be replaced by a new, improved sea wall).</p>	
Forecast In Year Expenditure 20/21	£13.803m

## Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
<b>27 April</b>	1	Contract Procedure Rules	To consider the reviewed contract procedures rules which will require adoption and form part of the council constitution	Tbc	Councillor Julian Thompson-Hill / Lisa Jones
	2	Contract Award – Phase 1 Colomendy Industrial Estate including DCC Waste Transfer Station	To award the contract for delivery of Phase 1 of the proposed extension of the Colomendy Industrial Estate	Yes	Councillor Brian Jones / Tony Ward / Peter Clayton
	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
<b>25 May</b>	1	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Steve Gadd
	2	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
<b>29 June</b>	1	Annual Performance Review	To consider the Annual	Tbc	Councillor Julian Thompson-

## Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			Performance Review		Hill / Iolo McGregor
	2	Replacement LDP revised Delivery Agreement and Covid Impact Assessment	To seek Cabinet approval for revisions to the Replacement LDP Delivery Agreement and accompanying Covid19 impact assessment for submission to Welsh Government	Yes	Councillor Mark Young / Angela Loftus
	3	Replacement LDP - Report back on Preferred Strategy consultation	To report back on the responses to the Replacement LDP Preferred Strategy consultation and seek approval for subsequent proposed amendments to the Preferred Strategy	Yes	Councillor Mark Young / Angela Loftus
	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
<b>27 July</b>	1	Finance Report	To update Cabinet on the current financial position of	Tbc	Councillor Julian Thompson-Hill / Steve Gadd

## Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			the Council		
	2	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator

Note for officers – Cabinet Report Deadlines

<i>Meeting</i>	<b><i>Deadline</i></b>	<i>Meeting</i>	<b><i>Deadline</i></b>	<i>Meeting</i>	<b><i>Deadline</i></b>
<i>April</i>	<b>13 April</b>	<i>May</i>	<b>11 May</b>	<i>June</i>	<b>15 June</b>

Updated 09/03/2021 - KEJ  
Cabinet Forward Work Programme.doc

This page is intentionally left blank

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank