

# Complete Agenda

# CABINET

## GWYNEDD COUNCIL

|                      |  |
|----------------------|--|
| <b>DATE</b>          | Tuesday, 21st January, 2020                                      |
| <b>TIME</b>          | 1.00 pm  |
| <b>LOCATION</b>      | Siambr Hywel Dda, Council Offices, Caernarfon, Gwynedd, LL55 1SH |
| <b>CONTACT POINT</b> | Annes Siôn<br>01286 679490<br>cabinet@gwynedd.llyw.cymru         |

### GWYNEDD COUNCIL CABINET MEMBERS

| <b>Members</b>       |  |
|----------------------|--|
| Dyfrig L. Siencyn    | Leader   |
| Dafydd Meurig        | Deputy Leader, Cabinet Member for Adults, Health and Wellbeing |
| Craig ab Iago        | Cabinet Member for Housing                                     |
| Gareth Wyn Griffith  | Cabinet Member for Environment                                 |
| Nia Wyn Jeffreys     | Cabinet Member for Corporate Support                           |
| Dilwyn Morgan        | Cabinet Member for Children and Young People                   |
| Gareth Thomas        | Cabinet Member for Economic Development and Community          |
| Ioan Thomas          | Cabinet Member for Finance                                     |
| Catrin Elen Wager    | Cabinet Member for Highways and Municipal                      |
| Cemlyn Rees Williams | Cabinet Member for Education                                   |

## AGENDA

|    | <b>Item</b>   | <b>Submitted by</b>       | <b>Officer</b>    | <b>Page</b> |
|----|---|---------------------------|-------------------|-------------|
| 1  | APOLOGIES   |                           |                   |             |
| 2  | DECLARATION OF PERSONAL INTEREST  |                           |                   |             |
| 3  | URGENT ITEMS  |                           |                   |             |
| 4  | MATTERS ARISING FROM OVERVIEW AND SCRUTINY  |                           |                   |             |
| 5  | MINUTES OF THE MEETING HELD ON 17 DECEMBER 2019   |                           |                   | 4 - 9       |
| 6  | HEALTH, SAFETY AND WELLBEING POLICY   | Cyng/Cllr Nia Jeffreys    | Geraint Owen      | 10 - 38     |
| 7  | GWYNEDD PLAN 2018-2023 - RESOURCES FOR THE 'INCREASING THE BENEFITS OF MAJOR EVENTS' SCHEME | Cyng/Cllr Gareth Thomas   | Roland Evans      | 39 - 43     |
| 8  | REVENUE BUDGET 2019-20 - END OF NOVEMBER REVIEW   | Cyng/Cllr Ioan Thomas     | Ffion Madog Evans | 44 - 65     |
| 9  | CAPITAL PROGRAMME 2019/20 – END OF NOVEMBER REVIEW  | Cyng/Cllr Ioan Thomas     | Ffion Madog Evans | 66 - 73     |
| 10 | PERFORMANCE REPORT OF THE CABINET MEMBER FOR FINANCE  | Cyng/Cllr Ioan Thomas     | Dilwyn Williams   | 74 - 89     |
| 11 | PERFORMANCE REPORT OF THE CABINET MEMBER FOR THE ENVIRONMENT                                | Cyng/Cllr Gareth Griffith | Morwena Edwards   | 90 - 97     |
| 12 | PERFORMANCE REPORT OF THE CABINET MEMBER FOR ADULT, HEALTH AND WELLBEING                    | Cyng/Cllr Dafydd Meurig   | Morwena Edwards   | 98 - 104    |

|    |   |                                  |                    |              |
|----|---|----------------------------------|--------------------|--------------|
| 13 | PERFORMANCE REPORT OF THE CABINET MEMBER FOR ECONOMIC DEVELOPMENT | Cyng/Cllr<br>Gareth<br>Thomas    | Dilwyn<br>Williams | 105 -<br>113 |
| 14 | FORWARD WORK PROGRAM  | Cyng / Cllr<br>Dyfrig<br>Siencyn |                    | 114 -<br>115 |

---

## THE CABINET 17/12/19

---

### **Present-**

Councillors: Dyfrig L. Siencyn, Dafydd Meurig, Craig ab Iago, Gareth Wyn Griffith, Nia Wyn Jeffreys, Dilwyn Morgan, Gareth Thomas, Ioan Thomas, Catrin Elen Wager and Cemlyn Rees Williams

### **Also present-**

Dilwyn Williams (Chief Executive), Iwan Evans (Head of Legal Services), Dewi Morgan (Assistant Head of Finance - Revenue and Risk), Morwena Edwards (Corporate Director), and Annes Siôn (Democracy Team Leader).

Item 5 and 6: Sioned Williams (Head of Economy and Community Department), Roland Evans (Assistant Head - Culture, Economy and Community Department) and Gareth Jones (Assistant Head, Environment Department)

Item 7: Ffion Madog Evans (Senior Finance Manager)

Item 8: Geraint Owen (Head of Corporate Support Department) and Vera Jones (Democracy and Language Manager)

## **1. APOLOGIES**

Cabinet Members and Officers were welcomed to the meeting.

Apologies had been received from Dafydd Edwards (Head of Finance Department).

## **2. DECLARATION OF PERSONAL INTEREST**

There were no declarations of personal interest

## **3. URGENT ITEMS**

There were no urgent items.

## **4. MATTERS ARISING FROM OVERVIEW AND SCRUTINY**

There were no matters arising from overview and scrutiny.

## **5. MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2019**

The Chair signed the Minutes of the meeting held on 26 November 2019, as a true record.

## 6. SUBMISSION OF THE SLATE LANDSCAPE OF NORTH WEST WALES WORLD HERITAGE SITE NOMINATION

Presented by Cllr Gareth Thomas

### DECISION

Resolved to:

- Acknowledge the feedback following the public consultation on the Slate Landscape of Northwest Wales Heritage Site Management Plan
- Acknowledge the relevant amendments that have been made to the content of the Management Plan and the Bid to UNESCO in response to the consultation;
- Approve the submission of the Slate Landscape of Northwest Wales Heritage Site Full Nomination to the UK Government's Department for Digital, Culture, Media and Sport and the UNESCO World Heritage Centre in Paris for the World Heritage Committee's consideration.

### DISCUSSION

The report was submitted and the decision sought was noted. It was added that a public consultation had been held on the Management Plan and that adaptations had been carried out following the consultation.

It was added that there were two parts to the bid submitted to UNESCO, namely the Management Plan and the Full Bid. It was stressed that slate, the culture and the language were part of the landscape conveyed in the bid. It was noted that adaptations had been made to the bid at the last minute and, consequently, the bid was currently only available in English in order to be submitted to UNESCO. It was added that a translation would be available in the new year.

Observations arising from the discussion

- Officers were thanked for their work and it was asked what steps would be taken in terms of the concerns that had been raised in relation to the language and tourism following the consultation. It was acknowledged that the language and culture aspects of the initial bid were weak but that they had now been strengthened. It was added that work would be carried out on the effect of tourism by the Planning Service together with the Language Service.
- It was noted that excessive tourism had been a concern in recent months but that it was important that the bid had responded to the concerns by looking at the impact.
- The public and stakeholders were thanked for taking the time to respond to the consultation.
- It was asked if the social enterprises found throughout the slate areas had been a part of the process. It was noted that they had been a part of the process and also a partner. It was added that they saw the bid as an opportunity.

**7. FINANCIAL CONTRIBUTION FROM GWYNEDD COUNCIL TO THE LLOYD GEORGE MUSEUM CHARITY**

The report was submitted by Cllr Gareth Thomas

**DECISION**

To contribute £27,000 from the Transformation Fund to the Lloyd George Museum Charity for 2020-21 to allow more time for Trustees to consider the best models for the future.

**DISCUSSION**

The report was submitted and it was noted that the Council had decided to cut the contribution made to the Lloyd George Museum in 2017. It was noted that, following the Council's decision, the Chancellor of the British Government had announced that the financial deficit would be met by the British Government for a bridging period.

It was added that a permanent solution had not been agreed during this period; therefore, the department was requesting an additional year's funding in order to decide on options of how the Museum could move forward.

Observations arising from the discussion

- It was noted that the Council had two roles in this situation as the Council acted as the Museum's charitable trustee as well as running the museum as one of its services. It was stressed that the report submitted for consideration examined the financial qualities and that a further discussion as 'Trustees' would happen following this decision.
- It was stressed that the resource was such an important one to Wales and the additional year would give an opportunity to engage with the museum more and to find a solution to secure its future.
- It was expressed that a discussion may be needed to see if it would be possible for the Museum to become part of the Slate Plan for the World Heritage Site bid as one of the locations.
- As the bid was in order to secure a long-term solution for the Museum, it was stressed that the appropriate source of funding would be the Transformation Fund.

**8. SAVINGS PROPOSALS AND THE COUNCIL BUDGET**

Presented by Cllr Ioan Thomas

**DECISION**

To accept the latest information received from the Finance Department in relation to what the settlement means, and in order to consult with our fellow members in the workshops in January, that we refrain from using the savings in the four bottom rows of the table in paragraph 13, but that the savings contained in the first line of the table (worth £1.06m of efficiency savings) should be used in order

to meet an element of the additional demands on us and in order for us to consider a more reasonable Council Tax increase.

## DISCUSSION

The report was submitted, noting that we had now received the draft settlement and that it was better than expected. It was noted that, although the settlement covered inflation, it did not reach the level required in order to fund the additional demands on departments.

It was added that, in July, the Cabinet had decided upon a strategy of planning to meet a deficit of £2m which would be shared amongst all departments. It was also added that these schemes had been scrutinised by the relevant Scrutiny Committee prior to being submitted to the Cabinet. Nevertheless, it was explained that the settlement was a positive one, but it was stressed that it was still in draft form and only for the coming year. We did not know what would happen in subsequent years.

The Senior Finance Manager added that the final settlement would be announced in February. It was noted that, on average, authorities had received an increase of 4.3% in the grant for the next year but that Gwynedd was a little higher on 4.6%. It was explained that the draft settlement covered the 3.1% inflation but that it did not cover the 2.3% of additional demand on services. It was noted that it was likely that the financial deficit of £3.5 million would still need to be addressed.

The Chief Executive stressed that these figures could change before February, but that the draft highlighted that this settlement would be the best in 10 years for the Council as it covered our inflation requirements. He added that, in order to address the deficit, it would be possible to increase the Tax by 5% or decide to use all the savings proposals from the departments and increase the tax by 2% or any combination between these scenarios. It was noted that a decision was needed on the recommendation to allow the Finance Department to consult on the budget with all councillors in January.

### Observations arising from the discussion

- It was stressed that grave cuts were seen in the table of savings which would have a major impact on the residents of Gwynedd. It was proposed to use the savings contained in the first line of the table (worth £1.06m of efficiency savings which would not have a substantial impact on the residents of Gwynedd) in order to consider a more reasonable Council Tax increase.
- Pride was expressed that the budget recognised the additional demand on departments as the money was for the most vulnerable people in the county.

## 9. GWYNEDD COUNCIL'S RESPONSE TO THE LOCAL GOVERNMENT AND ELECTION (WALES) BILL - NOVEMBER 2019

Presented by Cllr Dyfrig Siencyn

## **DECISION**

To approve the draft response which has been prepared on behalf of the Council to the Consultation on the Local Government and Elections (Wales) Bill - November 2019, for submission to the Full Council for approval on 19 December 2019.

## **DISCUSSION**

The report was submitted and it was noted that the Bill had been published and that there were some elements with which the Council agreed, such as the voting age and the principle of a single transferable vote.

It was noted that the proposal to create a Corporate Joint Committee for the main elements was not acceptable as it was a step towards creating a higher tier of a regional authority. It was added that adding these authorities would distance the decisions from the electors. It was added that regional collaboration such as that seen in the Health field currently worked well as it was happening voluntarily. It was stressed that mandatory collaboration would be ineffective.

Observations arising from the discussion

- It was noted that the Community Councils should be considered and possibly start to review the system from this level in order to strengthen the foundations before going any further.
- It was noted that this bill was a threat to democracy and added an additional tier where there was little mention of accountability and would take decisions further away from the electorate.
- It was stressed that the relationship between Welsh Government and the authorities needed to be re-examined in order to establish an equal relationship so that Welsh Government would not interfere with decisions at a local level.

## **10. THE OMBUDSMAN'S ANNUAL LETTER 2018/19**

Presented by Cllr Dafydd Meurig and Cllr Dyfrig Siencyn

### **DECISION**

To receive the Annual Letter of the Public Services Ombudsman for Wales 2018/19 and the observations noted.

### **DISCUSSION**

The report was presented, noting that the letter reported on complaints within the Council. It was added that the report had been submitted to the Cabinet during the summer, reporting on the complaints procedure and the individual cases behind the report's figures. It was explained that there was no typical message or any concerns arising.



However, the Chief Executive noted that problems had arisen with the way we had dealt with the case referred to him where a report had been given by the Ombudsman explaining the background. We had not acted in accordance with the exact wording of that agreed with him. Consequently, he was not satisfied with the Council's response and the Chief Executive met with him in order to explain the situation. The Chief Executive's intention was to review our complaints arrangements when a report would be referred to the Ombudsman in order to ensure appropriate action.

It was added that the Council's complaints procedure encouraged Departments to learn from the complaints and to put themselves in the shoes of the citizens. It was explained that the Ombudsman made the Council work in a different way and, therefore, steps may need to be included in the complaints procedure to insert a corporate procedure when a draft report from the Ombudsman was received so that both procedures worked hand in hand.

The meeting commenced at 1.00 pm and concluded at 2.20 pm

**CHAIRMAN**

## GWYNEDD COUNCIL CABINET



### Report to the Cabinet

|                         |   |
|-------------------------|---|
| <b>Meeting Date:</b>    | <b>January 21st 2020</b>                  |
| <b>Cabinet Member:</b>  | <b>Councillor Nia Jeffreys</b>            |
| <b>Contact Officer:</b> | <b>Geraint Owen</b>                       |
| <b>Contact Number:</b>  | <b>01286 679335</b>                       |
| <b>Item Title:</b>      | <b>Health Safety and Wellbeing Policy</b> |

#### **1 DECISION SOUGHT**

Cabinet approval of the new Health Safety and Wellbeing Policy

#### **2 REASON WHY DECISION IS NEEDED**

It is a legal requirement for the Council to have an adopted Health Safety and Wellbeing Policy. The current Policy dates back to 2015 and therefore needed reviewing to ensure it reflects current arrangements within the Council.

Cabinet approval demonstrates strategic commitment to this important field.

#### **3 INTRODUCTION**

Work to review and revise the current policy has been underway for several months, and it is a legal requirement that it is reviewed regularly. As there was a management review underway corporately however, it made sense to await the findings and confirmation of the new structure before consulting on the final draft with Officers, Unions and those elected members who sit on the Health Safety and Welfare Panel. This was in order to ensure that the new policy complements and reflects the new structure.

Having received and incorporated some comments as part of the consultation, the main changes include:

- Define the responsibilities of Heads of Department and Managers, and explain the role of Assistant Heads of Department and Team Leaders in assisting them to discharge these duties.
- Re-structure the Policy so that the responsibilities of all staff are clearly noted at the beginning of the document and not lost somewhere in the middle
- Differentiate between the responsibilities of Cabinet members and other elected members
- Ensure the principles of Ffordd Gwynedd are reflected in responsibilities on all

levels

- Confirm and strengthen corporate governance arrangements
- Ensure that the Policy is worded in way that satisfies the requirements of the ISO (International Organisation for Standardization) accreditation that is critical to some Departments.

#### **4 REASON AND JUSTIFICATION BEHIND THE DECISION**

Cabinet approval would help develop a management model within the Council whereby Managers shoulder the responsibility of health and safety standards, along with staff wellbeing within their Service.

No objections have been presented during the consultation stage.

An equality assessment had been undertaken and appended which has not found there to be any negative effect on equality rights, and indeed that the proposed Policy has a positive impact on many individuals who have protected characters.

#### **5 NEXT STEPS & TIMETABLE**

If the Policy is approved by the Cabinet, the leader and Chief Executive will be asked to sign the master document and work and the new Policy communicated to the workforce immediately, with awareness raised amongst staff on all levels.

#### **6 ANY CONSULTATIONS UNDERTAKEN PRIOR TO MAKING THE DECISION**

The Policy has been shared with the Chief Executive, Heads of Departments and all members of the Health Safety and Wellbeing Panel which include the Trade Union representatives, and the Corporate Health and Safety forum as part of the consultation process.

Comments were received and incorporated during the consultations. The main comments received were:

- A request that the new Policy reflect the Council's new Management structure. To this extent it was decided to await for the new structure to be in place so that it could be reflected in the policy.
- A request to strengthen the wording in terms of general commitment to health and safety matters from minimum legal compliance to aim for continuous improvement, and this change has been incorporated.
- It was noted that there is some mention of contractor management in within the policy and it was requested that guidance is provided to Departments on this matter. Work will be undertaken on this specific matter in coming months.
- No comments were received by the Trade Unions.

Comments on behalf of the Finance Statutory Officer:

*The decision sought does not create a spending commitment. No comments from the perspective of financial propriety.”*

Comments on behalf of the Monitoring Officer:

*“As noted within the report, there is a statutory responsibility to adopt and review a Health and Safety Policy. There are also specific requirements in terms of content and responsibilities within the policy. The policy addresses these issues and there has also been an inclusive consultation process which included the trade unions.”*

### Health and Safety Policy Statement

Here at Gwynedd Council, we aim to put the people of Gwynedd at the heart of everything the Council does. This means making sure we know what's important to our inhabitants and working to achieve that.

Obviously being safe is important to all of us and therefore health and safety is at the heart of Ffordd Gwynedd and is one of those elements we can't compromise on. There is no doubt that it is a fundamental expectation of all Gwynedd's people that the Council will not put them in harm's way. In the same way, none of the Council's staff come into work expecting to be injured. Put simply, we need not worry about the standard of service offered to the public unless that service is safe to begin with.

None of us can achieve a safe Council working in isolation. All staff need to work collectively, and be open and report any danger or problems immediately, whilst at the same time being sensible about risks, recognising that we can't always eliminate risks, but rather manage them.

It is often said that health and safety is a matter of common sense, and although there is an element of truth to this, in a large and complex organisation such as the Council nothing can be taken for granted. We must have clear structures, responsibilities and arrangements that everyone understands in order to safeguard staff and the people of Gwynedd, and that is what is outlined in this policy.

The Council's objective in relation to the above are:

1. To undertake our work safely and comply with legal requirements
2. To ensure that health, safety and staff wellbeing is given equal prominence as other management responsibilities within the Council.
3. To ensure that staff on all levels within the Council are competent to carry out their work in a safe way, and that they understand the obligations and risks associated with their work and any decisions they make.
4. To provide safe equipment and systems.
5. To provide and maintain safe and healthy work places and public buildings
6. To ensure the partners and contractors are competent risks associated with their work
7. To maintain appropriate arrangements for eliminating hazards where possible and reducing and managing risks where elimination is not possible.
8. To regularly monitor and review the arrangements and system in place and introduce continuous improvements.
9. To consult and involve employees and their representatives on health and safety matters
10. Take all opportunity to promote staff health and wellbeing within the Council

**Dilwyn Williams**  
Chief Executive

**Dyfrig Siencyn**  
Council Leader

## **SECTION 2 ORGANISATION AND RESPONSIBILITIES WITHIN THE COUNCIL**

This Policy is published to comply with the requirements of the Health and Safety at Work Act 1974.

The policy outlines specific responsibilities and accountabilities within Gwynedd Council and it is necessary to bring it to the attention of all staff members.

### **1. All employees**

One of the essentials of Ffordd Gwynedd is that if anyone knows of anything that hinders our ability to achieve what's important for the people of Gwynedd, then it is their duty to do something about it.

Essentially therefore, they are expected to tell their Team Leader or Manager as soon as possible about any concerns they have about a health and safety matter or situation they consider to be dangerous, or any obstacle to them working safely.

Additionally, it will be the responsibility of all employees to:-

- 1.1. Take reasonable care for their own health and safety and the health and safety of others who may be affected by what they do, or do not do at work.
- 1.2. Co-operate with all managers and supervisors on health and safety matters.
- 1.3. Familiarise themselves with and act in accordance with this Policy any health and safety procedures which have been issued to them or otherwise brought to their attention.
- 1.4. Attend training provided for them and act in accordance with the training provided or any other verbal and documented instructions given to them.
- 1.5. Follow safe operating procedures and instructions and not misuse or damage equipment.
- 1.6. Assist in maintaining high standards of housekeeping in their workplace.
- 1.7. Report all accidents, incidents, near misses and acts of violence immediately to their Line Manager using the HS11 form. This must be done as soon as possible after the incident. This includes reporting any accident / incident involving a non-employee whilst on Council premises or sites or affected by Council activities which come to their attention.
- 1.8. Ensure they are aware of how to undertake a work task allocated to them, and how to use equipment they are required to use, and if they are uncertain on any aspect of their duties to ask a supervisor or manager.

- 1.9. Wear and use protective clothing and equipment provided, keep it well maintained and request replacement if it does not fit, is ineffective or has worn out.
- 1.10. Assess any substantial hazard that could arise during a work process (i.e. dynamic assessment) and ensure that they do not carry out work in a dangerous environment.
- 1.11. Make constructive suggestions to their Line Manager on any aspects of Health and Safety.

## **2. Service Managers responsibilities (to include Head Teachers)**

Managers are accountable for health safety and wellbeing within their Service / Site. They are responsible for:

- 2.1. Ensure they have familiarised themselves not only with their safety management responsibilities, but also with risks they are managing to a level that is sufficient to allow them to manage them on a day to day basis. In addition to attending managing safely training, this may involve attending specialist training or/and asking for competent advice.
- 2.2. Leading by example; nurturing and maintaining a positive Health and Safety culture at all times by establishing health and safety and sensible risk management as operational principles for their Service.
- 2.3. Develop an open culture which breeds trust and promotes the participation and involvement of all staff with open lines of communication for staff to report on concerns and suggest improvements.
- 2.4. Ensure all staff take ownership of accident and incident reporting procedures; that accidents are investigated and that prompt corrective action is taken where necessary.
- 2.5. Ensure that suitable and sufficient risk assessments are undertaken in their area of responsibility. These should be recorded, shared with all relevant staff and reviewed regularly or when there is any change. It should be remembered that some staff will require specific risk assessments such as young people under 18, and pregnant women.
- 2.6. Ensure that staff training needs have been identified, and they receive specific training, instruction and information that is appropriate to their role, and that refresher training is provided at suitable intervals. Also to ensure that new staff receive appropriate training and instruction
- 2.7. Ensure that internal Council procedures are being implemented within their Service
- 2.8. Co-operate and co-ordinate with other Managers where the effective management of risks requires collaboration.
- 2.9. Ensure a robust system of identifying and assessment of risks associated with any significant change or project within the Service and draw upon competent advice where significant risks may arise.

- 2.10. Identify the partners and contractors that work for the Service and ensure they are competent, and that the Council's procedures for the control of contractors have been adhered to in the commissioning of any work.
- 2.11. Produce a work programme of any improvements that arise from risk assessments / inspections / investigation and report on any barriers or problems that cannot be resolved within the Service to Head of Department / Assistant Head of Department so that there is an avenue for them to be included on the Departmental Risk Register where appropriate.
- 2.12. Ensure health and safety matters are clearly communicated to staff, and that health and safety is regularly discussed in team meetings.
- 2.13. Report any health and safety matters that require urgent attention the Head of Department.
- 2.14. Ensure that consideration is given to health and safety in the procurement of any new equipment and that work equipment is maintain in a safe working condition from thereon.
- 2.15. Ensure that all staff members and trainees have been issued with personal protective equipment and that staff receive adequate information and instruction on its use.
- 2.16. Ensure that and medical checks and or health surveillance needs of staff have been identified for staff within the Service and that the information has been passed on the Health Safety and Wellbeing Service, and that staff are released from their duties to attend any tests that are required to safeguard their health or safety.
- 2.17. Ensure Council procedures are adhered to when commissioning and managing contractors undertaking work for their Service.
- 2.18. Ensure there are appropriate monitoring arrangements in place, with regular reviews and pathways for continuous improvement.
- 2.19. **Team leaders will be expected to undertake some Manager duties in order to assist them Managers in their role.**

(Note: Where risks need to be reported to Assistant Head / Head of Department, this will include board of Governors in schools.)

### **3. Site Managers responsibilities (to include Head Teachers)**

Central to the Council's efforts to improve the condition and use of its buildings and land within site boundaries and ensure they operate safely and efficiently is the role of Site Mangers: individuals who keep and an eye on the Council's buildings and land in order that they are maintained in a safe, clean, tidy and attractive condition, as well as being suitable for the needs of staff and customers.

The responsibilities of Site Managers will be to:-

- 3.1. Lead by example; nurture and maintain a positive health and safety culture at all times.
- 3.2. Manage any devolved maintenance / servicing budget where applicable. This does not



include any budgets managed by Property Services.

- 3.3. Act as initial contact point, or ensure that another suitable person has been designated as the initial contact point, and take responsibility for day-to-day issues relating to the property.
- 3.4. Ensure that applications for maintenance work are submitted to the Property Helpdesk, where relevant.
- 3.5. If a Site Manager / Service wishes to arrange work on the building, it should be ensured that an application is submitted to the Property Service on a C1 form and ensured that approval for the work has been received by the Property Service before any work is arranged.
- 3.6. Ensure that any servicing work which is the responsibility of the organisation to be funded from their devolved budget takes place in a timely manner.
- 3.7. Liaise with the Project Manager on building projects to ensure the smooth running of the project with minimal impact on normal building users and to disseminate relevant information to building users.
- 3.8. Ensure that risk assessments are undertaken and revised and ensure compliance with the arrangements to manage the risks linked to the building, the site and its use. Specialist risk assessments and surveys on fire, asbestos and legionella will be co-ordinated by the property service and the findings shared with the Site Manager.
- 3.9. Ensure that the Property Services / Blue Box files are kept up-to-date.
- 3.10. Ensure that Management Plans e.g. fire management plan relating to property matters are implemented on site e.g. matters relating to the control of legionella, testing sprinklers and emptying any biomass systems.
- 3.11. Ensure that the corporate signing in and out procedures are implemented on site and that staff, contractors and visitors are made aware of information pertaining to risks onsite and that the asbestos register is made available to contractors at all times.
- 3.12. Arrange grounds maintenance.
- 3.13. Support the Council's efforts to reduce energy use and ensure arrangements are in place to record the use of energy on site and to send this information to the Property Service monthly.
- 3.14. Ensure there is an arrangement in place to deal with requests to use/hire parts of the building in line with the type of service provided from that building and to ensure that adequate handover procedures are in place to cover the safe use and evacuation of the building (*however, any application for broader use e.g. access rights, licensing, leases, and purchases should be brought to the attention of the Property Service*).
- 3.15. Ensure any contractors they use are competent to undertake the work safely, produce risk assessments on the work and comply with Gwynedd Council's Contractor management procedures.

- 3.16. Ensure that Gwynedd Council safety procedures are followed.
- 3.17. Ensure that site inspections take place regularly and are recorded on the relevant log sheet e.g. fire safety logbook.
- 3.18. Attend any training provided for site manager including refresher.
- 3.19. Promptly reply to requests for information by the Corporate Health and Safety Unit or Property Services.

#### **4. Heads of Department responsibilities**

Heads of Department are responsible for the safety of staff within their Department and for the safety of anyone else who may be effected by the Departments' activities. They are accountable to the Chief Executive and Cabinet member for ensuring that their Department complies with health and safety requirements.

It is the responsibility of each Head of Department to:

- 4.1. Ensure that this Policy, along with relevant health and safety procedures are integral to the Departments' work, culture, values and performance standards and that competent advice on significant health and safety implications has been acquired.
- 4.2. Ensure that a clear structure exists within their Department in order to be able to implement this Policy.
- 4.3. Provide clear leadership to Senior Managers and staff on health and safety and set and review targets for achieving improvements in health and safety.
- 4.4. Develop an open and sensible culture which nurtures trust and promotes the participation and involvement of all staff.
- 4.5. Ensure staff and their representatives are consulted on matters which could affect their health or safety and that appropriate arrangements are in place to share information about health and safety within the Department and beyond where necessary.
- 4.6. Hold a regular Departmental Health and Safety forum at least twice a year and include a Health and Safety Advisor and a staff representative.
- 4.7. Ensure that the training needs of staff and Managers have been identified and ensure there is a comprehensive and mandatory training programme in place (including induction and refresher training) so as to ensure that staff on all levels are competent and capable of undertaking their duties safely.
- 4.8. Ensure that responsibilities for health and safety are clear within their Department and are communicated to staff and included in job descriptions.
- 4.9. Ensure that all significant hazards arising from the work of their Department have been identified and that clear and documented procedures and risk assessments have been prepared

- 4.10. Ensure that a departmental risk register is kept continuously under review and that risks and barriers are reported at performance scrutiny meetings.
- 4.11. Ensure there adequate support staff, representatives and resources to effectively implement this policy.
- 4.12. Continually assess, develop, implement and improve safe working arrangements.
- 4.13. Ensure health and safety is considered and planned from the outset of any major development, project or significant changes being managed by their Department so that risks are eliminated or where that is not possible effectively controlled. Competent advice should be sought where there significant risks may arise. Also, where appropriate, bring health and safety issues to the Management Group for discussion and resolution.
- 4.14. Nominate a responsible and suitable person to act as Site Manager for all sites under the control of their Department, and ensure that an effective system is in place for notifying the Property Service of any changes.
- 4.15. Ensure that there are effective procedures in place within the Department to manage any contractors and / or partners undertaking work on behalf of the Department.

Heads of Department will be assisted in the discharge of their duties by Assistant Head of Departments. They will also hold Service Managers to account and help them escalate risks and barriers that cannot be resolved within the Service.

## 5. School Governors

Schools governors shall be responsible for:

- 5.1. Ensuring safe leadership and that health and safety forms an integrated part of school management.
- 5.2. Appointing one Governor to lead on health and safety matters at each school and ensure that person is adequately trained.
- 5.3. Ensuring compliance with corporate health and safety procedures, guidance and instruction.
- 5.4. Ensuring co-operation with the Council and an appropriate response to any health and safety guidance that is provided.
- 5.5. Ensuring the School adheres to Gwynedd Council's arrangements for recording, investigating and reporting on any accident, near miss, dangerous/violent incident, notifiable disease or significant incident.
- 5.6. Ensuring that the school has a risk register with control measures having been implemented to control significant dangers to health, safety and wellbeing as far as is reasonably practical.
- 5.7. Ensuring responsible guardianship of the school buildings, giving an appropriate response in an emergency and ensuring that any building work arranged by school adheres to strict Council procedures.

5.8. Promote sensible health and safety

## 6. Chief Executive

The Chief Executive ultimately has overall responsibility for health, safety and wellbeing within Gwynedd Council. Specific responsibilities include:

The responsibility of the Chief Executive will be to:-

- 6.1. Ensure that health safety and wellbeing is integral to the culture of Gwynedd Council, through the principles of Ffordd Gwynedd, governance arrangements, and performance measures.
- 6.2. Ensure that this policy has been effectively implemented by each Head of Department.
- 6.3. Ensure that the Council's health and safety performance is monitored and reviewed regularly through a programme of audits covering the arrangements in each Department and that he receives regular reports on that performance as well as incident led reports where relevant.
- 6.4. Ensure that adequate resources are made available by way of time, finance and equipment to protect the safety of staff and public so far as it is reasonably practicable to do so.
- 6.5. Ensure that an annual Health, Safety and Wellbeing report is produced and submitted to the Council Management Group and to the Cabinet.
- 6.6. Lead by example and promote sensible risk management.

The Chief Executive will be assisted by the Corporate Director who his / herself will also lead by example to maintain a sensible risk management culture, and ensure that full consideration is given to health and safety matters in the work areas they he/she leads on.

## 7. Responsibilities of Cabinet members

- 7.1. Promote and hold Heads of Service accountable for promoting a positive health, safety and welfare culture and a sensible approach to managing safety.
- 7.2. Provide suitable resources and strategic direction to enable the Council and its officers to discharge health and safety responsibilities.
- 7.3. Ensure that health and safety and the requirements of this Policy is always considered, and that competent advice has been acquired where relevant on any significant safety implications to decisions they make. They will ensure they lead safely and that they do not compromise on health safety or welfare when making decisions, or during contact with staff and members of the public.
- 7.4. The Cabinet member for Corporate Support will lead on health, safety and wellbeing matters and act as main contact point for members for ensuring that the decision making is in line with this Policy. He / she will be the Health and Safety Champion.

- 7.5. In addition, other designated members will have a key role in the management of the health, safety and welfare of the Council by their representation on the Corporate Health, Safety and Welfare Panel, or Scrutiny Committees.

## **8. Responsibility of all elected members**

- 8.1. Each elected member is responsible for ensuring that they have sufficient understanding of the Council's responsibilities so that they have regard for health and safety in the decisions they make, and when scrutinising arrangements and proposals.

## **9. Health Safety and Wellbeing Service:**

The Health Safety and Wellbeing Service will undertake the statutory function of providing competent advice on matters relating to health safety and wellbeing, and one Advisor / Officer will be allocated as a main point of contact with each Department. In addition, the Service will:

- 9.1. Promote, at all levels within the Council, a positive approach and culture based on sensible health and safety management.
- 9.2. Develop policies, procedures and guidance on common hazards that span Council Departments.
- 9.3. Advise Managers on the content of risk assessment for complex and significant risks where specialised input is required.
- 9.4. Advise on the development of health and safety action plans including the setting of realistic short term and long term objectives
- 9.5. Advise on general health and safety training requirements and deliver some elements of the training programme.
- 9.6. Investigate certain accidents and incidents that require reporting to the Health and Safety executive under the requirements of RIDDOR.
- 9.7. Periodically inspect or audit premises, processes, plant and activities, in order to determine whether the relevant health safety and welfare legislation is being complied with so far as is reasonable to do, and report findings to the Departmental Management Team as a minimum.
- 9.8. Act as main contact point between the Council as enforcement agencies such as the Health and Safety Executive and the Fire and Rescue Service.
- 9.9. Exercise the authority to stop work or activities in cases where there is an intolerable risk of serious injury. Any need to exercise this authority will be reported to the Chief Executive.
- 9.10. Advise on employee fitness for work and on reasonable adjustments and restrictions for existing and potential employments.

- 9.11. Provide medical advice to inform individual risk assessments on employees who have underlying medical conditions.
- 9.12. Provide medical advice on rehabilitation and return to work programmes.
- 9.13. Provide health surveillance and advice to individuals and their managers on any risks to their health and safety and the necessary measures to prevent the development of disease and ill-health.
- 9.14. Provision of a mental health support programme including confidential counselling.

## 10. **Corporate Property Service**

The Corporate Property Service has landlord responsibility for the safety of Gwynedd Council buildings, and also provide advice and guidance across all Departments in relation to the development of new buildings, and the refurbishment and maintenance of existing buildings. No work must happen in any Council building without the authorisation of the Corporate Property Service. The Service liaises with Departments to ensure that suitable contracts are in place for maintaining buildings, plant, equipment and services. In addition, the Service provides specific advice on fire, asbestos, radon and legionella related matters.

## 11. **Health, Safety and Wellbeing Support**

Every Head of Department will give consideration to nominating support officers to assist with the implementation and promotion of health safety and wellbeing within their Department. In general, support staff will:

- 11.1. Have received training to the 'Managing Safely' standard of the IOSH Institute.
- 11.2. Act as a contact point on health, safety and welfare matters within the service or specific sections of the service.
- 11.3. Assist the Corporate Health, Safety and Wellbeing Service to raise awareness of health, safety and welfare matters within the Service.
- 11.4. Undertake some health and safety work to assist Managers
- 11.5. Attend meetings where required.

## Section 3

### ARRANGEMENTS FOR POLICY IMPLEMENTATION

In order to ensure that health, safety and welfare is being managed effectively, it must be ensured that adequate arrangements are in place to enable staff to safely carry out their duties and responsibilities.

#### 1. Documentation.

It is necessary for this Policy to be supported by additional documents which further address specific health and safety topics. In Gwynedd Council, these supporting documents either take the form of procedure documents or guidance documents.

**Procedure documents:** specify the way to carry out an activity or a process and they are mandatory.

**Guidance documents:** aim to provide information and direction on good working practices to enable managers and staff to effectively undertake their duties and comply with procedures.

Health and safety procedure and guidance documents may take any one of the following three forms:

- Corporate
- Departmental
- Local

#### **Corporate Level**

Corporate policies procedures and guidance are relevant to all staff regardless of Department, Service or location.

#### **Departmental Level**

Procedures and guidance documents are only applicable at Departmental level. It is not possible or desirable for the Corporate Health, Safety and Welfare Service to put in place procedures that will address every task or situation and satisfy the needs of every Department and Service. Individual Departments should therefore develop a Health and Safety Framework that fulfils their individual needs to complement the corporate procedures.

#### **Local Level**

Local procedures and guidance are specific to a service unit, or location.

#### **Communication and Consultation**

The Council acknowledges its responsibilities under the Health and Safety (Consultation with Employees) Regulations 1996, and the Safety Representatives and Safety Committee Regulations 1977. The Council will consult formally with appointed Representatives on health and safety matters affecting the employees on a corporate level through the Corporate Health, Safety and Welfare Panel. Departmental consultation shall be conducted through the Departmental Health and Safety forums and by ensuring that health and safety is a standard health and safety agenda item on all team meetings.



In addition to consultation, information on health and safety matters will be shared with staff through the following:

Information boards in all workplace where information can be displayed via Site and Service Managers.

Gwynedd Council intranet  
Gwynedd Council newsletter  
Signage  
Minutes of Departmental Health and Safety Forums

### **Monitoring Health and Safety**

The effectiveness of the Corporate Health and Safety Policy and the standards of Health and Safety achieved in Gwynedd Council will be actively monitored.

### **Proactive Monitoring**

- Each Department will hold a Departmental Health, Safety and Welfare Forum to be held at least twice annually. The Head of Department shall decide upon the most appropriate membership for their Department but forums must include a Manager or Senior Manager from each Service within the Department, a Health and Safety Advisor, together with staff representatives and union representatives.
- The Corporate Health and Safety and Welfare Panel will meet at least twice annually. Membership will consist of appointed elected members including the Cabinet Portfolio Holder for Corporate Support, union representatives, the Chief Executive, Head of Corporate Support Services, Assistant Head of Corporate Support Services, and the Health and Safety and Wellbeing Manager.
- The Corporate Health Safety and Welfare Forum will meet every quarter. This group is chaired by the Head / Assistant Head of Corporate Support with its primary function being to monitor corporate health and safety risk and promoting workforce health and wellbeing. Individual Departments are also likely to be asked to report periodically on their action plans as part of the corporate monitoring. Every Head of Department is required to nominate an individual to attend on their behalf who is at least at Manager level. Urgent matters raised by Forum members are brought to the attention of the Chief Executive / relevant Cabinet member whilst other matters are reported to the Health Safety and Welfare Panel.
- Departmental health and safety action plans will be monitored through the Council's performance management system which is monitored through the Council's Scrutiny Committee.
- The Local Joint Consultative Committee, the Council's Management Group and the Cabinet shall receive the annual report on the Council's health and safety performance.

### **Reactive Monitoring**

- All reported accidents, injuries, incidents, near misses and complaints will be reviewed by the corporate Health Safety and Welfare Unit where officers will decide on the level of follow up required. All reported accidents, injuries,



incidents and complaints will be entered onto the health and safety database.

- Formal accident / incident investigations will be carried out and recorded. The level of the investigation will be dependent on the nature of the incident, and high level investigations will be led by the Health Safety and Wellbeing Service.
- Relevant incidents will be reported to the HSE as defined by the Reporting of Injuries Diseases and dangerous Occurrences Regulations 1995. The Advisory Service: Personnel, Health, Safety and Welfare will be responsible for the reporting.
- Statistical information on incidents is collated and analysed and used to provide trends and other information so that intervention can be targeted where there are recurring problems.

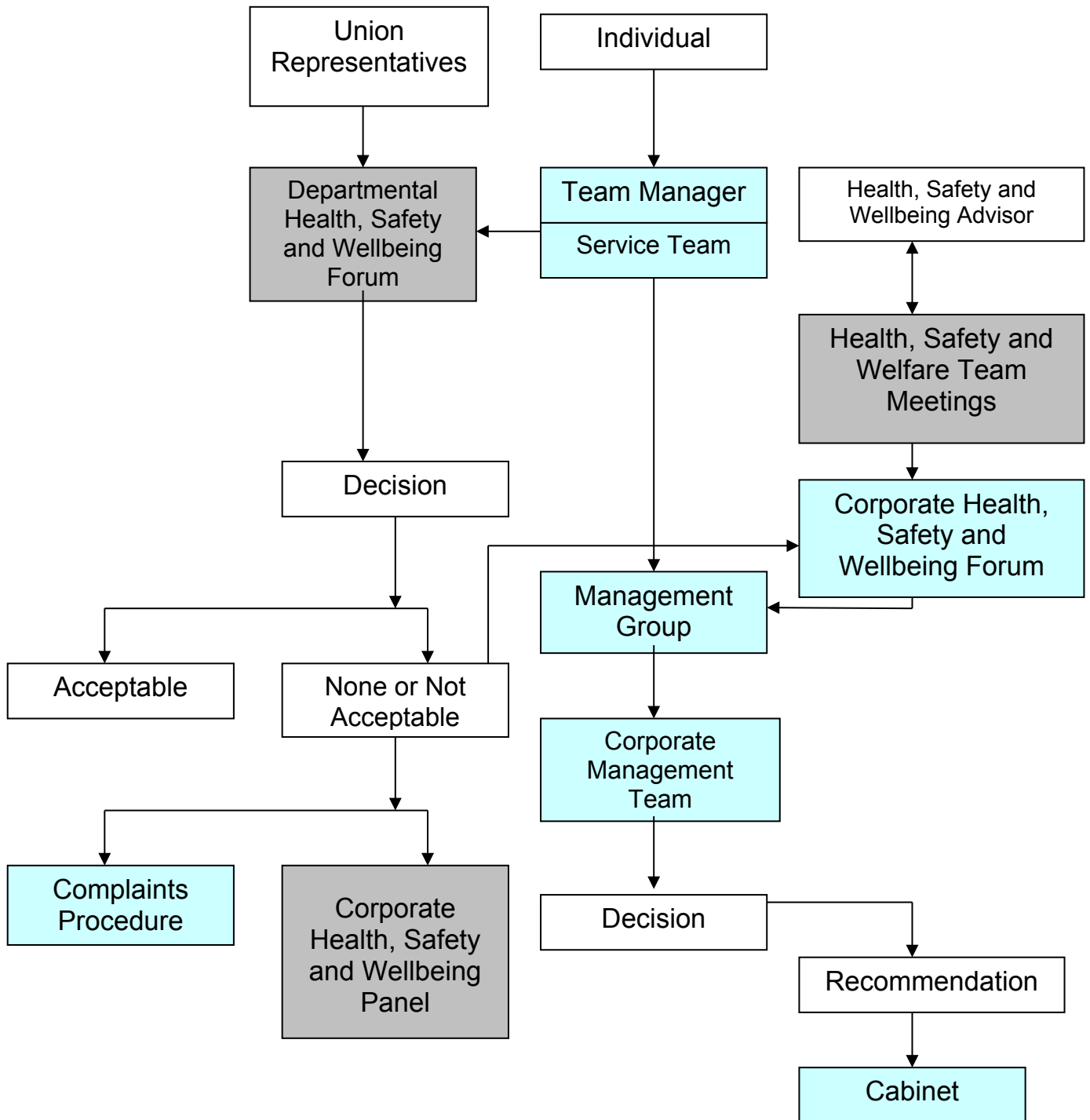
### **Appraisal**

The appraisal framework is used to set and measure performance of all individuals and it includes health and safety. Appraisal is also used to identify health and safety learning and development needs of individuals and monitor competency development.

### **REVIEWING THE POLICY**

The Health Safety and Wellbeing Service will review this policy at the beginning of each calendar year or upon any significant change

Appendix A



## Appendix B

### Typical Membership and Activities for Departmental Health and Safety Forums

The membership will include:

1. Head of Department.
2. Service Managers.
3. Health, Safety and Welfare Advisor.
4. Trade Union Safety Representatives.
5. Employees' Workplace Representative.
6. Health, Safety and Wellbeing Assistants or Co-ordinators, (if designated).
7. The Corporate Health, Safety and Wellbeing Manager or his/her representative, (as necessary).

The activities to be carried out by the Forums will include:

1. Reporting on accident and incident statistics to identify trends and measures to reduce their occurrence and improve work practices and procedures;
2. Dealing with matters and concerns raised by members of the forum;
3. Discussing and seeking resolution of health, safety and welfare matters raised at Service Manager meetings, which have implications for the wider Department;
4. Monitoring the implementation of recommendations from reports into serious accidents;
5. Assisting with the development of safety rules and safe working practices;
6. Checking safety inspection reports;
7. Monitoring the content and effectiveness of health, safety and welfare training;
8. Monitoring the adequacy of communication and publicity in respect of health, safety and welfare in the workplace; and
9. Receiving/discussing reports from the Health and Safety Executive or any other enforcement body.

In some cases, it may be appropriate for nominated members of a Health, Safety and Welfare Forum to take part in health, safety and welfare inspections.

## Appendix C

### GWYNEDD COUNCIL CORPORATE HEALTH, SAFETY AND WELFARE PANEL

#### CONSTITUTION

##### 1. Context

This Panel forms part of Gwynedd Council's corporate arrangements for health and safety and welfare management. The Panel will operate in the context of the Council's published Health, Safety and Wellbeing Policy.

##### 2. Title

The Panel is called the Gwynedd Council Corporate Health, Safety and Wellbeing Panel.

##### 3. Terms of Reference

3.1 The Panel will consider all matters relating to the legal obligations of the Council and its employees under the provision of the Health and Safety at Work Act 1974 and other related legislation and may make recommendations thereon, and on such matters as may be deemed appropriate to the execution of the Council's approved policy for Health and Safety.

The Panel will also take a lead role in advancing and integrating health promotion initiatives into the Council's employment practices.

3.2 In particular the Panel will consider the following:

3.2.1. The maintenance and development of safe working systems and practices, together with the promotion of safety awareness of all levels of the Council.

3.2.2. The active promotion of the development of Departmental Health, Safety and Welfare Forums to address operational matters pertinent to the respective Departments.

3.2.3. The training of and the distribution of information to employees and elected members on health, safety and health promotion at work.

3.2.4. The development of health promotion initiatives for the Council's workforce and elected members.

3.2.5. Changes to Health and Safety legislation and regulations, which may impact on the Council's business and employment practises.

3.2.6: The updating or introduction of corporate procedures relating to health, safety and health promotion.

3.2.7: Matters relating to the Council's Occupational Health Service specifically in respect usage, trends and expenditure.

- 3.2.8: Quarterly reports and analysis of accidents and incidents including exception reports on serious accidents or incidents. The Panel may recommend that corrective and/or further investigative action be taken to address specific concerns related to the above.
- 3.2.9: Reports which demonstrate good practice, and the arrangements for the dissemination of the information throughout the Council.
- 3.2.10: Reports and other relevant information provided by any member of the Panel which may have potential corporate implications or are matters which cannot be resolved at Departmental level after the exhaustion of Departmental line management arrangements.
- 3.2.11: Any other corporate matter within the scope of its terms of reference referred to it by the Cabinet or any Committee of the Council or the trade unions.

#### **4. Members of the Panel**

##### **4.1 Voting Members**

The following will comprise the voting members of the Panel:

- Employer Representative:
- 4 elected members of the Council (to include the Health and Safety Champion)
  - Chief Executive
  - Head of Corporate Support Department

- Employee Representatives:
- 2 representatives from each of the recognised unions – GMB, UNISON, Unite

(Representatives from other unions will be invited, in a non-voting capacity, when the matter under discussion is directly relevant to their members.)

- 4.2 The Assistant Head of Corporate Services and Health Safety and Wellbeing Manager / Advisors will be non-voting members of the Panel.

##### **4.3 Chairperson and Vice-Chairperson**

- 4.3.1: A Chairperson and Vice-Chairperson shall be appointed at the first meeting of the Panel every year following the Annual General Meeting of the Council.
- 4.3.2: Both the office of the Chairperson and the office of Vice-Chairperson shall be held alternatively by an elected member representative and employee representative. Where the office of Chair is held by an elected member the Vice-Chair shall be held by an employee representative and vice versa.
- 4.3.3: In the event of the absence of both Chairperson and Vice-Chairperson the Panel shall appoint another member of the Panel to preside at the meeting.

#### **4.4 Attendance by Others**

From time to time, dependent on the issues being discussed, it will be necessary to seek specialist advice from persons who are not members of the Panel. The requirement for any additional attendee must be notified to the Chairperson in advance of the meeting. Attendance will be in an advisory capacity.

#### **4.5 Quorum**

The quorum for a meeting of the Panel is two employer representatives and two employee representatives.

#### **4.6 Replacement Representatives**

Substitute representatives will be allowed. If members of the Panel are unable to attend they must notify the Chairperson with details of their replacement who must be in a position to make decisions where necessary and in the case of the trade union be from the trade union.

### **5. Frequency of Meetings**

- 5.1. The Panel will meet at least twice yearly. The dates for the meetings for the year ahead shall be set at the first meeting of the Panel after the Annual General Meeting of the Council.
- 5.2. The Chairperson or Vice-Chairperson may request the Head of the Corporate Support Department to convene a meeting at any time to discuss any matter which is so urgent that it cannot wait until the next scheduled meeting, or if detailed consideration of a specific issue is required.

### **6. Agenda Management and Minutes**

- 6.1 The agenda for the meeting shall be circulated five working days prior to the meeting.
- 6.2 Any member of the Panel shall be entitled to give notice to the Head of the Corporate Support Department that he/she wishes an item relevant to the functions of the Panel to be included on the agenda and discussed at a meeting of the Panel.
- 6.3 In circumstances where there is uncertainty about whether the proposed item is part of the Panel's remit the Head of the Corporate Support Department shall consult with the Chairperson.
- 6.4 All items to be discussed at any meeting of the Panel shall be stated in the agendas and supported where possible by reports provided that any other urgent business may be considered if accepted as such by the Chairperson before the start of the meeting.
- 6.5 The Head of the Corporate Support Department shall be responsible for keeping minutes of the proceedings of all meetings of the Panel. The minutes shall clearly identify which officer(s), elected member(s), trade union

representative(s) or body is tasked with taking action recommended by the Panel.

- 6.6 All recommendations of the Panel shall be decided by a majority of members present. Where there is an equality of votes the Chairperson shall be allowed a second or casting vote.

## **7. Authority / Reporting Arrangements**

- 7.1 The Panel is constituted as a consultative panel and shall have no executive decision making powers.
- 7.2 Matters discussed by the Panel which require a decision before implementation may be referred to the relevant Head of Department, the Chief Executive or the Cabinet, as appropriate.
- 7.3 Matters discussed by the Panel and will fall within the remit of the Local Joint Consultative Committee shall be referred to the Local Joint Consultative Committee.

## **8. Term of Office**

- 8.1 The employer representatives are members of the Panel on the basis of the political offices and managerial positions they hold rather than personally.
- 8.2 Trade union representatives will be members of the Panel for so long as they continue to be nominated by their representative unions in accordance with those organisations' individual rules and regulations.

## **9. Review of Constitution**

The Constitution will be formally reviewed four years after its introduction, or earlier if monitoring and experience indicates that amendments are required, and/or there are changes in the political and/or management arrangements which impact upon its contents.

# Equality Impact Assessment

Please see the *How to do an Equality Impact Assessment* leaflet for help in completing this form. You are welcome to contact Delyth Williams, Policy and Equality Officer on ext. 32708, or [DelythGadlysWilliams@gwynedd.llyw.cymru](mailto:DelythGadlysWilliams@gwynedd.llyw.cymru), for further help.

The Council is required (under Equality Act 2010) to consider the impact of a change in any policy or procedure (or the creation of a new one) on people with protected equality characteristics. The Council also has additional general duties set out in part 2b. A timely equality impact assessment must therefore be made before making a decision on any relevant change (i.e. one that affects people with a specific protected characteristic).

## 1 Details

### 1.1 What is the name of the policy / service in question?

Health Safety and Wellbeing Policy

### 1.2 What is the purpose of the policy / service that is being created or changed? What changes are being considered?

To protect the safety and wellbeing of Council staff whilst they are at work, along with the safety of members of the public who could be effected by the Council's work.

### 1.3 Who is responsible for this assessment?

Catrin Love, Health Safety and Wellbeing Manager

### 1.4 When did you begin the assessment? What version is this?

As part of the consultation process



## **2) Implementation**

### **2.1 Who are the partners that you will have to work with to carry out this assessment?**

As this Policy is an internal policy, we have not worked with any partners in undertaking this assessment, however the Policy itself has been consulted upon with staff representatives by way of the Trade Unions.

### **2.2. What steps have you taken to engage with people with protected characters?**

As a Service, we work closely with individuals with protected characters regularly as part of our daily work, and learn from experiences and individual cases. This is reflected in the content of the assessment.

### **2.3 What was the result of the engagement?**

As a general rule, individuals with protected characters welcome and are grateful for specific assessments to protect them whilst at work, and we have not received negative comments.

**2.4 What other information informed the way you operate?**

There has been consultation with Trade Unions, and no objections have been voiced.  
We operate on the basis of the legal requirement to have a health and safety policy

**2.5 Are there any gaps in evidence that need to be gathered?**

No. There are no proposed changes within the Policy that change current working arrangements with regards to equality. Current arrangements work well.

### 3) Identifying the Impact

**3.1 The Council must give due regard to the impact any changes will have on people with equality characteristics. What impact will the new policy/service or the proposed changes have on these characteristics? You are welcome to add further characteristics if you wish.**

| <b>Characteristics</b>                        | <b>What type of impact?*</b> | <b>In what way? What is the evidence?</b>  |
|---|------------------------------|--|
| <b>Race (including nationality)</b>           | None                         |  |
| <b>The Welsh language</b>                     | None                         |  |
| <b>Disability</b>                             | Positive                     | The Policy acknowledges the role of the Health Safety and Wellbeing Service in advising on reasonable adjustments in ill-health / disability cases.  |
| <b>Gender</b>                                 | None                         |  |
| <b>Age</b>                                    | Positive / Negative / None   | The Policy notes specifically that a risk assessment is required for young workers under the age of 18 because of their inexperience in the workplace making them at higher risk of injury. This is a legal requirement.<br><br>We are also able to profile accident rates according to age and take appropriate steps to provide support. |
| <b>Sexual orientation</b>                     | None                         |  |
| <b>Religion or belief (or lack of belief)</b> | None                         |  |
| <b>Gender reassignment</b>                    | None                         |  |
| <b>Pregnancy and maternity</b>                | Positive                     | The Policy specifies the legal requirement to conduct a specialist risk assessment on pregnant women and places a responsibility on Managers to do so.   |

|                                       |                                  |  |
|---------------------------------------|----------------------------------|--|
| <b>Marriage and civil partnership</b> | Positive /<br>Negative /<br>None |  |
|---------------------------------------|----------------------------------|--|

\* delete as appropriate

**3.2 It is the Council's duty, under the Equality Act 2010, to contribute positively to a fairer community by promoting equality and good relationships in their activities in the areas of age, gender, sexual orientation, religion, race, transgender, disability and pregnancy and maternity. The Council must give due regard to the way any change affects these duties.**

| <b>General Duties of the Equality Act</b>                          | <b>Does the policy have an impact?*</b> | <b>In what way? What is the evidence?</b>   |
|--|---|---|
| <b>Remove illegal discrimination, harassment and victimisation</b> | Yes                                     | Making adjustments allows individuals to remain in work, or start employment where this would not otherwise be possible, thus eliminating discrimination. An assessment identifies when reasonable adjustments are possible, and when they are not.                     |
| <b>Promoting equal opportunities</b>                               | Yes                                     | Based on the above, it promotes equal opportunities   |
| <b>Encouraging good relationships</b>                              | Yes                                     | The policy makes several references to the importance of communication and places a responsibility on managers to include staff on all levels in decision making and risk assessment contents. This promotes good relationships and a sense of ownership amongst staff. |

\* delete as appropriate

#### 4) Analysing the results

##### 4.1 Is the policy therefore likely to have a significant, positive impact on any of the equality characteristics or the General Duties and what is the reason for this?

The policy has the potential to have a positive effect on a number individuals who are protected under the general responsibility with regards to equality. It clearly reflects the legal responsibility under health and safety legislation to protect individuals such as young persons and pregnant workers. Health and safety is a subject field where awareness and implementation of equality standards is at a mature stage due to the legal requirement to protect individuals; be that in terms of their safety under health and safety law, or on a more general level under equality law. As an example, no risk assessment on the safe evacuation of a building in the event of fire would be complete without regards to how individuals with a physical impairment would evacuate. This type of work happens daily already and there are no changes made to this Policy that would impede this.

##### 4.2 Is the Plan therefore likely to have a substantial, negative impact on any of the equality characteristics or General Duties and what is the reason for this?

##### 4.3 What should be done?

Select one of the following:

|   |   |
|---|---|
| Continue with the plan as it is robust                                | ✓ |
| Adapt the plan to remove any barriers                                 |   |
| Suspend and abolish the plan as the detrimental impacts are too large |   |
| Continue with the plan as any detrimental impact can be justified     |   |

##### 4.4 If continuing with the plan, what steps will you take to reduce or mitigate any negative impacts?

**4.5 If you do not take further action to remove or reduce negative impacts, explain why here.**

For the reasons already noted, it is considered that this Policy, and indeed health and safety statutory requirements intertwine with statutory requirements in the field of equality.

**5) Monitoring**

**5.1 What steps will you take to monitor the impact and effectiveness of the plan (action plan)?**

The Health Safety and Wellbeing Service deal with equality issues and specialist risk assessment where individuals are protected under equality law very often and we will continue to continuously monitor that current working arrangements are adequate.

## GWYNEDD COUNCIL CABINET



### Report to a meeting of Gwynedd Council Cabinet

|                                  |  |
|----------------------------------|--|
| <b>Date of meeting:</b>          | <b>21 January 2020</b>   |
| <b>Cabinet Member:</b>           | <b>Councillor Gareth Thomas</b>  |
| <b>Contact Officer:</b>          | <b>Roland Evans</b>  |
| <b>Contact Telephone Number:</b> | <b>01286 679 450</b>   |
| <b>Title of Item:</b>            | <b>Gwynedd Plan 2018-2023<br/>Resources for the 'Increasing the Benefits of Major Events' scheme</b> |

#### **1. THE DECISION SOUGHT**

- 1.1 In accordance with the Cabinet's decision at their meeting of 15 January 2019, an application is hereby presented for financial resources to support the strategic plan project to 'Increase the Benefits of Major Events'.
- 1.2 The Cabinet is requested to commit £50,000 from the Council's Transformation Fund for 2020-2021. This will allow us to fulfil the vision of supporting events in accordance with the Gwynedd Plan 2018-2023.

#### **2. THE REASON FOR THE NEED FOR A DECISION**

- 2.1 Following the adoption of the 'Gwynedd Plan 2018-2023' by the Full Council on 8 March 2018, obtaining the best outcomes for communities and businesses from events held in Gwynedd has been included within the priority 'Increasing the Benefits of Major Events'.
- 2.2 In order to respond to event organisers who are currently planning for 2020-21 and beyond, a decision is required on the resources available to support the sector in order to be able to positively influence the decisions of the organisers and gain the greatest benefit for the county.
- 2.3 Although the contributions that are offered to event organisers through this fund are relatively small, the influence and the impacts in light of the Council's investment ensures:
  - the creation of opportunities for local businesses to take advantage of agreements and service delivery
  - opportunities for Gwynedd communities and young people to contribute towards success
  - a central place Gwynedd's language, culture and a sense of place
  - a good co-operative relationship with the Welsh Government's Major Events Unit – who also expects to see a match funding contribution by the Local Authority where the events are held - before confirming its support
  - the raising of Gwynedd's profile as a vibrant place and a good place to live, venture and visit

- an increase in the number of visitors, expenditure and length of stay throughout the year.

### 3. INTRODUCTION AND UPDATE ON THE 2019-20 PERFORMANCE

- 3.1 By employing an Events Manager in the Economy and Community Department, the Council ensures that there is one point of contact for event organisers within the County and promotes the image of 'one Council' when dealing with events.
- 3.2 There is no budget to support event organisers beyond the budget allocated to the sector through the Council Plans for 2014-17 and 2018-20.
- 3.3 In accordance with the Cabinet's request at its meeting on 15 January 2019, the main outputs of the events supported in 2019-20 are shown below. Information on the outputs of each individual event are shown in [Appendix A](#), and more detailed information on the aims, objectives and socio-economic contribution of each event can be obtained from the Service.
- 3.4 The outputs are calculated by using a calculation model that is recommended by the Welsh Government's Major Events Unit.
- 3.5 As shown below, the project has fulfilled and exceeded its ambition of creating economic benefit of £5m for Gwynedd, with an estimated economic value of £5,470,143 coming from events in 2019-20.
- 3.6 It can be seen that a match funding contribution of £8,000 from Gwynedd Council has led to attracting £300,000 of Welsh Government funding for major events which took place in Gwynedd in 2019-20.

|   |                       |
|---|-----------------------|
| Total Budgets of the Events                   | £1,462,388.91         |
| Budget Expenditure in Gwynedd                 | £521,292.74           |
| Number of Events Supported                    | 25<br>(2 x cancelled) |
| Number of Participants                        | 13,004                |
| Number Attended                               | 110,781               |
| Number of event days                          | 54                    |
| Companies employed from Gwynedd               | 504                   |
| Companies employed from outside Gwynedd       | 448                   |
| Number of volunteers given opportunities      | 1,552                 |
| Number of young people given opportunities    | 2,372                 |
| Economic Benefit for Gwynedd                  | £5,470,143.00         |
| Jobs safeguarded in the economy of the County | 215                   |
| Gwynedd's financial contribution              | £ 39,000.00           |
| Funding attracted through Welsh Government    | £300,000.00           |

In terms of value for money, it should be highlighted that for every **£1** that Gwynedd Council invested in events in 2019, the County has benefitted to the tune of **£140.26**.

#### OTHER HIGHLIGHTS IN 2019-20

- Effective collaboration has led to securing three-year funding for Red Bull Hardline from the Welsh Government's Major Events Unit.



- Red Bull and Red Bull Hardline use Portmeirion to hold their International Marketing Conference and Red Bull Hardline activities - this is a direct consequence of the relationship fostered by the Events Manager with Red Bull.
- Red Bull used Plas Tan y Bwlch as accommodation for Red Bull Hardline; this development again came as a result of the Event Manager's work.
- The success of the new 10k event in Barmouth as part of the Three Peaks Race, where all 350 places were sold out within two days, with 150 on the waiting list. 450 places have been sold already for 2020-21, when it is hoped to increase the numbers to 1,000.
- The significant exposure the area enjoyed during the live broadcast of Red Bull Hardline from Dinas Mawddwy.
- The Snowdon Race hosted a round of the World Cup Mountain Running Championship.
- The Events Manager worked with or advised over 50 companies or specific communities on events-related matters.
- Work continuing on various potential major events in the County for 2020 and 2021.

#### **OPPORTUNITIES IN 2020-2021**

Several opportunities are being discussed already for events in 2020-21, which include:

- An opportunity to attract various international events to Gwynedd and Snowdonia.
- Working on a major light-based event with Welsh Government and Portmeirion.
- Working on developing a Yachting Strategy with RYA Wales and the Welsh Government for the benefit of Cardigan Bay.
- Working strategically with Welsh Government's Major Events Unit on other events to be held across Gwynedd in the future.
- Working to develop and facilitate events in various communities across the County.
- Collaborating with a well-known promoter to establish a musical event in the Faenol after years of no events being held on the site.
- Further opportunities are likely to arise during the year.

#### **THE RATIONALE AND JUSTIFICATION FOR RECOMMENDING THE DECISION**

- 4.1 For the next period of the Gwynedd Plan, it is intended to learn from the experiences of past plans and to build on the way the Council works collaboratively with event organisers.
- 4.2 We have moved away from awarding 'grants' to event organisers, and instead we collaborate with them by investing in their events in order to secure the best outcomes for the County.
- 4.3 We intend to develop further the formal assessment process for identifying events to be supported. This will be based on the expected outcomes and the most favourable returns for the people of Gwynedd. By offering standard terms and conditions when investing, the Service believes it is possible to:
  - i. Provide financial and practical support to attract and retain events that are of economic benefit in the county and encourage them to work with local suppliers and promote Gwynedd,
  - ii. Develop a local supply chain to provide goods and services to events in Gwynedd and beyond,
  - iii. Promote the county to visitors and investors via the events.

- 4.4 By implementing the above, it is intended to create new business for home-grown enterprises in Gwynedd and attract more visitors and investors to Gwynedd.
- 4.5 If a budget is not available for investing in events, the Council will not be able to collaborate as efficiently with organisers or bring as much influence to bear in order to increase the benefits for the County. This could lead to:
  - 4.5.1 The risk of losing events from Gwynedd completely or seeing them relocating to other areas of Wales and beyond,
  - 4.5.2 Losing the economic benefits for Gwynedd businesses and communities,
  - 4.5.3 Missing the opportunity to raise the profile and image of the county among the people of Gwynedd and visitors,
  - 4.5.4 Missing the opportunity to influence the use of Gwynedd's language and culture at events and offer valuable experiences to the young people of the County,
  - 4.5.5 Failing to collaborate effectively with Welsh Government's Major Events Unit to attract and support major events in the County as it would not be possible for them to support events in the County without match funding from Gwynedd Council,
  - 4.5.6 Missing an opportunity to influence and promote quality, Welshness, sense of place and opportunities for local companies and communities in events.

## **5. NEXT STEPS AND TIMETABLE**

- 5.1 Following the Cabinet's decision, the project plan will be extended and collaboration will continue with event organisers, relevant departments within the Council and partners to implement the plan to increase the benefit of major events for the people of Gwynedd.
- 5.2 A report on the activities and successes of 2020 will be submitted to the Cabinet before the end of 2020, and then annually for the remainder of the plan period.

## **6. ANY CONSULTATIONS UNDERTAKEN PRIOR TO RECOMMENDING THE DECISION**

### **Views of the Chief Finance Officer:**

*"There are adequate resources in the Council's Transformation Fund to meet this request. However, there will be several deserving needs / uses competing for the limited resources from this fund and prioritising the relevant requests will be a matter for the Cabinet members."*

### **Views of the Monitoring Officer:**

*"I note the progress and benefits referred to within the report. In order to ensure that any collaborative working and investment succeeds there will be a need for standard terms and conditions in order to bind event organisers. No further comments in terms of propriety."*

**Views of the Local Member:** Not a local matter.

**Outcome Objectives 2019-20**

| Name of Event                                      | Budget expenditure on event                      | Budget expenditure on event in Gwynedd | Income of event    | Number who attended | Number of Participants | Number of days | Companies employed from outside Gwynedd | Companies employed from Gwynedd | Number of volunteers who were given opportunities at the event | Number of young people who benefited | Economic Benefit  | Jobs supported | Gwynedd's contribution |
|--|--|--|--------------------|---------------------|------------------------|----------------|---|---------------------------------|--|--------------------------------------|-------------------|----------------|------------------------|
| Abersoch Triple Crown                              | £86,146.00                                       | £57,250                                | £105,422           | 14,000              | 3,200                  | 4              | 230                                     | 170                             | 70   | 650                                  | £965,442          | 42             | £4,000.00              |
| Always Aim High's Slateman Triathlon               | £175,935.00                                      | £50,335.00                             | £168,000           | 24,897              | 3,078                  | 3              | 11                                      | 57                              | 394  | 112                                  | £1,828,375        | 80             | £4,000.00              |
| Red Bull - Hardline                                | £744,850.00                                      | £164,000.00                            | £266,660.92        | 3,500               | 26                     | 2              | 20                                      | 15                              | 60   | 26                                   | £324,404.00       | 14             | £4,000.00              |
| Bala Big Bash                                      | £76,344.79                                       | £22,604.38                             | £32,418            | 3,000               | 979                    | 2              | 4                                       | 14                              | 94   | 244                                  | £301,268          | 6              | £4,000.00              |
| Circus / Pontio                                    | £52,900  | £44,000                                | £56,500            | 5,833               | 532                    | 9              | 5                                       | 20                              | 80   | 176                                  | £406,232          | 8              | £4,000.00              |
| Snowdon Race and World Cup                         | £42,492.56                                       | £36,000                                | £47,071.07         | 4,000               | 894                    | 1              | 25                                      | 15                              | 130  | 200                                  | £221,916          | 9              | £4,000.00              |
| Abersoch Dinghy Week & Keelboat Week Edinburgh Cup | £25,022.00                                       | £22,019.36                             | £51,105            | 1,300               | 655                    | 21             | 5                                       | 30                              | 50   | 270                                  | £458,539          | 20             | £2,000.00              |
| Racing the Train – Tywyn                           | £49,184  | £16,984                                | £68,150            | 4,500               | 2,250                  | 1              | 15                                      | 30                              | 450  | 400                                  | £411,384          | 18             | £2,000.00              |
| Barmouth Hurly Burlly                              | <b>Event cancelled due to inclement weather.</b> |  |                    |                     |                        |                |   |                                 |  |                                      |                   |                |                        |
| ZipWorld Rocks                                     | £73,973  | £25,000                                | £59,647            | 1001                | 400                    | 1              | 7                                       | 2                               | 0  | 0                                    | £1,799.00         | 0              | £2,000.00              |
| Caernarfon Food Festival                           | £31,435.50                                       | £22,100                                | £38,644            | 32,000              | 305                    | 1              | 80                                      | 75                              | 150  | 6                                    | £200,428.00       | 4              | £2,000.00              |
| Three Peaks Boat Race                              | £21,488.06                                       | £3,000                                 | £19,950            | 3,000               | 448                    | 1              | 0                                       | 15                              | 20   | 0                                    | £46,200.00        | 2              | £2,000.00              |
| The Movable Feast                                  | £18,840  | £12,000                                | £24,891            | 6,950               | 67                     | 3              | 41                                      | 40                              | 20   | 118                                  | £221,292.00       | 9              | £2,000.00              |
| Sesiwn Fawr Dolgellau                              | £47,238  | £41,000                                | £49,150            | 2,300               | 60                     | 3              | 3                                       | 7                               | 30   | 170                                  | £51,694.00        | 2              | £1,000.00              |
| Caernarfon Powerboat Races                         | £16,540  | £5,500                                 | £5,000             | 4,500               | 110                    | 2              | 2                                       | 14                              | 4  | 0                                    | £31,170.00        | 1              | £2,000.00              |
| <b>Total Expenditure</b>                           | <b>£1,462,388.91</b>                             | <b>£521,292.74</b>                     | <b>£993,108.99</b> | <b>110,781</b>      | <b>13,004</b>          | <b>54</b>      | <b>448</b>                              | <b>504</b>                      | <b>1,552</b>   | <b>2,372</b>                         | <b>£5,470,143</b> | <b>215</b>     | <b>£39,000</b>         |

# Agenda Item 8

## REPORT TO THE CABINET

21 JANUARY 2020

**Cabinet Member:** Councillor Ioan Thomas, Finance Cabinet Member

**Subject:** Revenue Budget 2019/20 – End Of November 2019 Review

**Contact Officer:** Ffion Madog Evans, Senior Finance Manager

---

### 1. The decision sought

The Cabinet is requested to:

- Accept the report on the end of November 2019 review of the Revenue Budget, and consider the latest financial position in respect of the budgets of every department / service.
- Note that there is a significant overspend by the Adults, Health and Well-being Department this year, as complex details need to be clarified in Adult care, the Chief Executive has already called a meeting of the relevant officers and commissioned work in order to get a better understanding and a clear response programme. To try and address this overspend in the future, additional resource has been allocated as part of the bidding process for the 2020/21 budget.
- Note that a Children's Budget Task Force has been commissioned by the Chief Executive to address the complex financial issues of the Children and Families Department in order to get to the root of the overspend, with the intention of reporting to the Cabinet detailing the response plan. To try and address this overspend in the future, additional resource has been allocated as part of the bidding process for the 2020/21 budget.
- On Corporate Budgets, that:
  - (£198k) yield on Council Tax Premium added to the £2.7 million that has already been allocated in 2019/20 be considered for the Housing Strategy.
  - (£75k) relating to capital costs be allocated to the capital program fund.
  - (£500k) of Corporate underspend be allocated to fund the lack of grant in the sustainable social services field.
  - (£312k) be used to fund one off bids that have been presented by the departments for the purpose of 2020/21 expenditure.
  - the balance of (£502k) goes to the Council's general budgets.

## **2. Introduction / Background**

It is the Cabinet's responsibility to take steps, as necessary, to ensure appropriate management over the Council's budgets (e.g. approving substantial transfers or additional budgets).

This end of November report is presented based upon the latest review of the Council's revenue budget for 2019/20, and a summary of the position by Department is outlined in **Appendix 1**. This report reflects the latest structure following the establishment of the Housing and Property Department on 1 September 2019 with services transferring from the Environment Department and the Adults, Health and Wellbeing Department.

In **Appendix 2**, further details are given in respect of the main matters and budget headings where substantial variances are forecasted, together with specific recommendations where appropriate.

There are signs that some difficulties in realising savings are being highlighted this year, as we are trying to minimise the impact on Gwynedd residents by achieving efficiency savings, it is much more difficult than cutting services.

Clearly there are significant difficulties in some departments this year:

### **2.1 Adults, Health and Wellbeing Department**

Latest forecasts suggest over £1.8 million of overspend, which is partly alleviated to £658k following the receipt of a grant and the use of one-off funding. The overspend is a combination of a number of factors including failure to realise a number of savings schemes worth nearly one million. Increasing pressure on the Supported Accommodation budget in Older People and Learning Disability, with the overspend from the Provider Service continuing.

### **2.2 Children and Families Department**

Increasing pressures on the services with the number of children in care at its highest level in comparison to previous years, following this, the Children and Families Department's overspending has intensified this year to £3.2 million, with forecasts of over £2.6 million of overspends in the placement area, with the majority of the overspend in the out-of-county placements. A Children's Budget Task Force has been established to focus on this area's complex financial situation.

### **2.3 Highways and Municipal Department**

Overspend problems in waste collection and disposal continue this year, transitional costs before moving to new arrangements have led to a higher overspend this year.

## **2.4 Environment**

As part of the end of August Review the Environment Department received the Cabinet's approval to earmark £220k of their underspend this year towards costs following a judicial review relating to the entrance road in Llanbedr. As the underspend forecast isn't as favourable by now, following the decline in the parking income forecast, the underspend is no longer sufficient to fund the full amount but it would be wiser to wait until the end of the financial year for confirmation of the exact position.

## **2.5 Corporate**

Favourable forecasts of additional Council Tax yields, but continued trend of backdating transfers from Council Tax to Non Domestic Rates reduces income on Council Tax Premium. Take-up of Council Tax Reductions is at its lowest level for the fourth year running, which is consistent with the trend across North and Mid Wales Councils.

Net underspend on Corporate budgets which includes capital costs, returned bids, grant receipts and the needs aren't as intense in comparison to what was anticipated when setting the budget

It is recommended that the underspend on the Council Tax Premium is considered for the Housing Strategy and the underspend relating to capital costs be allocated to the capital program fund. The first priority on the general Corporate underspend is to finance the £500k lack of Sustainable Social Services grant, (£312k) be used to fund one off bids that have been presented by the departments for the purpose of 2020/21 expenditure with the balance of (£502k) going to the Council's general funds.

## **3. General**

The end of November review on the budgets show a mixed picture with acceptable level of financial management by a number of the Council's departments. The pressure on departments is evident this year, with departments struggling to cope with this additional demand. A combination of specific implementation steps is recommended for the Adults, Health and Well-being Department and for the Children and Families Department.

## **4. Next steps and timetable**

Implement the presented recommendations and present a subsequent report on the situation at the end of the financial year 2019/20, to the Cabinet mid May 2020.

---

**Local member's views**

Not relevant

---

**Opinion of the Statutory Officers****Monitoring Officer:**

Nothing to add from a propriety perspective.

**Head of Finance:**

I have collaborated with the Cabinet Member in the preparation of this report and I confirm the content.

---

**Appendices**

Appendix 1 – Summary of net budget position for each department

Appendix 2 – Budget details and substantial variances

---

### Revenue Budget 2019/20 - Summary of position by Department

|  | End of November Review                     |  |   |  | <i>Estimated<br/>Position<br/>End of<br/>August<br/>Review<br/>£'000</i> |
|--|--|--|---|--|--|
|  | Proposed<br>Budget<br>2019/20<br><br>£'000 | Estimated<br>Gross Over /<br>(Under) spend<br>2019/20<br><br>£'000 | Recommended<br>Adjustments<br><br>£'000 | Estimated<br>Adjusted<br>Overspend /<br>(Underspend)<br>2019/20<br><br>£'000 |  |
| Adults, Health and Wellbeing                 | 51,347                                     | 658  | 0                                       | 658  | 1,575  |
| Children and Supporting Families             | 14,406                                     | 3,161  | 0                                       | 3,161  | 2,909  |
| Education                                    | 89,501                                     | 16   | 0                                       | 16   | 87   |
| Economy and Community                        | 5,170                                      | 14   | 0                                       | 14   | (7)  |
| Highways and Municipal                       | 25,850                                     | 970  | 0                                       | 970  | 733  |
| Environment                                  | 3,706                                      | (105)  | 0                                       | (105)  | 0  |
| Gwynedd Consultancy                          | 66   | 87   | 0                                       | 87   | 42   |
| Housing and Property                         | 5,296                                      | 30   | 0                                       | 30   | 24   |
| Corporate Management Team and<br>Legal       | 1,705                                      | (77)   | 0                                       | (77)   | (117)  |
| Finance (and Information<br>Technology)      | 6,265                                      | (75)   | 0                                       | (75)   | (61)   |
| Corporate Support                            | 7,405                                      | (96)   | 0                                       | (96)   | (100)  |
| Corporate Budgets<br><i>(Variances only)</i> | *  | (1,087)  | 1,087                                   | 0  | 0  |
| <b>Totals (net)</b>                          | <b>210,717</b>                             | <b>3,496</b>   | <b>1,087</b>                            | <b>4,583</b>   | <b>5,085</b>   |



| <b>REVENUE BUDGET 2019/20 - END OF NOVEMBER REVIEW</b> |                         |                                  |  |   |   |   |
|--|-------------------------|----------------------------------|--|---|---|---|
| <b>Adults, Health and Wellbeing Department</b>         | Proposed Budget 2019/20 | Estimated Final Position 2019/20 | Estimated Gross Overspend / (Underspend) 2019/20 | Use of Other Sources or Other Recommended Adjustments | Adjusted Estimated Overspend / (Underspend) 2019/20 | Net Overspend / (Underspend) August 2019 Review |
| Area:-   | £'000                   | £'000                            | £'000  | £'000   | £'000   | £'000   |
| <b><u>Adults Services</u></b>                          |                         |                                  |  |   |   |   |
| Older Peoples Services                                 |                         |                                  |  |   |   |   |
| Residential and Nursing - Homes                        | 13,447                  | 13,522                           | 75   | 0   | 75  | 645   |
| Home Care  | 6,831                   | 6,336                            | (495)  | 0   | (495)   | (461)   |
| Other  | 199                     | 1,404                            | 1,205  | 0   | 1,205   | 905   |
|  | 20,477                  | 21,262                           | 785  | 0   | 785   | 1,089   |
| Physical Disability Services                           | 2,350                   | 2,298                            | (52)   | 0   | (52)  | (76)  |
| Learning Disability Services                           | 18,189                  | 18,670                           | 481  | 0   | 481   | 308   |
| Mental Health Services                                 | 3,466                   | 3,428                            | (38)   | 0   | (38)  | 35  |
| Other Services (Adults)                                | 2,989                   | 3,000                            | 11   | 0   | 11  | 24  |
| <b><u>Adults Services Total</u></b>                    | <b>47,471</b>           | <b>48,658</b>                    | <b>1,187</b>                                     | <b>0</b>  | <b>1,187</b>  | <b>1,380</b>                                    |
| <b><u>Provider Services (showing net budget)</u></b>   |                         |                                  |  |   |   |   |
| Residential Care                                       | 111                     | 65                               | (46)   | 0   | (46)  | (59)  |
| Day Care   | 64                      | 359                              | 295  | 0   | 295   | 314   |
| Community Care   | 14                      | 342                              | 328  | 0   | 328   | 375   |
| Other  | 16                      | (10)                             | (26)   | 0   | (26)  | 32  |
| <b><u>Total Provider Services</u></b>                  | <b>205</b>              | <b>756</b>                       | <b>551</b>                                       | <b>0</b>  | <b>551</b>  | <b>662</b>                                      |

| <b>REVENUE BUDGET 2019/20 - END OF NOVEMBER REVIEW</b>                            |                         |                                  |   |   |  |   |
|---|-------------------------|----------------------------------|---|---|--|---|
| <b>Adults, Health and Wellbeing Department</b>                                    | Proposed Budget 2019/20 | Estimated Final Position 2019/20 | <b>Estimated Gross Overspend / (Underspend) 2019/20</b> | Use of Other Sources or Other Recommended Adjustments | <b>Adjusted Estimated Overspend / (Underspend) 2019/20</b> | Net Overspend / (Underspend) August 2019 Review |
| <b>Area:-</b>   | £'000                   | £'000                            | £'000   | £'000   | £'000  | £'000   |
| <b><u>Other Services</u></b>  |                         |                                  |   |   |  |   |
| Departmental Central Services <i>(including the Department's savings schemes)</i> | 3,671                   | 3,782                            | 111   | 0   | 111  | 182   |
| Receipt of Additional Winter Pressure Grant                                       | 0                       | (542)                            | (542)   | 0   | (542)  | 0   |
| Use of specific reserve   | 0                       | (649)                            | (649)   | 0   | (649)  | (649)   |
| <b><u>Total Other Services</u></b>  | <b>3,671</b>            | <b>2,591</b>                     | <b>(1,080)</b>  | <b>0</b>  | <b>(1,080)</b>   | <b>(467)</b>                                    |
| <b><u>Adults, Health and Wellbeing Total</u></b>                                  | <b>51,347</b>           | <b>52,005</b>                    | <b>658</b>  | <b>0</b>  | <b>658</b>   | <b>1,575</b>                                    |

## Adults, Health and Wellbeing

**Older People's Services** - numbers in residential and nursing care are up, with 28 new cases in 2018/19 and 35 further cases this year, grant receipt and reassessment of client income and demography funding reducing the forecasted overspend. Failure to realise £669k of savings within the 'Other' heading and an overspend of £431k on Supported Accommodation, with the costs of establishing the Hafod y Gest scheme accounting for a significant proportion of the overspend. Further reduction in demand for home care packages.

**Physical Disability Services** - the trend of a reduction in the number of home care packages continues, but an increase in the number of Residential and Nursing placements.

**Learning Disability Services** - the impact of increased demand on supported accommodation and day services is being reduced by an underspend on residential and nursing.

**Provider Services** - costs associated with staffing above budget level are issues in Day Care and Community Care, with homes having been in special measures, recommendations from Care Inspectorate Wales, and appointments over and above the budget.

**Departmental Central Services** - grant receipt, income and vacant posts reduces the impact of the slippage in realising £247k worth of savings schemes.

Since the last review the department has received an additional grant of £542k from the Welsh Government towards increased costs arising from winter pressures, this grant has helped to reduce the forecast overspend. The department is also making use of one-off funding of £457k, which is equivalent to a social services support grant received in 2017/18 together with £192k from the department's historical underspend fund to help alleviate part of the overspend this year.

Due to the significant overspend by the Adults, Health and Well-being Department this year, which is £1.8m before the additional grant receipt and use of the one-off funding the Chief Executive has already called a meeting of the relevant officers to gain a better understanding of the issues and a clear response program, so as to gain a better understanding of the intricate details of the situation in Adult care.

| <b>REVENUE BUDGET 2019/20 - END OF NOVEMBER REVIEW</b> |                         |                                  |  |   |   |   |
|--|-------------------------|----------------------------------|--|---|---|---|
| <b>Children and Families Department</b>                | Proposed Budget 2019/20 | Estimated Final Position 2019/20 | Estimated Gross Overspend / (Underspend) 2019/20 | Use of Other Sources or Other Recommended Adjustments | Adjusted Estimated Overspend / (Underspend) 2019/20 | Net Overspend / (Underspend) August 2019 Review |
| <b>Area:-</b>  | £'000                   | £'000                            | £'000  | £'000   | £'000   | £'000   |
| Service Management                                     | 581                     | 614                              | 33   | 0   | 33  | 24  |
| Operational  | 2,210                   | 2,298                            | 88   | 0   | 88  | 78  |
| Placement  |                         |                                  |  |   |   |   |
| Out of County Placements                               | 1,628                   | 3,149                            | 1,521  | 0   | 1,521   | 1,618   |
| Agency Fostering                                       | 911                     | 1,396                            | 485  | 0   | 485   | 388   |
| Internal Fostering                                     | 1,706                   | 2,251                            | 545  | 0   | 545   | 482   |
| Support Services and Other                             | 1,668                   | 1,773                            | 105  | 0   | 105   | 36  |
|  | 5,913                   | 8,569                            | 2,656  | 0   | 2,656   | 2,524   |
| Post-16  | 1,035                   | 1,155                            | 120  | 0   | 120   | 44  |
| Specialist/Derwen                                      | 1,814                   | 2,151                            | 337  | 0   | 337   | 332   |
| Youth Justice  | 280                     | 236                              | (44)   | 0   | (44)  | (44)  |
| Early Years  | 153                     | 80                               | (73)   | 0   | (73)  | (50)  |
| Youth  | 857                     | 788                              | (69)   | 0   | (69)  | (102)   |
| Other  | 1,563                   | 1,676                            | 113  | 0   | 113   | 103   |
| <b>Children and Families Total</b>                     | <b>14,406</b>           | <b>17,567</b>                    | <b>3,161</b>                                     | <b>0</b>  | <b>3,161</b>  | <b>2,909</b>                                    |

## **Children and Families**

**Operational** - continues to overspend despite receiving an additional resource of £100k for 2019/20 onwards, with staff costs over and above the budget level plus an increase in the number of children in care but not in more expensive placements.

**Placements** - demand for the range of services intensifying, much of the overspend stemming from 5 new out-of-county placement cases this year, together with the full year impact of 8 cases that started during 2018/19. In Agency Fostering, there are 9 new cases this year and the full year impact of 4 cases initiated in 2018/19. There is also a further increase in the number of in-house fostering placements. Following a review of the out-of-county commitments, it became clear that the type of cases had changed over recent years, and therefore the associated costs and at the same time, there was also a reduction in Health contributions. In addition, £370k worth of savings within placements are yet to be realised.

**Post 16** - high initial support costs arising from 2 new cases that have transferred from out-of-county placements.

**Specialist/Derwen** - overspend of £337k mainly on support schemes with increased demand for service and specialist support.

**Early Years** - the receipt of grants in childcare is responsible for the growing underspend.

**Youth** - the receipt of grants against expenditure together with an underspend following the recent remodeling of the Youth Service.

**Others** - higher demands on the commitment on the North Wales advocacy service, overspend on statutory reviews, professional fees and the out of hours service.

Given the growing overspend trend of the department, a Children's Budget Task Force has been commissioned by the Chief Executive to address the complex financial issues of the department.

| <b>REVENUE BUDGET 2019/20 - END OF NOVEMBER REVIEW</b> |                                |   |   |  |  |  |
|--|--------------------------------|---|---|--|--|--|
| <b>Education Department</b>                            | <b>Proposed Budget 2019/20</b> | <b>Estimated Final Position 2019/20</b> | <b>Estimated Gross Overspend / (Underspend) 2019/20</b> | <b>Use of Other Sources or Other Recommended Adjustments</b> | <b>Adjusted Estimated Overspend / (Underspend) 2019/20</b> | <b>Net Overspend / (Underspend) August 2019 Review</b> |
| <b>Area:-</b>  | <b>£'000</b>                   | <b>£'000</b>                            | <b>£'000</b>  | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   |
| Delegated Schools                                      | 74,862                         | 74,862                                  | 0   | 0  | 0  | 0  |
| Schools Quality Services                               | (429)                          | (678)                                   | (249)   | 0  | (249)  | (244)  |
| Infrastructure and Support Services                    |                                |   |   |  |  |  |
| Transport  | 4,919                          | 5,147                                   | 228   | 0  | 228  | 188  |
| Supplementary Service                                  | 481                            | 740                                     | 259   | 0  | 259  | 247  |
| Other  | 2,979                          | 2,632                                   | (347)   | 0  | (347)  | (318)  |
|  | 8,379                          | 8,519                                   | 140   | 0  | 140  | 117  |
| Leadership and Management                              | 2,263                          | 2,238                                   | (25)  | 0  | (25)   | 0  |
| Additional Learning Needs and Inclusion                | 4,426                          | 4,576                                   | 150   | 0  | 150  | 214  |
| <b>Education Total</b>                                 | <b>89,501</b>                  | <b>89,517</b>                           | <b>16</b>   | <b>0</b>   | <b>16</b>  | <b>87</b>  |

## Education

**School Quality Services** - a combination of savings in advance, staff turnover, reduced spending and the use of grants are responsible for the favorable position.

**Transport** - following the overspend in this field over recent years, additional funding of £400k has been allocated for 2019/20. Nevertheless, the growing overspend continues, with latest estimates suggesting £228k, with £65k on School Buses, £41k income shortfall on Post 16 Transport and a projected overspend of £122k on School Taxi Transport.

Transport has been the subject of a review in an attempt to control the increase in expenditure. The £400k allocated this year was a partial solution with the need for further work from the Education Department and the Environment Department continuing, so that efficiency opportunities could be exploited.

**Infrastructure and Support Services - Ancillary Service** - lack of income for the care element of the breakfast and school meals scheme together with an overspend deriving from staffing matters and sickness in School Catering, Cleaning and Caretaking.

**Infrastructure and Support Services - Other** - reduced demand on various budgets including the Integration budget.

**Additional Learning Needs and Inclusion** - the overspend relating to circumstances in one particular center continues to account for a large part of the overspend, with a further one-off overspend arising from the transition period of the Pre-school Early Years Education Units and Education other than in Schools.

| <b>REVENUE BUDGET 2019/20 - END OF NOVEMBER REVIEW</b> |                         |                                  |   |   |  |   |
|--|-------------------------|----------------------------------|---|---|--|---|
| <b>Economy and Community Department</b>                | Proposed Budget 2019/20 | Estimated Final Position 2019/20 | <b>Estimated Gross Overspend / (Underspend) 2019/20</b> | Use of Other Sources or Other Recommended Adjustments | <b>Adjusted Estimated Overspend / (Underspend) 2019/20</b> | Net Overspend / (Underspend) August 2019 Review |
| <b>Area:-</b>  | £'000                   | £'000                            | £'000   | £'000   | £'000  | £'000   |
| Management   | 352                     | 352                              | 0   | 0   | 0  | 0   |
| Regeneration Programs and Community Support            | 390                     | 400                              | 10  | 0   | 10   | (29)  |
| Maritime and Country Parks                             | 82                      | 46                               | (36)  | 0   | (36)   | (14)  |
| Leisure Contracts                                      | 1,430                   | 1,498                            | 68  | 0   | 68   | 33  |
| Sports Programs  | 105                     | 57                               | (48)  | 0   | (48)   | (25)  |
| Economic Development Programs                          | 49                      | 9                                | (40)  | 0   | (40)   | (21)  |
| Marketing and Events                                   | 308                     | 308                              | 0   | 0   | 0  | 0   |
| Gwynedd Libraries                                      | 1,593                   | 1,584                            | (9)   | 0   | (9)  | (11)  |
| Gwynedd Museums, Arts and Archives                     | 861                     | 930                              | 69  | 0   | 69   | 60  |
| <b>Economy and Community Total</b>                     | <b>5,170</b>            | <b>5,184</b>                     | <b>14</b>   | <b>0</b>  | <b>14</b>  | <b>(7)</b>                                      |



**Economy and Community**

**Maritime and Country Parks** - staff turnover is responsible for an underspend by Parc Glynllifon and Parc Padarn. Forecasts have improved since reporting at the end of August with a reduction in the beaches income deficit. Latest figures suggest a balanced position from the Harbours and Hafan, Pwllheli following the reduction in income target this year, but which has been problematic in recent years.

**Leisure Contracts** - leisure provision transferred to Cwmni Byw'n Iach on 1 April 2019, the overspend is projected to increase to £68k mainly due to one-off running costs of the Leisure Centers.

**Sports Programs and Economic Development Programs** - vacant posts and reduced expenditure are responsible for the underspend on these headings.

**Gwynedd Museums, Arts and Archives** - problems persist at Storiel with a forecast deficit of £71k, which is a combination of an overspend on staff costs and a shortfall in income. Underspend on the Arts helps some on the financial position.

| <b>REVENUE BUDGET 2019/20 - END OF NOVEMBER REVIEW</b>                      |                               |  |   |   |  |   |
|---|-------------------------------|--|---|---|--|---|
| <b>Highways and Municipal Department<br/>(including Trunk Roads Agency)</b> | Proposed<br>Budget<br>2019/20 | Estimated<br>Final Position<br>2019/20 | <b>Estimated<br/>Gross<br/>Overspend /<br/>(Underspend)<br/>2019/20</b> | Use of Other<br>Sources or<br>Other<br>Recommended<br>Adjustments | <b>Adjusted<br/>Estimated<br/>Overspend /<br/>(Underspend)<br/>2019/20</b> | Net<br>Overspend /<br>(Underspend)<br>August 2019<br>Review |
| <b>Area:-</b>   | £'000                         | £'000                                  | £'000   | £'000   | £'000  | £'000   |
| Highways Services (including Trunk Roads)                                   | 9,994                         | 9,859                                  | (135)   | 0   | (135)  | (6)   |
| Engineering Services  | 386                           | 441                                    | 55  | 0   | 55   | 54  |
| Municipal Services  |                               |  |   |   |  |   |
| Waste   | 11,413                        | 12,409                                 | 996   | 0   | 996  | 721   |
| Other   | 4,057                         | 4,111                                  | 54  | 0   | 54   | (36)  |
| <b><u>Highways and Municipal Total</u></b>                                  | <b>25,850</b>                 | <b>26,820</b>                          | <b>970</b>  | <b>0</b>  | <b>970</b>   | <b>733</b>  |

### **Highways and Municipal (including Trunk Roads Agency)**

**Highways Services** - external income forecast shows more promise as the year has progressed.

**Engineering Services** - delay in realising a savings scheme together with lack of income, but discussions continue to try and find a solution.

**Waste** - further increase in the overspend trend seen in 2018/19 in Waste to £996k. Projected overspend of £322k on the transitional waste handling and transport costs through the regional 'Energy from Waste' facility based in Deeside.

Although the department has taken steps to reduce costs by changing shifts and waste collection cycle arrangements, implementation has been delayed. The new arrangements have now come into effect in Dwyfor, and more recently in Arfon with Meirionnydd to follow early 2020, but associated transitional costs and sickness costs account for £276k of the overspend.

Increased operating and transport costs, lack of grant and income on waste and recycling materials.

Although some steps have already been taken on the Waste side during the year in order to operate within the budget, there has been a delay in implementation this year.

**Other Municipal Services** - staffing costs and costs associated with sickness are higher, an increase in costs associated with materials to be disposed and a delay in realising savings schemes.

| <b>REVENUE BUDGET 2019/20 - END OF NOVEMBER REVIEW</b> |                                |   |   |  |  |  |
|--|--------------------------------|---|---|--|--|--|
| <b>Environment Department</b>                          | <b>Proposed Budget 2019/20</b> | <b>Estimated Final Position 2019/20</b> | <b>Estimated Gross Overspend / (Underspend) 2019/20</b> | <b>Use of Other Sources or Other Recommended Adjustments</b> | <b>Adjusted Estimated Overspend / (Underspend) 2019/20</b> | <b>Net Overspend / (Underspend) August 2019 Review</b> |
| <b>Area:-</b>  | <b>£'000</b>                   | <b>£'000</b>                            | <b>£'000</b>  | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   |
| Department Management                                  | 409                            | 356                                     | (53)  | 0  | (53)   | (58)   |
| Planning Services                                      | 402                            | 539                                     | 137   | 0  | 137  | 145  |
| Street Works and Transport Services                    |                                |   |   |  |  |  |
| Network Management (Transport)                         | 605                            | 555                                     | (50)  | 0  | (50)   | (57)   |
| Parking and Parking Enforcement                        | (1,681)                        | (1,693)                                 | (12)  | 0  | (12)   | (221)  |
| Intergrated Transport                                  | 1,592                          | 1,568                                   | (24)  | 0  | (24)   | (1)  |
|  | 516                            | 430                                     | (86)  | 0  | (86)   | (279)  |
| Countryside and Access                                 | 738                            | 759                                     | 21  | 0  | 21   | 12   |
| Public Protection                                      | 1,641                          | 1,517                                   | (124)   | 0  | (124)  | (40)   |
| End of August 2019 Review Adjustment                   |                                |   |   | 0  | 0  | 220  |
| <b>Environment Total</b>                               | <b>3,706</b>                   | <b>3,601</b>                            | <b>(105)</b>  | <b>0</b>   | <b>(105)</b>   | <b>0</b>   |

## Environment

**Management** - general underspend and savings in advance have resulted in one-off savings on the Management heading.

**Planning Service** - the general trend of a shortfall in Development Control income continues again this year, but is reduced from underspends on services, supplies and transport.

**Street Works and Transport Services** - substantial decline since the previous review with regards to the forecast on Parking and Enforcement to a current lack of income being alleviated by vacant posts. Favourable income forecast within Traffic and Statutory Arrangements which form part of the department's savings scheme for the next few years.

**Integrated Transport** - a one-off underspend on staff costs and a surpass of income reduces the impact of the additional costs on bus contracts. The department also makes use of a ring-fenced fund set up for such purposes, to meet the increased costs. The department is in the process of conducting a review of public transport and has commissioned research work from the University to review the provision.

**Public Protection** - an increase in the underspend since the last review as a result of favourable income in the area of Licensing, Taxis and Trading Standards together with staff turnover and lower expenditure on water sampling materials and supplies and services.

As part of the end of August Review the Environment Department received the Cabinet's approval to earmark £220k of their underspend this year towards costs following a judicial review relating to the entrance road at Llanbedr. As the underspend forecast isn't as favourable by now, following a significant decline in parking income forecasts, the underspend is no longer sufficient to fund, but it is better to wait until the end of the financial year to get clarity on the exact situation.

| <b>REVENUE BUDGET 2019/20 - END OF NOVEMBER REVIEW</b> |                         |                                  |   |   |  |   |
|--|-------------------------|----------------------------------|---|---|--|---|
| <b>Consultancy Department</b>                          | Proposed Budget 2019/20 | Estimated Final Position 2019/20 | <b>Estimated Gross Overspend / (Underspend) 2019/20</b> | Use of Other Sources or Other Recommended Adjustments | <b>Adjusted Estimated Overspend / (Underspend) 2019/20</b> | Net Overspend / (Underspend) August 2019 Review |
| <b>Area:-</b>  | £'000                   | £'000                            | £'000   | £'000   | £'000  | £'000   |
| Roads and Engineering Services                         | (637)                   | (612)                            | 25  | 0   | 25   | 17  |
| Sustainable Drainage Systems (SuDS) Unit               | 37                      | 37                               | 0   | 0   | 0  | 0   |
| Flood Risk Management Unit                             | 572                     | 573                              | 1   | 0   | 1  | 1   |
| Building Control                                       | 94                      | 155                              | 61  | 0   | 61   | 24  |
| <b>Consultancy Total</b>                               | <b>66</b>               | <b>153</b>                       | <b>87</b>   | <b>0</b>  | <b>87</b>  | <b>42</b>                                       |

### Consultancy

**Roads and Engineering Services** - latest forecast suggests a £25k income shortfall, but the service continues to bid for work on various schemes from external organisations, such as other Councils and the Welsh Government, in order to gain extra income.

**Sustainable Drainage Systems Unit (SuDS)** - forecasts of income shortage during the establishment of this new unit are alleviated by an underspend on staff costs.

**Building Control** - lack of income along with one-off costs to buy a system is responsible for the predicted increase in overspending.

| <b>REVENUE BUDGET 2019/20 - END OF NOVEMBER REVIEW</b> |                         |                                  |  |   |   |   |
|--|-------------------------|----------------------------------|--|---|---|---|
| <b>Housing and Property Department</b>                 | Proposed Budget 2019/20 | Estimated Final Position 2019/20 | Estimated Gross Overspend / (Underspend) 2019/20 | Use of Other Sources or Other Recommended Adjustments | Adjusted Estimated Overspend / (Underspend) 2019/20 | Net Overspend / (Underspend) August 2019 Review |
| <b>Area:-</b>  | £'000                   | £'000                            | £'000  | £'000   | £'000   | £'000   |
| Management   | 73                      | 176                              | 103  | 0   | 103   | 83  |
| Housing Services                                       |                         |                                  |  |   |   |   |
| Homelessness   | 1,071                   | 1,231                            | 160  | 0   | 160   | 170   |
| Private Sector Housing                                 | 409                     | 340                              | (69)   | 0   | (69)  | (110)   |
| Other  | 242                     | 184                              | (58)   | 0   | (58)  | (40)  |
|  | 1,722                   | 1,755                            | 33   | 0   | 33  | 20  |
| Property Services                                      |                         |                                  |  |   |   |   |
| Property   | 3,474                   | 3,367                            | (107)  | 0   | (107)   | (80)  |
| Caretaking, Catering and Cleaning                      | 27                      | 28                               | 1  | 0   | 1   | 1   |
|  | 3,501                   | 3,395                            | (106)  | 0   | (106)   | (79)  |
| <b>Housing and Property Total</b>                      | <b>5,296</b>            | <b>5,326</b>                     | <b>30</b>  | <b>0</b>  | <b>30</b>   | <b>24</b>                                       |

### Housing and Property

**Management** - savings scheme yet to be realised predominantly responsible for the overspend. The department is looking for an alternative scheme to supersede the current scheme.

**Housing Services** - pressure on temporary housing and homelessness budget, therefore overspend of £225k. Private Sector Housing excelling on income, underspend on staff costs as well as on supplies and services, with Other heading also underspending on staff costs, therefore contributing to alleviate the overspend.

**Property** - vacant posts and secondments primarily responsible for the anticipated underspend.

| <b>REVENUE BUDGET 2019/20 - END OF NOVEMBER REVIEW</b> |                         |                                  |  |   |   |   |
|--|-------------------------|----------------------------------|--|---|---|---|
| <b>Central Departments</b>                             | Proposed Budget 2019/20 | Estimated Final Position 2019/20 | Estimated Gross Overspend / (Underspend) 2019/20 | Use of Other Sources or Other Recommended Adjustments | Adjusted Estimated Overspend / (Underspend) 2019/20 | Net Overspend / (Underspend) August 2019 Review |
| <b>Area:-</b>  | £'000                   | £'000                            | £'000  | £'000   | £'000   | £'000   |
| Corporate Management Team and Legal                    | 1,705                   | 1,628                            | (77)   | 0   | (77)  | (117)   |
| Finance (& Information Technology)                     | 6,265                   | 6,190                            | (75)   | 0   | (75)  | (61)  |
| Corporate Support                                      | 7,405                   | 7,309                            | (96)   | 0   | (96)  | (100)   |
| <b>Central Departments Total</b>                       | <b>15,375</b>           | <b>15,127</b>                    | <b>(248)</b>                                     | <b>0</b>  | <b>(248)</b>  | <b>(278)</b>                                    |

### Central Departments

**Corporate Management Team and Legal** - reduction in the underspend reported due to a portion of the underspend from the vacant Corporate Director post being diverted to finance better wellbeing provisions in the Council offices. Extra income received by the Legal Team has contributed towards the favourable situation but being reduced as a result of higher staffing costs.

**Finance (and Information Technology)** - underspend due to a combination of reasons including a one-off underspend on staff turnover, secondments and receipt of additional income and grants in many areas. Additional income from various sources, including the Welsh Government for the administration of non-domestic rate relief and an additional grant from the Department for Work and Pensions (DWP) for the transitional period in the Benefits service. Furthermore, the department has achieved savings in advance this year and diverted them for Corporate purposes.

**Corporate Support** - the underspend mainly due to the receipt of external income that is above the budget level in a number of areas across the department including Human Resources Advisory Service, Translation, Registration and Democracy Service. Vacant posts and secondments also contribute towards the favourable position, in preparation for savings in the coming years, as there is no call on the savings this year the department has already transferred part of its savings in advance for Corporate purposes.

| <b>REVENUE BUDGET 2019/20 - END OF NOVEMBER REVIEW</b>  |                         |                                  |   |   |  |   |
|---|-------------------------|----------------------------------|---|---|--|---|
| <b>Corporate (Only reflecting the variances)</b>        | Proposed Budget 2019/20 | Estimated Final Position 2019/20 | <b>Estimated Gross Overspend / (Underspend) 2019/20</b> | Use of Other Sources or Other Recommended Adjustments | <b>Adjusted Estimated Overspend / (Underspend) 2019/20</b> | Net Overspend / (Underspend) August 2019 Review |
| <b>Area:-</b>   | £'000                   | £'000                            | £'000   | £'000   | £'000  | £'000   |
| Council Tax   | *                       | *                                | (32)  | 32  | 0  | 0   |
| Premium Council Tax                                     | *                       | *                                | (198)   | 198   | 0  | 0   |
| Council Tax Reduction                                   | *                       | *                                | (213)   | 213   | 0  | 0   |
| Capital Costs   | *                       | *                                | (75)  | 75  | 0  | 0   |
| Bids and Budgets Returned by the Departments            | *                       | *                                | (359)   | 359   | 0  | 0   |
| Sustainable Social Services Support Grant Income Target | *                       | *                                | 500   | (500)   | 0  | 0   |
| Other   | *                       | *                                | (710)   | 710   | 0  | 0   |
| <b>Corporate Total</b>                                  | *                       | *                                | <b>(1,087)</b>  | <b>1,087</b>  | <b>0</b>   | <b>0</b>  |



## Corporate

**Council Tax and Council Tax Premium** - favourable additional tax position of (£32k) on Council Tax and (£198k) on Council Tax Premium, with the Valuer's Office having already allowed for 255 properties to be transferred from Council Tax to the Non-Domestic Rates list up to the end of November, (453 full year in 2018/19, 282 in 2017/18, and 199 in 2016/17). We are awaiting a response from Welsh Government and the Valuer's Office relating to Gwynedd's campaign to prevent owners of second homes from evading the tax.

**Council Tax Reductions** - projected underspend of (£213k) as the overall Council Tax Reduction (Benefits) scheme applications are at their lowest level for the fourth year running across North and Mid Wales. In Gwynedd there has been a reduction of almost 10% over the period.

**Capital Costs** - unexpected increase in the rate of borrowing earlier this year meaning that we won't be borrowing, which therefore releases £75k, it is suggested that the underspend should be moved into a fund to be used to support the funding of the capital programme.

**Budgets and Bids returned by Departments** - a combination of budgets returned following the receipt of grants, bids returned along with other matters where the needs are not as intense in comparison to what was anticipated when setting the budget.

**Income Target From the Sustainable Social Services Support Grant** - 2019/20 budget was set on the assumption that a grant of £500k would be receivable, unfortunately based on recent forecast this is now unlikely, therefore the sum is to be financed from the Council's funds.

**Other** - the pressure on a number of budgets are not as intense as predicted and therefore underspending.

It is **recommended** that the extra yield of (£198k) on Council Tax Premium is added to the £2.7 million that has already been allocated in 2019/20 to be considered for the Housing Strategy. (£75k) relating to capital costs be allocated to the capital program fund. (£500k) of Corporate underspend be allocated to fund the lack of grant in the sustainable social services field, (£312k) be used to fund one off bids that have been presented by the departments for the purpose of 2020/21 expenditure with the balance of (£502k) going to the Council's general funds.

# Agenda Item 9

## REPORT TO THE CABINET 21 JANUARY 2020

**Cabinet Member:** Councillor Ioan Thomas, Finance Cabinet Member

**Subject:** Capital Programme 2019/20 –  
End of November Review (30 November 2019 position)

**Contact Officer:** Ffion Madog Evans, Senior Finance Manager

---

### **The decision sought / Purpose of the report**

To accept the report on the end of November review (30 November 2019 position) of the capital programme, and approve the revised financing as shown in part 4 of the report, that is:

- £50,000 decrease in the use of borrowing
  - £1,072,000 increase in the use of grants and contributions
  - £114,000 increase in the use of capital receipts
  - £23,000 decrease in the use of revenue contributions
  - No change in the use of the capital reserve
  - £228,000 increase in the use of renewal and other reserves
- 

### **1. Introduction / Summary**

This technical report is presented as part of the 2019/20 budget review procedure. The main purpose of the report is to present the revised capital programme and to approve the relevant financing sources. There is a summary in parts 3 and 4 of the report, with the recommendations in part 6:

Part 3: Analysis by Department of the £89.135m capital programme for the 3 years 2019/20 – 2021/22.

Part 4: The sources of finance for the net increase of approximately £1.341m since the previous review.

Part 5: Detail on additional grants since the previous review.

The Cabinet has the authority to adapt the capital programme. Approval is sought for the proposed programme (part 3) and financing (part 4).

The remainder of the report is for information:

- Appendix A: Main changes per source of finance
- Appendix B: Movement from 2019/20 to 2020/21
- Appendix C: First 8 months' expenditure in 2019/20

## 2. Main Findings

The main findings that arise from the revised position are:

- There are firm schemes in place to invest approximately £31.8m in 2019/20 on capital projects, with £13.0m (41%) of it being financed by attracting specific grants.
- An additional £9.2m of proposed expenditure has been re-profiled from 2019/20 to 2020/21, but no loss of funding was caused to the Council where schemes have slipped.

## 3. Capital Programme 2019/20 to 2021/22

See below the revised proposed capital programme as at the end of November 2019. The figures are shown based on the Council's revised departmental structure.

| DEPARTMENT                       | END OF NOVEMBER REVIEW |               |               |               | INCREASE /<br>(DECREASE) SINCE<br>THE PREVIOUS<br>REVIEW<br>£'000 |
|----------------------------------|------------------------|---------------|---------------|---------------|---|
|                                  | 2019/20                | 2020/21       | 2021/22       | TOTAL         |   |
|                                  | £'000                  | £'000         | £'000         | £'000         |   |
| Education                        | 7,570                  | 10,123        | 1,895         | 19,588        | 542   |
| Environment                      | 1,642                  | 2,637         | 178           | 4,457         | 425   |
| Corporate Support                | -                      | 119           | -             | 119           | -   |
| Finance                          | 713                    | 481           | 1,237         | 2,431         | -   |
| Economy and Community            | 1,215                  | 1,876         | 330           | 3,421         | 256   |
| Housing and Property             | 6,534                  | 9,484         | 4,528         | 20,546        | (183)   |
| Adults, Health and Wellbeing     | 1,756                  | 3,123         | 2,400         | 7,279         | 278   |
| Children and Supporting Families | 1,344                  | 1,113         | 250           | 2,707         | -   |
| Highways and Municipal           | 10,293                 | 5,564         | 2,257         | 18,114        | 22  |
| Consultancy                      | 686                    | 3,539         | 3,410         | 7,635         | 1   |
| Corporate                        | -                      | 2,153         | 685           | 2,838         | -   |
| <b>TOTAL</b>                     | <b>31,753</b>          | <b>40,212</b> | <b>17,170</b> | <b>89,135</b> | <b>1,341</b>  |

#### 4. Changes to the Sources of Finance

The budget for the three year programme shows an increase of £1.341m since the previous review. The proposed sources of financing for this are noted below:

| SOURCE OF FINANCE                | END OF NOVEMBER REVIEW |               |               |               | INCREASE /<br>(DECREASE) SINCE<br>THE PREVIOUS<br>REVIEW<br>£'000 |
|----------------------------------|------------------------|---------------|---------------|---------------|---|
|                                  | 2019/20                | 2020/21       | 2021/22       | TOTAL         |   |
|                                  | £'000                  | £'000         | £'000         | £'000         |   |
| Supported Borrowing              | 7,995                  | 7,535         | 6,610         | 22,140        | -   |
| Other Borrowing                  | 2,289                  | 3,563         | 2,567         | 8,419         | (50)  |
| Grants and Contributions         | 13,037                 | 9,447         | -             | 22,484        | 1,072   |
| Capital Receipts                 | 467                    | 828           | -             | 1,295         | 114   |
| Departmental & Corporate Revenue | 1,244                  | -             | -             | 1,244         | (23)  |
| Capital Fund                     | 1,448                  | 837           | 3,801         | 6,086         | -   |
| Renewals & Other Funds           | 5,273                  | 18,002        | 4,192         | 27,467        | 228   |
| <b>TOTAL</b>                     | <b>31,753</b>          | <b>40,212</b> | <b>17,170</b> | <b>89,135</b> | <b>1,341</b>  |

#### 5. Additional Grants

Since the previous review the Council has succeeded in attracting the following additional net grants totalling £1,072k (see Appendix A for more information) :

- £541k Expansion of 21st Century Schools Grant to include Childcare and Reducing Infant Classes Grant Schemes
- £286k Welsh Government grant towards the Llŷn Land and Sea Project
- £128k European Rural Development Fund (ERDF) Grant to develop Plas Heli
- £120k Local Transport Fund Grant from Welsh Government towards several different schemes
- £58k Welsh Government grant towards the Llŷn Area of Outstanding Natural Beauty
- £29k Welsh Government Grant towards Free Swimming Schemes

## 6. Recommendations

The Cabinet is asked to:

- accept the 2019/20 to 2021/22 revised programme, and
- approve the relevant sources of finance (part 4 above).

## 7. Reasons for Recommending the Decision

It is necessary to ensure appropriate financing arrangements for the Council's plans to spend on capital, and the Cabinet must approve the capital programme and its sources of funding.

Incorporating funding via grant is a point of order, but it is also necessary to deal with situations where there has been a change in expenditure profiles between years and the value of capital receipts and contributions.

These are recommendations to ensure definite sources of funding for the 2019/20 – 2021/22 capital schemes.

## 8. Relevant Considerations

These are technical issues regarding the financing of schemes and relevant implications and debates have already been addressed when the individual schemes were adopted.

## 9. Next Steps and Timetable

To implement the recommendations to finance the programme.

---

### View of the Local Member

Not relevant.

---

### Views of the Statutory Officers

#### Monitoring Officer:

No observations to add from a propriety perspective.

#### Head of Finance:

I have collaborated with the Cabinet Member in the preparation of this report and I confirm the content.

---

### Appendix

Appendices A, B and C.

## Main Changes Per Source of Financing

See below the relevant schemes that have caused the main changes to the sources of finance since the previous review :

|  | 2019/20 | 2020/21-<br>2021/22 |
|--|---------|---------------------|
|  | £'000   | £'000               |
| <b>Grants and Contributions</b>  |         |                     |
| <ul style="list-style-type: none"> <li>Expansion of 21<sup>st</sup> Century Schools Grant to include Childcare and Reducing Infant Classes Grant Schemes (<i>Education Department</i>).</li> </ul>   | 541     |                     |
| <ul style="list-style-type: none"> <li>Local Transport Fund Grant from Welsh Government towards several different schemes (<i>Environment Department</i>).</li> </ul>                                | 120     |                     |
| <ul style="list-style-type: none"> <li>Welsh Government grant towards the Llŷn Area of Outstanding Natural Beauty (<i>Environment Department</i>).</li> </ul>  | 58      |                     |
| <ul style="list-style-type: none"> <li>Welsh Government grant towards the Llŷn Land and Sea Project (<i>Environment Department</i>).</li> </ul>  | 196     | 90                  |
| <ul style="list-style-type: none"> <li>Correction of Targeted Regeneration Investment Grant (TRIP) as this amount was utilised in 18/19 (<i>Housing and Property Department</i>).</li> </ul>         | (98)    |                     |
| <ul style="list-style-type: none"> <li>European Rural Development Fund (ERDF) Grant to develop Plas Heli (<i>Economy and Community Department</i>).</li> </ul>                                       | 128     |                     |
| <ul style="list-style-type: none"> <li>Welsh Government Grant towards Free Swimming Schemes (<i>Economy and Community Department</i>).</li> </ul>  | 29      |                     |
| <b>Other Borrowing</b>   |         |                     |
| <ul style="list-style-type: none"> <li>Recycling and Municipal Vehicles (<i>Highways and Municipal Department</i>).</li> </ul>   | (49)    |                     |
| <b>Capital Receipts</b>  |         |                     |
| <ul style="list-style-type: none"> <li>Additional housing work in Blaenau Ffestiniog (<i>Housing and Property Department</i>).</li> </ul>  | 100     |                     |
| <b>Departmental Revenue</b>  |         |                     |
| <ul style="list-style-type: none"> <li>Correction of Discretionary Loans – to be financed from reserves rather than revenue as previously noted (<i>Housing and Property Department</i>).</li> </ul> | (50)    |                     |
| <ul style="list-style-type: none"> <li>Scheme to improve staff welfare facilities in the reception area, Headquarters (<i>Housing and Property Department</i>).</li> </ul>                           | 20      |                     |

**Renewals and Other Funds**

- |   |    |    |
|---|----|----|
| • Correction of Discretionary Loans – to be financed from reserves rather than revenue as previously noted (Housing and Property Department).     | 50 |    |
| • Correction to the funding for Fuel Tanks Renewal Scheme ( <i>Highways and Municipal Department</i> ).   | 27 |    |
| • Waste Management Schemes e.g. skips, recycling carts ( <i>Highways and Municipal Department</i> ).  | 35 |    |
| • Scheme to improve staff welfare facilities in the reception area, Headquarters ( <i>Housing and Property Department</i> ).                      |    | 60 |
| • Match funding towards the European Rural Development Fund (ERDF) Grant scheme to develop Plas Heli ( <i>Economy and Community Department</i> ). | 32 |    |
| • Utilising the Departmental Reserve for the Renewal of Leisure Equipment ( <i>Economy and Community Department</i> ).                            | 61 |    |

-----

## Budget Re-profiling – Main Schemes

See below the main schemes that have been re-profiled since the original budget:

|   | 2019/20<br>£'000 | 2020/21<br>£'000 |
|---|------------------|------------------|
| Asset Plan Resources not allocated until 2020/21 ( <i>Corporate</i> )   | (1,123)          | 1,123            |
| Schools' Schemes (21 <sup>st</sup> Century and Other) ( <i>Education Department</i> )                           | (5,257)          | 5,257            |
| Health and Safety Schemes ( <i>Corporate Support Department</i> )   | (106)            | 106              |
| Adults establishments' schemes ( <i>Adults, Health and Wellbeing Department</i> )                               | (1,253)          | 1,253            |
| Penygroes Health and Care Hub ( <i>Adults, Health and Wellbeing Department</i> )                                | (250)            | 250              |
| Segontium Day Service Relocation Scheme ( <i>Adults, Health and Wellbeing Department</i> )                      | (171)            | 171              |
| Flood Alleviation Schemes ( <i>Consultancy Department</i> )   | (181)            | 181              |
| Vehicles Renewals ( <i>Highways and Municipal Department and Environment Department</i> )                       | (857)            | 857              |
| Transport Schemes ( <i>Environment Department</i> )   | (2,190)          | 2,190            |
| Car Park Resurfacing ( <i>Environment Department</i> )  | (219)            | 219              |
| Adaptation Schemes, Repairs and Maintenance etc on Council Buildings ( <i>Housing and Property Department</i> ) | (2,176)          | 2,176            |
| Council's Carbon Management Schemes ( <i>Housing and Property Department</i> )                                  | (1,099)          | 1,099            |
| Housing Strategy Schemes ( <i>Housing and Property Department</i> )   | (1,450)          | 1,450            |
| TRIP Grant Schemes ( <i>Housing and Property Department</i> )   | 300              | (300)            |
| Caernarfon and Bangor Regeneration and Renewal Schemes ( <i>Economy and Community Department</i> )              | (766)            | 766              |
| Maritime and Leisure Schemes ( <i>Economy and Community Department</i> )  | (230)            | 230              |

### Note:

The above re-profiling will not result in any loss in grant.

There is a variety of valid reasons behind the re-profiling in many cases, but the delay prior to implementing these schemes can mean that the services have to cope for longer with current assets which have not been improved.



## Capital Expenditure First 8 Months 2019/20

| <b>SUMMARY</b>                       | <b>CAPITAL<br/>PROGRAMME<br/>FULL YEAR<br/>(reviewed<br/>November)<br/>2019/20<br/>£'000</b> | <b>ACTUAL<br/>EXPENDITURE<br/>FOR THE 8<br/>MONTHS TO<br/>30/11/2019<br/>£'000</b> |
|--------------------------------------|--|--|
| Education                            | 7,570  | 5,152  |
| Environment                          | 1,642  | 284  |
| Corporate Support                    | -  | -  |
| Finance (and Information Technology) | 713  | 286  |
| Economy and Community                | 1,215  | 323  |
| Housing and Property                 | 6,534  | 3,434  |
| Adults, Health and Wellbeing         | 1,756  | 478  |
| Children and Supporting Families     | 1,344  | 230  |
| Highways and Municipal               | 10,293   | 5,744  |
| Consultancy                          | 686  | 405  |
| Corporate                            | -  | -  |
| <b>TOTAL</b>                         | <b>31,753</b>  | <b>16,336</b>  |

**Note:**

The percentage that has been spent this year (51%) is higher than the position this time last year (amount spent in 8 months in 2018/19 was 47%).

## Report for a meeting of the Gwynedd Council Cabinet

|                         |  |
|-------------------------|--|
| <b>Date:</b>            | 21 January 2020                                      |
| <b>Title of Item:</b>   | Performance Report of the Cabinet Member for Finance |
| <b>Purpose:</b>         | To accept and note the information in the report     |
| <b>Cabinet Member:</b>  | Councillor Ioan Thomas                               |
| <b>Contact Officer:</b> | Dilwyn Williams, Chief Executive                     |

### 1. INTRODUCTION

- 1.1 The purpose of this report is to update my fellow members on what has been happening in the fields within my remit as Cabinet Member for Finance. This will include outlining the progress against the pledges within the Council's Plan, the progress against performance measures, and the latest information in relation to the savings and cuts schemes.
- 1.2 The matters noted in this report have already been the subject of discussions and have been scrutinised at a meeting of the Finance Department management team. This also included representation from the Audit and Governance Committee, which is undertaking the scrutiny role in this field.
- 1.3 Overall, I am satisfied with the performance of the projects and performance measures for which I am responsible, or that appropriate action has been taken in order to improve performance.

## **2. DECISION SOUGHT**

- 2.1 To accept and note the information in the report.

## **3. CONTINUATION OF WORK ON 2017/18 GWYNEDD COUNCIL PROJECT PLANS**

- 3.1 Both projects below were priorities within the above Plan that ended in March 2018. The work of implementing the Information Technology Strategy is ongoing and, therefore, I will continue to report on this work until the new Strategy is adopted. There has been some slippage in the implementation timetable for the Electronic Document and Records Management System (EDRMS) since publishing the 2017/18 Gwynedd Council Plan; therefore, I will again continue to report on the work until it is complete.

### ***An Effective and Efficient Council***

#### **C6 - Information Technology Strategy (IT)**

- 3.2 With the current Information Technology Strategy due to expire, some work has been done to develop the new Strategy, although progress has been slow of late due to the need to focus on the education grant project, which is subject to a tight timeframe set by the Government.

As stated in the previous report, the intention in developing the new strategy will be to focus on providing the best IT support system for Gwynedd schools. Further discussions will be held with key partners over the coming weeks regarding the requirements of our schools, and subsequently I intend to bring the Strategy before the Cabinet for discussion, since there will be far-reaching implications associated with some of the options in terms of the service to be offered to schools and the cost of doing so.

#### **C7 Electronic document and records management system (EDRMS)**

- 3.6 The work of transferring or migrating all Council departments to the EDRMS has now been concluded. Further developments will be introduced during the year to come, including a facility to share documents externally, access from any location over the web, simultaneous collaboration on files and more.

Work has been undertaken to assist system users, which has led to a number of development requests and improvements. In order to ensure that users get the most out of the *iGwynedd* system I have asked the Department to circulate a message to all relevant members of staff to give them the opportunity to highlight any issues causing them concern or difficulty. This will enable us to put measures in place in order to improve users' experiences of the system. The Service is also assessing the information contained in the system according to how much of it is accessible to all and how much is restricted, in order to ascertain whether or not we are getting the maximum benefit from the system.

## 4. PERFORMANCE

**Appendix 1** contains a full report on the performance measures associated with my remit.

- 4.1 The **Internal Audit Service** provides assurance to both citizens and the Council on the Council's control environment and governance arrangements. At the start of 2019/20 the service focused its resources on auditing the accounts of seventy town and community councils. The work has now been completed and final reports have been published for sixty-nine of the seventy councils, and the Service is working in collaboration with the Wales Audit Office to address the shortcomings identified in relation to one town council.

The upshot of this is that twenty audits from the Gwynedd Council Audit Plan for 2019/20 have been completed, or 37.03%, out of the sixty audits included in the amended plan. Although this figure appears quite low, it is consistent with the expected profile due to the work being done on the community councils, and is therefore not cause for concern at present.

- 4.2 The purpose of the **Risk and Insurance Service** is to protect the interests of taxpayers by ensuring appropriate insurance arrangements and dealing with claims. **83% of public liability claims (15 from 18) were defended successfully by the unit, and 93.9% by the insurers (31 from 33), in the period that elapsed since the last performance report.** As I have noted previously, in defending claims the Service scrutinises the actions taken by the Services against which the claims were made, and provides feedback in order to improve.

- 4.3 The **Information Technology Service** supports all Council services and enables them to serve the citizens of Gwynedd effectively, flexibly and safely.

Time has been invested in training staff so that they are equipped to respond to, and resolve, users' problems over the telephone at the first point of contact. In order to assess the success of this work, I have asked them to keep a record of all solutions achieved at the first point of contact. I have also asked the Service to consider ways in which we can reduce the 5% of unanswered telephone calls, and the methods of recording significant problems which affect large numbers of people.

You will be aware of recent efforts to improve the resilience of our IT systems. Over a three-week period in November the Council's systems were operated from a back-up server in the Galw Gwynedd office in Penrhyndeudraeth on three separate occasions due to an outage, although users were not aware of this and their work was not affected in any way.

An important element of the Service's work is to develop technological solutions in response to Services' needs. One example of such work is a project whereby a bespoke recording system was developed for the Occupational Health Service, which also led to a financial saving for the Council. The Service had obtained quotations from two suppliers for the purchase of an external system, one of which included set-up costs of £14,850 and running costs of £13,699 annually, with the other including set-up costs of £22,319 and annual running costs of £5,248.

- 4.4 The purpose of the **Taxation Service** is to collect taxes promptly and efficiently, while endeavouring to be sympathetic to individuals' circumstances. Information on the **collection rates for Council Tax and Non-domestic Rates bears comparison with the corresponding periods in the last two years, being 57.2% for Council Tax and 62.9% for Non-domestic Rates.**

You may recall that in my last report I described the difficulties that the Service had experienced in coping with the number of communications it was receiving, which had created a backlog. The Service has now cleared the backlog.

My report also mentioned that, on average, customers had to wait for more than five minutes before their telephone calls were answered, with over 2,000 calls a month being missed completely. Although it is expected that the likely transfer to the self-service system will somewhat lighten the load, I am eager to look at ways to improve the situation. As a result, there is an intention to look into the possibility of playing a recorded message with options when customers contact the Service by telephone, including the option to leave contact details after being on hold for more than 30 seconds, so that their calls may be returned.

- 4.5 The purpose of the **Benefits Service** is to process applications for Housing Benefit and the Council Tax Reduction Scheme promptly and accurately, in order to assist the citizens of Gwynedd in paying their rents and Council Tax bills. A further reduction has been seen in the **average time taken to process a new benefit application, down to 15.42 days in the last period** compared to 21.14 days in the second quarter of 2018/19.

There has also been a reduction in the number of new applications submitted in comparison with the second quarter of 2018/19 (down from 968 to 815), due to Gwynedd becoming an Universal Credit Full Service area.

The service monitors the quality of its work by measuring the **percentage of cases from a randomly-selected sample where the calculation had to be adjusted following internal checks. A reduction was seen in the last quarter, with the percentage being 4.52 compared with 5 in the preceding quarter, which is also lower than the percentage for the same quarter in 2018/19 (4.82).** This does not necessarily result in incorrect payments being made to individuals, but in an attempt to gain a better understanding of the adjustments I have asked the Service to highlight the costs or sums involved in the most significant errors made in the course of one quarter.

- 4.6 The purpose of the **Income Service** is to process the Council's income and collect its debts promptly and efficiently in order to maximise income, bearing in mind the needs of Departments and being sensitive to debtors' financial circumstances.

It is noted **total value of various debts over six months old (excluding deferred payments and debts referred to other services for further action)** was higher on the 30 September 2019 than on the 31 March 2019, but better in comparison with 30 September 2018. The total value of debts over 6 months was £1,075,566 on the 30 September 2019.

One of the reasons for this was the Health Board delaying payments due to questioning whether it should be liable for them, and discussions are ongoing in an attempt to find a solution. In the meantime, I have asked the Service to look into the main cases in question ahead of the next performance challenge meeting, in order to try and establish whether or not there is any basis for the Health Board to

question these payments, and whether there is unnecessary administrative work associated with the current arrangements.

4.7 The purpose of the **Payroll Service** is to pay staff correctly and promptly, and also to keep appropriate accounts for making payments to external bodies such as HMRC. An increase was seen in the **number of cases which led to further adjustments in salary** during August (315) and September (85), with was caused by a couple of significant incidents. These cases were caused by human error within other Services, and steps have been taken to remedy the situation.

4.8 The **Pensions Service** administers the Local Government Pension Scheme on behalf of over 40 employers, with the aim of ensuring prompt and accurate calculation and payment of pensions. In terms of measuring the **average number of working days taken to send a letter notifying the estimated value of retirement benefits, a reduction was seen** compared to the corresponding period in 2018/19 (**4.10 working days compared to 4.20 working days**).

It is noted that the **average number of work days taken to perform calculations and make payments to dependants upon the death of a scheme member has increased to 10 days compared to 5.94 days in the previous quarter**. I understand that the main reason for this was the retirement of the officer who verified the work, and the fact that it had not been possible to divert other officers to do the work during the period in question, as they were working on the valuation. I am confident that action has been taken in response to this, and that the average will fall over the coming period.

One of the main pieces of work accomplished in recent months has been the valuation of the Pension Fund, which is undertaken every three years. I am pleased to report that the funding level of the Fund has increased from 91% in 2016 to 108% this year, which means that we could see an element of reduction in our employer contributions. The full report will be released to the public by the end of the financial year.

4.9 The purpose of the **Investment and Treasury Management Service** is to maximise the returns on Pension Fund investments, and to keep appropriate accounts; to invest the Council's cash flow safely, with acceptable interest, and to manage long-term loans. An improvement can be seen in **interest income on bank deposits to be measured against the 7 day non-compounded LIBID rate, with returns of 1.82% in the last period** compared to 0.65% for the corresponding period in 18/19 and 0.42% in 17/18. The main reason for this is that funds have been invested in equity and property funds, which ensure better returns.

4.10 The **Creditor Payment Service** ensures that the Council's creditors are paid correctly and promptly. It is noted that an increase can be seen in the number of **adjustments to previous payments by the Council made during the last period, with twelve instances** compared to eight during the corresponding period in 18/9 and two in 17/18. One of the reasons for this increase is that more suppliers are operating digitally, as are the Council's Departments and Services. It is noted, however, that a procedure is in place to identify any duplication in order to ensure that invoices are not being paid twice. With the aim of reducing the number of these instances, I have asked the Service to review its systems.

4.11 An overall improvement was seen in the performance against the **'percentage of invoices paid within 30 days' measure, with 91% of invoices received by the Council and 94% received by local suppliers paid within 30 days**, compared to 88% and 91% for the corresponding period in 18/19. In order to gain a better understanding of the reasons for any non-payment by the Council, I have asked

the Service to look at twenty invoices (selected at random) not paid within the period in question.

- 4.12 The **Accounting Service** continues to maintain the Council's financial infrastructure well, and during this past period has had a focus on ensuring timely financial monitoring reports and preparing information to enable the setting of a viable budget in 2020/21. The Auditor General has recently completed an assessment of financial sustainability of authorities in Wales, and we should receive the report soon. I would expect this report to reflect the strength of our financial arrangements and our accounting service.

## **5. FINANCIAL POSITION / SAVINGS**

- 5.1 The Department has succeeded in achieving the majority of the savings schemes for 2019/20. A scheme is under way to move payslips over to an electronic system, which is yet to be completed, but is expected to be accomplished fully and in a timely manner as intended.

## **6. NEXT STEPS AND TIMETABLE**

- 6.1 None to note.

## **7. ANY CONSULTATIONS UNDERTAKEN PRIOR TO RECOMMENDING THE DECISION**

### **7.1 Views of the Statutory Officers:**

#### **i. Monitoring Officer:**

No observations to add in relation to propriety.

#### **ii. Head of Finance:**

I confirm the accuracy of the contents of the report, and I will support the Cabinet Member to deliver the relevant objectives.

### **7.2 Views of the Local Member:**

Not a local matter.

### **7.3 Results of Any Consultation:**

None to note.

---

## **Appendices**

### **Appendix 1 - Performance Measures**

**PERFORMANCE MONITORING - FINANCE DEPARTMENT  
2019.20**

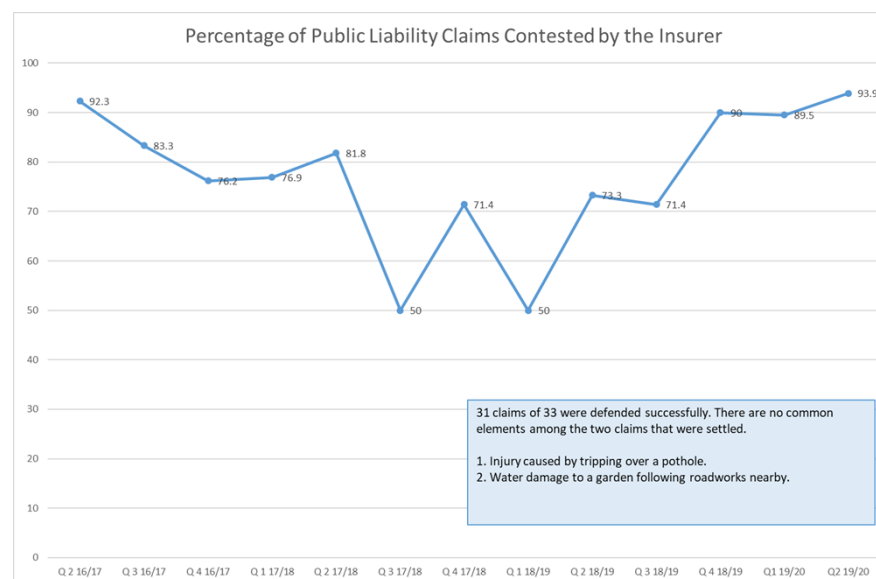
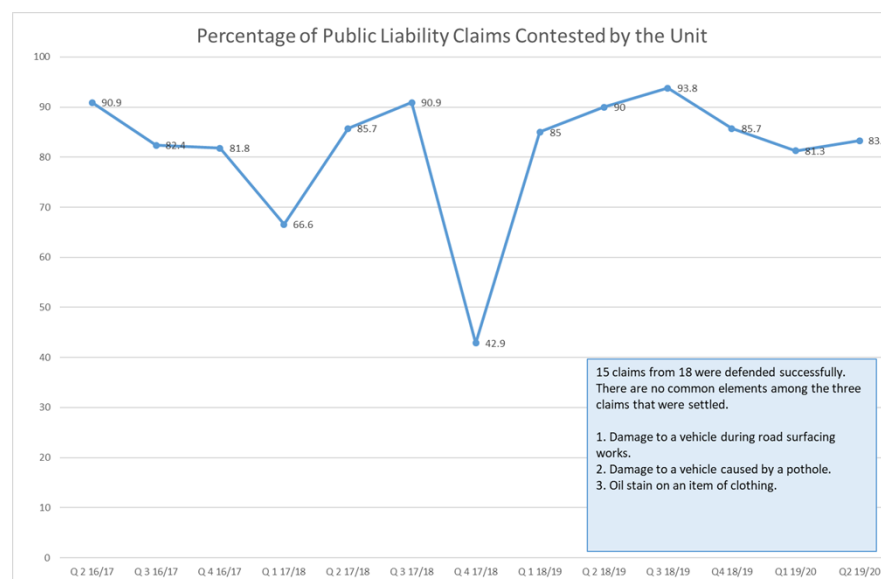
**Risk and Insurance Service - Achievement Measures (Quarterly)**

Responsible Assistant Head: Dewi A Morgan

Responsible Manager: Gwyn Varney

Purpose of the Service:

To support the Council's departments as they assess the threats and opportunities which they could face when providing their services and prioritise their activities based on the assessment. To protect the interests of ratepayers by ensuring appropriate insurance arrangements and deal with claims.





## IT - Infrastructure

Responsible Assistant Head: Huw Ynyr

Responsible Manager: Gwyn Jones

### Purpose of the Service:

To develop and support the Council's infrastructure to provide a resilient and safe platform for maintaining the Council's information technology services.

### Performance in Quarter 2 2019/10

|                            | April<br>2019 | May<br>2019 | June<br>2019 | Q1     | July<br>2019 | August<br>2016 | September<br>2019 | Q2     |
|----------------------------|---------------|-------------|--------------|--------|--------------|----------------|-------------------|--------|
| <b>Core Network</b>        | 99.99%        | 99.99%      | 99.99%       | 99.99% | 99.96%       | 99.95%         | 99.99%            | 99.97% |
| <b>Finance<br/>Systems</b> | 100.00%       | 99.95%      | 99.99%       | 99.98% | 99.98%       | 99.98%         | 99.99%            | 99.98% |

The core network's condition continues to reach the expected standard.

A reduction is shown in the average network availability for July and August due to a hardware issue with the firewall. The fixed equipment is in the process of being changed, and a procurement tender has been awarded to a new supplier. This also means that web access provision will be extended to Penrhyndeudraeth in the New Year.

## **Taxation Service - Achievement Measures (Quarterly)**

Responsible Assistant Head: Dewi A Morgan

Responsible Manager: Bleddyn Jones

### Purpose of the Service:

To collect taxes promptly and efficiently, while endeavouring to be flexible and sympathetic to individuals' circumstances.

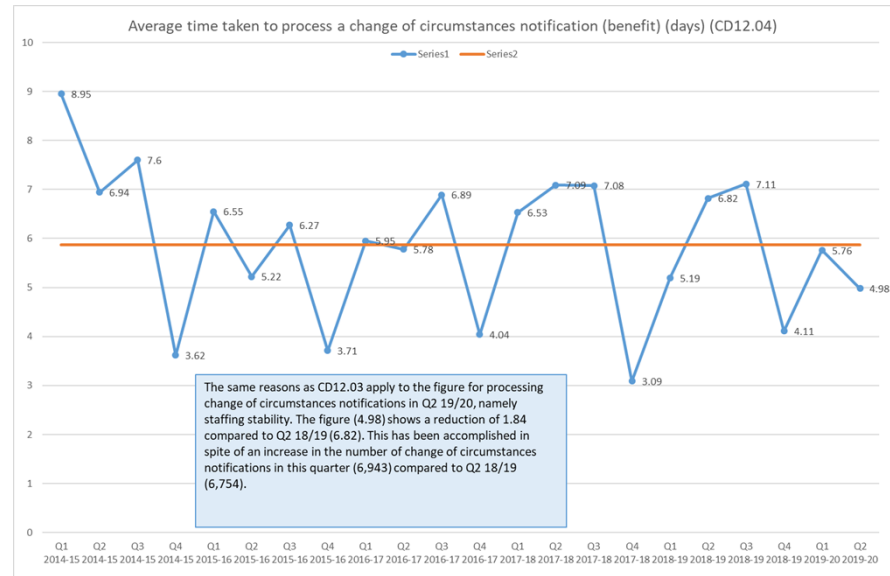
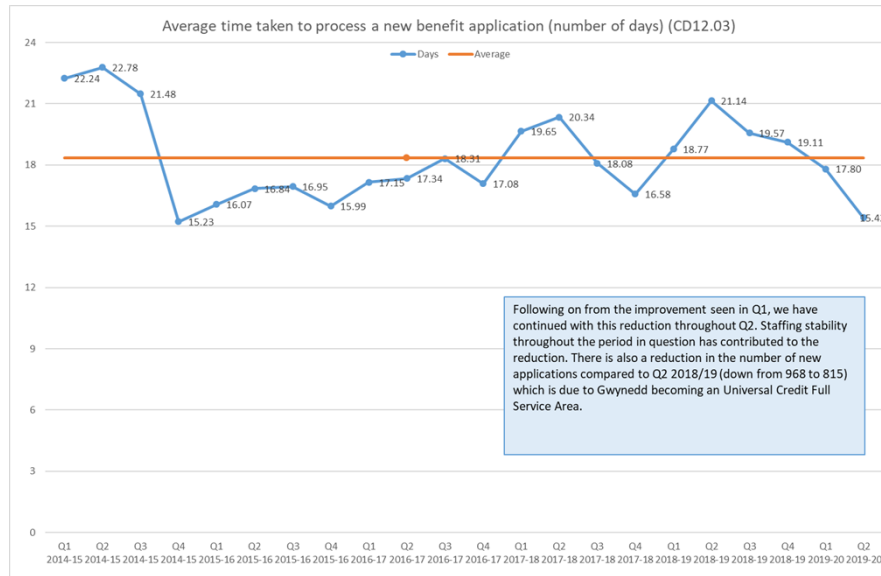
| Ref.    | Achievement Measure   | Quarter 2 Comments   | Q2<br>19/20 | Q1<br>19/20 | Q4<br>18/19 | Q3<br>18/19 | Q2<br>18/19 | Q2<br>17/18 | Q2<br>16/17 |
|---------|---|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| CD11.01 | Council Tax Collection Rate   | Reduction in the backlog, work has begun on monitoring exceptions.   | 57.2%       | 29.8%       | 96.7%       | 84.6%       | 57.2%       | 57.8%       | 58.06%      |
| CD11.02 | Non-Domestic Rates Collection Rate  | Nothing to report  | 62.9%       | 29.4%       | 98.1%       | 88.0%       | 62.5%       | 62.44%      | 62.8%       |
| CD11.04 | Number of council taxpayers who contacted the recovery team and who were referred to the CAB organisation for further debt advice | Impact of dispensing with transferral as a recovery option, taxpayers perhaps do not contact CAB to discuss financial problems | 9           | 10          | 24          | 26          | 24          | 41          | 68          |

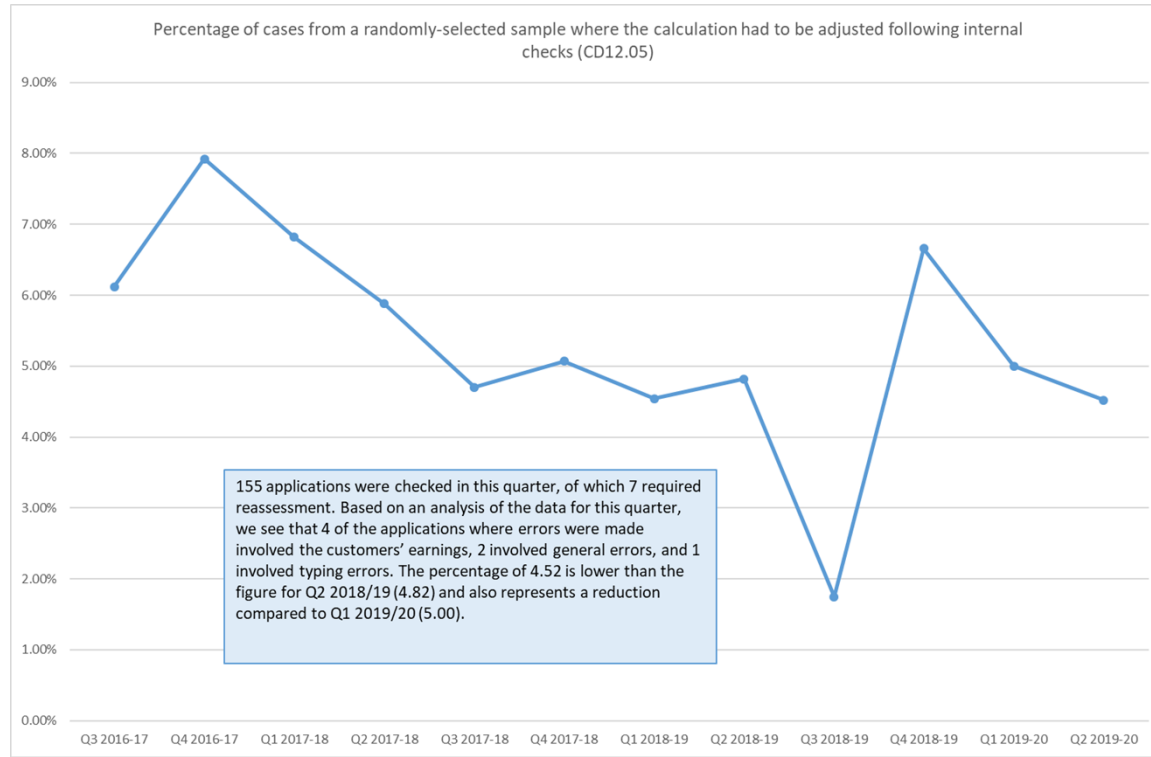
## Benefits Service - Achievement Measures

Responsible Assistant Head: Dewi A Morgan  
 Responsible Manager: Dylan Griffith

### Purpose of the Service:

To process applications for Housing Benefit and the Council Tax Reduction Scheme promptly and accurately, in order to assist the citizens of Gwynedd in paying their rents and Council Tax bills.





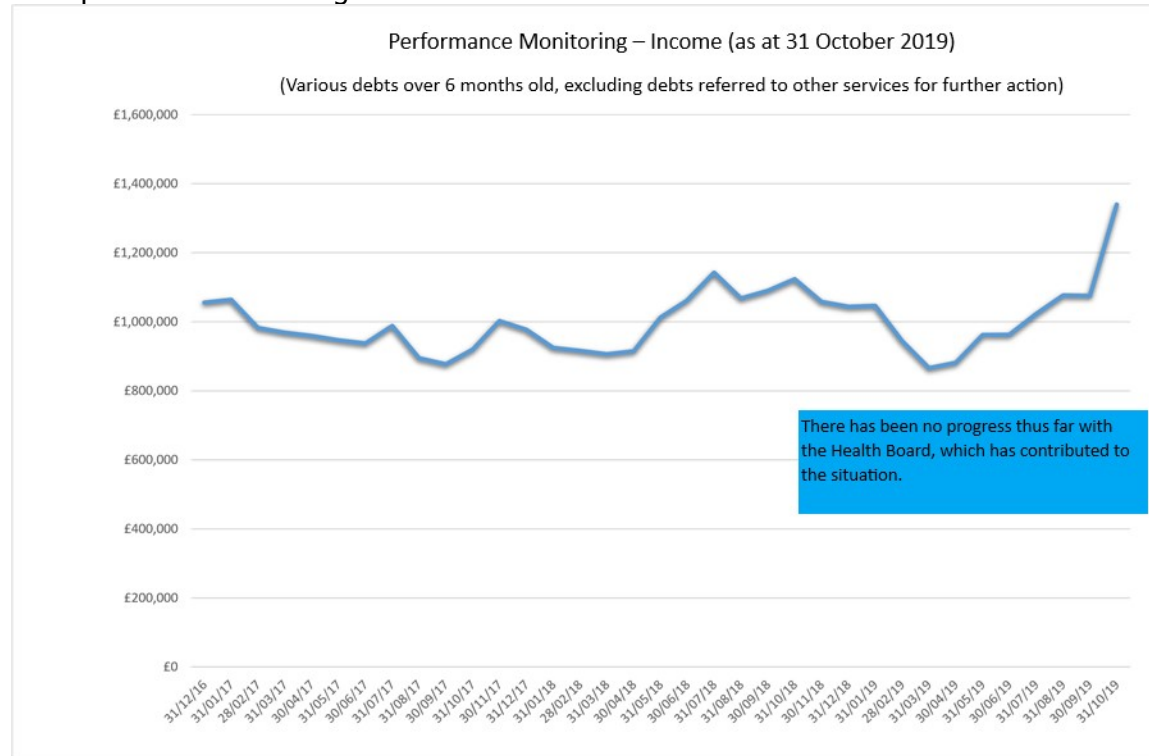
## Income Service - Achievement Measures

Responsible Assistant Head: Dewi A Morgan

Responsible Manager: Stephen Williams

### Purpose of the Service:

To process the Council's various incomes and collect its debts promptly and efficiently in order to maximise income, bearing in mind the needs of Departments and being sensitive to debtors' financial circumstances.



There has been no progress thus far with the Health Board, which has contributed to the situation.

| Ref.   | Achievement Measure   | Quarter 2 Comments   | Q2 19/20 | Q1 19/20 | Q4 18/19 | Q3 18/19 | Q2 18/19 | Q2 17/18 | Q2 16/17 |
|--------|---|--|----------|----------|----------|----------|----------|----------|----------|
| CD7.05 | Rate of various debt collection within the quarter - Value. | The performance is better than that which was reported for quarter 2 of 18/19, and more or less on the same level as quarter 1 of 19/20. | 89.25%   | 89.84%   | 88.86%   | 86.22%   | 84.25%   | 86.94%   | 90.17%   |

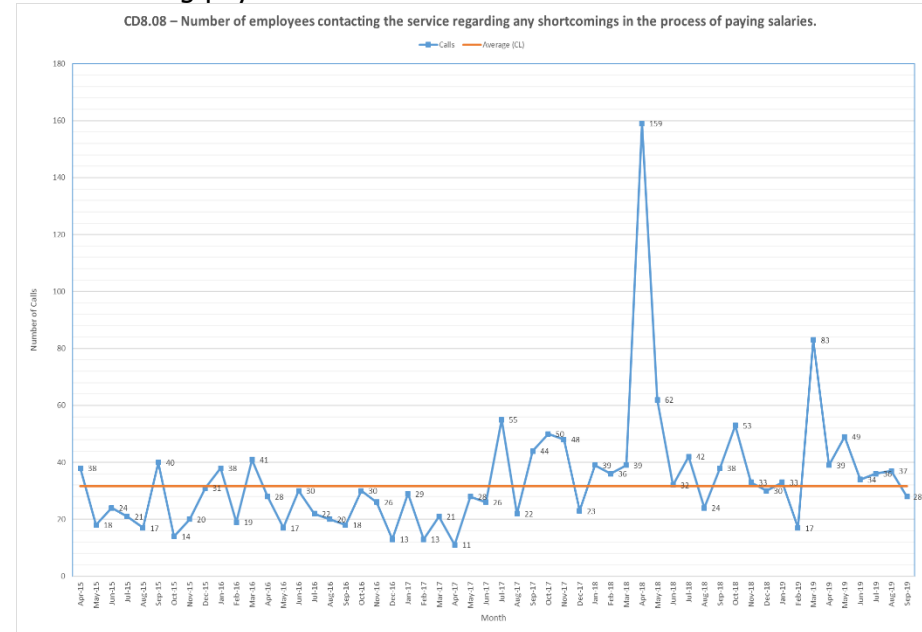
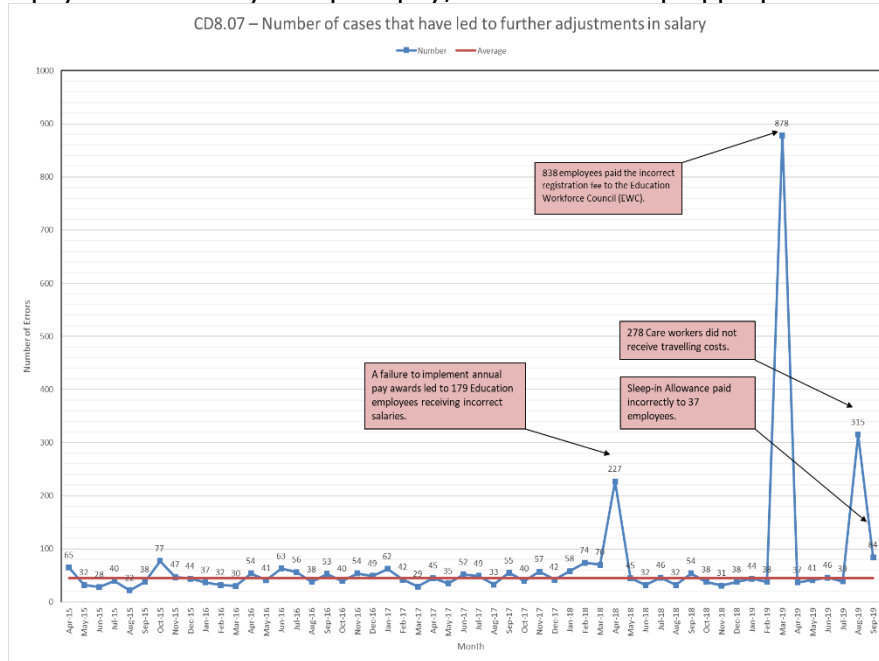
## Payroll Service - Achievement Measures

Responsible Assistant Head: Dewi A Morgan

Responsible Manager: Martin Morris

### Purpose of the Service:

To pay staff correctly and promptly, and also to keep appropriate accounts for making payments to external bodies such as HMRC.



## Pensions Service - Achievement Measures

Responsible Head: Dafydd L Edwards

Responsible Manager: Meirion Jones

### Purpose of the Service:

To administer the Local Government Pension Scheme on behalf of over 40 employers including Gwynedd Council, Isle of Anglesey County Council and Conwy County Borough Council, with the aim of ensuring prompt and accurate calculation and payment of pensions.

| Ref.   | Achievement Measure  | Quarter 2 Comments   | Q2<br>19/20 | Q1<br>19/20 | Q4<br>18/19 | Q3<br>18/19 | Q2<br>18/19 | Q2<br>17/18 | Q2<br>16/17 |
|--------|--|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| CD9.03 | Average number of work days taken to send a letter notifying the estimated value of retirement benefits.                     | Performance has remained consistent.   | 4.10        | 4.10        | 4.64        | 4.40        | 4.20        | 2.40        | 9.70        |
| CD9.04 | Average number of work days taken to send a letter notifying the actual value of retirement benefits.                        | Performance has improved slightly.   | 1.10        | 1.50        | 2.03        | 1.00        | 1.80        | 5.30        | 2.20        |
| CD9.05 | Average number of work days taken to perform calculations and make payments to dependants upon the death of a scheme member. | The number of work days has increased following the flexible retirement of the manager who verified the work before payments were sent. Other officers had been working on the valuation in this period, and could not help with the verification work. The situation should improve by the next report, following the full retirement of the manager. | 10.00       | 5.94        | 6.89        | 8.73        | 9.10        | 4.56        | 5.80        |

## **Investment and Treasury Management Service - Achievement Measures**

Head: Dafydd L Edwards

Responsible Manager: Delyth Wyn Jones-Thomas

### Purpose of the Service:

To maximise the returns on Pension Fund investments, and to keep appropriate accounts;

To invest the Council's cash flow safely, with acceptable interest;

To manage long-term loans

| Ref.    | Achievement Measure  | Quarter 2 Comments  | Q2<br>19/20 | Q1<br>19/20 | Q4<br>18/19 | Q3<br>18/19 | Q2<br>18/19 | Q2<br>17/18 | Q2<br>16/17 |
|---------|--|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| CD13.05 | Pension Fund - Portfolio managers' investment performance compared with the specific benchmark set for it.   | Economic growth has been sluggish, but the Fund's position has strengthened due to favourable changes in currency exchange rates. | 0.50        | -0.40       | 1.90        | -0.30       | 0.70        | -0.20       | -0.10       |
| CD13.06 | The security of the Council's funds in relation to bank deposits - quarterly analysis by Arlingclose of the credit score (1 being highest, namely a credit status of AAA, 2 is AA+, 3 is AA, 4 is AA-, 5 is A+, 6 is A and 7 is A-). | It is acceptable that the score has remained consistently between 4 and 5.  | 4.97        | 4.44        | 4.96        | 5.19        | 4.21        | 3.97        | 3.00        |
| CD13.07 | Interest income on bank deposits to be measured against the 7 day non-compounded LIBID rate  | Strong returns from our pooled property Funds.  | 1.82        | 1.68        | 1.09        | 0.62        | 0.65        | 0.42        | 0.58        |



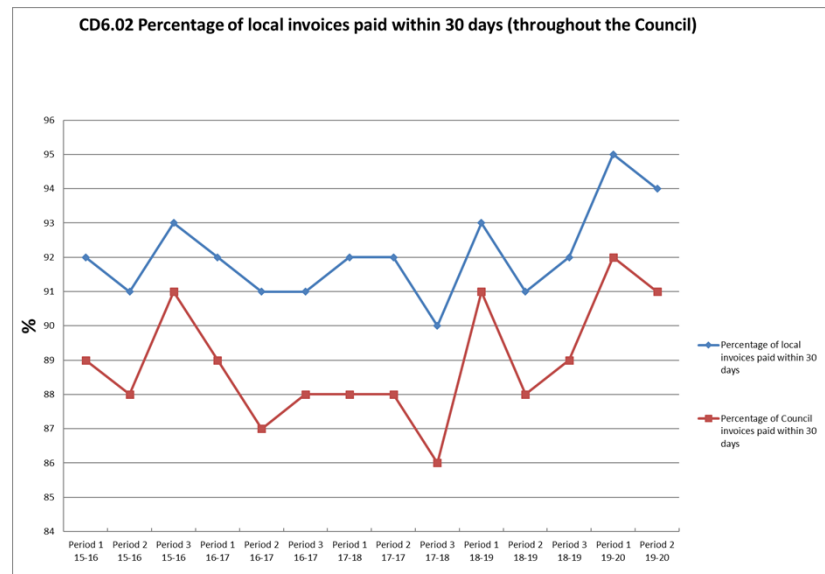
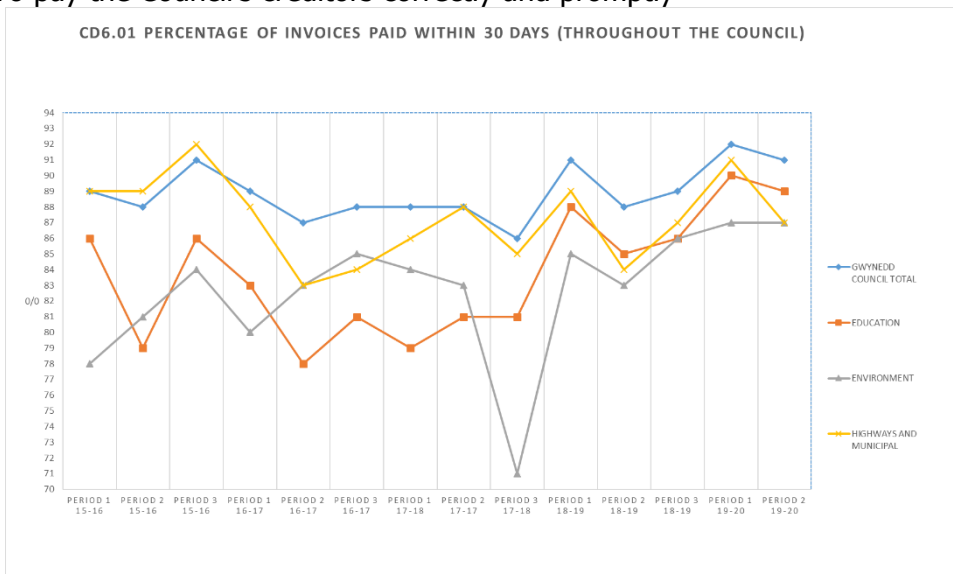
## Creditor Payments Service - Achievement Measures

Responsible Senior Manager: Ffion Madog Evans

Responsible Team Leader: Christopher Parry

### Purpose of the Service:

To pay the Council's creditors correctly and promptly



| Ref.   | Achievement Measure                             | Comments for the Period  | P2 19/20 | P1 19/20 | P3 18/19 | P2 18/19 | Q2 17/18 | Q2 16/17 |
|--------|---|--|----------|----------|----------|----------|----------|----------|
| CD6.03 | Adjustments to previous payments by the Council | <p>12 adjustments were made during the second period. There were 5 months in the second period, compared to 2 months in the first. There was an increase in the number of adjustments compared to the corresponding period in 2018/19, and there were various reasons for these.</p> <p>There is a continued increasing trend of duplicate payments when moving to a more electronic arrangement and when receiving invoices from companies by e-mail. There is, however, a procedure in place to identify any duplication before suppliers are paid, and so it has not led to paying twice.</p> | 12       | 1        | 1        | 8        | 2        | 0        |

Period 1: April and May; Period 2: June, July, August, September, October; Period 3: November, December, January, February, March.

## GWYNEDD COUNCIL CABINET



### Report to a meeting of Gwynedd Council Cabinet

|                                  |   |
|----------------------------------|---|
| <b>Date of meeting:</b>          | <b>21 January 2020</b>  |
| <b>Cabinet Member:</b>           | <b>Councillor Gareth Griffith</b>                                   |
| <b>Contact Officer:</b>          | <b>Morwena Edwards, Corporate Director</b>                          |
| <b>Contact Telephone Number:</b> | <b>01286 679 468</b>  |
| <b>Title of Item:</b>            | <b>Performance Report of the Cabinet Member for the Environment</b> |

#### **1 DECISION SOUGHT**

1.1 To accept and note the information in the report.

#### **2 THE REASON FOR THE NEED FOR A DECISION**

2.1 In order to ensure effective performance management.

#### **3 INTRODUCTION**

3.1 The purpose of this report is to update you on what has been achieved in the field for which I, as Cabinet Member for the Environment, have responsibility. This includes outlining progress against the pledges within the Council Plan; the progress of the performance measures; and the latest in relation to the plans for savings and cuts.

3.2 We are implementing the 2018-23 Council Plan, and I herein report on progress to the end of November 2019.

3.3 I would like to remind you that all matters have already been the subject of discussions and have been scrutinised at meetings of the Management Team which also includes representatives of the relevant Scrutiny Committee.

3.4 On the whole, I am satisfied with the department's performance. I will be elaborating on progress in the report.

#### **4 THE RATIONALE AND JUSTIFICATION FOR RECOMMENDING THE DECISION**

##### **4.1 PERFORMANCE**

##### **4.2 Planning Service**

4.2.1 The purpose of the **Planning Service** is to facilitate and manage sustainable developments for the benefit of our communities, the economy and the environment within the Gwynedd planning authority area (which does not include the National Park area).

4.2.2 The **percentage of service satisfaction** (C1) continues to be relatively high at 82.86%. I am very glad that comments regarding satisfaction are consistent, with very positive comments about the service and the advice given by officers.

The reasons for the small percentage of dissatisfaction continues to be surrounding the frustrating process of contacting the service. Similar comments are reported by customers who are satisfied with the service.

- 4.2.3 The measure of ***How quickly all planning applications have taken on average to be determined*** (C2) demonstrates the difference between the time taken to determine applications by Officers, as well as applications determined by the Planning Committee. The number of days on average for applications to be processed is consistent. Since adopting the Delegation Scheme back in May 2018, the average has been relatively in line with the statutory period for dealing with applications. As a result of adopting the scheme, fewer applications have been before the Committee and, therefore, a higher percentage of applications receive a decision under the delegation system.
- 4.2.4 The **Enforcement Unit's** priority is to research, provide and issue enforcement notices on the most serious cases. The enforcement indicators measure the percentage of all cases that were successful in being investigated within the time-scale. This indicator is in the process of being developed and refined in order to identify the number of cases that are still open, and in order to identify officers' workload and the performance of the Enforcement Unit in its entirety for the purpose of effective management. The aim is to be able to investigate more cases, and prioritise the high and medium risk cases in the first instance, and have a higher percentage of cases where positive steps have been completed in these cases.
- 4.2.5 In light of adopting the Local Development Plan, every Local Authority is required to develop and adopt Supplementary Planning Guidance. Seven Supplementary Planning Guidance have since been adopted and are used by officers, and another Guidance has been the subject of a recent public consultation.
- 4.2.6 The affordable housing provision means that the Local Planning Authority provides a higher level of affordable housing than the highest target within the Local Development Plan, which is 30%. This reflects the previous pattern, and it is positive for the number of affordable housing that are approved.

### **4.3 Public Protection Service**

- 4.3.1 The purpose of the **Public Protection Service** is to protect the public in relation to a range of environmental and health matters.
- 4.3.2 A new set of questions were used during the period for measuring the ***percentage of customers who responded to a survey and said that they were pleased with the service level*** (G1) this time. Since using the new system, it has emerged that the amended questions do not motivate individuals to offer comprehensive comments about the service received, and therefore the system will need to be monitored and assessed further.
- 4.3.3 It appears that the ***percentage of high risk businesses inspected in line with the programme*** (G2) measure along with the ***percentage of animal feed establishments that have had an inspection in line with the programme*** (G4) is failing to complete the inspections in line with the programme, due to a lack of capacity. Officers have assured me that capacity will be in place, and we will catch up with the programme by the end of the year for G2. However, concern continues with regard to G4 due to the need to have qualified staff to carry out

the inspections. There might be a need to commission an individual/company to help with the work in order to achieve. I am concerned about the situation with G4 as it is a statutory requirement, and therefore I will continue to monitor the situation.

- 4.3.4 The **Percentage of food establishments meeting the Food Hygiene standards** (G8) measure notes that 99.1% of food establishments comply, with only 0.9% failing to do so, namely 19 business out of 2120. The businesses that do not meet the satisfactory standard have already received further attention to ensure that they do not continue to operate in a manner that causes risk to the health of customers.
- 4.3.5 A report was presented to the Licensing Committee on 2 December in order to consider the options for reviewing the Delegation Scheme for Taxi Licences. The information about the **Percentage of days taken to determine a taxi licence application** (G7) demonstrates that there has been some increase since the end of March in the time taken to process renewal applications, as well as new applications. This is due to the fact that a higher than average percentage of new and renewal applicants needed to be referred to Committee for a decision.

#### **4.4 Transportation and the Countryside Services**

- 4.4.1 The purpose of the **Traffic, Projects and Street Works field of work** is to enable the public to use Gwynedd roads in a safe and unobstructed way.
- 4.4.2 The Parking Service manages 117 car parks across the county, and operates parking enforcement arrangements. The **number of appeals to the Independent Adjudicator** (Eiddo 6) have significantly reduced after dealing with locations such as Castle Square in Caernarfon. I am eager for the Department to look at the options to add a new measure in order to gauge customer satisfaction about the parking in Gwynedd, and I will report on it in future.
- 4.4.3 I am comfortable with the performance of the Transportation Unit. The Unit has one obstacle with the **traffic orders' processing period** (T1) when there is a need to transfer the orders to other departments or to contractors. Further discussion will be held with our legal department in order to seek to reduce the number of days.
- 4.4.4 The purpose of the **Public Transport Service** is to provide safe, quality and cost-effective transport. The service has started a comprehensive review, jointly with Transport for Wales and Bangor University, of public transport provision in Gwynedd. The review was presented to the Ministers in October, which includes recommendations for the future of the core network for 2020-2025. I hope that the review will be an opportunity for us to look at providing services through means beyond the traditional ways, and in this sense will mitigate the risk of over-dependency on one bus company.
- 4.4.5 The Service is responsible for the **number of complaints received about public transport services contracted to the Council** (Cludiant 02). Eight complaints had been reported; however, I am happy to report that the situation has since improved.
- 4.5 The **Countryside Unit** started the Ffordd Gwynedd review a year ago. As part of the process, they have reviewed the purpose. The purpose of the unit now is to *look after the Gwynedd path network, the beauty of the landscape and nature*

*on land and sea*. The next step will be to discover measures for the unit, along with looking at how to communicate with customers and use systems. It is very positive to report that the unit states that going through the Ffordd Gwynedd review has been useful.

- 4.6 Recently, the Environment Department has established a new system, namely Tascomi. The system will be used by the Planning, Public Protection and Building Control Services. The system will mean better services for the public, and assure us that information will be accurate and consistent.

## **5 FINANCIAL SITUATION / SAVINGS**

### **5.1 2019/20 Savings Schemes**

- 5.1.1 12 of the 2019/20 savings schemes have either been realised or are on track to be realised on time before the end of the financial year.
- 5.1.2 The Department anticipates some risks to achieving the savings for the *Increasing the number of pay and display car parks and increasing parking fees scheme*. Following the submission of the report to the Communities Scrutiny Committee, a Task Group was set up. The Task Group will discuss options and report to the Communities Scrutiny Committee in April 2020, and then to the Leadership Team in June 2020.
- 5.1.3 The work on the *Provide electric car charge points in car parks* scheme has commenced, however there is still considerable work to be done in order to guarantee that enough income will derive from the scheme by 2021/22 and 2022-23. A Capital Bid for a resource has been submitted for the infrastructure.
- 5.1.4 A report on the *Gwynedd Council Staff Travel Savings* was presented to Cabinet on 5 November 2019, and it was agreed to adopt the alternative plan that reduces the savings sum from £130k to £118k.

## **6 ANY CONSULTATIONS UNDERTAKEN PRIOR TO RECOMMENDING THE DECISION**

### **6.1 Views of the Statutory Officers:**

#### **The Monitoring Officer**

“No observations to add from a propriety perspective.”

#### **The Head of Finance Department**

“I am satisfied that the contents of the report are a fair reflection of the financial situation. This means that 12 of the 2019/20 savings schemes having already been realised or are on track to being realised on time, and the risks relating to the other savings projects have been detailed in part 5 of the report. Finance Officers will continue to assist the Cabinet Member in monitoring the progress against these schemes, and an update on the department’s financial situation has been included in the financial review which is the subject of the report by the Cabinet Member for Finance on this meeting’s agenda.”

### **Appendices:**

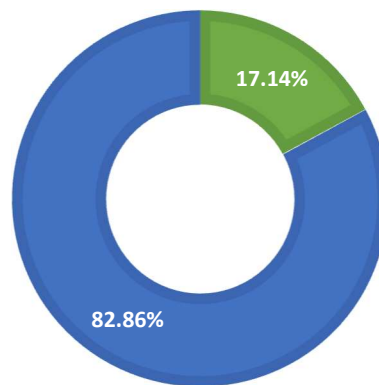
- Appendix 1 Measures of the Environment Department

# CABINET MEMBER FOR ENVIRONMENT'S MEASURES

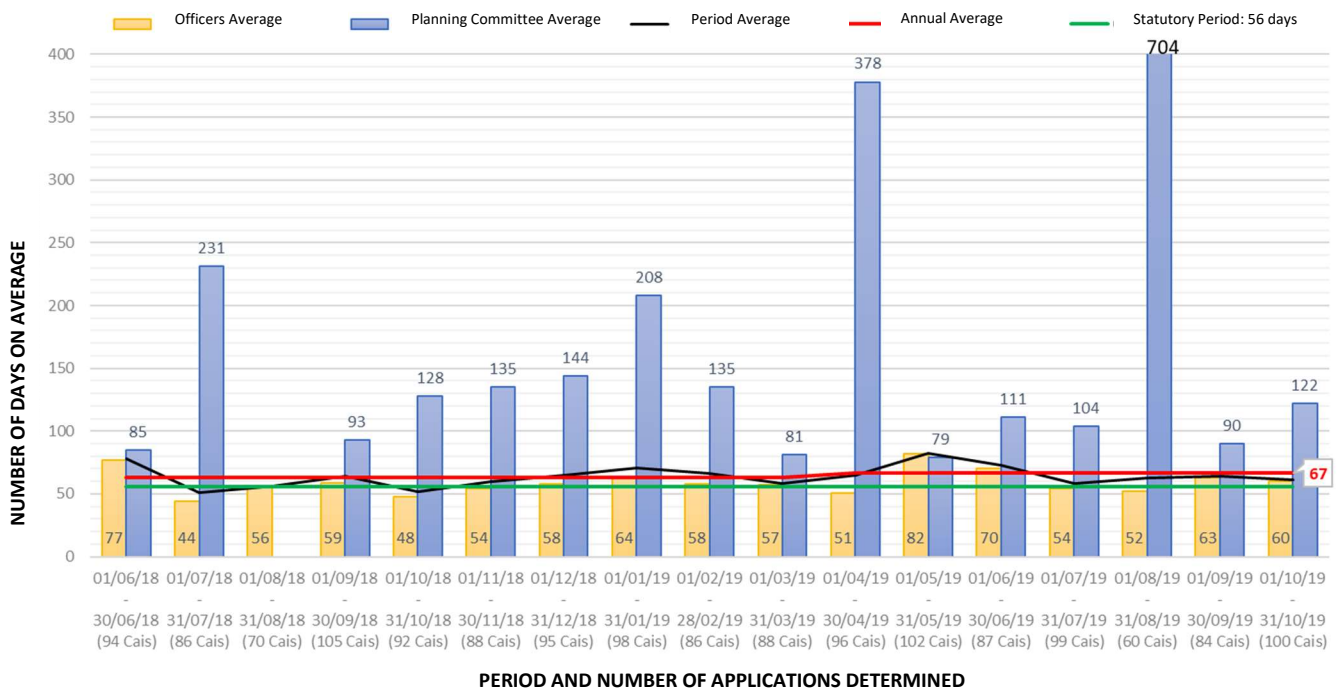
## Planning Service Measures

**C1 - PERCENTAGE OF CUSTOMERS WHO RESPONDED TO A SURVEY SAID THEY WERE SATISFIED WITH THE LEVEL OF SERVICE**

■ Anfodlon/Dissatisfied ■ Bodlon/Satisfied



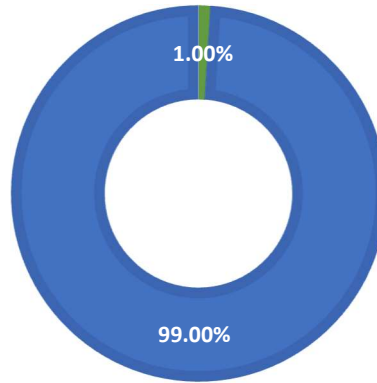
**C2 - How quickly all planning applications have taken on average to be determined**



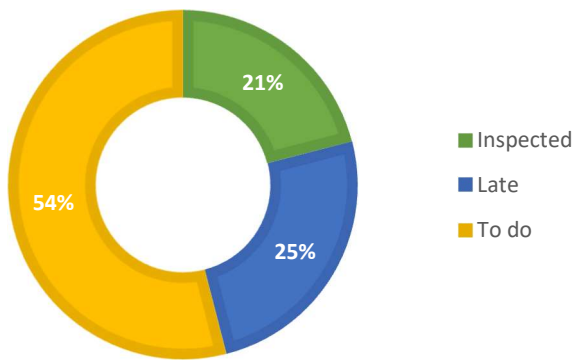
**Public Protection Service Measures**

**G1 - PERCENTAGE OF CUSTOMERS WHO RESPONDED TO A SURVEY AND SAID THAT THEY WERE PLEASED WITH THE SERVICE LEVEL**

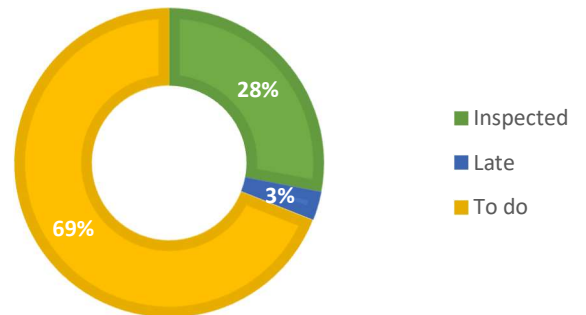
■ Anfodlon/Dissatisfied ■ Bodlon/Satisfied



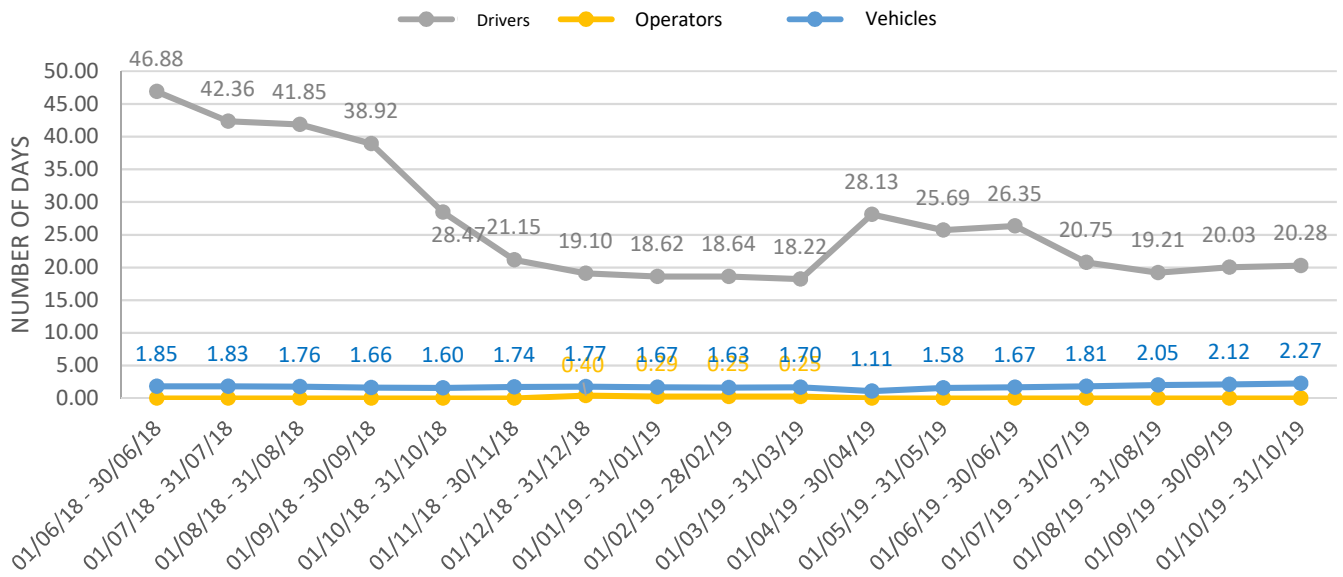
**G2 - PERCENTAGE OF HIGH RISK BUSINESSES INSPECTED IN LINE WITH THE PROGRAMME (04/04/2019 - 30/09/2019)**



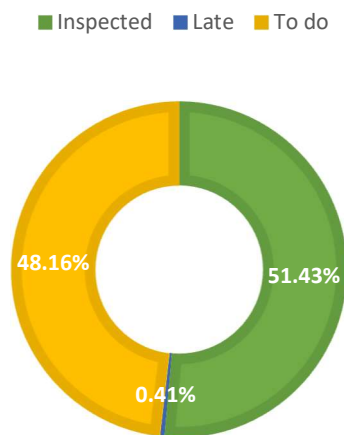
**G4 - PERCENTAGE OF ANIMAL FEED ESTABLISHMENTS THAT HAVE HAD AN INSPECTION IN LINE WITH THE PROGRAMME (04/04/2019 - 30/09/2019)**



**G7: Percentage of days taken to determine a taxi licence application (01/06/2018 - 31/10/2019)**

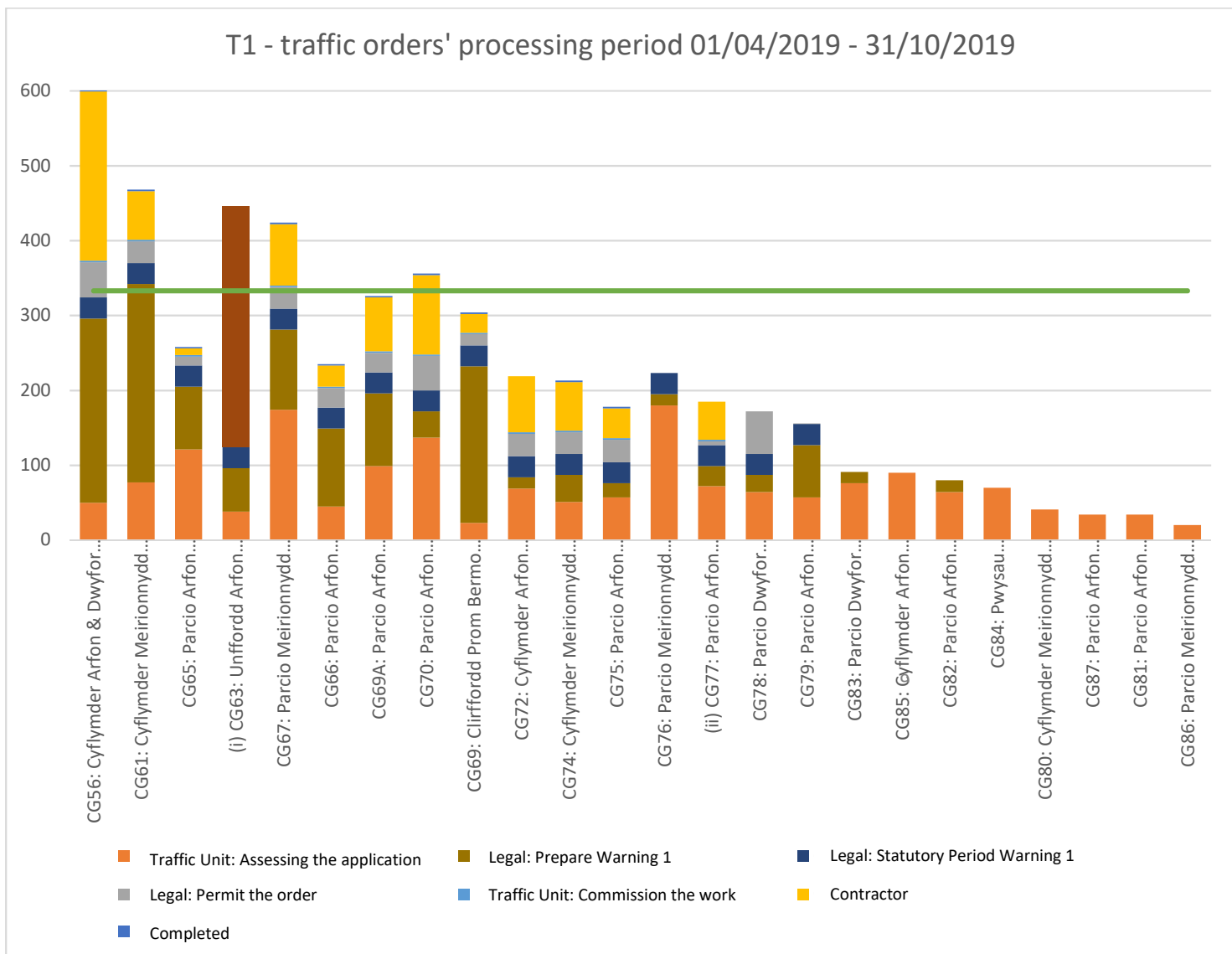
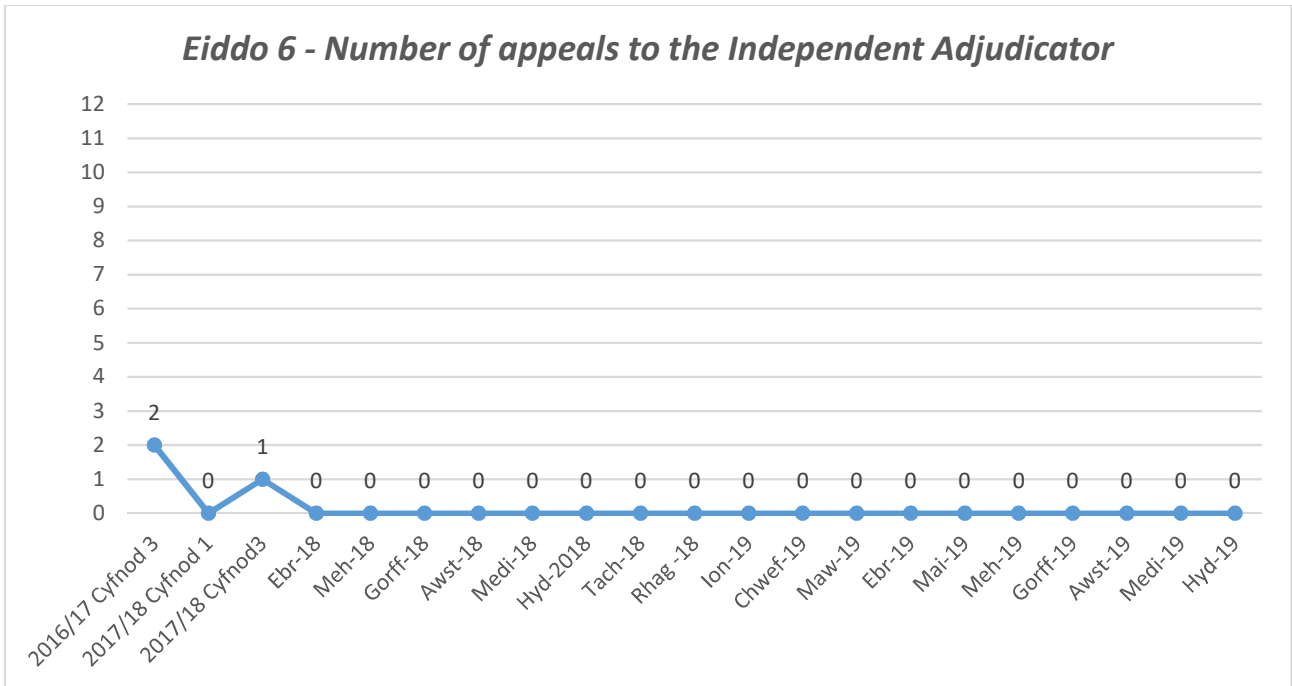


**G8 - PERCENTAGE OF FOOD ESTABLISHMENTS MEETING THE FOOD HYGIENE STANDARDS (01/04/2019 - 30/09/2019)**





Transportation and the Countryside Services



# Agenda Item 12

## GWYNEDD COUNCIL CABINET



|                         |  |
|-------------------------|--|
| <b>Date:</b>            | 21 January 2020  |
| <b>Title of Item:</b>   | Performance Report of the Cabinet Member for Adults, Health and Well-being |
| <b>Purpose:</b>         | To accept and note the information in the report                           |
| <b>Cabinet Member:</b>  | Councillor Dafydd Meurig   |
| <b>Contact Officer:</b> | Morwena Edwards, Corporate Director  |

### Report to a meeting of Gwynedd Council Cabinet

#### 1. INTRODUCTION

- 1.1. The purpose of this report is to update my fellow members on what has taken place in the areas within my remit as Cabinet Member for Adults, Health and Well-being. This will include an explanation of the performance in line with the improvement priorities and measures, and an update on the latest developments in terms of savings schemes and cuts.
- 1.2. I would remind you that these matters have already been subject to discussions and scrutiny at Performance Challenging meetings which also included a Scrutiny Committee representative.
- 1.3. Very good work is done in the department and I would like to thank them for their work. As it would be impossible to refer to all ongoing projects, I have focussed mainly on the key matters of which I believe the Cabinet should be aware.

# GWYNEDD COUNCIL CABINET

## 2. THE DECISION SOUGHT

2.1 To accept and note the information in the report.

## 3. THE REASON FOR THE NEED FOR A DECISION

3.1 In order to ensure effective performance management.

## 4. PERFORMANCE AGAINST THE IMPROVEMENT PRIORITIES AND MEASURES OF THE COUNCIL PLAN 2018-23

### Learning Disabilities Service

4.1 The purpose of the **Learning Disabilities Service** is to address the physical, emotional, mental and social well-being needs of individuals with learning disabilities. The main measure for the service is 'Did we do what matters?', and its performance so far this year is 78%, with 18% of cases also noting that the service had 'partly' achieved what matters, and 4% of cases where what matters has not been achieved.

4.2 The service has been focussing on the cases where the well-being needs have not been met in order to identify themes. One theme which has been highlighted is the need to continue with the development of a wide range of day and work opportunities. Other obstacles facing the service are the lack of suitable accommodation, a lack of suitable work opportunities, and a lack of appropriate specialist health services.

4.3 In order to address these obstacles, the service has put a number of projects in place. To name just two examples, the new shop, 'Galwch Acw', which provides a community hub and introduces work and training opportunities for adults with learning difficulties, has been opened in Caernarfon; and the Tan y Marian respite care unit, currently under development in Pwllheli, aims to open in February. I was also glad to hear of the work the department has been undertaking to develop pre-prepared, off the shelf plans to benefit from any opportunities which may arise at short notice. Such work to attract external funding has already led to over £800k of capital grants.

4.4 The process of **restructuring learning disability provision services** has been completed, and I look forward to hearing how this will have a positive effect on those using the services.

### Mental Health and Safeguarding Service

4.5 The purpose of the **Mental Health Service** is to offer support to individuals who experience mental health difficulties, to provide support to individuals aged over eighteen to live a fulfilled life, and to support recovery. As part of the **Community Resilience** priority, the work of implementing the Mental Health Strategy continues, and much work has been done over the past year to establish and develop ICAN community hubs. The service noted concern regarding the dependence on volunteers at the centres, and therefore, that there were risks posed to the provision's sustainability. This is obviously a matter for concern, and I will therefore provide you with appropriate updates as I have further discussions with the department.

4.6 The Mental Health Service also provides support for carers, but there is a need to develop a method of evidencing this work. I have been assured by the service that

# GWYNEDD COUNCIL CABINET

discussions are underway in order to strengthen this over the next year. Again, I will be monitoring the situation.

- 4.7 The purpose of the **Safeguarding Service** is to safeguard individuals who have support needs and who are in danger of or suffer from abuse. Between April and October 2020, 264 safeguarding enquiries were received. All but five of these were dealt with within the statutory timetable of 7 days. While this reflects positively on the service's performance, the value of the measure to the citizen in its current form is unclear to me. Due to this, I have asked the department to consider the need to develop a measure which tells us more about the service we provide.
- 4.8 Of the 264 cases, 158 of these were safeguarding cases, with 12 unmanaged cases. This either means that we are not fully aware of the outcome of the enquiry, or that the outcome has not been recorded. The service noted its confidence that appropriate work is undertaken to safeguard individuals, but that it is not always documented as it should be. This is a cause for concern, but the service explained that the monitoring period in question coincided with a period of time in which it failed to appoint an administrative officer. Work will be done to rectify the situation as the service moves forward following appointing. I will be keeping an eye on this.

## **Adults Service (Physical and Sensory Disabilities and Older People)**

- 4.9 The purpose of the **Adults Service** is to help individuals to achieve what matters to them. The service has two key measures, namely '**have we identified what matters?**' and '**have we achieved what matters?**'. The service identified that it had achieved what mattered in 70% of cases, but it did not report on its performance against the first measure. As both these measures are dependent on one another, I have asked the department to consider to what extent it has identified what matters to begin with, before attempting to achieve it. The service noted that some of its greatest obstacles faced in terms of achieving what matters are a lack of domiciliary care resources, aspects relating to continuous health care and community matters such as transport, transportation, loneliness and social opportunities. I have asked the department to consider the obstacles and what needs to happen in order for them to be addressed.
- 4.10 The **rate of delayed care for social care reasons (per 1000 of population aged 75 or over)** is a statutory Welsh Government measure which monitors how many people are unable to leave hospital on time. The average in Gwynedd over the first seven months of 2019/20 is 2.38, which is slightly lower than the average for Wales over the same period, 2.39. In 2018/19, the rate was 5.23 in Gwynedd in comparison with 4.20 throughout Wales. Although this measure shows improvement for Gwynedd in comparison with last year, I am not convinced that this is the best measure to show what difference the service's work is making to the lives of the county's residents. Therefore, I have asked the service to consider whether there is a better method for evidencing these residents' experiences.
- 4.11 In relation to the **Domiciliary Care Scheme**, there have been some obstacles in submitting the case to the Health Board, and as a result there has been a delay in achieving the department's savings scheme. The service is also concerned that providers are withdrawing their care provision in several areas, which increases the risk of vulnerable individuals being without care in the community, and increased waiting lists. The service is frustrated with regard to the situation and acknowledges

# GWYNEDD COUNCIL CABINET

the need to prioritise the realisation of the new model. I will report on this matter again in my next report.

- 4.12 As part of the **Community Resilience** priority, things have moved forward and the five community resource teams have agreed upon the work programme priorities up until April 2021. The teams have collaborated to fill gaps in community services in their areas e.g. Dyffryn Nantlle Community Transport Scheme, Blaenau Ffestiniog meals on wheels service and efforts to make Pwllheli a dementia friendly town. The teams have also collaborated with Antur Waunfawr to create opportunities to include local isolated older people in their activities.
- 4.13 In relation to the **Workforce and Recruitment within the care field**, the greatest challenge faced is strengthening Occupational Therapy support within the Community Resource Teams. However, this is vital if what matters to individuals is to be realised. The department and I are concerned that difficulties have been faced in recruiting to this field, but I welcome the fact that discussions have started between the department and Bangor University to look at creating a postgraduate pathway. I will update you on these discussions in due course. The service has appointed a trainee who will be commencing with the Occupational Therapy degree course in January 2020.
- 4.14 It gives me concern to report that there is uncertainty as to the sustainability of the independent residential and nursing market, and the fact that a number of different fees are charged, often under the label of 'top-ups', is causing increasing confusion and difficulties. The department noted that the matter is being addressed on a regional and local level, as well as internally at the council, in order to establish an understanding of the fees and map them. However, it is unlikely that there will be any changes to the way we commission services by the next financial year, and so at present this increases the financial pressure on the department.
- 4.15 The duties included in the Social Services and Well-being Act 2014 make it a requirement that any person fulfilling a role under the act should attempt to promote the well-being of people who need care and support. This means supporting individuals who would not come under access guidance for traditional Physical Disability, Older People, Learning Disability or Mental Health services. This creates an increased demand for the service and barriers as an agreement is sought on the most appropriate service to support these individuals. The Adults, Health and Well-being Department intends to complete detailed work on this barrier by looking at the structures of the services. I will also be highlighting this work with our council-wide Supporting People Board.

## Provider Service

- 4.16 The service is in the process of establishing a new procedure for recording and reporting on the performance of internal residential services. The range and nature of the measures is evolving and developing and so, although the new procedure is not yet fully mature, the aim in the long term is for the information to be of use in giving a comprehensive view and identifying fields which need attention or priority.
- 4.17 The **quarterly filled beds rate in the Council's homes** for this quarter (October to December) is consistent with the figure for July to September this year, at 82%. The figure is lower than the expected rate of around 90% as beds are deliberately kept vacant to facilitate work to upgrade buildings and establish dementia units. There is

# GWYNEDD COUNCIL CABINET

also a need to bear in mind that the information is fully complete and up to date across all measures at present. I will, therefore, be able to give more accurate information in my next report.

- 4.18 As part of the priority to **Redesign care services**, the service hopes to welcome residents to the new dementia units early in the next financial year. As part of the **Community Resilience** project, the service has been working with the housing associations in an attempt to identify opportunities to promote and increase independence in future. The department is collaborating with Grŵp Cynefin on the development of the Penygroes Health and Care Hub with the intention of upgrading the residential provision and creating a resource which will be home to a number of services and agencies on one site. I am also happy to report that Adra's planning application to develop extra care flats on the Frondeg site in Pwllheli was approved by the Planning Committee in December. This is a very positive development considering the prediction that the demand for such provision will increase over the next twenty years in this area and across the county.
- 4.19 I am glad to note the positive work which has been done to promote individuals' well-being, including examples such as arranging for an individual at one of the residential homes, on the occasion of his hundredth birthday, to travel once again in a car he owned for 55 years; and holding a dementia sports day between the various homes, which was a resounding success for our residents. I would like to thank the department for this kind of work, which truly places the people of Gwynedd at the centre of our actions.
- 4.20 The Provider Service is a service which has been given attention under the **Workforce and Recruitment within the care field** priority, as constant challenges are faced in attracting staff. Efforts are being made to advertise and attract in different ways, and apprenticeship opportunities are considered constantly.
- 4.21 The service highlighted the fact that a number of our buildings needed upgrading as some of them had dated in appearance. Decoration and furnishing is a continuous challenge and an element which is increasingly given attention during inspections. The department will consider how to respond to this increasing challenge in future.

## 5. THE SAVINGS SITUATION

### Previous Years' Schemes

- 5.1 The department anticipates a risk of failing to deliver the remaining efficiency savings, valued at £64k, on the scheme to *Automate the department's financial processes*, and the department will consider whether or not it is possible to deliver the savings through alternative methods. There is also a risk to the *Improving efficiency of field workers* saving, worth £113k, and a decision has been made to keep staff on to realise the programme's wider savings and to set a firm foundation for the new services.
- 5.2 Substantial risks are also anticipated from realising the savings of £100k on the *Prudent commissioning - Mental Health Service* scheme. There is an intention to review the situation over the coming months, when the department will consider re-profiling or introduce alternative delivery methods once the service provision arrangements between the health board and the council are more robust.

# GWYNEDD COUNCIL CABINET

## 2019/20 Savings Schemes

- 5.3 Four of the 2019/20 savings schemes have either been realised, are on track to be delivered on time, or are moving forward.
- 5.4 The department anticipates some risks from delivering the savings of £510k from the **Integrating and transforming Older People Services** scheme. The department has provided an additional resource in three areas and hopes to make further appointments by using the resource of the Health Board and the Integrated Care Fund to support and strengthen this work.
- 5.5 There are risks associated with delivering the savings of the **Expansion of Alltwen Pilot Scheme principles across the service** scheme, a value of £133,500 in 2019/20 and £400,500 in 2020/21. This is due to an increase in the demand for this type of care and difficulties in recruiting and maintaining staffing levels. The department is working on taking steps to change culture and working methods, which are key to delivering the savings.
- 5.6 Another scheme which has risk associated with delivering savings of £100k is **Working with the third sector to ensure that new providers take over the day care provision** in certain areas. This scheme involves changing the provision method, and the department is discussing ways to ensure appropriate care to meet the intense needs of individuals who attend the centres with the health board, in addition to continuing to discuss options with local communities.
- 5.7 The department also anticipates some risks from delivering the savings of £25k in 2019/20 from the **Review physical disabilities care packages, achieving objectives through an alternative method** scheme.
- 5.8 It is also anticipated that there will be an element of slippage and a need to re-profile the delivery of £101k under the *Operating procedures review within the Adults Department* scheme.

## 6. NEXT STEPS AND TIMETABLE

None to note.

## 7. ANY CONSULTATIONS UNDERTAKEN PRIOR TO RECOMMENDING THE DECISION

### 7.1 Views of the statutory officers

i. **The Monitoring Officer:**

No observations to add in relation to propriety.

ii. **The Statutory Finance Officer:**

The Cabinet Member for Finance's report on the position of the 2019/20 revenue budget at the end of November 2019 – which is a separate item on this meeting's agenda – notes that the projected overspend on the Adults, Health and Well-being Department budget is a combination of a number of factors, including a failure to deliver a number of savings

# GWYNEDD COUNCIL CABINET



schemes. Part 5 of this performance report expands on the risks associated with the relevant savings plans; I am satisfied that Part 5 of the report is a fair reflection of the situation.

## **7.2 Local Member's Views:**

Not a local matter

## **7.3 Results of Any Consultation:**

None to note.



## GWYNEDD COUNCIL CABINET



**Date of meeting:** 21 January 2020  
**Cabinet Member:** Councillor Gareth Thomas  
**Contact Officer:** Dilwyn Williams, Chief Executive  
**Contact Telephone Number:** 01286 679 685  
**Title of Item:** Performance Report of the Cabinet Member for Economic Development

### Report to a meeting of Gwynedd Council Cabinet

#### **1 THE DECISION SOUGHT**

1.1 To accept and note the information in the report.

#### **2 THE REASON FOR THE NEED FOR A DECISION**

2.1 In order to ensure effective performance management.

#### **3 INTRODUCTION**

3.1 The purpose of this report is to update you on what has been achieved in the field for which I am responsible as the Cabinet Member for Economic Development. This includes outlining the latest regarding the pledges within the Council Plan; the progress of the performance measures; and the latest in relation to the plan for savings and cuts.

3.2 We are implementing the 2018-23 Council Plan, and I herein report on progress to the end of November 2019.

3.3 I would like to remind you that all matters have already been the subject of discussion and have been scrutinised by me at a Performance Challenge meeting which also included representatives from the Scrutiny Committee.

3.4 On the whole, I am satisfied with the department's performance. I will elaborate on progress within the report.

#### **4 THE RATIONALE AND JUSTIFICATION FOR RECOMMENDING THE DECISION**

##### **4.1 PERFORMANCE OF DEPARTMENT SERVICES**

##### **4.2 Libraries and Information Service**

4.2.1 The purpose of the Libraries and Information Service is to ensure that Gwynedd residents have access to support, resources and information which gives them the opportunity to learn and acquire skills, read and enjoy. It is very positive to report that Customer Service Satisfaction is 99% (see M1), this is the feedback from one Library user *'This Service is essential for my well-being and life progress. Without*

*this service I would be under a huge disadvantage, and would lose a valuable asset of being able to read books.'*

- 4.2.2 National book loaning patterns have reduced, this is also generally true for north Wales and Gwynedd, up to now 215,719 books have been loaned this year, an average of 35,846 a month (which is lower than the monthly average of 38,789 in 2018/19). As a result, Workshop sessions are organised to look at how the Libraries Service can support other Council services and other agencies in our communities in the future.
- 4.2.3 The Libraries Service offers a number of services, and recently our Libraries have offered assistance to people over 60 who needed to renew their bus passes. 5,440 people benefited from this assistance as the Government had adopted a completely digital registration process.
- 4.2.4 The Welsh Public Libraries Standards 2018/19 give an encouraging picture of Gwynedd Libraries. Of the 10 quality indicators with targets, Gwynedd had achieved 9 in full and 1 partly, Gwynedd was one of only four Authorities to attain this level.

### **4.3 Archives Service**

- 4.3.1 The purpose of the Archives Service is to protect our public records and ensure that people have access to them, by providing two Record Offices in Gwynedd.
- 4.3.2 The use and demand for the service is good, with 8,900 having used the service to date which compares well with previous years, 95% report that they are satisfied with the service received (see M2). A small percentage are dissatisfied with the service as a result of the reduction in opening hours.
- 4.3.3 It was a busy time for the Education Officers in the Archives service, and they worked with 1,214 primary pupils. We receive very positive feedback for the service, recently Year 3 pupils at Ysgol Dolbadarn enjoyed a session and one pupil remarked *'We have learnt a great deal about the Tudors. The costumes were very beautiful, and looked very nice. The games were very interesting then. You are welcome to come back to see us at any time.'* The education service is essential with the coming of the new Curriculum, I have asked the Economy Department and the Education Department to organise a meeting to discuss maintaining the service in the future.
- 4.3.4 The Archives Service has collaborated across the Region to commence the work of digitalising the collection, but due to recruitment difficulties the work has come to an end. Despite this, I am eager for Gwynedd to continue with the digitalisation of our collection to ensure the service's future viability. Therefore, I have requested that the Service seeks to give an estimate of the cost and time-table for the digitalisation of our collection in Gwynedd - this will enable us to investigate the possibilities of commencing the work.

### **4.4 Museums and Arts Service**

- 4.4.1 The purpose of the Museums and Arts Service is to enrich the lives of the people of Gwynedd by promoting an understanding of our unique culture.
- 4.4.2 In order to ensure that Neuadd Dwyfor offers the best possible experience to Gwynedd residents, work is afoot to identify a vision and a future business model. A team of users has been established to consult with local residents. Discussions

will take place with the team of users and staff to look at the vision, identify the demand and to identify any barriers and opportunities. I will present a business case to the Cabinet in January.

- 4.4.3 It is a matter of concern to me that Storiell continues to overspend as a service and that additional income targets are set. The service is currently reviewing the management arrangements as well as the operational structure to urgently respond to this.

#### **4.5 Maritime and Country Parks Service**

- 4.5.1 The purpose of the Maritime and Country Parks Service is to ensure quality, safe resources in our country parks, harbours, marinas and on the beaches of Gwynedd in order to create a leisure attractions for local people and visitors. To date, 40 persons have received first aid on Gwynedd beaches, I will keep an eye on this data in order to compare this with previous years (see M3). This is one of the service measures, I have asked the department to consider the best way to measure quality within the service, I will update you on this in the future.
- 4.5.2 The situation regarding dredging continues to be problematic at Pwllheli, there is currently a contract out on Sell2Wales to appoint a company to remove sand and mud. Work to undertake a management review of Pwllheli Harbour and Hafan has commenced, and I will present a report to the Cabinet soon in order to prepare a Development Plan for Pwllheli Harbour and Hafan.

#### **4.6 Sports for Life Service**

- 4.6.1 The Sports for Life Service offers a range of inclusive physical activities for Primary, Secondary and for the community.
- 4.6.2 Very good work is undertaken with primary age children via the 'Clwb Dal i Fynd', Play Maker and DIT. The 'Clwb Dal i Fynd' continues to be held in 80% of the schools. with teachers reporting that the club improves pupil fitness. Every Secondary School in Gwynedd receives a 560 provision that offers over 20 different Sports to pupils. and is an excellent way of getting children to attend fitness sessions.
- 4.6.3 The Economy and Community Department has awarded a contract to Byw'n Iach company to manage the Healthy Living Centres, by the end of quarter 2 there had been 566,427 visits to the Centres with a customer satisfaction level of 87.34%.

#### **4.7 Regeneration Programmes Unit**

- 4.7.1 The purpose of the Regeneration Programmes Unit is to develop, coordinate, implement and monitor regeneration work programmes in order to create a better Gwynedd to live in, in response to the Gwynedd Regeneration Strategy.
- 4.7.2 Historically, the unit's work derives from funding opportunities, I am eager to ensure that a long term plan is in place for regeneration, and the Regeneration Board is already operating to develop an understanding of the regeneration needs of Gwynedd communities in order that we have a clearer cross-service vision of what is needed to ensure stronger communities (there will be a separate report on Regeneration Board activities).
- 4.7.3 The purpose of the Promoting Town Centres project is to support and promote the regeneration of town centres to maintain a range of services for local residents and visitors within a lively, Welsh atmosphere. The main draft plan has been

prepared for Bangor to look at mobility and links within the city, there will be further discussions between officers and consultants on the draft plan, I will report back on the plan in the future.

- 4.7.4 The purpose of Implementing the Gwynedd Slate Heritage project is to deliver a programme of regeneration activities in the slate areas, and continue to work to secure a World Heritage Site status for the slate industry in Gwynedd. A new timetable has been agreed with DCMS and the nomination will be submitted to UNESCO in January 2020, and the decision will be announced in July 2021.

#### 4.8 **Supporting Communities Service**

- 4.8.1 The Supporting Communities Service support communities, be they a Community Council, voluntary Group or a community entity to act to make their communities a better place to live.

- 4.8.2 During the last quarter the service has supported 22 projects/activities. These included working on a scheme to transfer the former Ysgol Beuno Sant building to the community to establish a Family Centre in the town of Bala, working with Plas Carmel on a scheme to restore a Chapel, Chapel House and former shop, merging history, culture and the local environment and bringing economic and social benefits to the Community.

#### 4.9 **Economic Development Programmes Service**

- 4.9.1 The Economic Development Programmes Service seeks to improve conditions for businesses to thrive in Gwynedd, to support them to get established, compete and grow and assist the people of Gwynedd to make the most of the opportunities. The service leads on a number of the improvement priorities in the Council's Plan.

- 4.9.2 To date in 2019/20, 204 enterprises have received support (see M5), which is an increase on last year as a result of extending the provision and increase in demand due to external factors such as Brexit.

- 4.9.3 The businesses receiving support to prosper project ensures a way of working within the Council that places the needs of businesses at the centre, and to reduce obstacles for them to establish and grow in the county. In order to have a better understanding of what is being done across all Council services, an analysis of the responses will be reported to the Project Board in January 2020.

- 4.9.4 The purpose of the project is that more Gwynedd residents will play a full part in the world of work focusing on a series of activities that will encourage all Gwynedd residents into employment. The project has supported over 93 people into employment (see M7). There is close collaboration with businesses in the tourism sector, including Hafan y Môr and Zip World. By working together, efforts will be made to ensure that local residents have an opportunity to benefit from employment opportunities with the companies. It is very positive to report that over 300 jobs will be available between two companies in Gwynedd over the next few months.

- 4.9.5 The Rural Development Programme builds on the good work which has already been done to transform the rural economy by encouraging innovation within traditional sectors (such as agriculture and tourism), as well as improving the digital infrastructure for rural communities. The Arfor scheme is now up and running, the programme is an experimental fund that aims to create more and better jobs in the strongholds of the Welsh language and as a result support the language. Arfor

includes four local plans, one of these is the Enterprising Communities Challenge, where three communities (Llanystumdwy, Bethesda and Bala) have been recruited to trial methods to motivate the cyclic / basic economy. Two maker spaces have also been opened under Arfor, on the high street in Porthmadog and in Bethesda and they have already welcomed over 140 residents to come and learn about new technology. I will report on Arfor outcomes in the future.

- 4.9.6 The project to Create High Value Jobs (£26,500 + salary) seeks to create an environment that supports new businesses and the growth of existing businesses within the sectors that pay well, and to ensure that the local workforce can benefit from the opportunities. 20 high value jobs have been created thus far by enterprises that have received support this year (see M6). The Council's efforts to support employment at the Trawsfynydd site by continuing with decommissioning the site appears to be bearing fruit and work is proceeding to develop a space for over 150 jobs at Llanbedr airfield.

One additional issue that continues to demand the attention and efforts of officers and Members is Brexit. The Department continues to seek the views of local businesses about the impact of Brexit and to encourage them to take advantage of all the support, however, the uncertainty has a detrimental impact on the willingness of enterprises to invest and create jobs. Officers and Members are also pro-active expressing the views and needs of Gwynedd, particularly regarding future investment to develop the economy and to support farmers and rural areas once European funding has ended.

#### **4.10 Tourism, Marketing and Events Service**

- 4.10.1 The purpose of the Tourism, Marketing and Events Service is to promote the area as an all year round destination and work with the sector to maximise economic benefits for the people of Gwynedd. We have seen growth in this field over the last few years with more people going on holiday within the UK. The performance review has been completed to input into the process of setting priorities for the period 2020+.
- 4.10.2 The project to Increase the Benefits from Major Events aims to attract high-profile events to Gwynedd in order to take advantage of the economic and social benefit which will ensue. During 2019/20, 25 events have been supported through the project (see M4). Discussions are already underway with new events for next year, I will present a report to the Cabinet making an application for funding for this fund in 2020/21.
- 4.10.3 The purpose of the project Benefiting from Tourism is to reinforce Gwynedd's status as a sustainable destination of international quality, by researching and implementing the best option to ensure that Gwynedd's residents and businesses benefit from the tourists that visit the County. Several scrutiny sessions of this field have been undertaken and a workshop will take place jointly between Council Members and Snowdonia National Park Members early in 2020, to discuss the field and our future priorities.

## **5 FINANCIAL SITUATION / SAVINGS**

### **5.1 Savings Schemes 2017/18, 2018/19 & 2019/20**

- 5.1.1 There is a delay in the three parking schemes, namely Reconciling parking fees through introducing parking fees for new sites (e.g. the Glyn area), Establishing

parking fees in Dinas Dinlle and increasing launching fees and also Reviewing fees and arrangements at Storiell. Preparatory work is currently underway in terms of proposals to incorporate a number of new sites into the Gwynedd Parking Order. There is also an intention to update the Council's fee structure to be in-keeping with the work, and an application has also been made to incorporate additional aspects (e.g. cards for locals). It is anticipated that additional income will be received by increasing Launching Fees and Parking Income at Storiell by the start of the 2020/21 financial year.

- 5.1.2 There is a delay with another two schemes, namely Increase the fee to schools for the archives service and Delete one post from the Tourism Service, however, they are moving forward.
- 5.1.3 Regarding the Neuadd Dwyfor scheme the department anticipates some significant risks to achieve the savings. The Department is continuing to develop the business case as noted in 4.4.2 and a substantial capital investment ('investment to save') will be required to realise the savings. In addition, discussions will need to take place with funding bodies such as the Arts Council, Visit Wales and others - however, they do not currently appear to have any obvious funds. I have emphasised the need to ensure that the business case put forward is one that is likely to be realised.
- 5.1.4 The new Leisure Company must be given an opportunity to establish itself before identifying opportunities to move the status to amber or green on the plan *Reduce the subsidy for the new Leisure Company* Therefore, it is likely that the scheme will slip past 2021/22 - 2022-23.

## **6 ANY CONSULTATIONS UNDERTAKEN PRIOR TO RECOMMENDING THE DECISION**

### **6.1 Views of the Statutory Officers:**

#### **The Monitoring Officer**

"No comments to add regarding propriety."

#### **The Head of Finance Department**

"I can confirm the accuracy of the financial aspects in the report of the Cabinet Member for Economic Development and Community, with part 5 of the report highlighting the risks relating to some savings projects. Finance Officers will continue to assist the Cabinet Member in monitoring the progress against these schemes, and an update on the department's financial situation has been included in the financial review which is the subject of the report by the Cabinet Member for Finance on this meeting's agenda."

## **APPENDICES:**

### **Appendix 1**

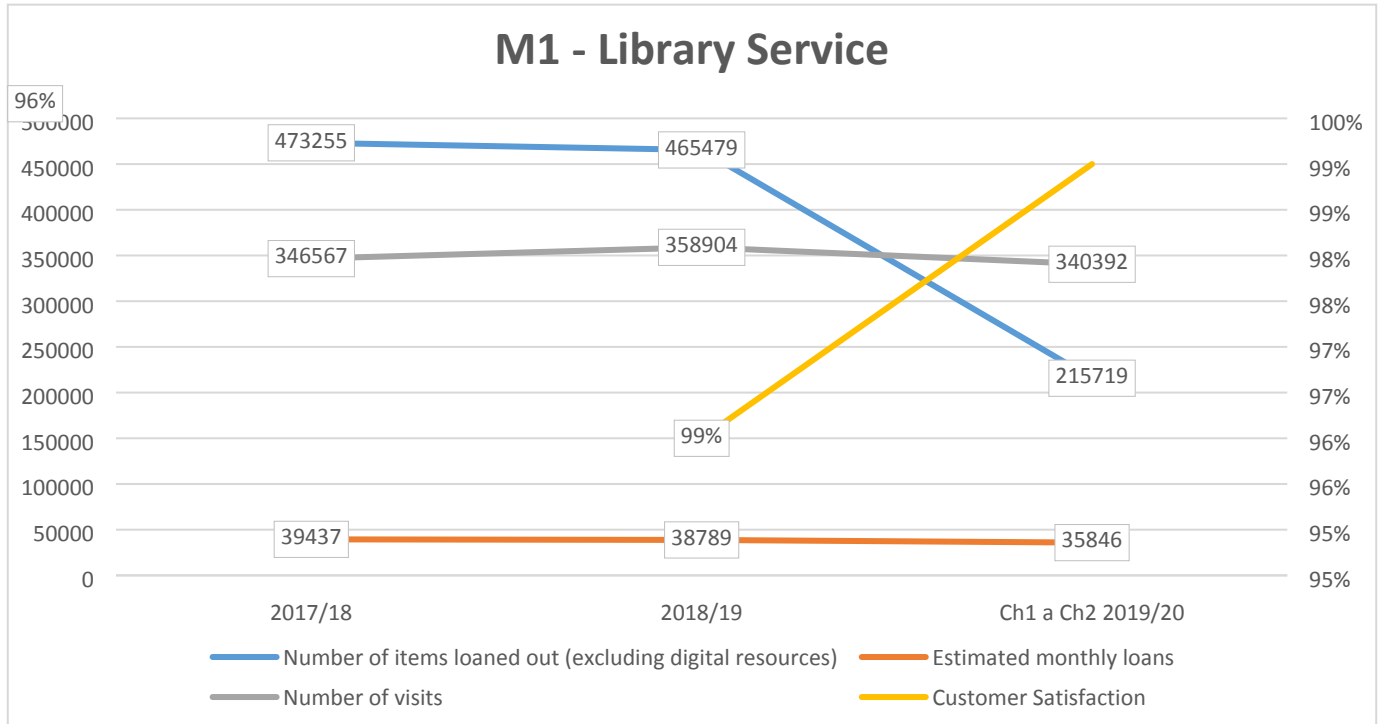
### **Economy Department Measures**

# MEASURES OF THE CABINET MEMBER FOR ECONOMY

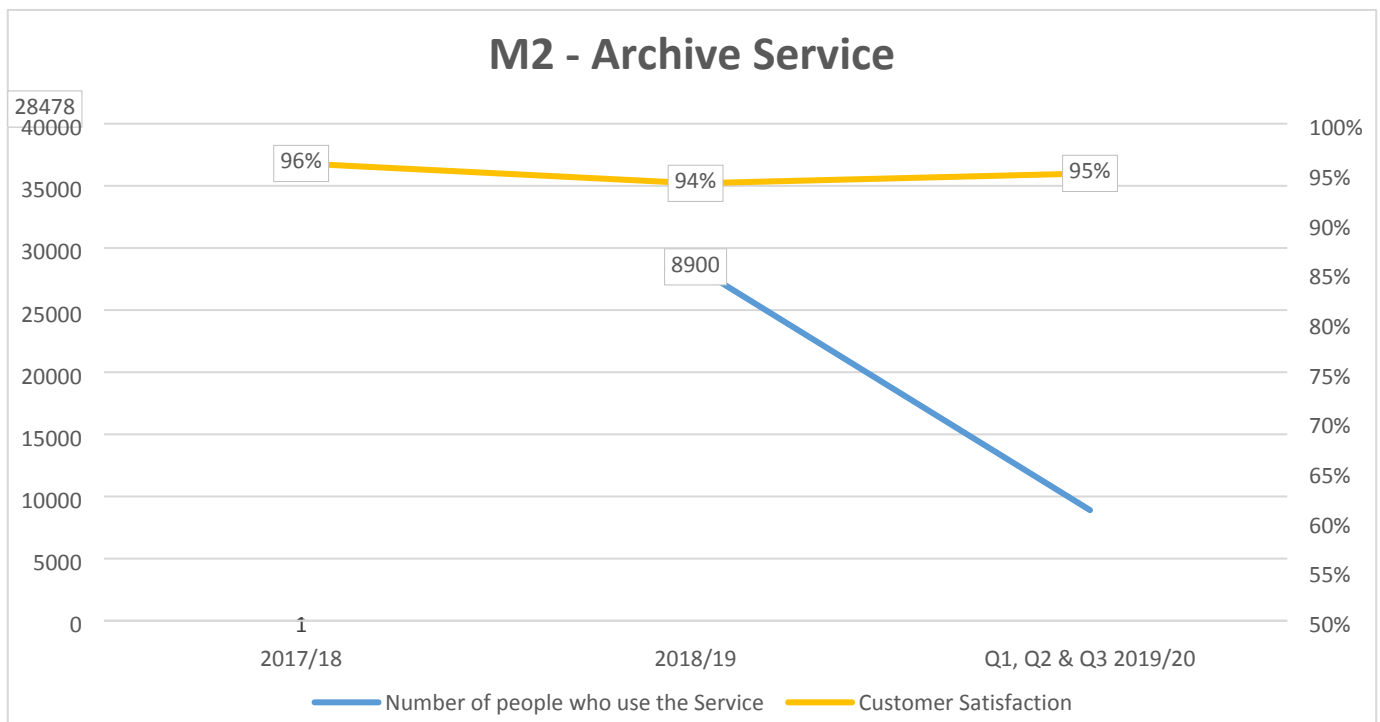
(up to the end of November 2019)

## Measures

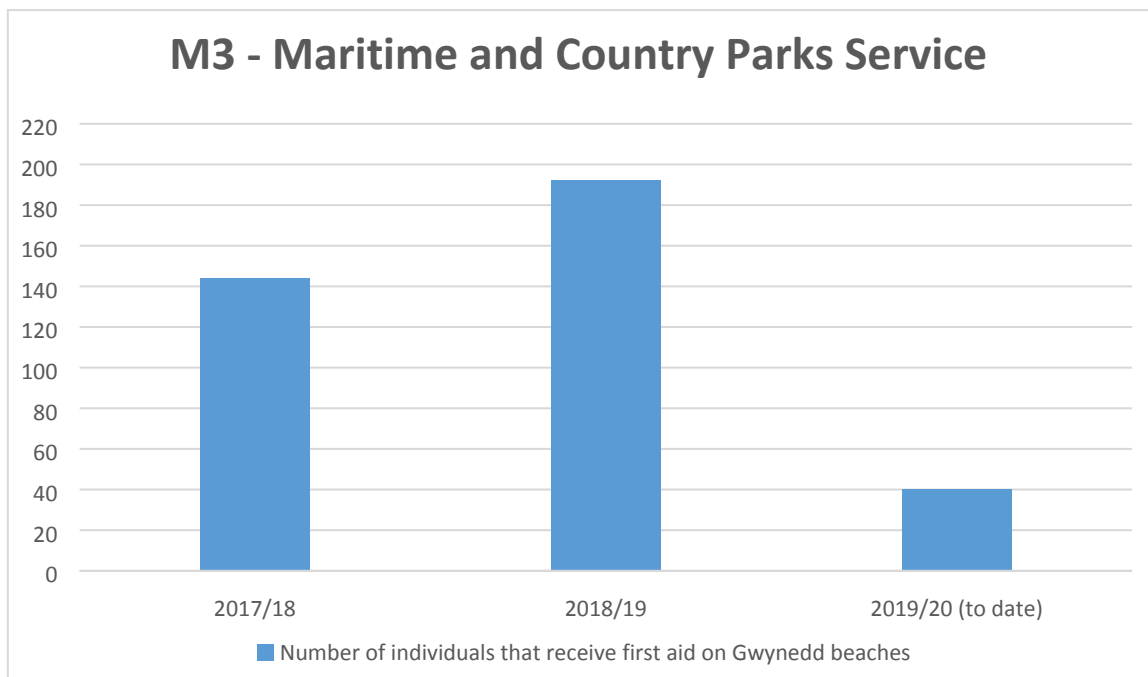
### Library Service



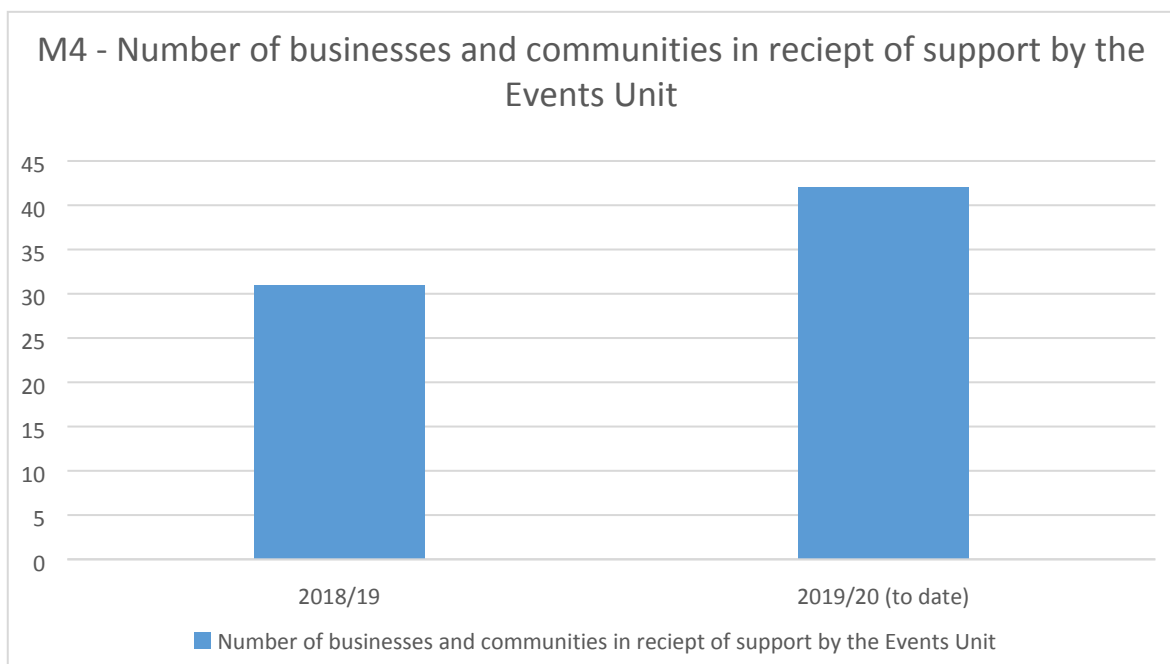
### Archive Service



**Maritime and Country Parks Service**

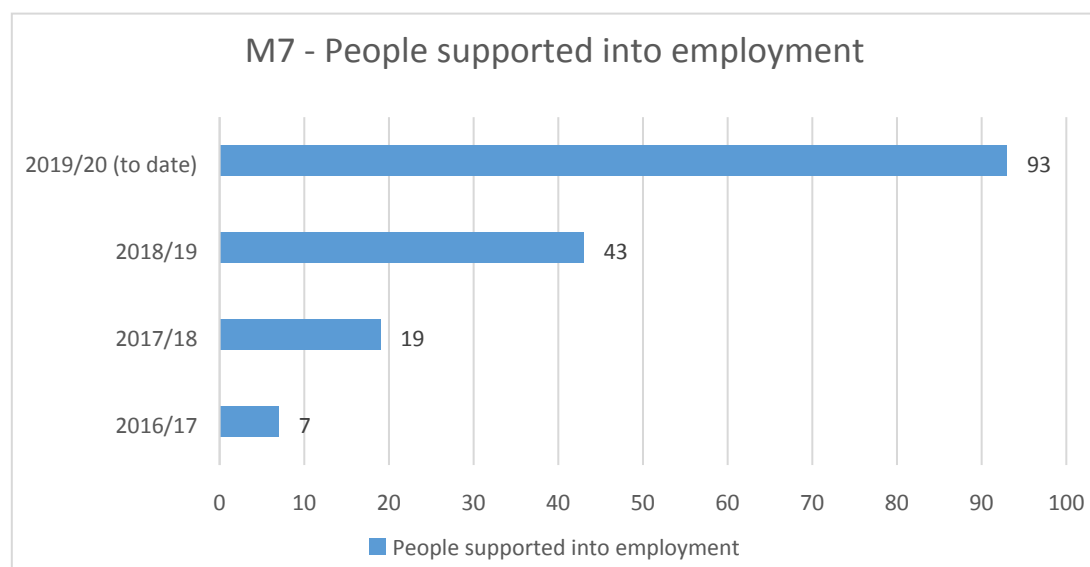
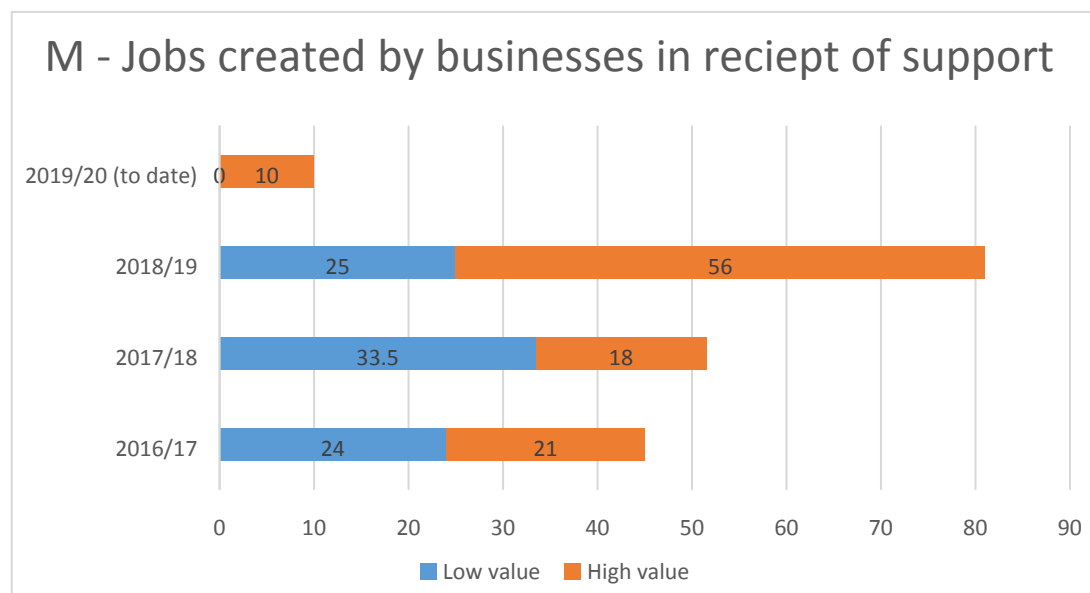
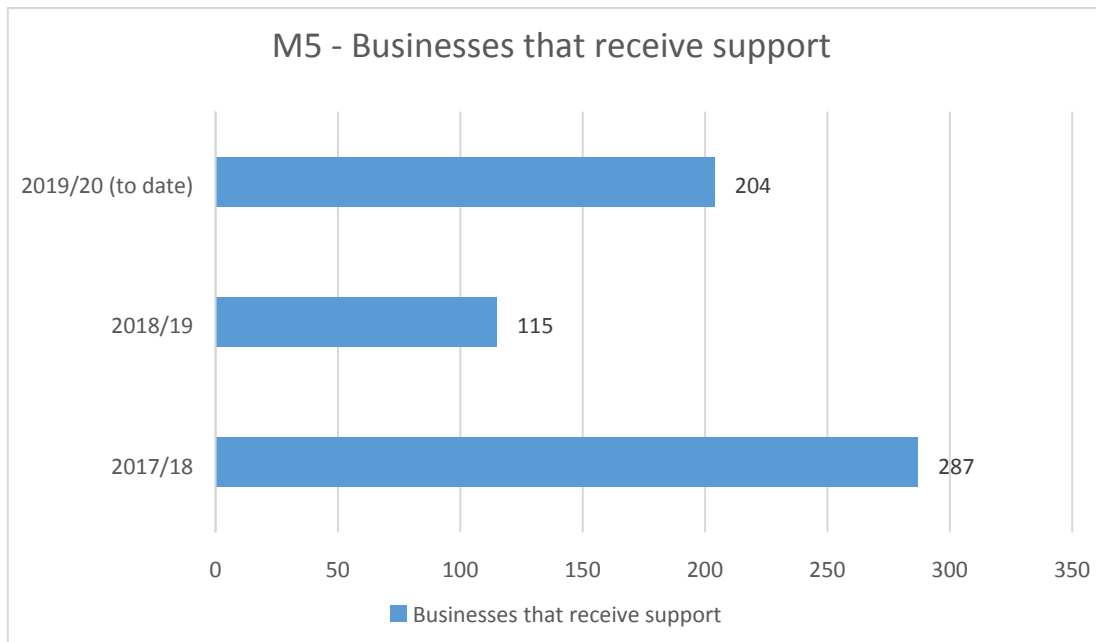


**Tourism and Marketing Service**





**Economic Development Programme Service**



# Agenda Item 14

## FORWARD WORK PROGRAMME

### GWYNEDD COUNCIL CABINET

| Date of discussion at the Cabinet                   | Items to be discussed  | Cabinet Member       |
|---|--|----------------------|
| <b>Quarter 4 2019/20 -<br/>1 January – 31 March</b> |  |                      |
| <b>28 January</b>                                   | Land at Llanrug  | Cllr Cemlyn Williams |
|   | Dementia Go  | Cllr Dafydd Meurig   |
|   | The Sale of Canolfan Frondeg, Pwllheli   | Cllr. Craig ab Iago  |
|   | Report on the Regeneration and Supporting People Boards  | Cllr. Dyfrig Siencyn |
|   | 2019/20 Savings Overview - Progress Report on Realising Savings Schemes                        | Cllr Ioan Thomas     |
|   | Performance Report of the Cabinet Member for Corporate Support and Legal                       | Cllr Nia Jeffreys    |
|   | Performance Report of the Cabinet Member for Highways and Municipal and Ymgynghoriaeth Gwynedd | Cllr Ioan Thomas     |
|   | Performance Report of the Cabinet Member for Children and Supporting Families                  | Cllr Dilwyn Morgan   |
|   | Performance Report of the Cabinet Member for Education   | Cllr Cemlyn Williams |
|   | Performance Report of the Cabinet Member for Housing   | Cllr Craig ab Iago   |
| <b>18 February</b>                                  | 2020/21 Budget   | Cllr Ioan Thomas     |
|   | Post-16 Education  | Cllr Cemlyn Williams |
|   | Ysgol Llanaelhaearn  | Cllr Cemlyn Williams |

| <b>Date of discussion at the Cabinet</b>                                   | <b>Items to be discussed</b>   | <b>Cabinet Member</b> |
|--|--|-----------------------|
|  | Ysgol Abersoch   | Cllr Cemlyn Williams  |
|  | Council Plan   | Cllr Dyfrig Siencyn   |
|  | Ysgol Trefferthyr  | Cllr Cemlyn Williams  |
|  | Recycling Centres - Permit Scheme                                    | Cllr Catrin Wager     |
| <b>10 March</b>  | Equality Scheme 2020-24  | Cllr Nia Jeffreys     |
|  | Assets Plan  | Cllr Ioan Thomas      |
| <b>31 March</b>  | Access Policy  | Cllr Nia Jeffreys     |
| <b>Quarter 1 2020/21 -<br/>1 April – 30 June</b>                           |  |                       |
| <b>April 21</b>  |  |                       |
| <b>Quarter 1 2020/21 -<br/>1 April – 30 June<br/>Date to be determined</b> | Final Accounts 2019/20 –<br>Revenue Outturn                          | Cllr Ioan Thomas      |
|  | Capital Programme 2019/20 -<br>End of year review (31 March<br>2020) | Cllr Ioan Thomas      |
|  | Savings Overview: Progress<br>report on realising savings<br>schemes | Cllr Ioan Thomas      |