

**CABINET
DECISION RECORDING LOG**

DECISION DETERMINED ON: 5TH MARCH 2014

DECISION WILL COME INTO EFFECT ON: 14TH MARCH 2014
(Subject to "Call-in" by appropriate Select Committee)

SUBJECT: WELSH CHURCH FUND WORKING GROUP

DIVISION//WARD AFFECTED: ALL

PURPOSE:

To make recommendations to Cabinet on the Schedule of Applications 2013/14, meeting 5.

DECISION:

That the following grants are awarded to:

Caldicot Heart to Heart & the Heartbeat Club: £500 as club supports self help in the community

The Tintern Group: £500 to support celebratory music festival

Christchurch Church and Community Hall, Cantref: £500 as part of essential security and maintenance work

Mr Robin Francis Watts: £500 for essential health and safety work

St Cybi's Church: £500 after consultation with Monmouthshire Tree Officer as to the suitability of remedial work suggested

That the information on the following grant applications be ratified:

The Church of Love and Light: Application deleted – no response by correspondence in request for further information

Paula Major: Applicant has withdrawn the request as now moved to Australia

REASONS:

A meeting took place on Thursday, 16th January 2014 of the Welsh Church Fund Working Group to recommend the payment of grants as detailed in the schedule attached to the report.

RESOURCE IMPLICATIONS:

As outlined in the grant allocations above.

CONSULTEES:

Senior Leadership Team
All Cabinet Members
Head of Legal Services
Head of Finance
Central Management Accountant

CABINET MEMBERS PRESENT:

G.C. Burrows, P.A. Fox, R.J.W. Greenland, E.J. Hackett Pain, P.A.D. Hobson, G. Howard, S.B. Jones, P. Murphy.

OTHER ELECTED MEMBERS PRESENT:

D. Batrouni, D. Blakebrough, D. Evans, S.G.M. Howarth, J.L. Prosser, P. Watts.

INTEREST DECLARED:

County Councillor D. Batrouni declared a personal non prejudicial interest under the Members' Code of Conduct as he had a family Member involved with the Tintern Group who had received an award of funding.

AUTHOR:

David Jarrett – Central Management Accountant

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**CABINET
DECISION RECORDING LOG**

DECISION DETERMINED ON: 5TH MARCH 2014

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(Subject to "Call-in" by appropriate Select Committee)

SUBJECT: ADOPTION OF CHILDREN MISSING EDUCATION POLICY

DIVISION//WARD AFFECTED: COUNTYWIDE

PURPOSE:

To agree the adoption of the Children Missing in Education Policy.

DECISION:

That the Children Missing in Education Policy is adopted by the Local Authority.

REASONS:

- If a child or young person is receiving an education, they have the opportunity to fulfil their educational potential, but they are also in an environment which enables local agencies to safeguard and promote their welfare and emotional 'Well Being' in accordance with Local and National Child Protection Policies and Procedures.
- The aim of this guidance is to ensure that the Local Authority meets its statutory duties relating to the provision of education and safeguarding and promoting the welfare of Children and Young People in Monmouthshire. **If a child goes missing from education, they could be at risk of significant harm.**

- The Children Act 2004 and Welsh Assembly Government's Safeguarding Children : Working Together under the Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and to share information. Consequently, there is an expectation on all agencies that they will adhere to the protocol and procedures in order to ensure children are safely receiving a 'suitable education'.

RESOURCE IMPLICATIONS:

This policy will be implemented within existing resources of the Education Welfare Service, Access Unit, Safeguarding Unit and School based staff engaged in Attendance and safeguarding related areas

CONSULTEES:

Cabinet, Directorate Management Team, All Monmouthshire schools, Social Service Safeguarding Unit, Access Unit, Education Welfare Service, Youth Offending Service.

CABINET MEMBERS PRESENT:

G.C. Burrows, P.A. Fox, R.J.W. Greenland, E.J. Hackett Pain, P.A.D. Hobson, G. Howard, S.B. Jones, P. Murphy.

OTHER ELECTED MEMBERS PRESENT:

D. Batrouni, D. Blakebrough, D. Evans, S.G.M. Howarth, J.L. Prosser, P. Watts.

INTEREST DECLARED:

Nil.

AUTHOR:

Richard Austin.

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**CABINET
DECISION RECORDING LOG**

DECISION DETERMINED ON: 5TH MARCH 2014

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(Subject to "Call-in" by appropriate Select Committee)

SUBJECT: REDUCTION OF POSTS IN PUBLIC PROTECTION DIVISION

DIVISION//WARD AFFECTED: ALL WARDS

PURPOSE:

To consider the deletion of posts within the Public Protection division.

DECISION:

1. To agree the deletion of the following posts as set out in the accompanying report, entitled *Business Case: Service Reductions in Public Protection Division*, provided in Appendix A:-
 - 1.5 Full-Time Equivalent (FTE) Support Officer posts
 - 0.4 FTE Technical Officer (Environmental Health) post
 - 0.6 FTE Commercial Services / EHO Post
 - 0.6 FTE Temporary Animal Health Officer post
 - 0.5 FTE Fair Trading Officer (animal health) post
 - 0.5 FTE Trading Standards Officer post
2. To receive a report in six months' time reviewing the new structure.

REASONS:

The deletion of posts is necessary to deliver the budget savings identified in the mandate.

RESOURCE IMPLICATIONS:

- The proposed staffing changes are estimated to deliver recurring budget savings of £140,671.
- Of the 4.1 FTE total, 2.6 FTE's are deleted via voluntary reduction in hours, and deletion of one temporary and one vacant post. The remaining 1.5 FTE's would be redeployed or, where opportunities are not available, made redundant. The costs of any potential redundancies are not known at this stage but, if incurred, such costs would be met by the service if achievable.

CONSULTEES:

SLT

Cabinet Members

Chairs of Select Committee

Head of Legal Services

Initial staff consultation ran from 22nd January to 19th February 2014.

CABINET MEMBERS PRESENT:

G.C. Burrows, P.A. Fox, R.J.W. Greenland, E.J. Hackett Pain, P.A.D. Hobson, G. Howard, S.B. Jones, P. Murphy.

OTHER ELECTED MEMBERS PRESENT:

D. Batrouni, D. Blakebrough, D. Evans, S.G.M. Howarth, J.L. Prosser, P. Watts.

INTEREST DECLARED:

Nil.

AUTHORS:

Graham Perry, Public Protection Manager / David H Jones, Head of Regulatory Services

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**CABINET
DECISION RECORDING LOG**

DECISION DETERMINED ON: 5TH MARCH 2014

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(Subject to "Call-in" by appropriate Select Committee)

SUBJECT: REVIEW OF POLICIES

DIVISION//WARD AFFECTED: ALL

PURPOSE:

To approve new policies and amendments to existing policies of the council to keep up to date with legislation and employment best practices.

DECISION:

To adopt the following policies:

Agency and Self Employed Workers, Whistleblowing Policy, Code of Conduct Policy, Market Forces Policy.

REASONS:

The review and update of the council's policies is essential in order to ensure continued compliance with legislation and to assist the council and its employees to work efficiently and effectively. All of the policies set out have been consulted upon with staff representatives from the Trades Unions at the Councils Joint Consultative Committee.

RESOURCE IMPLICATIONS:

None arising from the introduction of the policies identified.

CONSULTEES:

JAG, SLT.

CABINET MEMBERS PRESENT:

G.C. Burrows, P.A. Fox, R.J.W. Greenland, E.J. Hackett Pain, P.A.D. Hobson, G. Howard, S.B. Jones, P. Murphy.

OTHER ELECTED MEMBERS PRESENT:

D. Batrouni, D. Blakebrough, D. Evans, S.G.M. Howarth, J.L. Prosser, P. Watts.

INTEREST DECLARED:

Nil.

AUTHOR:

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**CABINET
DECISION RECORDING LOG**

DECISION DETERMINED ON: 5TH MARCH 2014

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(Subject to "Call-in" by appropriate Select Committee)

SUBJECT: CEO RESTRUCTURE

DIVISION//WARD AFFECTED: NONE

PURPOSE:

To seek approval to the proposed restructure of the elections and democratic services functions currently operating in the council.

DECISION:

To approve the restructure as outlined in diagram 2 of the report.

REASONS:

To provide an improved democracy function with reduced budget resources.

RESOURCE IMPLICATIONS:

The proposed restructure will deliver financial savings of £ 83,000. The restructure will be implemented following the councils protection of employment policy.

The Savings are generated as outlined below:-

	£
Reduction in Chauffeur hours	5,944
DSO	28,254
P/T DSO	14,127
Admin Ass P/T	15,012
Elections Manager	45,362
Elections Ass P/T	<u>11,049</u>
Total Savings from deleted posts	119,748
Additions	
Senior DSO	<u>-36,565</u>
Net Savings	83,183

CONSULTEES:

Union, HR, SLT, Employees affected by the Proposals, Finance.

CABINET MEMBERS PRESENT:

G.C. Burrows, P.A. Fox, R.J.W. Greenland, E.J. Hackett Pain, P.A.D. Hobson, G. Howard, S.B. Jones, P. Murphy.

OTHER ELECTED MEMBERS PRESENT:

D. Batrouni, D. Blakebrough, D. Evans, S.G.M. Howarth, J.L. Prosser, P. Watts.

INTEREST DECLARED:

Nil.

AUTHOR:

Tracey Harry, Head of Democracy and Regulatory Services

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**CABINET
DECISION RECORDING LOG**

DECISION DETERMINED ON: 5TH MARCH 2014

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(Subject to "Call-in" by appropriate Select Committee)

SUBJECT: 2014/15 EDUCATION AND WELSH CHURCH TRUST FUNDS INVESTMENT AND FUND STRATEGIES

DIVISION//WARD AFFECTED: ALL AUTHORITY

PURPOSE:

To present to Cabinet for approval the 2014/15 Investment and Fund strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2014/15 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.

DECISION:

1. That the proposed Investment and Fund Strategy for 2014/15 for the Monmouthshire Farm School Endowment Trust Fund be approved.
2. That the proposed Investment and Fund Strategy for 2014/15 for the Welsh Church Fund be approved, which as in 2013/14, includes scope for investment in pooled investment funds (Collective investment funds).
3. To delegate responsibility for the execution and administration of treasury management decisions to the Head of Finance (S151 officer) who will act in accordance with the Investment and Funds Strategy.

4. To extend the contract with Arlingclose as treasury advisor to the Welsh Church Act Fund to provide ongoing advice and support on investments from 1st April 2014 until 31st March 2015 in line with the Treasury Management contract for the Council.
5. To approve the 2014/15 grant allocation to Local Authority beneficiaries to the Monmouthshire Welsh Church Act Fund of £130,000 to be distributed in accordance with population shares as per the 2010 Census.

REASONS:

1. To produce an annual Investment and Fund Strategy in order that the Authority fulfills its responsibilities as corporate and sole trustee in order to comply with the Trustee Act 2000.
2. To approve the 2014/15 grant allocation for the Welsh Church Fund, enabling constituent Local Authorities to make qualifying grant allocations under the Welsh Church Fund Trust Scheme.

RESOURCE IMPLICATIONS:

1. The grant allocation to beneficiaries of the Welsh Church Fund is set in the context of the fund balance being maintained over the long term. It is funded through net income generated through investment returns.
2. The appointment of a dedicated treasury advisor to the Welsh Church Fund will be an ongoing annual charge against the Fund. However, in light of the revised treasury strategy which attracts more treasury risk it is deemed prudent and it is anticipated will be more than outweighed by increased investment returns. The fee negotiated is considered to be competitive and further efficiencies are generated from the Authority dealing with one advisor for its treasury advice.

CONSULTEES:

Strategic Leadership Team
Cabinet Members
Head of Legal Services

CABINET MEMBERS PRESENT:

G.C. Burrows, P.A. Fox, R.J.W. Greenland, E.J. Hackett Pain, P.A.D. Hobson, G. Howard, S.B. Jones, P. Murphy.

OTHER ELECTED MEMBERS PRESENT:

D. Batrouni, D. Blakebrough, D. Evans, S.G.M. Howarth, J.L. Prosser, P. Watts.

INTEREST DECLARED:

County Councillor R.J.W. Greenland declared a personal non prejudicial interest under the Members Code of Conduct as a signatory to an application.

AUTHOR:

Joy Robson - Head of Finance.

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DECISION RECORDING LOG**

DECISION DETERMINED ON: 5TH MARCH 2014

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SUBJECT: REVENUE BUDGET FORECAST STATEMENT 2013/14 MONTH 9

DIVISION//WARD AFFECTED: All Authority

PURPOSE:

To provide Members with information on the forecast outturn position of the Authority at the end of month 9 for the 2013/14 financial year.

DECISION:

1. That Chief Officers take appropriate action to address the over spends in their service areas.
2. That the information contained within the report is noted.

REASONS:

To improve budget monitoring and forecasting information being provided to Senior Officers and Members.

RESOURCE IMPLICATIONS:

None.

CONSULTEES:

Strategic Leadership Team
All Cabinet Members
All Select Committee Chairman
Head of Legal Services
Head of Finance

CABINET MEMBERS PRESENT:

G.C. Burrows, P.A. Fox, R.J.W. Greenland, E.J. Hackett Pain, P.A.D. Hobson, G. Howard, S.B. Jones, P. Murphy.

OTHER ELECTED MEMBERS PRESENT:

D. Batrouni, D. Blakebrough, D. Evans, S.G.M. Howarth, J.L. Prosser, P. Watts.

INTEREST DECLARED:

Nil.

AUTHORS:

Joy Robson – Head of Finance / Mark Howcroft – Assistant Head of Finance

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**CABINET
DECISION RECORDING LOG**

DECISION DETERMINED ON: 5TH MARCH 2014

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SUBJECT: CORPORATE PARENTING – IMPROVING OPPORTUNITIES FOR LOOKED AFTER CHILDREN AND CARE LEAVERS

DIVISION//WARD AFFECTED: ALL

PURPOSE:

1. To seek agreement to implement several new initiatives to improve the employment opportunities for looked after children and care leavers.
2. To seek agreement to form a Children in Care Council to enable the participation of looked after children and care leavers in service development and improvements.

DECISION:

1. To endorse a commitment by the Council:
 - 1.1 That every looked after child or care leaver is entitled to a two week work experience placement in the department of their choice.
 - 1.2 That the Council will provide a minimum of three apprenticeships a year for looked after children or care leavers.
 - 1.3 To require providers with whom it contracts to offer work experience opportunities and apprenticeships for looked after children and care leavers.
 - 1.4 To offer a guaranteed interview to any looked after child or care leaver who applies and demonstrates that they meet the essential criteria for a vacant post.
2. To agree that a Children in Care Council is established and that an apprenticeship post is created for a looked after child or care leaver to lead and develop the Children in Care Council.

REASONS:

1. As Corporate Parents the Local Authority is in the unique position of being able to offer a wide range of work experience and employment opportunities within the “family firm” which can give young people a route into work that would not otherwise be available to them.
2. The positive impact of being employed on health and well-being are well established.
3. Recruiting and employing a looked after child or care leaver to lead and develop the Children in Care Council provides a training opportunity for a young person as well as offering the most effective way of engaging with children in care and care leavers.

RESOURCE IMPLICATIONS:

1. The costs of implementing recommendations within paragraph 2.1 can be met from within current services and relies upon a commitment from across the Council to deliver. This would be monitored by the Corporate Parenting Panel.
2. The costs of employing an apprentice are relatively low and would require approximately £10,000 per annum in salary and on-costs. The cost of training an apprentice can be met from external funding sources and any support costs can be met from within the Authority via the Training Unit and Children’s Services. As a corporate priority the additional funding required will be funded from the additional resources allocated to Childrens Services for 2014/15.

CONSULTEES:

Senior Management Team, Senior Leadership Team.

CABINET MEMBERS PRESENT:

G.C. Burrows, P.A. Fox, R.J.W. Greenland, E.J. Hacket Pain, P.A.D. Hobson, G. Howard, S.B. Jones, P. Murphy.

OTHER ELECTED MEMBERS PRESENT:

D. Batrouni, D. Blakebrough, D. Evans, S.G.M. Howarth, P. Watts.

INTEREST DECLARED: Nil.

AUTHOR:

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**CABINET
DECISION RECORDING LOG**

DECISION DETERMINED ON: 5TH MARCH 2014

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SUBJECT: CALDICOT CASTLE COUNTRY PARK RESTRUCTURE

DIVISION//WARD AFFECTED: CALDICOT CASTLE

PURPOSE:

To outline proposed changes to the staffing structure at Caldicot Castle Country Park required to achieve a sustainable long term business footing, as set out in the detailed business case as considered by Economy & Development Select and approved by Cabinet on 12 February 2014.

DECISION:

To approve the proposed restructure of staffing at Caldicot Castle Country Park.

REASONS:

To implement the approved project mandate and deliver the necessary savings.

RESOURCE IMPLICATIONS:

The proposed restructure will save approximately £40,000 in staffing costs thereby contributing to the overall savings required. Redundancy costs are likely to arise from the restructure.

CONSULTEES:

Union, Staff, HR, Cabinet; Corporate Management Team.

CABINET MEMBERS PRESENT:

G.C. Burrows, P.A. Fox, R.J.W. Greenland, E.J. Hackett Pain, P.A.D. Hobson, G. Howard, S.B. Jones, P. Murphy.

OTHER ELECTED MEMBERS PRESENT:

D. Batrouni, D. Blakebrough, D. Evans, S.G.M. Howarth, P. Watts.

INTEREST DECLARED:

Nil.

AUTHOR:

Matthew Lewis, Countryside Manager

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**CABINET
DECISION RECORDING LOG**

DECISION DETERMINED ON: 5TH MARCH 2014

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(Subject to "Call-in" by appropriate Select Committee)

SUBJECT: CMC²- APPOINTMENT OF NEW NON-EXECUTIVE DIRECTORS TO THE BOARD

DIVISION//WARD AFFECTED: ALL

PURPOSE:

To report the appointment of three new Non-Executive Directors to the CMC² Board.

DECISION:

To note the appointment of Delyth Harris, Claire Morgan and Jason Smith as Directors of the CMC² Board.

REASONS:

In a relatively short trading period CMC² has demonstrated not only an ability to generate income but also an ability to add value to existing MCC services whilst deriving a mutual benefit for Monmouthshire communities. CMC² is an innovative organisation and innovation is the key to unlocking the future by recognising new mechanisms for service delivery which will alleviate the pressure on precious MCC resources. Part of this activity includes the need to appoint new Non-Executive Directors who can offer new skills to the CMC² Board.

RESOURCE IMPLICATIONS:

As the Directors are currently voluntary and receive no remuneration other than payment of reasonable expenses there are no resource implications associated with these appointments.

CONSULTEES:

Cabinet Members, Leadership Team, Monitoring Officer, CMC² Board.

CABINET MEMBERS PRESENT:

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

OTHER ELECTED MEMBERS PRESENT:

D. Batrouni, D. Blakebrough, S.G.M. Howarth.

INTEREST DECLARED:

Nil.

AUTHORS:

Peter Davies, Head of Commercial and People Development

Cath Fallon, Deputy CEO, CMC²

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**CABINET
DECISION RECORDING LOG**

DECISION DETERMINED ON: 5TH MARCH 2014

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(Subject to "Call-in" by appropriate Select Committee)

SUBJECT: CHARGING FOR PRE-APPLICATION PLANNING ADVICE

DIVISION//WARD AFFECTED: ALL

PURPOSE:

To provide Cabinet with details of the proposal to initiate a formal Pre-Application Planning Advice service for which there will be a charge to customers to enable the costs incurred in providing this service to be recovered.

DECISION:

To approve the commencement of the proposed Pre-Application Planning Advice Service as outlined within the report.

REASONS:

A pre-application advice service is currently provided free of charge however this is an informal service and is ad hoc in nature. The current service is valued by our customers but is not always provided in the most efficient or effective way.

The Welsh Government advocates the use of pre-application discussions as being beneficial to the planning process as well as promoting that Councils recover their costs for the service.

RESOURCE IMPLICATIONS:

The projected income likely to be generated through the Pre-Application advice service has been calculated by collating evidence of the advice officers currently offer, and by differentiating between the differing levels of advice provided. The projected income likely to be created is calculated to be around £49,000 per annum. There will be recharges to other Council services such as Highways and Countryside for their input in charging levels 2 and 3. The service will be continually reviewed to assess whether any implications arise or changes need to be made.

CONSULTEES:

Highways; Countryside; Development Control Staff; Finance; Legal; Building Control; Development Plans; Tim McDermott, Shirley Wiggam.

CABINET MEMBERS PRESENT:

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

OTHER ELECTED MEMBERS PRESENT:

D. Batrouni, D. Blakebrough, S.G.M. Howarth.

INTEREST DECLARED:

Nil.

AUTHOR:

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**CABINET
DECISION RECORDING LOG**

DECISION DETERMINED ON: 5TH MARCH 2014

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SUBJECT: PROTECTION OF EMPLOYMENT POLICY FOR SCHOOL BASED EMPLOYEES

DIVISION//WARD AFFECTED: ALL

PURPOSE:

To introduce the revised Protection of Employment Policy for schools based employees. The Policy offers revised and up to date guidance on the application of redundancy procedures in schools and provides specifically a revised template and guidance document in relation to the criteria for selection of teachers for redundancy.

DECISION:

That the revised Protection of Employment Policy be accepted and commended to governing bodies for adoption as soon as possible.

REASONS:

In the current financial climate, it is important to ensure that the Protection of Employment policy for schools is as robust as possible and that it:

- reflects changes that are made on a corporate basis,

- seeks to encourage all governing bodies to actively take responsibility for ensuring that every measure possible is taken to ensure the continuity of employment of existing staff and avoid the need for redundancy payments to be made.
- provides relevant, clear and up to date guidance to governing bodies on the effective implementation of a redundancy procedure

RESOURCE IMPLICATIONS:

For 2014/15, a budget of £300,000 has been identified to meet costs of redundancies in schools. Any costs in excess of this will be met by the ISB.

CONSULTEES:

All recognised trade unions
Head teachers
JAG

CABINET MEMBERS PRESENT:

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

OTHER ELECTED MEMBERS PRESENT:

D. Batrouni, D. Blakebrough, S.G.M. Howarth.

INTEREST DECLARED:

Nil.

AUTHOR:

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The press and public were excluded from the meeting during consideration of this item of business in accordance with Section 100A of the Local Government Act 1972 on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 12 of Part 4 of Schedule 12A to the Act.

SUBJECT: STAFFING MATTER

DIVISION//WARD AFFECTED: ALL

PURPOSE:

To agree the payment of redundancy to a Monmouthshire employee, the details of which are contained within the exempt report.

DECISION:

That the redundancy costs outlined within the report are met from the Redundancy and Pensions reserve.

REASONS:

To agree a redundancy payment for an employee.

RESOURCE IMPLICATIONS:

In line with Policy, redeployment will be sought for this individual however, if redeployment is not secured, the resultant redundancy costs outlined within the exempt report will be met.

CONSULTEES:

Cabinet Members, Senior Leadership Team, Unison Branch Secretary.

CABINET MEMBERS PRESENT:

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

OTHER ELECTED MEMBERS PRESENT:

D. Batrouni, D. Blakebrough, S.G.M. Howarth..

INTEREST DECLARED:

Nil.

AUTHOR:

Joy Robson, Head of Finance

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