

## RESOURCES SCRUTINY COMMITTEE

Minutes of a meeting of the Resources Scrutiny Committee held in Conference Room 1A, County Hall, Ruthin on Thursday, 29<sup>th</sup> November 2007 at 10.00a.m.

### PRESENT

Councillors G.C. Evans (Chair), J.M. Davies, S. Roberts and G. Williams.  
Observers: Councillors M.LI. Davies, N. Hugh-Jones and M.M. Jones.

### ALSO PRESENT

Corporate Director: Resources, County Clerk, Head of Legal Services, Scrutiny Support Officer (J. Curran) and Administration Officer (W.J. Harness).

### WELCOME

The Chair extended a welcome to Councillor S. Roberts who was attending her first meeting as a member of the Resources Scrutiny Committee.

### 1 URGENT MATTERS

In accordance with Section 100B(4) of the Local Government Act, 1972, the Chair declared that he intended to include for discussion the following matters which required urgent attention:-

- (i) development opportunities - enquiry
- (ii) financial implications for the Authority in responding to the requirements arising from the Estyn Action Plan

### 2 MINUTES

The minutes of the meeting held on 1<sup>st</sup> November 2007 (previously circulated) were submitted.

**RESOLVED** that the minutes of the meeting held on 1<sup>st</sup> November 2007 be approved.

### 3 PRESSURES IN LEGAL SERVICES (COUNTY CLERKS)

The County Clerk submitted a report (previously circulated), as requested by the Committee in September 2007, which informed Members of the current pressures within Legal Services, the risks involved to the Council in terms of those pressures, and how they could be addressed.

The County Clerk referred to the current structure of Legal Services and confirmed that the Section had been reorganised into specific services in order to best mirror

the work undertaken by the Council. The Section provided legal representation across all levels of Courts and Tribunals and provided advice across the Council on a variety of legal issues.

Appendix A to the report had shown the Risks identified for the Legal Services as required for the Corporate Risk Register together with the recommended actions arising from an internal audit of the Legal Services, whilst Appendix B had provided specific details relating to each of the four Business Units.

Additional graphs in respect of Section 106 work and Highways and Planning work were circulated to Members on the day.

During consideration of the report Members were unanimous in their concern over the pressures that the Legal Services Section was currently experiencing and the potential implications for the Authority of the failure to invest in those Services. In response to specific issues raised by Members, the County Clerk advised –

- When faced with unavoidable pressure that the Section could not absorb recently an external Solicitor had been employed for a short period. An additional member of staff had subsequently been employed
- There was generally no scope across North Wales to use the services of another local authority's solicitors
- The Section had had to expand and strengthen since 1996 in order to cope with the legal work required in respect of additional work undertaken elsewhere in the Authority
- Considerable input had been required from the Conveyancing and Property Unit recently in respect of e.g. Drift Park, Scala Cinema, Ruthin Craft Centre, Prestatyn Primary School site
- In view of the concerns expressed by Members over the current backlog in respect of Public Path Orders, the County Clerk was willing to review the current bid for the Highways and Planning Unit
- Legal Services did not at present charge other directorates for the work that they provided
- An update could be provided within three months to review the levels of workloads and resultant risks in respect of the Social Services and Lifelong Learning Unit
- Legal Services were currently earning about one third of their cost
- As in many cases the work undertaken by Legal Services was reactive, it was difficult to budget for all eventualities during a financial year – particularly the unplanned work

The Corporate Director: Resources referred to the need, when the Authority received funding for a specific service, to ensure that some of that funding was directed towards the support services, in particular the legal services.

In conclusion, it was –

**RESOLVED** that –

- (a) *Members note the report and support the Revenue bids arising from the paper which had been submitted for the next budget round to alleviate the high risk areas;*
- (b) *Members express their concern regarding the potential implications for the Authority of the failure to invest in Legal Services;*
- (c) *the County Clerk be asked to review the current bid, in consultation with the Corporate Director: Environment, in relation to the bid for Highways and Planning Unit, in view of the concerns expressed by Members over the current backlog in respect of Public Path Orders;*
- (d) *an update be provided within three months to review the levels of workloads and resultant risks in respect of the Social Services and Lifelong Learning Unit within Legal Services;*
- (e) *further work be undertaken to examine the viability of securing additional income via spend to save initiatives and reviewing the fee charging ability of Legal Services; and*
- (f) *consideration be given to the possibility of developing a reserve for unplanned legal work.*

At this point in the proceedings Members adjourned for a comfort break.

#### **4 DEVELOPMENT OPPORTUNITIES – ENQUIRY**

(This item was considered as an urgent matter notice having been given by the Chair at the commencement of the meeting)

Councillor G. Williams referred to an enquiry he had received from a company seeking a 20 acre site in the North West, North Wales area.

Members agreed that the opportunity be flagged up with the relevant officers within the Authority.

**RESOLVED** that the request for a suitable site be brought to the attention of relevant officers within the Authority.

## **EXCLUSION OF PRESS AND PUBLIC**

***RESOLVED** that under Section 100A of the Local Government Act 1972, the Press and Public be excluded from the meeting for the following item of business on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 13 and 14 of Part 4 of Schedule 12A of the Act.*

### **5 FINANCIAL IMPLICATIONS FOR THE AUTHORITY IN RESPONDING TO THE REQUIREMENTS ARISING FROM THE ESTYN ACTION PLAN**

(This item was considered as an urgent matter notice having been given by the Chair at the commencement of the meeting)

Councillor R.E. Barton had requested that the matter be considered today as he had been concerned at the financial implications for the Authority in responding to the requirements arising from the Estyn Action Plan. Councillor Barton said that he felt that the Resources Scrutiny Committee should have been afforded the opportunity to scrutinise the financial aspects of the Plan and requested a breakdown of the figures contained therein.

The Corporate Director: Resources responded to Councillor Barton and advised Members of the various financial pressures that faced the Authority in both this financial year and in 2008/09. He also advised them of various actions that the Authority was taking to meet the requirements of the Estyn Action Plan.

Members concluded that they wished to hold a special meeting to consider the financial implications for the authority in responding to the requirements arising from the Estyn Action Plan together with the financial position as a whole in relation to the Education Service for 2007/08 and 2008/09.

***RESOLVED** that a special meeting of the Resources Scrutiny Committee be arranged in the very near future to consider the financial implications for the authority in responding to the requirements arising from the Estyn Action Plan together with the financial position as a whole in relation to the Education Service for 2007/08 and 2008/09.*

### **OPEN SESSION**

Upon completion of the foregoing the meeting resumed in open session.

### **6 REVIEW OF QUARTERLY PERFORMANCE REPORTS – QUARTER 2**

The Scrutiny Support Officer submitted a report (previously circulated) that monitored the performance of individual service units within the remit of the Resources Scrutiny Committee against agreed targets and objectives.

In particular the Scrutiny Support Officer referred to the following matters –

### Sickness Absence

Overall the level of sickness absence across the Council continued to represent an increase in absence levels in comparison to the first half of 2006/07. The Scrutiny Support Officer reminded Members that detailed reports on personnel issues were now being submitted to Cabinet on a monthly basis and that Members had, in fact, received a full report on Employee Statistics at their 1<sup>st</sup> November meeting. The level of sickness absence within Resources and Chief Executive/County Clerk's had shown a decrease in comparison to twelve months ago.

### Performance Appraisals of Staff

The performance of the corporate indicator for the percentage of staff who had been subject to an appraisal was below the established target. The issue had also been considered within the report on Employee Statistics and concerns had been expressed over the suitability of the existing appraisal process for non office based staff. An update on the progress of that issue by Personnel was included within the Committee's future work programme.

### Council Tax Collection Rates

The indicator which measured the council tax collection rates had demonstrated a slight dip in performance against the previous year's performance – that performance being impacted by the delay in receipt of the Direct Debit instalments for payments received on the 30<sup>th</sup> of the month. There was also an added variance that the increase in the number of Direct Debit payments had re-profiled an extra £300k which was due in February/March 2008 in comparison with last year. Councillor R.E. Barton requested that clarification be sought with regard to the additional options available to the paying via Direct Debit. Councillor R.E. Barton referred to concerns over issues regarding tax relief for Post Offices and it was suggested that the issue be pursued further with the Scrutiny Support Officer.

### Undisputed Invoices

The indicator which recorded the percentage of undisputed invoices which were paid within 30 days had seen a drop in performance against previous performance and against the target – the overall performance during quarter 2 being 85.9% in comparison to 91% which had been achieved twelve months ago. That figure was the lowest recorded for the indicator with the performance within Social Services and Housing impacting on the overall figure recorded. The Head of Exchequer Services had reported that the performance for the first month of quarter 3 had witnessed an improvement with a figure of 91.3% being recorded.

**RESOLVED** that the report be accepted.

## **7 SCRUTINY WORK PROGRAMME**

The Scrutiny Support Officer submitted a report (previously circulated) that reviewed the proposed work programme for the Resources Scrutiny Committee and updated Members on previous issues highlighted by the Committee.

**Fees and Charges** - as a result of one of the departmental meetings that the Principal Revenues Manager was scheduled to attend being postponed until a later date, the Scrutiny Support Officer advised that the report would not now be submitted to Members until their January 2008 meeting.

**Draft Health, Social Care and Well Being Strategy** – The Scrutiny Support Officer advised Members that following the period of consultation in respect of formulation of a Health, Social Care and Well Being Strategy, the document required to be formally approved by both the Council and the Local Health Board and then formally published by the end of March 2008. In accordance with the Constitution, he said that the strategy fell within those deemed to be part of the Policy Framework and required consultation with Scrutiny Committees prior to final approval by the full Council.

As the remit of the strategy impacted upon the work of all four Scrutiny Committees, following consultation with the Scrutiny Chairs and Vice Chairs Group in September, it had been suggested that a joint Scrutiny Committee consider the Strategy. That meeting had provisionally been scheduled for Thursday, 17<sup>th</sup> January 2008 and the Resources Scrutiny Committee was requested to nominate up to three members to attend that meeting.

Members agreed that Councillors R.E. Barton, S. Roberts and G. Williams represent the Resources Scrutiny Committee at the above joint Scrutiny Committee.

In respect of Appendix 2 to the report, Members agreed that no other matters considered at their 1<sup>st</sup> November 2007 meeting should be pursued further.

**RESOLVED** that –

- (a) *the report be received and the Work Programme for the Resources Scrutiny Committee as contained in Appendix 1 be approved; and*
- (b) *that Councillors R.E. Barton, S. Roberts and G. Williams be nominated to represent the Resources Scrutiny Committee at the joint Scrutiny Committee meeting to be held on 17<sup>th</sup> January 2008 in respect of the Draft Health, Social Care & Well Being Strategy.*

**The meeting concluded at 12.30p.m.**

## RESOURCES SCRUTINY COMMITTEE

Minutes of a Special Meeting of the Resources Scrutiny Committee held on Monday, 10<sup>th</sup> December 2007 in Conference Room 1A, County Hall, Ruthin at 2.00p.m.

### PRESENT

Councillors G.C. Evans (Chair), R.E. Barton, T.R. Hughes and S. Roberts.

**Observers:** Councillors M.L.I. Davies, S. Frobisher, M.A. German, K.N. Hawkins, C.L. Hughes, N. Hugh-Jones, M.M. Jones, G.M. Kensler (Lead Member for Promoting Denbighshire), P.J. Marfleet (Lead Member for Modernisation and Improvement) and J. Thompson-Hill (Lead Member for Finance).

### ALSO PRESENT

Corporate Director: Resources; Interim Corporate Director: Lifelong Learning, Head of Policy and Performance (Lifelong Learning) (J. Walley); Head of Partnership and Inclusion (Lifelong Learning)(S. Jones); Change Manager (Policy and Performance – Lifelong Learning) (H. Griffin); Senior Management Accountant (S. Halewood); Scrutiny Support Officers (J. Curran and S. Price) and Administration Officer (W.J. Harness).

### APOLOGIES FOR ABSENCE WERE RECEIVED FROM

Councillors J.M. Davies and G. Williams

### WELCOME

The Chair extended a welcome to Councillor T.R. Hughes who was attending his first meeting as a member of the Resources Scrutiny Committee. He also extended a welcome to all the officers and observing Members who were attending the Special Meeting.

### EXCLUSION OF PRESS AND PUBLIC

***RESOLVED** that under Section 100A of the Local Government Act 1972, the Press and Public be excluded from the meeting for the following item of business on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 13 and 14 of Part 4 of Schedule 12A of the Act.*

### 1 EDUCATION FINANCE

(Prior to consideration of the report, Councillor S. Roberts declared an interest in that she had a granddaughter attending Blessed Edward Jones School and also had an interest as a Rhyl Town Councillor. Councillor G.M. Kensler also declared an interest as she was a Governor of Ysgol Plas Brondyffryn. It was considered, however, that neither declared interests should prevent the Members from taking part in the debate.)

The Corporate Director: Resources submitted a confidential report (previously circulated) the purpose of which was to update Members of the financial position in relation to the Education Service for 2007/08 and 2008/09 and to allow Members to consider the information provided, both within the paper and in the meeting, in order to form a view of the overall position.

The Corporate Director reminded Members that the meeting had been arranged following a request from Councillor R.E. Barton for further information on how the additional £700k set aside for Education in the Estyn Action Plan had been calculated. The Corporate Director subsequently highlighted the main points within his report that also consisted of three appendices – Appendix 1 provided an analysis of overspend in Education in 2007/08 whilst Appendix 2 dealt with the financial response in line with the Draft Action Plan drawn up to address specific problems identified by the Estyn Inspection; and Appendix 3 provided information in respect of the financial strategy the Authority intended to adopt regarding the Estyn Action Plan.

The Corporate Director advised that as reported to Cabinet on 22<sup>nd</sup> November 2007, there was a considerable overspend within the Education in several areas –

- Blessed Edward Jones School
- Ysgol Plas Brondyffryn – 52 week provision
- Failure to deliver agreed savings
- Additional restructuring and interim management costs
- Additional costs in response to the Estyn inspection

The Corporate Director outlined the position for each one of the above in greater detail and advised what work was being undertaken to minimise the overspend and to prevent a reoccurrence in 2008/09.

Having regard to the Authority's response to the Estyn Inspection, officers had been clearly of the view that if the Authority's response was to have any serious credibility, it was essential that the Council was prepared to invest additional resources to improve attainment, attendance and reduce exclusions. The Estyn report had indicated that the effective use of existing resources was, however, as much, if not more, of an issue and that was also being addressed in the Action Plan.

It had been agreed that £700k could be released for 2008/09 to address the priorities highlighted by the Estyn Inspection.

The Corporate Director advised that discussions on the 2008/09 budget were ongoing and the latest position would be presented to Cabinet in December and to Scrutiny in January. He added that the tightness of the assembly settlement for that and future years had already been made public and as a consequence the Authority was looking overall at a position where only the most critical of priorities could be afforded. Any other pressures could only be funded by reassessing priorities or identifying savings.

During the ensuing debate Members took the opportunity to raise questions with the officers on all aspects of the report including issues to be considered in respect of Blessed Edward Jones School.

Responding to Councillor P.J. Marfleet's suggestion that consideration should be given to discussing the options referred to above with the Catholic Diocese so that they could consider whether they wished to support the school out of its current financial difficulties, the Corporate Director: Resources advised that such discussions were taking place.

The Corporate Director: Resources referred to the need to properly manage delivery of the Estyn action plan – hence the recruitment of the various officers referred to in Appendix 2. The Corporate Director paid tribute to the whole team who had been building up the Authority's responses to the Estyn Inspection.

The Interim Corporate Director: Lifelong Learning stressed that this was not the final action plan. A considerable amount of work was going on to develop the Action Plan and it was hoped to send out a draft by the end of the week. The Interim Corporate Director added that following submission of the first draft to Estyn, the Authority was now much more focused on the key issues of the Estyn findings and that the £700,000 set aside for Education in the Estyn Action Plan was now linking very well to that plan.

The Interim Corporate Director added that the standard of education in Denbighshire schools and the capacity of the Local Authority to make a difference and the capacity to support schools effectively and to challenge them needed attention. Enhancing the capacity of the School Improvement Team with the appointment of 3 additional people was considered to be central to the Estyn Action Plan and it was absolutely essential for the right calibre of individuals to be appointed who would represent the authority and advocate for the schools.

Councillor P.J. Marfleet said that he appreciated the need to improve those areas of Education that had been identified in the Estyn Inspection. However, he felt that officers should not be any less aware of the need also to look for efficiency savings within the Education budgets as well as in other areas of the Authority.

Responding to Members' subsequent questions, officers advised that –

- Consideration was currently being given by the Authority's agents to the process of recruitment of a Head of School Improvement
- Whilst the additional posts within the School Improvement Team were being advertised internally and externally simultaneously, it was important that the right calibre of people were appointed to those posts.
- It was intended to recruit 8 Learning Support Assistants who would form a central team to support secondary schools across the Authority. At a recent meeting with the Authority's secondary heads they had supported that development.

- The Authority should be providing schools with very clear instructions in respect of procurement and schools should be free to bring in whoever they wished to undertake work on the premises - with an incentive to obtain value for money - but having to conform with the standards set by the Authority

In response to a question from Councillor R.E. Barton, the Corporate Director: Resources advised that the Chief Executive had raised the issue of a review of how the Authority had got to the position it had prior to the Estyn Inspection. Whilst the Corporate Director understood the need to review this issue, he advised that the Authority's priority currently was to produce a final Estyn action plan. The Interim Corporate Director: Lifelong Learning agreed that the Authority's absolute priority was to respond to the Estyn Inspection and then to integrate with the Cambridge Report and identify a strategy to deal with both.

In conclusion, the Chair thanked all Members who had taken part in the debate together with all the members of staff who had participated.

**RESOLVED** that –

- the 2007/08 financial position be noted and reviewed in January/February 2008;*
- that the work undertaken in response to the Estyn Inspection and the financial implications of that response should be supported; and*
- that the Committee monitor progress against the recommendation in respect of the use of resources.*

**Meeting concluded at 3.50p.m.**

**RESOURCES SCRUTINY COMMITTEE**

**17 JANUARY 2008**

**Report by the CORPORATE DIRECTOR OF RESOURCES**

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**BUDGET 2008/9 UPDATE**

**1. Purpose of Report**

- 1.1 To advise members of progress with the budget setting exercise for 2008/9.
- 1.2 To seek members views on the proposals for cost savings and Cabinet's response to directorate's prioritised bids for additional resources for service pressures next financial year. The Committee's views will be made known to Cabinet at the next appropriate meeting.

**2. Reason for Submission of Report**

- 2.1 It is part of the normal budget setting process for Cabinet to seek the views of Scrutiny Committees on the detailed budget proposals for directorates for the following financial year. The overall budget proposals have in previous years been reviewed by this committee.

**3. Position to date.**

- 3.1 Cabinet has received reports on the Provisional WAG funding settlement for 2008/9 to 2010/11, together with the likely impact of inflation in 2008/9 and the proposals from directorates on savings and bids for additional resources. These proposals have been reviewed and amended as shown in the attached appendices. As the final WAG settlement will not be available until 22 January the position will not be finalised until the end of the month.
- 3.2 It is clear that the poor level of additional financial support from the Assembly will make it difficult for the Council to provide additional resources for services and keep Council Tax increases low, without identifying further potentially unpalatable spending savings. CET and Cabinet have reviewed the position and the attached appendices include the latest proposals to deliver a low level of Council Tax increase next financial year.
- 3.3 The overall summary position is shown in appendix 1, the potential position for future years is shown in appendix 2, directorate proposals for cost savings are detailed in appendix 3, the detail of bids for additional resources are shown in appendix 4 and the recommended use of the Performance Grant is detailed in appendix 5.

- 3.4 Appendix 1 includes proposals for what is felt to be the minimum response to the service bids for additional resources. Also listed are further savings proposals, totalling £1.3m that, although potentially unpalatable, are necessary to fund the proposed additional resources recommended. The resulting impact on Council Tax next year could be an increase of 3%, subject to the final WAG settlement and dependant upon the review of the robustness of the further savings proposals.

#### **4. Consultation Carried Out**

Two rounds of Directorate meetings with Lead Members have been held to review savings proposals and bids for additional resources. Cabinet have debated the position at three meetings to date. CET has considered the position on several occasions. A seminar for all members on the budget took place on 4 January. The other 3 Scrutiny Committees have reviewed the proposals from the Service directorates. Responses are as follows;

Environment Scrutiny Committee were most concerned about the state of the County's Highway network and the problems that would be encountered if the current levels of capital resources could not be maintained.

Social Services & Housing Scrutiny Committee felt that the service had made a good response to the need to make spending savings. It was also felt that as there is the potential for increased demand for services next year to outstrip the additional resources proposed, that no further savings could reasonably be delivered from these services.

Lifelong Learning Scrutiny noted the savings proposals but in view of the need to deliver further savings and review the position on bids for additional resources with schools that the matters should be held over to a further meeting later in the month.

#### **5. Implications on Other Policy Areas**

The level of resources available and the cost effectiveness of service delivery, impacts upon all the services of the Council.

#### **6. Background Papers**

Cabinet budget setting reports to meetings on 27 November and 18 December

#### **7. Recommendations**

- 7.1 That members review the overall budget proposals for 2008/9, note the likely position for later years and comment accordingly to Cabinet.

#### **Contact Officer:**

Roger Parry, Financial Controller. Tel Number: ex 6132

**DENBIGHSHIRE COUNTY COUNCIL****APPENDIX 1 Page 1****BUDGET SCENARIOS 2008/9****£000**

<b>1. Base Budget 2007/8</b>	159,579	
2. Adjustments to base		
- provisional estimate of inflation including pay awards 2.5%, generic goods 0%, energy 20%	4,139	
Employer's pension contributions	415	
3. Transfers from specific grants	1,049	
3. Service pressures agreed      Estyn/PWC response	700	
4. Committed changes inc no of school transport days	300	
Landfill Tax inc	200	
Equal Pay	-650	
Scala/Health & Safety	97	
LABGI	-150	
5. Additional WAG funding      Increasing Court Costs	70	
6. Savings Lifelong Learning (target £776k)	-131	
Environment      (target £531k)	-317	
Social Services & Housing (target £775k)	-675	
Resources      (target £148k)	-130	
County Clerk      (target £34k)	-34	
Corporate      (target £237k)	-242	
 Sub Total <b>(see Appendix 2 for details)</b>	164,220	
 7. Funding WAG	129,456	
 <b>Balance funded through Council Tax</b>	<b>34,764</b>	<b>Increase of 1.7%</b>

**FURTHER BIDS FOR ADDITIONAL RESOURCES**  
**Impact on Savings Targets & Council Tax.**

**APPENDIX 1 Page 2**

**Allocation of additional resources  
based on priority were indicated**

OPTIONS	Total Bids £k	Allocation £k
Education -Schools delegated budgets & other Education	2,528	750
- C & L bids	483	0
Environment	550	355
Social services & Housing	1,968	500
Resources	227	30
County Clerk	163	3
Capital Finance - £2m Prudential Borrowing	150	150
Corporate	57	12
<b>FURTHER SAVINGS REQUIRED</b>	<b>6,126</b>	<b>1,800</b>
<b>OR</b>		
<b>IMPACT ON COUNCIL TAX (inc 1.6%above)</b>	<b>20.3%</b>	<b>6.9%</b>

**POTENTIAL SOURCES OF FURTHER SAVINGS TO FUND £1.8M OF BIDS**

**£000**

1. Redirect use of Performance Incentive Grant from current distribution.(see appendix 5)	295
2. Phased use of Fire Fighters Pension reserve to reduce impact of levy	50
3. Increase Car Park charges in light of increases by other N Wales Councils.	110
4. Further staffing and travel savings including Vacancy Control procedure	500
5. Further staffing reduction in Resources	50
6. Reduce funding for Cultural services	70
7. School Crossing Patrol conversions	10
8. Additional savings proposals within Lifelong Learning	200
9. Increase of Fees & Charges	?
10. Energy useage reductions	?
11. Review Vehicle fleet costs.	?

**Balance falling to be funded through Council Tax**

**515**

**+3%**

**It is clear that to reduce Council Tax further would require radical actions that probably would not be capable of impacting until after 2008/9. These might include closure of facilities and reduction of Public Realm spend.**

DENBIGHSHIRE COUNTY COUNCIL

1. Draft Budget Requirement 2008/9 to 2012/13

APPENDIX 2 Page 1

	-1-	-2-	-3-	-4-	-2008/9 -5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-	-13-
	Budget 2007/8	Provisional Inflation 2008/9	Employer's increased pension costs	Transfers into RSG	Committed Changes 2008/9	New WAG funding	Service Pressure & Growth	Agreed Savings	Projected Budget 2008/9	Inflation 2.7% 2009/10	Committed Changes 2009/10	Service Pressure 2009/10	Projected Budget 2009/10
	£k	£k	£k	£k	£k	£k	£k	£k	£k	£k	£k	£k	£k
Lifelong Learning - Schools budgets	50,344	1,393	63	780			290 (7)	-30 (4)	52,840	1,427		290 (5)	54,557
- Other Education	12,602	394	18	4			710 (8/9)	-19 (4)	13,709	370			14,079
- Culture & Leisure	7,072	195	38		40 (2)			-80 (4)	7,265	196			7,461
- Corporate services	387	6	1					-2 (4)	392	11			403
Environment	21,755	593	103	104	-93 (2)		200 (10)	-317 (4)	22,345	603			22,948
Social Services & Housing	38,067	950	131	161		35	0 (1)	-675 (4)	38,669	1,044		200 (1)	39,913
Resources	6,549	149	50					-130 (4)	6,618	179			6,797
County Clerk	1,387	38	11			35		-34 (4)	1,437	39			1,476
	138,163	3,718	415	1,049	-53	70	1,200	-1,287	143,275	3,868	0	490	147,633
Corporate	3,515	286					0 (5)	-39 (4)	3,762	102		0 (4)	3,864
Fire/Sea Fisheries levies	4,212	135			0				4,347	130	0		4,478
Capital Finance/Interest received	10,882	0					0 (5)	-203 (4)	10,679	0	150 (2)	0 (4)	10,829
Contingency for Single Status *	2,207	0					-650 (6)		1,557	0			1,557
Inflation	0	0			0				0	0	0		0
Contribution to Reserves	600	0			0				600	0	0		600
Further Efficiency Savings *	0	0							0		-1,450 (3)		-1,450
	159,579	4,139	415	1,049	-53	70	550	-1,529	164,220	4,100	-1,300	490	167,511
<b>2. Level of Funding</b>													
W A G funding	125,355	2,813		1,049		70			129,287	2,586			131,873
Deprivation grant	169								169	5			174
LABGI	300				-300 (2)				0				0
	125,824	2,813	0	1,049	-300	70	0	0	129,456	2,591	0	0	132,047
Council Tax yield	33,755	1,326	415		247		550	-1,529	34,764	1,510	-1,300	490	35,464
	159,579	4,139	415	1,049	-53	70	550	-1,529	164,220	4,101	-1,300	490	167,511

\* Note : to be apportioned over service budgets

Increased Council Tax collection 3%

Bills increase 1.7%

Increase Council Tax collection

RSG  
NNDR

2.3%

2.3%

£k

2%

2.0%

2.0%

£k

Notes :

- 1 Reduced Supporting People grant
- 2 Full year effect of Scala & Envir pressure less LABGI
- 3 Effect of Capital Plan
- 4 Further Efficiency Savings
- 5 Potential funds for pressures and Prudential Borrowing
- 6 Equal pay impact reduction
- 7 Phased increase for Secondary Schools
- 8 ESTYN initial response
- 9 Additional schools transport days
- 10 Landfill Tax

1. Reduced Supporting People grant 200
2. Effect of Capital Plan 150
3. Further Efficiency Savings -1450
4. Potential funds for pressures/growth and further Prudential Borrowing 0
5. Phased increase for Secondary Schools resulting from PWC report 290

	<u>2010/11</u>				<u>2011/12</u>				<u>2012/13</u>				
	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-	-13-
	Budget 2009/10	Inflation 2.7% 2010/11	Committed Changes 2010/11	Service Pressure & Growth	Projected Budget 2010/11	Inflation 2.7% 2011/12	Committed Changes 2011/12	Service Pressure & Growth	Projected Budget 2011/12	Inflation 2.7% 2012/13	Committed Changes 2012/13	Service Pressure & Growth	Projected Budget 2012/13
	£k	£k	£k	£k	£k	£k	£k	£k	£k	£k	£k	£k	£k
Lifelong Learning - Schools budgets	54,557	1,473			56,030	1,513			57,543	1,554			59,096
- Other Education	14,079	380			14,459	390			14,850	401			15,251
- Culture & Leisure	7,461	201			7,663	207			7,869	212			8,082
- Corporate services	403	11			413	11			425	11			436
Environment	22,948	620		500 (2)	24,068	650		500 (2)	25,218	681		?	25,899
Social Services & Housing	39,913	1,078		350 (1)	41,341	1,116		480 (1)	42,937	1,159		?	44,096
Resources	6,797	184			6,980	188			7,169	194			7,362
County Clerk	1,476	40			1,516	41			1,557	42			1,599
	147,633	3,986	0	850	152,470	4,117	0	980	157,566	4,254	0	0	161,820
Corporate	3,864	104		200 (6)	4,168	113			4,280	116			4,396
Fire/Sea Fisheries levies	4,478	134			4,612	138			4,751	143			4,893
Capital Finance/Interest received	10,829	0		150 (3)	10,979	0		150 (3)	11,129	0		150 (3)	11,279
Contingency for Single Status*	1,557	0	0		1,557	0	950 (5)		2,507	0	550 (5)		3,057
Inflation	0	0			0	0			0	0			0
Contribution to Reserves	600	0	-600 (5)		0	0			0	0			0
Further Efficiency Savings *	-1,450	0	0	-1,200 (4)	-2,650	0	-950 (4)	-1,800 (4)	-5,400	0	-550 (4)	-870 (4)	-6,820
	167,511	4,224	-600	0	171,136	4,368	0	-670	174,833	4,512	0	-720	178,626
<b>2. Level of Funding</b>													
W A G funding	131,873	2,901			134,774	2,965			137,739	3,030			140,769
Deprivation grant	174	5			179	5			185	6			190
	132,047	2,906	0	0	134,953	2,970	0	0	137,924	3,036	0	0	140,959
Council Tax yield	35,464	1,318	-600	0	36,182	1,398		-670	36,908	1,477		-720	37,666
	167,511	4,224	-600	0	171,136	4,368	0	-670	174,834	4,513	0	-720	178,627

\* Note : to be apportioned over service budgets

	Increase Council Tax collector	2%	Increase Council Tax collector	2%	Increase Council Tax collector	2%
	RSG	2.2%	RSG	2.2%	RSG	2.2%
	NNDR	2.2%	NNDR	2.2%	NNDR	2.2%
	£k		£k		£k	
1. Reduced Supporting People grant	350		480		0	
2. Waste management cost increases	500		500		0	
3. Effect of Capital Plan	150		150		150	
4. Further Efficiency Savings	-1200		-2750		-1420	
5. 3 yr contributions to balances completed	-600		950		550	
6. Potential funds for pressures/growth	200					

<b>DENBIGHSHIRE COUNTY COUNCIL</b>				
			<b>APPENDIX 3</b>	
<b>2008/9 BUDGET SETTING PROCESS</b>				
<b>Details of savings proposals</b>	<b>Proposal £000</b>		<b>Staffing element inc £000</b>	<b>Travel cost reduction £000</b>
<b>ENVIRONMENT DIRECTORATE</b>				
<b>(target £531k).</b>				
<b>A. Efficiency Saving proposals</b>				
<b>1. Service-All Departments</b>				
i) Reduce staffing levels in workforce reduction plan. Directorate restructure following departure of a number of senior officers	170	:	170	
ii) e-working and continued property rationalisation £50K target	)	:		
iii) reduction in staff travel – 10% £38K (target 07/08)	)	:		
iv) Improved sickness absence management in Environment	50	:	0	15
v) implementation of internal business process re-engineering net of costs £20K	)	:		
vi) Produce an Energy Efficiency Policy £10k directorate saving	)	:		
	<b>220</b>	:		
<b>2. Service-Transport &amp; Infrastructure</b>				
i) Passenger Transport – conversion of St Asaph bus service to taxi	16	:		
<b>3. Service-Environmental Services</b>				
i) Street Lighting - stop night-time inspections	7	:	7	
ii) Street Lighting - increased fees & charges	5	:		
iii) CCTV - reductions in overtime working	6	:	6	
iv) Cemeteries - increase charges by 15%	3	:		
v) Closure of Llangollen CA Site	15	:	0	
	<b>36</b>	:		
<b>4. Service-Finance &amp; Performance</b>				
i) Reduction in cost of external audit of Objective 1 projects	5	:		
<b>Environment Directorate Total</b>				
	<b>277</b>	:		
<b>B. Other Savings proposals</b>				
<b>1. Service-Planning &amp; PP</b>				
i) Increase Development Control income	15	:		
ii) Increase Licensing income	5	:		
iii) Reduce Contaminated Land budget	5	:		
	<b>25</b>	:		
<b>2. Service-Transport &amp; Infrastructure</b>				
iv) Deletion of school crossing patrol	5	:	5	
<b>3. Service-Environmental Services</b>				
i) Public Conveniences – closure of old Golf Road toilets	5	:		
<b>4. Service-Finance &amp; Performance</b>				
i) Reduce supplies budgets	2	:		
ii) Renegotiate SLA with Flintshire for Joint Emergency Planning Unit	3	:		
	<b>5</b>	:		
<b>Total Other Savings</b>				
	<b>40</b>	:		
<b>Total Environment Directorate Savings</b>				
	<b>317</b>	:	<b>188</b>	<b>15</b>
		:	<b>(Target 167k</b>	<b>38k)</b>
<b>SOCIAL SERVICES &amp; HOUSING DIRECTORATE</b>				
<b>A. Efficiency Savings proposals</b>				

<b>1. Adult Services</b>		:		
i) Restructure day care provision.	37	:	0	
ii) Reduction in staffing budgets.	55	:	55	
iii) Joint Commissioning	40	:		
iv) Hospital Discharges Service ( <b>Older People</b> )	40	:	0	
v) Telecare Service ( <b>Older People</b> ). Wider introduction of electronic detection and other equipment into people's homes to delay/prevent more substantial care needs.	70	:	0	
vi) <b>Mental Health</b> . Relocation to Westbourne Avenue Rhyl will result in accommodation efficiencies.	10	:		
	<b>252</b>	:		
<b>2. Business Support &amp; Development</b>		:		
i) Reductions in stationery and printing costs	17	:		
ii) Staff savings	16	:	16	
iii) Staff Travelling	34	:		34
	<b>67</b>	:		
<b>3. Children &amp; Family Services</b>		:		
i) Reduce costs of placements for children looked after (none disabled)	78	:	0	
ii) Re-commission family centre services	90	:	0	
Other	50	:	50	
iii) Children's voluntary organisations	30	:	0	
	<b>248</b>	:		
		:		
<b>Directorate Efficiency Savings</b>	<b>567</b>	:		
		:		
<b>B. Other Savings proposals</b>		:		
		:		
<b>1. Adult Services</b>		:		
i) Extension of charges for mental health services.	30	:		
ii) Additional scope to charge for learning disability services due to introduction of AVSC.	40	:		
iii) Older people – running down of Llys Nant as part of the Extra Care development in Prestatyn.	30	:	23	
iv) Enhanced Keyring Scheme	8	:	0	
	<b>108</b>	:		
		:		
<b>Directorate Total Savings</b>	<b>675</b>	:	<b>144</b>	<b>34</b>
		:	<b>(Target 212k</b>	<b>59k)</b>
		:		
<b>RESOURCES DIRECTORATE</b>		:		
		:		
<b>1. Service – FINANCE</b>		:		
		:		
i) Revenues –		:		
a) reduced staffing level for systems reconciliation team	20	:	20	
b) increased fees from Bailiff's service	30	:		
		:		
ii) Benefits –		:		
a) reduced hours for processors and reception staff	26	:	26	
		:		
iii) Exchequer & Financial Accounting –		:		
a) reduced hours for technician post	10	:	10	
	<b>86</b>	:		
<b>2. Service - Customer Contact Centre</b>		:		
i) Processing fee from extension of Parking Fines scheme	12	:		
		:		
<b>3. Service – Policy Unit</b>		:		
		:		
i) Reduced grade for vacant post	10	:	10	

		:		
<b>4. Service – Personnel</b>		:		
i) Various	12	:		
		:		
<b>5. Service – General</b>		:		
i) Reduced travel costs	10	:		10
		:		
<b>Directorate Efficiency Savings</b>	130	:	46	10
		:	(Target 81k	9k)
		:		
<b>COUNTY CLERK</b>		:		
		:		
<b>1. Service - Administration</b>		:		
i) Deletion of post in Administrative Support	14	:	14	
ii) Cessation of relocation expense costs	20	:		20
<b>County Clerks savings</b>	34	:	14	20
		:	(Target 16k	2k)
		:		
<b>CORPORATE</b>		:		
		:		
i) Reduced External Audit fees following continued improvement in preparation of final grant claims.	25	:		
iii) Reduced Bank Charges following continuing move to direct debit payments	14	:		
	39	:		
		:		
<b>CAPITAL FINANCE &amp; INVESTMENT INCOME</b>		:		
i) Continued improved cash flow, investment returns and debt rescheduling	202	:		
		:		
		:		
<b>LIFELONG LEARNING DIRECTORATE</b>		:		
		:		
<b>1. Partnerships Inclusion &amp; School Improvement</b>		:		
		:		
i) Joint working re Mobility Officer	3	:	3	
ii) Review of use of Temporary Admin staff & other office efficiencies	10	:		
iii) Education Officers to Inspect once per year	5	:		
	18	:		
<b>2. Countryside and Leisure</b>		:		
i) Leisure Centre Water Efficiency Measures	5	:		
ii) Reduced electricity costs Leisure Centres	0	:		
iii) Reduced travel costs	3	:	0	3
	8	:		
<b>3. Corporate Communications</b>		:		
i) Reduction of staff costs	2	:	2	
		:		
<b>5. Tourism Heritage &amp; Culture</b>		:		
i) Historic houses reduced costs	5	:		
iii) Reduced support to outside bodies	2	:		
iv) Staffing restructure	14	:	14	
v) Library debtors system	20	:		
viii) Denbigh Castle	2	:		
vi) Delete Library post	30	:	30	
	73	:		
<b>6. Schools Delegated budgets</b>		:		
iii) Procurement savings	30	:		
		:		
<b>LIFELONG LEARNING DIRECTORATE TOTAL</b>	131	:	49	3
		:	(Target 214k	28k)
		:		
<b>OVERALL TOTAL</b>	1528	:	441	82
		:	(Target 692k	136k)

APPENDIX 4 (a)

LIFELONG LEARNING DIRECTORATE

**PRESSURES/GROWTH 2008/9**

Priority	Service	Details of proposals	£000	Impact on service if not agreed
<b>Committed increases 2008/09</b>				
	Workplans	Estyn related:-		Workplans will not be implemented
	3.4	Additional SEN & Behaviour Support.	70	
	1.2	Increase in School Improvement Team.	120	
	1.4	LSA's & Behaviour Support Teachers.	100	
		PWC funding.	290	
	2.1	Policy and Performance posts.	120	
			<b>700</b>	
	Tourism, Heritage and Culture	Scala operating grant (agreed during 07/08 budget round)	<b>40</b>	
<b>Priorities</b>				
1	Schools	Delegated budgets. Ysgol Clawdd Offa.	51	
		Providing time for leadership and management.	280	
		Improving performance: ensuring competency in classroom teaching.	65	
		Review of mainstream funding formula.	198	
			<b>594</b>	
		Demographic and statutory pressures:-		
		Reducing cover by secondary teachers,	261	
		Providing time for lesson planning, preparation and pupil assessment,	199	
		Changes to the primary curriculum,	150	
		Changes to the	133	

		secondary curriculum, New assessment requirements.	98 <b>841</b>	
2	Estyn related	Additional bids to meet the action plan	<b>528</b>	Workplans will not be implemented
3	Education Transport	Increase of 12 operating days.	<b>302</b>	Statutory service.
4	Youth Service	Actions to meet previous Estyn Inspection.	<b>183</b>	Not able to implement action plan
5	Countryside and Leisure	i) Loss of PAG funding.  ii) Drift Park Pool, Play Area and Amphitheatre.  iii) Park Attendants.  iv) Leisure Centre Booking System.	71  37  20  25  <b>153</b>	Three areas currently receiving PAG's grant will stop or be substantially reduced. Reduction in service at the park – pool opening hours, repairs and maintenance, events etc. Complaints about cleanliness and anti social behaviour and vandalism. Failure to engage with e-gov agenda. Inefficient management information systems.
6	Tourism, Heritage and Culture	Additional grant to Bodelwyddan Trust	<b>60</b>	
		<b>Total</b>	<b>3401</b>	Includes 700k previously agreed in response to Estyn inspection.

## ENVIRONMENT DIRECTORATE

## PRESSURES/GROWTH 2008/9

Priority	Service	Details of proposals	£000	Impact on service if not agreed
<b>Committed from 2007/08 Budget Round</b>				
	Environmental Services	H & S bid from 07/08 budget round	12	
	Environmental Services	CCTV – shortfall from 07/08 budget	20	
	Development Services	H & S bid from 07/08 budget round	25	
<b>Inflationary Pressures</b>				
	Environmental Services	Street Lighting – energy costs	23	Energy increase forecast – latest prediction between 10.8% and 14% rise. Actual rise to be confirmed in December
	Transport & Infrastructure	Passenger Transport - impact of increased fuel and insurance costs plus external contractors costs likely to cause an above inflation rise	14	
	Transport & Infrastructure	Increased fuel costs affecting bitumen prices	10	
<b>Priorities</b>				
<b>1</b>	Environmental Services	Refuse Collection & Disposal – procurement costs – residual waste disposal	250 to 500	The wide range is due to a) uncertainty over number of L.A.'s participating in the process and b) uncertainties over the levels of extra WAG funding via grants
<b>2</b>	Planning & PP	HMO PIG funding lost	70	Team reduced to very lower numbers
<b>3</b>	Planning & PP	Need for Section 106 Obligations Officer to ensure development contributions are maximised	35	Spend to save bid if funding available

<b>4</b>	Development Services	Loss LABGI funding	50	Loss of staff, reduction in regeneration activity and the ability to draw down match funding
<b>5</b>	Environmental Services	To improve public realm service – new response team (North)	75	Likely that one of the Council's priority areas will be "downgraded"
<b>6</b>	Environmental Services	To improve public realm service – new response team (South)	75	Likely that one of the Council's priority areas will be "downgraded"
<b>7</b>	Environmental Services	Provision of rural bring sites	24	Running costs associated with the provision of a further 6 rural bring sites
<b>8</b>	Planning & PP	DEFRA funding for Animal Licensing & Welfare not confirmed for 08/09 and subsequent years	150	Service no longer possible
<b>9</b>	Transport & Infrastructure	Street works - costs relating to charity events which affect the highway	20	In the past these costs have been covered by the Council but decision needed from Members as to whether the organisers of events should be required to pay these costs.
<b>10</b>	Environmental Services	Dee Valley CA site (extra running costs)	15	Carrog CA site is under pressure from the E.A. (exemption given until 03/09. Llangollen CA site has already closed. New site needs to be double manned to improve recycling rates. Capital bid will also be required
<b>11</b>	Environmental Services	Waste disposal – extra 230 households approx	25	
<b>12</b>	Transport & Infrastructure	Structures Group – use of new Code of Practice	30	Code of Practice for Bridge Assessments came into force in 2005 and needs to be adhered to. This puts greater emphasis on inspections and any resultant remedial works.
<b>13</b>	Development Services	Nantclwyd House	25	Extending the opening for a longer period in 08/09 will result in a budget pressure

**APPENDIX 4 (c)**

**SOCIAL SERVICES & HOUSING DIRECTORATE**

**Prioritised Pressures 2008/9**

**Table 1 Prioritised Demographic & Statutory Pressures**

	<b>Area</b>	<b>Pressure</b>	<b>£'000</b>
1	Learning Disability	Demographic Growth	646
2	Housing - Homelessness	Removal of Grants	27
3	Older People (i)	Demographic Growth	363
4	Recruitment & Retention	Removal of Grant	47
5	Children's Services (ii)	Placements for Disabled Children	130
6	Mental Health	Demographic Growth	199
7	Physical Disability	Demographic Growth	242
8	Older People	Advocacy Services	25
9	Learning Disability	Implement New Strategy	100
		<b>Total</b>	<b>1,779</b>

(i) Note implications of the Vale of Glamorgan ruling have become more immediate with indications other councils are allowing big increases in fees to mitigate the risk of challenge.

(ii) Bid has been reduced by £70k from original paper in October.

**Table 2 Prioritised Service Development & Growth Bids**

	<b>Area</b>	<b>Pressure</b>	<b>£'000</b>
1	Physical Disability	Work Connections Grant Funding Ends	60
2	Physical Disability Stores	Funding for Project Manager ends before project goes live	35
3	Business Support	Project Manager for PARIS	40
4	Cefndy Enterprises	Investment in R&D	75
5	Housing Strategy (iii)	Collaboration Projects	13
6	Business Support	Mobile Working Devices	15
		<b>Total</b>	<b>238</b>

(iii) Housing bid has been reduced by £25k from the original as external funding for empty homes initiative secured

**Table 3 Prioritised Corporate Bids**

	<b>Area</b>	<b>Pressure</b>	<b>£'000</b>
1	Child Protection	Training programme to comply with Children Act 2004.	25
2	N Wales Race Equality Network (iv)	Development of a drop-in centre in Denbighshire	17
		<b>Total</b>	<b>42</b>

(iv) This is a new bid added since the last meeting

The total pressures bid are therefore £2.193m.

**APPENDIX 4 (d)**

**DENBIGHSHIRE COUNTY COUNCIL**  
**BUDGET SETTING 2008/09**

**Proposals for RESOURCES Directorate**

**D. Service development and growth**

<b>Details of proposals</b>	<b>£000</b>	<b>Impact on service if not agreed</b>
<b>1. Service – FINANCE</b>		
i) Increased capacity within Education Finance Team in response to Estyn report. To be bid for as part of the overall response.	(40)	To be included in overall bid for response to ESTYN report as part of the Lifelong Learning bids.
ii) Increase capacity within Procurement and Project Management teams to deliver Efficiency Strategy targets. Graduate appointments proposed.	(25)	To be funded from savings delivered.
	25	
	25	
<b>2. Service - ICT</b>		
i) Increase Business Process Analysis staffing by 1 additional post and provide a Technical Analyst to deliver Homeworking, in response to Efficiency Strategy targets.	70	
	70	
<b>3. Service – Customer Care</b>		
i) Web site editor	30	
	30	
<b>4. Service – Personnel</b>		
i) Additional post & increase part time post to full time to support sickness management	52	
	52	
	52	
<b>Directorate Total</b>	<b>177</b>	

**DENBIGHSIRE COUNTY COUNCIL**  
**BUDGET SETTING 2008/09**

**Proposals for COUNTY CLERK'S Directorate**

**E. Demographic & Statutory pressures, (may be allowed for within WAG settlement)**

Details of proposals	£000	Impact on service if not agreed
<b>3. Service Legal – Planning and Highways</b>		
i) Legal Officer – Highways (S02)	36	<ul style="list-style-type: none"> <li>• Backlog of traffic orders <ul style="list-style-type: none"> <li>• major road safety implications and loss of revenue.</li> </ul> </li> <li>• Backlog of Definitive Map and public rights of way <ul style="list-style-type: none"> <li>• failure to comply with statutory duty and time limits.</li> </ul> </li> <li>• Backlog of S106 Agreements <ul style="list-style-type: none"> <li>• significant risk of unauthorised developments</li> <li>• significant risk of losing planning gain – roads, schools, regeneration monies.</li> </ul> </li> <li>• New legislation e.g. Commons Act 2006 with statutory requirement to produce a new Register <ul style="list-style-type: none"> <li>• inability to deal will result in breach of statutory duty.</li> </ul> </li> <li>• Flood Alleviation Schemes <ul style="list-style-type: none"> <li>• high risk of compensation claims and land related issues.</li> </ul> </li> </ul>
	36	
<b>2. Service Legal - Conveyancing</b>		
i) Legal Officer – Conveyancing (S01 – S02)	36	<ul style="list-style-type: none"> <li>• Lack of capacity to deal with the increasing number of land related transactions</li> </ul>
ii) Trainee Legal Executive Conveyancing (Sc4 – S01)	32	<ul style="list-style-type: none"> <li>• serious detrimental affect on ability to meet corporate objective to sell £3m of surplus land and buildings</li> </ul>

		<ul style="list-style-type: none"> <li>by 2009</li> <li>poor management of DCC's land and property holdings</li> <li>critical delays in completing leases leading to loss of income.</li> </ul>
	68	
<b>1. Service Legal – Litigation / Employment / Contracts</b>		
i) Solicitor – Contracts and Corporate Governance (P03)	43	<ul style="list-style-type: none"> <li>Agreed in principle as part of 2007/08 budget process but only 50% of £150k bid received</li> </ul>
ii) Solicitor – Contracts (2 year fixed term) P03	43	<ul style="list-style-type: none"> <li>failure to update Contract Procedure Rules / Constitution - high risk of being open to challenge through the courts.</li> <li>Freedom of Information/DPA requests <ul style="list-style-type: none"> <li>significant risk of challenge from Information Commissioner/Audit Commissioner, Judicial Reviews and maladministration claims.</li> </ul> </li> <li>Multi-million pound contracts not negotiated in best interests of DCC.</li> <li>Contractual flaws place DCC in high risk position if contractors default.</li> <li>Procurement unit operating without benefit of appropriate legal support.</li> <li>External fees incurred increasing cost to DCC.</li> <li>High value contracts require consideration of European legislation <ul style="list-style-type: none"> <li>open to challenge through the courts.</li> </ul> </li> </ul>
iii) Solicitor – Litigation P03	43	<ul style="list-style-type: none"> <li>Increasing volume of prosecutions <ul style="list-style-type: none"> <li>failure to achieve corporate objectives (public realm) includes dog fouling, littering, counterfeiting and environmental</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• failure to maintain tough stance on offences which materially affect DCC's image</li> <li>• unable to support Community Safety Team (new).</li> <li>• Increasing volume of employment work <ul style="list-style-type: none"> <li>• increased disciplinary / capability if lack of appropriate legal advice at early stage</li> <li>• high risk of compensation payouts</li> <li>• high risk areas – disability, sex and race discriminating increasing – leading to compromise agreements and large pay offs.</li> </ul> </li> <li>• Single Status Issues <ul style="list-style-type: none"> <li>• high risk / high value area</li> <li>• risk of claims, compensation packages.</li> </ul> </li> </ul>
	129	
4. Service.....		
i)		
ii)		
iii)		
<b>Directorate Total</b>	<b>238</b>	

**DENBIGHSIRE COUNTY COUNCIL**  
**BUDGET SETTING 2008/09**

Proposals for **CORPORATE BUDGETS**

**F. Service development and growth**

Details of proposals	£000	Impact on service if not agreed
<b>1. Service</b>		
i) Continue with and increase level of physiotherapy costs to enable swift return to work.	23	
	<b>23</b>	
<b>2. Service - Members</b>		
i) Provision of Broadband inc Citrix	10	
ii)		
iii)	10	
<b>3. Service Corporate Training</b>		
i) CRB training requirement	25	
ii)		
iii)	25	
<b>4. Service.....</b>		
i)		
ii)		
<b>Directorate Total</b>	<b>58</b>	

**PERFORMANCE INCENTIVE GRANT 2008/9****APPENDIX 5****Base Budget position 2007/8**

Service	Current level of grant £k	--Suggested treatment--	
		Element retained £k	Element reduced £k
Countryside	25		25
Sports Development	15		15
Corwen LS	9		9
Rhyl LS	9		9
Prestatyn LS	3		3
Denbigh LS			
Llangollen LS	9		9
Secondary schools delegated	262	262	0
Special Schools delegated	13	13	0
Adult Education	31		31
Youth service	40	<b>36</b>	4
ICT/Call centre	80	80	0
HR trainees	47		47
Food safety	48	<b>40</b>	8
Housing enforcement	86	86	0
Envir man & performance	16		16
Non Princ Rds maintenance	54		54
Soc Servcies admin	47		47
Children's social workers	98	<b>80</b>	18
Homelessness	134	134	0
Spare provision	18	<b>18</b>	0
<b>TOTAL</b>	<b>1044</b>	<b>749</b>	<b>295</b>

**NOTE**

Detail to be reviewed when final confirmation of WAG requirements is received.

## Resources Scrutiny Committee

17<sup>th</sup> January 2008

### **Report by the Scrutiny Support Officer**

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#### **Scrutiny Work Programme**

**1. Purpose of Report**

To review the future work programme for the Resources Scrutiny Committee and to update members on relevant issues.

**2. Reason for Submission of Report**

To update members on issues relating to the Committee's work and to enable them to prioritise their work programme taking into account corporate priorities, items reported by officers and items of concern to members of the Committee.

**3 Development of a Work Programme**

3.1 The Constitution of Denbighshire County Council requires scrutiny committees to prepare and keep under review a programme for their future work. The Committee has previously agreed to review the contents of the work programme at every meeting to ensure that the work programme reflects current priorities.

3.2 The work programme attached as Appendix 1 highlights issues identified by members for inclusion or those suggested by officers. The Committee's instructions as to the content of the work programme are requested.

**4 Forward Work Programme Update**

4.1 The following revisions have been applied to the draft forward work programme (appendix 1) for Members to approve or amend.

Capital Programme

4.2 The Capital Strategy Group will be meeting on the 15<sup>th</sup> January to finalise its proposals. The Scrutiny Committee is therefore requested to consider the report on this issue (previously scheduled for the meeting originally scheduled for the 3<sup>rd</sup> January) on the 31<sup>st</sup> January.

## E-Government / Customer Care

- 4.3 A report to consider the progress and developments within the area of E-Government and Customer Care had been previously scheduled for the 3<sup>rd</sup> January. The Customer Care Service advises that the Customer Care Strategy was being produced in December and will be reviewed by the Corporate Executive Team on 14th January. As the Head of Customer Care is on leave during February, the Committee is requested to receive the strategy the on 27th March 2008.

## Information Report – Local Government Pensions Scheme

- 4.4 An information report on the LGPS for councillors has been circulated to members of the committee. Further copies are available on request or (for members) from the Council Members' database.

## **5 Blessed Edward Jones Catholic High School**

- 5.1 In December 2007, the Corporate Governance Committee reviewed the progress of the High School against an audit in 2006 and the financial aspects of the Estyn post inspection action plan.

- 5.2 Concerns were also raised regarding the school's future viability taking into account the projected financial deficit, the falling pupil numbers currently on role, and the implications arising from Cambridge Education's report on Modernising Education and Post 16 Provision in Rhyl. The Committee felt that further clarification regarding the financial position of the School was required. It was resolved that the Resources Scrutiny committee be asked to monitor the financial position of the School in terms of the projected deficit for the current financial year and financial projections for future years.

- 5.3 Members instructions are requested.

## **6 Implications on Other Policy Areas**

The development and review of a coordinated work programme will assist the Council in monitoring and reviewing policy issues.

## **7 Recommendation - That**

Members consider the work programme for the Resources Scrutiny Committee as contained in Appendix 1 and approve or revise as necessary.

Contact Officer: Steve Price, Scrutiny Support Officer  
(Tel No: 01824 712589 e-mail: [steve.price@denbighshire.gov.uk](mailto:steve.price@denbighshire.gov.uk))

# Resources Scrutiny Committee Work Programme

Appendix 1

Date of Meeting	Subject	Purpose of Report	Reason for Consideration	Author	Date Entered
January 31 <sup>st</sup>	Capital Programme	To be consulted on the recommendations of the Capital Strategy Group regarding projects for future funding	To enable the Committee to comment on the proposals	Paul McGrady	Oct 07
January 31 <sup>st</sup>	Planning Obligations	To consider the findings from the review of the scope for extended use of planning obligations	To enable the Committee to be consulted on the findings	Jonathan Cawley	Apr 07
January 31 <sup>st</sup>	Translation Services Review	To consider the final proposals for the review of the translation service	To enable the Committee to consider proposals for the future operation of the service	Ian Hearle	Sep 07
January 31 <sup>st</sup>	Fees and Charges	To consider proposals from Directorates for increases in Fees and Charges for 08/09	To enable the Committee to consider proposals for 08/09	Ken A Jones	Jun 07
January 31 <sup>st</sup> (tbc)	Risk Assessment – Lack of Management Capacity and Effectiveness	To receive a report to identify the risks to the authority and to consider the actions undertaken to mitigate the level of risk associated	To enable the Committee to review	Ian Miller	Nov 07
January 31 <sup>st</sup>	Trends in Employment	To consider the reasons for growth in employment over recent years within the Council	To enable the Committee to review the matter	Linda Atkin	Nov 07
January 31 <sup>st</sup>	ICT Services	To receive an update against issues highlighted during consideration of the ICT Strategy	To enable the Committee to be advised of progress against areas of concern	Peter Wickes	Nov 07

# Resources Scrutiny Committee Work Programme

Appendix 1

Date of Meeting	Subject	Purpose of Report	Reason for Consideration	Author	Date Entered
January 31 <sup>st</sup> / Feb 28 <sup>th</sup>	Sustainable Development	To receive an update against agreed actions within the Sustainable Development Action Plan	To enable the Committee to review current performance – Performance Scrutiny	Ewan McWilliams	
Feb 28 <sup>th</sup>	Quarterly Performance Report	To monitor the performance within the Quarterly Performance Report against agreed targets and objectives for Quarter 3	To enable the Committee to review current performance – Performance Scrutiny	Scrutiny Support	Sept 04
Feb 28 <sup>th</sup>	NDR Review – Impact on Vacant Properties	To consider the findings of the review of vacant properties including office accommodation to mitigate the costs associated with the reforms of NDR payments		Gareth Evans / Ken A Jones	Nov 07
Feb 28 <sup>th</sup> (tbc)	Risk Management – Collaboration and Partnerships	To consider the risks associated with the level of involvement / expectation within collaboration and partnerships and to consider the actions undertaken to mitigate the level of risk associated	To enable the Committee to review the matter	Janette Williams	Nov 07
March 27 <sup>th</sup>	Employee Statistics	To receive an update on issues highlighted at the November meeting including information on management systems for schools sickness absence and the review of the appraisal system	To enable the Committee to review progress	Linda Atkin / Georgina Humphreys	Nov 07
March 27 <sup>th</sup>	Workforce Planning	To be advised of the progress of the authority in respect to the implementation of workforce planning	To enable the Committee to review the matter	Linda Atkin / Georgina Humphreys	Sep 07

# Resources Scrutiny Committee Work Programme

Appendix 1

Date of Meeting	Subject	Purpose of Report	Reason for Consideration	Author	Date Entered
March 27 <sup>th</sup>	E-Government / Customer Care	To consider the progress and developments within the area of E-Government and Customer Care	To enable the Committee to appraised of developments	Catherine Williams	Oct 07
June 2008	Power to Trade	To examine the progress made in respect to the power to trade and the potential to establish a shell company	To enable members to consider future options – Policy Development	Ken A Jones	Nov 07
Joint Scrutiny – date tbc	Transient Population	To consider further options to be taken in respect of transient population issues	To enable members to consider future options – Policy Development	Janette Williams	Apr 06
Future Date	Use of Consultants	To consider further the issues highlighted regarding the existing use of consultants and the suitability of existing control mechanisms	To enable the Committee to consider issues further	Cemlyn Foulkes	Sep 07
Future Date	Internal Audit – School Meals Service	To consider the findings from the Internal Audit review of the school meals service	To enable members to review the main findings and recommendations arising – Performance Scrutiny	Ivan Butler	Apr 07
Future Date	Wales Audit Office – Management of the Capital Programme	To consider the findings from the review of the Management of the Capital Programme by the Wales Audit Office	To enable members to review the main findings and recommendations arising – Performance Scrutiny	Roger Parry	Mar 06
Future Date	Use of Capital Resources – Use of Assets	To enable the Committee to review issues in respect of generating resources for the Council's Capital Programme	To enable the Committee to review the matter – Investigative Scrutiny	Scrutiny Support	Jun 06

# Resources Scrutiny Committee Work Programme

Appendix 1

Date of Meeting	Subject	Purpose of Report	Reason for Consideration	Author	Date Entered
Future Date	Expenditure on Agency Staff	To receive information in respect of expenditure on agency staff within the authority	To enable the Committee to review the matter – Investigative Scrutiny	Scrutiny Support / Arwel Staples	Jun 06
Future Date	Employee Statistics	To receive an update in respect of compliance issues in respect to Equal Opportunities Monitoring	To enable the Committee to be advised of progress – Investigative Scrutiny	Huw Griffiths	Nov 06
Future Date	Transfer of Assets /Services between Directorates	To review existing protocols to ensure that full consideration is given to the financial impact arising from any transfer of assets / services between directorates	To enable the Committee to review the matter – Investigative Scrutiny		Oct 07

Revised 9/1/2008

## **Note for officers – Committee Report Deadlines**

<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>
<i>January 31st</i>	<i>17<sup>th</sup> January</i>	<i>February</i>	<i>14<sup>th</sup> February</i>	<i>March</i>	<i>13<sup>th</sup> March</i>

**Appendix 2 - Resources Scrutiny Committee – 29th November 2007**

<b>Item Details</b>	<b>Issues to be pursued</b>	<b>Progress arising</b>
Item 2 – Minutes	No issues identified	
Item 3 – Pressures in Legal Services	<p>Pressures to be considered as part of the Budget process at the January meeting</p> <p>Bid for staff in relation to Public Paths Orders to be reviewed</p> <p>Further updates to be sought on pressures within Social Services and Lifelong Learning Unit of Legal Services, options for securing additional income and development of reserve for unplanned legal work</p>	<p>Cabinet to consider bids at January meeting</p> <p>Updates to be sought in future work of Committee</p>
Item 4 – Development Opportunities – Enquiry	Issue to be forwarded to relevant officers	E-mail sent to relevant officers – November 2007
Item 5 – Financial Implications – Estyn Action Plan	Special meeting to be convened to discuss issues in greater detail	Special meeting held on the 10 <sup>th</sup> December
Item 6 – Review of Quarterly Performance Reports – Quarter 2	Council Tax Collection – issues around cash payments and available dates	<p>Response from Head of Revenues and Benefits</p> <p>The law says that you must pay your instalments by the due date, which is the 5th &amp; 10th of the month for cash and cheque payments (although Direct Debit payers only can choose to pay on the 4th, 15th , 22nd or 30th of the month). Annual payments are due by 30th April and bi-annual payments are due by the 30th April and 30th Oct. Cash weekly payments commence on 14th April, for a maximum of 45 weeks. If we do not receive payments by the due dates, we are required by law to take action immediately.</p> <p>This is common practice for all Authorities, the advantages of DD payment to DCC are</p> <p>1. Guaranteed payments by DD</p>

Item Details	Issues to be pursued	Progress arising															
	<p>Tax relief for Post Offices – details of current list of post offices to be circulated to Councillor Barton</p>	<p>2. Accuracy of forecast of cash flow particularly for funds management for investment purposes  3. Reduction of recovery documents reducing cost of service (post, stationary etc)  4. Higher collection rates  5. Lower cost of collection in the region of £1 per transaction which on 23,760 DD payments (current level) is £237,600 per year.</p> <p>The disadvantages of offering alternate cash dates for cash payers would be the loss of DD advantages plus</p> <ol style="list-style-type: none"> <li>1. Recovery program frequency would increase requiring either a higher staffing level or reduction in current standards.</li> <li>2. More Court orders granted therefore increasing customer debt levels due to costs</li> <li>3. Impact of point 2 reducing Income to DCC</li> </ol> <p>Regarding post office payments there is also the issue of payment transfer from P.O. to DCC which can take up to 4 days to be credited to an account in which time recovery letters could be sent causing "upset" to payers</p> <p>The trend of DD payments show November payments as</p> <table border="1" data-bbox="1064 877 2072 1045"> <thead> <tr> <th>Date</th> <th>Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>4th</td> <td>5,652</td> <td>£ 599,497</td> </tr> <tr> <td>15th</td> <td>3,987</td> <td>£ 424,927</td> </tr> <tr> <td>22nd</td> <td>2,411</td> <td>£ 241,861 This is a date introduced approx 2 years ago</td> </tr> <tr> <td>30th</td> <td>11,741</td> <td>£1,325,877</td> </tr> </tbody> </table> <p>December 2007 – list of post offices sent to Councillor Barton</p>	Date	Number	Amount	4th	5,652	£ 599,497	15th	3,987	£ 424,927	22nd	2,411	£ 241,861 This is a date introduced approx 2 years ago	30th	11,741	£1,325,877
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30th	11,741	£1,325,877															
Item 7 – Scrutiny Work Programme	Joint Scrutiny on HSCWB issues	Councillors R.E. Barton, S. Roberts and G. Williams to represent the Committee															