

County Hall
Rhadyr
Usk
NP15 1GA

17th January 2014

Notice of Meeting:

Strong Communities Select Committee

Thursday 23rd January 2014 at 10.00am*
Steve Greenslade Conference Room
County Hall, Usk, NP15 1GA

* There will be a pre meeting for Committee Members in the Conference Room at 9.30am

AGENDA

Item No	Item
PART A – SCRUTINY OF CRIME AND DISORDER MATTERS	
No matters to discuss.	
PART B – STRONG COMMUNITIES SELECT COMMITTEE	
1.	Apologies for absence.
2.	Declarations of Interest.
3.	Public Open Forum.
4.	To confirm and sign the minutes of the Strong Communities Select Committee held on: <ul style="list-style-type: none">i. Monday 25th November 2013 – Special Meetingii. Thursday 28th November 2013iii. Thursday 5th December 2013 – Special Meeting
5.	Pre-decision scrutiny of a policy that promotes ‘Pollinator friendly habitats’ on Monmouthshire County Council owned land (copy attached)

6.	On-going scrutiny of the subsidy of Town and Community Councils to provide public conveniences (report attached)
7.	Pre-decision scrutiny of the individual Cabinet Member decision: Replacement of the 65 bus service from Chepstow to Monmouth with a community transport bus service operated by the Passenger Transport Unit (report attached)
8.	Pre-decision scrutiny of the Authority's street naming and numbering policy (copy attached)
9.	To scrutinise the following reports from the Head of Finance: i. Revenue Budget Forecast Statement 2013/14 Month 6 ii. Capital Programme 2013/14 Month 8 Forecast Outturn Statement
10.	Work Programming: i. Strong Communities Select Committee Work Programme 2013 –14 ii. Cabinet Forward Work Planner
11.	To confirm the date and time of the next meeting of Strong Communities Select Committee: <ul style="list-style-type: none">• Thursday 6th March 2014 at 10am

Paul Matthews

Chief Executive

Strong Communities Select Committee Membership

Councillors: A. Easson
R. Edwards
M. Hickman
S.G.M. Howarth
D. Jones
M. Powell
V.E. Smith
K. Williams
A.E. Webb
S. White
A. Wintle

Connecting with people

Our outcomes

The Council has agreed five whole population outcomes. These are *People in Monmouthshire will:*

- Live safely and are protected from harm
- Live healthy and fulfilled lives
- Benefit from education, training and skills development
- Benefit from an economy which is prosperous and supports enterprise and sustainable growth
- Benefit from an environment that is diverse, vibrant and sustainable

Our priorities

- Schools
- Protection of vulnerable people
- Supporting enterprise, job creation and entrepreneurship

Values

- * **Openness:** we aspire to be open and honest to develop trusting relationships.
- * **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- * **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- * **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the Special Strong Communities Select Committee held at
County Hall, Usk on Monday 25th November 2013 at 10.00am**

PRESENT: County Councillor S.G.M. Howarth (Chairman)

County Councillors: A. Easson, M. Hickman, V. E. Smith, S. White and
A. Wintle.

Also Present:

County Councillor R. J. W. Greenland - Cabinet Member for Innovation,
Enterprise and Leisure

County Councillor R. Harris

County Councillor P. Murphy – Cabinet Member for Resources

OFFICERS IN ATTENDANCE:

Ms J. Anthony	- People Management Adviser
Ms L. Carter	- Technical Officer Recycling
Mr C. Edmunds	- Democratic Services Officer
Mr G. Edmunds	- Cleansing and Waste Manager
Mrs T. Harry	- Head of Democracy and Improvement
Ms S. Hayward	- Programme and Employee Services Lead Officer
Mr R. Hoggins	- Deputy Chief Officer Regeneration and Culture
Miss H Ilett	- Scrutiny Manager
Ms A. Jones	- Libraries, Museums and Arts Manager
Mr David H. Jones	- Head of Community Protection
Mrs R. Jowitt	- Waste Strategy and Resources Manager
Mr T. MacDermott	- Customer Access Manager
Mr J. Robson	- Head of Finance

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors: R. Edwards,
R. Harris, P.A.D. Hobson, D. Jones, M. Powell, K. Williams and A.E.Webb.

2. DECLARATIONS OF INTEREST

Declarations of interest are listed under relevant items.

3. PUBLIC OPEN FORUM

There were no members of the public present.

4. SCRUTINY OF BUDGET MANDATES

**County Councillor Susan White declared a personal interest in the
review of grant funding for third party providers pursuant to the**

Members Code of Conduct in that she was a Trustee of the Monmouth Branch of the Citizen's Advice Bureau.

County Councillor Martin Hickman declared a personal interest in the review of grant funding for third party providers pursuant to the Members Code of Conduct in that he was a the Monmouthshire County council member serving on the Board of the Abergavenny and District Branch of the Citizen's Advice Bureau.

County Councillor Roger Harris declared a personal interest in the review of grant funding for third party providers pursuant to the Members Code of Conduct in that he was a Trustee of the Abergavenny and District Branch of the Citizen's Advice Bureau.

County Councillor Alan Wintle declared a personal interest in the review of grant funding for third party providers pursuant to the Members Code of Conduct in that he was a the Monmouthshire County Council representative the Gwent Association of Voluntary Organisations and the Board of the Monmouth Branch of the Citizen's Advice Bureau.

4 (i) – REVIEW OF GRANT FUNDING FOR THIRD PARTY PROVIDERS

Consideration was given to business case relating to this matter which had been prepared by the Head of Community Protection and the Assistant Head of Finance (Central Finance). The main issues arising from this document were:

- To meet the Authority's significant financial challenges in 2014/15 and beyond, all services needed to be thoroughly analysed to ensure best use of diminishing resources. The existing non-supported expenditure grants to third party providers was identified in the Council's Medium Term Financial Plan (MTFP) as a potential saving.
- The saving target for 'grants review' in 2014/15 was £200,000 and the target for 2015/16 was £300,000. In line with next year's target, £100,000 would be found from a review of Social Care & Health contracted services with voluntary providers. The remaining £100,000 would be need to be found from a limited resource (outside Social Care and Housing) of £175,030. In putting forward this idea, it was recognised that current recipients of the £175,030 funding were providing valued services and consideration would therefore have to be given to how best these services could be sustained and supported in future years.
- In line with the need for the above savings, 5 options had been drawn up, as follows:
 - Option 1** - To effectively end all grants to third party organisations;
 - Option 2** - To adopt a proportionate approach to grants and require grant applicants to re-apply for support which would then be allocated on the basis of the reduced grant sources available;
 - Option 3** – To convert grants in full or part to loans which would be

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<p>repaid by recipients over an extended timescale (e.g.3 years); Option 4 – To revise the level of savings required from this grant funding mandate in the light of revised grant resources; Option 5 – To undertake a community rent relief review as a supplement to one or more of the above options.</p> <ul style="list-style-type: none"> • The business case recommended that Option 2 should be the preferred option and that Option 3 should also be pursued in 2014/15, alongside the pursuit of potential savings through Option 5. <p>The following points arose from discussion of this business case:</p> <ul style="list-style-type: none"> ➤ it was noted that the Gwent Association of Voluntary Organisations (GAVO) used grant support to draw in match funding. It was also highlighted that there was no statutory obligation for the County Council to provide grant support for bodies such as Gwent Scouts, Gwent Young Farmers, Gwent Young People’s Theatre, Dance Blast and the “Night Out” Scheme. ➤ It was questioned why the County Council appeared to be acting as a “Middle Man” for funding for GAVO and it was noted that the Head of the Strategic Partnerships Leadership Scheme was examining the outcome of such funding. ➤ It was highlighted that, whilst GAVO was undertaking valuable work encouraging and supporting volunteer activity across Monmouthshire and the organisation undertook a considerable amount of fundraising activity, it was not clear to what extent other local authorities in Gwent were supporting this organisation. ➤ County Councillor Easson asked for clarification on how community rent relief was calculated and an undertaking was given to provide him with a written detailed explanation. ➤ Attention was drawn to the impact of grant support for each organisation, such as the county wide youth activities provided by “Dance Blast”. ➤ Attention was drawn to the question of how reliant community buildings in the Abergavenny area were on grant support and it was noted that a fundamental review of funding for such buildings was underway. ➤ It was also highlighted that a report on the question of transferring all responsibility for Community and Village Halls to communities was being prepared for submission to the County Council in February. ➤ It was suggested that it would be useful to assess the cost of administering grants, including the cost of checking that grant money was properly spent. <p>Agenda Item 4(ii) – Greater Collaboration or Transfer of Services to Other Providers</p> <p>The committee considered the business case and supporting documents prepared by the Deputy Chief Officer for Regeneration and Culture concerning the question of greater collaboration or transfer of services to</p>	<p align="center">WM</p> <p align="center">JR</p>
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other providers, with particular reference to Town and Community Councils. The main issues set down in this document were:

- The pressure upon unitary authority budgets was such that the question of services being sustained and 'localised' by provision through other bodies, such as town and community councils, sports associations and voluntary bodies, was being explored.
- The new arrangements arising from this exercise could mean that a community council, sports association or group of volunteers might wholly provide or assist the County Council in providing a service that might otherwise be at risk of major cutback or closure.
- Each arrangement might be different in makeup and/or operation, depending upon the type and extent of transfer or collaboration involved.
- The detail of transfer or collaboration would be flexible and developed around each service and relationship.
- There were risks and 'issues' associated with such an approach, the most obvious being disparity between Town and Community Councils e.g. if one contributed and the neighbouring council didn't, would the contributing council benefit more than the one who did not? Also, the flexible approach would bring major administrative demands to keep all of the relationships serviced.
- This initiative could be construed as 'double taxation' and taxpayers might not see a direct tax cut arising from this initiative. However, the main objectives of the initiative would be (a) to retain services that might otherwise be under threat of reduction or withdrawal and (b) to offer more local direction and discretion in service provision.
- The extent to which other organisations embraced this initiative would be the subject of presentations, discussions, briefings and negotiations with individual bodies about individual services. It would be demanding upon staff resources to The development of such an initiative would place demands on staff resources and this demand would be ongoing whenever the County Council continued to retain interest in individual services.

The following points were raised during discussion of this business case:

- ❖ Abergavenny Town Council would be discussing these proposals on 26th November 2013.
- ❖ Whilst it was acknowledged that it would be a difficult challenge to sell the proposed concept, every effort would be made to encourage Town and Community Councils to work together and with other organisations to make the concept work.
- ❖ The question of scope for increasing enforcement on issues such as litter control to help reduce costs was raised.

RH

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- ❖ With regard to double taxation, it was emphasised that Town and Community Councils who chose to get involved in collaboration and transfer of services would be doing so to protect services for their communities.
- ❖ There was a need to look at the “Bigger picture” concerning the proposals in the business plan in that there were examples that collaboration between the County Council and Town/Community Councils did not always have the outcomes anticipated e.g. collaboration relating to the provision and installation of road signs prohibiting heavy goods vehicles. However, it was emphasised that the situation arising from on-going severe financial cutbacks was creating a climate of change and there was now a much firmer commitment to making collaboration work from all sides.
- ❖ In terms of more positive collaboration exercises it was highlighted that farmers were able to improve hedge maintenance following relaxation of rules about what types of farm equipment could be taken onto roads. It was also noted that the collaboration evident in respect of Chepstow Tourist Information Centre and adjacent toilets demonstrated that there was scope for collaborative enterprise.
- ❖ It was important that collaborative partnerships should be benefit all the partners involved.

RH

Agenda Item 4(iii) – Chief Executive Officer Efficiencies and Staff Restructuring

Consideration was given to the business case prepared by the Head of Finance and the Deputy Chief Executive for a programme of Efficiencies and Staff Restructuring in relation to Chief Executive Services.

The main points arising from this business case were highlighted as:

- ✓ Targeted efficiency savings of £160k in relation to finance, £100k in terms of Democracy and Elections, £175k with regard to Partnerships and Engagement, £100k relating to Customer Access and £60k in terms of Employee Services.
- ✓ The finance efficiencies embraced (i) a review of the management accountancy function, (ii) implementation of E Revenues with new online facilities for Council Tax and Business Rate collection, (iii) a review of revenues, exchequer and systems, including reduction of contract costs for cash collection and licence costs, (iv) implementation of Web self- service for employees, using an integrated HR and Payroll system and restructuring of the externally funded Social Services training function.
- ✓ The Democracy and Elections efficiencies were based on a restructuring of Member Services, including Elections, Scrutiny and Democratic Services, along with Leader and Chairman support, including not filling vacant posts and the anticipated loss of a further

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post.

- ✓ The Partnerships and Engagement efficiencies centred on restructuring the Partnership and Engagement Team and related functions, with an anticipated reduction of up to 3 posts.
- ✓ The Customer Access efficiencies embraced a review of service delivery and a restructuring exercise involving a staffing reduction, reduced working hours and efficiency savings.

The following points arose from discussion of this business case:

- Concern was expressed that the payments systems were moving to exclusively on-line payments. Accordingly an assurance was given that it was acknowledged that not everyone was able or prepared to make online payments and that a non electronic payment system would remain available for such customers. However, it was emphasised that in the interests of and economy, customers would be encouraged to make online payments, if possible.
- It was highlighted that the business case necessarily included funding for work on preparation of budget proposals and implementation of the final budget decisions.
- The proposals concerning Democracy and Election efficiencies included steps to create a more flexible service, the use of a new and more efficient “in house” system for publishing/ distributing agendas and minutes, along with taking forward the concept of “Paperless Meetings”. However, it was recognised that some members had particular needs and issues relating to this concept and that there had been problems concerning electronic access to some meeting papers which were being pursued.
- An assurance was given that restructuring of the Democratic Services section would uphold member support services.
- It was noted that consultation would have to be undertaken with both staff and trade unions before any new staffing structure proposals could be implemented.
- Whilst work within the Democratic Services Section would be reorganised, the proposals set down in the business case would uphold the continued provision of effective service and support by the section. The only significant change relating to servicing meetings would be a reduction in the frequency of Area Committee meetings.
- With regard to the proposed restructuring of the Partnership Engagement Team, it was highlighted that the retirement of the Deputy Chief Executive had presented an opportunity to put forward changes in responsibilities at a senior level, including consideration of how “Whole place” provision was being handled.

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- In terms of Customer Access, it was noted that 2 posts were currently vacant in this section and it was proposed in the business case that these posts would not be filled and removed from the 2014/15 budget.
- Arising from the information concerning proposals relating to Employee Services, the Head of Finance undertook to provide to members a list of vacant posts within each directorate.
- Attention was drawn to the fact that some vacant posts were deliberately not filled very quickly in order to effect cost efficiencies and it was suggested that there was potential for looking at all vacancies in terms of how they could be used in this way. However, it was emphasised that there was not a bank of unfilled posts and it was unlikely that this would be case for the foreseeable future. The priorities currently having to be faced by managers were to effect cost savings and to redeploy staff whose jobs were under threat rather than create redundancies.

JR

Agenda Item 4(iv) – Libraries and One Stop Shops

The Committee considered the business case proposal for bringing together the services provided by Libraries and One Stop Shops at various locations around Monmouthshire to develop “hubs” in the community to improve services to customers. This business case had been prepared by the Customer Access Manager and the Libraries, Museums and Arts Manager, who jointly presented the document and supporting papers to the committee.

The main issues arising from the business case were:

- There was an increasing use of web/email and telephone contact to the local authority and the County Council needed to maintain responses through these channels. However, the Council was also committed to preserving face to face contact for residents. Consequently, there was a need to consider the range of resources and services which deliver this contact and to review the potential efficiencies of a more integrated approach. Such consideration would include opportunity to look at how Council buildings could be used to increase efficiencies and economies of scale, whilst also saving on potential revenue costs and creating potential leasing opportunities. There was also potential to further investigate building rationalisation and to develop a business model for bringing income to the authority via the Council’s current work on staff innovation and idea generation.
- The business case proposal was to work in partnership with Town Teams and other voluntary/statutory organisations to develop “hubs” to improve services to customers. Work would also be undertaken on applying this approach to other service outlets by investigating various models for provision, such as volunteers and community interest companies.

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- The proposed vision was that these “hubs” would become well known in the community and that there would be a “recognised” place to go for help, support and information, where customers would be treated with dignity and respect, as well as receiving a prompt service. To redesign these services it would be necessary to look at the customer journey, as well as what customer needs. The models might well be different for each town and the proposals might change based on the outcomes of staff innovation and idea generation work.
- The high level management review within these proposals would generate savings of £150k and £30k income/efficiency savings from innovation and idea generation.

It was highlighted that, arising from the business case, the following issues would need to be addressed in particular:

- ✓ There needed to be a high level staffing restructure to ensure that sustainable management structures were in place for the future and this structure would need to include the loss of one senior manager and a reduction in the number of library managers by two;
- ✓ The results of a consultancy/SRS report on telephony software would be reported to the Strong Communities Select Committee in the New Year, along with a model for the merger of One Stop Shops and Libraries. It was already clear, however, that there were likely to be different models for each town;
- ✓ It was also clear that current software needed to be changed to enable customer enquiries to be tracked to resolution;
- ✓ Investigation would need to be pursued concerning chip and pin payments, safe locker storage for library books and further automation of booking out and returning library books;
- ✓ New software would be required to facilitate collection of incoming telephone statistics and the development of communication channel shifts;
- ✓ Consultation work would need to be undertaken with local communities to establish views on community expectations relating to library services in addition to those expressed by customers;
- ✓ Investigation was being undertaken concerning new automated services at libraries.

Arising from the business case, it was highlighted that the Welsh Government was currently inviting views on Library Services in preparation for an Inquiry into Public Libraries and a submission was therefore being prepared on behalf of Monmouthshire County Council.

The following points arose from discussion of this business case:

- ❖ Suggestions were raised about looking at other locations for facilities in Caldicot and Monmouth and in response it was emphasised that there was a need to take forward savings proposals quickly. As such, the introduction of further options would delay progress.
- ❖ Arising from the above reference to facilities, it was noted that a

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report on buildings and virtual access would be considered at a meeting of the Economy and Development Committee on 27th November 2013.

- ❖ Concern was expressed about the question of cutting the post of a senior manager.
- ❖ Officers explained that the only way of making the savings this year without building rationalisation (As highlighted in the March 7th report to the Strong Communities Select Committee) was by restructuring the senior managers and library managers, thus protecting the front line staff and making a saving of £150k. Officers also explained that the £130k for the following year could only be met by building rationalisation. Any further loss of staff would detrimentally impact on the service.
- ❖ It was emphasised that there was not yet a definitive way forward on the question of merging One Stop Shops and Libraries.
- ❖ Arising from the question of reducing costs it was suggested that consideration might be given to reintroducing admission charges for Museums and it was noted that this would be a matter for discussion by the Economy and Development Committee. It was also highlighted that the introduction of further economy proposals would require background research and current budget issues needed to be resolved within the next few months.
- ❖ Whilst it was noted that there was a commitment to avoiding redundancies and redeploying staff who were affected by job cuts, concern was expressed that, with so many cutbacks across the Council's services, the opportunity for redeployment was diminishing and consequently it would become difficult to avoid redundancies. In response it was emphasised that consultation was being undertaken on job cuts relating to merging One Stop Shops and Libraries and final decisions were yet to be made.
- ❖ Attention was drawn to the situation concerning the way forward in Abergavenny and it was noted that this matter would be the subject of further discussion in the next few days.
- ❖ It was also noted that there was a need for discussion about a range of public facilities in Abergavenny and that consequently an accommodation report would be prepared for consideration in January 2014.
- ❖ It was acknowledged that different solutions to the way forward on Libraries and One Stop shops would be required in each of the main locations around the County and that difficult decisions would have to be made.
- ❖ With regard to Library facilities in smaller communities, it was noted that the question of a community model for Gilwern Library would need to be explored and that the potential for a sustainable long term solution for the facility was being explored.
- ❖ It was also noted that David Davies MP was in correspondence with the Assembly Government's Finance Minister about the impact of the proposed Local Government Financial Settlement on the future of library services in rural communities.
- ❖ Reference was made to the Williams Report on the future of Local

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Government in Wales and concern was expressed that, if Monmouthshire was merged with neighbouring local authorities, the future of smaller services, such as libraries in rural areas would be under threat.

Agenda Item 4(v) – Recycling and Waste Management

Consideration was given to the business case proposal concerning recycling and waste becoming a cost neutral service. The proposal was prepared jointly by Waste Strategy and Resources Manager and the Cleansing and Waste Manager.

The proposals contained in this document were highlighted as:

- To increase the annual charge for a garden waste permit and bag for 2014/15 to £10, which would generate an extra income of £40k for this service;
- To secure a better procurement arrangement for 2014/15 for the supply of food waste caddy liners, recycling sacks, grey refuse bags and other waste bags, which would deliver £20k savings.

The business case also explored proposals for 2015 and beyond in the following terms:

- ❖ MCC had invested in route optimisation software to allow for more sophisticated modelling of routes, use of crews and vehicles. As a result of waste changes introduced in 2013-14, residual waste and total organic waste at kerbside had reduced and dry recycling had increased. In the light of this situation, it was estimated that up to 2 vehicles/crews would no longer be required, which would generate savings totalling £250k, subject to modelling and scenario planning in 2014-15, so that the savings could be achieved in 2015-16
- ❖ It was also estimated that £40k could be saved by reducing expenditure on professional fees between 2015-2017, by continuing to use in house technical and project management staff to reduce expenditure on consultants.

In considering these longer term proposals, it has highlighted to members that A Recycling Review entitled “Cost Neutral Waste Service “ was underway and that the report on the outcome of that review was due in Spring/Summer 2014, which might impact on the actual level of predicted level of long term savings.

The following comments were raised during discussion of this business case:

- It would be useful to establish how many households held multiple recycling bags and where those household were located, to help inform work on promoting recycling. Unfortunately, it was not possible to obtain such information at present.

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| <ul style="list-style-type: none">• There would be no significant savings benefit from ordering smaller bags, even though few bags which were put out for collection were full.• It was suggested that the scope for yellow bag waste being processed to create energy should be explored.• It was noted that take up of use of food waste caddies had now reached 75%.• It was highlighted that double bagging of waste bags was being discouraged because it did not help recycling work and it was important that this should be emphasised to the public.• It was also highlighted that the public should be encouraged to compost peelings.• There had been no change in regulations in the UK regarding pig-swill and DEFRA remained opposed to any such change because of the dangers of such activities in terms of foot and mouth disease.• It was noted that Monmouthshire County Council was currently the top waste recycling local authority in Wales. | |
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The meeting closed at 1.20pm

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the Strong Communities Select Committee held at
County Hall, Usk on Thursday 28th November 2013 at 10.00am**

PRESENT: County Councillor S.G.M. Howarth (Chairman)

County Councillors: A. Easson, M. Hickman, D. Jones, M. Powell,
V. E. Smith, S. White and A. Wintle.

Also Present:

County Councillor D. Blakebrough

County Councillor D. Edwards

County Councillor P. Fox - (Leader) Cabinet Member with responsibility for
Organisational Development

County Councillor R. J. C. Hayward

County Councillor P. A. D. Hobson (Deputy Leader) Cabinet Member with
responsibility for Community Development

County Councillor B. Jones - Cabinet Member with responsibility for County
Operations

Representing Abergavenny Community Trust:

Ms Marion Pearse and Mr Laury Jones

OFFICERS IN ATTENDANCE:

Mrs K Beirne	- Chief Officer for Regeneration and Culture
Mr C. Edmunds	- Democratic Services Officer
Mr G. Edmunds	- Cleansing and Waste Manager
Ms D Hill – Howells	- Estates Manager, Estates and Sustainability
Mr M Howcroft	- Assistant Head of Finance (Central Finance)
Mr R D Jones	- Improvement Support Officer
Mrs R Jowitt	- Waste Strategy and Resources Manager
Mr A Wallen	- SWTRA and Street Light Manager
Mr R Webb	- Communications Manager

PART A – SCRUTINY OF CRIME AND DISORDER MATTERS

No matters were raised under this heading.

PART B – STRONG COMMUNITIES SELECT COMMITTEE

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors: R. Edwards,
K. Williams and A.E.Webb.

2. DECLARATIONS OF INTEREST

Declarations of interest are listed under relevant items.

3. EXCLUSION OF PRESS AND PUBLIC

Consideration was given to the question of excluding the press and public from discussion of the following Call-In item in accordance with Section 100A of the Local Government Act 1972 on the grounds that the item involved the likely disclosure of exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Act.

County Councillor Easson expressed the view that the exclusion of the press and public was not necessary because he did not believe there was anything in the exempt papers which were submitted as background to this item which should not be discussed in open session.

In response, the Chief Officer for Regeneration and Culture highlighted that the exempt documents included the Business Plan submitted by Abergavenny Community Trust for redeveloping the Park Road School Building as a Centre for Wellbeing and Learning Excellence and a Social Hub including a Child's Nursery and facilities for Community Arts. As such, the Business Plan contained information which was commercially sensitive. In particular, there was a need for due diligence concerning information relating to anticipated costs which would be used as background to tendering procedures relating to certain aspects of the project.

The Leader of the Council emphasised that the exempt documents which had been circulated to members of the Committee under confidential cover had been submitted to several other committees during the process of considering the project and the exemption had not been challenged at any of those meetings.

Bearing in mind the points now raised, it was duly resolved that the Press and Public should be excluded from discussion on the following Call-In item, in accordance with Section 100A of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A to the Act.

4. CALL IN: PARK STREET SCHOOL - HEALTH AND SAFETY WORKS

County Councillor Douglas Edwards declared a personal interest in this item in line with paragraphs 10,11 and 12 of the Members Code of Conduct as set down in the Local Government Act 2000, in that he was a member of the Abergavenny Community Trust.

Before proceeding with discussion, the Chairman questioned whether the documents before the committee were up to date in that he understood that there had been changes in the officers of the Abergavenny Community Trust since the Business Plan relating to Park Street School had been published in May 2012. It was also questioned whether the detail of the plan need to be updated. In response members were informed by the Chief

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Officer for Regeneration and Culture that it was not unusual for officers of organisations to change and that such changes had to be registered with Companies House, as was the case for the Abergavenny Community Trust. With regard to updating the Business Plan, it was highlighted that the Trust had prepared a revised description for the Park Street School Project in July 2013 and that this document was included with the exempt documents before the committee, which had been submitted to Cabinet on 6th November 2013.

The Chairman then informed members that a Call-In request had been received in respect of a decision made by Cabinet Member on 6th November 2013 regarding Park Street School and Health and Safety Works.

We were reminded members that the Call-in process was set out within the County Council's Constitution and the purpose of the Call- in now before the committee was to consider the appropriateness of a decision that had already been taken by the Council's Executive.

Members were also advised that, in accordance with the procedure, there were three options open to them concerning the Call - in, which were:

1. To accept the Cabinet's decision;
2. To refer the matter back to Cabinet for re-consideration (with reasons)
3. To refer the matter to Council for consideration.

As background to consideration, the following documents were submitted to the committee;

- A copy of the Call-in request
- A copy of the Decision Log and Cabinet Report dated 6th November 2013
- Exempt background documents relating to this matter considered by Cabinet on 6th November
- Details of the Call-in Mechanism

With regard to the Call-in request, it was highlighted that the Call-in related to the following decisions made by the Cabinet on 6th November 2013:

- (1)To agree to vary the Property Maintenance Capital Programme by viring funding from the Schools Kitchen Budget to undertake the required Fire Safety Works at Park Street;***
- (2)That the lease to ACT is completed as soon as possible.***

The reasons for the request were listed as :

“The uncertainty of the viability of the Park Street School project means that the viring of the funding from the schools kitchen maintenance budget is an unjustifiable risk.

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Following on from this information, the members who had submitted the Call-in request were invited address the committee on the reasons for calling in the Cabinet decision.

County Councillor Blakebrough explained that she welcomed the exciting and ambitious project for the future use of the Park Street School building and supported the sentiment of the business plan. However, in spite of her enthusiasm for the project, she was concerned about its' viability because there was now a climate of cuts in public expenditure and there was pressure to keep costs low. Councillor Blakebrough was also concerned that money had been vired from the Schools Maintenance Capital Programme.

County Councillor Hayward contended that there was a need to be clear about the question of supporting the project and he felt that the business case was aspirational, relying on a considerable amount of money coming in and involving the employment of some staff. He also suggested that the Council should look beyond supporting this as a project for a community building and that there was a need to establish that the project was backed by a clear budget, which could provide long term financial support and uphold funding for staffing needs at the site.

County Councillor Wintle expressed support for the points raised by County Councillors Blakebrough and Hayward, particularly in terms of concern about taking money from the Schools Kitchen Maintenance Budget and the potential cost implications for the County Council if the Community Trust project went wrong. Consequently, he suggested that it might be more appropriate for the Community Trust to take on the building as it was, bearing in mind that the County Council was struggling to reduce its' expenditure budget. He also highlighted that there appeared to be a lot of questions to be resolved about the project, including the need to secure grant support.

County Councillor Howarth echoed the concerns raised by County Councillor Blakebrough, Hayward and Wintle about the Cabinet decision to vire funds for Health and Safety Works at the Park Street School site and the financial viability of the Community Trust Project.

The following points were raised in response to the issues raised by members who had submitted the call in request:

- ❖ The proposals put forward by the Community Trust were acceptable in terms of Community Development and the focus of the call-in was to question the viring funding to enable Health and Safety works, rather than to challenge the viability of the project;
- ❖ The Council had made a clear decision to support this project and the decision to vire money was fundamentally about ensuring the project was Health and Safety compliant;
- ❖ The money for the virement would not disadvantage the Schools Budget because it was being taken from within the County Council's

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general maintenance regime, which included maintenance for school kitchens;

- ❖ It was questioned why the Health and Safety issue had not been raised at the time when the project was initially discussed and concerns were raised about the lack of progress on obtaining grant support.
- ❖ In response it was highlighted that the Health and Safety issue relating to the kitchen had only recently emerged as preparations for the lease of the property were being taken forward and the County Council had a legal obligation to ensure that its' properties were Health and Safety compliant, hence the necessity for the virement.
- ❖ It was highlighted that, if the ACT project did not succeed, the expenditure on Health and Safety compliance would not be wasted because such compliance would make the property more marketable.
- ❖ It was also highlighted that the project had attracted support from a number of organisations, including Abergavenny Town Council and a playgroup which was keen to make a regular commitment to using the proposed community facilities at the Park Road School site.
- ❖ Arising from concern about the viability of the project, attention was drawn to the success of a similar community facility projects at Drybridge House Monmouth and the Drill Hall, Chepstow, which had had attracted grant support and had succeeded.

County Councillor Susan White declared a personal interest in relation to this topic of discussion in line with paragraphs 10,11 and 12 of the Members Code of Conduct as set down in the Local Government Act 2000, as a trustee of Drybridge House, Monmouth.

- ❖ Reference was also made to the fact that grant aid for such projects did not tend to emerge until a lease arrangement was in place.
- ❖ Looking to the long term, members were informed that the Monmouthshire enterprise would be working with the Abergavenny Community Trust on "whole place" planning to attract appropriate grant support for the Park Street School project.
- ❖ In spite of the information which emerged from this discussion, the members who had requested the call-in remained concerned about the viability of the project, particularly in terms of the fact that the project had not moved forward and a lease had not been signed, in spite of the original business plan being submitted to the County Council eighteen months ago.
- ❖ In rounding off discussion, attention was drawn to the fact that there were already a significant number of buildings in Abergavenny set aside for community activities.

At the conclusion of discussion it was proposed by County Councillor A. Easson and seconded by County Councillor A. Wintle that the decisions made by the Cabinet on 6th November 2013 concerning the Park Street School Project as detailed above be referred to the full council for consideration.

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It was then proposed as an amendment by County Councillor V. E. Smith and seconded by County Councillor M. Powell that the decisions made by the Cabinet on 6th November 2013 concerning the Park Street School Project be accepted.

On being put to the vote 4 votes were registered in favour of the amendment and 4 votes were registered against. Accordingly, the Chairman exercised his casting vote against the amendment and the amendment was therefore lost.

Voting was then undertaken on the motion to refer the matter to the Council for consideration and 4 votes were registered in favour and 4 votes against. Accordingly, the Chairman exercised his casting vote in favour of the motion and the motion was duly carried.

ET/HI

5. PUBLIC OPEN FORUM

There were no members of the public present.

6. CONFIRMATION OF MINUTES

The minutes of the meeting of the Select Committee held on 17th October 2013 and the Special Meeting held on 8th November 2013 were confirmed and signed by the Chairman.

Arising from item 7 in the minutes dated 17th October 2013, concerning an update on the Public Conveniences Report, it was noted that a further update report would be submitted to the Select Committee on 23rd January 2014.

VS

With regard to item 4(iii) in the minutes dated 8th November 2013, concerning scrutiny of the Budget Mandate relating to Highways Operations and Traffic Management, it was noted that an order for the supply of a "Patch Planer" to repair holes in road surfaces would be placed shortly and that, as requested, photographs of this equipment would be forwarded to members.

RH

7. IMPLEMENTATION OF 2013-14 SAVINGS INITIATIVES

Consideration was given to a report on work so far done to implement Savings agreed as part of the 2013/14 budget prepared by the Deputy Chief Officer, Regeneration and Culture and the Waste Strategy and Resources Manager.

Arising from this report, the committee noted the following information:

- Work on implementation of the Highways, Waste and Street Systems Review was on-going and the forecast value of saving at month 6 was £90k of the targeted 120k. However, preparations for the introduction of the "Connected Worker", hand held information

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exchange terminals for front line staff were yet to be completed. It was also noted that the restructure of staffing arising from this Review had yet to be implemented, but would be incorporated within the wider Regeneration and Culture proposals to be submitted to the County Council in the New Year;

- It was anticipated that the £143k savings from income generation amongst various traded services, grounds, trunk roads etc would be achieved;
- Work on reducing costs and increasing income in relation to the Public Transport Unit was in progress and it was anticipated that the targeted £75k savings would be achieved;
- The targeted £150k savings relating to fleet acquisition, utilisation and radical efficiency had been achieved;
- The contract for dry recycling was under review, as requested, so that the targeted savings of £135k could be achieved and the recycling processor was now tied into current contract rates;
- Early indications suggested that the targeted £100k savings on residual waste through reduction in landfill costs and increase in recycling could be delivered. However, the full impact of action being taken to achieve these savings would not be determined until month 9;
- In terms savings and income arising from the introduction of waste charging and the promotion of home and community composting, month 6 figures indicated that £170k had already been achieved and it was anticipated that the £185k target for the year would be achieved;
- The withdrawal of the sexton service at Llanfoist and Chepstow and the provision of a mobile service had achieved te targeted saving of £30k;
- The targeted savings of £25k in the cost of out of hours services had been achieved;
- The introduction of a fuel management system to cut fuel consumption by HGVs used by the County Council had achieved the targeted £35k savings.
- Whilst the principle of introducing charging for pest control had been agreed, there was further work to be taken forward via Select Committee and Cabinet concerning implementation. Consequently, the targeted savings of £45k would not be achieved for the current year, but would be achievable in 2014/15. In the meantime it was estimated that a saving of £10k might be achievable by the end of the current financial year.

In addition to this information, the following points were raised by members:

- ❖ There was a pressing need to fully implement the “Connected Worker” communication system, particularly in terms of the significant number of street lights which were not working.

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<p><i>(Following on from the meeting, the SWTRA and Street Lighting Manager discussed street lighting issues with Cllr Easson and Cllr Easson indicated that, whilst he was not aware of any current street lighting issues in his area, he would in future report directly any street lighting issues, as and when required)</i></p> <ul style="list-style-type: none"> ❖ Concern was expressed about the time being taken by SRS to make the “Connected Worker”, communication system fully function and it was emphasised that there was now a pressing need for this issue to be addressed. Accordingly it was requested that a progress report on this matter should be submitted to the Select Committee by not later than 6th March 2014. ❖ In terms of staff restructuring arising from the Highways, Waste and Street Scene Systems Review, it was emphasised that there was a need to take this matter forward as soon as possible. Attention was also drawn to the need to encourage cross-working by Highways and Street Scene staff and it was explained that such co-operation had been based on goodwill in the past, but future staffing co-operation would become contractual. ❖ With regard to green waste, it was emphasised that a significant amount of garden waste was compostable and that there was a need to educate the public about this. ❖ It was noted that recycling bins for glass had been withdrawn from recycling sites because the market for such recycling had slumped. ❖ It was also noted that refuse disposal and recycling services for businesses were chargeable and were subject to commercial licencing agreements. ❖ Following on from discussion about members reporting issues, such as street lighting, it was emphasised that there was a need to ensure that there was a feedback system in place for members to be informed of the outcome of problems which they had reported. 	<p align="center">AW</p> <p align="center">RJ</p> <p align="center">RJ</p> <p align="center">RH</p>
<p>8. 2013/14 IMPROVEMENT OBJECTIVE – 6 MONTHLY REPORT</p>	
<p>The committee considered a report prepared by the Improvement Support Officer which examined performance against the improvement objectives set down in the 3 year Improvement Plan for 2013 /16 approved by the County Council in June 2013.</p>	
<p>The report focused attention on the outcomes/results that services were expected to achieve, with particular reference to how the council was performing, who the council was working with and the impact of what was being done. To strengthen self-evaluation, a framework had been developed which incorporated scores on how performance measured up to the improvement objectives.</p>	
<p>Members were reminded that the County Council’s Improvement objective 4 focused on working with residents to reduce the impact the council had on the environment and the sustainable use of resources. In line with this work, the council’s single integrated plan outcome aimed to protect people and</p>	

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enhance the environment. It was also the council's priority to support enterprise, job creation and entrepreneurship.

In terms of progress and impact concerning improvement, the Council's activities were highlighted as:

- ✓ **Implementation of a pay to use garden waste service for households:** 31% of households had so far registered and there were 75 community volunteer registrations. Implementation of this scheme had resulted in a decrease in garden waste at kerbside, but food waste participation and tonnage had increased.
- ✓ **Implementation of two grey bags for general rubbish per fortnightly rubbish collection for households:** This had resulted in a reduction in residual waste and an increase in recycling, a reduction in waste overall and a significant increase in dry recycling.
- ✓ **Determination of the Feasibility of composting in Monmouthshire:** A Community composting event had been held in September 2013 to help residents learn more about composting and, community composting network training was being offered. It was also highlighted that a community growing scheme had been established which made underutilised land in the Council's ownership available for communities to grow food.
- ✓ **Completion and roll out of Secondary School Education Pack to engage older children in the benefits of sustainable waste:** Work was also on-going concerning the development of an education pack for primary school pupils and there was an on-going commitment to a "One Planet Centre" to engage primary schools in environmental issues.
- ✓ **Work with Partners (Internal and external) to produce recommendations for change to reduce fly tipping in Monmouthshire and improve the Council's response:** Although the amount fly tipping had increased, the volume of material dumped had reduced. A new process for clearing up fly tipping had been agreed with Environmental Health and implemented, resulting in 100% success in clearing sites within 5 days. A new process for gathering evidence for prosecutions had also been set up and initiatives were being pursued to raise awareness about responsible disposal of waste and the penalties for fly tipping.
- ✓ **Implementation of Measures to increase the energy efficiency of Council Buildings, Including Solar Panels:** A 5% reduction in carbon emissions had been achieved in the last 12 months. The majority of energy efficiency measures had been implemented through the property maintenance programme, replacing worn out equipment. Also the new County Council headquarters had been classified as "A" rated for the green guide for major buildings and the largest energy efficiency impact had been achieved through the installation of the council's street lighting dimmable technology. There had also been a doubling in the council's generation of energy from renewable resources in the last 12 months.

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✓ **Encouraging the use of Renewable Energy by Households and Businesses, including a Renewable Energy Scheme:** The “rent a roof scheme” solar panel continued to progress, but there had been changes in the market place which had hit the financial viability of smaller installations. Other work on improving the renewable energy of households had continued, in partnership with Monmouthshire Housing Association. Consequently 500 private properties in Caldicot had been offered the opportunity to take up energy efficiency measures and around 100 social landlord properties would benefit from installations.

The following points arose from discussion of this report:

- The level of garden waste collected at kerbside had decreased to a certain extent because disposal of such waste at Community Amenity sites had increased and there was also an increase in the use of composters;
- The use of food waste caddies was increasing and was up to 73% by September, following over 3000 requests for caddies and blue bags;
- The latest statistics from Welsh Government concerning waste disposal and recycling would be made available to members as soon as they were published;
- It was requested that members should be provided with details of how many households had requested brown bags and how many bags per household were distributed as a result of those requests;
- Enforcement against fly tipping was being pursued and, where sufficient evidence could be obtained, prosecutions were being sought;
- The Assembly Government would only recognise composting which was recyclable in terms of offsetting landfill quotas;
- It was requested that there should be an overview report on Prosiect Gwyrdd every six months and it was noted that the incinerator was scheduled for activation in October 2014.

RJ

RJ

DJ/HO

RJ

**9. CAPITAL PROGRAMME 2013/14 –MONTH 5 FORECAST
OUTLOOK STATEMENT**

Consideration was given to the month 5 forecast out-turn statement relating to the Capital Programme 2013/14 for the Chief Executive’s Unit which had been prepared by the Head of Finance, assisted by the Assistant Head of Finance.

The key issues addressed in the statement were highlighted as:

Capital Expenditure

The main schemes were:

- Asset Management Schemes (schemes arising from the Strategic Management Review, Drainage works at Caldicot, School and Property Maintenance schemes);

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- The highways and infrastructure maintenance programme and other transport related schemes;
- Regeneration Schemes relating to the Abergavenny Library Project, Monmouth Shire Hall restoration and schemes funded from Section -
- 106 developer contributions;
- County Farms Maintenance Schemes;
- ICT Schemes;
- Inclusion Schemes: Disabled facility grants, Access for All schemes and the low cost home ownership scheme;
- Sustainability schemes: street lighting, PV installations and energy efficient projects.

The Capital out-turn position for month 5 was:

- An adjusted budget of £12,530,000 (based upon original £7,292,000 2013-14 approval, £6,703,000 slippage from 2012-13, £2,640,000 of budget revisions, less £88,000 virements to other Select areas less provisional slippage of £4,017,000 2014/15);
- Actual expenditure of £2,852,000 (22.76% of adjusted budget) at month 5, compared to £2,964,000 at month 5 2012/13;
- A forecast net over spend of £18,000 (including an over spend of £11,000 on Property Maintenance schemes).

Capital Finance

The overall under spend in the capital budget at month 5 was £292,000 which required a corresponding decrease in financing in 2013/14.

ET

Usable Capital Receipts Available

- The forecast Council Fund balance at 31 March 2014 had increased by £1,221,000 compared to the MTFP.
- The forecast Education Fund Capital Receipts balance at 31st March 2014 was £1,596,000 (a decrease of £1,416,000 from the estimated balance reported in the 2013/17 capital MTFP proposals).
- Based on the 2012/13 out-turn, the current capital receipts forecast and the capital budgets in place for 2013/17, total capital receipts at the end of the MTFP window were forecast to be £32,745,000 (a decrease of £618,000 compared to 2013/17 capital MTFP).

The report was supported by appendices detailing the background to under-spends and over-spends, provisional slippage, capital receipts, details of movement from original to revised budget and a capital financing summary.

HI

The following comments were raised during discussion on this report and supporting documents:

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- ❖ With regard to the section 106 scheme at Caldicot it was suggested that a 4G Astro turf playing pitch might be more appropriate;
- ❖ **Arising from the information concerning County Farms, maintenance schemes, it was noted that there was scope for better co-operation from Welsh Water and it was agreed that it would be useful to ask the company if it would be prepared to participate in discussion on this matter at a future meeting of the committee.**

At the conclusion of discussion, it was noted that the next forecast Outlook statement would be submitted to the committee at the end of the current financial year.

10. WORK PROGRAMME

(a) STRONG COMMUNITIES SELECT COMMITTEE WORK PROGRAMME 2013-14

Consideration was given to the forthcoming work programme for the committee for the period up to July 2014.

Arising from this programme attention was drawn to the need to discuss the issue of the gates at Glascoed and the Chairman undertook to arrange a discussion on taking this matter forward with the Scrutiny Officer and other relevant officers.

HI

(b) CABINET FORWARD WORK PLANNER

Members noted that the latest update of the Council and Cabinet forward plan which covered the period up to April 2014 and the following points were raised:

- (i) *The committee would like the Traffic and Network Manager to attend a meeting of the committee early in the New Year to (a) explain how decisions were reached concerning Traffic Orders and (b) the issue of proposals to revise Speed Restrictions.*
- (ii) *Members would like to see the documents relating to the proposal for the development of a North East Cemetery Site at Penalt.*

HI

11. DATE AND TIME OF NEXT MEETING

DM/AB

It was noted that there would be a Special Meeting of the Select Committee at County Hal Usk on Thursday 5th December 2013 at 1pm to consider Risk Monitoring and Scrutiny of Outcome Agreements.

The meeting closed at 1.16pm

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the Special Strong Communities Select Committee held at
County Hall, Usk on Thursday 5th December 2013 at 1.00pm**

PRESENT: County Councillor S.G.M. Howarth (Chairman)

County Councillors: A. Easson, M. Powell, V. E. Smith and S. White.

ALSO PRESENT:

County Councillor R. J. W. Greenland - Cabinet Member for Innovation, Enterprise and Leisure

County Councillor G. Howard – Cabinet Member for Environment, Public Services and Housing

County Councillor S. B. Jones– Cabinet Member for County Operations

OFFICERS IN ATTENDANCE:

Ms K. Bierne	-	Chief Officer, Regeneration and Culture
Ms H. Ilett	-	Scrutiny Manager
Mr R. Jones	-	Improvement Support Officer
Mrs T. Norris	-	Improvement Officer
Mrs E. Tapper	-	Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors: R. Edwards, M. Hickman, A.E, Webb and A. Wintle

2. DECLARATIONS OF INTEREST

County Councillor S. White declared a personal interest pursuant to the Members Code of Conduct, Local Government Act 2000 within the capacity of member of the MHA board, Minute item:4 Draft Whole Authority Strategic Risk Assessment 2013 – 16.

3. CHAIRMANS WELCOME

The Chairman welcomed Members and Officers to the meeting.

4. DRAFT WHOLE AUTHORITY STRATEGIC RISK ASSESSMENT 2013 - 16

We received the draft Whole Authority Strategic Risk Assessment from the Improvement Officer for consideration.

Members were asked to consider the strategic risks for 2013 – 16 and to assess whether all relevant risks facing the authority had been captured and afforded the relevant risk rating. Members were invited to challenge the effectiveness of the mitigating actions identified to manage the risks and to recommend the deletion of and/or addition of risks to the Strategic Risk assessment.

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We received assurance that the risks identified were based on sound rationale and evidence and had been developed in accordance with the Authority's Risk Management Policy. We noted that the Strategic Risk Assessment 2012 – 15 had been used as the basis for revising the new draft version.

The Committee were asked to note that the draft strategic risk assessment only encompassed High and Medium risks. Lower level operational risks would not be included unless they were anticipated to escalate within the three year period. We received assurance that these risks would be managed and monitored through service plans.

We noted that 13 strategic risks were registered from 2013 -16 as opposed to 24 registered for 2012 – 15. The Improvement Officers attributed this reduction to a whole rationalisation of the Strategic Risk Assessment, many risks were re - evaluated as operational and should not have been dealt with at a strategic level, whilst some risks were duplicated or inherently linked and could be merged to reflect the risk more accurately. In some cases, the risks identified had been sufficiently dealt with and were no longer considered to pose a strategic risk.

Members expressed a desire to focus on those risks relevant to the Strong Communities Select Committee and in so doing the following issues were raised:

- **Risk 3 – Welfare Reform**

Welfare Reform had been identified as a High Risk for 2013 – 14, due to an increase in homelessness, child poverty, continued variances in the number of Job Seeker Allowance claimants and an increase in rent arrears, currently reported as £70 000 by the Authority's largest social landlord, MHA. Furthermore, 50% of those registered for housing related support required critical assistance.

In response to a Member request, the Chief Officer, Regeneration and Culture defined Welfare reform as a progressive, programme of reform which encompassed all welfare benefits for the workless and unemployed, the economically inactive and direct and indirect benefits.

Members proceeded to assess the mitigating actions proposed by the Authority to manage the risk:

- More affordable housing

The Chief Officer Regeneration and Culture informed the Committee that the LDP had now passed its final stage of inquiry and that this would generate opportunities to secure an additional supply of homes. Affordable homes in the future would no longer require 3 or 4 bedrooms but instead would require 1 – 2 bedrooms to prevent issues of under occupancy and to ensure that they were fit for welfare purpose.

We noted that whilst the Authority's LDP approved the construction of 800 properties, 3000 remained on the housing waiting list.

No evictions which could be attributed to the removal of the spare room subsidy in April 2013 had occurred to date. We heard that 4 Monmouthshire families were likely to be evicted due to rental arrears but that these were accrued prior to April 2013.

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- Partnership out of hours Homelessness Service with Torfaen County Borough Council.

We noted that in 2012/13 there were 500 homeless households within the County. The Cabinet Member for Environment, Public Services and Housing informed the Committee that the number of enquires relating to homelessness had increased by 1/3 but acceptance figures had remained constant, since the introduction of welfare reforms. To date the number of repossessions had not increased. The Committee expressed concern that the position would deteriorate given that many home owners had taken advantage of low mortgage rates and these rates were subject to increase in the future.

- Private sector leasing scheme

The Local Member for Llanbadoc requested clarification of the private leasing scheme. The Chief Officer, Regeneration and Culture stated that the Authority's former leasing scheme was no longer financially viable and following a tendering process Melyn Homes were selected to procure private sector homes, taking the risk on behalf of the Authority and to provide tenants with suitable accommodation.

We welcomed notice that as Melyn co – manage the scheme for Torfaen County Borough Council this provides a larger pool of accommodation, ensuring that more people are permanently housed more quickly.

In response to a Member question, the Chief Officer Regeneration and Culture stated that at present Melyn considered the number of properties in its pool to be sufficient to meet current need. Future need had yet to be established.

- Proposals to share components of the Housing Advisory Service were being considered to assist with the flexibility of housing provision and operational efficiencies.
- Creation of Monmouthshire's Single Integrated Plan in consultation with communities and LSB partners.

Given this information, the Committee resolved to recommend that the risk score remained High for 2014/15 and 2015/16.

- **Risk 5 - Potential impact on communities, local businesses and council services from global climate changes.**

The impact of global climate changes had been identified as a Medium risk for 2013/14 and 2014/15 and Low risk for 2015/16.

We heard that the risk was considered to reduce as adaptation action plans enabled the Authority to become more prepared.

We welcomed notice that Climate Change Risk Assessments had been completed by each service area, including flood risk and had been submitted to Welsh Government. Members commented that Highways staff appeared to be well prepared for numerous eventualities and flood consultation events within Monmouth had proved successful.

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Some concern was expressed however that not all Monmouthshire residents were aware of their duties regarding drainage maintenance.

The Committee commented that the Authority appeared to be responding to the risk of global climate change well and supported a risk rating of Medium for 2013/14 and 2014/15.

The Committee did not understand the rationale behind a reduced risk rating for 2015/16 and resolved to recommend that the risk score be amended to Medium for 2015/16.

- **Risk 11 – Failure to recognise the contribution of people in Monmouthshire in developing innovatory solutions to the social, economic and environmental challenges facing the Authority in coming years.**

We noted that a risk score of Medium had been assigned for 2013 – 14 given the medium term £23 million budget short fall.

The Chief Officer Regeneration and Culture stated that this was not considered to be “High” risk given the high levels of strong social capital and asset rich nature of the County. We heard that the risk had been reframed to enhance meaning and that Citizen Engagement Events has proved that through talking and working with communities the Authority could unlock solutions to some of the most complex problems. We heard that via coproduction, co -development and alignment projects such as Whole Place could prove successful. It was reiterated that the Authority does not have the ability to meet the challenges it faces on its own and there needs to be a transition from the Authority as a provider to an enabler and facilitator.

Usk Rural Life Museum was cited as a successful example of the “community doing it for themselves.” Members commended this.

The Local Member for Castle Ward appreciated the need for communities to share ideas but stated that funding was also essential to ensure projects succeeded. The Chief Officer cited Abergavenny Business Club as an example of maximising the use of current and on going resources to ensure improvement.

Members stated that it was important not to stifle local initiative in favour of benefitting the major towns given the potential for smaller local initiatives to drive progress.

Given the information received, the Committee expressed satisfaction that specific risks had been framed appropriately within the wider description of the risk

We resolved to recommend a risk score of Medium for years 2014 – 15 and 2015 – 16, subject to review in 6 months when more evidence would be available to assess the impact of continued Citizen Engagement in mitigating the risk.

Risk 12 – Inability to sustain the Authority’s priorities and wider service delivery within the current financial situation and the increasingly financially challenging future

The Committee agreed that this should be a risk in itself and accepted that the risk

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score should be reduced from “High” in 2013/14 to “Medium” in 2014/15 and 2015/16 subject to the actions proposed to mitigate the risk proving successful.

The Committee felt that a more accurate assessment of the risk score for 2014/15 and 2015/16 could be made post budget setting, when the impact becomes evident. The Committee requested attendance of the Cabinet Member for Resources at its meeting in mid - 2014 to enable Members to more effectively scrutinise the risk scores.

- **Waste**

The Committee queried why waste had not been categorised as a separate risk within the Draft Whole Authority Strategic Risk Assessment.

We were advised by the Improvement Officer that waste was now encompassed under risk 5, impact of global climate change. The Committee gave due consideration to whether waste should be an operational risk or a strategic risk and in so doing asked relevant questions of the Cabinet Member for County Operations.

The Cabinet Member for Operations assured the Committee that there was no evidence to suggest that Prosiect Gwrydd was not viable long term. The Chief Officer for Regeneration and Culture advised the Committee that Dragon Waste were a secure contractor, had been subject to extensive and intensive audit processes and mitigating actions to reduce risk were well managed. It was accepted that an inherent risk remained in terms of the global value of recyclates and the underpinning issue of markets and using private contractors.

The Local Member for Dewstow cited the decision by Viridor to no longer collect glass from bring sites given that it was no longer commercially viable as an example of how waste is subject to external forces and risk.

We heard that waste was no longer considered to be of a high risk to the Authority given that the recycling rate had increased to 66%. In terms, of food recycling rates the Cabinet Member for Operations stated that there were no immediate plans to embark on Anaerobic Digestion.

The Committee felt that risk remained regarding waste and recommended that it be assigned a score of “Low.” Consequently the risk would not be included in the Strategic Risk Assessment but would be monitored via DMT service plans since the Improvement Officer advised that low level risks should be monitored through the service plans, but that select committees can scrutinise these too

In response to a query from the Chairman, we were advised that should cross cutting risks be scored differently, the ultimate decision would be made by the Executive on risk scores, taking into consideration the views of officers and Members and also taking into account the rationale for the risks based on evidence and the level of residual risk in light of the mitigating actions.

The Chairman expressed thanks to the Improvement Officer.

5. DRAFT OUTCOME AGREEMENT 2013 – 16

We received the Draft Outcome Agreement from the Improvement Support Officer.

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Members were invited to provide feedback to finalise the agreement before presentation to Cabinet for approval on 18th December 2013.

In so doing the following points were noted:

- The Outcome Agreement between the Authority and Welsh Government and successful delivery against targets set will result in approximately £800,000 grant funding annually.
- The Authority selected five outcomes from the Wales Programme for Government that most accurately corresponded with the needs identified in the Single Integrated Plan.

These were as follows:

- ❖ Improving school attainment Ensuring people receive the help they need to live fulfilled lives
- ❖ Poverty and material deprivation
- ❖ Living within environmental limits and acting on climate
- ❖ Improving early years' experiences. The focus for Monmouthshire is access to physical activity and play for children and young people.

Members welcomed the themes and outcomes but expressed concern that educational attainment within Wales was poor.

Members expressed support for the revised swimming target and welcomed notice that there were proposals to curtail over 60's free swim time in school holidays to increase availability. A target between 72 and 78% was considered achievable.

The Local Member for Dewstow emphasised the need to value volunteers and queried the added value of employing Local Area Coordinators. A breakdown of the gross average wage level reported as £443.10 per week in 2012/13 was requested as this was considered surprisingly high for some less affluent wards within the County.

The Local Member for Llanbadoc expressed disappointment that no reference had been made to transport within the Draft Outcome Agreement given the importance of transport as a facilitator to enable older persons, in particular, to access healthcare and leisure facilities and to enable them to live the lives they choose.

We resolved to agree the Draft Outcome Agreement.

The meeting ended at 15:01.

**Minutes Special Strong Communities Select Committee Meeting
dated 5th December 2013 - continued**

**Minutes Special Strong Communities Select Committee Meeting
dated 5th December 2013 - continued**

**Minutes Special Strong Communities Select Committee Meeting
dated 5th December 2013 - continued**

REPORT

Agenda Item: 5

SUBJECT:	Proposed Pollinator Policy
MEETING:	Strong Communities Select
DATE:	23rd January 2014
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

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

2. RECOMMENDATIONS:

That Strong Communities Select agree to the proposed policy.

3. KEY ISSUES:

- 3.1 There is a growing recognition that action needs to be undertaken to halt the decline of pollinators, due to the need to safeguard the food chain and local habitats.
- 3.2 In July 2013, Welsh Government launched their Action Plan for Pollinators and Monmouthshire needs to respond positively to this Plan.
- 3.3 Monmouthshire has the ability to make significant changes by altering its planting and grass cutting regimes around roadside verges, amenity space, cemeteries and flower beds.
- 3.4 The proposed policy will result in positive benefits to the local environment and revenue savings.
- 3.5 No changes will be undertaken to grass cutting alongside C & R class highways networks.
- 3.6 Proposed changes to grass cutting alongside A & B class highways routes will be subject to a health and safety assessment to ensure that the

proposed changes do not impact negatively on visibility or the safety of users.

4. REASONS

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 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.

5. 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 8th November 2013. Members broadly supported the mandate and agreed to discuss the policy in greater depth at its meeting on 23rd January 2014 (Extract of the minutes of 8th November 2013 attached as appendix 1)

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS

The strategy will not have a negative impact on any of the protected groups and should result in a positive impact on the sustainability agenda.

7. CONSULTEES:

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

Results of Consultation

Have been incorporated within the Policy.

8. BACKGROUND PAPERS:

None

9. AUTHOR:

Alison Howard

10. CONTACT DETAILS:

Appendix 1 – Proposed Pollinator Policy

Monmouthshire County Council Pollinator Policy

1. Introduction

It is been widely recognised that pollinators play a vital role in the security of our food supply and the quality of our natural environment. There has been an ongoing decline in the numbers of pollinators and therefore action is being taken by both Welsh Government and Westminster to try and halt this decline.

Welsh Government published their [Action Plan for Pollinators](#) in July 2013, which sets out their strategic vision, outcomes and areas for action to improve conditions for pollinators and halt their decline.

2. Pollinators and their habitats

Pollinators within the Action Plan are defined as:

“all bees, some wasps, butterflies, moths and hoverflies, some beetles and flies”.

Traditionally pollinators rely on habitats made up of meadows, hedgerows, woodland edges, unimproved grasslands, hay meadows, clover rich grasslands, orchards and arable crops. A change to agricultural practices, changing land use and intensification has resulted in a decline in these traditional habitats.

Alternative habitats can be provided in gardens, parks, open spaces and road verges.

3. Monmouthshire County Council’s Legal Responsibilities.

3.1 Natural Environment & Rural Communities Act 2006

This Council has a legal duty under the Natural Environment and Rural Communities Act (NERC) 2006 to have regard to the conservation of biodiversity in exercising its functions.

Section 42 of the Act specifies a list of priority species that should be used to guide decision making in implementing their biodiversity duty. The list is produced by the National Assembly of Wales in conjunction with the Natural Resources Wales and [contains pollinators and their habitats](#)

3.2 Monmouthshire’s Local Biodiversity Action Plan (LBAP)

Monmouthshire has produced a [Local Biodiversity Action Plan](#) in partnership with Natural Resources Wales (formerly Countryside Council for Wales) and the Monmouthshire Biodiversity Partnership. This plan provides advice on priority habitats and species and guidance on such considerations within the planning process.

This Plan identifies species rich boundary and linear features within the County and the management of these.

4. Monmouthshire's Approach

4.1 Recognizing the importance of pollinators to our agricultural industry, local biodiversity and food chain, Monmouthshire will where ever possible and reasonable to do so, actively promote the development of pollinator habitats by implement planting and maintenance regimes designed to support and enhance these habitats and encourage pollinators.

4.2 We will do this by:

- Reducing the number of cuts to grassed areas – This will allow a longer growing period, enabling plants to set seeds and encourage greater diversity of plant species.
- Introduce native urban annual and perennial meadow flowering species to formal flower beds within parks, cemeteries, amenity spaces and urban areas.
- On A & B highways routes, where safe to do so, change the time of verge cuts and reduce to 2 cuts per year.
- Identify opportunities for the development of meadow areas within amenity and open spaces.
- Continually review our grass cutting and planting practices ensuring compliance with emerging legislation and best practice.
- Utilise the Bee Friendly Monmouthshire logo to raise awareness of the changes in practice and the underlying reasons.
- Monitor the effectiveness of the changing practices. We will visit sites that have been subject to the changes to see if pollinator supporting habitats have been created and sustained.

Appendix 2: Extract of the minutes of the Special Strong Communities Select Committee held on 8th November 2013

2. PUBLIC OPEN FORUM

Mr David Maddox of Devauden drew attention to a petition which had been submitted by local residents about safety concerns relating to the County Council's new biodiversity policy. In particular, local residents were unhappy that this policy embraced a reduction in verge maintenance and would compromise safety. Indeed, under current verge cutting procedures, there were already concerns about overhanging hedgerows reducing the width of narrow (R and C) country roads and the growth of flowers and vegetation on verges in general was giving rise to visibility issues during peak summer growing periods, particularly in terms of the B4293. In response, the Committee was informed that the County Council's Highways Operation Unit had met with local residents to discuss their concerns about maintaining verges and it was highlighted how current and proposed procedures were designed to optimise the effectiveness of the maintenance provided, addressing both safety and biodiversity needs. Whilst Mr Maddox acknowledged this liaison activity had been undertaken, he remained deeply concerned about the safety implications of overgrown verges and hedges, particularly in relation to fast growing nettles.

Arising from these references to green initiatives, it was highlighted that the Strong Communities Select Committee would be discussing Pollinators in January 2014.

4 (iii) HIGHWAYS OPERATIONS AND TRAFFIC MANAGEMENT

The business case concerning Highways Operations and Traffic Management Operations set out a range of proposals which targeted savings collectively totaling £430k for 2014/15, which represented an 11% saving on the current year's budget. The breakdown of these savings was detailed as follows:

- A new Biodiversity Policy with reduced verge maintenance, upholding 2 cuts for R and C Routes, but reducing A and B routes to 2 safety cuts only (Visibility Splays). Areas outside these classifications would be left to grow during summer months and would be cut only once (during winter period). County Council staff would undertake cutting work instead of contractors. All Highway horticultural sites would be removed and MCC shrub beds would be replanted in a more sustainable manner – **targeted savings of £34k**;
- ❖ Concern was expressed about the need for provision to carry out extra verge cutting work when particular problems became evident, as highlighted earlier in the meeting by Mr Maddox. Accordingly, it was acknowledged that occasionally such problems did occur and there would continue to be scope for dealing with specific problems.
- ❖ With regard to Pollinators, it was acknowledged with concern that the bee population in the UK had decreased by 60% to 70% in recent years and it was noted that, in some parts of the

UK it had been necessary to import bees from the Netherlands to attempt to halt the decline in British bees;

- ❖ Concern was expressed about the cost of implementing the Council's new Biodiversity Policy and it was noted that it was scheduled that a report on this matter would be presented to the January meeting of the committee;

Appendix 3 – Location of yellow rattle planting.

The purpose of this planting strategy is to evaluate the success of this method of preparing the site for urban flowers.

m2	LOCATION
350	A40 L/H from Hardwick Roundabout to Gobannium Way
54	A40 Junction Gobannium Way left to Bus shelter
8300	Open Space at De Cantelupe Close
1300	Swan Meadows between footpath and River Gavenny
220	Junction Old Hereford Road and Llwynu Lane
72	Junction Hillside and Pen-y-pound
102	A40 Brecon Road between "Abergavenny" sign and "Tourist" sign
40	B4246 Llanfoist L/H verge adjacent to Dan-y-Bloreng
340	B4246 Govilon R/H verge at Junction for Lower Cadvor Farm
88	A4042 Llanellen L/H verge entering village over river bridge
102	Near Comeonin Garage verge at Junc. with A40 Dual Carriageway
55	B4293 adjacent to junction with Beech Road
540	Beech Road from footpath near A40 to substation
	Orchard area at St.Dials L/H side Portal Road
616	Portal Road L/H verge heading up from 30mph sign to tunnels
900	Floodbank alongside Sportsground from new bridge down river
374	A466 Hereford Road(Buckholt) R/H verge towards end of 30mph
1062	Castle Dell, Chepstow L/H side main open space
1700	A48 Dual L/H(Chepstow-Caerwent) from bridge to road narrows
1060	A48 Dual L/H(Caerwent-Chepstow) from layby to bridge
660	A48 Junction Merton Green to Junction Dinham Road
648	A48 Junction with Caerwent village L/H verge before junction
665	A48 Junction with Caerwent village L/H verge after junc.to shelter

301

Redwick Road, Magor from junc. with Withy Walk towards car park

REPORT

SUBJECT: Provision of Public Conveniences – Subsidy to Town and Community Councils

MEETING: Individual member decision (Cllr Bryan Jones)

DATE: 29th January 2014

DIVISION/WARDS AFFECTED: all

1. PURPOSE:

1.1.1 To decide whether to continue to subsidize Town and Community Councils that provide public conveniences previously provided by the county council and whether to extend the subsidy should management of any other public conveniences transfer from the county council to a town or community council.

2. RECOMMENDATIONS:

2.1 That Community and Town Councils continue to be eligible for a subsidy of £1200 per annum for the provision of specific public conveniences in line with the agreement previously entered into with Monmouthshire County Council.

2.2 That the subsidy remain for a period of three years and reviewed after that time.

2.3 That the subsidy be applied to any further agreements entered into between the county council and any town or community council for the provision of a public convenience presently managed by the county council (pro rata for any part year).

3. KEY ISSUES:

3.1 In 2010 members completed a review of public convenience provision by the County Council.

3.2 Various decisions were taken about the future provision of public conveniences, including the offer of transfer of the management and funding of a public convenience(s) to a town or community council rather than closure of the public convenience by the county council.

3.3 Community and town councils that took on the management of public conveniences previously provided by the county council were given an annual grant towards the cost of the provision of the public convenience of £1200 per

annum, to be reviewed in three years. The subsidy is now subject to review for the coming financial year.

3.4 Four community councils (Caerwent, Gilwern, Grosmont and Goytre) and two town councils (Chepstow and Monmouth) have received subsidy through the scheme. All have continued to provide the public conveniences under the new arrangement.

4. REASONS:

4.1 The scheme has offered a cost effective arrangement to retain public conveniences that would otherwise have been closed.

4.2 Community and Town councils are enquiring about the future of the subsidy in the lead up to their setting of budgets.

4.3 Although there is no indication that the community and town councils would withdraw from the arrangements (resulting in the closure of the public conveniences), the subsidy agreement has proven a cost effective solution and demonstrated a willingness for the county council to work with community and town councils to retain services.

5. RESOURCE IMPLICATIONS:

5.1 A 'standstill' budget of £1,200 per annum is proposed. Assuming all councils claim the subsidy then this will cost MCC £7,200. A subsidy adjusted for inflation (assumed at 3% per annum) would increase the payment to £1,311, a total of £7,866 assuming all claim.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

6.1 Attached

7. CONSULTEES:

All Cabinet Members
Leadership Team

Results of Consultation

7. BACKGROUND PAPERS:

Report to Cabinet on the 1st December 2010 titled ' Transfer of Public Conveniences to Town and Community Councils'

8. AUTHOR:

Roger Hoggins, deputy chief officer, Regeneration and Culture

9. CONTACT DETAILS: rogerhoggins@monmouthshire.gov.uk

tel no: 01633 644133

Appendix A “Equality Challenge” – guidance notes

The following are a list of the challenges/thought processes that have been evident in producing equality challenges to date. The list is not meant to be exhaustive, just indicative of the approach:

<p>Is there any form of Discrimination?</p> <p>Direct</p> <p>Indirect</p> <p>Association:</p> <p>Positive Action:</p>	<p>Discrimination directly related to the protected characteristic/s.</p> <p>Where an action has, for other reasons, an impact eg: actions involving increased costs to service users could affect those with disabilities more than others as they are 3 times more likely to live in a family where no one is employed.</p> <p>People, such as carers, who are associated with people with a protected characteristic have the right to be given the same due regard.</p> <p>Positive action can be an action that addresses a pre-existing disadvantage or can be action that adversely affects one characteristic for the benefit of others – ie a saving in one area that protects the interests/services of others</p>
<p>Where the proposal concerns one protected characteristic, does it unintentionally disadvantage any sub-groups?</p>	<p>For example, a proposal for a cross-authority partnership to address Adult Learning Disability service users might be seen to disadvantage younger people if similar arrangements were not put in place for them.</p>
<p>The ‘significance’ of impacts will need to be assessed. What constitutes ‘significant’?</p>	<p>There are a number of elements – the number of service users affected; the degree of impact, the financial implications, health, access to key services, impact on employment, human rights etc.</p>

Is the proposal creating a post code lottery within the County?	Do we as a result of certain proposals create a disadvantage for people from different regions of Monmouthshire.
Have positive impacts been optimized?	The Equality Act 2010 is as strong on ensuring that effort is put into maximising positive benefits as it does into mitigating negative impacts.
Have all reasonable steps been taken to mitigate negative impacts (including making reasonable adjustments)?	Note: some decisions (normally financial) have to be made even though they have obvious negative impacts – this is lawful. However, how the impacts can be minimised has to have been thought through very carefully and mitigations need to be considered.
Does the proposal evidence an understanding of the current (baseline) situation with respect to the protected characteristics?	You can't assess impact without knowing where you are starting from! You need to know your service users – gathering relevant data! Where possible consider future changes and also future service users prevented from accessing services. If you lack data on specific on particular groups then you need to consider other ways of gathering information through engagement eg focus groups, face to face meetings etc.
Is this proposal associated with any others – is there a cumulative impact to be assessed?	Individual proposals can be appropriate and well considered, but when cumulative impacts are considered a protected characteristic can be affected disproportionately.

Appendix B

The “Equality Challenge” (Screening document)

Name of the Officer completing “the Equality challenge” Roger Hoggins		Please give a brief description of the aims proposed policy or service reconfiguration. Provision of a subsidy to town and community councils that are providing public conveniences previously provided by the County council	
Name of the Division or service area Facilities Management (public conveniences		Date “Challenge” form completed 15 th January 2014	
0Protected characteristic affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
Age			
Disability			Retains public toilets that might otherwise close
Marriage + Civil Partnership			
Pregnancy and maternity			
Race			
Religion or Belief			
Sex (was Gender)			
Sexual Orientation			
Transgender			

Welsh Language			
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What are the potential negative Impacts.	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments or engagement with affected parties).
➤ <i>Nil</i>	➤
➤	➤
➤	➤
➤	➤

The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below:

The subsidy assists town and community councils to keep public conveniences open that would otherwise be closed.

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:



monmouthshire
sir fynwy

Appendix C

Equality Impact Assessment Form

and

Sustainable Development Checklist

EQUALITY IMPACT ASSESSMENT FORM

Name of policy or change to service (Proposal)	Directorate:	Department:
Roger Hoggins	R & C	INS
Policy author / service lead	Name of assessor	Date of assessment:
R Hoggins	R Hoggins	15/01/14

1. Have you completed the Equality Challenge form? **Yes / No.** If **No** please explain why

Yes

2. What is the **Aim/s** of the Policy or the proposed change to the policy or service (the proposal)

Continuing a subsidy for town and community councils for the continued provision of public conveniences. The subsidy is scheduled for review prior to its cessation in April 2014.

3. From your findings from the “Equality Challenge” form did you identify any people or groups of people with protected characteristics that this proposal was likely to affect in a **negative** way? Please tick appropriate boxes below.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

4. Please give details of any consultation(s) or engagement carried out in the development /re-development of this proposal.

5. Please list the data that has been used for this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc.

Previous report in 2010 that created the subsidy. The recommendation of this report is to continue with the subsidy to support the provision of public conveniences.

6. As a result did you take any actions to mitigate your proposal? Please give details below.

7. Final stage – What was decided?

• **No change made to proposal/s – please give details**

No changes made

• **Slight changes made to proposal/s – please give details**

• **Major changes made to the proposal/s to mitigate any significant negative impact – please give details**

Signed.....Designation.....Dated.....

Forthcoming document consideration

We always welcome any feedback or contributions anyone has to this document and our work towards equality. A database of completed equality impact assessments and the schedule of assessments by directorate and department will be available to review on our website.

If you would like to discuss the completion of this form or any issues arising out of its completion please contact:

Name: Alan Burkitt – Democracy and Performance. Tel: 01633 644010.

Contact Email: Equality@monmouthshire.gov.uk or alanburkitt@monmouthshire.gov.uk

Post: Democracy and Performance, Monmouthshire County Council, County Hall, Y Rhadyr, Usk, NP15 1XJ

Appendix A

The “Sustainability Challenge”

Name of the Officer completing “the Sustainability challenge” Roger Hoggins		Please give a brief description of the aims proposed policy or service reconfiguration provision of s subsidy to town and community councils for the continued provision of public conveniences	
Name of the Division or service area R&C facilities management		Date “Challenge” form completed 15/01/14	
Aspect of sustainability affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
PEOPLE			
Ensure that more people have access to healthy food		X	
Improve housing quality and provision		X	
Reduce ill health and improve healthcare provision		X	
Promote independence		X	
Encourage community participation/action and voluntary work		X	
Targets socially excluded		X	

Help reduce crime and fear of crime		X	
Improve access to education and training		X	
Have a positive impact on people and places in other countries		X	
PLANET			
Reduce, reuse and recycle waste and water		X	
Reduce carbon dioxide emissions		X	
Prevent or reduce pollution of the air, land and water		X	
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		X	
Protect or enhance visual appearance of environment		X	
PROFIT			
Protect local shops and services		X	
Link local production with local consumption		X	

Improve environmental awareness of local businesses		X	
Increase employment for local people		X	
Preserve and enhance local identity and culture		X	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		X	
Increase and improve access to leisure, recreation or cultural facilities		X	

What are the potential negative Impacts	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments)
➤ <i>None</i>	➤
➤	➤
➤	➤
➤	➤

The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

Signed

R Hoggins

Dated 15/01/14

If you would like to discuss the completion of this form or any issues arising out of its completion please contact:

Name: Hazel Clatworthy, Sustainability Community Officer, Tel: 01633 644843

Contact Email: hazelclatworthy@monmouthshire.gov.uk

SUBJECT: Replacement of Bus Service 65

MEETING: Individual Cabinet Member - Councillor Bryan Jones

DATE: 29th January 2014

DIVISION/WARDS AFFECTED: Central Monmouthshire /Lower Wye

1. PURPOSE:

To seek approval to replace existing service 65 Chepstow to Monmouth with a section 22 community transport bus service to be operated by the Passenger Transport Unit.

2. RECOMMENDATIONS:

To approve the introduction of a replacement bus service with a section 22 permit bus service operated by the Passenger Transport Unit.

3. KEY ISSUES:

The current contract on service 65 expires on 29th March 2014. The service is currently being operated with a non DDA compliant vehicle but as from 1st January 2015 the DDA act will come into force and it will have to be operated by a DDA compliant vehicle which is what was specified within the tender documents when the service was recently re- tendered. The lowest tender received for this service with a DDA compliant vehicle was £103,443 an increase of £60,943 per annum which over a five year contract equates to £304,715. This is totally unsustainable within current budget levels and would mean that unless an alternative more sustainable service method is introduced then the service would have to be discontinued.

This service is a vital link for citizens travelling between Chepstow and Monmouth via Devauden, Trellech and other villages and also services Chepstow school with pupils travelling on season tickets so it would also result in the authority needing to procure a separate school contract if this service is removed and would leave many areas without any transport links.

Currently surveys are being carried out on passenger journey's and a new timetable is being prepared based on historical and current passenger data.

4. REASONS:

The Passenger Transport Unit will be able to operate this service with a DDA compliant vehicle within current budget levels taking into account the current subsidy paid for this service and revenues accrued from on bus income , concessionary and season tickets and kilometre support grant. If a revised timetable is implemented in line with current passenger use a saving can be made on these figures.

5. RESOURCE IMPLICATIONS:

A small budget saving can be made if current revenue levels are maintained. This will be determined by the rate at which concessionary fares and kilometre support grant will be set at for 2014/15 which is currently being reviewed by Welsh Government. Costs of running the service have been worked out with the lowest level of reimbursement assumed.

A further saving may be achieved if a revised timetable is operated and there is growth in the service with the improved quality which will be achieved with the DDA compliant vehicle.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

There are significant positive equality impacts which are identified in the assessment (Appendix 1)

The actual impacts from this report's recommendations will be reviewed every 3 years and criteria for monitoring and review will include Passenger Surveys.

7. CONSULTEES:

Senior Leadership Team
Cabinet Members

8. BACKGROUND PAPERS:

Tender Documentation

9. AUTHOR: Richard Cope –Passenger Transport Unit Manager

10. CONTACT DETAILS:

e-mail: richardcope@monmouthshire.gov.uk

Tel: 01633 644745

MCC Equality Impact Assessment process guidance document

1. When do you carry out an Equality Impact Assessment (EQIA)

The Equality Act 2010 specifies in its **general duties** that when exercising its functions the Council must have due regard to:

- **eliminate** unlawful discrimination, harassment and victimisation and any other conduct that is prohibited by the Act;
- **advance** equality of opportunity between people who share a relevant protected characteristic and those who do not;
- **foster** good relations between people who share a protected characteristic and those who do not;

It also requires public bodies to carry out an equality impact assessment (EQIA) if they propose to do any of the following:

- **developing** or reviewing policies strategies and services.
- **assessing** the impact of a new project or proposal.
- **procuring** products or services.
- **preparing** service delivery plans.
- **scoring** or assessing grant applications.
- **considering** making financial savings (annual financial savings proposal process).

2. The Protected Characteristics in Monmouthshire

The EQIA process enables organisations such as this Council to gather and consider data and other evidence to assess whether what is proposed could have a negative or positive impact on the people or groups of people from Monmouthshire from one or more of the protected characteristics (below). (The process should also look for opportunities to promote equality of opportunity and foster good relations).

- Age – (50-64) **19,726**, (65-84) **16,602**, (85-89) **1,701**, (90+) **925**.
- Race – **3,541** from black minority ethnic backgrounds.
- Disability – **8,820** have considerable day to day activity limitations and **8,325** have some day to day activity limitations.
- Sex - Males **44,922** Females **46,401**.
- Religion and belief – **62.5%** Christian, **1.4%** other, No religion or belief **28.5%**, Not stated **7.6%**.
- Sexual orientation - (No figures collected in the 2011 Census).
- Pregnancy and maternity – **812** births in 2012.
- Transgender status - (No figures collected in the 2011 Census).
- Marriage and civil partnership - **450** marriages and **12** civil partnerships over the last 12 months.
- Welsh Language (covered under the Welsh Language Act 1993) – **8,780** or **9.9%** of population on the County are Welsh speakers according to the Census of 2011.

3. The EQIA process

All officers who are proposing to do any of the actions listed in section 1 above are required to complete the **Equality Challenge form** (appendices A and B) at the earliest possible stage and this will enable them to assess whether the proposal/s will have a potential negative or positive impact on one or more of the above protected characteristics. Carrying out this assessment at this point in the process will allow time for officers to gather data, and to consider possible mitigations or changes to be made to the proposals to try and lessen or remove any assessed negative impact.

If ultimately it is assessed that there is still going to be a **significant negative impact** on one or more of the protected characteristics then there is a legal requirement under the Equality Act 2010 to carry out an **engagement exercise** with interested parties (**details in 4 below**).

It is important to remember that the EQIA process does not prevent organisations from making difficult decisions and indeed decisions can be made despite an assessment of negative impact. The EQIA process requires them to evidence and demonstrate that they are making these difficult decisions in a fair, transparent and accountable way taking into consideration the different needs and requirements of their communities. It is recommended that any options or mitigations that have been considered in forming the proposal are recorded in detail.

4. Engagement for Equality Impact Assessments

Who do we need to engage with?

This very much depends on what outcomes you need and what issue you are engaging on. It can be a countywide initiative or something very local. Decide on what outcomes you want and then decide who your target audience needs to be. The community like to know that they can help influence decisions but you must always be honest with them and tell them whether you are engaging just to share information, give advice or to gain their views before making a decision. In terms of the equality impact assessment

process, you may already know certain groups of people or communities that are more likely to be affected by the proposed policy or decision and wish to engage in a more targeted way.

How do we engage?

There are many ways of engaging with our communities (communities include local citizens, tourist and partners) and it is vital that you are aware of your audience and ensure that the list of options below are all accessible.

The list below defines some of the ways and is not exhaustive but you can do many things as long as you can obtain the outcomes you want:

- Poster campaign
- Leaflet drop
- Displays in Council buildings
- Information stall
- Newsletter
- Radio
- Council Website
- Facebook
- Twitter
- E mail
- Newspaper
- Booklet
- Programmed meetings
- Area forums
- Focus groups
- User panels
- Public meetings
- Workshops

For more information on **engagement** please contact Alan Burkitt at alanburkitt@monmouthshire.gov.uk for a copy of the MCC Engagement Toolkit.

When you are looking to Engage:

- **Don't think you are alone**; there are so many people out there with expertise in this field who are engaging on a day to day basis.
- The **Partnership and Engagement team** can help signpost you to engagements that have taken place before and departments to ask. There may already be a relevant engagement event arranged that you may be able to join in with. Using existing events is far cheaper and you already have a footfall of people going to the event. This works well for wider engagement issues. There is a health warning with using event. Make sure you know who the event is attracting. It needs to be the right audience or the information you require may be flawed. (Bridget Barnet 01633 644883 or Rhian Cook on 01633 644364).
- **Local knowledge** about the area, the diverse make up of our communities and an understanding of how local groups if they are to be used is essential. Local contacts will also be aware of any conflict which will help you prepare answers if needed for your engagement.

5. Presentation of proposal to Cabinet

Once an engagement has been carried out you should have gathered the information that will allow you to either justify going ahead as proposed, amend the original proposals, or develop mitigations to lessen or eradicate any negative impact. As a result of the completion of this process you should be in a very strong and informed position and will be able to take the proposal through the Cabinet process for formal approval thereby demonstrating fully that you have paid due regard.

When taking a policy or proposal to Cabinet an **EQIA form and Sustainable Development Checklist** (Appendix C) will need to be completed to accompany the Cabinet report that will detail the process so far, thus enabling Cabinet to make a decision informed with the aid of a very strong evidence base.

6. Conclusion

It is vitally important that officers adhere to the process laid down in this guidance note as case law has quite clearly shown that when EQIA's are either not done, or not done with enough rigor, organisations that do not demonstrate “**due regard**” are being challenged in the courts. As well as suffering financial penalties they also suffer reputational damage.

For examples of case law please click on the links below:

<http://www.ecu.ac.uk/inclusive-practice/equality-impact-assessment>

<http://www.equalityhumanrights.com/relevant-case-law/>

<http://www.thompsons.law.co.uk/ltxt/127-case-law-public-sector-equality-duty.htm>

<http://publicsector.practicallaw.com/blog/publicsector/plc/?p=386>

Appendix A “Equality Challenge” – guidance notes

The following are a list of the challenges/thought processes that have been evident in producing equality challenges to date. The list is not meant to be exhaustive, just indicative of the approach:

<p>Is there any form of Discrimination?</p> <p>Direct</p> <p>Indirect</p> <p>Association:</p> <p>Positive Action:</p>	<p>Discrimination directly related to the protected characteristic/s.</p> <p>Where an action has, for other reasons, an impact eg: actions involving increased costs to service users could affect those with disabilities more than others as they are 3 times more likely to live in a family where no one is employed.</p> <p>People, such as carers, who are associated with people with a protected characteristic have the right to be given the same due regard.</p> <p>Positive action can be an action that addresses a pre-existing disadvantage or can be action that adversely affects one characteristic for the benefit of others – ie a saving in one area that protects the interests/services of others</p>
<p>Where the proposal concerns one protected characteristic, does it unintentionally disadvantage any sub-groups?</p>	<p>For example, a proposal for a cross-authority partnership to address Adult Learning Disability service users might be seen to disadvantage younger people if similar arrangements were not put in place for them.</p>
<p>The ‘significance’ of impacts will need to be assessed. What constitutes ‘significant’?</p>	<p>There are a number of elements – the number of service users affected; the degree of impact, the financial implications, health, access to key services, impact on employment, human rights etc.</p>

<p>Is the proposal creating a post code lottery within the County?</p>	<p>Do we as a result of certain proposals create a disadvantage for people from different regions of Monmouthshire.</p>
<p>Have positive impacts been optimized?</p>	<p>The Equality Act 2010 is as strong on ensuring that effort is put into maximising positive benefits as it does into mitigating negative impacts.</p>
<p>Have all reasonable steps been taken to mitigate negative impacts (including making reasonable adjustments)?</p>	<p>Note: some decisions (normally financial) have to be made even though they have obvious negative impacts – this is lawful. However, how the impacts can be minimised has to have been thought through very carefully and mitigations need to be considered.</p>
<p>Does the proposal evidence an understanding of the current (baseline) situation with respect to the protected characteristics?</p>	<p>You can't assess impact without knowing where you are starting from!</p> <p>You need to know your service users – gathering relevant data! Where possible consider future changes and also future service users prevented from accessing services. If you lack data on specific on particular groups then you need to consider other ways of gathering information through engagement eg focus groups, face to face meetings etc.</p>
<p>Is this proposal associated with any others – is there a cumulative impact to be assessed?</p>	<p>Individual proposals can be appropriate and well considered, but when cumulative impacts are considered a protected characteristic can be affected disproportionately.</p>

Appendix B

The “Equality Challenge” (Screening document)

Name of the Officer Richard Cope		Please give a brief description of the aims proposed policy or service reconfiguration To provide a high quality bus service to replace a current service with DDA compliant vehicle to be operated by Passenger Transport Unit	
Name Passenger Transport Unit		Date 15 th January 2014	
0Protected characteristic affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
Age			X
Disability			X
Marriage + Civil Partnership		X	
Pregnancy and maternity			X
Race		X	
Religion or Belief		X	
Sex (was Gender)		X	
Sexual Orientation		X	
Transgender		X	
Welsh Language		X	

What are the potential negative Impacts.	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments or engagement with affected parties).
➤ <i>None</i>	➤
➤	➤
➤	➤
➤	➤

The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below:

The introduction of a DDA compliant vehicle will have a positive impact on the elderly, families and disabled who will have an easier access to the vehicle and which will carry wheelchairs and pushchairs without having to climb steps. The maintaining of the service is crucial to give citizens access to services.

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

Signed R Cope
Dated 15th January 2014

Designation Passenger Transport Unit Manager



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Appendix C

Equality Impact Assessment Form

and

Sustainable Development Checklist

EQUALITY IMPACT ASSESSMENT FORM

Name of policy or change to service (Proposal)	Directorate:	Department:
Replacement of Bus Service 65	Regeneration & Culture	Passenger Transport Unit
Policy author / service lead	Name of assessor	Date of assessment:
Richard Cope	Richard Cope	15 th January 2014

1. Have you completed the Equality Challenge form? **Yes / No.** If **No** please explain why

Yes

2. What is the **Aim/s** of the Policy or the proposed change to the policy or service (the proposal)

To provide a replacement bus service with a DDA compliant vehicle after current contract expires because the Tender costs received to replace this service are unsustainable and this would mean termination would be the only option.

3. From your findings from the “Equality Challenge” form did you identify any people or groups of people with protected characteristics that this proposal was likely to affect in a **negative** way? Please tick appropriate boxes below.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

4. Please give details of any consultation(s) or engagement carried out in the development /re-development of this proposal.

It is proposed to consult and engage with the public if the proposal is approved to work out a revised timetable.

5. Please list the data that has been used for this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc.

MCC service user Data

Welsh Govt Data

Public survey data

6. As a result did you take any actions to mitigate your proposal? Please give details below.

Ongoing review of data to establish a revised timetable to meet passenger requirement

7. Final stage – What was decided?

• **No change made to proposal/s – please give details**

• **Slight changes made to proposal/s – please give details**

Ongoing passenger surveys to be carried out

• **Major changes made to the proposal/s to mitigate any significant negative impact – please give details**

None

Signed.....R Cope.....Designation...Passenger Transport Unit Manager

Dated.....15th January 2014

Forthcoming document consideration

We always welcome any feedback or contributions anyone has to this document and our work towards equality. A database of completed equality impact assessments and the schedule of assessments by directorate and department will be available to review on our website.

If you would like to discuss the completion of this form or any issues arising out of its completion please contact:

Name: Alan Burkitt – Democracy and Performance. Tel: 01633 644010.

Contact Email: Equality@monmouthshire.gov.uk or alanburkitt@monmouthshire.gov.uk

Post: Democracy and Performance, Monmouthshire County Council, County Hall, Y Rhadyr, Usk, NP15 1XJ



MCC Sustainability Challenge guidance document

7. When do you carry out a Sustainability Challenge?

The forthcoming Future Generations Bill will require all public bodies, including local authorities, to make sustainable development their central organizing principle. This means that we will have to demonstrate that every significant decision we make has taken sustainable development into account. One way that we can do this is to make sure that all decisions that go to committee, Cabinet, Council or Single Member decision have been through the Sustainability Challenge.

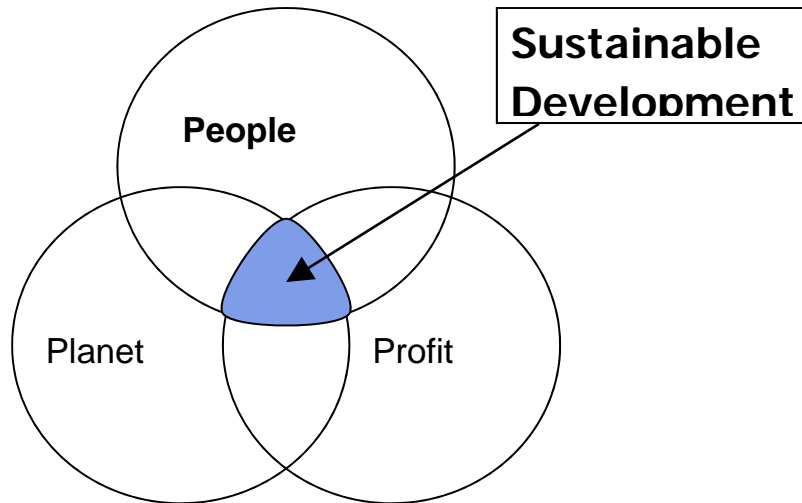
The Sustainability Challenge would also be useful when doing any of the following:

- **developing** or reviewing policies strategies and services
- **assessing** the impact of a new project or proposal
- **procuring** products or services
- **preparing** service delivery plans
- **scoring** or assessing grant applications
- **considering** making financial savings (annual financial savings proposal process)

The best time to use the Sustainable Development Checklist is at the development stage of a project, so that sustainability can be built in and considered from the very beginning. However, it can also be used once a project is underway.

8. What is Sustainability?

Sustainability or Sustainable development is about making sure that what we do today isn't at the expense of the world which we pass on to our children and grandchildren. Another way of describing this is the "triple context" or the 3 Ps where People, Planet and Profits are all in balance. This could look like this:



9. The Sustainability Challenge process

All officers who are proposing to do any of the actions listed in section 1 above are required to complete the **Sustainability Challenge Form** (appendix A) at the earliest possible stage and this will enable them to assess whether the proposal/s will have a potential negative or positive impact on one or more aspects of sustainability. Carrying out this assessment at this point in the process will allow time for officers to consider possible mitigations or changes to be made to the proposals to try and lessen or remove any assessed negative impact.

It is important to remember that the Sustainability Challenge process does not prevent organisations from making difficult decisions and indeed decisions can be made despite an assessment of negative impact. The Sustainability Challenge process requires them to evidence and demonstrate that they are making these decisions in a fair, transparent and accountable way and will provide evidence that Sustainability has been considered as part of the decision making process.

Once the Sustainability Challenge has been completed, any mitigations or changes to the proposal that need to be carried out to reduce the negative impact should be documented on the form.

10. Presentation of proposal to Cabinet, Council, Committee or Single Member Decision

Once the Sustainability Challenge has been carried out you should have enough information that will allow you to either justify going ahead as proposed, amend the original proposals, or develop mitigations to lessen or eradicate any negative impact. As a result of the completion of this process you should be in a very strong and informed position and will be able to take the proposal through the Committee process for formal approval thereby demonstrating fully that you have paid due regard to sustainable development. When taking a policy or proposal to Cabinet an **EQIA form and Sustainable Development Checklist** will need to be completed to accompany the committee report that will detail the process so far, thus enabling Elected Members to make an informed decision.

Promote independence			Improved DDA access to vehicle will ensure that all users can access services in two key settlements and be able to travel independently.
Encourage community participation/action and voluntary work			
Targets socially excluded			Improved DDA access to vehicle will ensure that all users can access services in two key settlements.
Help reduce crime and fear of crime			
Improve access to education and training			Improved DDA access to vehicle will ensure that all users can access services in two key settlements.
Have a positive impact on people and places in other countries			
PLANET			
Reduce, reuse and recycle waste and water			
Reduce carbon dioxide emissions			Vehicle will conform to Euro 4 standard or above
Prevent or reduce pollution of the air, land and water			Reduced vehicle emissions

Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)			
Protect or enhance visual appearance of environment			
PROFIT			
Protect local shops and services			Maintain access to businesses in two key settlements and small villages.
Link local production with local consumption			
Improve environmental awareness of local businesses			
Increase employment for local people			
Preserve and enhance local identity and culture			
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc			
Increase and improve access to leisure, recreation or cultural facilities			Maintain and improve access through increased patronage on DDA compliant vehicle

What are the potential negative Impacts	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments)
➤	➤
➤	➤
➤	➤
➤	➤

The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

The introduction of a DDA compliant vehicle will have a positive impact on the elderly, families and disabled who will have an easier access to the vehicle and which will carry wheelchairs and pushchairs without having to climb steps. The maintaining of the service is crucial to give citizens access to services and for local businesses.

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

Signed R Cope

Dated 15th January 2014

If you would like to discuss the completion of this form or any issues arising out of its completion please contact:

Name: Hazel Clatworthy, Sustainability Community Officer, Tel: 01633 644843

Contact Email: hazelclatworthy@monmouthshire.gov.uk

Street Naming & Numbering



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Street Naming & Numbering Policy and Guidance Notes

Title	Monmouthshire County Council Street Naming & Numbering Policy and Guidance Notes
Purpose	Legal document required under the Public Health Act 1925
Owner	Monmouthshire CC
Approved by	
Date	
Version Number	One (11/10/13)
Status	Draft version
Review Frequency	
Next review date	
Consultation	

DRAFT

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1. Introduction

1.1 Policy Statement

- 1.1.1 The aim of this document is to provide advice and guidance to developers, property occupiers, internal departments and County Councillors regarding the Street Naming & Numbering policy of Monmouthshire County Council.
- 1.1.2 The Naming & Numbering of streets and properties in Monmouthshire is controlled by Monmouthshire County Council under the Public Health Act 1925 – Sections 17 to 19 (Naming of Streets and Alteration and Indication of Street Names). Note – under this Act, Monmouthshire County Council has a duty to name, and maintain street nameplates irrespective of whether they are private or publically maintained streets.
- 1.1.3 The purpose of this control is to ensure that any new or amended street and property names and/or numbers are allocated logically and in a consistent manner. This facilitates effective service delivery from both Public Sector and Private Sector bodies and in particular ensures that Emergency Services are able to locate any address to which they may be summoned.
- 1.1.4 This policy and the Street Naming & Numbering procedure will be reviewed once the full implications of the privatisation of PAF are confirmed.

1.2 Welsh Language/Bilingual Policy

- 1.2.1 As a Welsh Unitary Authority, Monmouthshire County Council is subject to the provisions contained in the Welsh Language Act 1993 and The Welsh Language Wales Measures 2011.
- 1.2.2 The Welsh Language Commissioner is responsible for all aspects of developing and promoting the language and has responsibilities under the Welsh Language Act 1993 to ensure that bodies are complying with their Welsh Language policies.
- 1.2.3 Through its Welsh Language Scheme, Monmouthshire County Council firmly believes that its image and public face should reflect the fact that it uses two languages in the community within which it delivers services.

- 1.2.4 Since the Council has the right to decide on the names of new street, it recognises the importance of giving consideration to local opinion. The policy in relation to new street names will therefore be to adopt a bilingual name that is consistent with the heritage and history of the area.
- 1.2.5 Approved Official Street names in English will be in English and Welsh with each having equal status and neither having preference over the other. Welsh Street Names will be in Welsh only due to the impracticality of some translations from Welsh to English.
- 1.2.6 All existing streets that require additional or replacement Street nameplates will be given its Welsh Translation to be added to the nameplate in order to comply with Monmouthshire County Council's Welsh Language Scheme. The Welsh Translation however does not form part of the Official Street Name unless put through the Street Renaming procedure. Please see Section 4.2. As this is a very time and consuming and costly procedure this will not happen and the Welsh Translation will remain as an unofficial part of the street name until further guidance is received from the Welsh Commissioner and the National Land 7 Property (NLPG) Custodians of South Wales.
- 1.2.7 With regards to historical street names e.g Coed-Chambers Road (Chambers being the owner of the land) these will be translated as follows: Heol Coed-Chambers. Any historical reference in the street name will not be translated into Welsh unless there is a Welsh version.
- 1.2.8 Monmouthshire County Council has a statutory duty to maintain accurate and updated lists of the names of towns, villages, communities and wards as well as new developments. In each case the Council will ensure that its lists are of a high standard and will in collaboration with the Welsh Language Commissioner, conduct an audit of the lists that it maintains and will standardise them where necessary.

1.3 What is Street Naming & Numbering?

- 1.3.1 Street Naming & Numbering allows a unique identity to be assigned to a street and any associated property which may be accessed via a street.

1.4 Why is Street Naming & Numbering Important?

1.4.1 The registration of a property is becoming an increasingly important issue.

Maintaining a comprehensive, consistent and high standard for naming streets and numbering or naming properties is essential as it allows:

- Emergency Services to find a property quickly – delays can cost lives and money
- Mail to be delivered efficiently
- Visitors to locate their destination
- Reliable delivery of services and products
- Records of service providers to be kept in an effective manner
- Companies to accept an address for official purposes e.g.: insurance, credit rating, contract acceptance.

1.5 Who is responsible for Street Naming & Numbering?

1.5.1 Monmouthshire County Council has a statutory responsibility, within the context of adoptive legislation, to ensure that streets are named along with additional discretionary powers to provide a name or number to a property.

1.5.2 It should be noted that Royal Mail has no statutory power to either name a street or to name, number, rename or renumber a property.

1.5.3 Royal Mail has sole responsibility for assigning Postcodes following notification of new or amended address details by Monmouthshire County Council.

1.5.4 Monmouthshire County Council undertakes full and extensive consultation and liaison process with Royal Mail to ensure compliance, consistency and removal of possible ambiguity, duplication and confusion. *(May change in near future due to the privatisation of PAF)*

1.6 When to Apply – Guidance for Applicants

- 1.6.1 Applications for Street Naming & Numbering services should be made by:
- Individuals or organisations wishing to add a name to an existing numbered only property
 - Individuals or organisations wishing to rename an existing named property
 - Individuals or developers building new properties i.e. new houses, commercial premises, industrial units etc
 - Individuals or developers wishing to amend layouts of new developments that have already gone through the naming and numbering process
 - Individuals or developers undertaking conversions of existing properties which will result in the creation of new properties or premises (i.e. existing buildings divided into flats or offices, barns converted into residences, commercial units split etc)
 - Residents wishing to rename a street
 - Solicitors, Conveyancers, Personal Search Companies, Developers or Individual residential or commercial property occupiers etc seeking confirmation of an address.
- 1.6.2 The process of Street Naming & Numbering can be a lengthy one from receipt of an application, through to the consultation process to preparation and completion of approved schedule and location plans.
- 1.6.3 Applicants should consult with Monmouthshire County Council at the earliest opportunity for new addresses and requests. Applications should be submitted as soon as possible after Planning Consent and Building Regulation Approval for the proposal has been granted, and work commences on site to avoid possible delays.
- 1.6.4 It is therefore advisable to be cautious in the use of development names for marketing purposes as the name is not authorised as an official street name or address.
- 1.6.5 It should be pointed out in literature distributed to prospective purchasers that marketing names are subject to approval and therefore likely change.

1.7 How to Apply – Guidance for Applicants

1.7.1 All requests for Street Naming & Numbering services must include:

- A completed Monmouthshire County Council – Street Naming & Numbering Application Form
- An appropriately scaled location plan to a scale no less than 1:1250. In the case of a new development – a layout plan, indicating the position of properties in relation to geographical surrounding (Refer to Section – Useful Contacts).
- The appropriate fee for the specific Street Naming & Numbering service required.

1.7.2 A Street Naming & Numbering application form can be obtained by:

- Visiting our website at www.monmouthshire.gov.uk
- Email to contact@monmouthshire.gov.uk
- Contacting the switchboard on 01633 644666
- Printing a copy included at the rear of this document
- Visiting your local One Stop Shop

1.7.3 Completed applications should be sent to:

Street Naming & Numbering
Monmouthshire County Council
PO BOX 106
Caldicot
NP26 9AN

Or

highways@monmouthshire.gov.uk

2. Naming & Numbering New Developments

2.1 General Principle

- 2.1.1 The Naming of new streets in Monmouthshire is carried out under the 'Public Health Act 1925, Section 17 ~ Notice to urban Local Authority before street is named'.
- 2.1.2 Monmouthshire County Council are happy to receive, and would encourage, suggestions of themes and/or street names from new property developers submitting a request for Street Naming & Numbering services. Care should be taken to ensure that the names suggested meet the protocols contained in this document.
- 2.1.3 New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
- 2.1.4 As a county, Monmouthshire has a significant historical background and therefore to ensure preservation of this heritage, preference will be given to naming schemes with a historical or local context.
- 2.1.5 If no historical link can be established directly to the land under development then adjacent areas may be explored for ideas.
- 2.1.6 In the event that no historical and local context is determined, and the proposed development consists of a network of streets, a theme may be suggested. Again care should be taken to ensure that any proposed theme meets the protocols contained in this document.
- 2.1.7 All suggestions of themes and/or street names from new property developers submitting a request for Street Naming & Numbering services, once the Street Naming & Numbering Officer is satisfied that those themes and/or street names meet the protocols contained in this document, will be submitted to the area's Community Council and County Councillor for their approval. The proposed names will be checked against existing NLPG entries. This will ensure that the name(s) is/are not duplicated within the area, in the Authority or adjoining Authorities or that it is not so similar to an existing street name that it is likely to cause confusion.

- 2.1.8 The Community Council and County Councillor for the area can use their local and historical knowledge of the area to determine any suggested themes/and or street names' suitability for the area. The Community Council and County Councillor can suggest alternative themes/ and or Street Names which may have a more relevant historical and local context. Again these suggestions will need to meet protocols contained in this document and the consultation process will start again.
- 2.1.9 Community Councils meet once a month so please bear in mind that the process of naming new streets can be a lengthy one. As the Community Council and County Councillor have an important role within the process Monmouthshire County Council advises new property developers submitting a request for Street Naming & Numbering services to communicate with the Community Council and County Councillor before submitting a request. This could reduce the time of naming new streets.
- 2.1.10 The new property developers submitting a request for Street Naming & Numbering services can request that the Community Council and County Council can suggest any themes and/or street names for a new development.
- 2.1.11 Although every opportunity is afforded to individuals or organisations in suggesting new development themes and/or street names, ultimately the Council's decision is final for the naming of roads, renaming of roads, numbering or renumbering of properties and naming or renaming properties.

2.2 Use of Unofficial Marketing Titles

- 2.2.1 Monmouthshire County Council will not adopt unofficial 'marketing' titles or themes used by the developers for the sale of new properties unless a historical or local context has been agreed in advance and on the clear understanding that the theme will form the basis of the approved street naming scheme only.
- 2.2.2 In particular, the adoption of 'marketing' titles will not be permitted in creating attractive 'unofficial' locality or village names.
- 2.2.3 It is therefore advisable to be cautious in the use of development names for marketing purposes if the names has not been authorised.
- 2.2.4 It should be pointed out in literature distributed to prospective purchasers that marketing names are not the official street name, are subject to approval and therefore possible change.

2.3 Proposed Themes

2.3.1 A developer/County Councillor/The Community Council proposing a theme for street naming & numbering or property naming for a new development scheme should consider the following:

- The suggested street or property names should have proven historical or local context and a link directly to the development site or adjacent areas.
- The suggested street or property name will not be a name of a person within living memory. The naming of streets after individuals can be somewhat contentious and in many respects subjective, therefore not street or property will be named after a person either present or recent past. Consideration will be given to names of individuals with a direct historical connection to the development site. See point 2.3.2 below.
- The suggested street or property naming scheme will not be the same or similar to any existing names in Monmouthshire to avoid possible confusion and duplication.
- Distinctions by suffix within the same or adjoining area are to be avoided, e.g. Apple Avenue and Apple Road.
- All punctuation, including apostrophes, shall be avoided.
- Where no historical or local context can be established, with the land intended for development and a network of streets will be created the developer/County Councillor/Community Council may submit a suggested theme, with appropriate reasons, for consideration.
- Suggested street or property names should not be difficult to pronounce or awkward to spell. Such street names are unacceptable as these may lead to confusion in an emergency situation or result in demands for a change of address from occupiers.
- Suggested street or property names which are aesthetically unsuitable should be avoided i.e. Gaswork Road, Tip House etc
- Suggested street or property names which are capable of deliberate misinterpretation should be avoided i.e. Hoare Road, Typple Avenue, Quare Street etc
- Suggested street or property names that could be considered or construed as obscene, racist or which could contravene any aspect of the Monmouthshire County Council equal opportunities policies will not be acceptable.
- Subsidiary names i.e. a row of buildings within an already named road being called '...Terrace' should be avoided if possible.

2.3.2 Advice or guidance regarding historic or local context can be obtained by:

- Communicating with the Community Council/County Councillor
- Visiting our website at www.monmouthshire.gov.uk
- Visiting our Libraries and Information Service website at <http://libraries.monmouthshire.gov.uk/>
- Contacting the Council's Policy Officer Equality and Welsh Language: alanburkitt@monmouthshire.gov.uk or the Welsh Language Support Officer: davidbarnes@monmouthshire.gov.uk.

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3. Approving Naming & Numbering Schemes

3.1 Street Names

3.1.1 The Naming of new streets in Monmouthshire is carried out under the 'Public Health Act 1925, Section 17 ~ Notice to urban Local Authority before street is named'.

3.1.2 All new street names should ideally end with one of the following suffixes with their Welsh equivalents preferably applied in the following context:

Road/Heol	–	For any major road or thoroughfare
Avenue/Rhodfa	–	for any road or thoroughfare
Drive/Rhodfa	–	for any road or thoroughfare
Street/Stryd	–	for any road or thoroughfare
Way/Ffordd	–	for any road or thoroughfare
Grove/Gelli	–	for residential roads
Mews/Stablau	–	for residential roads
Place/Maes	–	for residential roads
Gardens/Gerddi	–	for residential roads (provided there is no confusion with local open space)
Close/Clôs	–	for cul-de-sac only
Court/Cwrt or Llys	–	for cul-de-sac and residential blocks only
End/Pen	–	for cul-de-sac only
Circle/Cylch	–	for roads with the same start and end point
Crescent/Cilgant	–	for a crescent shaped road
Square/Sgwâr	–	for a square only
Terrace/Teras	–	for a terrace of houses but NOT as a subsidiary name within another officially named street
Hill/Rhiw	–	for a hillside road only
Ridge/Crib	–	for a hillside road only
Rise/Bryn	–	for a hillside road only
Row/Rhes	–	for residential roads in appropriate circumstances
View/Gwel y	–	for residential roads in appropriate circumstances
Common/Comin	–	for roads in appropriate circumstances
Parade/Parêd	–	for roads in appropriate circumstances
Park/Parc	–	for roads in appropriate circumstances
Reach/Dyfroedd	–	for roads in appropriate circumstances
Lane/Lôn	–	for any road or thoroughfare in a rural area or in appropriate circumstances
Meadow/Dol	–	for any road or thoroughfare in a rural area

Mead/Dol	–	as an alternative to above
Dene/Tywyn	–	for roads with an historic link to wooded valley
Wharf/Glanfa	–	for roads parallel or adjacent to navigable waterways
Walk/Rhodfa	–	for pedestrian ways
Path/Llwybr	–	for pedestrian ways

- Many of the Welsh versions above will mutate/change when the name of a road is added and will therefore need to be sent by the Street Naming & Numbering Officer for professional translation to ensure accuracy

3.1.3 Single or dual names without suffixes are acceptable in appropriate circumstances i.e. The Hawthornes, The Causeway

3.1.4 The use of North, South, East or West as a suffix is generally not acceptable. However it is acknowledged that in exceptional circumstances it may be appropriate to do to facilitate identification.

3.2 Property Numbering Sequence

3.2.1 The following protocols will be applied to new development schemes and should include:

- Odd property numbers allocated to the left of the proposed new street running from start to end of the street. Even property numbers allocated to the right of the proposed new street running from start to end, or vice versa if there is an issue with neighbouring properties on adjoining streets and duplication of numbers.
- Short cul-de-sac and small scale development will be numbered consecutively in a clockwise direction. Longer cul-de-sac development will again be numbered as stated above.
- The property number 13 will not be omitted from property numbering schemes unless requested in the street naming & numbering application.
- It should be pointed out in literature distributed to prospective purchasers that the provisional numbering schemes are subject to change if the developer adds plots that require addressing after the original Street Naming & Numbering has been allocated to the development. Please see Section 5 for the applicable charges.

- Where a street numbering sequence may not exist, predominantly in rural areas, it will be appropriate to allocate agreed property names, however all approved property names will be addressed directly to the nearest official designated street name, to enable emergency services to locate a property quickly.
- A piece of land, e.g. a farmer’s field, cannot be given an official address, only property on that piece of land can have a conventional address for the purposes of delivering mail and services.
- Infill development (new properties built between existing properties or in grounds of an existing property) on a numbered street will be given the same number as the property preceding the infill or following in appropriate circumstances (i.e. when the infill property precedes No.1 on a numbered street) followed by a suffix of ‘A’, ‘B’ etc e.g. 24A, 24B.
- All addresses will have a welsh version and this includes units within and industrial estate for example. The prefix will be translated as well as the suffix letters. The letters will be translated but not used in sequence; therefore Unit 1D will be translated to Uned 1D rather than following the sequence of the Welsh Alphabet and using 1CH.

English	Welsh
Unit 1A	Uned 1A
Unit 1B	Uned 1B
Unit 1C	Uned 1C
Unit 1D	Uned 1D

- Properties, in particular those occupying corner sites, will be numbered or named according to the street in which the main entrance is located. The manipulations of property names or numbers in order to secure a more prestigious or desired address, or to avoid an address, which is thought to have undesired associations, will not be permitted.
- Blocks of flats and apartments may be given a name but each individual flat or apartment will be numbered consecutively.

- All newly proposed development block names should preferably end with one of the following suffixes:
 - Court/Cwrt or Llys
 - House/Tŷ
 - Point/Penrhyn or Pwynt
 - Tower/Tŵr
 - Lodge/Porthdy
 - Apartments/Fflatiau
 - Mansions/Plastai
 - Heights/ Bannau
- Many of the Welsh versions above will mutate/change when the name of a building is added and will therefore need to be sent by the Street Naming & Numbering Officer for professional translation to ensure accuracy
- Commercial properties which contain multiple offices, office suites or units should ensure each office, suite or unit is uniquely identified preferably by a numbering schedule (e.g. Suite 1, Suite 2 etc) or where suitable by its location within the building (e.g. Ground Floor, First Floor etc).
- All commercial properties should be individually numbered or named.

3.3 Shopping Centres, Retail Parks and Industrial Estates

- 3.3.1 In order to minimize disruption and confusion, the address of each commercial property, should be a sustainable address that can be re-used by whatever business or organisation occupies the property. Unit numbers should be allocated which will remain constant whichever company occupies the premises. The unit number should be displayed prominently on each building.
- 3.3.2 Shopping Centres (Arcades or Malls): A names will be given to the building which houses an indoor shopping centre. Each shop or unit within the building will require its own unique number and the street from which the building is deemed to have its main access will be the street used in the address E.g.
- Unit 1 Monmouth Shopping Arcade, High Street, Monmouth
 - Unit 2 Monmouth Shopping Arcade, High Street, Monmouth

- 3.3.3 Retail Parks (Open Air Shopping Precincts): A name will be given to the park or precinct. Each shop or unit within will require its own unique number. The Street from which the park or precinct is deemed to have its main access will be the street used in the address, however, it is possible that some shops or units may be accessed from a different street and this street will be used in the addresses for those particular shops or units. The numbering scheme will be applied to the park or precinct as a single entity regardless of which street the units are accessed from. E.g.
- Unit 1, Monmouth Shopping Precinct, High Street, Monmouth
 - Unit 2, Monmouth Shopping Precinct, Church Lane, Monmouth
- 3.3.4 Industrial Estates: Where appropriate a name may be given to an industrial estate. Each unit or yard will require its own unique number. If all the units are directly accessed from the same street the numbering scheme will be based on the industrial estate as a single entity with the street from which access is gained being the street used in the address. E.g.
- Unit 1 Monmouth Industrial Estate, High Road, Monmouth
 - Unit 2 Monmouth industrial Estate, High Road, Monmouth
- 3.3.5 If, however, the estate comprises of more than one street, and these streets are deemed to require naming, the units or yards will be numbered to the street from which they are accessed. If it is still deemed appropriate to give the industrial estate its own name the name will now be treated as a locality E.g.
- Unit 1, High Road, Monmouth Industrial Estate, Monmouth
 - Unit 2, High Road, Monmouth Industrial Estate, Monmouth
 - Unit 1, Lower Road, Monmouth Industrial Estate, Monmouth
 - Unit 2, Lower Road, Monmouth Industrial Estate, Monmouth
- 3.3.6 It should be noted that names for Shopping Centres, Retail Parks and Industrial Estates are subject to the same principles as street names which are set out in sections 2 and 3 above. It is recommended that contact is made with the Street Naming & Numbering Officer at an early stage of development so that naming and numbering schemes can be agreed before marketing commences.

3.4 Activation of New Addresses

- 3.4.1 When a new development has been named and numbered the addresses created are considered to be 'provisional'. The details are shared with the Royal Mail who keeps these addresses on their 'Not Yet Built' (NYB) database. To avoid the problem of post being sent to non-existing properties on a building site the addresses are not made available for use until the properties are near completion and able to receive mail.
- 3.4.2 As each property reaches this point the developer should contact the Street Naming & Numbering Officer and request that the address is activated for use. Notification that the address is now active will be sent to Monmouthshire County Council's internal and external partners (including the emergency services). The Royal Mail will be contacted to move the address from their NYB database onto their 'Postal Address File' (PAF) database making it available for general use.

4. Changes to Existing Street Naming & Numbering

4.1 Adding a Name to an Existing Numbered Property

4.1.1 The allocation of a property name will be permitted but where an existing numbering scheme is in place, the name will be an addition to that number and not a replacement. The name must not already be in use by any other property, nor sound too similar to any other property in the area (postal town e.g. Abergavenny - NP7). A check will be undertaken on application. Names that sound racist, obscene or are open to misinterpretation will not be accepted.

4.2 Renaming an Existing Named Property

4.2.1 The name of an existing property may be changed. The new names must not already be in use, nor sound too similar to any other property in the area (postal town e.g. Abergavenny - NP7). A check will be undertaken on application. Names that sound racist, obscene or are open to misinterpretation will not be accepted.

4.3 Converting an Existing Building

4.3.1 Conversion or sub-division of a residential property resulting in a single point of entry from which all the flats are accessed will be numbered rather than described or lettered i.e. Flat 1 rather than First Floor Flat or Flat A.

4.3.2 Conversion or sub-division of a residential property resulting in multiple points of entry with each flat having its own separate front door, off the street, will include a suffix to the primary shell address i.e. 'A', 'B', 'C' etc (24A, 24B, 24C etc).

4.3.3 A merged property will utilise the numbers of the original properties where premise numbers are used. For instance, the merging of two properties at 4 High Street and 6 High Street or Unit 1 Trading Estate and Unit 2 Trading Estate will result in new addresses of 4-6 High Street and Unit 1-2 Trading Estate respectively.

4.4 Converting a Barn/Outbuilding or Derelict Building

- 4.4.1 The allocation of a property name to a barn/outbuilding conversion will be permitted but the name must not already be in use by any other property, nor sound too similar to any other property in the area (postal town e.g. Abergavenny - NP7). A check will be undertaken on application. Names that sound racist, obscene or are open to misinterpretation will not be accepted. A numbering scheme can be developed if more than one barn/outbuilding at a farm/property is being developed.
- 4.4.2 The allocation of a property name to a developed derelict building will be permitted if the street from which it is accessed is not numbered. If the street from which it is accessed has a numbering scheme then the developed property will slot into that numbering scheme where appropriate.
- 4.4.3 The name of the farm/property that the barn/outbuilding conversion is located at will be included in the barn's address due to the shared access. Only if the barn/outbuilding conversion has its own access, separate to the farm/property, will the farm/property name be omitted from the address.

4.5 Street Renaming at Residents Request

- 4.5.1 If two thirds of residents are in agreement, a written request is required to change the name of a street. Reasons will need to be given for the desire for change and for the choice of the new name. The new name must adhere to the principles set out in sections 2 and 3 above.
- 4.5.2 The National Street Gazetteer (NSG) is the definitive source of official street names or descriptions. This single definitive source ensures consistency in different databases and is used by the Emergency Services and Internal Services and has been populated using Monmouthshire County Council's Highways Register and Street Naming & Numbering Records.
- 4.5.3 Unless substantial evidence is given to prove an official name of a street differs from what is held on the NSG, then requests to alter the NSG record will be treated as an application to change the name of a street, and must adhere to the principles mentioned above.
- 4.5.4 Charges are proposed for this function as it is a very time consuming exercise and to cover the cost of replacement nameplates. Please see Section 5 for charges.

4.6 Re-numbering Existing Properties/Buildings or Re-naming a Street

- 4.6.1 Re-numbering is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services, or, new development takes place which cannot be accommodated within the existing numbering sequence. As this is a very time-consuming process and can cause cost and disruption to individual occupiers, it will be avoided wherever possible. For new development within an existing street the use of suffixes, or re-numbering where just a few properties are affected, is preferable to wholesale re-numbering of a street, however, this is not always possible and the re-naming of streets and re-numbering of properties will be at the discretion of Monmouthshire County Council.

5. Proposed Charges for Street Naming & Numbering Services

5.1 Proposed scale of charges

Category	Charge (Incl.VAT)
Property Naming/Renaming/addition of name to number	£25
Confirmation of Address to Conveyancers etc	£25
Development 1-5 Plots	£150 + £25 per additional plot
Development 6-25 Plots	£150 + £20 per plot
Development 26-75 Plots	£150 + £15 per plot
Development 76+	£150 + £10 per plot
Changes to Development Layout after Notification	£25 per plot affected
Street Renaming at Residents Request	£150 + £25 per plot and cost of replacement nameplates

- 5.2 The budget for renewing/providing new street nameplates is only £8,000.00 (eight thousand pounds) and does not cover the amount of requests that we receive on an annual basis. Therefore, in order to save on invoicing costs etc, we collate about 8-10 new signs together and then place an order then. Because the budget amount is so small, it only usually lasts for about 6 months, but a small amount is kept back to deal with emergencies etc. However, any new income received from charging will be used to clear the backlog of outstanding street nameplate requests received.

6. *Monmouthshire County Council Land & Property Gazetteer*

6.1 This section of the Street Naming & Numbering Policy is for information and guidance only. The LLPG is inter-related with Street Naming & Numbering and the following information is relevant in further understanding the use and recording of addresses. This is managed by the GIS Team.

6.1.1 There are two forms of address in common use:

6.1.2 The Postal Address is the form of the address held by the Royal Mail for the delivery of post. Royal Mail accepts no responsibility for the use of the postal address for any other purpose than delivery of mail by them.

6.1.3 The BS7666 address is the form of the address which conforms to the national standard for addressing BS7666. This form of address is prescribed by the government for various statutory purposes such as planning applications and electoral registration. It is used in the council's primary address register; the Local Land & Property Gazetteer (LLPG). It is also the basis of the National Address Gazetteer being introduced by the government during 2011 to provide a single address list across the whole public sector.

6.1.4 While the two forms of the address are often the same they can sometimes differ. The differences between the two forms are set out below. Other forms of an address may exist (such as those on title deeds or held by third party databases) but have no legal standing.

NB: Where a locality is recorded it may not always be the same in the two types of addresses.

Address Element	Postal Address	BS7666 Address
Flat number/name	Not always included	Always included
Property number	Always included	Always included
Property name	Only included if no number	May be included
Street name	Not always included in rural areas	Always included
Locality	Included where Royal Mail have operational need	Included where such a name exists
Town	Included where Royal Mail have operational need	Always included
Post Town	Always included	Recorded separately from actual town
Postcode	Always included where allocated	Always included where allocated

7. Notifications of Address Information to Internal and External Partners

- 7.1 On completion of an application for Street Naming & Numbering Monmouthshire County Council will notify the following organisations or departments of the new or amended address(es):
- The Royal Mail
 - The Local Sorting Office
 - Gwent Police
 - Welsh Ambulance Service NHS Trust
 - South Wales Fire & Rescue
 - The Valuation Office
 - Ordnance Survey
 - GIS Team (Monmouthshire County Council)
 - Electrol Registration (Monmouthshire County Council)
 - Council Tax & Benefits (Monmouthshire County Council)
 - Education Services (Monmouthshire County Council)
 - Recycling & Waste (Monmouthshire County Council)
 - Land Registry – New Developments/road name changes
 - Traffic & Development (Monmouthshire County Council) – New Developments/road name changes
 - Mapping & Survey Officer (Monmouthshire County Council) - New Developments/road name changes
 - Community/Town Council and County Councillor – New Developments/road name changes

8. Useful Contacts

8.1 The Street Naming & Numbering Officer at Monmouthshire County Council

- Tel: 01633 644644
- Email: highways@monmouthshire.gov.uk
- Web: www.monmouthshire.gov.uk
- Post: Street Naming & Numbering Officer, PO BOX 106, Caldicot, NP26 9AN

The Street Naming & Numbering Officer is also responsible for Street Nameplates; please contact the above details for details on Street Nameplates.

8.2 GIS Team at Monmouthshire County Council

- Tel: 01633 644271
- Email: addressissues@monmouthshire.gov.uk
- Web: www.monmouthshire.gov.uk

8.3 The Royal Mail

- Tel: 08456 011110 (address management helpline)
- Web: www.royalmail.com

All issues regarding Postcodes must be directed to Royal Mail initially as Postcodes are owned by Royal Mail.

8.4 Ordnance Survey

- Tel: 0845 456 0420
- Web: www.ordnancesurvey.co.uk

8.5 Monmouthshire County Council Welsh Translation service

- Tel: 01633 644010
- Email: alanburkitt@monmouthshire.gov.uk
- Tel: 01633 644686
- Email: davidbarnes@monmouthshire.gov.uk

9. Appendices

9.1 Monmouthshire County Council's Street Naming & Numbering Application Form

9.2 Monmouthshire County Council's Street Nameplate Request Form

9.3 PAF® Code of Practice, Changing Postal Addresses and Postcodes

DRAFT



**HIGHWAYS NETWORK MANAGEMENT
HIGHWAYS DEPARTMENT
REGENERATION & CULTURE
DIRECTORATE**

**STREET NAMING & NUMBERING
APPLICATION FORM
PUBLIC HEALTH ACT 1925 – SECTIONS 17 TO 19**

OFFICE USE ONLY

SN&N REFERENCE
NO:

IN ADDITION TO THIS FORM ALL REQUESTS MUST INCLUDE A CLEAR LOCATION PLAN AND IN THE CASE OF A NEW DEVELOPMENT; A LAYOUT PLAN INDICATING THE POSITIONS OF THE PROPERTIES AND ROADS.

1. NAME & ADDRESS

Name - _____

Address- _____

Postcode - _____ Tel No.- _____ Email Address- _____

All correspondence will be by email where one is provided

2. TYPE OF APPLICATION

Property Renaming

New Build (Single)

Conversion to Dwelling

New Development (Two or more dwellings)

Confirmation of Address

3. EXISTING DETAILS

Current Address/ Location - _____

LOCATION AND ACCESS IS TO BE CLEARLY HIGHLIGHTED ON PLAN.

4. NEW OR AMENDED DETAILS

Planning Reference Number - _____

Suggested property Name/Number - _____

Suggested Road Names (**New Developments ONLY**) _____

Address - _____

You must be the owner of the property to alter its address, name or number. Or provide written permission by the owner to make the requested changes.

SIGNED: _____ DATE: _____

**PLEASE RETURN THE COMPLETED APPLICATION FORM AND
ADDITIONAL REQUIRED INFORMATION TO
HIGHWAYS@MONMOUTHSHIRE.GOV.UK OR TO;**

**THE STREET NAMING & NUMBERING OFFICER
HIGHWAYS DEPARTMENT
MONMOUTHSHIRE COUNTY COUNCIL
RAGLAN DEPOT
STATION ROAD
RAGLAN
USK
MONMOUTHSHIRE
NP15 2ER**

**DAMAGED/REPLACEMENT OR
REQUESTED STREET NAMEPLATE FORM**

OFFICE USE ONLY
REFERENCE NO:

**PLEASE ENSURE THAT THE LOCATION OF EXISTING
NAMEPLATES OR THE REQUIRED RELOCATION OF NAMEPLATES
IS CLEAR**

1. NAME & ADDRESS

Name - _____

Address- _____

Postcode - _____ Tel No.- _____ Email Address- _____

All correspondence will be by email where one is provided

2. YOU ARE REPORTING

A Damaged Street Nameplate that needs removing and replacing

A Replacement for an Existing Nameplate

A New Nameplate for New Streets/Developments (Or at existing streets to include
Welsh Translations or No Through Road Symbols)

Additional (or Numbered) Signage

Relocation of an Existing Nameplate

3. EXISTING NAMEPLATE DETAILS

Current Nameplate Details & Location –

4. NEW OR AMENDED NAMEPLATE DETAILS

New or Requested Nameplate Details & Location (Or Relocation) –

SIGNED: _____ **DATE:** _____

**PLEASE RETURN THE COMPLETED APPLICATION FORM AND ANY
ADDITIONAL REQUIRED INFORMATION TO
HIGHWAYS@MONMOUTHSHIRE.GOV.UK OR TO;**

**THE STREET NAMING & NUMBERING OFFICER
HIGHWAYS DEPARTMENT
MONMOUTHSHIRE COUNTY COUNCIL
RAGLAN DEPOT
STATION ROAD
RAGLAN
MONMOUTHSHIRE
NP15 2ER**



PAF[®] Code of Practice

This document is the Code of Practice for the Postcode Address File (PAF[®]), which was agreed between Royal Mail and the Postal Regulator in May 2010

PAF[®] Code of Practice

Changing Postal Addresses and Postcodes

Introduction

This Postcode Address File (PAF[®]) Code of Practice explains why and how postal addresses may change and how the changed addresses will be introduced.

Changes can be made for one of two reasons:

1. To maintain or improve the service offered by Royal Mail Limited (called in this document "Royal Mail")
2. To reflect customer demand

In each case, specific criteria will need to be met before a change is made. By way of background:

- **Section 1** explains what Postal Addresses are and why it may be necessary to change them to maintain or improve service
- **Section 2** details the criteria that must be met before a change will be made in response to customer demand
- **Section 3** explains how the changes will be introduced in each case
- **Sections 4-6** provide additional information on where you can obtain help with the Code, how we

Section One - Changing for a better service

Every house and business in the UK falling under Royal Mail's [Universal Service Obligation](#) has been given a postal address by Royal Mail. Its use enables Royal Mail to deliver items quickly and accurately. The postal address is a sorting and routing instruction to Royal Mail's staff and not always a geographically accurate description of where a property is located. As mail is circulated via Post towns it may, for example, include the name of that town which could be several miles away, as that is where your mail is processed.

The table below identifies the elements that can make up an address and states whether each is required for the delivery of mail

DATA	POSTALLY REQUIRED	EXAMPLE
Name of addressee (title, initials, surname)	Not if building name or number present	Mr A Smith
Company/Organisation	Not if building name or number present	Acme Plc

Building name	Not if building number present	Acme House
Number of building & name of street or road	Yes	3 High Street
Additional Locality/ Townland * Information	Where similar road names exist within a Post Town area or there is another operational requirement	Hedle End
Post Town (capital letters)	Yes	SOUTHAMPTON
County	No	Hampshire
Postcode (capital letters)	Yes	SO31 4NG

*A Townland is a small geographical area of land used in Ireland

Whenever possible we try not to change addresses and Postcodes. Changes are, however, sometimes necessary to ensure that mail is delivered as quickly and efficiently as possible.

For example, occasionally we need to change the way we route mail to provide a better service if a new delivery office is built, and sometimes we run

out of Postcodes to allocate to new homes and businesses in a developing area. It is also possible for a local council to prompt a change by re-numbering buildings or re-naming roads.

In any of the above circumstances, we may need to change existing Postcodes or addresses to ensure that mail is handled efficiently and delivered without delay. If we have to re-code as a result of running out of Postcodes for a particular area, Royal Mail will notify addressees of any change following the process set out in Section Three. This process will also be followed when changes are made for other Royal Mail operational or efficiency purposes.

All changes, once implemented, will be posted on the Royal Mail website

www.royalmail.com/postcodeupdates

Section Two - When will we change an address in response to customer demand?

Our first priority is to ensure that we can deliver mail efficiently to our customers. We will consider making changes which do not materially impact on the efficiency of our operation. However, we will not make any changes to postal addresses which could lead to a deterioration in the service we provide.

With this overriding proviso, we have detailed below the changes that may be made to a postal address subject to the stated criteria being met. We will be pleased to provide an explanation for our decision on request.

Any request to amend an address must come from an individual or individuals living in the area affected by the change either directly or via the relevant Local Authority or Parish Council. Where the proposed change affects more than one address, it must be accompanied by clear information about the boundary of the area affected and by evidence to demonstrate that the change would be supported, as set out below.

Name of Addressee

The name of an addressee only forms part of a postal address if there is no other way of identifying the correct delivery point. If the name of the addressee changes, we will amend the postal address to reflect this. This will not require consultation.

Company / Organisation

We will amend our records to reflect the name of the company or organisation occupying the premises. This will not require consultation.

Building Name and / or Number

The naming and numbering of thoroughfares is the responsibility of local authorities and not Royal Mail. The postal address reflects the details provided by the local authority.

Where a house is numbered by the local authority and has also been given a name by the occupant, Royal Mail will include only the number in the postal address. This is because the use of the number rather than a name enables the property to be located easily.

If a building is not numbered and the occupant wishes to change its name, they should first advise their local authority of their intentions. The postal address will be amended to reflect the change provided the new name will not lead to confusion or cause offence. This will not require consultation.

Name of Street or Road

Local authorities have the responsibility for the naming of roads. The postal address reflects the details provided by the local authority. Where a change is made by a Local Authority, Royal Mail is obliged to alter the address held on PAF[®]. In these circumstances it will do so without the need to consult but will write to affected addresses advising them of the changes made.

In certain circumstances, the name of both the road in which a property is located and the one leading to it are present in a postal address.

If the road on which the property is located appears on street plans of the area, then the name of the road leading to it may be removed from the postal address.

This is subject to:

- the provision of written evidence that all addresses affected are either in favour of the change or do not oppose it; and
- the change being supported by the customer representatives identified in section three.

This information must be provided by the person requesting the change.

Additional Locality Information

Royal Mail will not make changes to locality information if the quality of service we provide or the efficiency of our operation would be compromised. Locality information may otherwise be added to, or deleted from, a postal address subject to the following:

- The change being supported by the customer representatives identified in Section Three, with this information provided by the person(s) requesting the change; AND
- The availability of an acceptable and clearly defined set of geographical boundary data, with this information provided by the person(s) requesting the change; AND

- There being no significant objection raised by those affected by the proposed change of address. This will be established by Royal Mail writing to all those addresses affected by the change to advise them of the proposed inclusion or deletion of locality information, thereby giving them the opportunity to register any objection.

Should 20% or more of those affected by the change indicate that they do object to the proposed change Royal Mail will instigate the following:

- A poll of all addresses affected by the change, with not less than 50% of those polled responding and a simple majority of addresses voting being in favour of the change; Royal Mail will aim to conclude such a poll and implement any address changes within two months of the ballot being initiated and advise customers of any changes to these timescales. Royal Mail will advise Postcomm of the feedback obtained on the occasions that a ballot is required.

Post town

Royal Mail circulates mail by way of a Post town (usually the main town in an area) and recognizes that changes to Post towns affect a large number of addresses and therefore have implications for many householders and businesses. Such changes can also have a significant impact on Royal Mail's distribution network.

For these reasons changes will only be made for postal operational and efficiency reasons and will follow the process set out in Section Three.

County

The county does not form part of any postal address and changes to it are not therefore covered by this Code of Practice.

Postcode Changes

The Postcode forms the basis of Royal Mail's distribution network. Changes to Postcodes could therefore compromise the service we provide. We will, however, make changes to the last two characters of an individual Postcode in exceptional circumstances. To do this, we will require evidence that all those affected by the change are in favour of the change and it is for the person requesting the change to provide this information.

Additionally, and as mentioned above, it is sometimes necessary for Royal Mail to recode an area for operational reasons or where it has run out of Postcodes. In these circumstances the process set out in Section Three will be followed.

For customers wishing to introduce or remove additional locality information, the support of those bodies/individuals set out in Section Three, paragraphs 1.1 and 1.2, as appropriate, must be

obtained. The process for changes to a Postcode are covered separately above.

Section Three - How will the changes be introduced?

1. Consultation Process

Royal Mail will adhere to the following when it is introducing postal address changes for operational or efficiency reasons, i.e. the introduction of a new Post town or new Postcodes.

1.1 For a small change (by which we mean changes affecting more than one Postcode but fewer than two hundred addresses), we consult the following customer representatives:

- the principal local authority and the parish / district councils where they exist
- the local Chamber of Commerce where appropriate.

We will write to all companies at addresses affected by the change inviting their views. Whilst we will consider the responses we receive, it will not be possible to enter into correspondence. We will include in this letter the approximate date of implementation of the proposed change and inform all affected addresses that there will be a

transitional period of 12 months from that date during which their old postal address will continue to be valid alongside their new postal address.

We will write in a similar manner to all other postal addresses affected by the change.

One full month is allowed for consultation and comment.

We will write again to affected addresses once the changes have been introduced, providing details of their new address, a summary of the feedback we received and our reasons for implementing the change.

We will place notice of the decided change in Post Offices within the affected area if requested by one of the customer representatives detailed above.

1.2 For a large change (by which we mean changes affecting two hundred addresses or more), we consult with the following in addition to those identified above:

- The Member(s) of Parliament concerned (and member of the Scottish Parliament, National Assembly Member for Wales or Northern Ireland where applicable).

We will also write to all addresses affected by the change and invite them to let us know their views, as detailed above. Whilst we will consider the

responses we receive, it will not be possible to enter into correspondence with individuals.

In these circumstances, we allow a minimum of three months for consultation and comment, at the end of which we decide whether or not to proceed with our proposals.

We will place notice of the decided change in local newspapers and Post Offices for display in the affected area.

Once the changes have been introduced, we will write again to affected addresses providing details of their new address, a summary of the feedback we received and our reasons for implementing the change. We will also write to all those consulted to advise them of our decision. All domestic customers are provided with a number of complimentary address labels.

2. Implementation of the changes

Where an address change has been made we would like this to be used straight away but realize that this may not always be possible. We therefore ensure that mail bearing either the outgoing or revised postal address details receives the same quality of service for at least 12 months after the changes have been introduced. This changeover period has been designed to allow our business customers to implement the address changes across their company. It provides time to update

vehicle livery, signage and websites, for example, and to use up stocks of both pre-printed stationery and promotional material. It also enables our social customers to pass on details of their new address through the normal course of correspondence.

We will make every effort to deliver mail bearing the superseded address details once the changeover period has expired.

We would strongly encourage all users of address data to regularly update and maintain their address records to ensure accurate information is being used.

3. Compensation

We have designed this process carefully, to make sure that all our customers have at least 12 months to get used to their new postal address, without any unnecessary inconvenience, expenditure or deterioration in the quality of their postal service.

However, if we don't give the requisite notice to customers of an address change, you may be able to claim compensation up to a limit of 2000 times the cost of a basic First Class stamp.

To claim compensation, you must be able to prove you have suffered a financial loss as a direct result of our failure to give customers in the area the requisite notice of the change. In these

circumstances, Royal Mail will give consideration to claims for the following costs:

- Reprinting stationery and printed matter
- Reprinting address labels
- Notifying correspondents
- Any other costs incurred which result directly from our failure to give customers 12 months in which to start using their new address. This would be on a pro-rata basis depending upon the length of the shortfall in providing 12 months notice.

Please note that we cannot take responsibility for any costs incurred as a result of the uses made of the Postcode by other companies or individuals.

4. Further Help

We have designed this process carefully to minimise inconvenience for our customers. If you have any queries relating to changing postal addresses, or require further information about postal address changes, please contact Royal Mail's Address Maintenance team on 08456 01 11 10.

Please also call our Customer Service Centre if you are experiencing problems relating to a change to your address. We will be happy to help.

Section Four - Consultation with users of the PAF® file

This section of the PAF® Code relates to the users of PAF® data and the products based on it.

PAF® Advisory Board

Royal Mail actively participates in and supports the PAF® Advisory Board (www.pafboard.org.uk) an independent body made up of a wide cross-section of PAF® users that represents the interests of all PAF® customers.

Royal Mail will inform the Advisory Board of any planned developments to the File which may have an impact on their use of it. These will include changes to the structure of the File, data content and supply.

We will consider and reasonably respond to the needs and views expressed at these forums. We will provide reasonable advance notification of the implementation of any changes.

Regular Communication

Royal Mail will write with details of any planned developments and changes affecting PAF® to all those to whom it provides PAF® data products. This communication will accompany their data supply.

We will consider and reasonably respond to the needs and views expressed by them.

Solution Providers

Solution Providers take PAF[®] data and incorporate this into software solutions that they sell and market independently of Royal Mail. They are represented at the Advisory Board and receive the regular communications detailed above.

In addition to this, Royal Mail participates in forums periodically to enable the Solution Provider community to meet and discuss their needs and those of their customers. We also provide account management support to this channel.

Section Five – Next Review

This next review of this Code will start on 1 September 2014.

Section Six – Postcomm

Postcomm is the independent Regulator for Postal Services and can be contacted at the following address should you be unhappy with any aspects of this Code or the processes undertaken.

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REPORT

SUBJECT: REVENUE BUDGET FORECAST STATEMENT 2013/14 MONTH 6
DIRECTORATE: Chief Executive's Unit
MEETING: Strong Communities Select Committee
DATE: 23rd January 2014
DIVISIONS/WARD AFFECTED: All Authority

1. PURPOSE

- 1.1 The purpose of this report is to provide Select Committee Members with information on the revenue outturn position of the services relevant to this Select committee at the end of quarter 2 for the 2013/14 financial year.

2. RECOMMENDATION

- 2.1 That Select Members scrutinise the revenue budget monitoring information presented in the report.

3. KEY ISSUES

- 3.1 The services covered within this report for scrutiny of budget monitoring are:
- Regeneration & Culture directorate – Infrastructure & Networks – including Waste Management, Highways (including SWTRA), Transport and Traffic Management, Street Lighting, Estates & Sustainability, Facilities and Accommodation Management and Procurement.
 - Chief Executive's Unit – including Citizen Engagement, Community Safety, Communications, Legal Services, Democratic Services & Electoral Management, Improvement Section, Policy & Partnerships, Human Resources, Payroll, Training, Revenues, Council Tax, Non-Domestic Rates, Finance, Internal Audit, Housing Benefits ICT and Transition Management.
 - Corporate Costs and Levies – including precepts and levies payable to Gwent Police, the Fire Authority and other precepting bodies; Corporate Management – comprising audit fees, treasury management charges and other corporate costs not specific to services; Non-distributed costs that principally comprise pension strain costs resulting from early retirements and redundancies; and Insurances.
 - Appropriations – including external debt costs (in terms of interest and MRP), investment income earned on investments, contributions to/from earmarked reserves and any costs resulting from fixed asset disposals.
 - Financing – that includes core funding from WG and council tax income.

3.1 The 2013-14 net expenditure budgets attributable to Stronger Communities Select Committee oversight is £97,630,000 (credit). The related annual net expenditure forecast (using month 6 data) is £98,526,000 (credit), and introduces an £895,000 underspend, and is summarised in the following table.

Table 1. Summary position of Strong Communities Select at month 6	Actual To Month 06	Annual Forecast at Month 06	Revised Budget	Over/(Under) Spend at Month 06	Over/(Under) Spend at Month 03
	£000's	£000's	£000's	£000's	£000's
Infrastructure & Network	12,154	18,405	18,241	164	416
Chief Executives Unit	4,382	10,817	11,024	(206)	20
Corporate Costs & Levies	7,967	17,669	18,533	(864)	34
Appropriations	760	6,770	6,126	644	(80)
Financing	(54,779)	(152,187)	(151,554)	(633)	(535)
	(29,516)	(98,526)	(97,630)	(895)	(145)

3.2 The service had £2,610,000 savings attributed to it in during the 2013-14 budget process. Through budget monitoring it is anticipated that £2,388,000 savings will be made in full, £197,000 will be delayed into 2014-15 and £25,000 are felt unachievable. Further detail of these savings is included in Appendix 3.

3.3.1 Key issues affecting the net £164,000 Infrastructure and Sustainability overspend at month 6, are

- Net shortfall in parking income leading to £124,000 overspend
- Waste pressures of £173,000, caused by £65,000 savings from reviews as part of 2013-14 budget setting being delayed, and income pressures of £108,000 predominantly due to reduced waste grant.
- Passenger transport overspends of £131,000. The service was required to make £225,000 savings as part of 2013-14 budget setting of which schools transport savings equated to £150,000. At present none of the schools transport savings have been made, but additional income from other sources mitigates in part
- Renewable energy projects not realising the level of savings predicated of £120,000.
- Overspends in Green car and Council vehicle scheme of £86,000
- Outsourced Facilities management contracts introducing pressures rather than savings of £80,000
- Net employee costs in catering of £35,000.
- Public Conveniences savings associated with the toilets review falling short of the budgeted benefit by approximately £10,000

Offset by

- Additional highways income from SEWTA work of £250,000 and cost savings within Highways of £69,000.

- Additional Grounds maintenance income of £89,000.
- Estates and property savings of £188,000 due to reduced maintenance (£84,000), reduced carbon credits (£60,000) and £32,000 of reduced professional and IT fees and additional rental income of £11,000.

3.3.2 Within CEO's, a £206,000 underspend is predicted from month 6 activity. This is predominantly due to

- Net employee savings and vacancies £310,000 underspend
- Individual registration process deferment £52,000 underspend
- Market cost pressures £20,000 overspend
- IT shared service pressure £50,000 overspend
- Net Housing benefit cost pressures £86,000 overspend

3.3.3 The Corporate Costs section forecasts an £864,000 underspend utilising month 6 activity. As part of 2013-14 budget the Council anticipated cost pressures in respect of Single Status and pension auto enrolment costs. Single status expenses have been settled in full with Directorates leaving £781,000 underspend which is recommended to be taken to reserves as a caveated resource to be used in settling the actual 2013-14 outturn where necessary. Also, a £100,000 under spend is reported from auto – enrolment pension costs likely to fall into future years following technical revisions by Department of Work and Pensions.

3.3.4 The net overspend of £644,000 to Appropriations is consequential of transferring the unutilised Single status budget to reserves being more significant than the unbudgeted call from reserves. Also of note, a windfall payment of £67,000 has been received from the Heritable Bank receivers as the recovery rate has improved above that budgeted at the beginning of the financial year.

3.3.5 The beneficial forecast of £633,000 to Financing activities continues to stem from a trend that houses liable for Council Tax exceed budget predicted level (£438,000). Also Council Tax benefit levels continue to be less than budgeted (£195,000 saving predicted at outturn).

4 REASONS

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

5 BACKGROUND PAPERS

Appendix 1 – Explanation of forecast variances
 Appendix 2 – Movements from original budget to revised budget
 Appendix 3 - Progress against Budget Savings for 2013/14

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REGENERATION & CULTURE

The directly managed position for the Strong Communities element of the Regeneration and Culture Directorate at the end of month 6 is forecast to over spend by £164,000 for the 2013/14 financial year, a £252,000 improvement from Month 3.

Chief Officer Commentary:

Work continues to carefully monitor and manage the budget position with directives issued to cease all non-essential spend and hold vacant posts open. Progress has been made with a £252,000 improvement on Month 3 within Infrastructure and Networks, however with the level of savings and income to be achieved in this year, pressures remain and every effort is now being made to ensure a balanced year end position.

SUMMARY EXPLANATION FORECAST OVER SPEND

Table 2: Regeneration & Culture Outturn 2013/14 – Summary Forecast Net Direct Expenditure Position at Month 06.

	Actual To Month 06	Annual Forecast at Month 06	Revised Budget	Over/(Under) Spend at Month 06	Over/(Under) Spend at Month 03
	£000's	£000's	£000's	£000's	£000's
Strong Communities Select Committee related					
Infrastructure and Networks	12,154	18,405	18,241	164	416
	12,154	18,405	18,241	164	416
E&D Select Committee related					
Public Health and Culture	2,361	5,386	5,363	23	194
Planning, Place and Enterprise	1,766	3,249	3,117	131	78
R&C Management	123	224	224	0	0
	4,250	8,859	8,704	154	272
Net Directly Managed Expenditure	16,404	27,264	26,945	319	688

Infrastructure & Networks

Infrastructure and Networks is forecasting to overspend by £164,000 an £252,000 improvement from Month 3, this is due to:-

Overspends

- Car Parks is forecasting to overspend by £124,000, a £33,000 improvement from month 3. The unit is continuing to struggle to achieve budgeted income targets, this is due to 2 main reasons :-
 - Car park prices have not been increased in line with budget assumptions (currently set at 2.5% per year). This equates to £62,000 for the last 2 years.

- The unit has seen a reduction in Pay and Display income as activity has been in decline since 2011-12 and it is assumed that this is the result of the economic downturn.

This deficit has been partly offset by a staff vacancy saving and a managed reduction in expenditure accompanied by a small increase in off street season ticket sales; this has improved the position by £33,000 and is the reason for the variance from Month 3.

- Waste is forecasting to be £173,000 over budget, this is due to :-
 - The delayed implementation of two efficiency saving initiatives within Pest Control £35,000 and Admin restructure £30,000 and it is now anticipated that we will not see the benefits of these until the new financial year.
 - A reduction in anticipated income of £108,000 made up as follows:-
 - Loss of Trade income of £32,000 due to a reduction in the value of the lifts required by our customers as they are recycling more.
 - A reduction in Waste management grant of £70,000.
 - A loss of income from the budget assumption relating to the sale of the old green garden waste bags of £6,000, although this has improved by £17,000 since Month 3.
- The Council Vehicle Usage Scheme is forecasting to overspend by £61,500. The scheme to capture savings generated from charging employees to take vehicles home is yet to be implemented as in order for the scheme to operate the authority has to build a holding car park to store the vehicles of employees that opt out of the scheme. At present the car park is delayed due to ecological issues. Latest forecasts suggest that this will not be implemented until very late in the financial year hence the savings target will not be met.
- The Green Car Scheme is forecasting to overspend by £24,000. Although the scheme has seen an increase in membership since it's re-launch (56 members of staff as at September) there still isn't enough interest to meet the budgeted saving target of £66,000. This is a £6,000 improvement from Month 3 and can be attributed to a greater take up from staff.
- Passenger Transport is forecasting to over spend by £131,000. The unit was tasked with making £225,000 worth of savings this year as part of the 13-14 MTFP made up of :-
 - £75,000 – increases in bus hire income. It is anticipated that this target will now be exceeded and will help offset overspends elsewhere within the section by £18,000 and is the main reason for the variance from Month 3.
 - £150,000 – Reduction in SEN transportation costs. The unit is continuing to struggle to meet this target. Problems currently exist within this area because although the cost of transporting falls to Passenger Transport the decision on what level of provision is granted still sits with CYP, as a result the unit have very little control on expenditure.
- Facilities Management is forecasting to overspend by £26,000. This is due to:-
 - Building Cleaning overspending by £80,000. The area based FM contract has improved service delivery but the highlighted budgets for public buildings and schools etc. are insufficient to cover the service costs so presently this budget is carrying an overspend of £60,000 (discussions are taking place with the selected contractors to bring this in line financially for 14/15). In addition staff costs have overspent by £25,000 due to redundancy payments that are not budgeted (£11,000) and the inability to recover staff restructure savings of £14,000. These have been part offset by a £5,000 reduction in supplies and services costs.

- Operational Schools Catering is forecasting to overspend by £35,000. Staff costs are over budget due to additional overtime paid to staff to attend training courses and council meetings (£28,000), additional salary to cover long term sick leave (£24,000) and the inability to meet targeted staff restructure and employee vacancy savings (£34,000). These have been offset by a net increase in meal income of £52,000 as meals numbers estimates are forecasting to be above original budgeted expectations. The full impact of these variances was not known at Month 3 and is the reason for the variance from Month 3.

Offset by,

- An under spend in Grounds Maintenance of £89,000 due to increases in projected external income (£77,000) and a managed reduction in supplies and services costs (£12,000).
- Public Conveniences savings associated with the toilets review falling short of the budgeted benefit by approximately £10,000

These over spends have been offset by a number of under spends, the main being:-

- Estates is forecasting to under spend by £33,000 due to:-
 - Expenditure savings across the section of £141,000 due to savings in professional fees of £20,000, in ICT software costs of £12,000, in a reduction in our Carbon credit payments of £60,000 and a reduction in premises maintenance of £49,000.
 - A net increase in rental income of £11,000.
 - Offset by an overspend in the Sustainability budget of £120,000 as it is estimated that the savings generated from our renewable energy projects will not reach in year budgeted savings targets
- The Highways Department is forecasting to under spend by £319,000 made up as follows :-
 - SWTRA is forecasting to under spend by £250,000. Actual income streams are on profile to outstrip our budgeted projections by £250,000, this is because work in Task orders and Safety Fence inspections/repair are above profiled performance targets.
 - Highways Operations is forecasting to return a £50,000 under spend. The unit have been proactive in limiting spend to only essential maintenance as per the departmental directive and as a result it is anticipated that £50,000 of savings can be generated through managed efficiencies in staff and operational expenditure and also through benefitting from increased funding from the authority's highways capital budget. The performance of this budget is heavily influenced by the weather, the current forecast has been produced using a normal winter maintenance cycle, if like last year we experience prolonged spells of freezing temperatures then the work programme will have to be revisited in order to accommodate the additional expenditure.
 - Traffic, Transport Policy and Networks are forecasting to return a £15,000 under spend due to staff vacancy savings and increased fee income. This was not known at Month 3.
 - Highways Office Services is forecasting to under spend by £4,000 due to a reduction in staff costs of £15,000 being offset by an overspend in Supplies of £11,000 due to the inability to meet all of the required efficiency savings. This was not known at Month 3.
- The Accommodation budget has under spent by £35,000 due to a reduction on building maintenance costs at the Usk and Magor offices mainly due to the fact that many items

remain under warranty and we will not incur any charge for repairs. The full impact of this was not known at month 3 and is the reason for the variance.

The reduction in overspend of £252,000 from Month 3 is due to a number of reasons, the main being:-

- The £219,000 increase in under spend in the Highways department due in the main to increased income in SWTRA and reduced expenditure in Highways Ops.
- The £35,000 savings on the accommodation budget that was not known at Month 3.
- The £33,000 reduction in over spend in Car Parks as staff vacancy savings coupled with a small increase in income were not known at Month 3.
- An £18,000 increase in income in PTU that was not profiled at Month3.
- The reduction in facilities of £14,000 that was not known at Month 3.

Offset by:

- The increase in the Waste overspend by £76,000 due in the main to a larger than expected decrease in our waste management grant which was not known at Month 3.

CHIEF EXECUTIVES UNIT

The directly managed position for the Chief Executive's Unit, at the end of month 06, is forecast to under spend by £206,000 for the 2013/14 financial year.

Deputy Chief Executive Commentary:

As can be seen from the detail below a significant proportion of the under spend has been the non filling of posts that become vacant. The authority has applied very strict criteria to the filling of posts in anticipation of the problems forecast for 2013/14 and in preparation for the increased pressures of 2014 /15 .Managers and staff are working hard to maintain levels of service and budget performance

SUMMARY EXPLANATION FORECAST OVER SPEND

Table 3: Chief Executive's Unit Outturn 2013/14 – Summary Forecast Net Direct Expenditure Position at Month 06.

	Actual To Month 06	Annual Forecast at Month 06	Revised Budget	Over/(Under) Spend at Month 06	Over/(Under) Spend at Month 03
	£000's	£000's	£000's	£000's	£000's
Deputy Chief Executive	2,308	4,447	4,654	(207)	(93)
Democratic Services & Improvement	793	1,869	1,971	(102)	(52)
Finance	665	1,999	1,963	36	105
Information Communication Technology	599	2,485	2,435	50	59
Transition	17	17	0	17	1
Net Directly Managed Expenditure	4,382	10,817	11,024	(206)	20

The main areas of over / under spend are:

Deputy Chief Executive's Division

At month 6 the Division is forecasting an under spend of £207,000, a positive increase from month 3 of £114,000. This under spend principally comprises:

- Citizen Engagement – Over spend of £22,000 which consists of:
 - Markets – Over spend of £20,000 as rental income is not expected to achieve budget, assumed to be due to the economic downturn. In addition staff sickness has led to the employment of a temporary Facilities Assistant at additional cost, which has led to the movement from the figure quoted at month 3.
 - Citizen Engagement Management – Overspend of £3,000. This is mainly due to the inability to find efficiency savings.
- Customer Relations – Under spend of £68,000 consisting of:

This area comprises the One Stop Shop (OSS), Registrars and Office Services. The positive variance from month 3 of £88,000 is principally due to a review of employee costs with the Web Content Team. Costs have been avoided due to being accommodated within the OSS forecasts. A Team Leader post has now been vacated due to retirement and this will not be filled.

- One Stop Shops – Under spend of £87,000. This is the net result of vacant posts within the OSS's that are not being filled in 2013/14, reduced expenditure in line with organisational policy and a one off income receipt of £12,500.
- Registrars – Under spend of £8,000, from an increase in anticipated income.
- Office Services & Telephones – Over spend £26,000. Office Services has a £16,000 pressure relating back to the closure of County Hall, Cwmbran and the subsequent loss of income from Monitor's contribution to receptionist costs. It was anticipated at month 3 that this would be removed via savings from other Customer budgets, but this has not been agreed. Telephone costs show an £10,000 overspend relating to the annual cost of BT lines as indicated by received invoices, this exceeds that previously budgeted at month 3.
- Legal & Land Charges Section - £13,000 over spend that consists of:
 - Legal – Over spend of £23,000 due to an employee cost pressure as a result of budget savings not being made in 2011/12. The Village Green budget is forecast at full spend due to the unpredictability of expenditure, however in 2012/13 the expenditure on this account was £13,000 below budget which if repeated in 2013/14 will reduce the overspend forecast.
 - Land Charges – £11,000 under spend as income is forecast to exceed that of previous years. The income budget for 2013/14 has been increased to reflect recent year's trends.

Overall it is expected that the under spend associated with Land Charges will offset the over spend that will reside in Legal and produce a balanced position at year end.

- Personnel - £57,000 under spend. The main reason for this under spend is the inclusion of a £45,000 one off budget as part of a HR restructure invest to save scheme which has not been fully utilised. This budget will be removed in 2014/15. The balance of the saving is a result of the reduction in the use of external providers within the Occupational Health Assessment process which has produced an identifiable saving of £15,000.
- The Centre for Innovation is reporting a break even position
- Community Safety – under spend of £30,000 due to the Acting Policy and Partnership Managers post being partially funded from LSB Grant income.
- Policy –under spend of £21,000 in respect of levies, subscriptions and donations forecast to under spend by £15,000 in 2013/14, which is in line with the actual expenditure observed in 2012/13. The remaining saving is associated with reduced staff working hours.
- Training – under spend of £35,000 – Staffing vacancies for part of the year within the Grant funded areas of training has released resources for training activities that have previously been funded by corporate funds. This increase in Grant resources has meant that the Corporate budget now forecasts an under spend.
- Corporate – Under spend £15,000 as a result of staffing vacancies.

The under spend has increased by a further £114,000 from that reported at month 3. This is mainly due to employee savings within Customer Access (£88,000) and Training (£34,000).

Democratic Services and Improvement Division

At month 6 the Division is forecasting an under spend of £102,000, a positive increase from month 3 of £50,000. The under spend principally comprises:

- Committee Section – Under spend of £41,000 through savings from a combination of Maternity Leave and vacant posts. This has been partially offset by the employment of two temporary staff members whose contracts are due to expire at the end of September 2013. The movement from month 3 is a result of a vacancy which will remain unfilled.
- Elections Section – Under spend of £52,000 is mainly the result of the Individual Registration process being further delayed. It is now scheduled to commence in July 2014 whereas it was originally scheduled for 2011. This is augmented by a vacant staffing position which will not be filled in 2013/14.
- Improvement – Under spend of £16,000, the result of a staff secondment to NESTA which has now been extended and this therefore accounts for the movement from month 3.

The under spend has increased by a further £50,000 from that reported at month 3. This is mainly due to employee savings within Democratic Services (£30,000) and Improvement (£14,000).

Finance Division

At month 6 the Division is forecasting an over spend of £36,000, a positive variance from month 3 of £69,000. The over spend principally comprises:

- Audit Section are forecasting an over spend of £21,000, from a redundancy payment of £40,000 which is partly offset by vacancy savings of £19,000. There has been a decrease of £19,000 in the variance reported at month 3 due to the vacancy savings.
- Benefits' Section is forecasting to over spend by £86,000, in line with the position reported at month 3. Since the last report was prepared, the pressures identified within the Discretionary Housing Payments budget have eased, with the month 6 forecast now showing a £28,000 over spend (down £70,000). This position reflects the current levels of applications following the introduction of the Benefits cap in July 2013. The remainder of the over spend is largely attributable to an increase in the bad debt provision which has increased by £43,000 since the month 3 forecast was prepared
- Corporate Accountancy and Business Support are forecasting an under spend of £60,000 from staff vacancies. There has been an increase in savings of £50,000 from that reported at month 3 due to the vacancy savings when it was anticipated that the posts would be filled.
- The Revenues, Systems and Exchequer team is forecasting a net under spend of £10,000. Staff budgets are forecast to over spend by £17,000 reflecting the staffing structure now in place and additional handling costs of £9,000 are forecast for payments made by either a credit or debit card. However these over spends are offset by a one off, in year saving of £36,000 against the non-pay budget. No variance was reported at month 3.

The over spend has reduced by a further £53,000 from that reported at month 3. This is mainly due to employee savings within Accountancy and Audit.

Information Communication Technology

This is the contribution made to the SRS for delivering the ICT Service. The budget was set in October 2012 and at this point in time the budget required was less than the sum allocated within the MTFP at that time and so was agreed. Subsequent changes were made to the model which reduced the MCC budget by £51,000. The budget within SRS is predicting an under spend of £3,000 which is due to a variety of factors; an under spending on staff costs has been offset by additional software costs for Office 365 costs and PSBA dual running costs. The positive variance of £10,000 from month 3 is due to delays in filling vacancies.

Transition

The over spend in transition relates to the employee costs that are unable to be charged to transition projects, and will therefore be potentially funded from reserves at the year end if the situation continues.

CORPORATE COSTS & LEVIES

The forecast outturn for Corporate Costs & Levies at the end of month 06 is to under spend by £864,000 for the 2013/14 financial year, compared to a forecast over spend of £34,000 at month 03.

SUMMARY EXPLANATION FORECAST OVER SPEND

Table 4: Corporate Directorate Outturn 2013/14 – Summary Forecast Net Direct Expenditure Position at Month 06.

	Actual To Month 06	Annual Forecast at Month 06	Revised Budget	Over/(Under) Spend at Month 06	Over/(Under) Spend at Month 03
	£000's	£000's	£000's	£000's	£000's
Precepts and Levies	7,665	15,074	15,082	(7)	(7)
Corporate Management	(92)	423	459	(36)	0
Non Distributed Costs	(96)	783	719	65	26
Strategic Initiatives	0	0	81	(81)	11
Office Equipment & Furniture	7	28	28	0	0
Single Status	0	151	932	(781)	0
Insurance	483	1,210	1,232	(23)	5
Net Expenditure	7,967	17,669	18,533	(864)	34

Corporate Management

Corporate management costs are forecasting to under spend by £36,000. This is mainly due to a forecast reduction in external audit costs relating to grant claims (£24,000) and numerous small NNDR refunds in relation to council properties (£14,000).

Non-Distributed Costs

Non-Distributed costs are forecasting to over spend by £65,000. This is due to forecast unbudgeted early retirement pension costs relating to the cost of redundancies forecast in the current year across various directorates and the cost spread from previous financial years. Charges from 2013/14 redundancies are spread over 5 years so will also impact on future financial years. It should be noted that part the forecast is based on an expectancy of charges during the final half of 2013/14, the final value of which are not yet known.

Strategic Initiatives

Strategic Initiatives are forecasting to under spend by £81,000 mainly due to:

- A forecast surplus of £100,000 against pension auto enrolment costs that could have been taken by employees being deferred to later years.

Offset by:

- A forecast shortfall of £11,000 against the senior management restructure savings budget pending a final outturn position being established within services.
- A forecast shortfall of £12,000 against fees and charges savings that were budgeted across numerous services that will not materialise.

Single Status

Single status costs are forecasting to under spend by £781,000 based on projections provided by directorates of costs likely to be incurred within the year.

It is recommended that the forecast under spend in this area of £781,000 is taken as a caveated reserve contribution to be reviewed when the outturn position is known.

Insurance

Insurance costs are forecasting to under spend by £23,000 due to a favourable insurance premium being negotiated for the second half of the financial year.

APPROPRIATIONS ACCOUNT

The forecast position for the Appropriations Account at the end of month 06 is forecast to over spend by £644,000 for the 2013/14 financial year, compared to a forecast under spend of £80,000 reported at month 3.

SUMMARY EXPLANATION FORECAST UNDER SPEND

Table 5: Appropriations Account Outturn 2013/14 – Summary Forecast Net Direct Expenditure Position at Month 06.

	Actual To Month 06	Annual Forecast at Month 06	Revised Budget	Over/(Under) Spend at Month 06	Over/(Under) Spend at Month 03
	£000's	£000's	£000's	£000	£000's
Attributable Costs – Fixed Asset Disposal	48	170	181	(11)	10
Interest & Investment Income	8	(74)	(30)	(44)	(36)
Interest Payable & Similar Charges	704	3,683	3,813	(130)	(126)
Investment Losses	0	(67)	0	(67)	0
Charges Required Under Regulation	0	4,934	4,955	(21)	(21)
	760	8,647	8,919	(273)	(173)
Contribution to Earmarked Reserves	0	920	125	795	(7)
Contribution from Earmarked Reserves	0	(2,797)	(2,918)	121	100
Net Expenditure	760	6,770	6,126	644	(80)

Fixed Asset Disposal Costs

Fixed asset disposal costs is forecasted to under spend by £11,000 at month 6 (£10,000 overspend at month 3). The forecast under spend is mainly due to:

- An under spend of £16,000 as the sale of two assets is not expected to complete in 2013/14. This budget will be required to slip into 2014/15 in order to complete the schemes.
- An under spend of £10,000 on two asset sales. The sale of the LDP site is now not going ahead. The sale of several plots at the County farm site are all now complete below budget.

Offset by:

- An overspend relating to the sale of two plots of land at Brecon Road Depot due to additional costs relating to Japanese knotweed, fencing and legal fees (£15,000).

Interest and Investment Income

Interest and Investment Income is forecasting to achieve a surplus of £44,000 at month 6.

- The surplus is attributable to the average cash balance of £16.0m in the first half of the year, being higher than the £5m budgeted and also due to a slightly higher average interest rate being forecast for the year of 0.53% compared to a budget of 0.50%.
- Investment balances were higher in the first half of the year partly due to slippage in the capital programme but also due to a temporary loan being taken out in advance of requirement due to an attractive rate being offered.

- Cash balances are expected to reduce in the second half of the year, closer to the budgeted level of £5m as the 2013/14 capital programme progresses.

Interest Payable and Similar Charges

Interest Payable and Similar Charges is forecast to under spend by £130,000 at month 6. This is mainly due to:

- A forecast saving of £26,000 on the existing PWLB debt portfolio, mainly due to a reduction in the interest rate payable on our variable rate loan.
- A forecast saving of £91,000 on budgeted temporary borrowing as the forecast rate is currently 0.52% against a budget of 0.92% and the budget allowed for a full year of borrowing which has not been required due to slippage in the capital programme. The lower rate has been achieved as the interest rates on temporary loans available from other Local Authorities have remained lower than expected.
- An under spend of £9,000 on interest payable to trust funds, mainly the Welsh Church fund. This is due to a change in the Investment strategy of the Welsh Church Fund, which is moving its investment funds from the pool run by the Authority to directly owned investments. This reduces both the interest payable to the WCF and also investment income.

Investment Losses

Investment Losses is forecast to achieve a surplus of £67,000 at month 6. Not reported at month 3.

The Authority received a further payment from Heritable administrators in August bringing the total repayment to 94%. As at 31st March 2013 and based on advice in the LAAP bulletin the Authority were expecting to recover 88%. This increased receipt has resulted in a reduction to the impairment of £67,000.

Charges Required under Regulation

Charges Required under Regulation are forecast to under spend by £21,000 at month 6 mainly due to a reduction in the MRP charge relating to reduced general capital expenditure in 2013/14.

Contribution to Earmarked Reserves

An increased contribution to reserves of £795,000 is forecast at month 6. This is due to:

- A forecast increased contribution to the Grass Routes buses reserve of £14,000 due to higher than budgeted income within the service.
- A forecast reserve contribution of £781,000 due to a forecast surplus in respect of single status/job evaluation costs.

Contributions from Earmarked Reserves

A reduced budgeted contribution from reserves of £121,000 is forecast at month 6. This is due to:

- A budgeted £45,000 contribution from the Invest to Redesign reserve to cover costs associated with a HR restructure is not expected to be required due to the current forecast under spend anticipated in the division.
- A reduction in the budgeted contribution from the Priority Investment reserve of £50,000 as the General Capital budget funded from the reserve was partly allocated to 2014/15.

- A reduction in the contribution from the Capital Receipt Generation reserve of £26,000 due to slippage of asset sales into 2014/15. It is likely that a request will be made at year end to carry forward the unspent balance.

Additional 'caviated' contributions from reserves:

The following schemes within the Directorates have been approved by Cabinet and are permitted to draw on reserves at year end if the Directorates cannot fund them.

- A contribution of up to £48,000 to finance one off costs associated with the Internal Audit restructure.
- A contribution of up to £153,000 from the Priority Investment reserve to cover one off costs associated with CYP directorate restructures.
- A contribution of up to £427,000 to fund school based redundancy costs.
- A contribution of up to £80,000 to fund redundancy costs if it is not possible to redeploy staff following a proposed realignment of the Youth Service.
- A contribution of up to £24,000 to cover potential redundancy costs within the countryside service as a result of changes to the Wales Coastal Access Improvement Plan.
- A contribution of £25,000 from the redundancy and pensions reserve to finance anticipated redundancy costs as a result of a restructure in leisure services.
- A potential contribution from reserves of £17,000 to finance employee costs relating to transition projects.

FINANCING

The forecast outturn for the Financing Section at the end of month 06 is to under spend by £633,000 for the 2013/14 financial year.

SUMMARY EXPLANATION FORECAST UNDER SPEND

Table 6: Financing Outturn 2013/14 – Summary Forecast Net Direct Expenditure Position at Month 06.

	Actual To Month 06	Annual Forecast at Month 06	Revised Budget	Over/(Under) Spend at Month 06	Over/(Under) Spend at Month 03
	£000's	£000's	£000's	£000's	£000's
General Government Grants	(39,504)	(74,755)	(74,755)	0	0
Non-Domestic Rates Redistribution	(15,275)	(28,376)	(28,376)	0	0
Council Tax	0	(54,946)	(54,508)	(438)	(438)
Council Tax Benefits Support	0	5,890	6,085	(195)	(97)
Net Directly Managed Expenditure	(54,779)	(152,187)	(151,554)	(633)	(535)

The main areas of under spending are:

General Government Grants

The forecast for General Government Grants is currently to budget. Within the overall budget is an amount of £820,000 relating to the Outcome Agreement grant. Receipt of this amount is dependent on 100% of outcomes being achieved in 12/13 and recognised externally. It has been indicated that we are likely to receive the full grant based on successful performance in 2012/13, however this has yet to be formally agreed by the Minister.

Council Tax

A surplus of £438,000 is being reported at month 6 as at month 3. The number of houses liable for council tax remains above the budgeted level but with a reduced surplus compared to 2012/13. This forecast will be kept under review as the year progresses, as the level of write offs seen in 2012/13 continues to increase, and therefore an adjustment to the bad debt provision may be required.

Council Tax Benefits Support

A saving of £195,000 is being reported (£97,000 at month 3) as actual spend is coming in below budget.

Movements from Original Budget to Revised Budget

This appendix provides an overview of changes made to the Authority's revenue budget since the Original Budget was approved by Council on 13th February 2013. Changes comprise budget virements and budget revisions, and all changes made to the revenue budget up to the end of month 06 are included.

Table 1: Revised Budget analysis at Month 06 2013/14	Original Budget £000's	Budget Virements £000's	Budget Revisions £000's	Revised Budget £000's
Social Care & Health	36,339	(14)	0	36,325
Children & Young People	52,539	62	0	52,601
Regeneration & Culture	26,112	833	0	26,945
Chief Executive's Unit	17,028	(6,004)	0	11,024
Corporate Costs & Levies	18,848	(315)	0	18,533
Net Cost of Services	150,866	(5,438)	0	145,428
Appropriations Section	6,773	(647)	0	6,126
Amounts to be met from Government Grants and Local Taxation	157,639	(6,085)	0	151,554
Financing Section	(157,639)	6,085	0	(151,554)
Council Fund (Surplus)/Deficit	0	0	0	0
Budgeted contribution from Council Fund	0	0	0	0
Budget Control Total	0	0	0	0

Budget virements and budget revisions are further illustrated below in separate tables that analyse the key movements:

Budget Virements

Table 2: Budget Virements analysis at Month 06 (£000's)

	Revised Budget as Month 03	Virement 1	Virement 2	Virement 3	Virement 4	Virement 5	Other Virements/Revisions	Revised Budget as Month 06
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Social Care & Health	36,296	(14)	121	(42)	0	0	(36)	36,326
Children & Young People	52,693	(7)	61	(78)	0	0	(68)	52,601
Regeneration & Culture	26,334	(38)	187	157	(250)	416	140	26,946
Chief Executive's Unit	10,984	59	55	(37)	(38)	0	0	11,023
Corporate Costs & Levies	18,663	0	(424)	0	38	0	256	18,533
Net Cost of Services	144,970	0	0	0	(250)	416	292	145,428
Appropriations Section	6,584	0	0		250	(416)	(292)	6,126
Amounts to be met from Government Grants and Local Taxation	151,555	0	0	0	0	0	0	151,555
Financing Section	(151,555)	0		0	0	0	0	(151,555)
Council Fund (Surplus)/Deficit	0	0	0	0	0	0	0	0
Budgeted contribution from Council Fund	0	0	0	0	0	0	0	0
Budget Control Total	0	0	0	0	0	0	0	0

The key virements that have taken place to the 2013/14 original budget at month 06 comprise:

SCH

- Virement 1 – Mobile Phones Contract Saving 2013-14 – (£13,948cr)
- Virement 2 – Job Evaluation Pressure Transfer from Corporate Provision – (£121,000dr)
- Virement 3 – Procurement Savings 2013-14 – (£41,656cr)
- Other Virements – MTFP Lease Savings 2013-14 – (£36,000cr)

CYP

- Virement 1 – Mobile Phones Contract Saving 2013-14 – (£7,366cr)
- Virement 2 – Job Evaluation Pressure Transfer from Corporate Provision – (£61,000dr)
- Virement 3 - Procurement Savings 2013-14 – (£78,083cr)
- Other Virements – Outdoor Education Service Budget Movement from CYP to R&C – (£68,313cr)
-

R&C

- Virement 1 – Mobile Phones Contract Saving 2013-14 – (£38,006cr)
- Virement 2 – Job Evaluation Pressure Transfer from Corporate Provision – (£187,000dr)
- Virement 3 – Procurement Savings 2013-14 – (£156,587dr)
- Virement 4 - Unsupported Borrowing as Schools/General 12/13 Capital MTFP – Annuity Funded – (£250,000cr)
- Virement 5 – Upfront investment for Invest to Save Schemes – (£415,800dr)
- Other Virements – PV Schemes MTFP – (£11,589cr), Highways borrowing funded from WG – (£123,031cr), Recycling and waste changes as per Council report 18/04/13 – (£170,000dr), Outdoor Education Service Budget Movement from CYP to R&C – (£68,313dr) and MTFP Lease Savings 2013-14 – (£36,000dr)

CEO

- Virement 1 – Mobile Phones Contract Saving 2013-14 – (£59,320dr)
- Virement 2 – Job Evaluation Pressure Transfer from Corporate – (£55,000dr)
- Virement 3 - Procurement Savings 2013-14 – (£36,848cr)
- Virement 4 – Fees and Charges Budget Adjustment for increase in income – (£38,000cr)

Corporate

- Virement 2 – Job Evaluation Pressure Provision transfer to directorates – (£424,000cr)
- Virement 4 – Fees and Charges Budget Adjustment for increase in income – (£38,000dr)
- Other Virements – Disinvestment Treasury Savings as per MTFP (£256,000dr)

Appropriations

- Virement 4 – Unsupported Borrowing as Schools/General 12/13 Capital MTFP – Annuity Funded – (£250,000dr)
- Virement 5 - Upfront investment for Invest to Save Schemes – (£415,800cr)
- Other Virements - PV Schemes MTFP – (£11,589dr), Highways borrowing funded from WG – (£123,031dr), Disinvestment Treasury Savings as per MTFP (£256,000cr), Recycling and waste changes as per Council report 18/04/13 – (£170,000cr)

Budget Revisions

There have been no budget revisions.

2013/14 Strong Communities Budgeted Savings progress at month 6

DIRECTORATE	Saving included in 2013/2014 Budget £'000	Savings achieved £000s	Delayed savings £000s	Shortfall / (Surplus)
Infrastructure & Networks	1,298	1,176	97	25
CEO	155	155	0	0
CORPORATE	1,157	1,057	100	0
Total Budgeted Savings 2013-14	2,610	2,388	197	25

2013/14 Infrastructure & Networks Savings progress at month 6

RESOURCES & REGENERATION								
Budget proposals 2013/14	Narrative	Saving included in 2013/2014 Budget £'000	Savings not achievable £000s	Delayed savings £000s	Value of Saving Forecast at Month 3 £'000	Assessment of progress as at Month 6	Risk of current forecast saving NOT being achieved (High /	
Greater flexibility to alter service delivery and reprioritise area based FM services	Area based Facilities Management (FM) being rolled out across public buildings, offices and schools. Offers service provider opportunity to work with the clients to prioritise service and costs and allow the contractor the flexibility to deliver	25	25	0	0	Saving unachievable - no saving to be made as Regent Cleaning actually costing more	High	I&N
Implementation of Highways, Waste and Street-scene systems review	Integration of three service areas into one	120	0	30	90	Work is continuing, savings will be made but some are delayed. Savings relate to reduction in admin support plus development of "Connected Worker" initiative. The restructure of staffing has yet to be implemented but is incorporated within the wider R&C proposals to be submitted in the New Year.	Medium	I&N
Income generation amongst various traded services, grounds, trunk roads etc.	Review all service costs to draw out potential improved income and additional turnover	143	0	0	143	Will be achieved	Low	I&N
PTU – reducing costs, increasing income.	Review major costs and develop private hire income. Changes to special needs provision can create this and more with CYP involvement. Increased private hire allowed for.	75	0	0	75	In progress, manager is confident this will be achieved.	Low	I&N
Refresh of staffing structures and project management	Reviewing progress with restructure	130	0	32	98	Part saving will be achieved BUT NOT through the original idea. Staff restructure has yet to be implemented so full year efficiencies will not be realised. Grounds and transport have found their share through managed reductions in service expenditure and increased income. Building Cleaning and Catering cannot fund the savings from service expenditure.	Low	I&N
Fleet acquisition and utilisation & radical efficiency		150	0	0	150	Achieved. Increased reliance on renewal by condition rather than age of vehicles means this budget will now be susceptible to movement each year.	Low	I&N
Working closely with town and community councils around co-production opportunities.	New jobs to deliver key services & enact statutory functions but with funding split between TC and MCC - opportunities.	10	0	0	10	Saving achieved BUT NOT through original idea. Savings have been found through increased fee income and employee savings.	Low	I&N
Dry recycling	Revised dry recycling processing contract	135	0	0	135	Contract was under review with legal, and savings were at risk but the processor is now tied into current contract rates.	Low	I&N
Residual Waste	Reduction in landfill costs through increase in recycling	100	0	0	100	Early indications from the change to grey bags and a restriction on residual waste appears to have delivered this saving required. However, the full impact will not be able to be determined until mth 9.	Low	I&N
Charging for green waste collection	Introduction of green waste charging, promotion of home and community composting	185	0	0	185	£170k received to date (mth 6). Therefore, estimate for yr on income to be £170k BUT also a further estimate on saving from reduced treatment of waste. So the total £185k should be achieved.	Low	I&N

Investing in new H&S Monitoring Officer to ensure compliance in all Public Buildings.	The authority currently has an obligation to fund legionella monitoring at an approximate annual cost of £45k to £50k; asbestos and fire monitoring at £25k. This work is currently carried out by external contractors but would be more efficient if carried out by a dedicated internal resource as is the case with all our Education properties.	30	0	0	30	Saving achieved BUT NOT through original idea. Savings have been achieved through other means mainly through a reduction in professional fees	Low	I&N
Investment in appropriate Contract Management and Contract Management Training	Improved contract management in areas of significant spend could save revenue budgets. Requires audit of exiting contract management awareness and competence together with investment in programme of training.	30	0	0	30	On going - saving is achievable	Low	I&N
Training of Property Services staff to undertake COW (Clerk of Works) duties	Removes need for additional COW role and saves salary costs	10	0	0	10	On going - saving is achievable	Low	I&N
Low Interest Loans to MCC Residents, Businesses & Staff to install renewable technologies	An ideal situation for Monmouthshire to only consume the energy it produces – this is a long way off but we could kick start this by making renewable technology more affordable to those that really need reduced energy bills. We could work with CIC's to cost the schemes and install and the lender would enter into a commercial loan with MCC at 2% above our borrowing rate (norm 3-4%). This would be a cheaper loan for borrowers and still make MCC an income	10	0	0	10	We have taken legal advice and we had to put in place a full commercial credit agreement, and we are currently working through that. But this now means it will be less attractive to people to take up the scheme and consequently the £10k will not be achieved. However we have managed to make this saving through other methods mainly increased income, this will only be achievable as a one off saving in 13-14.	High	I&N
Centralising energy budgets in the Sustainability team	This would allow the Energy team to utilise savings that it makes to implement additional energy saving schemes e.g. voltage optimisers and install additional renewable technologies, thereby reducing our carbon output. It would also reduce the amount of administration and time lost pushing bills around the County.	10	0	0	10	Working towards transferring budgets centrally and are currently working on achieving these efficiencies. Savings will not be made through this method in 13-14 but have been made through a one-off increase in income in other estates areas. This is currently being looked at for 14-15.	High	I&N
Sexton Service	Withdraw the sexton service at Chepstow and Llanfoist and provide a mobile service. May be some benefit from collaboration with Torfaen which has a team doing cemetery services.	30	0	0	30	Saving has been achieved through reduction in staffing in Grounds until overall.	Low	I&N
Out of Hours Services	Review our out of hours services – duty officers and overtime arrangements	25	0	0	25	Budgets have been reduced to reflect saving. A new JD to combine suitable stand by arrangements has been prepared and is in discussion for implementation now.	Low	I&N
Installation of fuel saving technology to HGV's	Fuel management system to cut fuel consumption - particularly suitable for high consumption HGV's - given installation costs	35	0	0	35	Saving to be achieved but not through original idea - the management systems have not yet been installed but the shortfall will be found within service.	Low	I&N
Charging for pest control service	Not uncommon amongst neighbouring authorities for this service to be provided at a charge. Not a statutory service so a further option would be to withdraw provision of the service and only provide information.	45	0	35	10	The principle for charging has been agreed however further work is to be taken forward via Select and the Cabinet to implement. Saving will be achieved if 14-15 mandate is approved.	Medium	I&N
Total Infrastructure & Networks (R&C)		1,298	25	97	1,176			

2013/14 Savings progress at month 6

CHIEF EXECUTIVE'S UNIT							
Budget proposals 2013/14	Narrative	Saving included in 2013/2014 Budget £'000	Savings not achievable £000s	Delayed savings £000s	Value of Saving Forecast at Month 3 £'000	Assessment of progress as at Month 6	Risk of current forecast saving NOT being achieved (High / Medium / Low)
Investigate the integration of libraries and One Stop Shops – Abergavenny, Chepstow, Caldicot and Monmouth	There is an option of combining customer services into a customer hub by merging one stop shops with libraries. This would free up the current premises in prime retail positions	35	0	0	35	Savings have been achieved by the deletion of a Customer Service Team Leader post	Low
Revising current charging regime for OSSs	Potential charging for dog foul sacks & RADAR Keys.	10	0	0	10	Achieved via savings in supplies and services budgets.	Low/Medium
Digital meetings	Purchase of tablet computers for councillors and end of printing agenda and reports for meetings	10	0	0	10	Achieved via staff restructure	Low
Review of structures in CEO	Details to be confirmed	100	0	0	100	70,000 has been achieved via new savings as a result of new mobile contract. The balance via staff savings.	Low
Total CEO		155	0	0	155		

2013/14 Savings progress at month 6

CORPORATE							
Budget proposals 2013/14	Narrative	Saving included in 2013/2014 Budget £'000	Savings not achievable £000s	Delayed savings £000s	Value of Saving Forecast at Month 3 £'000	Assessment of progress as at Month 6	Risk of current forecast saving NOT being achieved (High / Medium / Low)
Make better use of corporate contracts.	A lot of work seems to go into setting up these contracts and the opportunity to use WPC contracts but there are very few checks on budget managers to ensure that they are using these contracts. There needs to be some form of justification for not using these contracts with open communication to the procurement team.	50	0	0	50	Achieved - Savings budget has been vired across to services	Low
SEN Transport	SEN transport costs vary according to individual needs and can have a significant budget impact. Full review of SEN provision taking a holistic view, ensuring that transport implications are part of the decision making process	100	0	100	0	Budget has been vired to services R & C however it is not certain that the saving will be achieved this year, working will continue in order to meet the savings target albeit delayed	Low
Maximising use of VC/conferencing to avoid travel	Reduce travel allowance budget of £750,000 by 10%	75	0	0	75	Achieved - Savings budget has been vired across to services	Low
Treasury savings	Through maximising internal borrowing position, taking prudent view on capital slippage and on market rates	256	0	0	256	Additional savings over and above the budgeted ones have been forecast £126k - in the interest payable area. £26k relates to rate payable on variable rate debt (not assessed when savings identified). The balance is mainly due to higher levels of slippage and lower rates payable on temporary debt than identified in the budgeted savings. Of £59k of savings budgeted relating to MRP, £8k have not materialised although other MRP savings have materialised.	Low
Fees and charges target	Further income generation	50	0	0	50	£38,000 budget vired to CEOs where savings have been identified	High / Medium
Council tax base	Estimated growth in council tax base for 2013/14	626	0	0	626	Council tax budget includes this element and the forecast shows that this will be exceeded	Low
Total Corporate		1,157	0	100	1,057		

**SUBJECT: CAPITAL PROGRAMME 2013/14
MONTH 8 FORECAST OUTTURN STATEMENT**

DIRECTORATE: Chief Executive's Unit
MEETING: Strong Communities Select Committee
DATE: 23rd January 2014
DIVISION/WARDS AFFECTED: Whole Authority

1. PURPOSE:

- 1.1 The purpose of this report is to present the forecast outturn capital expenditure position as at month 8 for schemes relating to this committee compared to the budget for the year.

2. RECOMMENDATIONS:

- 2.1 That the information on the month 8 forecast outturn position for the 2013/14 capital programme for schemes within this Select Committee portfolio is received.

3. KEY ISSUES:

Capital Expenditure

- 3.1 The main schemes relevant to this select committee are:
- Asset Management Schemes – schemes resulting from the Strategic Accommodation review, Drainage works at Caldicot School & property maintenance schemes
 - The highways and infrastructure maintenance programme, together with other transport related schemes
 - Regeneration schemes that principally concern the Abergavenny Library project, Shire hall restoration project and schemes funded from S106 developer contributions
 - County Farms maintenance schemes
 - ICT schemes
 - Inclusion schemes – Disabled facility grants, Access for All schemes and Low Cost Home Ownership schemes
 - Sustainability schemes that comprise street lighting schemes, PV installations and energy efficiency projects
- 3.2 Further to this capital receipts and overall financing of the capital programme also fall to this Select Committee for scrutiny

3.3 The month 8 forecast capital outturn position for schemes relating to this Select committee for 2013/14 is as follows:

- An adjusted budget of £11,993,000, being based upon £7,292,000 original 2013-14 approval, £6,703,000 slippage from 2012-13, £2,704,000 of budget revisions, less £49,000 virements to other Select areas and less provisionally slipping £4,657,000 into 2014/15;
- Actual expenditure was £4,962,000 (41.38% of adjusted budget) at month 8, compared to £8,622,000 (47.59%) at month 8 of 2012/13;
- A forecast net under spend of £205,000 resulting mainly from an under spend of £219,000 on County Hall Demolition & Remodelling. The Monmouthshire County Council specific saving should be viewed as being only £95,000, being net of the knock on reduced financing of capital expenditure by Torfaen County Borough Council in respect of County Hall demolition costs.

3.4 Appendix 1 to the report provides a summary explanation of the over and under spends forecast at month 8.

3.5 Appendix 2 provides a summary of the £4,657,000 provisional slippage forecast into 2014/15 at the end of month 8. This mainly relates to Regeneration Schemes (£4,206,000) of which £3,454,000 is Abergavenny Library scheme.

Capital Financing

3.6 The overall under spend in the capital budget across all select areas at month 8 of £276,000 requires a corresponding decrease in financing in 2013/14. This will be closely monitored for the remainder of the year.

3.7 Further information is provided in appendix 5.

Useable Capital Receipts Available

3.8 The forecast Total Capital Receipts balance at 31 March 2014 has increased by £1,594,000 compared to the MTFP (£169,000 at month 5) primarily due to an increase in forecast receipts of £312,000, forecast slippage of capital expenditure of £1,670,000 into 2014/15, budgeted set aside of the £1,000,000 County Hall receipt not forecast as delayed, a forecast under spend of £407,000 in the capital programme which is financed via capital receipts, offset by a lower receipts balance brought forward (£1,184,000) and an increase in expenditure budgets (£611,000).

3.9 Based on the 2012/13 outturn, the current capital receipts forecast and the capital budgets in place for 2013/17, total capital receipts at the end of the MTFP window are forecast to be £32,557,000 (£32,745,000 at month 5), a decrease of £805,000 compared to the 2013/17 capital MTFP.

3.11 Further information on capital receipts is contained in Appendix 3.

4. AREAS FOR POTENTIAL SCRUTINY

4.1 The main issues for Select Committee scrutiny are:

- The level of slippage proposed on schemes of £4,657,000.
- The level of spending at month 8 (£4,962,000), and its related outturn forecast of £11,789,000.

- The risks surrounding future capital receipt generation and timings of such, and its potential to affect financing of future capital programmes and future schools initiative.

5. BACKGROUND PAPERS:

Appendix 1 – Explanation of over/under spends
Appendix 2 – Provisional slippage
Appendix 3 – Capital Receipts
Appendix 4 – Movement from Original to Revised budget
Appendix 5 – Capital Financing Summary

6. AUTHOR:

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1. EXPLANATION OF OVER & UNDER SPENDS AT MONTH 8

1.1 Table 1 below summarises the forecast outturn variances at month 8.

Table 1: Capital Programme 2013/14 – Summary Forecast month 8 Position

<i>Scheme Type</i>	Original Budget (Including b/f slippage)	Budget Virements & Revisions	Revised Budget	Provisional Slippage c/f	Adjusted Budget (Reduced by Slippage)	Forecast Outturn	Forecast Over/(Under) Spend
	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Asset Management Schemes	1,774	1,366	3,140	35	3,105	2,901	(204)
Infrastructure & Transport Schemes	5,203	155	5,358	29	5,329	5,329	0
Regeneration Schemes	4,290	384	4,674	4,207	467	467	0
Sustainability Schemes	0	300	300	0	300	300	0
County Farms Schemes	567	0	567	107	460	460	0
Inclusion schemes	1,137	165	1,302	216	1,086	1,088	0
ICT Schemes	612	285	897	58	839	834	(5)
Other Schemes	412	0	412	5	407	410	4
Total	13,995	2,655	16,650	4,657	11,993	11,788	(205)

1.2 The main schemes contributing to the forecast under spend of £205,000 are as follows:

1.2.1 Asset Management Schemes

County Hall Demolition and Remodeling

The County Hall demolition and remodeling scheme is forecast to under spend by £219,000. The budget for the scheme included a contingency estimate, however it is pleasing to report that the main contract completed without major unforeseen works. (Not reported at month 5).

The scheme is a joint scheme funded 50/50 between Monmouthshire and Torfaen, therefore resulting in a net forecast under spend to Monmouthshire of £110,000.

Drainage works at Caldicot School and Leisure Centre site

This scheme is forecast to under spend by £20,000 due to competitive tender prices. (Not forecast at month 5)

Property Maintenance

Property Maintenance is currently forecasting to be on target for the Authority as a whole, but this division is forecasting a net over spend of £36,000. The main reasons are described below:

(a) Floors and Stairs

An over spend of £18,000 is forecast in the Floors and Stairs section. This is mainly attributable to an over spend on the Leisure Centre sports hall flooring re-sealment scheme which has an increased scope of works due to poor condition of existing floors.

(b) Internal Walls and Doors

An over spend of £21,000 is forecast in the Internal Walls and Doors section. This is mainly due to a forecast over spend on the safe removal of asbestos scheme due to the need to carry out additional works.

(c) Roofs

This section is forecasting to under spend by £3,000 on Chepstow Leisure Centre Spec. roof survey.

1.2.2 Other Schemes

Non County Farms Fixed Assets Disposal Costs

This section is forecasting an over spend of £3,500 due to overspends on three school assets due to unbudgeted costs (£21,000) offset by under spends due to reduced costs or sales not going ahead (£18,000).

1.2.3 ICT Schemes

ICT schemes are forecasting to under spend by £5,000 due to a lower than anticipated final cost on the ARC project.

2. PROVISIONAL SLIPPAGE AT MONTH 8

- 2.1 The provisional total slippage forecast at month 8 for 2013/14 is £4,657,000. This is £221,000 higher than the forecast of £4,436,000, reported at month 8 of 2012/13 and £640,000 higher than the forecast of £4,017,000 at month 5.
- 2.2 For schemes within this Select Committee's portfolio, at the end of 2012/13, £6,703,000 was approved for slippage into the 2013/14 financial year. Of this slippage £2,699,000 is forecast to be spent by the end of the current financial year. The main areas where slippage brought forward is not forecast to be spent are Abergavenny Library scheme (£3,286,000), Asset Management Schemes (£35,000), ICT Schemes (£63,000), Infrastructure and Transport (£38,000) and Section 106 Schemes (£581,000) including Caldicot 3G pitch (£418,000).
- 2.3 Further information must be provided in order to produce a meaningful analysis. Table 1 below details a comparison of slippage forecast at month 5 against the total slippage at the end of 2012/13 financial year.

Table 1: Capital Programme 2013/14 – Analysis of 2012/13 and 2013/14 Slippage

	Slippage B/F From 2012/13 Approved Outturn 2012/13	Provisional Slippage C/F Month 5 2013/14	Provisional Slippage C/F Month 8 2013/14
Asset Management Schemes	564	0	36
Infrastructure and Transport Schemes	592	44	29
Regeneration Schemes	4,139	3,938	4,206
Sustainability Schemes	0	0	0
County Farms Schemes	294	0	107
Inclusion Schemes	288	0	216
ICT Schemes	612	35	58
Other Schemes	214	0	5
Total	6,703	4,017	4,657

2.4 Explanation of Provisional Slippage Requests

Budget holders have identified the following items of potential slippage, totalling £4,657,000 in the current year's capital programme as at month 8.

2.4.1 Asset Management Schemes

a) Raglan Depot Car Park

Slippage of £36,000 is forecast on the Raglan Depot Car Park scheme. Delays have occurred due to ecological issues. (Not reported at month 5).

2.4.2 Infrastructure and Transport Schemes

a) Parking Studies

Slippage of £29,000 is forecast as the Authority has agreed a contribution towards parking software in 2014/15 to support a de-criminalised parking project. (£44,000 reported at month 5)

2.4.3 Regeneration Schemes

a) Proposed New Abergavenny Library

Slippage of £3,454,000 is forecast due to the project being on hold pending further consideration of options to improve the library service in Abergavenny. (£3,436,000 reported at month 5)

b) Section 106 Schemes

- (d) Llanfoist and Llanwenarth Ultra is forecasting slippage of £100,000 due to delays in obtaining planning permission for Llanfoist village hall. (Reported at month 5)
- (ii) Caldicot new 3G Astroturf pitch is forecasting slippage of £421,000 due to the work required to divert sewers found under the pitch. Cost pressures are currently being anticipated on this project as a result of delays. These are not currently being reported as alternative finance is being looked into. A financing proposal is being put together and should be presented to Cabinet in February 2014. (£379,000 reported at month 5)
- (iii) Castle Oak Usk is forecasting slippage of £103,000. The main scheme outstanding is Usk Rugby club who were planning to relocate but have found land contamination issues at the site. The rugby club are looking at alternatives and are working to a deadline of May 2014 to have a firm plan in place. (Not reported at month 5)
- (iv) Bayfield multi use games area is forecasting slippage of £70,000 due to delay's with obtaining planning permission. (Not reported at month 5)
- (v) Magor and Undy Community Hall is forecasting slippage of £34,000, as public consultation and engagement to consider alternative use of the remaining funds has been inconclusive. (Not reported at month 5)
- (vi) Croesonen Infants site Abergavenny is forecasting slippage of £23,000. The budget was originally earmarked to match fund external finance but the bid was unsuccessful so the funds will contribute to extending a 20mph zone in the vicinity programmed for 2014/15. (Reported at month 5)

2.4.4 County Farms Schemes

a) County Farms Maintenance & Reinvestment

Slippage of £100,000 is being forecast to cover compensation payments, which if required to vacate a tenancy and make the property available for sale, are likely to be incurred in 2014/15 (not reported at month 5).

b) Non County Farms Fixed Asset disposal Costs

Slippage of £7,000 is being forecast on one County Farm Asset due to delays with Legal aspects.

2.4.5 Inclusion Schemes

Slippage of £215,000 is being forecast on the Access for All Scheme as the expenditure profile is linked with the Future Schools programme which is not finalised.

2.4.6 ICT Schemes

a) Highways Asset Management and Road System

Slippage of £58,000 is forecast. System development has been slower than anticipated and it is requested that the balance be slipped into next year. (£35,000 reported at month 5)

3. CAPITAL RECEIPTS

Capital Receipts Forecast at Month 8 – comparison to MTFP

- 3.1 In table 1 below, the forecast capital receipts for 2013/14 to 2016/17 have been compared to the MTFP capital receipts forecast presented in the capital budget proposals to Cabinet on 13th February 2013.

Table 1: Capital Receipts forecast at month 8 for 2013/14 to 2016/17 – comparison to MTFP capital receipts forecast

	Forecast Capital Receipts				
	2013/14	2014/15	2015/16	2016/17	Total
	£000's	£000's	£000's	£000's	£000's
Education Receipts	160	1,935	9,306	0	11,401
County Farms Receipts	1,922	330	100	0	2,352
General Receipts	115	16,650	0	0	16,765
Strategic Accommodation Review	490	1,500	150	0	2,140
Dependent on Outcome of LDP	0	750	4,000	4,000	8,750
Total	2,687	21,165	13,556	4,000	41,408
MTFP Capital Receipts Forecast	2,375	22,750	16,700	0	41,825
Increase / (Decrease) compared to MTFP Capital Receipts Forecast	312	(1,585)	(3,144)	4,000	(417)

- 3.2 The Capital receipts forecast to be received in 2013/14 total £2,687,000. (£2,544,000 at month 5). Receipts received during 2013/14 become available for financing current and future years' capital programmes.

- 3.3 The expected total forecast Council fund and Education capital receipts for the year from the MTFP approved by Council in February 2013 was £2,375,000. At month 8, this forecast has increased by £312,000 mainly due to:

- Three County Farm receipts (£948,000) and one General receipt (£15,000) which were not in the MTFP at budget setting.
- The delay of the sale of five assets from 2012/13 into 2013/14 (£990,000).
- Increases in the forecast sale value for a number of assets (£99,000) including (£75,000) for a Strategic Accommodation review asset.

Offset by

- The delay of four Education receipts and one County Farm receipt from 2013/14 to 2014/15 (£1,650,000) due to time required to obtain planning permissions and to resolve issues with access and consents.
- The sale in 2012/13 of a larger part of a county farm asset than budgeted (£90,000), reducing the balance to be sold in 2013/14.

- 3.4 Total forecast receipts at month 8 for 2013/14 to 2016/17 have decreased compared to the MTFP capital receipts forecast by £417,000 (increased by £395,000 at month 5). This is mainly as a result of:

- The delay of part of the receipts relating to two LDP assets into 2017/18 to outside the MTFP window (£2,000,000) due to a more realistic profiling of the receipts. This was not reported at month 5.
- A reduction in the forecast receipt values for three assets (£2,405,000), the majority (£2,250,000) relating to an LDP asset which following withdrawal from the LDP was added back with reduced land area and increased level of affordable housing.
- The sale of one LDP asset which is not expected to go ahead (£250,000).

Offset by:

- An increase in the forecast receipt values for three assets (£681,000)
- Forecast receipts for twelve assets which were not forecast as part of the MTFP (£2,047,000). £842,000 was reported at month 5.
- Nine receipts which were previously forecast for 2012/13, which were delayed and are now being forecast in the MTFP window (£1,510,000)

3.5 In addition to the above, changes in timing of when capital receipts that formed part of the MTFP forecast are due to be received will result in variances when comparing the MTFP forecast to month 8, when looking at individual years in isolation. However over the four year period concerned there is no net impact of these timing differences.

3.6 All of the sales have obtained Member approval as part of budget setting through Council or through separate Cabinet reports being considered.

Useable Capital Receipts Available

3.7 In table 2 below, the effect of the changes to the forecast total Council fund and Education capital receipts on the useable capital receipts balances available to meet future capital commitments is shown. This is also compared to the balances forecast within the 2013/17 MTFP capital budget proposals.

Table 2: Movement in Available Useable Capital Receipts Forecast

TOTAL RECEIPTS	2013/14	2014/15	2015/16	2016/17
	£000	£000	£000	£000
Balance b/f 1 st April	6,552	6,671	15,329	28,721
Forecast Receipts in year	2,687	21,165	13,556	4,000
Deferred Capital Receipts	4	4	4	4
Less: Set aside Capital Receipts	0	(10,452)	0	0
Less: Forecast receipts to be applied	(2,571)	(2,059)	(167)	(167)
TOTAL Estimated balance c/f 31st March	6,671	15,329	28,721	32,557
TOTAL Estimated balance reported in 2013/17 MTFP Capital Budget Proposals	5,078	16,990	33,526	33,362
Increase / (Decrease) compared to MTFP Capital Receipts Forecast	1,594	(1,661)	(4,805)	(805)

3.8 The forecast Total Council Fund and Education Fund balance at 31 March 2014 has increased by £1,594,000 compared to the MTFP (£169,000 was forecast at month 5) due to:

- An increase in forecast receipts in 2013/14 due to changes in the forecast year of receipt and due to sales not included in the MTFP at budget setting (£312,000). See 3.1 above.
- Forecast slippage in the capital programme into 2014/15 which is financed by capital receipts (£1,670,000). £649,000 was reported at month.5.
- A forecast under spend (£407,000) of projects budgeted to be financed by capital receipts.
- A budgeted set aside of £1,000,000 relating to the County Hall receipt which is now not being forecast in the MTFP window.

Offset by:

- A lower receipts balance brought forward (£1,184,000)
- An increase in expenditure budgets which are due to be financed from capital receipts (£611,000)

3.9 With regards to total receipts, the above table illustrates that, based on:

- a) The 2012/13 outturn;
- b) The capital receipts forecast; and
- c) The capital budgets in place for 2013/17,

There will be a balance of available receipts at the end of the MTFP window of £32,557,000 (£32,745,000 at month 5). This is a decrease of £805,000 compared to the MTFP, which is due to:

- Decreased receipts brought forward at 31 March 2013 (£1,184,000)
- An decrease in the total forecast receipts (£417,000)
- An increase in forecast applied receipts (£204,000)
- Offset by:
- A budgeted set aside of £1,000,000 relating to the County Hall receipt which is now not being forecast in the MTFP window. Not reported at month 5.

However, as is shown below this is also very much dependent on the capital receipts forecasts provided materializing which in itself is a significant risk. To that extent the balance of useable total receipts at the end of 2013/14, currently forecast at £6,671,000, and future year balances should be closely monitored.

3.10 Furthermore, the above forecast of available useable capital receipts does not take account of the following future pressures that have yet to receive formal Cabinet approval:

- The total Authority contribution towards the Future Schools programme.
- Any further ICT capital bids that may be required under the new ICT strategy.
- Any pressures in 2013/14 and later years relating to the completion of schemes in the current year programme noted in this report.

3.11 Table 3 below summarises the risk factors associated with capital receipts materialising in the respective years of account and at the value forecast.

Table 3: Risk Factors associated with the Capital Receipts Forecast

Risk Factor – as at outturn	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000
Low	947	0	0	0
Medium	765	16,450	100	0
High	975	4,715	13,456	4,000
	2,687	21,165	13,556	4,000
And as a percentage of in year receipts				
	%	%	%	%
Low	35	0	0	0
Medium	28	78	1	0
High	36	22	99	100
	100	100	100	100

3.12 Forecast receipts for 2014/15 onwards are usually marked as high risk in terms of the timing of receipt or of their value, unless further information is available which suggests otherwise.

Low Cost Home Ownership receipts

3.13 As in table 4 below, the forecast balance of low cost home ownership capital receipts at the end of 2013/14 is £nil.

Table 4: Low Cost Home ownership 2013/14 Capital Receipts Forecast Outturn Position

	Low Cost Home Ownership £000
Balance b/f 1 st April 2013	60
Receipts received at month 8	0
Receipts to be applied	60
Expected balance c/f 31st March 2014	0

4. MOVEMENT FROM ORIGINAL TO REVISED BUDGET

- 4.1 The revised capital budget at month 8 of £30,972,000 is made up of £15,265,000 of original budget, slippage from 2012/13 totalling £12,216,000 and £3,491,000 of budget revisions.

Table 1: Summary of movement from original to revised 2013/14 capital budget

Scheme Type	Original Budget £000's	Slippage b/f from 2012/13 £000's	Budget Virement £000's	Budget Revision £000's	Revised Budget £000's
Asset Management Schemes	2,783	1,049	9	1,506	5,347
School Development Schemes:	3,249	2,422	0	275	5,946
Infrastructure and Transport Schemes	4,611	592	0	155	5,358
Regeneration Schemes	3,300	6,746	(9)	718	10,756
Sustainability Schemes	0	0	0	300	300
County Farms Schemes	273	294	0	0	567
Inclusion Schemes	850	287	0	165	1,302
ICT Schemes	0	612	0	372	984
Other Schemes	198	214	0	0	412
Total	15,265	12,216	0	3,491	30,972

- 4.2 Virements made within the programme have, as expected, had no overall net effect. All virements have been processed in accordance with the virement rules outlined with the Authority's Financial Regulations.
- 4.3 The £3,491,000 of budget revisions during 2013/14 comprises the following items:
- i. £1,506,000 Asset Management schemes - £915,000 County Hall demolition and remodelling (Torfaen share), £266,000 Drainage works at Caldicot Comprehensive and Leisure Centre site, £200,000 Car Park Granville and Wyebridge street, £25,000 Car Park Riverside, south of rowing club, £100,000 Thornwell Sewerage Diversion.
 - ii. £275,000 School Development Schemes - £280,000 New Raglan Primary 21st Century Schools, (£5,000) Flying Start Minor Improvements, reduction in grant.
 - iii. £155,000 Infrastructure and Transport schemes - £65,000 RTCG Road Safety, £80,000 Walking and Cycling scheme, £10,000 Rail Strategy Update

- iv. £718,000 Regeneration schemes - £393,000 Section 106 schemes, £300,000 Caerwent House major repairs, £25,000 Woodstock Way Linkage scheme.
- v. £300,000 Sustainability schemes – PV Schemes various sites
- vi. £165,000 Inclusion schemes – Low Cost Home Ownership
- vii. £372,000 ICT schemes - £220,000 Replace MCC central storage devices, £45,000 purchase of Sharepoint and active directory licences, £20,000 replacement of video conferencing facilities, £87,000 Sims Development Costs. Given an interest from this Select Committee a specific report in relation ICT scheme progress is currently being prepared based upon month 9 information, which will be reported back to this Committee shortly.

4.4 All of the revisions and future year changes are supported by Member decisions or awarding documentation where appropriate.

5. CAPITAL FINANCING SUMMARY**Introduction**

- 5.1 In addition to the budgetary control and monitoring required over the capital expenditure for the Authority, it is of equal importance to maintain similar control and monitoring over the financing that supports this expenditure.
- 5.2 Capital expenditure incurred by the Authority will need to be financed. The following important points need to be considered:
- An over spend against budget on a capital schemes leads to a need for additional financing to be identified.
 - A reduction in available financing compared to budget on a capital scheme also leads to a need for additional alternative financing to be identified.

Capital Financing Summary

- 5.3 The forecast capital outturn at month 8 for the 2013/14 financial year for the capital programme is £23,280,000, which compared against a revised budget adjusted for slippage of £23,556,000 gives a forecast under spend of £276,000 which requires a corresponding net decrease in financing in 2013/14.
- 5.4 The financing streams available are:

External Funding

- 5.5 External Funding sources either comprise fixed general sums or sums to be allocated towards specific expenditure.
- Supported Borrowing / General Capital Grant
 - Grants and Contributions
 - S106 and S278 Contributions
 - Low Cost Home Ownership capital receipts

Council Resources

- 5.6 Council Resources are ultimately under the control of the Authority and are the balances that are available to finance additional unplanned expenditure.
- Unsupported Borrowing
 - Capital Receipts
 - Direct Revenue Financing
 - Earmarked Reserve Funding

- 5.7 The capital financing forecast summary is illustrated in table 1 below:

Table 1: Capital Programme 2013/14 –Capital Financing – Month 8

	Forecast Outturn	Revised Budget	Provisional Slippage	Adjusted Revised Budget	Increased /(Reduced) Financing
	£000	£000	£000	£000	£000
Supported Borrowing	2,325	2,325	0	2,325	0
General Capital Grant	1,420	1,420	0	1,420	0
Grants and Contributions	3,349	3,513	54	3,459	(110)
S106 Contributions	406	737	331	406	0
Unsupported Borrowing	11,802	17,070	5,268	11,802	0
Earmarked Reserve Funding	1,101	1,199	93	1,106	(5)
Capital Receipts	2,571	4,648	1,670	2,978	(407)
Low Cost Home Ownership	60	60	0	60	0
Unfinanced Expenditure/Shortfall in financing	246	0	0	0	246
Total	23,280	30,972	7,416	23,556	(276)

5.8 The reduced net financing on the capital financing summary above can be mainly explained as follows:

5.9 Grants & Contributions

The adjusted revised budget for financing by way of grants & contributions amounts to £3,459,000. The forecast outturn is £3,349,000 representing forecast reduced financing of £110,000. This is due to the forecast under spend of £220,000 on the County Hall demolition scheme, of which 50% is financed by way of contribution from Torfaen.

5.10 General Capital Receipts

The adjusted revised budget for financing by general capital receipts amounts to £2,978,000. The forecast outturn is £2,571,000 representing forecast reduced capital receipt funding of £407,000. This is mainly due to:

- A under spend of £144,000 within school development schemes where a number of projects are expected to complete with slightly advantageous final account settlements including Caldicot Green Lane (£113,000).
- A £28,000 under spend on the Brewery Yard scheme as one external partner is not expected to take up the grant offered.
- Under spends on the County Hall demolition scheme (£110,000) and Caldicot School drainage scheme (£20,000).
- The slippage of surplus financing of £108,000 from 2012/13 into 2013/14 which has not yet been allocated to other schemes.

5.11 Unfinanced Expenditure / Shortfall in financing

Forecast expenditure totaling £246,000 is currently shown as unfinanced at month 8. This is due to forecast unbudgeted expenditure relating to Abergavenny cattle market regeneration as documented in appendix 1 of this report.

Strong Communities Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
Budget, Performance and Risk Monitoring		
<u>Quarterly Budget Monitoring</u> (To review the financial situation for the directorate and schools, identifying trends, risks and issues on the horizon with overspends/underspends).	<ul style="list-style-type: none"> - Month 6 Revenue Budget Monitoring - Month 8 Capital Budget Monitoring - Month 9 Revenue Budget Monitoring - Month 10 Capital Budget Monitoring 	23 rd Jan 2014 23 rd Jan 2014 6 th Mar 2014 17 th April 2014
Initial Budget Briefing on MTFP 2015-2016	Report being presented to Cabinet 4 th September on Medium Term Financial Plan for year ahead.	TBC
Budgetary Context Meeting	Context setting of next year's budget - Committee to discuss areas identified / proposals being put forward.	TBC
Budget Setting	Consideration of capital and revenue budget proposals for the 2015/16 budget.	TBC
OBA Performance Monitoring	OBA 6 monthly Performance Report Cards focus on the impact of the council's work on people's lives and enables scrutiny of performance across outcomes. The report includes performance against the 6 Improvement Objectives 2013-2014 and performance against the statutory 'all Wales performance indicators'.	TBC
Annual Complaints Report	Committee requests a discussion on the annual complaints report in respect of regeneration and culture directorate.	February 2014 Special TBC
Improvement Plan 2013-16	Improvement Objectives 2012 to 2013 and Stage 1 Improvement Plan 2013-16.	Reported 4 th July 2013
Quarterly Risk Monitoring	Scrutiny of the Whole Authority Risk Log - log of risks affecting the Council, which if not managed, could jeopardise the council's ability to achieve its outcomes and improvement objectives for communities, as well risk the delivery of statutory plans/operational services. Select Committees have a responsibility to monitor and challenge performance in relation to mitigating risk.	TBC

Strong Communities Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
Outcome Agreements	The Council has a 3-year Outcome Agreement with the Welsh Government from 2014 - 2017, which outlines mutually beneficial targets and milestones that the Council will work towards, depending on performance (this is built into the medium term financial plan). The Select Committee is responsible for scrutinising performance of outcomes. Committee to receive the end of year performance 2013-2014.	TBC
Policy Development		
Pollinator Policy	Pre-decision scrutiny of the Pollinator Policy.	23 rd January 2014
Rights of Way Policy	Policy will be subject to pre-decision scrutiny to discuss the future service proposal including community enablement and the development of a 'walking product'. Outline report and presentation expected.	February 2014 (Special TBC)
Community Transfer of Asset Policy	Pre-decision scrutiny of the Community Transfer of Asset Policy.	February 2014 (Special TBC)
Local Flood Risk Management Strategy	This statutory plan was subject to pre-decision scrutiny both in terms of policy development and managing risk. An action plan is in place, progress to be reported back to the Select Committee.	6 th March 2014
Future Library and One Stop Shop provision	This item was brought for discussion and early engagement with the Select Committee, several Members agreeing to become Members of a steering group.	February 2014
Crime and Disorder Item:	Glascoed Gates - long standing community issue.	(Special Meeting TBC)
Pre-decision Scrutiny		
Replacement Bus Services	Pre-decision scrutiny of a report replacing a bus service with a community bus service - financial implications.	23 rd January 2014
Street Numbering/Naming	Pre-decision scrutiny this policy - financial implications.	23 rd January 2014
Challenging / Monitoring Performance / Monitoring Risks		
Gwent Association of Voluntary organisations	Scrutiny of performance in line with grant funding. Scrutiny of financial information and Service Level Agreement.	17 th April 2014 (annual)
Monmouthshire Housing	Discussion with MHA on their performance and outcomes in relation to the	July 2014 (annual)

Strong Communities Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
Association	agreements outlined in the offer document.	
Prosiect Gwyrdd EfW	Update from MCC nominated Joint Scrutiny Panel Members.	(when required)
On-going Monitoring of Recommendations made by Scrutiny		
Select Committee report on Affordable Housing	Position update	17 th April 2014
Select Committee Report on Public Conveniences	Position update and further recommendations pre-budget.	17 th October 2013
Report on Toilets for 29 th January Cabinet Decision	Subsidy to Community and Town Councils for the provision of public toilets.	23 rd January 2014

Budget Scrutiny of key proposals 2013

No.	Scrutiny of Work Areas to deliver 2014/15 and MTFP saving targets	Committee and Timescale	
5	Sustainable energy initiatives	Strong Communities	Later Scrutiny
8 and 15	Grants to micro finance / rationalise grants to single organisations Facilities - transfer functions to other providers	Strong Communities	25 th Nov
11	Highways - review of management arrangements, gritting schedules, verge maintenance, use of sub-contractors	Strong Communities	8 th Nov
12	Street Light savings	Strong Communities	8 th Nov
13	Street scene and pest control	Strong Communities	8 th Nov
29	CEO - efficiencies, including on line services, staffing structures	Strong Communities	25 th Nov
30	CEO - OSS and libraries - 10% reduction in staff budget	Strong Communities	25 th Nov
32	Review of additional payments	Strong Communities	Needs to go to JAG
36	Cost neutral waste service	Strong Communities	25 th Nov
37	Waste Management - Project Gwyrdd	Strong Communities	Already scrutinised



Council and Cabinet Business – Forward Plan

Monmouthshire County Council is required to publish a Forward Plan of all key decisions to be taken in the following four months in advance and to update quarterly. The Council has decided to extend the plan to twelve months in advance, and to update it on a monthly basis.

Council and Cabinet agendas will only consider decisions that have been placed on the planner by the beginning of the preceding month, unless the item can be demonstrated to be urgent business

Subject	Purpose	Consultees	Author
29TH JANUARY 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
Local Government (Wales) Act 1994 The Local Authorities (Precepts) (Wales) Regulations 1995	To seek Members approval of the results of the consultation process regarding payments to precepting Authorities for 2014/15 as required by statute	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
Review of Careline Policy	To review the existing policy and agree future approach to delivery, particularly in relation to pricing and telecare provision.	Cabinet Leadership Team R&C DMT SS DMT	John Parfitt
Supporting People Programme Grant – Local Commissioning Plan 2014-17	To seek approval of the commissioning plan that takes into account the recently announced funding cuts.	Cabinet Members Leadership Team SC&H - DMT, SPPG Planning Group; SP Regional Officers group; Providers forum	Chris Robinson

Subject	Purpose	Consultees	Author
Subsidy to Community and Town Councils for the provision of public toilets	To decide whether to continue to subsidise Town and Community Councils that provide public conveniences previously provided by the county council and whether to extend the subsidy should management of any other public conveniences transfer from the county council to a town or community council.	Cabinet Members Leadership Team Appropriate Officers	Roger Hoggins
Street Naming and Numbering Policy	The policy will provide a consistent approach to this service based upon current legislation and guidance. The policy will also allow the authority to introduce a charge for this service.	Cabinet Members Leadership Team Appropriate Officers	Paul Keeble
Replacement Bus Service	To replace an existing bus service with a community bus service	Cabinet Members Leadership Team Appropriate Officers	Richard Cope
Proposed 20mph Speed Limits, Thornwell Area, Chepstow	To consider the proposed order subsequent to representations received following advertisement in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1994.	Cabinet Members Leadership Team Appropriate Officers	Paul Keeble
12TH FEBRUARY 2014 – SPECIAL CABINET			
Final Budget 2013/14 for recommendation to Council	To update Cabinet with the consultation responses to the budget proposals and provide a final set of proposals for recommendation to Council	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
Welsh Church Fund Working Group	To make recommendations to Cabinet on the Schedule of Applications 2013/14 meeting 4.	Cabinet Members Leadership Team	David Jarrett

Subject	Purpose	Consultees	Author
National and Regional Adoption arrangements		Appropriate Officers Cabinet Members Leadership Team Appropriate Officers	Simon Burch/ Gill Cox
19TH FEBRUARY 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
Development of Customer Services		Cabinet Members Leadership Team Appropriate Officers	Tim Macdermott
27th FEBRUARY 2014-COUNCIL			
Budget and Council tax	Final Composite Council tax resolution		Joy Robson
Treasury Management Strategy 2014/15	To accept the annual treasury management strategy		Joy Robson
CCSIW Annual Letter	Presentation of the CCSIW ACRF letter .		Simon Burch
Pay Policy	To approve the MCC Pay Policy in compliance with the Localism Act.		Sian Hayward
Diary of Meetings 2014/15	To approve the Diary of Meetings for the forthcoming year		Tracey Harry
Poverty in Monmouthshire Engagement Framework			Will McLean
Monmouthshire Welsh in Education Strategic Plan	To adopt the strategic plan.		Sharon Randall Smith
SRS Business Solutions Ltd	To appoint the representative member to the		

Subject	Purpose	Consultees	Author
	<p>company.</p> <p>County Councillor P. Murphy (Cabinet Member with portfolio responsibility for finance) previously held this appointment, however, as he has now taken up the appointment as Monmouthshire's Board member there is a vacancy for a representative member.</p>		
5TH MARCH 2014 - CABINET			
Month 9 Revenue Budget Monitoring Report	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.	Cabinet Members Leadership Team Appropriate Officers	Joy Robson/ Mark Howcroft
Pollinator Policy	The policy endorses the Welsh Government's Action Plan for Pollinators by adapting the way we manage public open spaces, parks, verges and highways. The policy proposes small changes that will help reverse the decline in the pollinator species, reduce CO2 and costs.	Cabinet Members Leadership Team Appropriate Officers	Alison Howard
2014/15 Education and Welsh Church Trust Funds Investment and Fund Strategies		Cabinet Members Leadership Team Appropriate Officers	Dave Jarrett
Review of HR Policies	<p>The revision of HR policies for legislation and to reflect changes in the way we work –</p> <p>Equal Pay Policy, Employing People with Convictions, Code of Conduct for Employees,</p>	Cabinet Members Leadership Team Appropriate Officers	Sian Hayward

Subject	Purpose	Consultees	Author
	<p>Career Break Schemes, Flexible Working, Managing Absence and Leave.</p> <p>The revision of HR policies for legislation and to reflect the implementation of the People Strategy: Protection of Employment for School Based Employees, Model Performance Management Policy for Schools, Capability Policy for School and Non School Based Employees, Carers Policy, Agency Workers, Use of Telephones and Mobile Devices, Flexible Retirement Policy, Dignity at Work, Regrading Appeal Procedure, Travel and Reimbursement.</p>		
Performance Management Framework	To introduce the Framework for Performance Management of Employees	Cabinet Members Leadership Team Appropriate Officers	Sian Hayward
Charging for Pre-Application advice for Planning	To outline a proposal to introduce charging for pre-application advice for planning	Cabinet Members Leadership Team Appropriate Officers	Phil Thomas
Charging for Pre-Application Advice for Planning	To outline a proposal to introduce charging for pre-application advice for planning.	Cabinet Members Leadership Team Appropriate Officers	Phil Thomas
Digital Road Map		Cabinet Members Leadership Team Appropriate Officers	Kellie Beirne/Matt Lewis
Children Missing in Education	To approve the children missing in education policy CYP Director Report to establish overarching strategic performance framework for	Cabinet Members Leadership Team Appropriate Officers	Richard Austin/Sharon

Subject	Purpose	Consultees	Author
	the whole directorate		Randall-Smith
12TH MARCH 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
26TH MARCH 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
2ND APRIL 2014 - CABINET			
Month 10 Capital Budget Monitoring Report	To present the Month 10 forecast capital outturn for 2013/14 compared to the total budget for the year. The report identifies and provides explanations for variances against budget and the funding implications of the forecast outturn position. The report also reports slippage anticipated to be carried forward into 2014/15.	Cabinet Members Leadership Team Appropriate Officers	Joy Robson/ Mark Howcroft
Future of Recycling Services		Cabinet Members Leadership Team Appropriate Officer	Rachel Jowitt
Strategic Equality Plan 2 nd Annual Report	Reporting on progress in achieving the actions related to our equality objectives in the plan.	Cabinet Members Leadership Team Appropriate Officer	Alan Burkitt
9TH APRIL 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
10th APRIL 2014 - COUNCIL			
2016 National Eisteddfod	Following an in principle decision by Cabinet to host the 2016 National Eisteddfod, a further report will be presented in due course seeking the approval of Council to agree to host the 2016	Cabinet Members Leadership Team Appropriate Officers	Tracey Harry/Deb Hill Howells

Subject	Purpose	Consultees	Author
	National Eisteddfod which will confirm the preferred location and clarifying the full costs of hosting the event.		
21 st Century Schools Capital Programme	Approve Programme of Works.		Simon Kneafsey
30TH APRIL 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
7TH MAY 2014 – CABINET			
Early Years Offer	To create a common understanding of provision for all pupils from 3-11 years in Monmouthshire.	Cabinet Members Leadership Team Appropriate Officers	Sharon Randall Smith
14TH MAY 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
28TH MAY 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
4TH JUNE 2014 - CABINET			
Welsh Language Annual Monitoring Report 2013 -14	Reporting upon progress in achieving the actions specified in the Council's Welsh Language Scheme.	Cabinet Members Leadership Team Appropriate Officers	Alan Burkitt

