

County Hall
Rhadyr
Usk
NP15 1GA

28th February 2014

Notice of Meeting:

Strong Communities Select Committee

Thursday 6th March 2014 at 10.00am*
Council Chamber
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: i. Tuesday 7 th January 2014 – Special Meeting ii. Thursday 23 rd January 2014
5.	Pre-decision scrutiny of the Authority's street naming and numbering policy (copy attached)

<p>6.</p> <p>7.</p> <p>8.</p>	<p>To scrutinise the Revenue Budget Forecast Statement 2013/14 Month 9 from the Head of Finance (copy attached)</p> <p>Work Programming:</p> <ul style="list-style-type: none">i. Strong Communities Select Committee Work Programme 2013 –14ii. Cabinet Forward Work Planner <p>To confirm the date and time of the next meeting of Strong Communities Select Committee:</p> <ul style="list-style-type: none">• Thursday 17th April 2014 at 10am
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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 Tuesday 7th January 2014 at 10.00am**

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

County Councillors: A. Easson, R. Edwards, M. Hickman, M. Powell, A.E. Webb, S. White and A.Wintle

ALSO PRESENT:

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

County Councillor P. Murphy – Cabinet Member for Resources

BY INVITATION OF THE CHAIRMAN:

County Councillor R.G. Harris

OFFICERS IN ATTENDANCE:

Ms K. Bierne	-	Chief Officer, Regeneration and Culture
Mrs J. Robson	-	Head of Finance
Mr M. Howcroft	-	Assistant Head of Finance
Mr R. Hoggins	-	Assistant Chief Officer, Regeneration and Culture
Mr G. Edmunds	-	Cleansing and Waste Management
Mr T. Wallen	-	Highways Operations Manager
Ms R. Jowitt	-	Waste Strategy and Resources Manager
Ms H. Ilett	-	Scrutiny Manager
Mrs E. Tapper	-	Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors: D.W.H Jones and V.E. Smith

2. DECLARATIONS OF INTEREST

County Councillor S.G.M Howarth declared a personal interest pursuant to the Members Code of Conduct, Local Government Act 2000 given that the company responsible for pest control on behalf of the Authority had involvement with the football club operated by the elected member (Minute item 8: Draft Revenue Budget Proposals Mandate 13 – Street Scene and Pest Control).

3. CHAIRMANS WELCOME

The Chairman welcomed Members, Officers and Mr N. Tatum, representing Abergavenny Town Council, to the meeting.

4. DRAFT CAPITAL BUDGET PROPOSALS 2014/15 TO 2017/18

We received the draft Capital Budget Proposals 2014 /15 to 2017/18 from the Head of Finance.

In so doing we noted that:

- Cabinet would review the Capital programme subject to revision of the 21st Century School programme.
- Cabinet had agreed to the sale of some of the Authority's assets to support the capital programme, including the associated costs of disposal to facilitate those sales.
- The capital budget was reporting a pressure of £134, 334, 000 attributable to; a review of the waste management service, highways maintenance, infrastructure investments, property maintenance for schools and non – schools including Caldicot Castle, DDA compliance works and Disabled Facilities Grants as well as Countryside Rights of Way programmes.
- We heard that the latter pressures were not being addressed in the current strategy and existing maintenance programmes were barely sufficient to maintain existing assets or deal with the backlog. Cabinet had taken the decision to accept that risk.
- The Authority received the provisional capital settlement from Welsh Government on 16th October 2013 which identified an increase of £149 000 on 2013/14 levels.
- £1 million unsupported prudential borrowing per annum would continue in the 4 year capital programme.
- A deficit had been identified in year 4 of the capital programme.
- The capital strategy adopted by the Authority should prove financially sustainable through supported funding from Welsh Government and use of the Capital Investment Reserve. This would enable the Authority to concentrate its own resources on the 21st Century Schools investment programme. The 21st Century Schools Strategic Outline Programme in December 2011 identified a match funding capital requirement for the Authority of approximately £40 million.
- We acknowledged that there would be a requirement for Council to maximise its capital receipts generation over the period 2013/14 to 2017/18. Capital receipts were forecast to increase from £5 926 000 to £32 457 000 in 2017/18, subject to those receipts materialising.
- We noted that a revised County Farms strategy had been approved, further rationalisation of Council owned building was being considered, the identification of services which could be combined to release buildings for sale and maximising receipts from the Authority's involvement in low cost homeownership schemes were intended to generate further receipts.

The Committee expressed a desire to further scrutinise the sale and disposal of capital assets, presented as exempt information.

5. EXCLUSION OF PRESS AND PUBLIC

County Councillor A. E. Webb proposed the exclusion of the press and public during discussion of appendices 6 and 7, the sale and disposal of capital assets, 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. This was duly seconded by County Councillor A.M. Wintle. We resolved to exclude the press and public during discussion of appendix 6 and 7.

6. CAPITAL ASSETS/DISPOSALS

We reviewed and discussed the information contained within the exempt documentation.

The Committee resolved to note the information received and requested that Members receive a portfolio of the assets held by the Authority. The Committee also requested to be informed of asset disposals and the value achieved from their sale.

7. RE ADMISSION OF PRESS AND PUBLIC

County Councillor A. E. Webb proposed to re - admit the press and public to the meeting during consideration of the following items of business. This was duly seconded by County Councillor R. Edwards.

We resolved to readmit the press and public to the meeting for the following item of business.

8. DRAFT REVENUE BUDGET PROPOSALS FOR 2014 – 15 TO 2017 -18

We received the draft revenue budget proposals for 2014/15 to 2017/18 for scrutiny from the Head of Finance.

In so doing, we noted the following:

- A budget gap of £22 million was projected in the MTFP over four years, with an £8.8 million gap for 2014/15. Savings totalling £12.8million had been identified over the MTFP. These savings had been generated by means of service changes, efficiency savings, income generation and innovative approaches to service design and delivery. A 3% annual increase in Council Tax had been assumed. A residual gap of £2.4 million for 2014/15 remained.
- A series of citizen consultation events had generated 82 potential saving proposals for exploration. 20 ideas, not included in the current budget mandates, resulted from these events. Staff sessions were also held by the Leader and the Chief Executive.
- Work to address the long term reduction in resources was essential and ongoing.
- Further to a review of grant funding schemes a pressure of £232 000 had been incorporated for waste, due to a reduction of 8.6% in the Sustainable Waste Management Grant.
- Earmarked reserve usage over the MTFP was projected to reduce the balance on earmarked reserves from £15.5million at the start of 2013/14 to £6.9 million by the end of 2017/18.

We resolved to note the information provided and to afford further consideration to the following mandates, previously scrutinised at the special meeting of Strong Communities Select Committee held on 8th November 2013.

- **Sustainable Energy Opportunities**

The Committee expressed support for Officers to implement the actions necessary to

reduce energy consumption, install biomass boilers and to support the continued investigation of income generation from PV panels and wind.

- **All Grant Review**

We noted that the review of Council grant funding to third party providers had been completed and approved by Cabinet. The Head of Finance informed Members that this mandate had been prioritised in order to assist third sector organisations in their financial planning.

Members raised the issue of Capital funding for Area Committees. We questioned why Area Committee capital grant funding allocation had not reduced to £5 000 from £15 000 in the capital budget proposals for 2014/15 despite the recommendation to Council from the Review of Area Committees to agree this reduction.

The Democratic Services Officer sought the relevant extract from the meeting of Council held on 21st November 2013 which stated:

*“We resolved to agree recommendations and amendment as follows:
Reduce £15k Environment/Capital Fund to £5k per area, total saving £40k subject to consideration within the Medium Term Financial Plan Capital Grant”*

The Head of Finance agreed that this could be incorporated as a budget saving in the capital budget proposals for 2014/15.

- **RC Highways Operations and Traffic Management**

Members queried the impact of a reduction of winter maintenance stand by payments reduced Officer stand - by payments and amendments made to gritting routes and the installation of a new weather station on service delivery.

The following changes were also noted:

- Introduction of a new biodiversity policy and reduced verge maintenance to include the removal of flower beds from the Authority’s roundabouts.

- Reduced cost/reliance upon subcontractors

We heard that the reduction in the number of subcontractors and associated costs would be achieved through additional investment in equipment for use by the Authority’s direct work force.

- Improved management and regulation of street furniture and exploit advertising.
The Assistant Chief Officer, Regeneration and Culture advised that this issue required careful consideration and sought the support of members of Strong Communities Select Committee in establishing a working group to ensure that this and highways advertising policies were applied consistently across the Authority. Arrangements for the working group would be made outside of the meeting.

- Reduced management structure and workforce for highways operations and traffic and development by means of retirement and natural wastage.

The proposal to restructure the management team from 2 to 1 had been taken in order to afford protection for front line services

We were advised that the Authority’s ability to respond to emergency situations would be reduced but that the impact would be minimised given that the loss of 2 – 3 operative posts were proposed. Members noted however that in the previous 12 month period, there had been a reduction in staffing of 6 within Cleansing and Grounds Maintenance and that these vacancies had not been filled.

At this juncture, the Committee took the opportunity to commend the work of the Authority’s current highways staff in responding to recent flooding in the county.

The proposal to restructure the management team from 2 to 1 had been taken in order to afford protection for front line services.

- **RC Street Lighting**

The proposal had been developed to reduce the Authority's energy bill, dimming lights by 50% and switching off 4500 residential lights at designated times using newly installed technology. No further investment would be required during 2014/15.

We were informed that £330 000 had been borrowed at an interest rate of 0%, repayable at £50 000 per annum for six years for the installation of the dimming equipment. The current budget would not sustain additional borrowing and as such the number of lights to be dimmed would not be increased.

We received assurance that there would not be a total switch off on the Authority's trunk roads.

The Local Member for Drybridge informed Mr Wallen that Old Hereford Road, Monmouth had been without street lighting for 3 – 4 months and had noted that there were more individual lamps out of service since the installation of dimming equipment in Monmouth.

Mr Wallen agreed to investigate.

- **RC Street Scene Services including Pest Control**

We noted the proposal to reduce funding levels for street cleansing by reducing manual street sweeping operations and removing specific provision for a village sweeper by creating new schedules for town sweepers which would include a level of street sweeping for villages. Effectively these proposals would generate a saving of £115,000 (comprising a £50 000 reduction in manual sweeping costs and a £65 000 reduction in precinct sweeper costs) These proposals also embraced a reduction in manual sweeper resources for Usk and Caldicot (Each location being cut from full to 50% cover).

The Authority was open to dialogue with relevant Town and Community Councils on whether they would prefer to invest in the service or take over certain cleansing activities. A flexible model was being sought to allow Town and Community Councils to agree arrangements unique to their needs. The Head of Operations cited Abergavenny Town Council as an example of one of numerous service models already adopted; Abergavenny Town Council contributes 50% towards the cost of a litter picker and determines how the resource is utilised. Monmouthshire County Council employs the litter picker.

The Assistant Chief Officer, Regeneration and Culture informed the Committee that the number of sweepers would be reduced from 5 to 4, precinct sweepers would be zoned, and rural areas would be covered by highways sweepers. We received assurance that rescheduling opportunities would be undertaken to ensure equitable service provision.

- **Pest Control**

We heard that local authorities have a statutory duty under the Prevention of Damage of Pests Act 1949 to ensure their area is free from rats and mice. The Authority currently provides a free pest control service to Monmouthshire households. In response to a Member question we were advised that this service did not extend to False Widow spiders but the Waste and Resources Manager provided assurance that Environmental Health would provide a response in emergency situations such as this.

The proposal to remove the free service did not receive unanimous support from the Committee. We queried whether the service could be remodelled and provided in

house. We heard that the Authority would act as facilitator and direct members of the public to find a pest control provider which met with their requirements.

The Waste and Resources Manager informed the Committee that the current contractor for pest control had been retained to date given that it would have been inappropriate to go out to tender and proceed to withdraw the service. We received assurance that should the Authority retain the service that a tender process would be undertaken.

- **RC Collaboration Or Transfer Services To Town Councils And Community Councils**

The Assistant Chief Officer and Regeneration informed the Committee that he was meeting with Town and Community Councils to actively promote and investigate how the Authority can provide services and work more closely with Town and Community Councils. The Authority seeks to elaborate upon and extend existing partnership arrangements in order to maintain front line services.

Models of working needed to be flexible in order to maximise Town and Community Council buy – in.

We heard that cluster working may help some Town and Community Councils to work together more successfully.

- **CEO Efficiencies and Staff Restructuring**

We noted that a saving of £595 000 had been proposed within CEO in order to refocus services to improve efficiency and increase the value added in the current financial climate.

Efficiency savings of 5% totalling £100 000 within Democracy and Elections were proposed. The Local Member for Dewstow stated that the existing staff structure within Democratic Services should remain and the Local Member for Overmonnow stated that Members should support staff where possible. Some Members objected to staff sending email communications “out of hours” whilst acknowledging that this was a feature of agile working.

With regard to efficiency savings within the Customer Access Unit of £100 000, Members requested an update relating to the integration of libraries and telephony. The Democratic Services Officer agreed to source this information for Members.

The Cabinet Member for Innovation, Enterprise and Leisure stated that this was part of on - going service changes but that substantial change was not envisaged for the beginning of the financial year.

Members acknowledged that there were many more aspects that could potentially be linked to libraries. We heard that the Authority was in the early stages of discussions with Usk Library Group to investigate the possibility of the Usk Group operating the library with one lead librarian.

We received confirmation that National Parks had withdrawn from the Tourist Information Centre in Abergavenny with a £30 000 loss of income.

Members expressed the need to retain the Tourist Information Centres in the short

term and raised the possibility of relocating Abergavenny Tourist Information Centre in the Tithe Barn.

Some Members felt that the business case should be amended and sought assurance that the £180 000 of savings were not solely on staff. The Cabinet Member for Innovation, Enterprise and Leisure confirmed this. The Committee resolved not to amend the business case.

- **RC Waste and Recycling**

The Local Member for Dewstow expressed concern regarding the increase in fly tipping in the Caldicot area and questioned how the Authority could educate the public in the proper use of the recycling scheme.

We noted the proposal to increase the cost of the brown bag collection from £8 to £10 per annum and there was no objection.

The Waste and Resources Manager informed the Committee that Welsh Government did not support the recycling scheme operated by Monmouthshire and a provision of £2.5 million had been made within the capital budget should the outcome of the Waste Review necessitate a change in the waste collection service.

We were advised that Welsh Government had already reduced the Waste Management Grant by £232 000. This was greater than anticipated. We noted that the grant was linked to population rather than the means by which waste was collected; however there was a possibility that the grant could be withdrawn in its entirety if Monmouthshire did not comply with the EU directive. The Waste and Resources Manager informed the Committee that she would be meeting with WLGA and LGA to discuss this issue,

Members expressed a preference for a bag rather than a box based scheme and the following points were noted:

- The recycling rate increased by 7% when fortnightly collections were introduced.
- Holiday arrangements are issued one year in advance with rate demands.
- The resale value of paper is higher when untreated hence the two bag system.
- A plant is being built in Carmarthen for the recycling of disposable nappies. The Authority is continuing to collect nappies using the yellow bag scheme and these are currently being sent to Slough. The Authority achieves a 20% recycling rate from nappy collection.
- The Authority is required to differentiate between kerbside and Civic Amenity recycling.
- Food and green waste are collected separately so that the Authority can determine the individual proportions for route optimisation.
- Glass collection banks had been removed from the Civic Amenity Sites.
- A cost analysis of the refuse bags was being undertaken and the quality of food waste bags was under review.

- **Summary MTFP Position**

We received a summary of the MTFP position from the Head of Finance and in so doing the Local Member for Drybridge requested a more detailed breakdown of the data presented by cost centre with a preference for the data to be illustrated in a graphical format. The Head of Finance agreed to consider this.

The Committee agreed to note the information provided and the Chairman expressed thanks to Members and Officers for their attendance and contribution.

The meeting ended at 12:35pm

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the Strong Communities Select Committee held at
County Hall, Usk on Thursday 23rd January 2014 at 10.00am**

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

County Councillors: A. Easson, R. Edwards, M. Hickman, D. Jones, M. Powell,
V. E. Smith, K. Williams, A.E. Webb and A. Wintle.

ALSO PRESENT:

County Councillor P.A.D. Hobson - Cabinet Member for Community
Development

County Councillor D. Blakebrough

OFFICERS IN ATTENDANCE:

Mr R. Cope	-	Passenger Transport Unit Manager
Mr R. Hoggins	-	Deputy Chief Officer, Regeneration and Culture
Mrs A Howard	-	Sustainable Communities Officer
Mr M. Howcroft	-	Assistant Head of Finance
Ms H. Ilett	-	Scrutiny Manager
Mr N. Leaworthy	-	Operations Manager, Facilities
Ms K. Stinchcombe	-	Biodiversity & Ecology Officer
Mrs E. Tapper	-	Democratic Services Officer

BY INVITATION OF THE CHAIRMAN:

Dr. N. Bradbear - Bees for Development

ALSO IN ATTENDANCE:

Mr D. Maddox	-	Farmer
Mr A.J. Mickie	-	Monmouthshire resident
Mr J. Miles	-	Monmouthshire resident
Mr N. Tatum	-	Abergavenny Town Council

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillor S. White.

2. DECLARATIONS OF INTEREST

County Councillor A.E. Easson declared a personal interest pursuant to the Members Code of Conduct, Local Government Act 2000 within the capacity of Member of Caldicot Town Council, Minute item 9: On – going scrutiny of the subsidy of Town and Community Councils to provide public conveniences

County Councillor M. Hickman declared a personal interest pursuant to the Members Code of Conduct, Local Government Act 2000 within the capacity of Member of Abergavenny Town Council, Minute item 9: On – going scrutiny of the subsidy of Town

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and Community Councils to provide public conveniences

County Councillor S.G.M. Howarth declared a personal interest pursuant to the Members Code of Conduct, Local Government Act 2000 within the capacity of Chairman of Llanelly Hill Community Council, Minute item 9 : On – going scrutiny of the subsidy of Town and Community Councils to provide public conveniences

County Councillor D.W.H. Jones declared a personal interest pursuant to the Members Code of Conduct, Local Government Act 2000 within the capacity of Chairman of Grosmont Community Council, Minute item 9: On – going scrutiny of the subsidy of Town and Community Councils to provide public conveniences.

County Councillor M. Powell declared a personal interest pursuant to the Members Code of Conduct, Local Government Act 2000 within the capacity of Member of Abergavenny Town Council, Minute item 9: On – going scrutiny of the subsidy of Town and Community Councils to provide public conveniences.

3. CHAIRMAN'S WELCOME AND EXPRESSIONS OF THANKS

The Chairman welcomed elected members, officers, invited guests and members of the public to the meeting.

The Chairman expressed thanks to Members for their support and hard work during the budget scrutiny process and for their attendance at numerous special meetings of the Strong Communities Select Committee.

We were informed that a Special Joint Select Committee meeting to scrutinise the capital and revenue budget proposals would be held on 29th January 2014. Members were encouraged to attend.

4. PUBLIC OPEN FORUM

Members of the public present, requested to speak during items of business on the formal agenda. The Committee accepted the request.

5. CONFIRMATION OF MINUTES

i. The minutes of the special meeting of Strong Communities Select Committee of 25th November 2013 were confirmed as an accurate record and signed by the Chairman subject to the following amendment:
County Councillor R. G. Harris was in attendance at the meeting.

ii. The minutes of the meeting of Strong Communities Select Committee held on 28th November 2013 were confirmed as an accurate record and signed by the Chairman. During confirmation of the minutes we resolved to receive an update in July 2014 regarding the cost and progress of the Abergavenny Community Trust Park Street School Project.

iii. The minutes of the special meeting of Strong Communities Select Committee of 5th December 2013 were confirmed as an accurate record and signed by the Chairman, subject to the following highlighted addition to Minute Item 4: Draft Whole Authority Strategic Risk Assessment 2013 – 16, page 30;

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“We noted that whilst the Authority’s LDP approved the construction of 800 properties (**affordable homes, self - tenure etc.**) 3000 remained on the housing waiting list.”

During confirmation of the minutes the Committee resolved to request an update report in July 2014 regarding the work and impact of the employment of Local Area Coordinators, Minute Item 5: Draft Outcome Agreement 2013 – 16.

6. PROPOSED POLLINATOR POLICY

We received the proposed Pollinator Policy for scrutiny from the Sustainable Communities Officer.

The policy had been developed in consultation with a wide variety of stakeholders including Heddli Gwent Police, Friends of the Earth and Aneurin Bevan Health Board, “Bee” Friendly Monmouthshire and local communities. Officers had also visited Bristol City Council to observe their practices and had consulted with Powys County Council and Lanarkshire County Council.

We heard that the proposed policy sought to promote the creation of pollinator friendly habitats on land owned by the Authority through changes to planting and grass cutting regimes, in response to a declining pollinator population and Welsh Government ‘s Action Plan For Pollinators of July 2013. We noted that the policy would positively impact the local environment and generate revenue savings of £34 000.

We reviewed the key features of the proposed pollinator policy and in so doing the following issues were raised:

- **Grass cutting along County Highways**

We were informed of the proposal to reduce cutting regimes along A and B class highways routes to annually, subject to health and safety assessments. No change was proposed to C and R class highways networks.

We welcomed Mr D. Maddox, Devauden Community Council, to the meeting. Mr Maddox presented a petition to the Chairman, endorsed by 160 signatories, objecting to the proposal to reduce verge cutting to once per year along B Roads. The petition was supported by a letter from the National Farmers Union.

Mr Maddox outlined the nature of the objection, as follows:

- There was a tendency for B roads to be extremely narrow. Cow parsley is particularly problematic and should verges receive only one cut in the Autumn the excessive growth could hinder the visibility for drivers and horse riders, compromising road safety.
- Concern was expressed that drainage would be compromised as grids may become blocked with overgrown vegetation preventing storm water entering them and causing damage to road surfaces.
- Agricultural vehicles are larger, wider and higher than standard vehicles and require greater space to pass along roads.
- Farmers would continue to maintain and cut verges along B roads where the Local Authority failed to do so.
- Mr Maddox felt that it was ludicrous that, in Wales, verge cutting could not

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commence until 1st September, where as in England verge cutting was permitted a month earlier.

- The removal of 1m of hedge, leaving 3 – 4m remaining, would provide sufficient room for pollinators.
- Clearings should be made for farm gateways.

Members and other attendees were invited to respond to the objections outlined by Mr Maddox.

Dr Bradbear, Bees For Development, advised that if verge cutting commenced on 1st August, the verge would not flower the following year reducing the habitat for pollinators. We heard that the RSPB advocate cutting to commence in February and in terms of the Welsh Pollinator Action Plan, Monmouthshire County Council were well ahead. Dr Bradbear stated that the proposed pollinator took account of health and safety issues.

In response to a Member question regarding the impact of disease on pollinators, Dr Bradbear advised that this was a minor issue in comparison to lack of food and habitat. Honey bee and bumble bee disease resulted from the need to import pollinators and it was hoped that the proposed pollinator policy would reduce the need for importation.

The Local Member for Dewstow expressed concern that the Pollinator policy was motivated by revenue savings. This was strenuously denied.

We were advised that the revenue saving of £34 000 related to highways with the expenditure normally targeted for summer and winter planting being substituted for wild flower planting.

The Committee felt that a moderate, sensible approach needed to be adopted by the Authority in terms of ensuring road safety and providing habitats for pollinators and birds:

- Road safety was of paramount importance. The use of B roads was considered to be almost as great as the use of A roads. The B4293 and B4245 were cited as examples of this.

The Cabinet Member for Community Development assured the Committee that every B road would be risk assessed individually.

- Members felt that the Authority should not prevent farmers cutting verges and hedges for reasons of local safety but cuttings should be disposed of appropriately to prevent drains becoming blocked.
- Members supported re - planting public open spaces to encourage pollinators. An increase in the number of green spaces to encourage pollinators and to reduce the risk of flooding would be welcomed. It was suggested that the planning policy be revised to address the issue of households concreting and paving driveways.
- Cow parsley should be cut bi - annually as this grows rapidly and obstructs roads.

The Committee recommended that two cuts should be retained on some B roads. Each town and community council should identify areas where verge cutting could be safely reduced. Similarly Community Councils may wish to identify areas of overgrown land which could be reclaimed to encourage pollinators.

We requested that the Operations Manager, Facilities, provide Members with a copy of the proposed changes to verge cutting and maintenance. The Operations Manager

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also agreed to provide a written description of the cutting plans with photographic evidence to all Town and Community Councils.

The Cabinet Member for Community Development advised the Committee that it would be necessary to present the proposed pollinator policy to Cabinet as planned in order to avoid delays to the cutting season. We received assurance that the policy would be reviewed in light of comments made so that areas of particular concern, requiring bi – annual cuts could be highlighted.

7i. REVENUE BUDGET FORECAST STATEMENT 2013/14 MONTH 6

The Assistant Head of Finance reported an improving revenue budget position since month 3 of the financial year. We welcomed notice of an under spend of £895 000 attributable to the Strong Communities Select Committee.

£2, 610, 000 of savings were attributed to the service during the 2013 – 14 budget process. The Assistant Head of Finance expressed confidence that £2.4 million of the savings would be achieved in 2013/14. Some savings were considered unachievable such as the proposed changes to the pest control service. The remainder would be achieved in 2014/15.

We noted a significant change to the Job Evaluation budget position at month 6. We heard that Single Status expenses had been settled in full with Directorates resulting in an under spend of £781 000. As a short term measure, it was recommended that the under spend be transferred to reserves to settle the actual 2013 – 14 outturn position.

The Committee reviewed the Revenue Budget Forecast Statement and in so doing the following issues were raised:

- An Outsourced Facilities Management contract had introduced a budget pressure of £80 000. The Assistant Head of Finance advised that this referred to school cleaning contracts where outsourced cleaning had proved more costly than in – house. It was not known if the contract could be reversed and further information was requested.
- We were advised that net employee catering costs of £35 000 related to the delivery of school meals to ensure Appetite for Life Compliance. The Assistant Head of Finance was not aware of grant funding from Welsh Government.
- Concern was expressed regarding, the net shortfall in parking income and waste pressures of £173 000. We were advised that the waste grant from Welsh Government would not be received until after the budget setting process given that payment of the grant was subject to receipt of a full year’s activity data. We noted that only £70 000 of the income pressure of £108 000 identified related to this grant.
- Concern was expressed regarding the £10 000 shortfall in the budgeted benefit associated with Public Conveniences.
In response to a Member question regarding the sale of the public conveniences at Raglan Members felt that any asset belonging to Council should be sold at public auction unless there was a sale threshold. The Assistant Head of Finance agreed to clarify the position.
- Concern was expressed regarding an over spend of £24 000 attributable to the Green Car Scheme. Although staff take – up had increased to 56, this remained

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insufficient to meet the budgeted saving target of £66 000. Members requested additional information regarding the Green Car Scheme.

- We heard that the Council Vehicle Usage Scheme was forecast to overspend by £61 500. We were informed that the construction of a holding car park to store the employees' vehicles who had opted out of the scheme had been delayed due to the identification of newts on the site.
- Underspends due to vacant posts were being utilised to compensate for budget overspends and pressures. If any vacant posts were to be filled, authorisation would be required from the Chief Executive.
- We heard that an under spend of £52 000 within Elections was due to the delay in implementation of the Individual Registration Process until July 2014 and the existence of a vacant post.
- Members queried the rationale behind the decision not to fill the Democratic Services Manager post particularly in view of the need to respond to the all Wales criticism of scrutiny. The Scrutiny Manager informed the Committee that an inspection by Wales Audit Office had concluded that scrutiny arrangements within Monmouthshire were good. Newport City Council has greater capacity for scrutiny yet Newport's Corporate Assessment which addressed scrutiny was less positive. We were advised that a restructure of Elections, Democratic Services and Scrutiny arrangements was pending.
- With regard to additional handling costs totalling £9 000 for payments made by credit or debit cards within Revenues, Systems and Exchequer, Members suggested passing the 30 pence charge on to the customer. The Assistant Head of Finance stated that the Authority did not wish to deter customers paying by these means but provided assurance that in the next 12 months consideration would be afforded to the issue.

The Assistant Head of Finance informed Members that he would be seeking to strike a balance between timeliness and depth of information and would trial a traffic light system to focus scrutiny activity of budget monitoring information.

We resolved to note the report.

7ii. CAPITAL PROGRAMME 2013/14 MONTH 8 FORECAST OUTTURN STATEMENT

We received the month 8 forecast outturn capital expenditure position for 2013/14 from the Assistant Head of Finance.

A net under spend of £205 000, within the remit of Strong Communities Select Committee was forecast resulting mainly from an under spend of £219 000 on the County Hall demolition and remodelling which came in under budget.

The saving specific to the Authority equated to £95 000. Members requested that this figure should be more clearly identified.

Concern was expressed that the former County Hall site was not forecast as a capital receipt for 2013/14 to 2016/17.

The Head of Operations assured the Committee that any further costs relating to the County Hall site would be subject to scrutiny and that the sale of the site was not currently anticipated within the MTFP window.

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We heard that Heddlu Gwent Police's position remained unclear in terms of a decision to vacate the site. The Council decision to sell the site in conjunction with Torfaen and Heddlu Gwent Police would require review if it was agreed to sell the site without Heddlu Gwent Police, in order to relieve budgetary pressures and prior to any amalgamation with Newport City Council.

We heard that the Deputy Chief Officer, Regeneration and Culture was in consultation with Torfaen County Borough Council regarding the issue.

The Committee expressed concern at the delayed sale of five assets, totalling £990 000, from 2012/13 into 2013/14.

We received assurance that Officers were committed to progress the sale of assets. In response, the Chairman requested that an anticipated completion date be assigned to S106 schemes and capital asset sales to enable Members to monitor progress more effectively.

With regard to the Abergavenny Library Scheme, the Deputy Chief Officer Regeneration and Culture advised that a meeting was due to be held as part of the Whole Place Plan, the outcome of which would be reported to Members.

The Deputy Chief Officer Regeneration and Culture agreed to provide the Committee with a list of sites owned and/or operated by the Authority within Abergavenny.

Member requested clarification regarding the completion of the Shire Hall project; this would be investigated and Members informed accordingly.

The Chairman expressed thanks to the Assistant Head of Finance and we resolved that the report be noted.

The Committee resolved to adjourn for a comfort break at 12:30pm.

The Committee reconvened at 12:40pm for consideration of the following items of business.

8. PROVISION OF PUBLIC CONVENIENCES – SUBSIDY TO TOWN AND COMMUNITY COUNCILS

We received a report from Deputy Chief Officer, Regeneration and Culture as part of the on - going scrutiny of the subsidy available to Town and Community Councils to provide public conveniences.

The report recommended that an annual grant of £1200 originally made available to Town and Community Councils in 2010, be extended for a further three years. We heard that the grant would be available to existing Town and Community Councils and could be applied to any further arrangements entered into between the County Council and any Town or Community Council for the provision of a public convenience currently managed by the County Council.

We welcomed the report as it marked a closer working relationship with Town and Community Councils but it was felt inappropriate to increase the grant within the current financial climate. Members requested the inclusion of a cut – off date for grant applications.

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During scrutiny of the report the following issues were raised:

- Members commented that there had been limited improvement in the standards of cleanliness. The toilets in Abergavenny Bus Station were considered to be sub - standard as were the facilities in Bank Street, Chepstow.
- The cost of providing public conveniences was increasing. The Authority recognised that £1200 did not cover the annual cost of operating public conveniences. We heard that Caldicot Town Council reported current maintenance costs of £14 000.
- The Authority emphasised the importance of operating various arrangements with different Town and Community Councils as it was recognised that flexibility would encourage buy – in.

Chepstow: We were advised that Chepstow Town Council was responsible for the management and cleaning of the facilities in Bank Street/Welsh Street and the Tourist Information Centre. The Authority had retained ownership of the Bank Street and TIC facilities but pays Chepstow Town Council to clean them on behalf of the Authority. Operationally, the Deputy Chief Officer, Regeneration and Culture considered this to be a sound arrangement.

We noted that it had been agreed to close the public convenience in Riverside, Chepstow.

Monmouth: We were informed that the Authority had retained the Monnow Bridge facility but had decided to close the facility in Agincourt Street. In response, Monmouth Town Council adopted the facility in Agincourt Street and employs the Authority to clean both facilities.

Members discussed provision within their own wards and the following requests for information were received; request to confirm whether the toilets within Abergavenny Market Hall remain open, request to provide the operational costs of the Brewery Yard public conveniences and to confirm the value achieved from the sale of Mathern public convenience.

The Deputy Chief Officer, Regeneration and Culture agreed to source the information.

Mr N Tatum challenged the Equality Impact Assessment stating that age and pregnancy would impact any decision regarding public conveniences.

The Deputy Chief Officer, Regeneration and Culture welcomed and accepted the comment. The Chief Officer stated that the impact of age was difficult to evidence and clarification would be required regarding pregnancy and maternity being protected characteristics.

Members queried the need to publish Equality Impact Assessments in full. We suggested inclusion of a written notification informing that an EQIA had been completed and was available by request.

We resolved to support the recommendation to continue the subsidy available to Town and Community Councils to provide public conveniences.

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9. REPLACEMENT OF BUS SERVICE 65

We received a report from the Passenger Transport Unit Manager seeking approval to replace the existing service 65 Chepstow to Monmouth with a Section 22 transport bus service, for scrutiny.

We heard that the current contract was due to expire on 29th March 2014 and was being operated using a non DDA compliant vehicle, which post 1st January 2015 would be unacceptable.

Following a tender exercise the lowest tender received to include a DDA compliant vehicle was £103 443, an increase of £60 943 per annum for five years. This cost was considered unsustainable.

The Passenger Transport Unit Manager stated that the service was well used by residents travelling between Chepstow and Monmouth and by pupils travelling to and from Chepstow Comprehensive School.

The Committee recognised that the removal of the 65 service would leave many areas without a transport link and a separate school transport contract would need to be procured.

We welcomed notice that surveys were being conducted on passenger journeys at various times throughout the day and a new timetable was being developed based upon current and historical passenger data. No changes to the route were envisaged.

The Passenger Transport Manager stated that there was room for flexibility such as using a lesser capacity vehicle at off peak times.

We heard that changes to post 16 transport and the use of a DDA compliant vehicle could positively impact the number of passengers using the 65 bus service. We welcomed notice that even if the current revenue levels were maintained a small budget saving could be achieved by the proposals.

We agreed to support the replacement of the existing service 65 Chepstow to Monmouth with a Section 22 community transport bus service operated by the Passenger Transport Unit. This was subject to assurance that consultation would be undertaken with local members regarding the revised timetable. The Passenger Transport Manager agreed to consult and apologised for not doing so at an earlier juncture.

10. PRE – DECISION SCRUTINY OF THE AUTHORITY

We resolved to defer the Authority's Street Naming and Numbering Policy to the next meeting of the Strong Communities Select Committee.

11. STRONG COMMUNITIES SELECT COMMITTEE WORK PROGRAMME 2013 – 14 AND THE CABINET FORWARD WORK PLANNER

We received and resolved to note the Strong Communities Select Committee Work Programme and the Cabinet Forward Work Planner.

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12. TIME AND DATE OF NEXT MEETING

We confirmed the time and date of the next meeting of Strong Communities Select Committee as Thursday 6th March 2014 at 10am.

The meeting ended at 13:50

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Street Naming & Numbering



monmouthshire
sir fynwy

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	

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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

**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.

Postcomm
Hercules House
6 Hercules Road
LONDON
SE1 7DB

Tel: + 44 (0)20 7593 2100
Fax: + 44 (0)20 7593 2142
Email: info@psc.gov.uk



REPORT

SUBJECT: REVENUE BUDGET FORECAST STATEMENT 2013/14 MONTH 9
DIRECTORATE: Chief Executive's Unit
MEETING: Strong Communities Select Committee
DATE: 6th March 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 3 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 £97,216,000 (credit). The related annual net expenditure forecast (using month 9 data) is £98,441,000 (credit), and introduces an £1,225,000 underspend, and is summarised in the following table.

	Actual To Month 09	Annual Forecast at Month 09	Revised Budget	Over/(Under) Spend at Month 09	Over/(Under) Spend at Month 06
	£000's	£000's	£000's	£000's	£000's
Infrastructure & Network	14,855	18,923	18,826	97	164
Chief Executives Unit	7,648	10,736	11,040	(304)	(206)
Corporate Costs & Levies	11,894	17,254	18,382	(1,128)	(864)
Appropriations	1,515	6,751	6,106	645	644
Financing	(71,800)	(152,105)	(151,570)	(535)	(633)
	(35,888)	(98,441)	(97,216)	(1,225)	(895)

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 Infrastructure and Networks is forecasting to overspend by £97,000 a £197,000 improvement from Month 6. This is a considerable improvement appreciating the Directorate inheriting an over spend on School meals catering provision from CYP of £130,000. Key issues affecting the net £97,000 Infrastructure and Sustainability overspend at month 9, are

- Net shortfall in parking income leading to £77,000 overspend
- Waste pressures of £96,000, caused by £65,000 savings from reviews as part of 2013-14 budget setting being delayed, and net income pressures of £31,000 predominantly due to reduced waste grant.
- Passenger transport overspends of £148,000. 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, however a review into robustness of income projections is being carried out.
- Overspends in Green car and Council vehicle scheme of £86,000
- Net costs of Cleaning contract Outsourced Facilities management contracts introducing pressures rather than savings of £40,000
- Net pressures introduced by the transfer of school meals administration to Regeneration & Culture Directorate from Children & Young people Directorate of £125,000.
- 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 £38,000.
- Additional Grounds maintenance income of £100,000.
- Net Estates, procurement and property savings of £98,000.

3.3.2 Within CEO's, a £304,000 underspend is predicted from month 9 activity. This is predominantly due to

- Net service savings of £326,000, predominantly employee savings and vacancies.
- Individual registration process deferment £50,000 underspend
- Market cost pressures £25,000 overspend
- IT shared service pressure £24,000 overspend
- Net Housing benefit cost pressures £23,000 overspend

3.3.3 The Corporate Costs section forecasts an £1,128,000 underspend utilising month 9 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 depending on the actual 2013-14 outturn position. 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.

Since month 6 an examination of insurance liability together with insurance provider renegotiation is anticipated to realise a £109,000 saving, and the Council has received notification from the Joint Crematorium Committee that it will receive a dividend of £138,000 in respect of 2013-14 activities.

3.3.4 The net overspend of £645,000 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 £535,000 to Financing activities continues to stem from a trend that houses liable for Council Tax exceed budget predicted level (£285,000). Also Council Tax benefit levels continue to be less than budgeted (£250,000 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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1 REGENERATION & CULTURE

The directly managed position for the Regeneration and Culture Directorate at the end of month 09 is forecast to over spend by £233,000 for the 2013/14 financial year.

Chief Officer Commentary:

I'm pleased to note the significant advance the Directorate has made on the month 6 position and our plans to curtail spend and focus only on priority and essential work is yielding results. These efforts will continue in earnest to ensure delivery of a balanced position at year end.

SUMMARY EXPLANATION FORECAST OVER SPEND

Regeneration & Culture Outturn 2013/14 – Summary Forecast Net Direct Expenditure Position at Month 09.

	Actual To Month 09	Annual Forecast at Month 09	Revised Budget	Over/(Under) Spend at Month 09	Over/(Under) Spend at Month 06
	£000's	£000's	£000's	£000's	£000's
<u>Stronger Communities Related</u>					
Infrastructure and Networks	14,855	18,923	18,826	97	164*
<u>Economy & Development Related</u>					
Public Life and Culture	3,779	5,415	5,383	33	23
Planning, Place and Enterprise	2,823	3,220	3,117	103	131
R&C Management	207	224	224	0	0
Net Directly Managed Expenditure	21,664	27,783	27,550	233	319

N.B. * Month 6 figure before transfer in of School Meals (£130k over spend)

Infrastructure & Networks

Infrastructure and Networks is forecasting to overspend by £97,000 a £197,000 improvement from Month 6. This is a considerable improvement appreciating the Directorate inheriting an over spend on School meals catering provision from CYP of £130,000. The changes from month 6 are due to:-

Overspends

- Car Parks is forecasting to overspend by £77,000, a £47,000 improvement from month 6. Income levels have improved in recent months but the unit still unable to achieve budgeted targets and is forecasting a £126,000 shortfall in this area, 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).
 - 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 staff vacancy savings of £32,000 and savings on expenditure of £17,000 as the unit only purchase essential items. The improvement from Month 6 can mainly be attributable to improved income streams that are above our month 6 profile (£19,000) a further reduction in staff costs (£5,000) and an increase on supplies savings due to the spending stop (£24,000).

- Waste is forecasting to be £96,000 over budget, this is an improvement of £77,000 on month 6 reports and the overspend is due to :-
 - As reported at month 6 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 £163,000 made up as follows:-
 - Loss of Trade income of £35,000 due to a reduction in the value of the lifts required by our customers as they are recycling more.
 - A reduction in Welsh Government's Waste management grant of £70,000.
 - Due to the continued decline of bring site usage, income from paper and textiles recycling has reduced and the budget commitment of £15,000 will not be achieved with only £2,000 being received to date. The budget also assumed continued income of £23,000 for sale of green garden waste bags which were removed from public usage on 1st July 2013.
 - A £20,000 reduction in contribution from Grounds Maintenance as they no longer use the Community Improvement Programme.
 - These have been offset by a net under spend in expenditure of £132,000 as expenditure on bags has been reduced by £60,000 compared to month 6, due to negotiating new prices and stock management systems complemented by a further reduction in residual and organic tonnage which has reduced expenditure on landfill and organic waste treatment due to the waste changes made in July 2013.
 - The £77,000 reduction in overspend from Month 6 is due to landfill and waste treatment costs and bag expenditure coming in below original month 6 projections (£132,000) offset by further reductions in anticipated income of £55,000.
- The Council Vehicle Usage Scheme is forecasting no change from month 6 and 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 no change from month 6 and 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 December) there has not been sufficient interest to meet the budgeted saving target of £66,000.
- Passenger Transport is forecasting to over spend by £148,000. 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 – increase in bus hire income. It is anticipated that this target will be met.

- £150,000 – Reduction in SEN transportation costs. There is no progress on achieving this target as discussions haven't generated any options that can be implemented in the short term in order to generate in year savings, although Passenger Transport and CYP continue to meet to discuss long term ideas.

In addition the unit have had to fund long term sick cover which has increased expenditure by £33,000, which was not known at Month 6 although this has been part offset by improved income of £16,000 due in the main to a one-off regional transport grant payment producing a net increase from month 6 of £17,000.

- Facilities Management is forecasting to overspend by £75,000. This is due to:-
 - Building Cleaning overspending by £40,000. This is due to :-
 - £11,000 additional redundancy costs for two toilet cleaners.
 - The sections inability to meet targeted staff restructure and employee savings of £23,000
 - £15,000 compensation paid to Unison staff as a result of an error during their TUPE transfer over to Regent cleaning sites.
 - The section is also bearing the additional costs of the Regent Cleaning Contract, the burden on the department has reduced since month 6 as some of these costs have been borne by CYP and the overspend is now forecasting to be £26,000. Discussions are taking place with the selected contractors to bring this in line financially for 14/15.
 - These overspends have been part offset by a £22,000 under spend on supplies and services and a £14,000 under spend on transport costs.

The £40,000 improvement from month 6 to 9 is mainly due to the reduction in Regent Cleaning Service's costs offset by the unanticipated compensation costs, both of which were not known at Month 6.

- The authority's School Meals function has now combined under one department in R&C. At month 6 the total over spend for the function as a whole was £165,000, at month 9 it is now forecasting to be overspent by £125,000 a £40,000 improvement. The overspend is due to a number of reasons :-
 - Staff costs have exceeded budget by £75,000, due to overtime payments relating to staff training of £33,000, additional salary of £24,000 to cover long term sick leave and the inability to meet targeted staff restructure and employee vacancy savings of £19,000.
 - Supplies and services have overspent by £18,000 mainly due to grocery costs increasing as our meal numbers have increased over original projections.
 - Income is down by £32,000 as although meal numbers are higher than originally anticipated it is still not enough to cover the original budgeted target.
 - The improvement from Month 6 of £40,000 is mainly due to the long term sick cover costs coming in £5,000 below original estimates, additional staff funding of £15,000 from CYP that was not factored in at month 6 and improvement in income as meal numbers have improved.

Offset by,

An under spend in Grounds Maintenance of £100,000 as an increase in external custom coupled with managed efficiencies in operating expenditure has resulted in the outturn under spend improving by £10,000 since Month 6.

- Public conveniences are forecasting to return a £10,000 overspend due to additional costs incurred in the opening and closing of Bank street and Chepstow Castle Toilets.

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

- Estates is forecasting to under spend by £25,000 due to:-
 - Expenditure savings across the section of £108,000 due to savings in professional fees of £33,000, in a reduction in our Carbon credit payments of £55,000 and a net reduction in premises maintenance of £20,000.
 - A net increase in rental income of £28,000.
 - Offset by an overspend in the Sustainability budget of £112,000 as it is estimated that the savings generated from our renewable energy projects will not reach in year budgeted savings targets

This is a £8,000 net reduction in under spend since month 6 mainly relating to maintenance costs exceeding month 6 projections.

- The Highways Department is forecasting to under spend by £288,000 made up as follows :-
 - SWTRA is forecasting to under spend by £250,000. Actual income stream profiles are continuing 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 break-even budget, a £50,000 negative swing from month 6. The increase since month 6 has been caused by additional repair costs to roads and landslides resulting from the bad weather and flooding experienced in December and January. The unit are confident that costs for the rest of the year can be kept within budget but warn that any further adverse conditions or a bad snow event will mean the department may struggle to contain costs going forward to year end.
 - Traffic, Transport Policy and Networks is forecasting to be under spent by £33,000. This is due mainly to savings in employee costs of £10,000 and increases in fee income of £23,000. Since month 6 the section has received more income in relation to street work fines and hence the position has improved by £18,000.
 - Highways Office Services is forecasting to under spend by £5,000 due to a reduction in staff costs of £12,000 being offset by a net overspend in Supplies of £7,000 due to the inability to meet all of the required efficiency savings.
- The Accommodation budget has under spent by £53,000, a £18,000 improvement since month 6. This is as a result of a reduction in building maintenance costs at the Usk and Magor offices. Many items in the new buildings remain under warranty and we have not incurred the repair charges originally anticipated, since month 6 this estimate has improved again with a further £18,000 reduction
- The Procurement section has under spent by £20,000 due to the withdrawal of the authority from the Joint Procurement Contract. This has resulted in a saving in contribution, the full effect of this was not known until recently and hence was not reported at Month 6 and is the reason for the variance.

The reduction in overspend of £197,000 from Month 6 is due to a number of reasons, the main being:-

- The £47,000 improved position in Car Parks as income levels are anticipated to be above month 6 projections.
- Increased savings in the accommodation budget of £18,000 as maintenance costs are not now forecast to be as high as thought at Month 6.
- A £77,000 improvement in waste mainly due to a reduction in expenditure on bags since Month 6.
- The £20,000 saving in procurement that was not factored in at Month 6.
- The £18,000 increase in street works income in Networks that has exceeded month 6 forecasts.
- The £40,000 improvement in the School Meals position since month 6.
- The £40,000 reduction in overspend in Building Cleaning due to the Regent Cleaning reduction offset by the TUPE compensation payment.

Offset by:

- The £50,000 negative swing in Highways Operations due to the additional expenditure incurred on repairs relating to the bad weather.
- The increase in PTU over spend of £18,000 that was not anticipated at Month 6.

2 CHIEF EXECUTIVES UNIT

The directly managed position for the Chief Executive's Unit, at the end of month 09, is forecast to under spend by £304,000 for the 2013/14 financial year.

Commentary:

The under spending within the unit continues to increase as a significant proportion of this is due to the non-filling of posts when they 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 UNDER SPEND

Table 6: Chief Executive's Unit Outturn 2013/14 – Summary Forecast Net Direct Expenditure Position at Month 09.

	Actual To Month 09	Annual Forecast at Month 09	Revised Budget	Over/(Under) Spend at Month 09	Over/(Under) Spend at Month 06
	£000's	£000's	£000's	£000's	£000's
Deputy Chief Executive	3,676	4,470	4,649	(179)	(207)
Democratic Services & Improvement	1,250	1,867	1,971	(104)	(102)
Finance	841	1,917	1,979	(62)	36
Information Communication Technology	1,864	2,465	2,441	24	50
Transition	17	17	0	17	17
Net Directly Managed Expenditure	7,648	10,736	11,040	(304)	(206)

The main areas of over / under spend are:

Deputy Chief Executive's Division

At month 9 the Division is forecasting an under spend of £179,000, a decrease from that reported at month 6 by £28,000. This under spend principally comprises:

- Citizen Engagement – Over spend of £21,000 which mainly consists of:
 - Markets – Over spend of £25,000 as rental income is not expected to achieve budget, assumed to be due to the economic downturn. In addition continuing 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 6.
- Communications – Over spend of £8,000 due to the inability to find efficiency savings and additional costs for the Council newspaper.
- Citizen Engagement Management – Overspend of £5,000. This is mainly due to the inability to find efficiency savings.
- Cemeteries – Under spend of £7,000 due to adjustments made to bills for water charges where we have been historically charged incorrectly.

- Customer Relations – Under spend of £49,000 consisting of:
 - One Stop Shops – Under spend of £67,000. This is the net result of vacant posts that remain unfilled in 2013/14, further reduced expenditure in line with organisational policy and a one off income receipt of £12,500 offset in part by additional £20,000 software and hardware costs.
 - Registrars – Under spend of £8,000, from an increase in anticipated income.
 - Office Services & Telephones – Over spend £26,000 which relates mainly to telephone call costs.
- Legal & Land Charges Section - £24,000 under spend that consists of:
 - Legal – Over spend of £3,000 due to an employee cost pressure as a result of budget efficiency savings could not be achieved.
 - Land Charges – £27,000 under spend as income is forecast to exceed that of previous years.
- Personnel - £47,000 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 for 2014/15.
- Community Safety – Under spend of £22,000 due to the Acting Policy and Partnership Managers post being partially funded from LSB Grant income.
- Policy – Under spend of £23,000 through a reduction in staff hours and in respect of levies, subscriptions and donations forecast as charges have been below inflation.
- Training – Under spend of £25,000 – 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.
- Centre for Innovation – anticipated to outturn at budget levels.
- Corporate – Under spend £5,000 as a result of staffing vacancies, this is a reduction from month 6 of £10,000 as anticipated savings did not materialise as anticipated.

The under spend has reduced by £29,000 from that reported at month 6. This is mainly due to additional costs within One Stops Shops and Corporate.

Democratic Services and Improvement Division

At month 9 the Division is forecasting an under spend of £104,000, an increase of £2,000 from month 6. The under spend principally comprises:

- Democratic Services – Under spend of £40,000 through savings from a combination of Maternity Leave and vacant posts.
- Elections Section – Under spend of £50,000 is principally 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.
- Improvement – Under spend of £20,000, the result of a staff secondment to NESTA.

The under spend has increased by a further £2,000 from that reported at month 6. This is mainly due to employee savings.

Finance Division

At month 9 the Division is forecasting an under spend of £62,000, a positive variance from month 6 of £98,000. The under spend principally comprises:

- Audit Section are forecasting an over spend of £15,000 mainly as a result of redundancy payment.
- Central Finance are forecasting an under spend of £73,000 from staff vacancies. There has been an increase in savings of £13,000 from that reported at month 6 due to further vacancy savings.
- At month 9 the Revenues, Systems and Exchequer team is forecasting a net under spend of £31,000 (up £21,000 since month 6). This forecast under spend is a combination of items. It is anticipated that the non-pay budget will under spend by £56,000, largely due to one off savings against the system consultancy and maintenance budgets. However this is offset by an anticipated £18,000 over spend against the pay budgets, reflecting the new staffing structure that is now in place and £7,000 additional costs for credit and debit card handling fees.
- At month 9 the Benefits budget is forecasting a net over spend of £23,000, a reduction of £63,000 since month 6. This forecast includes £26,000 anticipated additional funding from the Welsh Government to fund previously reported pressures within the Discretionary Housing Payments budget (this brings this area of the budget to an almost balanced position). Further one off income of £37,000 is also anticipated following the audit of last year's grant claim and additional in year grant allocations. These items offset an identified increase in the Housing Benefits bad debt position of £87,000. Due to the nature of this service, it is anticipated this position will change as people move in and out of the service. Any significant changes will be reported as we move through to year end.

The over spend has reduced by a further £98,000 from that reported at month 6. This is mainly due to savings within Revenues, Systems and Exchequer.

Information Communication Technology

This is the contribution made to the SRS for delivering the ICT Service. The position at month 9 shows an overspend of £24,000. The budget for the SRS was set in October 2012 and at that point in time the contribution required was less than the sum allocated within the MTFP at that time and so was agreed. Subsequent changes were then made to the model which further reduced the MCC budget contribution by £51,000 but no changes were made to the SRS budget to reflect this. Forecast expenditure within the SRS for 13/14 is predicting an under spend of £27,000 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 £25,000 from month 6 is due to holding vacancies and further savings following the renegotiation of the Enterprise agreement.

Transition

The £17k spend in transition relates to the employee costs that are unable to be charged to transition projects, and will therefore be funded from reserves at year end. This position remains the same as that reported at month 6.

3 CORPORATE COSTS & LEVIES

The forecast outturn for Corporate Costs & Levies at the end of month 09 is to under spend by £1,128,000 for the 2013/14 financial year, compared to a forecast under spend of £863,000 at month 06.

SUMMARY EXPLANATION FORECAST OVER SPEND

Table 7: Corporate Directorate Outturn 2013/14 – Summary Forecast Net Direct Expenditure Position at Month 09.

	Actual To Month 09	Annual Forecast at Month 09	Revised Budget	Over/(Under) Spend at Month 09	Over/(Under) Spend at Month 06
	£000's	£000's	£000's	£000's	£000's
Precepts and Levies	10,525	15,074	15,081	(7)	(7)
Corporate Management	(32)	256	459	(203)	(36)
Non Distributed Costs	114	783	719	65	65
Strategic Initiatives	0	(12)	81	(93)	(81)
Office Equipment & Furniture	7	28	28	0	0
Single Status	0	0	780	(780)	(781)
Insurance	1,280	1,123	1,233	(109)	(23)
Net Expenditure	11,894	17,254	18,382	(1,128)	(863)

Precepts and Levies

The position for precepts and levies is stable between month 6 and 9, with an under spend of £7k anticipated, in respect of off-setting precepts in regard to the South Wales Fire Service, Coroners Service and Gwent Records Office.

Corporate Management

Corporate management costs are forecasting to under spend by £65,000, an increase of £29,000 from month 06. This is mainly due to a forecast reduction in external audit costs relating to grant claims (£32,000) and external audit services (£14,000) and numerous small NNDR refunds in relation to council properties (£16,000).

The Authority has recently been notified of an estimated windfall dividend of £138k from the Joint Gwent Crematorium Service.

Non-Distributed Costs

Non-Distributed costs are forecasting to over spend by £65,000, with no change from month 06. 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 £93,000, an increase of £12,000 from month 06, mainly due to:

- A forecast surplus of £100,000 against pension auto enrolment costs that could have been taken by employees in this financial year.

Offset by:

- A forecast shortfall of £11,000 against the senior management restructure savings budget pending a final outturn position being established within services.

The forecast shortfall of £12,000 against fees and charges savings that was reported at month 06 will now be met from Land Charges within CEO Directorate.

Single Status

Single status costs are forecasting to under spend by £780,000 due to:

- Single Status costs are forecast to under spend by £595,000 based on projections provided by directorates of costs likely to be incurred within the year.
- The budgeted Job evaluation incremental pay costs of £185,000 will not materialise due to the directorates managing these costs within their current budget allocations and therefore a call on reserves will not be currently required.

It is proposed that the forecast under spend in this area of £780,000 is taken as a caveated reserve contribution to meet further potential pressures.

Insurance

Insurance costs are forecasting to under spend by £109,000, an £86,000 increase from that reported at month 06. This is mainly due to:

- A favourable insurance premium being negotiated for the second half of the financial year (£14,000).
- A saving in specialist fees & employee overheads where costs are expected to be lower than originally budgeted (£41,000). This was not reported at month 06.
- A decrease in the FRS12 provision of £50,000 is forecast for potential settlement cost liabilities when compared to the amount provided for at the end of 2012/13. This was not reported at month 06.

4 APPROPRIATIONS ACCOUNT

The forecast position for the Appropriations Account at the end of month 09 is forecast to over spend by £645,000 for the 2013/14 financial year, compared to a forecast over spend of £643,000 reported at month 6.

SUMMARY EXPLANATION FORECAST UNDER SPEND

Table 8: Appropriations Account Outturn 2013/14 – Summary Forecast Net Direct Expenditure Position at Month 09.

	Actual To Month 09	Annual Forecast at Month 09	Revised Budget	Over/(Under) Spend at Month 09	Over/(Under) Spend at Month 06
	£000's	£000's	£000's	£000	£000's
Attributable Costs – Fixed Asset Disposal	61	172	189	(17)	(11)
Interest & Investment Income	(30)	(89)	(30)	(59)	(44)
Interest Payable & Similar Charges	1,485	3,683	3,813	(130)	(130)
Investment Losses	0	(67)	0	(67)	(67)
Charges Required Under Regulation	0	4,934	4,955	(21)	(21)
	1,515	8,633	8,927	(294)	(273)
Contribution to Earmarked Reserves	0	915	125	790	795
Contribution from Earmarked Reserves	0	(2,797)	(2,946)	149	121
Net Expenditure	1,515	6,751	6,106	645	643

Fixed Asset Disposal Costs

Fixed Asset Disposal Costs is forecasting to under spend by £17,000 at month 9 (£11,000 at month 6). The forecast under spend is mainly due to:

- An under spend of £44,000 (£16,000 at month 6) as the sale of six (two at month 6) 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 £9,000 on two fixed asset sales. The sale of the LDP site is now not going ahead. The sale of several plots at a County farm site are all now complete and 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).
- An overspend relating to the Sale of the Caldicot school field (£11,000) as legal and selling fees have been incurred in 2013/14 but budget is in 2014/15. (Not reported at month 6.)
- Overspends due to a lack of accrual for auction costs relating to several sales in 2012/13 (£10,000). (Not reported at month 6)

Interest and Investment Income

Interest and Investment Income is forecasting to achieve a surplus of £59,000 at month 9. (£44,000 surplus at month 6) The forecast surplus is mainly due to:

- A £51,000 surplus is forecast due to average cash balances being higher than the budgeted level of £5m and also due to a slightly higher average interest rate being forecast for the year of 0.52% compared to a budget of 0.50%. (£43,000 forecast at month 6)
- Investment balances have been higher than anticipated 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 towards the end of the financial year in line with typical cashflow trends and as expenditure on the 2013/14 capital programme continues.
- In addition a surplus of £7,000 is forecast due to the receipt of windfall Wayleaves and Easement income following the disposal of Raglan public convenience. (Not reported at month 6)

Interest Payable and Similar Charges

Interest payable and similar charges section exhibit no change from month 6 and is continuing to forecast an under spend by £130,000 at month 9. The under spend is mainly due to:

- A forecast saving of £30,000 on the existing PWLB debt portfolio, mainly due to a reduction in the interest payable on our variable rate loan.
- A forecast saving of £91,000 on temporary borrowing costs caused by a reduced need to borrow consequential to capital programme slippage and average borrowing rates (0.49%) being less than anticipated (0.92%). These preferential rates have been achieved by borrowing funds from other Local Authorities rather than money markets and in line with sound Treasury Management practice.
- An under spend of £10,000 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 investments 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

Recovery from historic Investment Losses exhibits no change from month 6 and it is pleasing to be able to report a surplus of £67,000 at month 9. The Authority received a further payment from Heritable Bank Administrators in August 2013 bringing the total repayment to 94%. As at 31st March 2013 and based on advice in the LAAP bulletin the Authority were expecting 88%.

Charges Required under Regulation

Charges required under regulation exhibit no change from month 6 and is forecast to under spend by £21,000 at month 9 mainly due to a reduction in the minimum revenue provision (MRP) charge relating to reduced capital expenditure in 2013/14.

Contributions to Earmarked Reserves

An increased contribution to reserves of £790,000 is forecast at month 9 (£795,000 forecast at month 6). The increased contribution is mainly due to:

- A forecast reserve contribution of £780,000 due to a forecast surplus in respect of single status/job evaluation costs.
- A forecast increased contribution to the Grass Routes buses reserve of £30,000 due to higher than budgeted income in the service.

Offset by:

- Monmouthshire CCTV is unable to make a budgeted £20,000 first year repayment to the Invest to redesign reserve in 2013/14 to refund the £85,000 of capital budget drawn from the reserve. Savings from the scheme have been delayed due to slippage in the capital scheme. Repayments have been re-profiled in the medium term financial plan to commence in 2014/15.

Contributions from Earmarked Reserves

A reduced contribution from reserves of £149,000 is forecast at month 9 (£121,000 forecast at month 6). The reduced contribution is mainly 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 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 £54,000 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 items 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. Due to other under spends in the division the current forecast is a requirement of £15,000 from reserves.
- A contribution of up to £153,000 from the Priority Investment reserve to cover one off costs associated with CYP directorate restructures. The corresponding month 9 directorate report is currently forecasting costs of £7,000.
- 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. The corresponding month 9 directorate report is currently forecasting costs of £35,000.
- A contribution of £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 redundancy costs as a result of a restructure in leisure services. The month 9 Directorate report is forecasting savings in Leisure Services and therefore are unlikely to need the full amount.
- A potential contribution from reserves of £17,000 to finance employee costs relating to transition projects.

5 FINANCING

The forecast outturn for the Financing Section at the end of month 09 is to under spend by £535,000 for the 2013/14 financial year.

SUMMARY EXPLANATION FORECAST UNDER SPEND

Table 9: Financing Outturn 2013/14 – Summary Forecast Net Direct Expenditure Position at Month 09.

	Actual To Month 09	Annual Forecast at Month 09	Revised Budget	Over/(Under) Spend at Month 09	Over/(Under) Spend at Month 06
	£000's	£000's	£000's	£000's	£000's
General Government Grants	(51,612)	(74,755)	(74,755)	0	0
Non-Domestic Rates Redistribution	(19,640)	(28,376)	(28,376)	0	0
Council Tax	0	(54,793)	(54,508)	(285)	(438)
Council Tax Benefits Support	(548)	5,819	6,069	(250)	(195)
Net Directly Managed Expenditure	(71,800)	(152,105)	(151,570)	(535)	(633)

The main areas of under spending are:

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Council Tax

A surplus of £285,000 is being reported at month 9, a decrease of £153,000 from month 6. Whilst the number of houses liable for council tax remains above the budgeted level, there are not as many properties coming through as originally anticipated in the forecast at month 6. This has been offset by a reduction in the bad debt provision of £77,000.

Council Tax Benefits Support

A saving of £250,000 is being reported (£195,000 at month 6) as actual spend is coming in even further below budget than was expected.

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 09 are included.

Table 1: Revised Budget analysis at Month 09	Original Budget	Budget Virements	Budget Revisions	Revised Budget
	£000's	£000's	£000's	£000's
Social Care & Health	36,339	44	0	36,383
Children & Young People	51,984	124	0	52,108
Regeneration & Culture	26,667	883	0	27,550
Chief Executive's Unit	17,028	(5,988)	0	11,040
Corporate Costs & Levies	18,848	(466)	0	18,382
Net Cost of Services	150,866	(5,403)	0	145,463
Appropriations Section	6,773	(667)	0	6,106
Amounts to be met from Government Grants and Local Taxation	157,639	0	0	151,569
Financing Section	(157,639)	6,069	0	(151,569)
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 09 (£000's)

	Revised Budget as Month 06	Virement 1	Virement 2	Virement 3	Virement 4	Virement 5	Other Virements/Revisions	Revised Budget as Month 09
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Social Care & Health	36,325	58	0	0	0	0	0	36,383
Children & Young People	52,045	(58)	151	(30)	0	0	0	52,108
Regeneration & Culture	27,500	0	0	30	20	0	0	27,550
Chief Executive's Unit	11,024	0	0	0	0	16	0	11,040
Corporate Costs & Levies	18,533	0	(151)	0	0	0	0	18,382
Net Cost of Services	145,427	0	0	0	20	16	0	145,463
Appropriations Section	6,126	0	0		(20)	0	0	6,106
Amounts to be met from Government Grants and Local Taxation	151,554	0	0	0	0	16	0	151,570
Financing Section	(151,554)	0		0	0	(16)	0	(151,570)
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

*R&C & CYP don't match M6 revised budget as cost centre E122 (Schools Catering) has moved between directorates.

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

SCH

- Virement 1 – Education Safeguarding Post moving budget from CYP to SCH - £58,369dr

CYP

- Virement 1 – Education Safeguarding Post moving budget from CYP to SCH - £58,369cr
- Virement 2 – Job Evaluation Pressure Budget from Corporate - £151,000dr
- Virement 3 – Schools Meals Admin Budget Transfer to R&C - £30,000cr

R&C

- Virement 3 – Schools Meals Admin Budget Transfer from CYP - £30,000dr
- Virement 4 – Monmouthshire Cycling Strategy Cabinet Report 5th Nov 2013 - £20,000dr

CEO

- Virement 5 – Benefits Budget Relocation - £15,700dr

Corporate

- Virement 2 – Job Evaluation Pressure Budget from Corporate - £151,000dr

Appropriations

- Virement 4 – Monmouthshire Cycling Strategy Cabinet Report 5th Nov 2013 - £20,000cr

Financing

- Virement 5 – Benefits Budget Relocation - £15,700cr

Budget Revisions

There have been no budget revisions.

Stronger Communities Select - 2013-14 Budget Savings progress indication

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 9 £'000	Assessment of progress as at Month 9	Risk of current forecast saving NOT being achieved (High / Medium / Low)
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
Implementation of Highways, Waste and Street-scene systems review	Integration of three service areas into one	120	0	30	90	The restructure has yet to be implemented so we will only see part year savings. Of the areas that this affects Grounds and Highways have found their share through a managed reduction in expenditure and increased fee income but waste is estimating that only £10,000 can be found in their area.	Medium
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

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
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
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
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 -	10	0	0	10	Saving achieved BUT NOT through original idea. Savings have been found through increased fee income and employee savings.	Low

Dry recycling	Revised dry recycling processing contract	135	0	0	135	Contract price negotiated to £0 for haulage and gate fee, therefore full saving achieved.	Low
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
Charging for green waste collection	Introduction of green waste charging, promotion of home and community composting	185	0	0	185	£175k received to date (mth 9). Therefore, estimate for yr on income to be £175k BUT also a further estimate on saving from reduced treatment of waste. So the total £185k should be achieved.	Low
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	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
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	30	0	0	30	On going - saving is achievable	Low

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
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
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 look at for 14-15.	High

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	Low
Out of Hours Services	Review our out of hours services – duty officers and overtime arrangements	25	0	0	25	Forecast to be achieved through rationalisation.	Low
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, transport currently reviewing options for installation by year end. Shortfall will be found within service.	Low
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.	Medium

Total Infrastructure & Networks	1,298	25	97	1,176		
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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 9 £'000	Assessment of progress as at Month 9	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 will be achieved by the deletion of a Customer Service Team Leader post, report will be going to Cabinet July 2013	Low
Revising current charging regime for OSSs	Potential charging for dog foul sacks & RADAR Keys.	10	0	0	10	Achieved via savings in service 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 which are to be confirmed.	Low
Total CEO		155	0	0	155		

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 9 £'000	Assessment of progress as at Month 9	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, work 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
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		
Total Stronger Communities Select Related		2,610	25	197	2,388		

Monmouthshire's Scrutiny Forward Work Programme 2013-2014

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

Monmouthshire's Scrutiny Forward Work Programme 2013-2014

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)

Monmouthshire's Scrutiny Forward Work Programme 2013-2014

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
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
Caldicot Castle Country Park Restructure	To consider proposal to restructure staffing structure at Caldicot Castle Country Park	Cabinet Members Leadership Team HR, Unions, Finance Appropriate Officers	Matthew Lewis
Corporate Parenting	Improving the employment opportunities for looked after children and care leavers enabling looked after children and care leavers to have a voice	Cabinet Members Leadership Team Appropriate Officers	Gill Cox
Protection of Employment Policy in Schools	To introduce the revised Protection of Employment Policy for schools based employees. The Policy offers revised and up to date guidance on the application of redundancy procedures in schools and provides specifically a	Cabinet Members Leadership Team Appropriate Officers	Sally Thomas

Subject	Purpose	Consultees	Author
	revised template and guidance document in relation to the criteria for selection of teachers for redundancy.		
Service reductions in Public Protection division	To reconfigure Public Protection services in order to meet budget pressures in 2014/15.	Cabinet Members Leadership Team HR, Unions, Finance Appropriate Officers	Graham Perry and David Jones
CEO restructure	To seek approval to proposed restructure of democratic services and elections	Cabinet Members Leadership Team HR, Unions, Finance Appropriate Officers	Tracey Harry
2014/15 Education and Welsh Church Trust Funds Investment and Fund Strategies		Cabinet Members Leadership Team Appropriate Officers	Dave Jarrett
Welsh Church Fund Working Group	To make recommendations to Cabinet on the Schedule of Applications 2013/14 meeting 5.	Cabinet Members Leadership Team Appropriate Officers	David Jarrett
Redundancy Report	To agree the payment of redundancy to a Monmouthshire employee previously seconded to Blaenau Gwent Borough Council.	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
CMC2 Directors Appointments	To update Members on the three recently appointed Directors to the CMC ² Board.	Cabinet Members Leadership Team Appropriate Officers	Cath Fallon
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, 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</p>	Cabinet Members Leadership Team Appropriate Officers	Sian Hayward

Subject	Purpose	Consultees	Author
	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.		
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
Children Missing in Education	To approve the children missing in education policy CYP Director Report to establish overarching strategic performance framework for the whole directorate	Cabinet Members Leadership Team Appropriate Officers	Richard Austin/Sharon Randall-Smith
12TH MARCH 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
Monmouthshire CC/Gwent Police Authority - Property & FM Services Collaboration	To obtain approval for Monmouthshire County Council to form a collaborative agreement with Gwent Police Authority for the provision of Property and Facility Management Services.	Cabinet Members Leadership Team Appropriate Officers	Rob O'Dwyer
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
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
19TH MARCH 2014 – CABINET			
R&C restructure - Creating the new Enterprise and Operations divisions	Restructure Report	Cabinet Members Leadership Team HR, Unions, Finance Appropriate Officers	Roger Hoggins
Proposed sale of land at Mynyddbach	The proposed sale of 0.12ha of land at Blethyn Close, Mnydd Bach to Monmouthshire Housing to enable the provision of 2 affordable housing units. It is proposed that the land is released at less than best consideration to support the development of affordable housing in this locality.	Cabinet Members Leadership Team Appropriate Officers	Deb Hill-Howells
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
The proposed transfer of the Gilwern Community Education Centre and Library to Llanelly Hill Community Council	Llanelly Community Council have approached MCC to request a transfer of the above property asset at nil value to enable the continuation of the library service and the development of community facilities. Such a proposal would involve the sale of the asset at below market value in accordance with the General Disposals Consent Order 2003. In addition they have requested that MCC continue to fund the library service for a fixed period of time.	Cabinet Members Leadership Team Appropriate Officers	Deb Hill Howells
Performance Management Framework	To introduce the Framework for Performance Management of Employees	Cabinet Members Leadership Team Appropriate Officers	Sian Hayward

Subject	Purpose	Consultees	Author
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
Digital Road Map		Cabinet Members Leadership Team Appropriate Officers	Kellie Beirne/Matt Lewis
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
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 Officers	Alan Burkitt
Caerwent S106 Off Site Recreation Funding		Cabinet Members Leadership Team Appropriate Officers	Mike Moran
Monmouth S106 Off Site Recreation Funding		Cabinet Members Leadership Team Appropriate Officers	Mike Moran
S106 Funding for Caldicot 3G Pitch and Gilwern Velo Park		Cabinet Members Leadership Team Appropriate Officers	Mike Moran
9TH APRIL 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			

Subject	Purpose	Consultees	Author
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 National Eisteddfod which will confirm the preferred location and clarifying the full costs of hosting the event.	Cabinet Members Leadership Team Appropriate Officers	Tracey Harry/Deb Hill Howells
Poverty in Monmouthshire			Will McLean
Engagement Framework			Will McLean
Annual Corporate Parenting Report		Cabinet Members Leadership Team Appropriate Officers	Gill Cox
21 st Century Schools Capital Programme	Approve Programme of Works.		Simon Kneafsey
Ageing Well in Wales Programme		Cabinet Members Leadership Team Appropriate Officers	Bridget Barnett Partnership & Engagement Team
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
Options for future library provision and capital investment in Abergavenny		Cabinet Members Leadership Team HR, Unions, Finance Appropriate Officers	Roger Hoggins
14TH MAY 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			

Subject	Purpose	Consultees	Author
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
2ND JULY 2014 - CABINET			
Future of Recycling Services		Cabinet Members Leadership Team Appropriate Officers	Rachel Jowitt
3RD SEPTEMBER 2014 - CABINET			
School Catchment Area Review	To consider the recommendations made by the Member Working Panel and to seek agreement to consult on those proposals.	Cabinet Members Leadership Team Appropriate Officers	Cath Sheen

