

21<sup>st</sup> July 2015

Dear Councillor

**CABINET**

You are requested to attend a **Special Cabinet** meeting to be held at **The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Wednesday, 29<sup>th</sup> July 2015, at 2.00 p.m.**

**AGENDA**

1. Apologies for Absence
2. Declarations of Interest
3. Consideration of reports from Select Committees (copy attached).
4. To consider the following reports (copies attached):

(i) **NON DOMESTIC RATES – APPLICATION FOR HARDSHIP RELIEF**

Division/Wards Affected: Overmonnow, Monmouth

Purpose: To determine whether a reduction in rates payable is appropriate on the grounds of hardship for a large employer in Monmouth.

Author: Peter Davies, Head of Commercial and People Development / Joy Robson, Head of Finance

Contact Details: [peterdavies@monmouthshire.gov.uk](mailto:peterdavies@monmouthshire.gov.uk) / [joyrobson@monmouthshire.gov.uk](mailto:joyrobson@monmouthshire.gov.uk)

(ii) **SUPPORTING THE COMPETITIVENESS OF MONMOUTHSHIRE BUSINESSES**

Division/Wards Affected: All

Purpose: To assist Monmouthshire businesses in improving their competitiveness, online trade and export potential by providing a pre-revenue repayable loan to Skutrade Limited, to develop a unique on line platform, capable of providing businesses in Monmouthshire with detailed marketing intelligence to enable them to access international markets.

Author: Peter Davies, Head of Commercial and People Development

Contact Details: [peterdavies@monmouthshire.gov.uk](mailto:peterdavies@monmouthshire.gov.uk)

(iii) **CMC<sup>2</sup> OUTTURN POSITION**

Division/Wards Affected: All

Purpose: To provide an update on the outcomes of year three and year four activities of CMC2 and the value delivered for the communities of Monmouthshire.

Authors: Peter Davies, Head of People and Commercial Development

Contact Details: [peterdavies@monmouthshire.gov.uk](mailto:peterdavies@monmouthshire.gov.uk)

(iv) **COMPLETION OF THE SEWERAGE TREATMENT PLANT, MONMOUTHSHIRE LIVESTOCK CENTRE, BRYN GWYN**

Division/Wards Affected: Countywide

Purpose: To approve further capital spending subject to ongoing contractual negotiations surrounding the installation of a sewage treatment plant sufficient to manage the effluent created at the Monmouthshire Livestock Centre site.

Authors: Roger Hoggins, Head of Operations

Contact Details: [rogerhoggins@monmouthshire.gov.uk](mailto:rogerhoggins@monmouthshire.gov.uk)

Yours sincerely,

**Paul Matthews**  
Chief Executive

**CABINET PORTFOLIOS 2014**

<b>County Councillor</b>	<b>Area of Responsibility</b>	<b>Partnership and External Working</b>	<b>Ward</b>
P.A. Fox (Leader)	<b>Organisational Development</b> Whole Council Performance, Whole Council Strategy Development, Corporate Services, Democracy.	WLGA Council WLGA Coordinating Board Local Service Board	Portskewett
R.J.W. Greenland (Deputy Leader)	<b>Innovation, Enterprise &amp; Leisure</b> Innovation Agenda, Economic Development, Tourism, Social Enterprise, Leisure, Libraries & Culture, Information Technology, Information Systems.	WLGA Council EAS Board	Devauden
P.A.D. Hobson (Deputy Leader)	<b>Community Development</b> Community Planning/Total Place, Equalities, Area Working, Citizen Engagement, Public Relations, Sustainability, Parks & Open Spaces, Community Safety.	Community Safety Partnership Equalities and Diversity Group	Larkfield
E.J. Hacket Pain	<b>Schools and Learning</b> School Improvement, Pre-School Learning, Additional Learning Needs, Children's Disabilities, Families First, Youth Service, Adult Education.	Joint Education Group (EAS) WJEC	Wyesham
G. Howard	<b>Environment, Public Services &amp; Housing</b> Development Control, Building Control, Housing Service, Trading Standards, Public Protection, Environment & Countryside.	SEWSPG	Llanelly Hill
G. Burrows	<b>Social Care &amp; Health</b> Adult Social Services including Integrated services, Learning disabilities, Mental Health. Children's Services including Safeguarding, Looked after Children, Youth Offending, Health and Wellbeing.	Gwent Frailty Board Older Persons Strategy Partnership Group	Mitchel Troy
P. Murphy	<b>Resources</b> Accountancy, Internal Audit, Estates & Property Services, Procurement, Human Resources & Training, Health & Safety.	Prosiect Gwrydd Wales Purchasing Consortium	Caerwent
S.B. Jones	<b>County Operations</b> Highways, Transport, Traffic & Network Management, Waste & Recycling, Engineering, Landscapes, Flood Risk.	Prosiect Gwrydd	Goytre Fawr

## Sustainable and Resilient Communities

### Outcomes we are working towards

#### **Nobody Is Left Behind**

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

#### **People Are Confident, Capable and Involved**

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

#### **Our County Thrives**

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

### Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

### Our 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.

## Recommendations /Actions from Select Committees

<b>Economy and Development Select Committee – 4<sup>th</sup> June 2015</b>	
<b>Revenue and Capital Budget Monitoring</b>	<ul style="list-style-type: none"> <li>- A breakdown of redundancy costs by age is emailed to Members.</li> <li>- The Cultural Review is brought to a future meeting for pre-decision scrutiny.</li> <li>- Issues surrounding project slippages in relation to 21<sup>st</sup> Century Schools be raised with the Cabinet Member.</li> </ul>
<b>Tourism Development and the Planning Function</b>	<ul style="list-style-type: none"> <li>- A review of the Local Development Plan and the provisions for tourism development be brought to a future Meeting.</li> <li>- A report on an Investment Property Portfolio is tabled on 29<sup>th</sup> July 2015.</li> <li>- A brief report summarising the existing policies that link to the barriers preventing tourism development be emailed to the Committee.</li> <li>- Officers commence undertaking action to address the barriers to tourism development outlined in the Consultant's Report.</li> </ul>
<b>Strong Communities Select Committee – 11<sup>th</sup> June 2015</b>	
<b>Improvement Objectives and Outcome Agreements 2014/15</b>	<ul style="list-style-type: none"> <li>- Future performance reports to include the performance of waste and recycling (in line with the Committee's remit).</li> <li>- A report on the developments in waste and recycling together with the waste plan is presented to a future meeting.</li> <li>- The Anaerobic Digestion report is tabled for pre-decision scrutiny on 10<sup>th</sup> September 2015.</li> </ul>
<b>Revenue and Capital Budget Monitoring</b>	- The Passenger Transport Unit and the Cabinet Member attend a future meeting to discuss the continual overspends in service provision.
<b>Crime and Disorder</b>	- Agreed to defer the training to a meeting in the autumn by which time, the 'Safer Monmouthshire Plan' would be have been approved.
<b>Adults Select Committee – 16<sup>th</sup> June 2015</b>	
<b>Improvement Objectives and Outcome Agreements 2014/15</b>	That a further more in depth report on adult protection and safeguarding be brought to the subsequent meeting (in line with the work programme).
<b>Homelessness Policy</b>	- The Committee fully endorsed the proposal to continue to apply the test of intentionality to all household groups presenting as homeless. The Committee agreed to hold a Special Meeting with Strong Communities Select Committee on 8 <sup>th</sup> July 2015 to discuss homeless issues.
<b>Collaboration on Training for Social Care and Health</b>	- The Committee endorsed 'in principle' that officers should proceed with negotiations with neighbouring authorities on the future delivery of the service, however, identified that some safeguards were required.
<b>Revenue and Capital Budget Monitoring</b>	- The Committee was satisfied that significant efforts had been made to bring budgets in line.
<b>Additional Visits</b>	- Agreed to visit Careline on 18 <sup>th</sup> June and to meet ABUHB on 19 <sup>th</sup> June to discuss "Dying Matters" with a view to future joint work.
<b>Children and Young People's Select Committee – 23<sup>rd</sup> June 2015</b>	
<b>ICT in Schools</b>	- The Cabinet agrees the proposed ICT investment of £885,775 into Monmouthshire's schools.

<b>Performance Reports on Safeguarding Children</b>	- Recognising improvements made, a further update report is presented to the Committee before the next Estyn visit.
<b>School Examination performance at KS4 and KS5 during 2013/14 with Specific Pupils Groups across all key stages</b>	- Given that the data was received too late to undertake effective scrutiny, unverified data to be presented to the Children and Young People Select Committee in early autumn 2015. - Representatives of the Education Achievement Service (EAS) be invited to attend that meeting to answer questions on performance.
<b>Adults Select Committee – 30<sup>th</sup> June 2015</b>	
<b>Partnership Scrutiny: Community Coordination and Small Local Enterprise</b>	The Committee was satisfied with progress with the scheme and requested a further update towards the end of the two year pilot.
<b>Partnership Scrutiny: In one Place</b>	- The Committee was very impressed with the programme and the collaborative working that has required commitment from all parties and recommended that the “In One Place” project be used as exemplar for future successful collaborations. - The Committee commended the excellent evaluation report from Miller Associates as an exemplar consultant report. - Members recommended the Planning Committee be made aware of the project and the planning-related issues encountered in delivering its objectives.
<b>Adults and Strong Communities Select Committees – 8<sup>th</sup> July 2015 (Special Meeting)</b>	
Minutes not published.	
<b>Children and Young People’s Select Committee – 9<sup>th</sup> July 2015</b>	
Minutes not published.	
<b>Economy and Strong Communities Select Committees – 14<sup>th</sup> July 2015 (Special Meeting)</b>	
Minutes not published.	
<b>Strong Communities Select Committees – 16<sup>th</sup> July 2015</b>	
Minutes not published.	
<b>Adults Select Committee – 20<sup>th</sup> July 2015 (Special Meeting)</b>	
Minutes not published.	
<b>Economy and Development Select Committees – 29<sup>th</sup> July 2015 (Special Meeting)</b>	
Meeting to be held.	
<b>Adults Select Committee – 31<sup>st</sup> July 2015 (Call-in Meeting)</b>	
Meeting to be held.	

**SUBJECT: NON DOMESTIC RATES - APPLICATION FOR HARDSHIP RELIEF**

**MEETING: Cabinet**

**DATE: 29<sup>th</sup> July 2015**

**DIRECTORATE: Chief Executives/Enterprise**

**DIVISION/WARDS AFFECTED: Overmonnow, Monmouth**

**1. PURPOSE:**

1.1 To determine whether a reduction in rates payable is appropriate on the grounds of hardship for a large employer in Monmouth.

**2. RECOMMENDATION:**

2.1 That relief of £75,000 is granted in this case, limited to an amount that ensures that the company remains within its state aid thresholds.

2.2 That the 25% relief to be met by the Authority (£18,750) is funded from earmarked reserves (Priority Investment Reserve) to the extent that it cannot be managed within existing revenue budgets.

**3. KEY ISSUES:**

3.1 Under section 49 of the Local Government Finance Act 1988, the Council may reduce or remit the non-domestic rate liability for an occupied or unoccupied hereditament. The Council should do this only if it is satisfied that:

- (1) the ratepayer would suffer hardship if the Council did not reduce or remit the amount payable, and
- (2) it would be reasonable for the Council to do so having regard to the interests of its Council taxpayers.

75% of any relief granted is funded by the Welsh National Pool and 25% by the Council's General fund, i.e. by the Council Taxpayers.

## **Background**

- 3.2 At various stages Government Ministers have advised that the term hardship is not confined purely to financial hardship and all circumstances should be taken into account.
- 3.3 Hardship can apply not only to private individuals but also to commercial companies or other corporate bodies. It may relate to special circumstances e.g. where a property is difficult to dispose of. This is a particular problem for businesses that have ceased trading but here is an ongoing liability for 100% empty rates charge.

Councils should not have a blanket policy in respect of hardship claims since each case needs individual consideration of the relevant factors affecting the liability of that business to meet it's liability for rates.

- 3.4 The "interests" of Council taxpayers may be wider than financial factors alone. The employment prospects of an area may be worsened if a company goes out of business or local amenities reduced by the closure of a local business.
- 3.5 Separate provisions exist to assist small businesses i.e. those with a rateable value up to £12,000 but businesses with rateable values above that threshold receive no assistance if poor trade or other factors have a detrimental effect on the business although poor trading figures is not in itself sufficient grounds for hardship relief to be awarded.

## **4. REASONS:**

- 4.1 An application for hardship relief under the provisions of section 49 has been received from the management of Tri-wall Europe, Wonastow Road, Monmouth. The Company which produces corrugated packing systems has suffered significant losses in recent years and consequently an application for financial assistance has been received in the hope that the Council would consider reducing or remitting the amount of rates payable for 2014/15 under the hardship provisions. The rates liability for 2014/15 was £202,207.50 and this amount was paid in full. However, full or partial reimbursement is requested to assist the Company at this difficult time. Financial accounts and other information to support the application have been supplied.



- 4.2 The company has been on this site for over 50 years and employs over 130 people with almost 70% living within Monmouthshire. There is also a haulier on site with 15 staff dedicated to the applicants business.
- 4.3 The Company was bought by Hong Kong based Tri-Wall Ltd in January 2013 and there followed a period of change to establish Tri-Wall throughout Europe and the Middle East. UK revenues increased modestly but overall there was a loss of £826K. During 2014 there was a further decline in sales particularly in the UK with an estimated loss of over £900K.
- 4.4 16 people have already been identified for redundancy but there is a serious threat of closure if 2015 is not profitable.
- 4.5 In an effort to improve their position, there has been a change in strategy for 2015 to rejuvenate the sales and marketing program, reduce costs through lean thinking, reduce sales of less profitable work and instead gain large design and service led contract based sales which will allow them to plan better both in the factory and for the future.
- 4.6 The Authority has worked extensively with the Company's senior management and directors over recent months and understands that the grant of hardship relief will play a very important part in assisting the company to enable and implement its strategy and transition into a new business model, and one that will secure the company's longevity into the future.
- 4.7 The company had incurred significant losses in the earlier part of the financial year (31<sup>st</sup> December year-end). However, since the parent company have taken a more active role in supporting the company through its transition, and as a result of a collective effort by the workforce and management, trading performance has significantly improved though margins remain weak.
- 4.8 With the Council's help they hope to be able to turn the business around and re-establish itself as a prolific player in the European Heavy Duty Packaging market. The Authority and Welsh Government are also working with the company to identify means by which they can assist the company with overcoming issues with the existing site layout to ensure that there is scope for future expansion.
- 4.9 There are currently no rate arrears. The rates due for 2014/15 was paid in full. The rates demand for 2015/16 has recently been issued with an annual charge for the period 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016 of £206,055.00.

## **5. RESOURCE IMPLICATIONS**

- 5.1 Full relief if granted would have cost the Council £50,551.88 (i.e. 25% of the reimbursement). However, hardship relief constitutes state aid funding. The company only has scope to receive £75,000 of relief in order to remain within state aid thresholds. It is recommended therefore that £75,000 relief is granted with the cost to the Council, being £18,750.
- 5.2 It is proposed that the 25% relief to be met by the Authority (£18,750) is funded from earmarked reserves (Priority Investment Reserve) to the extent that it cannot be managed within existing revenue budgets.

## **6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

There are no equality impact directly arising from this report.

The significant and positive sustainability impacts identified in the assessment (Appendix 3) are summarised below for members' consideration:

The business employs over 130 people, 70% of which live in the Monmouthshire area. There is also an on site haulier with 15 of their staff dedicated to the applicant's business. If the business were to cease trading those individuals would be unemployed with all the associated hardships.

The granting of hardship relief will significantly contribute to securing the company's future in Monmouth, safeguarding any jobs that might be under threat.

Applications for Hardship relief are all considered on their own merits and will be considered via the same criteria identified in the policy.

## **7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:**

- 7.1 There are no safeguarding or corporate parenting implications arising from this report.

## **8. CONSULTEES**

Strategic Leadership Team  
All Cabinet Members  
Relevant Ward Member – Susan White

## **9. BACKGROUND PAPERS**

Appendix 1 – Application for hardship relief  
Appendix 2 – General guidance notes relevant to Hardship Relief  
Appendix 3 – Equality Impact Assessment and Sustainability Checklist

Other background papers include the financial accounts and an extract from the rating records

## **10. AUTHORS:**

Peter Davies – Head of Commercial and People Development  
Joy Robson – Head of Finance

### **CONTACT DETAILS**

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<b>SUBJECT:</b>	<b>SUPPORTING THE COMPETITIVENESS OF MONMOUTHSHIRE BUSINESSES</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>29<sup>th</sup> July 2015</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

**1. PURPOSE:**

- 1.1 To assist Monmouthshire businesses in improving their competitiveness, online trade and export potential by providing a pre-revenue repayable loan to Skutrade Limited, to develop a unique on line platform, capable of providing businesses in Monmouthshire with detailed marketing intelligence to enable them to access international markets.

**2. RECOMMENDATIONS:**

- 2.1 To approve a pre-revenue repayable loan to enable Monmouthshire businesses discounted access to a unique on line platform that supports growth in sales and profitability whilst providing dedicated support, training and advice.
- 2.2 Upon successful conclusion of all due diligence, legal and procurement matters that delegated authority is given to the Chief Officer, Enterprise and Head of Finance (S151 Officer) in conjunction with the Cabinet Member for Enterprise and the Cabinet Member for Resources to sign the Memorandum of Agreement and associated contract, and advance pre-revenue funding of £90,000 to Skutrade.
- 2.3 That the £90,000 repayable loan is secured from the Invest to Redesign Reserve initially, with reimbursement of the reserve recouped over a five-year period through commissions generated from businesses subscribing to the platform.

**3. KEY ISSUES:**

- 3.1 The Partnership Administration recently reaffirmed their shared ambition to create sustainable and resilient communities in Monmouthshire and their specific priority 'our County thrives' where focus is maintained on business and enterprise which aligns with one of the four strategic priorities promoting enterprise, economic development and job creation. In [June 2014](#) the Council introduced iCounty and its digital roadmap, the external focus of iCounty looks to accelerate business growth, entrepreneurship and job creation. In [November 2014](#) the Council launched its Business Growth and Enterprise strategy. One of the three pillars of the strategy focuses on supporting business growth, with a strategic aim to aid ICT exploitation opportunities and support e-commerce activities.

- 3.2 The European online retail market is worth £400 billion and is growing by 15% per annum. Nearly 40% of all retail sales in the UK are online, increasing by approximately 8% per annum. Major platforms such as Amazon, eBay & Google dominate this market with nearly 70% of the entire revenue even the largest companies find it necessary to maintain some presence on these platforms in order to be found by potential customers.
- 3.3 The Council has been undertaking research into e-commerce solutions and quickly identified that current solutions are concerned with 'post-trade' analysis and inventory management, with a focus on price rather than 'pre-trade' data analysis which enables retailers to recognise in advance, the margin they will be making on each product and what products they can profitably sell into new countries or marketplaces. It would assist supply chain, fulfillment and distribution companies to seek new opportunities to market their services and products to these customers.
- 3.4 Skutrade, introduced to the Council through its business and innovation networks, has successfully developed a pre-trade data analysis platform for the e-commerce industry. Their low cost, simple, dynamic platform encourages global online trade, enabling retailers to trade products instantly and globally on an informed basis, allowing even the smallest retailers to compete on an even footing with the largest global organisations. Their solution is unique and is the only pre-trade 'total e-commerce lifecycle' automated comparison tool, no direct competitors have been identified that provide the automated nature of Skutrade's suite of services. The company has had notable success stories to date with one retailer seeing UK growth of 200% and 1000% growth across Europe since using the software.
- 3.5 Skutrade is currently securing additional investment in order to grow its business operation to the next stage. CMC<sup>2</sup>, the Council's CIC, were commissioned by Skutrade to undertake their software development work. The Council are now working with Skutrade and CMC<sup>2</sup> in order to bring forward Monmouthshire Businesses to assist in User Acceptance Testing to ensure that the platform is intuitive and easy to use even for the novice e-commerce SME.
- 3.6 The Council is proposing to enter into a Memorandum of Agreement and associated contract with Skutrade that would result in Monmouthshire being a County wide test-bed for the rollout of the company's product suite. This would allow up to 500 Monmouthshire businesses to benefit from a significantly discounted subscription to the software for a time limited period of two years, together with the provision of training, support and advice maximizing the potential of the Skutrade product suite. Further benefits include:
- A review of if, where and how they can be competitive relative to the online competition, even if they do not wish to retail online;
  - An ability for local suppliers, manufacturers and distributors to market their services to an empowered, informed audience to retail their goods across Europe. Users can procure these goods through the platform.
  - An ability for local delivery and fulfillment providers to market their services to an empowered, informed audience with users being able to procure these services through the platform.
  - An opportunity for the Council to explore how it can utilise the application as a procurement tool to make sure they are always able to buy goods at the most competitive prices.
- 3.7 The Council is proposing to advance £90,000 pre-revenue funding to Skutrade from the Invest to Redesign Reserve. The intention is that this funding is recouped back to the Council over a five-year period through commissions generated from businesses subscribing to Skutrade. Based

on analysis undertaken to date it is anticipated that the funding can be recouped well within the five-year timeframe, however should this not be the case, then terms will apply indefinitely until such time that the £90,000 pre-revenue funding has been recouped.

- 3.8 The Memorandum of Agreement and success will also depend on support that the Council provides to driving take-up across the county through the Monmouthshire Business & Enterprise team, running in parallel with take-up and exploitation of Superfast Cymru and other initiatives, notably Welsh Government's ICT exploitation for businesses programme and the SuperFast Britain voucher scheme. Additional resources were approved by Cabinet in [March 2015](#) to support these programmes which included a data mapping exercise to establish baseline data concerning the current level of digitally enabled Monmouthshire businesses and their level of digital maturity which will assist in maximizing take-up of this proposal.
- 3.9 A monitoring and evaluation framework will be developed to include an assessment of increased sales and profitability from Monmouthshire businesses accessing the platform. Progress being reported to the Digital & Place Boards, Economy and Development Select Committee.
- 3.10 Whilst risk can never be eliminated fully it is felt that this is a measured risk when weighted against the benefits that can be potentially realized for Monmouthshire businesses, giving them a competitive advantage to drive business growth. Risks concern:
- a) The platform not being developed – the successful application of the beta desktop version and the successes to date provide initial reassurances. Funding would only be released if a fully-functioned product was developed.
  - b) Insufficient demand from Monmouthshire businesses to allow the advance funding to be recouped over a five-year period through commissions generated from Monmouthshire business subscriptions. In this event commission would be recouped from non-Monmouthshire businesses on an indefinite term until such time that the £90,000 has been repaid.
  - c) Competitors develop similar products at a similar price point however as the potential market for the product is global and Monmouthshire businesses are being offered a significant discount, the risk is considered minimal.
  - d) Funding is not secured to allow Skutrade to expand its operation – the release of pre-revenue funding will be predicated on investment being secured by the company.
  - e) The company becomes insolvent or goes into liquidation – the Council would look to secure rights as a preferential creditor that would allow access to the Skutrade project and IPR.
  - f) Businesses have difficulty understanding the Skutrade product offer and the benefit it brings – The company has developed a Sales and Marketing strategy and will look to invest in sales and marketing expertise whilst the Council similarly look to generate awareness and support take-up.

#### **4. REASONS:**

- 4.1 This proposal supports the Council's commitment to promote enterprise, economic development and job creation whilst the pre-revenue repayable loan will enable Monmouthshire businesses to identify profit and sales opportunities and provide them with a competitive advantage in the global e-commerce market.

#### **5. RESOURCE IMPLICATIONS:**

- 5.1 The Council is proposing to advance a £90,000 pre-revenue repayable loan to Skutrade from the Invest to Redesign Reserve. It is intended that this funding will be recouped back over a five-year period through commissions generated from subscribing businesses.
- 5.2 Whilst Skutrade's charging intentions remain commercially sensitive, and so not included in a public report, an examination of rates indicates that Monmouthshire businesses would receive a concession of circa 70% on standard fees. The repayment is regarded as an affiliate fee rather than a simple loan repayment of £90,000, this means that the return to Monmouthshire can potentially be greater than the £90,000 investment. As an indication, simple analysis suggests that repayment of £90,000 would require take up by 28% of eligible businesses in the Monmouthshire area, although the arrangement is potentially more beneficial than that in also sharing advertising income, and deriving fees from businesses outside Monmouthshire area if take up is not sufficient within County.

#### **6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

- 6.1 There are no equality impacts identified in the assessment, the sustainability checklist identifies only positive impacts as detailed in appendix one.

#### **7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:**

- 7.1 There are no safeguarding or corporate parenting implications arising from this report.

#### **8. CONSULTEES:**

Senior Leadership Team  
Economy and Development Select Committee Members  
Cabinet Members

#### **9. BACKGROUND PAPERS:**

Appendix 1 – Equality Impact Assessment and Sustainability Checklist

**10. AUTHOR:**

Peter Davies, Head of Commercial and People Development

**11. CONTACT DETAILS:**

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**E-mail:** [peterdavies@monmouthshire.gov.uk](mailto:peterdavies@monmouthshire.gov.uk)



## Appendix 1

### The “Equality Initial Challenge”

Name: Peter Davies Service area: Mon Business & Enterprise Date completed: 15 <sup>th</sup> July 2015		Please give a <b>brief description</b> of what you are aiming to do:  To assist Monmouthshire businesses to improve their competitiveness, online trade and export potential through discounted access to a real-time cloud based software solution. The solution provides e-commerce businesses with critical pre-trade cost and competitor analysis to optimise their profit and selling opportunities.	
Protected characteristic	Potential <b>Negative</b> impact Please give details	Potential <b>Neutral</b> impact Please give details	Potential <b>Positive</b> Impact Please give details
Age		X	
Disability		X	
Marriage + Civil Partnership		X	
Pregnancy and maternity		X	
Race		X	
Religion or Belief		X	
Sex (was Gender)		X	
Sexual Orientation		X	
Transgender		X	
Welsh Language		X	

Please give details about any potential <b>negative Impacts</b> .	How do you propose to <b>MITIGATE</b> these <b>negative impacts</b>
➤ No negative impacts assessed	➤

**Signed:** Peter Davies

**Designation:** Head of Commercial and People Development

**Dated:** 15<sup>th</sup> July 2015

## EQUALITY IMPACT ASSESSMENT FORM

<b>What are you impact assessing</b>	<b>Service area</b>
A proposal to assist Monmouthshire businesses to improve their competitiveness, online trade and export potential through discounted access to a real-time cloud based software solution.	Mon Business & Enterprise
<b>Policy author / service lead</b>	<b>Name of assessor and date</b>
Peter Davies, Head of Commercial and People Development	Kellie Beirne, Chief Officer, Enterprise

**1. What are you proposing to do?**

To assist Monmouthshire businesses to improve their competitiveness, online trade and export potential through discounted access to a real-time cloud based software solution. The solution provides e-commerce businesses with critical pre-trade cost and competitor analysis to optimise their profit and selling opportunities.

**2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below.**

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

3. Please give details of the negative impact

No negative impacts assessed

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

Not applicable

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

Welsh Government Business and Economy statistics and research data; Stats Wales business, economy and labour market data

**Signed:** Peter Davies

**Designation:** Head of Commercial People Development

**Dated:** 15<sup>th</sup> July 2015

## The “Sustainability Challenge”

<p><b>Name of the Officer</b> completing “the Sustainability challenge”</p> <p>Peter Davies, Head of Commercial and People Development</p>	<p>Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration</p> <p>A proposal to assist Monmouthshire businesses to improve their competitiveness, online trade and export potential through discounted access to a real-time cloud based software solution.</p>		
<p>Division or service area:</p> <p>Mon Business &amp; Enterprise</p>	<p><b>Date</b> “Challenge” form completed</p> <p>15<sup>th</sup> July 2015</p>		
<p>Aspect of sustainability affected</p>	<p><b>Negative impact</b> Please give details</p>	<p>Neutral impact Please give details</p>	<p><b>Positive Impact</b> Please give details</p>
<b>PEOPLE</b>			
Ensure that more people have access to healthy food		X	
Improve housing quality and provision		X	
Reduce ill health and improve healthcare provision		X	
Promote independence		X	
Encourage community participation/action and voluntary work		X	
Targets socially excluded		X	

Help reduce crime and fear of crime		X	
Improve access to education and training			Monmouthshire businesses signing up to the platform would gain access to training that allowed them to exploit their sales and profitability.
Have a positive impact on people and places in other countries		X	
<b>PLANET</b>			
Reduce, reuse and recycle waste and water		X	
Reduce carbon dioxide emissions		X	
Prevent or reduce pollution of the air, land and water		X	
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		X	
Protect or enhance visual appearance of environment		X	
<b>PROFIT</b>			
Protect local shops and services			Monmouthshire SME's through to Large-scale organisations

			within retail, manufacturing & production, distribution and fulfilment industries subscribing to the platform can look to optimise profit and sales opportunities.
Link local production with local consumption		X	
Improve environmental awareness of local businesses		X	
Increase employment for local people			Increased profit and sales resulting from Monmouthshire businesses benefitting from access to the platform will ultimately increase scope for job growth and creation.
Preserve and enhance local identity and culture		X	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		X	
Increase and improve access to leisure, recreation or cultural facilities		X	

What are the potential negative Impacts	Ideas as to how we can look to <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments)
➤ No negative impacts assessed	➤

## The next steps

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

Positive impacts outlined in detail above.

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

No negative impacts assessed.

**Signed:** Peter Davies

**Designation:** Head of Commercial and People Development

**Dated:** 15<sup>th</sup> July 2015



<b>SUBJECT:</b>	<b>CMC<sup>2</sup> OUTTURN POSITION</b>
<b>MEETING:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>29<sup>th</sup> July 2015</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

**1. PURPOSE:**

1.1 To provide an update on the outcomes of year three and year four activities of CMC<sup>2</sup> and the value delivered for the communities of Monmouthshire. To consider the Council's future approach to software and systems development.

**2. RECOMMENDATIONS:**

2.1 To receive the final year three year-end financial position for CMC<sup>2</sup>, for the period ending 30<sup>th</sup> September 2014 and the activities and community value delivered in the period.

2.2 To receive the draft outturn position for the six-month period ending 31<sup>st</sup> March 2015 and the forecast outturn position for the six-month period ending 30<sup>th</sup> September 2015.

2.3 Subject to the finalisation of the outturn position, that the accumulated losses made by the company up to the period ending 30<sup>th</sup> September 2015, currently estimated to be £140,000, be funded via a contribution from the Priority Investment Reserve.

2.4 That the results of a strategic review and proposed repurposing of CMC<sup>2</sup> be reviewed and subsequently brought in front of Cabinet for consideration.

2.5 That a review is commissioned of the Authority's future approach to software and systems development.

### 3. KEY ISSUES:

- 3.1 CMC<sup>2</sup> was established in July 2011 as an arm's length Community Interest Company wholly owned by Monmouthshire County Council. CMC<sup>2</sup> is a not-for-profit, purpose-driven entity. It is asset locked, ensuring any surplus is invested principally for the benefit of Monmouthshire's communities, addressing key social aims.
- 3.2 In its relatively short trading history and with no asset base it had successfully established itself, turning a profit in only its second year of operation whilst deriving added value to local communities. In December 2013 Cabinet endorsed CMC<sup>2</sup>'s year three business plan which saw CMC<sup>2</sup> continuing to focus on driving forward the digital, economic, and social agendas to maximise community impact.
- 3.3 The prominence of digital and technology in its social aims meant that CMC<sup>2</sup> area of expertise was built in the digital sphere and as a result opportunities were identified to focus this in the area of software development. The company took decisive steps to focus on the potential to income generate from digital innovation activities, around software development and IT consultancy.
- 3.4 As a result of the revised focus that CMC<sup>2</sup> was taking, borne out in changes to leadership, staffing and structures, a revised year three business plan was produced, together with updated income generation forecasts. This was approved by CMC<sup>2</sup> Board and Cabinet in [July 2014](#).
- 3.6 The outturn position for year three, the year ending 30<sup>th</sup> September 2014, resulted in a profit of £20,000 against an originally budgeted profit of £12,000. This was a further consolidation on the previous year's profit and reduced the net loss being carried on the profit and loss account to £25,000. It should be noted that the revised year three business plan had forecasted a profit of £70,000 and this had not been achieved. The year-end accounts, CIC regulator report and the outturn report presented to CMC<sup>2</sup> Board are shown in appendix 1, 2 and 3 respectively
- 3.8 The company subsequently took a decision following the end of year 3 to align its financial year end with that of the Authority (31<sup>st</sup> March) in order to ease accounting burdens and administration and to align with any potential grant funders. A forecast was presented to CMC<sup>2</sup> Board at its December 2015 meeting.
- 3.9 The Board also commissioned a strategic review of CMC<sup>2</sup> to be undertaken at its December 2015 meeting as the Board were uncertain as to whether the software development activities that were now its core business were able to generate the financial returns required within the operating constraints of a CIC, especially with its primary purpose as a social value provider.
- 3.10 Forecasts were produced shortly after the finalisation of the year 3 outturn position. These highlighted some early concerns and issues regarding the cost burden being carried by the company, principally staff and freelance developer costs, against the pipeline of projects and income projections that were being provided. This position was carefully monitored. However, income forecasts did not materialise, resulting in an outturn forecast for the six-month period ending 31<sup>st</sup> March 2015 presented at the CMC<sup>2</sup> Board meeting in March 2015 forecasting a £123,000 loss against an original budgeted surplus of £22,000 (appendix 4). A proportion of the loss was attributable to further cost overruns and time delays on the social care app as a result of required additional functionality and increased user testing. Cabinet have agreed additional funding of £100k in respect of the social care app development.

- 3.10 Having discussed the financial position and future outlook with the Authority the Board took decisive action and agreed at its March meeting to re-structure and wind down the software development operation. Whilst cost over-runs were incurred, the potential to grow software development services was identified, especially in commercial terms since the development of the social care app (FLO) will not only pay for itself quickly with savings on annual licence cost, upgrade and maintenance outlay, but also has significant commercial potential in terms of onward sale to the market. However doing so within a CIC model – did not offer the level of commercial freedom now required.
- 3.11 A draft outturn position has now been finalised which results in a net loss for the period to 31<sup>st</sup> March 2015 of £98,000.
- 3.12 A further forecast has now been prepared for the six-month period to 30<sup>th</sup> September 2015, at which point it is anticipated that all live software development projects will be completed. A further loss of £18,000 is forecast for the period due to overheads of the company not being able to be absorbed into fixed price contracts that had been agreed with clients. All other fixed costs of the company have now been removed.
- 3.13 The Board has agreed to hold back on taking forward proposals to repurpose the company following the strategic review that had been commissioned and wider moves within the Council to consider other vehicles and mechanisms for future service delivery and the Medium Term Financial Plan.
- 3.14 Whilst a loss position at this point is disappointing, a great deal of learning continues to be done around the themes of enhanced project management, prompt and timely recharging and aligning quarterly reporting with the standard reporting timetable for members. Many significant gains have been achieved, notably with the work on broadband enablement, building a new software resilience package for local businesses, the profitable Special Purpose Company, Y-Prentis, the ‘Self-Harm’ app and Social Care App (FLO). In relation to cost avoidance potential, the FLO system breaks even within a three year period and the annual potential for savings in the service area is up to £100k. This latter in itself demonstrates savings to the outlay otherwise necessary had we maintained the old system, not to mention the anticipated wider time and staff resource savings and significantly, the potential that has been created for the Council to commercialise, sell and/or licence the product.
- 3.15 The potential for further investment in software development is considerable – especially given the situation with the existing social care system which is expensive and licenced by a big software vendor with limited capabilities and functionality, is not an isolated one – however the structure, mechanism and operating environment of a CIC is not the right one to take this forward. It is now proposed that the Council undertakes a review of its approach to software development and system replacement as part of its iCounty Strategy and the need for technology to contribute more comprehensively to shaping future services and delivering income and efficiencies.

#### **4. REASONS**

- 4.1 There is a need for Cabinet to periodically receive information relating to the performance of CMC<sup>2</sup> in order to ensure that the company is meeting its social aims and objectives. The CIC regulator report attached at appendix 2 outlines how the company has met it’s social and aims and objectives for the year ended 30<sup>th</sup> September 2014. It is now further proposed that in line with Board recommendations, a strategic review of CMC2 is undertaken in line with some of the potential delivery mechanisms being reviewed for future service provision and that the future of software development is considered as part of this.

#### **5. RESOURCE IMPLICATIONS**

- 5.1 CMC2 reported a profit of £20,000 for the year ended 30<sup>th</sup> September 2014 (Year 3). A draft outturn position has now been produced for the six-month period ended 31<sup>st</sup> March 2015 which reports a loss of £98,000. Further to this a forecast outturn position has been prepared for the six-month period ended 30<sup>th</sup> September 2016 which reports a further loss of £18,000 (Year 4). Together with the loss brought forward on the profit and loss account on 1<sup>st</sup> October 2013 of £25,000, the accumulated loss of the company is forecast to be £140,000 at the end September 2015. . A summary of the profits and losses over the period of operation is shown below -

Deficit from 30.9.12		50,329.51
Profit from 30.9.13		-5,928.64
Profit from 30.9.14		-20,048.44
Deficit from 1.10.15 - 31.3.15		97,596.24
Total on draft balance sheet 31.3.15		121,948.67
Likely deficit 1.4.15 - 30.9.15		18,140.54
		140,089.21

- 5.2 Ahead of any decisions on the repurposing of the company it is proposed that the Authority underwrites the loss, currently estimated as £140,000. It is proposed that the losses are funded via a contribution from the Priority Investment Reserve.
- 5.3 As stated above, the current annual licence and support of the Social Care System is £100k. This demonstrates that whilst CMC2 has incurred a loss – its work in developing a new bespoke Social Care App (FLO) has resulted in the creation of a system that will immediately save ongoing annual outlay by the Council. Furthermore, the Council as the owner of the FLO is now in a position to package the product as a commercial offer through sale or licensing – interest for which has already by shown from the market.
- 5.4 In addition, the loss position must be considered alongside the many positive impacts CMC2 has delivered, including employment, education and training for young people, Y-Prentis, digital community innovation, digital inclusion, protection of local shops and services by digital high street activities, MonmouthpediA and applications such as FLO and the self-harm app.

## 6. SUSTAINABILITY AND EQUALITY IMPACT ASSESSMENT

- 6.1 Despite the financial position of the company there are significant positive equality impacts identified in the assessment (Appendix 5) are summarised below for members' consideration:

## 11. CONSULTEES:

CMC<sup>2</sup> Board  
 Senior Leadership Team  
 Cabinet  
 Monitoring Officer

**12. BACKGROUND PAPERS:**

Appendix 1 – CMC<sup>2</sup> Accounts – Year Ending 30<sup>th</sup> September 2014

Appendix 2 – CMC<sup>2</sup> Accounts – CIC Regulators Report – year ending 30<sup>th</sup> September 2014

Appendix 3 – CMC<sup>2</sup> Board - Year 3 Outturn Report

Appendix 4 – CMC<sup>2</sup> Board – Forecast Outturn Report – six months ending 31<sup>st</sup> March 2014

Appendix 5 – Equality Impact and Sustainability Checklist

**13. AUTHORS/CONTACT DETAILS:**

Peter Davies, Head of People and Commercial Development

E-mail: [peterdavies@monmouthshire.gov.uk](mailto:peterdavies@monmouthshire.gov.uk) Tel: (01633) 644294

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Directors' Report and Unaudited  
Financial Statements for the Period  
Ended 30 September 2014 for  
Community MC2 Community Interest  
Company

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Trading as

CMC<sup>2</sup>

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## Company Information

**Directors:** Mr Robert James William Greenland

Mr Amin Hemani

**Registered Office:** Innovation Lab  
Unit 102  
Wales 1 Business Park  
Magor  
Monmouthshire  
NP26 3DG

**Registered Number:** 07696996 (England and Wales)

**Value Added Tax Number:** 143 3863 14



## Directors' Report

The directors present their report with the financial statements of the company for the period ended 30<sup>th</sup> September 2014. This is the third year of accounts and directors' report for the company since its incorporation on 7<sup>th</sup> July 2011. As such these cover the period from 1<sup>st</sup> October 2013 through to 30<sup>th</sup> September 2014.

### Principal Activities

During the operational period the company has expanded its digital expertise, created a product portfolio, and consulted on digital transformations focused primarily on sustainability and software development. The software development includes the creation of a new social care case management application and a redesigned website and technology platform for Monmouthshire Council along with a new social media workflow tool, and a number of software and web applications for external clients.

### Directors

The directors below have held office during the whole of the period since the company was incorporated on 7 July 2011:

- Mr Amin Hemani ; and
- Mr Robert James William Greenland.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

On behalf of the board

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Mr Robert James William Greenland

Date: \_\_\_\_\_

## Profit and Loss Account for the Period Ended 30<sup>th</sup> September 2014

	Notes	2014 £	2013 £
<b>TURNOVER</b>	2	476,000	210,693
Cost Of Sales		440,405	194,425
<b>GROSS PROFIT/(LOSS)</b>		<b>35,595</b>	<b>16,268</b>
Administration Expenses		10,535	8,857
<b>OPERATING PROFIT/(LOSS)</b>	3	<b>25,060</b>	<b>7,411</b>
Interest payable and similar charges		-	-
<b>PROFIT/(LOSS) ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>25,060</b>	<b>7,411</b>
Tax on profit on ordinary activities	4	5,012	1,482
<b>PROFIT/(LOSS) FOR THE FINANCIAL YEAR AFTER TAXATION</b>		<b>20,048</b>	<b>5,929</b>

## **Statement of Total Recognised Gains and Losses for the period 30<sup>th</sup> September 2014**

The company does not have any gains and losses other than Profit and Loss for the period of the report.

## Balance Sheet as at 30<sup>th</sup> September 2014

	Notes	2014 £	2013 £
<b>CURRENT ASSETS</b>			
Debtors	5	449,290	190,914
Prepayments and accrued income	5	3,661	34,430
Cash at bank		(72,305)	68,610
		<u>380,646</u>	<u>293,954</u>
<b>CREDITORS</b>			
Amounts falling due within one year	6	404,999	338,355
		<u>(24,353)</u>	<u>(44,401)</u>
<b>NET CURRENT ASSETS</b>			
		<u>(24,353)</u>	<u>(44,401)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>(24,353)</u>	<u>(44,401)</u>
<b>CAPITAL AND RESERVES</b>			
Called up share capital	7	-	-
Profit and loss account	8	(24,523)	(44,401)
		<u>(24,523)</u>	<u>(44,401)</u>
<b>SHAREHOLDERS' FUNDS</b>			
		<u>(24,523)</u>	<u>(44,401)</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 30<sup>th</sup> September 2014.

The members have not required the company to obtain an audit of its financial statements for the period ended 30<sup>th</sup> September in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- Ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

Community MC2 Community Interest Company:  
Directors' Report and Unaudited Accounts for the Period Ended 30 September 2014

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Directors on \_\_\_\_\_ and were signed on its behalf by:

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Mr Robert James William Greenland

The notes form part of these financial statements

## Notes to the Financial Statements

### 1. ACCOUNTING POLICIES

#### Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

#### Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

#### Income

Income represents charges made for services provided to third parties.

### 2. TURNOVER

	2014	2013
	£	£
Management Fees	25,000	15,000
Services provided in relation to Digital Tourism and Media.	445,337	167,549
Recovery of staff time, purchases and other services	5,663	15,889
Framework Fees	0	4,000
Design/development Fees	0	8,255
	<b>476,000</b>	<b>210,693</b>

### 3. OPERATING PROFIT/(LOSS)

The operating profit is stated after charging:

	2014	2013
	£	£
Directors' remuneration and other benefits etc.	Nil	Nil

#### 4. TAXATION

The tax charge on the profit on ordinary activities for the period was as follows:

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
UK Corporation Tax	5,012	1,482
Deferred Tax	0	0
	<u>5,012</u>	<u>1,482</u>

#### 5. DEBTORS: AMOUNTS DUE WITHIN ONE YEAR

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Trade debtors	449,290	190,914
Prepayments	3,661	3,830
Accrued income	0	30,600
	<u>452,951</u>	<u>225,344</u>

#### 6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Trade Creditors	0	151,319
Accruals	363,343	170,228
Deferred income	0	10,000
Corporation Tax	5,012	1,482
VAT (see note below)	36,644	5,326
	<u>404,999</u>	<u>338,355</u>

The Company was registered from 1<sup>st</sup> November 2011. The £36,644 is the net amount of output VAT after input VAT has been deducted. This amount is owed to Her Majesties Revenue and Customs.

#### 7. CALLED UP SHARE CAPITAL

The company is limited by guarantee and as such has no share capital.

## 8. RESERVES

<b>Profit &amp; Loss Account</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Opening Balance	-44,401	-50,330
Profit/Loss on activities during the year.	20,048	5,929
<b>Balance at 30th September</b>	<b>-24,353</b>	<b>-44,401</b>



## Community Interest Company Report – Continuation Sheet

**Company Name:** Community MC<sup>2</sup>

**Company Number:** 7696996

**Year Ending:** 30<sup>th</sup> September 2014

### Part 1 – General Description of the Company's Activities and Impact

*General account of company's activities and how they have benefited the community which the company is intended to serve.*

1. CMC2 has continued with its digital development service in pursuance of the following social aims
  - Developing and enabling digital communities by promoting the development of digital infrastructure, technologies and systems in communities, and community access to the same;
  - Promoting the widespread and effective use of digital infrastructure, technologies and systems and deliver benefits for the wellbeing of the community.

The following are activities that have benefited the community in the following ways:

#### I. Newport Super Connected Cities Voucher Scheme extension in Monmouthshire

Engagement with Newport City Council is underway to ensure the Local Authority is fully informed about the potential for the Super Connected Voucher scheme extension into Monmouthshire.

This scheme provides SMEs the opportunity to apply for up to £3000 towards new superfast broadband connectivity costs. It has subsequently been agreed that CMC<sup>2</sup> will develop an action plan which unites the opportunity for SMEs to apply for the voucher scheme alongside the signposting of ICT exploitation opportunities relevant to their trading sector.

#### II. Communities 2.0 programme extension into Monmouthshire

In July 2014 the Welsh Government released their updated Digital Inclusion Delivery Plan for Wales. The delivery plan confirmed that the Communities 2.0 European Funded Digital Inclusion Intervention programme (that had previously only been active in convergence funded areas of Wales) was for its final year being expanded across all of Wales. In fulfilling CMC<sup>2</sup>'s digital inclusion social aims it is intended to offer support to the programme to maximise the impact for individuals and communities within the County.

The Delivery Plan does propose the formation of a Digital Inclusion Volunteering programme and could inform future strategic planning in Monmouthshire connected to Whole Place and the changing financial landscape for Libraries who currently provide a crucial service in offering access to computers and the internet across the County's towns.

Barclay's Bank in fulfilling its corporate responsibility is offering the Digital Eagles 'internet skills help' support service to both its customers and the general public across the UK. This programme is planned to run for the next three years and is supported by a national media campaign. Monmouthshire benefits from having Barclays Banks in Chepstow, Monmouth, Abergavenny, Caldicot and Usk. As part of the part of the collaboration with Communities 2.0 investigation will also be made in cross promotion of the Digital Eagles service to communities.

#### III. Shirenewton Broadband Connectivity Feasibility pilot

Continuing digital consultancy for Monmouthshire County Council has ensured progress is being made with this project that can address rural digital deprivation in the County. The significant private investment being made in the pilot by a private investor remains a significant achievement for this initiative. This project seeks to address the poor broadband connectivity at Shirenewton Primary School whilst also addressing the community of Shirenewton's digital deprivation through access to superfast broadband for the first time.

#### **IV. Monmouthshire Broadband Report**

CMC<sup>2</sup> have contributed to the critical review and amendments to the Monmouthshire Broadband Report (as a key document prepared by [Disconnected Wales](#) to inform MCC of the most likely scenario of continued rural digital deprivation in Monmouthshire after the implementation of the Superfast Cymru roll out in the County). This report will inform MCC's direction with regard to providing solutions.

#### **V. Caldicot Castle and Tintern Old Station free Public Wi-Fi scoping**

Additional digital consultancy for MCC has been undertaken to investigate the technical feasibility of implementing a free and safe public Wi-Fi network in Caldicot Castle and Tintern Old Station. In both locations there is little or no 2G or 3G connectivity offered across providers and both Authority owned assets would benefit from enhanced digital tourism / interpretation experiences.

#### **VI. Caldicot Town Centre Wi-Fi scoping**

In collaboration with the MCC Whole Place Town Team and a private investor CMC<sup>2</sup> have investigated the potential to make Caldicot Monmouthshire's next free public Wi-Fi town. Utilising the Super Connected Cities voucher scheme. The High Street SMEs will be invited to apply for the scheme and if this is taken up in sufficient numbers a private investor would then offer the High Street a free public Wi-Fi offer. The Town Team have been counselled to engage with the [Totally Locally](#) campaign and to continue discussions with CMC<sup>2</sup> to support their ambitions of developing digital trails with the community that would utilise the free Wi-Fi network and offer increased connection for the High Street with the Castle.

### **2. Software Development**

CMC<sup>2</sup> has moved into software development in order to release MCC from software licence fees and enable it to channel funds into front line service delivery. The development has focussed on an App for MCC Social Care Service that enables front line staff to work more effectively whilst out in the community. It has also developed mobile devices for social workers to work more effectively in people's homes and communities.

### **3. 'Monmouthshire Enterprise' an integrated economic development and investment entity.**

'Monmouthshire Enterprise' offers a dedicated economic and community development function to Monmouthshire's communities. To date activities have benefited the community in the following ways:

- Four community owned broadband schemes have been established in remote rural areas in Monmouthshire, empowering communities with the knowledge, tools and support to address the issue of poor Broadband in their specific areas. A further fifth scheme is under way.
- The team are actively promoting the Super Connected Broadband voucher scheme which entails businesses to free high speed broadband installation via a voucher scheme.
- The team are actively assisting ICT exploitation opportunities to businesses and communities alike on a daily basis.

### **4. The establishment of a 'Shared Apprenticeship Scheme' with Melin Homes - 'Y Prentis'**

Y Prentis, the jointly owned Shared Apprenticeship Scheme with Registered Social Landlord, Melin Homes is gaining momentum. And benefits the community in the following ways:

- Offering opportunities in the construction industry to young people within the age range of 18 – 24 and more widely to people who are either economically inactive or unemployed.
- The company is on target with 70 apprentices having completed their schemes in Year Two.



<b>SUBJECT:</b>	<b>CMC2 Budget report and Cashflow Statement</b>
<b>MEETING:</b>	<b>CMC² Board Meeting</b>
<b>DATE:</b>	<b>10<sup>th</sup> December 2014</b>

**1. PURPOSE OF THE REPORT:**

To present the budget report and cash flow statement for the year ended 30<sup>th</sup> September 2014

**2. RECOMMENDATIONS:**

That the report be received as stated

**3. ACTIVITY AND OUTCOMES:**

The CMC2 outturn position for year 3 is a £20k surplus. The company has increased its involvement in the software development field bringing with it the potential to generate higher turnover. This involvement is now reflected in the year end and in some areas is the reason for the significant variations from original business plan projections.

- Company expenditure is £260,000 over budget, this is due to :-
  - An increase in employee costs due to the appointments of additional software development personnel. This increase is recovered by improved turnover.
  - An increase in professional fees as the company has invested in specialist software designers and developers to assist in projects.
- Company income is forecasting to be £271,000 over original budget predictions. As stated above this is due to the improved turnover position anticipated through the software development projects such as the MCC Social Services App and also income generated via digital projects.
- The predicted profit of £70k reported in July has reduced to £20k largely as a result of the development of the social care app. The anticipated completion date has extended to April 2015 along with associated developer cost increases. The product has been very well received by the client users and the potential for commercialisation is good.

Account and Description	Prior Forecast to Board	Annual Budget	Year End Outturn	Over/(Under) Spend
Total Employees	232,267	165,367	197,350	31,983
A001 Salaries	120,380	76,100	113,131	37,031
A005 National Insurance Ers Salaries	10,820	6,000	10,769	4,769

A008	Superannuation Ers Salaries	27,977	14,500	13,169	-1,331
A019	Shared Staff Costs	68,500	68,500	51,222	-17,278
A053	Employee Advertising	770	0	770	770
A060	Subsistence	0	267	2,357	2,090
A061	Honoraria	2,520	0	2,629	2,629
A072	Course & conference Fees	1,000	0	841	841
A076	Staff Welfare	0	0	40	40
A091	Mileage Allowances	300	0	2,422	2,422
<b>Total Premises</b>		<b>8,250</b>	<b>8,250</b>	<b>6,750</b>	<b>-1,500</b>
B050	Rents/Hire of Premises	8,250	8,250	6,750	-1,500
<b>Total Supplies and Services</b>		<b>231,592</b>	<b>16,890</b>	<b>246,839</b>	<b>229,949</b>
D015	Materials & Consumables	4,857	500	1,444	944
D060	Printing	2,000	1,000	710	-290
D065	Stationery	250	250	0	-250
D080	Professional And Specialist Fees	8,390	8,390	5,292	-3,098
	Marketing	0	0	13,500	13,500
	Freelance Developers & Designers	49,750	0	32,938	32,938
	Development suppliers	135,000	0	183,825	183,825
	Equipment/Software	20,000	0	0	0
D086	General Fees	0	0	46	46
D108	Mobile telephones	500	0	0	0
D122	IT Hardware	3,000	0	885	885
D123	IT Software	250	250	5	-245
D184	Bank Charges	2,000	1,000	2,477	1,477
D192	Subscriptions	750	750	749	-1
D208	Insurance Premium Payment	4,845	4,750	4,968	218
<b>TOTAL EXPENDITURE</b>		<b>472,109</b>	<b>190,507</b>	<b>450,939</b>	<b>260,432</b>
<b>TOTAL INCOME</b>		<b>-542,108</b>	<b>-205,000</b>	<b>-476,000</b>	<b>-271,000</b>
<b>NET (Surplus)/Deficit</b>		<b>-70,000</b>	<b>-14,493</b>	<b>-25,060</b>	<b>-10,567</b>
	Taxation	14,000	2,899	5,012	2,113
<b>NET (Surplus)/Deficit After TAX</b>		<b>-56,000</b>	<b>-11,594</b>	<b>-20,048</b>	<b>-8,454</b>

### CMC2 cash flow statement

#### Year Ending 30<sup>th</sup> September 2014

CMC2 financial reports do not require a cash flow statement as it is a small company is exempt from this requirement. However, the board has requested a statement and it is displayed below.

### Cash Flow Statement

£

### Cash Receipts

MCC Customers	321,721.34
Other External Customers	18,621.59
HMRC	<u>72,251.98</u>
	412,594.91

**Expenditure**

	-
Suppliers	310,966.64
	-
Monmouthshire CC	194,605.16
Bank Charges	-1,495.95
HMRC	<u>-46,442.29</u>
	-
	553,510.04

<b>Net Cash Movement</b>	<u>140,915.13</u>
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Opening Cash Balance	68,610.32
Closing Cash Balance	<u>-72,304.81</u>
<b>Net Movement</b>	<u>140,915.13</u>

**4. RESOURCE IMPLICATIONS:**

None as a result of this report

**5. HOW THIS REPORT MEETS THE AIMS OF THE COMPANY:**

The report meets the aims of the company by outlining the current financial forecast and expenditure / income activities to ensure it is in line with the articles and aims.

**6. BACKGROUND PAPERS:**

None

**7. AUTHOR:**

SianHayward

**8. CONTACT DETAILS:**

[sianhayward@monmouthshire.gov.uk](mailto:sianhayward@monmouthshire.gov.uk)

01633644309

07971893998

@sianha





<b>SUBJECT:</b>	<b>FINANCE UPDATE</b>
<b>MEETING:</b>	<b>CMC² Board Meeting</b>
<b>DATE:</b>	<b>23/02/15</b>

**1. PURPOSE OF THE REPORT:**

This report is to provide a finance update for Qtr 1&2 of the financial year 2014/15

**2. ACTIVITY AND OUTCOMES:**

## CMC2

### Forecast Outturn

Period Oct 2014-March 2015

Previous Forecast Outturn	Account Description	Total to Date	Forecast Outturn	Budget	Over / (Under) Spend
95,132	Employee	(100,677)	93,215	88,000	5,215
63,140	A001 Salaries	(75,648)	65,200	64,000	1,200
6,356	A005 National Insurance Ers Salaries	(8,284)	6,000	6,500	(500)
4,081	A008 Superannuation Ers Salaries	(6,807)	2,894	4,200	(1,306)
20,132	A019 Shared Staff Costs	(7,730)	16,680	12,000	4,680
51	A060 Subsistence	0	374	100	274
653	A061 Honoraria	(489)	605	700	(95)
0	A072 Course & conference Fees	0	0	200	(200)
115	A076 Staff welfare	(40)	80	0	80
605	A091 Mileage Allowances	(1,681)	1,382	300	1,082
(7,500)	Premises	(7,500)	(7,500)	4,100	(11,600)
(7,500)	B050 Rents/Hire of Premises	(7,500)	(7,500)	4,100	(11,600)
111,914	Supplies and Services	74,308	116,013	125,950	(9,937)
0	D015 Materials & Consumables	0	350	250	100
0	D060 Printing	0	0	500	(500)
0	D065 Stationery	0	0	100	(100)
112,190	D080 Professional And Specialist Fees	75,246	116,892	120,000	(3,108)
(3,962)	D086 General Fees	(5,012)	(4,712)	1,000	(5,712)
0	D108 Mobile telephones	0	0	0	0
0	D122 IT Hardware	0	0	0	0
0	D123 IT Software	17	312	0	312
853	D184 Bank Charges	474	974	1,000	(26)
637	D192 Subscriptions	(77)	(0)	700	(700)
2,196	D208 Insurance Premium Payment	3,661	2,197	2,400	(203)
199,546	<b>TOTAL EXPENDITURE</b>	(33,869)	201,728	218,050	(16,322)



(101,703)	TOTAL INCOME	33,797	(79,203)	(239,850)	160,647
97,843	NET (Surplus)/Deficit	(72)	122,525	(21,800)	144,325

The CMC2 forecast outturn position for the period 1<sup>st</sup> October to 3<sup>rd</sup> March is currently projected to be a £122,525 deficit. A breakdown and reasons for variations from the budgeted projections are:

### Expenditure -

Company expenditure is forecast to be £201,728 with:

- An overspend of £5,215 on employees
- An underspend of £11,600 on premises due to a rental credit on the current accommodation fee
- An underspend of £9,937 on supplies and Services, mainly from a projected reduction in professional and specialist fees

### Income -

Company income is forecasted to be £79,203. This is a variation from budgeted income and is primarily due to a delay in the completion date for the development of the Social Care App. The project is now due for completion on 1<sup>st</sup> March, with user testing and data transfer bringing the implementation date to May 2015.

There will be some residual expenditure in April/May 2015 when the App is implemented, tested and adjusted and the projected income figure has been adjusted to account for this. The 2013/14 accounts included accrued income for the app so there isn't any offsetting income in the 2014/15 year of account.

Discussions are in progress with the MCC client to approve additional income to cover the additional development costs which should mitigate much of the forecast deficit in income.

### 3. HOW THIS REPORT MEETS THE AIMS OF THE COMPANY:

The report meets the aims of the company by outlining the current financial forecast and expenditure / income activities to ensure it is in line with the articles and aims.

### 4. BACKGROUND PAPERS: None

### 5. AUTHOR: Sian Hayward

### 6. CONTACT DETAILS:

E-mail [sianhayward@monmouthshire.gov.uk](mailto:sianhayward@monmouthshire.gov.uk)  
 Telephone: 07971893998 mobile  
 01633644309 landline

## The “Equality Initial Challenge”

Name: Peter Davies		Please give a <b>brief description</b> of what you are aiming to do.	
Service area: People and Commercial Development		To provide an update on the outcomes of year three and year four activities of CMC2 and the value delivered for the communities of Monmouthshire as detailed in the appendices. To consider the Authority’s future approach to software and systems development, including consideration of the existing software development team within the CIC.	
Date completed: 15 <sup>th</sup> July 2015			
Protected characteristic	Potential <b>Negative</b> impact Please give details	Potential <b>Neutral</b> impact Please give details	Potential <b>Positive</b> Impact Please give details
Age	None	None	CMC2 CIC regulator report presents details of the positive social impact that the company’s activities are having on Monmouthshire’s communities.
Disability	None	None	See above
Marriage + Civil Partnership	None	None	See above
Pregnancy and maternity	None	None	See above
Race	None	None	See above
Religion or Belief	None	None	See above
Sex (was Gender)	None	None	See above
Sexual Orientation	None	None	See above
Transgender	None	None	See above
Welsh Language	None	None	See above

Please give details about any potential <b>negative Impacts</b> .	How do you propose to <b>MITIGATE</b> these <b>negative impacts</b>
➤	➤
➤	➤
➤	➤
➤	➤

**Signed: Peter Davies**

**Designation: Head of Commercial and People Development**

**Dated: 15<sup>th</sup> July 2015**

## EQUALITY IMPACT ASSESSMENT FORM

What are you impact assessing	Service area
To provide an update on the outcomes of year three and year four activities of CMC2 and the value delivered for the communities of Monmouthshire as detailed in the appendices. To consider the Authority's future approach to software and systems development, including consideration of the existing software development team within the CIC.	Commercial and People Development, Enterprise Directorate
Policy author / service lead	Name of assessor and date
Peter Davies, Head of Commercial and People Development	Kellie Beirne, Chief Officer, Enterprise

**1. What are you proposing to do?**

To update Cabinet members on the progress of CMC2 and the added value delivered for Monmouthshire's communities.

2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below.

Age	No	Race	No
Disability	No	Religion or Belief	No
Gender reassignment	No	Sex	No
Marriage or civil partnership	No	Sexual Orientation	No
Pregnancy and maternity	No	Welsh Language	No

3. Please give details of the negative impact

N/A

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

The progress of CMC2 has been discussed and monitored regularly throughout the year.

Regular CMC2 Board meetings have been held throughout the year on the following dates: 30<sup>th</sup> July 2014; 10<sup>th</sup> December 2014; 23<sup>rd</sup> March 2015.

Regular updates have also been presented to the Authority on the following occasions – Economy and Development Select Committee on the 23<sup>rd</sup> April 2015.

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

Welsh Government data, MCC Service User data

**Signed:** Peter Davies  
**Designation:** Head of Commercial and People Development  
**Dated:** 15th July 2015

## The “Sustainability Challenge”

<b>Name of the Officer</b> completing “the Sustainability challenge”  Peter Davies		Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration  To provide an update on the outcomes of year three and year four activities of CMC2 and the value delivered for the communities of Monmouthshire as detailed in the appendices. To consider the Authority’s future approach to software and systems development, including consideration of the existing software development team within the CIC.	
<b>Name</b> of the Division or service area  Commercial and People Development		<b>Date</b> “Challenge” form completed  15 <sup>th</sup> July 2015	
Aspect of sustainability affected	<b>Negative impact</b>  Please give details	Neutral impact  Please give details	<b>Positive Impact</b>  Please give details
<b>PEOPLE</b>	None	None	n/a
Ensure that more people have access to healthy food	None	None	n/a
Improve housing quality and provision	None	None	n/a
Reduce ill health and improve healthcare provision	None	None	A social care replacement system has been developed for the Authority that has been designed around customer and user needs; A prototype audit dictation app was developed to allow social workers to

			generate time efficiencies that allowed social workers to release more time to focus on delivering what matters for their clients.
Promote independence	None	None	See above.
Encourage community participation/action and voluntary work	None	None	Digital innovation activities such as the Shire Hall interactive project have encouraged community participation and action.
Targets socially excluded	None	None	n/a
Help reduce crime and fear of crime	None	None	n/a
Improve access to education and training	None	None	Research is being undertaken regarding positive steps that can be taken to reduce the impact of the rollout of Universal Credit.
Have a positive impact on people and places in other countries	None	None	n/a
<b>PLANET</b>	None	None	
Reduce, reuse and recycle waste and water	None	None	n/a
Reduce carbon dioxide emissions	None	None	n/a
Prevent or reduce pollution	None	None	n/a



of the air, land and water			
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)	None	None	n/a
Protect or enhance visual appearance of environment	None	None	n/a
<b>PROFIT</b>	None	None	
Protect local shops and services	None	None	Via our digital innovation and digital exploitation activities e.g. development of digital high street initiatives, consultancy support on broadband rollout and innovative broadband schemes
Link local production with local consumption	None	None	See above
Improve environmental awareness of local businesses	None	None	n/a
Increase employment for local people	None	None	Via our Shared Apprenticeship Scheme, Y Prentis.
Preserve and enhance local identity and culture	None	None	See above.
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc	None	None	n/a

Increase and improve access to leisure, recreation or cultural facilities	None	None	See above.
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What are the potential negative Impacts	Ideas as to how we can look to <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments)
➤	➤
➤	➤
➤	➤
➤	➤

### The next steps

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

The outcome of CMC2’s Year Three and Year Four activities offer many positive impacts for the communities of Monmouthshire. Employment for young people will be created via Y Prentis, Shared Apprenticeship Scheme; community and business participation via our digital innovation and broadband projects; protection of local shops and services via our digital high street innovation activities.

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

**Signed:** Peter Davies  
**Designation:** Head of Commercial and People Development  
**Dated:** 15th July 2015



## REPORT

**SUBJECT: Completion of the Sewage Treatment Plant, Monmouthshire Livestock Centre, Bryn Gwyn**

**MEETING: Cabinet**

**DATE: 29<sup>th</sup> July 2015**

**DIVISION/WARDS AFFECTED: Not applicable**

### 1. PURPOSE

To approve further capital spending subject to ongoing contractual negotiations surrounding the installation of a sewage treatment plant sufficient to manage the effluent created at the Monmouthshire Livestock Centre site.

### 2. RECOMMENDATIONS

- 2.1 That authority be delegated to the Head of Operations, in consultation with the Head of Finance and appropriate cabinet members, to conclude negotiations with the main contractor within the limits as specified within the background paper, Appendix 1 – (exempt).
- 2.2 That the outcome of any such negotiations (ref 2.1 above) be reported to members upon conclusion of the negotiations and formal agreement between MCC and Morgan Sindall ( MS - the main contractor).

### 3. KEY ISSUES

- 3.1 Since the market has been operating the sewage management system has not adequately managed the effluent arising from the market. As a result the main contractor has been arranging and funding the removal of sewage from the site by tanker for treatment elsewhere (MCC not having accepted 'practical completion' of the plant whilst the treatment plant remains unable to satisfactorily manage the effluent arising from the market, hence responsibility remains with the main contractor).
- 3.2 The analysis of the performance of the existing sewage treatment plant has required extensive research and monitoring of the adequacy of the design and its operation compared with the limitations of the discharge consent provided by the NRW (volume and water quality discharged to the water course being of vital importance to comply with the license).
- 3.3 The main contractor employed a sub-contractor to design and install the plant and we understand MS is in discussion with the sub-contractor about the adequacy of the plant as installed. Furthermore MS has designed a new plant that will satisfactorily manage the effluent (volume and content) as described in the instruction provided to the contractor.
- 3.4 During the analysis MS has also assessed the accuracy of information provided to them in the contract design specification about the volume and content of the effluent arriving at the treatment plant compared with the actual volumes and content being generated by the cattle market.
- 3.5 MS has now served an 'additional instruction' upon MCC which requires the authority to respond to their assertion that any works that they may undertake to provide a sewage plant that satisfactorily manages the effluent being generated by the cattle market will require additional equipment over and above that necessary to manage the volumes indicated in the information provided through the contract specification. Any additional equipment will be over and above the cost incurred for the provision of equipment to meet the specification originally provided and will demand a further payment from the Council.

#### **4. REASONS**

- 4.1 Council officers are presently examining and auditing the information provided by MS and seeking further independent advice on their information submitted in relation to volumes and content of the effluent.
- 4.2 Officers are also researching the contractual relationship between the various companies acting upon MCC's behalf and the Council's subsequent liability.

- 4.3 To arrive at any agreement on this matter requires detailed assessment of the Council's risk and liability and the potential impact of not arriving at an agreement with MS. By agreeing financial parameters and allowing officers to negotiate on behalf of the Council in consultation with relevant cabinet members is a pragmatic approach to arrive at a satisfactory conclusion whilst controlling and limiting the risk and financial impact upon the Council.
- 4.4 To protect the Council's position in any negotiations with MS the parameters of the delegated authority need to remain confidential in order not to weaken the Council's negotiating position. Therefore the details of the financial limits are not included within this report but are provided as an exempt background paper. The financial implications of the negotiations will be reported in the future as and when negotiations are concluded and agreement arrived at.

## **5. RESOURCE IMPLICATIONS**

Held within the exempt report and to be reported separately upon conclusion of negotiations and formal agreement arrived at for the provision of a satisfactory sewage treatment plant.

## **6. SUSTAINABLE DEVELOPMENT and EQUALITY IMPLICATIONS**

This report seeks approval for terms upon which to enter into negotiation with a third party for the provision of a sewage treatment plant. As such no equality implications arise and no detailed assessment is provided. In relation to the sustainable development it should be noted that the treatment plant discharges into a watercourse and may only do so with NRW consent. Any treatment plant must be capable of achieving the standards within the consent otherwise the discharge (water) may not go to the watercourse. Should any discharge go to the watercourse that does not comply with the consent then the operator may be subject to fine.

## **7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

There are no safeguarding or corporate parenting implications arising from this report.

## **8. CONSULTEES:**

**SLT**  
**Cabinet members**

9. **BACKGROUND PAPERS: Appendix 1 – exempt paper**

10. **AUTHORS**

**Roger Hoggins, Head of Operations**

**CONTACT DETAILS:** [rogerhoggins@monmouthshire.gov.uk](mailto:rogerhoggins@monmouthshire.gov.uk)

**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972  
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

**Meeting and Date of Meeting: 29<sup>th</sup> July 2015  
Cabinet**

**Report: Completion of the Sewage Treatment Plant,  
Monmouthshire Livestock Market, Bryn Gwyn**

**Author: Roger Hoggins, Head of Operations**

I have considered grounds for exemption of information contained in the background paper for the report referred to above and make the following recommendation to the Proper Officer:-

**Exemptions applying to the report:**

Information relating to a particular individual as described in Paragraph 14 of Part 4 of Schedule 12A to the Local Government Act 1972.

**Factors in favour of disclosure:**

Openness & transparency in matters concerned with the public

**Prejudice which would result if the information were disclosed:**

Future commercial negotiations.

**My view on the public interest test is as follows:**

Factors in favour of disclosure are outweighed by those against.

**Recommended decision on exemption from disclosure:**

Maintain exemption from publication in relation to report

Date: 16th July 2015

Signed: Roger Hoggins

Post: Head of Operations

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I accept/I do not accept the recommendation made above

Signed:



Chief Executive

Date: 16<sup>th</sup> July 2015