

**CABINET  
DECISION RECORDING LOG**

**DECISION DETERMINED ON: 19<sup>TH</sup> MARCH 2014**

**DECISION WILL COME INTO EFFECT ON: 28<sup>TH</sup> MARCH 2014**  
**(Subject to "Call-in" by appropriate Select Committee)**

**SUBJECT: INTERMEDIATE CARE FUND**

**DIVISION//WARD AFFECTED: ALL OF COUNTY**

**PURPOSE:**

To inform Cabinet of the recent submission to the Welsh Government's Intermediate Care Fund (ICF) and seek their endorsement for the portfolio of projects.

**DECISION:**

To endorse the submission to the Welsh Government Intermediate Care Fund.

**REASONS:**

Because the value of the ICF to Monmouthshire (indicative allocation is £1.285m) is such a significant amount Cabinet are asked to endorse the submission to ensure appropriate democratic oversight.

**RESOURCE IMPLICATIONS:**

There are no negative resource implications; this is additional resource specifically allocated to projects. The indicative funds available to Monmouthshire were £857,000 for revenue expenditure and £428,000 for capital expenditure, totalling £1.285m.

The five social services leads developed the bids across Gwent in conjunction with ABUHB. They adopted a collegiate approach, working within the funding envelope to secure both regional and local outcomes. As a consequence the Monmouthshire specific projects are weighted towards capital expenditure rather than revenue.

ICF Project	Revenue £'000	Capital £'000
Careline	20	0
Mardy Park Integrated Intermediate Care Home	213	302
Raglan Project	75	0
Disable Facilities Grants	0	400
New Assessment Model	160	0
<b>Total</b>	<b>468</b>	<b>702</b>

The total of these projects is £1,170m, which is less than the indicative allocation. The balance of funds is concentrated on regional projects where other local authorities have taken the lead.

The projects supported by the ICF were selected in such a way to ensure that there is no revenue consequence after the end of the funding. This mitigates some of the risk of a single year funding pot.

**CONSULTEES:**

Senior Leadership Team, Cabinet.

**CABINET MEMBERS PRESENT:**

G.C. Burrows, P.A. Fox, E.J. Hackett Pain, P.A.D. Hobson, G. Howard, P. Murphy.

**OTHER ELECTED MEMBERS PRESENT:**

P. Farley, R.J. Higginson, S.G.M. Howarth.

**INTEREST DECLARED:**

Nil.

**AUTHOR:**

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**SUBJECT: HOUSING & REGENERATION – MEDIUM TERM FINANCIAL PLAN PROJECT MANDATE: REVIEW OF CARELINE POLICY**

**DIVISION//WARD AFFECTED: ALL**

**PURPOSE:**

To approve changes to the Careline Policy. The proposal supports the implementation of the Housing & Regeneration Medium Term Financial Plan project mandate, as agreed by Cabinet on 10<sup>th</sup> October 2013.

**DECISION:**

To adopt the Policy.

**REASONS:**

This proposal contributes towards the Council's Medium Term Financial Plan.

**RESOURCE IMPLICATIONS:**

The monetary targets relating to the Careline Service is £50,000 additional income respectively over the next 3 years. The price changes proposed would help meet the Year 1 target of £15,000. Achieving Year 2 and 3 targets will rely on attracting a sufficient number of new clients into the service.

It is relevant that the Cabinet is aware that in expanding the customer base, there are up-front costs that will be incurred when providing equipment. It takes a number of months to recover the associated costs. For example, Lifeline unit (with pendent) £125, travel to install £14.40 for a 32 mile round trip and for an additional sensor, £40 (smoke detector).

**CONSULTEES:**

Cabinet; Senior Leadership Team; Housing Management Team; Chair of Adults Select Committee.

**CABINET MEMBERS PRESENT:**

G.C. Burrows, P.A. Fox, E.J. Hacket Pain, P.A.D. Hobson, G. Howard, P. Murphy.

**OTHER ELECTED MEMBERS PRESENT:**

P. Farley, R.J. Higginson, S.G.M. Howarth.

**INTEREST DECLARED:**

Nil.

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**SUBJECT: PROPOSED DISPOSAL OF GILWERN CEC BUILDING**

**DIVISION//WARD AFFECTED: LLANELLY HILL**

**PURPOSE:**

To consider the proposed transfer of Gilwern Community Education Centre to Llanelly Community Council at nil cost to enable the ongoing provision of a library service and the development of the building for community activities.

**DECISION:**

- To agree to dispose of the Gilwern Community Education Centre to Llanelly Community Council at nil value using the powers provided via the General Disposal Consent Order (Wales) 2003.
- That the resultant SLA will be delegated to the Chief Officer and Cabinet Member who will together, ensure efficiency targets are met over a fixed term period.
- To agree to the surrender of the existing lease to Llanelly Community Council (LCC) on the Community Building, School Lane without penalty.
- That following the surrender of the lease by LCC on the Community Building, the property is disposed of in accordance with this Council's disposal policy.

## **REASONS:**

Following the Your County, Your Way strategy and given the current financial climate, the Council is seeking to develop opportunities to reduce financial pressures whilst developing and supporting community resilience and new ways of delivering services. The proposed transfer of the building to LCC will secure the provision of the existing library service for an agreed period of time, together with the proposed enhancement of the community offer. This will create a positive opportunity to develop a sense of community ownership instead of a negative intervention by simply reducing or cutting a well-regarded service.

At a recent Llanelly Community Council meeting the members of the public in attendance were overwhelmingly in support of the transfer of the asset to LCC and the development of an activities programme that was run by and supported the needs of the local community.

## **RESOURCE IMPLICATIONS:**

The surrender of the lease by LCC on the community building will enable this Council to generate a capital receipt through its subsequent disposal.

The transfer of the Gilwern Community Education building will result in the loss of a capital receipt to this Council estimated in the region of £83k, however we will be removing our existing revenue liabilities regarding maintenance and running costs.

The Council will continue to fund the library service through the provision of an SLA, subject to meeting the agreed efficiency savings over a fixed period of time.

## **CONSULTEES:**

All Cabinet Members  
Leadership Team  
Head of Finance  
Head of Legal Services  
Monitoring Officer  
Cllr Howarth

**CABINET MEMBERS PRESENT:**

G.C. Burrows, P.A. Fox, E.J. Hackett Pain, P.A.D. Hobson, G. Howard, P. Murphy.

**OTHER ELECTED MEMBERS PRESENT:**

P. Farley, R.J. Higginson, S.G.M. Howarth.

**INTEREST DECLARED:**

County Councillors S.G.M. Howarth and G. Howard declared personal non-prejudicial interests under the Members' Code of Conduct as members of Llanelly Community Council.

**AUTHOR:**

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**SUBJECT: PROPOSED POLLINATOR POLICY**

**DIVISION//WARD AFFECTED:**

**PURPOSE:**

To consider the proposed Pollinator Policy that promotes the creation of pollinator friendly habitats on land owned by Monmouthshire County Council.

**DECISION:**

To agree the Pollinator Policy.

**REASONS:**

- The National Ecosystem Assessment Survey of 2011 evidenced that pollinators have been declining for 30 years and without changes to our cultivation and planting practices this situation will not improve.
- Pollinators are essential to UK agriculture. It is estimated that their value to the agricultural industry is £430 million a year and that twenty percent of the cropped areas are dependent on pollinators.
- Councils are under a legal duty via the Natural Environment and Rural Communities Act 2006 to have regard to the conservation of biodiversity in exercising its functions. The proposed changes are fully in accord with this.



- A positive consequence of the changes to the management practices will be a reduction in CO2 estimated at 60,000kg and a reduction in methane estimated at 4,200kg.

### **RESOURCE IMPLICATIONS:**

The savings relating to the implementation of this policy amount to £34,000 and these formed part of the budget mandate relating to Highways operations and Traffic Management which was discussed with the committee at its budget meeting held on 8<sup>th</sup> November 2013. Members broadly supported the mandate and agreed to discuss the policy in greater depth at its meeting on 23<sup>rd</sup> January 2014

### **CONSULTEES:**

Cabinet, Senior Leadership Team, Strong Communities Select Committee.

The proposed policy has been widely consulted amongst community and stakeholders as follows:

Gwent Wildlife Trust

Bee Friendly Monmouthshire Group

Crick Wildlife & Environment Project

Adventa

Rogiet Allotments and Leisure Garden Society

Keep Wales Tidy

Monmouthshire Meadows Group

Friends of Castle Meadows

Town and Community Councils

Gwent Police

Chepstow Transition

Monmouthshire Housing Association

Aneurin Bevan Health Board

Bristol City Council

South Lanarkshire Council

### **CABINET MEMBERS PRESENT:**

G.C. Burrows, P.A. Fox, E.J. Hackett Pain, P.A.D. Hobson, G. Howard, P. Murphy.

### **OTHER ELECTED MEMBERS PRESENT:**

P. Farley, R.J. Higginson, S.G.M. Howarth.

**INTEREST DECLARED:**

Nil.

**AUTHOR:**

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**SUBJECT: IMPLEMENTING STAFFING STRUCTURES FOR THE OPERATIONS DEPARTMENT AND FULFILLING BUDGET PROPOSALS**

**DIVISION//WARD AFFECTED: N/A**

**PURPOSE:**

To approve a staff establishment for the Operations department that provides the reduction of salary costs approved through the 2013/14 and 2014/15 budgets (as detailed in the various mandates of the approved budget).

**DECISION:**

- To approve the proposed staffing schedule outlined within appendix 1 of the report.
- That any amendments to the structure that may arise through the consultation exercise (currently underway) be approved by the chief officer in consultation with the relevant cabinet members (Operations and HR) subject to any alterations continuing to provide the savings required in the approved budgets.
- That a new chief officer salary be established at a single point of 50% of Chief Executive salary.
- To include trainee/modern apprentice posts indicated within the establishment schedules but that they only be filled by approval of the chief officer in consultation with the relevant cabinet member and on the basis that officers only fill these posts when they are satisfied they are able to fund these posts from within existing budgets.

## REASONS:

- A new staff establishment is necessary to reduce staffing levels overall and upon which to base consultation prior to implementation.
- Staff have been advised of the proposed structures and consultation is underway with the unions. It is quite possible that the structures will remain unchanged. However the implementation of such extensive changes might require some amendment to the structures but rather than return to cabinet for further approval of any amendment to the detail of the structures the chief officer can implement such changes subject to the necessary savings being achieved ( the authority's constitution allows for this).
- The proposals suggest that certain senior officer posts be established on a new chief officer spot grade at 50% of chief executive salary. There are less senior managers in the new structure which has extended their multifunctional responsibilities for front line services. The new spot salary of £55,000 fairly reflects the roles and responsibilities of these posts.
- The new structures propose various trainee or modern apprentice posts but they are not included in the funding estimates. The posts are likely to be relatively inexpensive in the first year and in 2015/16 it is proposed that a further senior officer post be deleted the financial benefit of which will largely recompense for the cost of trainees in the second year. The trainee posts offer work experience and training opportunities for new entrants and also provide for continuity in the long term. If members are minded to approve the provisional trainee posts then it will be incumbent upon officers to fund these posts within existing staffing budgets.
- The budgets assume a major reduction in salary costs and the schedule assumes a full year benefit from the reduction in salaries. To introduce such a major change in staffing will take significant staff resources and time (at least three to four months). The proposals include for restructuring the complete staffing establishment (reducing from 170 posts to 149 posts) so the report is brought prior to full consultation being completed and without all job descriptions and job evaluations being completed in order that the exercise can commence thereby optimising the opportunity to reduce costs at an early stage but with safeguards in place in order that costs are controlled through the exercise (i.e. through the chief officer in consultation with cabinet member(s) and subject to budget limits).
- The report mentions savings associated with the approved budget for 2013/14. These were associated with assumed reductions in senior management and administrative costs. Workloads and other initiatives mean that it has not proven possible to introduce these changes during the year but the further changes approved for 2014/15 make it essential to deliver these reductions so both the 2013/14 and 2014/15 approvals have been brought together in this restructuring exercise.

**RESOURCE IMPLICATIONS:**

Salary budget reduction of £585,000.

Costs associated with redundancies and commuted pension costs are reliant upon the implementation of the Council's employment protection policy.

Any costs associated with redundancy or early retirement will fall to be funded from the relevant revenue budgets.

**CONSULTEES:**

SLT, Cabinet Members.

**CABINET MEMBERS PRESENT:**

G.C. Burrows, P.A. Fox, E.J. Hackett Pain, P.A.D. Hobson, G. Howard, P. Murphy.

**OTHER ELECTED MEMBERS PRESENT:**

P. Farley, R.J. Higginson, S.G.M. Howarth.

**INTEREST DECLARED:**

Nil.

**AUTHOR:**

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**SUBJECT: ENTERPRISE DIRECTORATE STRUCTURE**

**DIVISION//WARD AFFECTED: ALL**

**PURPOSE:**

To agree the leadership structure of the new Enterprise Directorate; deletion of managerial posts within the existing structures pass-ported across to Enterprise and to seek approval to progress appointment of the senior leadership posts. Specifically to endorse:

- Deletion of the fixed-term post of Head of Innovation and in its place establish the permanent role of Head of Commercial and People Development;
- The deletion of the posts of Estates and Sustainability Manager, Libraries, Museums & Arts Manager, Leisure Activities Manager Countryside Manager and Head of Planning, Place and Enterprise; and,
- The establishment of three new posts: Head of Community- Led Delivery, Head of Tourism, Leisure and Heritage and Head of Planning.

**DECISION:**

To agree the proposed senior structure, the establishment of the leadership posts and resultant deletion of managerial posts.

## **REASONS:**

The proposed new leadership posts for Enterprise will be established at a level lower than existing Head of Service (second tier) within the pay and grading structure. The new lead officers will carry a significantly higher level of responsibility and three out of the four posts will be appointed on a development grade, set at a level lower than existing second tier salaries. Progression within the grade will result from the delivery of specific performance objectives, evaluated by a panel of Elected Members at the end of the first 12 months and will result in the alignment of the grade to a specific fixed point salary with no further progression. Establishing the roles at Head of Service level enables each lead officer to cover a wider range of functions, promote the closer integration of services and develop sub-structures which will be more cost-efficient and resource-effective for the Council.

## **RESOURCE IMPLICATIONS:**

- Existing second tier Officers within the structure are appointed on an incremental scale, commencing on 51.5% of the Chief Executive's salary and incrementing every year to the top of the range which is 57.5% of the Chief Executive's salary. The associated salaries are:
  - 51.5% - £56,650
  - 53.5% - £58,850
  - 55.5% - £61,050
  - 57.5% - £63,250
- However, the posts within the Enterprise Directorate Structure are not being proposed on the existing incremental scale. The post of Head of Commercial and People Development is being proposed on a fixed salary of £58,850 with no incremental progression for the reasons stated above. The remaining three posts in the structure will be appointed on a development grade of £55K incrementing to a fixed salary of £58,850 at the end of the first 12 months, upon achievement of specific performance objectives.
- The Enterprise directorate is required to deliver £70,000 of the £140,000 savings required for the former Regeneration and Culture directorate as part of the 2014/15 budget proposals (the remaining £70k being met by the new Operations Division).
- The costs involved with setting up the leadership structure and the respective new lead officer posts within it will amount to £321,885. The deletion of management posts described above will generate savings of £312,257 – a net saving of £10,000.
- Whilst the deletion of the temporary Head of Innovation post will not yield any revenue savings as a result of the post being reserve funded, there will be a reduced call on reserves of £160,000 for the remaining two years of the fixed term period.

- Further savings of at least £60,000 will be initially realised through income and fee generation from the Innovation and People Development teams, and savings naturally resulting from a more integrated approach to service delivery across the directorate. Income and fee generation comprises both an opportunity to exploit the external training and consultancy market, and to recover costs for specialist support that is provided to services that consequently yields cashable savings and efficiencies.
- Once appointed, lead officers will quickly bring forward detailed restructure proposals for their respective strands. Once implemented, these proposals will allow for an efficient and effective structure to be put in place, with capacity and expertise configured such as to allow future demands and needs to be managed and met. Furthermore, it will build inherent capacity to allow enterprise to flourish and opportunities to be acted upon.

**CONSULTEES:**

Cabinet Members  
Senior Leadership Team  
Trade Unions

**CABINET MEMBERS PRESENT:**

G.C. Burrows, P.A. Fox, E.J. Hackett Pain, P.A.D. Hobson, G. Howard, P. Murphy.

**OTHER ELECTED MEMBERS PRESENT:**

P. Farley, R.J. Higginson, S.G.M. Howarth.

**INTEREST DECLARED:**

Nil.

**AUTHOR:**

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**SUBJECT: THE EQUAL PAY AUDIT**

**DIVISION//WARD AFFECTED: NONE**

**PURPOSE:**

To inform Members of the Equal Pay Audit and its findings. The purpose of the Equal Pay audit is to scrutinise the Council's compliance with the various legal requirements and to detect any areas of discrepancy within the Council's pay policies, practices and systems.

**DECISION:**

That the contents of the audit are noted, and the action plan be endorsed.

**REASONS:**

This is the first audit of pay by Monmouthshire County Council and should be used as reference for future pay audits. However, it should be noted that the re-designed pay structure for NJC terms and conditions was subject to two external Equality Impact Assessments prior to signing a collective agreement with the relevant trade unions.

**RESOURCE IMPLICATIONS:**

None arising from the report.

**CONSULTEES:**

JAG, SLT

**CABINET MEMBERS PRESENT:**

G.C. Burrows, P.A. Fox, E.J. Hacket Pain, P.A.D. Hobson, G. Howard, P. Murphy.

**OTHER ELECTED MEMBERS PRESENT:**

P. Farley, R.J. Higginson, S.G.M. Howarth.

**INTEREST DECLARED:**

Nil.

**AUTHOR:**

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